

IOM MISSION – POLAND

CALL FOR EXPRESSION OF INTEREST

1 **Timeline**

Call for Expression of interest ID #	IOM2022PL10-004-IP
Posted (date)	Thursday, 22 September 2022
Clarification Request Deadline	Friday, 23 September 2022
Application Deadline	Wednesday, 28 September 2022
Notification of Results	30 September 2022
Implementation Start Date	10 October 2022
Implementation End Date	31 December 2022

2 **Locations**

One location in Poland: Gdansk.

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

With a focus on third country nationals, Implementing Partners are required to have relevant experience in at least one of the below sectors:

- i. Adult Education services with a focus on teaching Polish as a foreign language and English;
- ii. Provision of career counseling services and networking with employers.

4 **Issuing Agency**

Established in 1951, the International Organization for Migration (IOM) is part of the United Nations System and the leading intergovernmental organization to promote orderly migration that respects human rights and benefits all parties. IOM has been operating in Poland since 1992.

5 **Project Background**

The services provided will be funded by two IOM Projects, namely:

- a. 2022 French Contribution to IOM's Activities for the Ukraine Crisis
Aiming at increasing the resilience, dignity and inclusiveness of Ukrainians and TCNs in Poland, IOM Poland will support access to employment and social inclusion of Ukrainian refugees and TCNs, in particular by easing their access to the labour market and to formal education. Activities have been designed through feedback and recommendations received by national authorities including the Ministry of Family and Social Policy, labour offices, social policy and education departments in multiple municipalities.
- b. PRM Multicountry Response – Ukraine Crisis
IOM will urgently address the most pressing needs of conflict-affected persons who fled Ukraine to Poland, and their host communities. Interventions will take place in population centers receiving large number of people arriving from Ukraine, along the Poland-Ukraine border especially at major border crossing points (BCPs), where basic assistance is provided to people crossing into Poland. Moreover, the Project will include capacity building activities to promote affected populations' protection and safe access to basic needs and services, eventually enabling them to claim and exercise their rights in Poland (in terms of education, healthcare, psychosocial support, legal support, accommodation, etc.). The activity will include information and multicultural assistance (including referrals, information on

navigating practical matters in Poland -such as school enrolments, accommodation search, job seeking efforts etc.) for Ukrainians/TCNs in Poland in the reception and long stay centers as well as through other information channels (e.g. online information sessions/webinars). Targeted support will be also provided to representatives of various institutions at local, regional and national level with intersectoral consultation and coordination meetings.

6 **Expected Results**

IOM, in collaboration with experienced partners, will take action to set up Integration Centers for the provision of:

A. Polish and English Language Courses

Voluntary Polish and English language courses will be offered to **adult beneficiaries of temporary protection** in **Gdansk**.

The courses will have a duration of two months per cycle each, and new courses will be initiated every month. Each beneficiary will attend the language course of his/her selection (e.g., Polish or English) for 3 hours per day or 15 hours a week for two months, for a total of 120 hours.

The course should be provided for minimum:

120 student – in-person classes,

120 student – on-line classes.

To be noted that classes will be offered both in the premises of the Center and through online teleconference platforms in the form of a virtual class.

Following a placement test, the beneficiaries will be introduced in the relevant class of their level, as applicable according to the Common European Framework of Reference for Languages (CEFR) and will have the opportunity to improve their language skills by one CEFR level in either Polish or English. Each class will consist of minimum 15 to maximum 20 students. Upon graduation from the courses, the competent Educators of the Project will assess the level of knowledge achieved in the duration of the courses and, if applicable, will refer beneficiaries to sit the examination for language certification as provided by the entrusted national authority. In this case, certification fees will be covered by the project.

To facilitate employment or job search, the courses will be offered in three shifts during the day, indicatively as following: morning shift: 09.00-12.00, afternoon shift: 13.00-16.00, evening shift: 18.00-21.00

Moreover, taking into consideration that many beneficiaries are heads of single-parent households and related childcare needs, project staff with related expertise will offer recreational activities for children in an adequately designed and equipped Child Friendly Space (CFS) in the facilities, while the parent is attending class or is visiting the Center to receive other services.

B. Employability Support Services

Employability Support Services will be provided by the Implementing Partner in **Gdansk for minimum 200 beneficiaries**.

The Implementing Partner will recruit a Career Counsellor (Profiling and Counselling), a Career Counsellor (Entrepreneurship Support) and a Career Counselor (Labour Market Liaison) with the following Terms of Reference:

The Career Counselor (Profiling and Counselling) will be, inter alia, responsible to:

Conduct one-to-one or small group sessions with beneficiaries; Assess the educational and professional background of beneficiaries; Support beneficiaries to set realistic career goals and develop respective achievement plans; Evaluate beneficiaries' skills and interests through aptitude assessments, interviews and individual planning; Organize the participation of beneficiaries in events and trainings aiming to promote their employability prospective; Liaise beneficiaries with available training opportunities and other educational courses; Contribute to the expansion of the network with private employers and coordinate with other relevant colleagues for liaising of project beneficiaries with prospective employers; Contribute in the organization of employability related events, trainings, workshops to various target groups; Collaborate with other project staff, as applicable, to ensure smooth implementation of project activities and effective liaison with labour offices and other stakeholders; Support in the liaison and coordination with Local Authorities; Create and submit Means of Verification, submit progress and ad hoc situation reports; Perform such other duties as may be assigned.

The Career Counselor (Entrepreneurship Support) will be, inter alia, responsible to:

Enhance the prospective of entrepreneurial and social and solidarity economy initiatives among the beneficiaries; Assist in organization and conduct entrepreneurship information sessions for the project beneficiaries; Assist in organization of workshops and seminars to enhance the beneficiaries' entrepreneurial skills; Evaluate beneficiaries' abilities, interests and readiness to set up a business in Poland; Support and provide mentoring to beneficiaries who decide to set up their own business in Poland; In collaboration with project staff, identify beneficiaries interested in setting up a business; Conduct one-to one or small group sessions with beneficiaries to create business plans; Liaise with local authorities, public services, organizations and other institutions and professionals to support beneficiaries with the establishment of their businesses; Support in the development of tools and materials for the support and promotion of entrepreneurship among beneficiaries; Monitor legal changes related to running a business in Poland and provide updates to the Labour Mobility and Social Inclusion team of IOM on related changes; Collect information on services that are in demand and on available free support for migrants who are setting up business; Assist in development of the reporting and evaluation tools, submit progress and ad hoc reports from the services provided; Perform such other duties as may be assigned.

The Career Counselor (Labour Market Liaison) will be, inter alia, responsible to:

Conduct market research and undertake desk review and analysis to feed the mapping of prospective employers in the area of responsibility; Establish communication with competent contact persons with organizations and companies, generate leads and cold calls to create a prospective employers' network; Identify opportunities and areas of work to cultivate partnerships with private sector actors to promote the employability potential of project beneficiaries in the area of responsibility; Create lists with information on open vacancies relevant to the beneficiaries' profiles and share with competent project staff; Collaborate with competent colleagues to develop and implement outreach strategies towards employers; Liaise beneficiaries with open vacancies in cooperation with competent colleagues; Support the organization of information sessions, workshops, seminars, job clubs, and other relevant events, as applicable; Support the creation and update of material and tools for raising awareness among the employers on ethical recruitment processes and beneficiaries' rights to employment; Assist in development of the reporting and evaluation tools, submit progress and ad hoc reports from the services provided; Perform such other duties as may be assigned.

IOM will provide the tools and Standard Operating Procedures for the implementation of the Employability Support services.

C. Project Promotion and Community Sensitization Activities

The Implementing Partner will undertake the task of promoting the Project locally, establishing referral pathways with other service providers and ensuring the awareness and support of the local Municipality in relation to project activities. In addition, the Implementing Partner will organize and deliver at least two (2) events aiming at enhancing the communication between the hosted and the host community and facilitate social inclusion.

Bidders are invited to propose additional services outside the scope of A, B and C above, as considered applicable in every location of implementation.

7 ***Other Information***

Mandatory Requirements:

1. Selected IPs are expected to provide the facilities for the purposes of the project, complying with all relevant Law provisions regarding Building Regulations. Bidders are invited to include a floor plan of the facilities in their proposals. The Centers should be fully operational by **10st October**;
2. The Centers should consist of as many classrooms needed, in addition to one or two rooms for the recreational activities for children and two additional rooms serving as offices for IOM staff that will be stationed in the Centers, besides any admin-related spaces that might be of need. A hall/entrance permitting the set-up of one working station would replace the need for one of the extra rooms;
3. Each classroom should have the appropriate capacity to host classes consisting of a maximum of 20 students and one teacher;
4. The room(s) dedicated to recreational activities for children should fulfill the necessary security measures set forth in the applicable legislation concerning areas hosting children;
5. All rooms must meet the requirements of adequate lighting (natural/artificial) and ventilation as set forth in the applicable legislation;
6. The buildings must have a heating and a ventilation system;
7. Cleaning of the rooms and common spaces, including garbage collection and management, should be performed on a daily basis;
8. The number of sanitation facilities should follow the standards as set forth in the applicable legislation and should include facilities for disabled;
9. Adequate supply of water suitable for human consumption should be ensured, in accordance with legislation, in compliance with Directive 1998/83 / EC of the Council of the European Union;
10. Each classroom should be equipped with all assets necessary to conduct the courses (e.g., chairs, desks, whiteboard, etc.);
11. Selected IPs are expected to provide beneficiaries with stationary materials necessary for their learning process (e.g., pencils, notebooks, one copy of the book that will be used for teaching);
12. Selected IPs are requested to take over the whole target group of each specific area;
13. Classes should be provided in three shifts per day;
14. Selected IPs are expected to collect basic information on the beneficiaries' background (a template of the requested information will be shared by IOM upon identification of the IPs) when beneficiaries will present themselves to be enrolled in the courses, and then share the information as indicated by IOM in a timely and accurate manner;
15. Selected IPs are expected to track students' attendance on a daily basis and share the respective data as indicated by IOM in a timely and accurate manner;
16. Selected IPs are expected to employ the below staff in order to ensure a harmonized standard of service provision, as per the TORs in Annex to the Call for Expression of Interest:
 - a. Integration Center Coordinator

- b. Integration Center Assistant
- c. Teachers
- d. CFS Facilitator(s)
- e. Cleaner
- f. Cultural Mediator (Polish-Ukrainian/Russian)
- g. Outreach and Promotion Specialist

Additionally, the IPs providing the Employability Support Services are expected to also employ the bellow staff:

- h. Career Counselor (Profiling and Counseling)
- i. Career Counselor (Labour Market Liaison)
- j. Career Counselor (Entrepreneurship Support)

17. Teachers employed under the present project should fulfill the below requirements:

- a. *Minimum:*
 - i. Bachelor of Arts from accredited university in a related field
 - ii. Experience in teaching Polish or English as a foreign language, on a volunteer or paid basis
- b. *Preferred:*
 - i. MA in Teaching Polish or English as a second/foreign language
 - ii. Additional strengths: MA in Intercultural Education, MA in education and/or pedagogy

18. CFS Facilitators employed under the present project should fulfill the below requirements:

- a. *Minimum:*
 - i. 1-year experience in Relevant Position
 - ii. Cross-Cultural Awareness and flexibility
 - iii. Good interpersonal and communications skills
- b. *Preferred:*
 - i. Bachelor of Arts from accredited university in a related field
 - ii. Experience in teaching Polish as a foreign language, on a volunteer or paid basis

Desirables Prerequisites:

- 1. Spaces already set up and ready to be used;
- 2. Integration Centres located in the centre of urban areas and in locations well-served by public transportation;
- 3. Experience in Non-Formal Education (NFE) of adults;

8 ***Selection Criteria***

Name	Description	Weight
Relevance of proposal to achieving expected results	Relevance of proposal to achieving expected results; Expertise on budgeting skills as well as, communication, negotiation and participation skills ; Expertise and experience in developing and delivery of adult education and (if applicable) labour market inclusion programmes; Adequacy and clarity of- proposed budget (including contribution by CSO); Relevant technical expertise and experience in working with a different range of stakeholders at a national and local level.	60
Sustainability of intervention	National and Local experience, presence and community relations; Management ability; Sustainability of intervention.	20
Other	Replicability/scalability; Gender mainstreaming skills to apply during implementation of the programmes; Innovative approach	20

9 **Attachments**

Description
ANNEX A – Terms of Reference
ANNEX B - Implementing Partner References Checklist
ANNEX C - Implementing Partners General Information Questionnaire
ANNEX D - Concept Note Template
ANNEX E - Budget Template
ANNEX F - Financial and Narrative Reporting Templates
ANNEX G - Project Implementation Agreement Template
ANNEX H - Declaration of Conformity Form IPs

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

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 submitted proposal in two weeks upon receiving the notification from IOM.

All applicants will receive written notification, within the 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 decision 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, contact in writing [IOM Procurement Poland](#) on email to IOMPolandProcurement@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 through mail to IOM with office IOMPolandProcurement@iom.int no later than **Wednesday, 28.09.2022**. With the reference number on email subject. Late Application 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 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.
4. 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

5. Applications may be modified or withdrawn in writing, prior to the closing time specified in this Request for Eol. 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 at no occasion will ask an application fee from Implementing Partners.
8. 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.
9. 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.
10. 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.
11. 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.

End