

IOM MISSION – KYRGYZSTAN

CALL FOR EXPRESSION OF INTEREST

1 **Timeline**

Call for Expression of interest ID #	2023_02
Posted (date)	2 February 2023
Clarification Request Deadline	7 February 2023
Application Deadline	15 February 2023
Notification of Results	22 February 2023
Implementation Start Date	25 February 2023
Implementation End Date	August 2023

2 **Location:** Kyrgyzstan

3 **Sector(s) and area(s) of specialization**

Migration, environment, climate change, development, innovations, fundraising, awareness raising, communication, diaspora organizations, migrant associations,

4 **Issuing Agency**

IOM Kyrgyzstan

5 **Project Background**

The International Organization for Migration (IOM) is an intergovernmental organization established in 1951 and is committed to the principle that humane and orderly migration benefits both migrants and society. In the framework of the Global Programme on Making Migration Work for Sustainable Development (hereinafter referred to as the Global Joint Programme) Phase 3, IOM invites interested eligible to submit applications to support the development and marketing of a communication platform to engage and raise awareness about alternatives for donations and opportunities to engage in the development of the Kyrgyz Republic among diaspora, compatriots, and migrants living abroad. The desired impact of the program is to recognize migrants and diaspora as actors of development, with a particular focus on engagement in climate actions. Promote, facilitate and monitor diaspora donations through a proposed crowdfunding page in line with national development priorities. Diasporas of the Kyrgyz Republic are more than 100 organizational structures around the world that provide extremely important legal, social, and informational support for migrants. The results of the previous three forums and a recent mapping of the Kyrgyz diaspora, compatriots, and migrants abroad demonstrate that the majority of migrants maintain a strong emotional, financial, and family connection with the Kyrgyz Republic. Diasporas have great potential in human, financial and networking resources to contribute to the country's development. Among them, there are highly qualified and competent specialists who are ready to contribute to the socio-economic development of the Kyrgyz Republic. In this regard, the issue of establishing effective channels for mobilizing their intellectual, financial, and technological capital is of particular relevance for the development of the regions of Kyrgyzstan. Despite the fact that the long-term program of interaction between compatriots is included in the national programs for the development of the country, the practical activities for such interaction are fragmented and poorly coordinated between government departments and structures.

The government of the Kyrgyz Republic, has emphasized the importance of engaging Kyrgyz diaspora, compatriots, and migrants abroad and called for partners to improve the communication approach with diaspora, migrants organizations/associations/networks in order to 1) improve the quality of services, particularly information and

referral about services provided to migrants abroad, 2) creating incentives and opportunities for investment and attracting intellectual resources for the socio-economic development of the country of origin, and 3) information support of such interaction.

In this context, IOM Kyrgyzstan is looking for an NGO for a small grant to select a community to pilot climate actions, and support development projects supported by the diaspora and compatriots living abroad. This pilot initiative will be conducted on the Ashar Platform and aims to test the following: a) the interest of the diaspora to contribute to climate actions through the platform b) the level of cooperation between different diaspora groups, c) the transparency and the ability of the local municipalities that will be selected to execute the climate actions funded through the platform d) the communication approach proposed in the Communication Strategy. In addition, in pursuit of that objective, the IOM Mission in Kyrgyzstan, in close coordination with diaspora groups and other partners, will monitor the implementation

The objective of the assignment is to pilot a diaspora- fundraising to support climate action in the selected communities in cooperation with the Diaspora Members.

The call will invite NGOs working in local communities and specializing in migration, environment, climate change, biodiversity, and human rights nexus. The assignment should be conducted in close partnership with the Diaspora organization, and IOM Team.

The Implementing Partners is responsible for the whole cycle of the implementation of this assignment, including :

- Identify the communities and select a climate action in coordination with the local municipality,
- Identify the needs of the community and type of climate actions, with the communities ability to co-finance the action, particularly research the local development fund opportunities,
- Identify with the community the amount to be fundraised for each action with a formula: Diaspora + local – community financing,
- Place the actions on the platform with the support of the Diaspora
- Communicate with the diaspora and the community
- Monitor the implementation of the action after the funds received
- Coordinate the visibility of the work (videos, posts on social media), local media presence, develop storytelling on the diaspora’s engagement in climate action
- Coordinate the communication between the diaspora and the community
- Travel to the selected community, if needed,
- Report

8 Other Information

See below information in the TERMS of REFERENCE

9 Selection Criteria

Name	Description	Weight
Relevance of the proposal to achieving expected results	Relevance of the proposal to achieving expected results; Expertise in climate, green energy, climate actions, fundraising, community-based climate project implementation experience NGO; Expertise and experience in developing and delivery of climate, environment, ecology related messages to the public; Experience in close coordination with local communities, and remote communities, a good reputation as an organization, and a team member.	60
Sustainability of intervention	Experience in partnering using digital tools and platforms for climate, and environment-related information campaigns, and online events. Active website and clear presence on the internet; Management ability; Sustainability of intervention.	20
Other	Replicability/scalability; Minority groups representation and mainstreaming skills to apply during the implementation of programs; Innovative approach	20

10 Attachments

Description	URL
ANNEX A – Terms of Reference	(Insert link)
ANNEX B - Implementing Partner References Checklist	(Insert link)
ANNEX C - Implementing Partners General Information Questionnaire	(Insert link)
ANNEX D - Concept Note Template	To be shared with those interested
ANNEX - E Financial and Narrative Reporting Templates	To be shared with those interested
ANNEX F - Project Implementation Agreement Template	To be shared with those interested

12 For more information on this partnership opportunity, and to apply, please visit

www.kyrgyzstan.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 needs to be ready to develop a detailed budget based on the submitted proposal in two weeks upon receiving the notification from IOM.

All applicants will receive written notification, within two weeks after the deadline for the submission of Concept Note, of the outcome of the selection process. 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 Expression of Interest at any time, without thereby incurring any liability to the affected Implementing Partners.

For more information, please contact in writing Ms. BAKTYBEK KYZY Salavat - sending email to bsalavat@iom.int

Expression of Interest submission guidelines

This document contains instructions on the preparation and submission of the Application including Annex A: IP Information.

1. The Application must be submitted either by hand-sealed envelope to IOM with office address at 103, Ibraimov Street, Business Center “Victory”, 6th floor OR via email bsalavat@iom.int no later than 06:00 p.m., 06 February 2023. Late Applications will no longer be considered.
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 one original and one copy and envelop must be marked “Original” and “Copy” as appropriate. If there are any discrepancies between the original and the copy the original governs. Both envelopes shall be placed in an outer envelope and sealed. The outer envelope shall be labeled with the submission address, reference number and title of the Project and name of the Implementing Partner.
4. The Application must be submitted in the English language 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 this CEI requirements may be rejected.

5. The Application document should comprise of the following:
 - a. Cover Letter;
 - b. Duly accomplished application documentation as outlined within the CEI signed on all pages by the Implementing Partner's Authorized Representative; and
 - c. Any other relevant documents
6. Applications may be modified or withdrawn in writing, prior to the closing time specified in this Request for EoI. Applications shall not be modified or withdrawn after the deadline.
7. 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.
8. IOM at no occasion will ask an application fee from Implementing Partners.
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. 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.

IMPLEMENTING PARTNER REFERENCES CHECKLIST

The below information is requested to be include in the response to the CEI issued by IOM:

TABLE 1 – MAIN IMPLEMENTING PARTNER EXPERIENCE IN LAST THREE YEARS (free format)

- Starting Month/ Year
- Ending Month / Year
- Donor / Lead partner
- Description of projects
- Contract Amount

Remarks (Provide documentary evidence)

TABLE 2 – SIMILAR EXPERIENCE IN LAST THREE YEARS (free format)

- Year
- Donor / Lead partner
- Description of projects
- Contract Amount
- Remarks (Provide documentary evidence (*))

TABLE 3 – LIST OF KEY STAFF MEMBERS (free format)

- Name
- Designation Qualification
- No. of Years of Experience

Provide an organizational chart and detailed CVs for key management and personnel in the Organization

TABLE 4 – ANY OTHER INFORMATION (free format)

In addition to the required information, Implementing Partners may provide any other related documents

Terms of Reference

Introduction
IOM Kyrgyzstan is announcing a call among Implementing Partners for a small grant to select a community to pilot climate actions, and development projects supported by the diaspora and compatriots living abroad.
Background:
<p>The reference number of this Request for Proposal (RFP) is RFP_2022_04.</p> <p>The International Organization for Migration (IOM) is an intergovernmental organization established in 1951 and is committed to the principle that humane and orderly migration benefits both migrants and society. In the framework of the Global Programme on Making Migration Work for Sustainable Development (hereinafter referred to as the Global Joint Programme) Phase 3, IOM invites interested eligible to submit applications to support the development and marketing of a communication platform to engage and raise awareness about alternatives for donations and opportunities to engage in the development of the Kyrgyz Republic among diaspora, compatriots, and migrants living abroad. The desired impact of the program is to recognize migrants and diaspora as actors of development, with a particular focus on engagement in climate actions. Promote, facilitate and monitor diaspora donations through a proposed crowdfunding page in line with national development priorities. Diasporas of the Kyrgyz Republic are more than 100 organizational structures around the world that provide extremely important legal, social, and informational support for migrants. The results of the previous three forums and a recent mapping of the Kyrgyz diaspora, compatriots, and migrants abroad demonstrate that the majority of migrants maintain a strong emotional, financial, and family connection with the Kyrgyz Republic. Diasporas have great potential in human, financial and networking resources to contribute to the country’s development. Among them, there are highly qualified and competent specialists who are ready to contribute to the socio-economic development of the Kyrgyz Republic. In this regard, the issue of establishing effective channels for mobilizing their intellectual, financial, and technological capital is of particular relevance for the development of the regions of Kyrgyzstan. Despite the fact that the long-term program of interaction between compatriots is included in the national programs for the development of the country, the practical activities for such interaction are fragmented and poorly coordinated between government departments and structures.</p> <p>The government of the Kyrgyz Republic, has emphasized the importance of engaging Kyrgyz diaspora, compatriots, and migrants abroad and called for partners to improve the communication approach with diaspora, migrants organizations/associations/networks in order to 1) improve the quality of services, particularly information and referral about services provided to migrants abroad, 2) creating incentives and opportunities for investment and attracting intellectual resources for the socio-economic development of the country of origin, and 3) information support of such interaction.</p> <p>In this context, IOM Kyrgyzstan is looking for an NGO for a small grant to select a community to pilot climate actions, and support development projects supported by the diaspora and compatriots living abroad. This pilot initiative will be conducted on Ashar Platform and aims to test the following: a) the interest of the diaspora to contribute to climate actions through the platform b) the level of cooperation between different diaspora groups, c) the transparency and the ability of the local municipalities that will be selected to execute the climate actions funded through the platform d) the communication approach proposed in the Communication Strategy. In addition, in pursuit of that objective, the IOM Mission in Kyrgyzstan, in close coordination with diaspora groups and other partners, will monitor the implementation</p>

Objective:
<p>The objective of the assignment is to pilot a diaspora- fundraising to support climate action in the selected communities in cooperation with the Diaspora Members.</p> <p>The call will invite NGOs working in local communities and specializing in migration, environment, climate change, biodiversity, and human rights nexus. The assignment should be conducted in close partnership with the Diaspora organization, and IOM Team.</p>
Proposed interventions
<p>The call will invite NGOs working in local communities and specializing in migration, environment, climate change, biodiversity, and human rights nexus. The assignment should be conducted in close partnership with the Diaspora organization, and IOM Team.</p>
Overarching Outcomes:
<p>The Government of Kyrgyzstan has evidence about migrants, and compatriots living abroad are interested to invest in climate actions in the homeland.</p>
Expected results:
<ul style="list-style-type: none"> - Identify the communities and select a climate action in coordination with the local municipality, - Identify the needs of the community and type of climate actions, with the communities ability to co-finance the action, particularly research the local development fund opportunities, - Identify with the community the amount to be fundraised for each action with a formula: Diaspora + local – community financing, - Place the actions on the platform with the support of the Diaspora - Communicate with the diaspora and the community - Monitor the implementation of the action after the funds received - Coordinate the visibility of the work (videos, posts on social media), local media presence, develop storytelling on the diaspora’s engagement in climate action - Coordinate the communication between the diaspora and the community - Travel to the selected community, if needed, - Report
Impact:
<p>The diaspora members have a better understanding of how to support climate action initiatives in the Kyrgyz Republic,</p> <p>The relevance of remittances and diaspora funding would be recognized within the climate finance domain in the Kyrgyz Republic,</p> <p>The diaspora members will further invest or philanthropically support climate action initiatives in their country of origin,</p> <p>The diaspora members and local community have improved communication skills and channels, which lead to the increase of trust among the diaspora for a partnering community</p>
Partnerships and collaboration
N/A
Proposed timeline:
<p>The results need to be delivered within 6 months and the milestone deadlines agreed upon with the implementing and managing partners.</p>
Qualification and experience

<ul style="list-style-type: none"> - The bidder NGO shall demonstrate experience of at least 3 years in implementing projects related to climate, the environment (clean energy, air quality, water, green construction, biodiversity conservation, awareness-raising and etc.,) - Demonstrated understanding of deliverables, timelines, and budget - At least 5 years of proven experience preferably in communications, marketing, and/or social research areas, and proven experience in community development, - Experience in working with international organizations and UN agencies, is an advantage. - Ensure effective and efficient provision of services, full confidentiality in all aspects of the assignment, management of information flow, and follow-up on deadlines and commitments made. - Abide with the IOM copyright rules and regulations. Refrain from providing any photo, information, or materials taken under the IOM MISSION assignment to any media outlet, publishing agency, organization, or personality. - Good interpersonal skills, solid judgment/decision-making, initiative, and creativity. - Cultural and gender sensitivity. - Demonstrate strong oral and written communication skills. - Respond positively to feedback and differing points of view. - Focus on the result of tasks performed. - Demonstrate outstanding time-management and interpersonal skills. - Facilitate and encourage open communication. - Excellent computer skills. - Experience in
Submission of the project proposal
6 February 2023
Place and the deadline for submission of the project
Place: IOM Kyrgyzstan, 103, Ibraimov Street, Business Center "Victory"
Deadline: 6 February 2023

IOM Mission – IOM Kyrgyzstan

IOM Call for Expression of Interest ID#: IP_2022_NC.0048_01

Implementing Partners General Information Questionnaire

Call for Interest ID number:	
Full name of the Organization and abbreviation:	
Address and e-mail of contact person:	
Date of completion:	
Existing partnership with IOM?	
If yes, when did the cooperation with start?	
A. BACKGROUND AND GOVERNANCE	
Is your organization legally registered in the country(ies) of implementation? If yes, please provide registration number/proof. If not, please explain.	
What is the status of the organization (e.g. IO/iNGO, NGO, etc)?	

Does the organization produce an annual audited financial statement that is publicly available? If not please explain.	
Does the organization`s management or ownership have any affiliation to IOM that would result in a conflict of interest?	
Who has influence over the organization?	
When was the Organization founded?	
When was the Organization last assessed by IOM or another UN entity?	
Date of last external evaluation and the name of the evaluator. Can the evaluation be shared with IOM?	
B. ORGANIZATIONAL STRUCTURE	
Is an updated organizational structure/chart and the CVs of key personnel attached to the application?	
Where does the organization work in the country and what is its in-country structure and field presence?	
How many staff members work in the country office/programme?	
Are the all the main operational functions adequately staffed and resourced (finance, logistics, implementation, M&E)?	
Does the organization have personnel guidelines?	
Does the organization have personnel security procedures?	
C. EXTERNAL ENGAGEMENT AND INFLUENCE	
Networks and coordination	
Is the organization involved in networking with other Civil Society Organizations, humanitarian organizations or networks? If yes, please provide details.	
Does the organization coordinate its work with other Civil Society Organizations (local, national, international)? If yes, please provide details.	
How does the organization interact with beneficiaries and communities?	
Does the organization coordinate with the government/authorities?	
Does the organization engage in public or political processes (i.e. national and local government policy or budget discussions / decisions)	
Information and advocacy	
Does the organization produce information materials regularly? If yes, please describe.	
Does the organization hold public events for fundraising or other purposes? If yes, please describe.	
Does the organization work through the media?	

Does the organization use advocacy as a foundation of its work? If yes, please describe.	
Does the organization perform any lobbying activities? If yes, please describe.	
C. PROGRAMMATIC CAPACITY	
Does the organization have a stated mission and vision? Please provide the link if publicly available.	
What are the target group(s)/ beneficiaries of the organization?	
What is the geographical focus of the organization?	
What is the programmatic focus of the organization?	
Does the organization have a documented risk register and a risk management process?	
Does the organization:	
Uphold and abide by the humanitarian principles?	
Support the provision of impartial assistance solely based on needs?	
Operate independently without the imposition of a political agenda?	
Uphold a do-no-harm approach?	
Have a long-term plan/strategy in place?	
Have a framework for Accountability to Affected Populations?	
Have a Code of Conduct or other ethics policy?	
Have policies and procedures to prevent sexual exploitation and abuse?	
D. FINANCIAL CAPACITY	
What donors are currently supporting the organization's programmatic activities?	
What is the current overall budget for the organization's activities?	
Has the organization faced any liquidity or solvency related challenges during the past three years? If yes, how was it resolved?	
Accounting system	
Does the organization have detailed policies documenting its accounting standards, rules and procedures?	
Which accounting standards the organization follows (IPSAS; IFRS, national)?	
Which accounting software does the organization use and is it integrated with other functions (e.g. HR, procurement, etc.)?	
What is the document retention policy in relation to accounting and supporting documents? How does the organization ensure a safety of archives from theft,	

fire, flooding etc.? Were there any challenges faced in this respect during the last three years?	
Are all costs booked in the organizations accounts in a timely manner?	
Can the organization provide periodic financial reports at the project level?	
Financial control	
Does the organization have its own bank account registered in its own name?	
Does the organization have established internal audit functions?	
Is there a regular requirement for external audit on the companies accounts and if yes, is it carried out in a timely manner?	
Does the organization comply with the audit recommendations received?	
What are the main characteristics of the internal control system in place? Were there any challenges faced in this respect during the last three years?	
How does the organization ensure sufficient segregation of duties?	
Is there a system in place to avoid double reporting of expenses to donors? Des the organization have a project accounting solution in place to facilitate related controls?	
Cost effectiveness	
Is the organization cost conscious? What principles are followed to minimize costs?	
Are quotations or invoices collected before purchases are made?	
E. PROCUREMENT AND SUPPLY CHAIN CAPACITY	
Describe the logistical setup of the organization.	
Does the organization have and follow counterterrorism policies requiring systematically vetting partners and suppliers against recognized lists of terrorists?	
Procurement	
Does the organization have clear procurement regulations? If yes, please share a copy.	
Was the organization's procurement policy reviewed and accepted by other organizations and/or donors?	
Does the organization have a clear policy for segregation of duties and delegation of authority in the procurement process?	
Does the organization have (and use) a procurement plan?	

Does the organization uses ERP system to post procurement transactions?	
Asset and warehouse management	
Does the organization have an asset database?	
Does the organization have established protocols for handing over, write-off, sales and disposals of assets?	
Does the organization have procedures for managing stocks and warehouses?	

I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:

Name/ Signature/ Date