



International Organization for Migration (IOM)
The UN Migration Agency

Date: 15/09/2021

IOM Call for Expression of Interest ID#: CEI.2021.IP

BID BULLETIN No 3

Clarifications from Implementing Partners

Question 1:

The documentary evidence needed for **Table 2: Similar projects (per activity)**, should include all the Grant Agreements of the similar projects? If yes, the printing and delivery of the paper-format documentation would be extremely long since some Grant Agreements have over 100 pages and additionally, include information concerning other organizations. How could we provide adequate documentation that is not too lengthy (e.g. print only the very first pages as also the last ones of each grant agreement, including the pages of legal representatives' signatures?). Please kindly advise us on this.

Answer 1:

First pages and last pages of each Grant agreement including the pages of legal representatives' signatures is enough to prove your experience to similar projects.

Question 2:

Should our Legal Representative sign all pages of the filled-in CEI application and of all provided documentation (grant agreements, etc.).

Answer 2:

All pages of your submitted documentation should be signed by your Authorized / Legal Representative.

Question 3:

Όλα τα επίσημα έγγραφα όπως καταστατικό, ενημερώτητες, αποφάσεις ειρηνοδικείου κτλ Θα πρέπει που είναι στα ελληνικά θα πρέπει να τα επισυνάψουμε μεταφρασμένα ή όχι;

Answer 3:

The supporting documentation will be deemed to be accepted also in Greek language.

Question 4:

On the matter of the signatures on the documents that make up the I.P. application, kindly confirm whether the document of the Call for Expression of Interest should be signed by our legal representative, including all annexes or if supporting documents, such as Grant Agreements for projects implemented, organization policies, CVs etc, should be also signed.

Answer 4:

All pages of your submitted documentation should be signed by your Authorized / Legal Representative.

Question 5:

Ποιο αναλυτικά είναι το κείμενο των υπεύθυνων δηλώσεων 7,8,9 στο Information Sheet, δώστε template :

Answer: Please provide a signed solemn declaration declaring what has been requested at points 7, 8 & 9.

Αν ενδιαφερόμαστε για δυο κατηγορίες την Β και C, πρέπει να αποσταλούν διαφορετικές αιτήσεις ή μια στην οποία περιγράφουμε και τις δυο;

Answer: One application, indicating in Annex A the activities for which you are submitting your application. Your submitted application should be in accordance with the submission guidelines and should comprise all necessary documentation and annexes mentioned in CEI.

ANNEX B, TABLE 3,4 τα βιογραφικά και την περιγραφή των μελών μας καθώς και τις επιπλέον πληροφορίες τις ενσωματώνουμε στο κείμενο ή τις αποστέλλουμε ως επισύναψη;

Answer: In any format you wish in order to be competitive including all requested information (names, experience, designation qualification, organizational chart, CVs). Your application should contain all necessary information which match with the requirements of CEI and of each activity.

Question 6:

In the CEI document, what should we include **as trade Reference** companies? Suppliers that we have cooperated with or NGOs that have funded projects implemented?

Answer 6: Any collaboration trade or not



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Question 7:

- a. In Annex B, could you confirm if we should provide documentary evidence for the projects included only in Table 2? [Answer 7a:](#) Yes, in table 2 you should provide documentary evidence for similar projects with the activities which we are applying while in table 1 just list all your implementation project's experience in last three years which may be unrelated with the activities you are applying for.
- b. In Annex B, in Table 3, what do you mean by "Designated Qualification"? Should we include our key staff members' positions within the organization? [Answer 7b:](#) Yes, you have to indicate Name, Position, and Years of experience.
- c. In Annex C, in Section D "Operation Capacity", could you specify what do you mean by "Administrative guidelines"? [Answer 7c:](#) Your internal practices and procedures you are following for the proper functioning of your organization.
- d. In Annex C, in Section E "Financial Capacity", regarding the question "What is the current overall budget for the organization's activities?", could you specify if we should provide the current overall budget (latest updated budget for 2021) or the overall budget of the year 2020? [Answer 7d:](#) The latest update budget for 2021
- e. Should we provide all our relevant guidelines mentioned in Annex C (i.e., Personnel guidelines, security procedures etc.) or only the guidelines/procedures that are explicitly requested (i.e. Section F "Procurement and Supply Chain Capacity", question: "Does the organization have clear procurement regulations? If yes, please share a copy" .)? [Answer 7e:](#) If a copy is requested, you should provide a copy. For the rest, follow questionnaire' guidelines.

Question 8:

In the Implementing Partners General Information Questionnaire (A. Background and Governance), we would like to ask you some clarifications about the questions below:

a. When was the Organization last assessed by IOM or another UN entity?

Our organization has been assessed as regards the implementation of specific programs (but not entirely as an organization), by other UN entity, in which we are implementing partners. Could you please clarify what is meant exactly by assessment of the organization?

[Answer 8a:](#) You may indicate any latest assessment which have been conducted by IOM and/or any other UN entity. You may state more than one case which might be applicable.

b. Date of last external evaluation and the name of the evaluator. Can the evaluation be shared with IOM?

Additionally, what exactly do you mean by external evaluation? Does this refer to project-specific audits or evaluations? Alternatively, could you please indicate what types of evaluation is meant here? For instance, is Management Quality Assurance Certificate (EAOT) ensuring our operational capacity relevant here (despite being made by a private entity)?

[Answer 8b](#): Any evaluation which have been conducted by a company/entity outside from your organization. You may submit more than one evaluation for this purpose.

- c. The VENDOR INFORMATION SHEET REQUIREMENTS CHECK LIST of the CEI has been replaced by the INFORMATION SHEET revised, is this correct? [Answer 8c](#): Yes

Question 9.

As far as we understand, in Table 1 we will include all the projects which we have implemented over the last 3 years while in Table 2 (which we will have three in total, one for each of the activities which we are applying for) we will include the projects which are similar or somehow related to the activities which we are applying for. As such, the projects included in Table 1 will be again included in Tables 2. Is this correct?

[Answer 9](#): Yes. Although in table 1 you may include projects which may be unrelated with the activities you are applying for.

Question 10.

In Annex B, under Table 2 it says, "Remarks (Provide documentary evidence)". What is expected here? Is it a detailed outline of the relevant experience?

[Answer 10](#): Please refer to Bid Bulletin No.2 answer 5δ.