

IOM MISSION – POLAND

CALL FOR EXPRESSION OF INTEREST (CEI)

1. **Timeline**

CEI Reference number	IOM 2023 - 4200597452
Posted (date)	21/12/2023
Clarification Request Deadline	27/12/2023
Application Deadline	05/01/2024
Notification of Results	19/01/2024
Implementation Start Date	01/02/2024
Implementation End Date	31/05/2024

2. **Locations**

Podkarpacie region (suggested: Rzeszów, Przemyśl, Gorzyce, Ropczyce, Berezka), Poland

Malopolska region (suggested: Paszkówka, Koninki, Krynica), Poland

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

Children, youth and adults, Education, Labor Market and Social Inclusion

4. **Issuing Agency**

Established in 1951, the International Organization for Migration (IOM) is a 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 2002.

5. **Project Background**

IOM is addressing the most urgent needs of the refugees and migrants who fled war in Ukraine to Poland. Activities will take place in the collective shelters. Project will include delivering the Polish language classes at different levels in order to facilitate the integration into the labour market and social inclusion for adolescent and adult beneficiaries.

6. **Expected Results**

IOM, in collaboration with the Implementing Partner will deliver the Polish language classes for the beneficiaries ( 16+ years old) residing in the collective shelters in Podkarpacie and Małopolska.

The language classes for children will be organized if such a need is identified at the collective shelter.

In-person language classes should be delivered to 200 beneficiaries. The total duration of the language classes in each shelter is 4 months, which should cover two levels – a 2-months (60 hours) course per level and 120 hours in total. IOM strongly encourages the inclusion of persons with disabilities into Polish language classes.

Upon starting the classes all the beneficiaries will take an initial test to assess their level of language proficiency according to the Common European Framework of Reference for Languages (CEFR). Depending on the results of the test, beneficiaries will be referred to an appropriate Polish course.

Each group should amount maximum of 15 enrolled students. Upon successful completion of an educational program beneficiaries will take the final examination and receive the certificates confirming the completion of the language classes at a specified level.

The classes schedule should be adjusted to the availability of the beneficiaries in order to facilitate employment and the process of job search.

7. **Indicative Budget**

Budget should be submitted in Polish Zloty (PLN)

8. **Other Information**

Minimum formal requirements to apply to the CEI:

- Legal registration in Poland
- Non-profit organization
- Active bank account opened under the name of organization

9. **Selection Criteria**

Name	Description	Weight
Relevance of proposal to achieving expected results	<ul style="list-style-type: none"> <li>• Relevance of proposal to achieving expected results</li> <li>• Adequacy and clarity of the proposed budget (including contribution by the prospective IP)</li> </ul>	20
Previous experience	<ul style="list-style-type: none"> <li>• Expertise and previous experience related to education and delivering language classes for children, youth and adults</li> <li>• Experience of professional and effective teaching of the Polish as a foreign language for persons from Ukraine</li> <li>• Experience in conducting educational, training and informational promotional activities for migrants and refugees</li> <li>• Experience in conducting integration activities for foreigners</li> <li>• Experience in the social and professional reintegration of people excluded or at risk of social exclusion</li> <li>• Experience of working with persons with disabilities</li> <li>• Experience in organizing training, workshops, courses and extracurricular activities</li> <li>• Experience in promoting and organizing joint activities between caregivers and children</li> <li>• Experience in cooperation with foreign and international institutions</li> </ul>	40

Sustainability of intervention	<ul style="list-style-type: none"> <li>• Experience in collaboration with local authorities</li> <li>• Local experience, presence and community relations</li> </ul>	20
Other	<ul style="list-style-type: none"> <li>• Gender mainstreaming skills to apply during implementation</li> <li>• Innovative approach</li> <li>• Multicultural approach</li> </ul>	20

## 10. **Attachments**

Description	Source
ANNEX A - Terms of Reference	<i>Attachment</i>
ANNEX B - Implementing Partners References Checklist	<i>Attachment</i>
ANNEX C - Implementing Partners General Information Questionnaire	<i>Attachment</i>
ANNEX D - Concept Note Template	<i>Attachment</i>
ANNEX E – Implementing Partners Budget and Financial Reporting Template	<i>Attachment</i>
ANNEX F – Declaration of Conformity for Partners	<i>Attachment</i>
ANNEX G – Project Implementation Agreement Template	<i>Attachment</i>
ANNEX H – Data Protection Notice	<i>Attachment</i>
ANNEX I – List of Proscribed Practices	<i>Attachment</i>

## 11. **For more information on this partnership opportunity, and to apply, please visit**

[\(Zapytania ofertowe | IOM Poland\)](#)

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.

It is preferred that the concept notes cover all the indicated locations, however, the applications covering one voivodship only will as well 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.

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.

Requests for Clarification are accepted until 27th of December 2023, 17:00, under the email address [avoit@iom.int](mailto:avoit@iom.int). All the answers will be published at the website with the CEI.

## Expression of Interest submission guidelines

This section contains instructions on the preparation and submission of the application including Annexes B-F.

1. The applications must be submitted to IOM through email address [nustinyenkov@iom.int](mailto:nustinyenkov@iom.int) no later than 05.01.2024. 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 should comprise of the following documentation prepared with a use of attached templates and signed on all pages by the Applicant's Authorized Representative:
  - a. Implementing Partner References Checklist;
  - b. Implementing Partner's General Information Questionnaire;
  - c. Concept Note (based on the attached Terms of Reference);
  - d. Implementing Partners Budget;
  - e. Declaration of Conformity for Partners
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 at no occasion will ask an application fee from Implementing Partners;
8. Partners can use [IOM's We Are All In platform](#) 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 familiarity and adherence to IOM's Data Protection Notice for Vendors and acknowledges receipt of the list of Proscribed Practices (enclosed);
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.