IOM Mission - Republic of Korea

***Prequalification Call for Expression of Interest (CEI)***

1. ***Timeline***

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| Call for Expression of interest ID # | IOMKR-23-EXT-005 |
| Posted (date) | 03 April 2023 |
| Clarification Request Deadline | 14 April 2023 |
| Application Deadline | 30 April 2023 |
| Notification of Results  | 14 May 2023 |
| Qualification Validity Start Date | 01 June 2023 |
| Qualification Validity End Date | 30 May 2024 |

1. ***Location***

The Republic of Korea (ROK)

1. ***Sector(s) and area(s) of specialization***

Delivery of relief activities in the incidence of a natural or human-made disaster and/or disaster risk reduction (DRR) interventions in ROK.

1. ***Issuing Agency***

International Organization for Migration (IOM) Mission in the Republic of Korea (ROK)

1. ***Project Background***

ROK faces new challenges from increasing threats of natural disasters and their impact on people’s lives and well-being. Particularly in recent years, heavy rains, floods, typhoons, and other metrological events are on the rise in scale and frequency, affected by climate change. Earthquakes have also become a major threat with increased intensity and frequency. Exacerbated natural disasters drive a large number of the population into internal displacement each year, leaving long-term damage to their livelihood. It has proved that ROK is no longer a safe place from large-scale natural disasters and required enhanced preparedness and response capacity.

In this context, IOM ROK seeks to establish an emergency readiness mechanism with non-governmental and civil society organizations in ROK, as part of its capacity-building support for ROK humanitarian actors implemented since 2014 with support from the Bureau of Humanitarian Assistance (BHA) of the United States Agency for International Development (USAID). The purpose of this Call for Expression of Interest (CEI) is to prequalify prospective Implementing Partners (IPs) capable of providing a rapid response to humanitarian emergencies and/or disaster risk reduction (DRR) interventions in ROK, under the USAID BHA-funded project ‘“Strengthen Local Capacity of The Republic of Korea in Preparedness and Response to Natural and Man-made Disasters”.

This grant scheme will allow the selected organization to access up to USD 50,000 at a time during the agreed partnership period to deliver interventions described in the annexed Terms of Responsibilities (ToR). While proposals for emergency relief operations shall be given priority consideration, DRR interventions can also be supported when the proposed operations are deemed to have a significant potential impact on preventing the loss of lives and protecting the livelihoods of communities, particularly the most vulnerable and/or underserved populations often overlooked in general public services such as irregular migrants, low-income households, the elderly in rural areas and people with disability.

1. ***Expected Results***

Up to 2 organizations among the applicants will be prequalified as prospective IPs which will be developed into a formal implementation partnership with IOM ROK to respond to an outbreak of a disaster during the prequalification period. Prequalified organization(s) for DRR interventions shall make an implementation partnership agreement with IOM ROK immediately following the completion of the prequalification process.

1. ***Other Information***
* Only a non-governmental organization (NGO) or a Civil Society Organization (GCS) legally registered in ROK can apply.
* Prequalification shall be valid for twelve (12) months upon a written final notice to the selected organization(s), and it may be extended for a maximum of 6 months additionally.
* Priority will be given to applications if at least one key management staff member of the proposed intervention has completed one or more of previous IOM ROK humanitarian capacity-building trainings.
* Smaller local NGOs/CSOs will be given priority if the below qualifications are all met.
* Selected IP(s) is expected to participate in one or more of the capacity-building support activities delivered by IOM ROK during the timespan of the partnership.
* Selected IP(s) is expected to deliver the proposed intervention(s) directly. No further subcontracting is allowed to other entities except for procurement of goods and services to support the operation.
1. ***Selection Criteria***

Applications will be assessed based on the following selection criteria:

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| **Criteria** | **Description** | **Weight** |
| Programmatic capacity and expertise  | * Previous experience and success record, or any other proven capacity in the proposed intervention in ROK;
* Field presence relevant to target beneficiaries and knowledge of the local context of potential intervention;
* Established relations with key stakeholders and communities in potential intervention area(s), or capacity to establish such relations prior to the project implementation;
* Previous experience and/or capacity in working with a different range of stakeholders at a national and local level for the proposed intervention;
* Have an effective, needs-based and cost-conscious approach to the proposed intervention;
* Consideration of protection mainstreaming, gender and diversity inclusion in the proposed intervention.
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| Managerial and administrative capacity  | * Proven project management and administrative capacity including budget planning, activity delivery, monitoring and evaluation (M&E), and a proven financial and programmatic reporting capacity based on the IOM-provided templates and formats;
* Have an adequate system(s), human resources and leadership support in place to carry out the above-mentioned responsibilities.
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| Other | * Fulfillment of national and legal requirements applicable to the proposed intervention;
* Organizational commitment to the core values of the [Universal Declaration of Human Rights](https://www.un.org/en/about-us/universal-declaration-of-human-rights), to the [Accountability to Affected Populations (AAP) Framework](https://publications.iom.int/books/accountability-affected-populations-framework), to [Preventing Sexual Exploitation and Abuse](https://weareallin.iom.int/sexual-exploitation-and-abuse) and to [Humanitarian Principles](https://dmsportal/sites/GOV/CouncilDocuments/106%202015/C-106-CRP-20%20-%20IOM%27s%20Humanitarian%20Policy.pdf#search=Humanitarian%20Principles), and mechanisms to ensure those values in programming such an established complaint and feedback mechanism;
* Sustainability of the proposed intervention including environmental considerations and local participation;
* Innovativeness in the approach.
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1. ***Attachments***

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| Attachments | Note |
| ANNEX A – Terms of Reference | For reference |
| ANNEX B – Implementing Partner References Checklist | To submit with CEI |
| ANNEX C – Implementing Partner General Information Questionnaire  | To submit with CEI |
| ANNEX D – Declaration of Conformity Form | To submit with CEI |
| ANNEX E – Concept Note Template | To submit with CEI |
| ANNEX F – Financial Reporting Template | For reference  |
| ANNEX G – Narrative Reporting Template | For reference |
| ANNEX H – Project Implementation Agreement Template  | For reference |

1. ***For more information on this partnership, and to apply, please visit*** <https://republicofkorea.iom.int/>

The organizations responding to this call need to demonstrate their capacity to implement all listed activities as a single package. Partial applications for individual activities will not be considered.

IOM reserves the right to cancel/reduce the scope of planned activities or to introduce new/broaden the scope of the existing activities. Selected implementing partner(s) for emergency relief needs to be ready to develop a full project including a detailed budget upon an outbreak of an emergency based on the submitted concept note within three (3) working days from receiving the notification of partnership activation from IOM which will be mutually agreed upon. Applicants for DRR intervention should submit a Concept Note with detailed budget and activities which will be considered as final. Any modifications to the proposed intervention shall be made with prior consultation with, and consensus from IOM ROK.

All applicants will receive written notification of the outcome of the selection process within two (2) weeks after the deadline. Selected applicant(s) will be invited for the development of a partnership agreement. Should an applicant request further clarification, IOM will provide a response explaining the transparency and integrity of the selection process undertaken.

IOM reserves the right to decline disclosure of the specificity of decisions derived by the IOM mission due to reasons related to confidentiality.

IOM reserves the right to accept or reject any Expression of Interest and to annul the selection process and reject all Expressions of Interest at any time, without thereby incurring any liability to the affected Implementing Partners.

For more information, please contact in writing IOM Junior Project Assistant Ms. Anna Cha, by sending an email to acha@iom.int

**Expression of Interest submission guidelines**

This document contains instructions on the preparation and submission of the Application.

1. The Application must be submitted by email at iomseoul@iom.or.kr, no later than 30 April 2023. Late Applications will no longer be considered. If the file size exceeds 5MB, please upload electronic versions of the documents to an open file exchange service (Dropbox, OneDrive, etc.) and send an email before the deadline with a link to the relevant documents. Please clearly indicate *the Expression of Interest ID\_name of the organization* in the subject line of the email.
2. A detailed description must be provided on how the requirements specified in the Call for Expression of Interest (CEI) issued by IOM will be matched by the capabilities, experience, knowledge, and expertise of the Implementing Partners.
3. The Application must be submitted in English and in the format prescribed by IOM within the CEI. All required information must be provided, responding clearly and concisely to all the points set out. Any application which does not fully and comprehensively address these CEI requirements may be rejected.
4. The Application document should comprise the following:
	1. Duly accomplished application documentation as outlined within the CEI signed on all pages by the Implementing Partner’s Authorized Representative; and
	2. Relevant supporting documents.
5. Applications may be modified or withdrawn in writing, prior to the closing time specified in this CEI. Applications shall not be modified or withdrawn after the deadline.
6. The Implementing partner shall bear all costs associated with the preparation and submission of the Application and IOM will not, in any case, be responsible and liable for the costs incurred.
7. IOM on no occasion will ask for an application fee from Implementing Partners.
8. Partners can use IOM's [We Are All In platform](https://weareallin.iom.int/) for reporting fraud, corruption or misconduct.
9. All information given in writing to or verbally shared with the Implementing Partners in connection with this CEI is to be treated as strictly confidential. The Implementing Partner shall not share or invoke such information to any third party without the prior written approval of IOM. This obligation shall continue after the selection process has been completed whether or not the Implementing Partner application is successful.
10. IOM will treat all information (or that marked proprietary/sensitive/financial) received from Implementing Partners as confidential and any personal data in accordance with its Data Protection Principles.
11. The Implementing Partner by submitting an application gives consent to IOM to share information with those who need to know for the purposes of evaluating and managing the proposal.
12. By submitting the application/expression of interest, the applicant confirms adherence to IOM’s Declaration of Conformity Form and acknowledges receipt of the list of Proscribed Practices (ANNEX D).
13. IOM reserves the right to accept or reject any Application, and to cancel the process and reject all Applications, at any time without thereby incurring any liability to the affected Implementing Partner or any obligation to inform the affected Implementing Partner of the ground for IOM’s action.