

CALL FOR EXPRESSION OF INTEREST (CEI)

For the Pre-qualification of Implementing Partners for 2025-2027

CEI Reference number	CEI-MD10-2025-003
Posted (date)	03 April 2025
Clarification Request Deadline	20 April 2025
Application Deadline	30 April 2025
Notification of Results	14 May 2025

CONTEXT

Under IOM Moldova Strategy 2025-2027, Objective 1 Saving lives and protecting people on the Move and Objective 2 Driving solutions to displacement, IOM aims to reach people in the most vulnerable situations with specialized protection services, including child protection measures, activities to mitigate the risk of and respond to violence against women and girls and human trafficking, and psychosocial support. Working towards common outcomes to achieve durable solutions, IOM will increase its investment in development approaches that integrate health care, education, livelihoods and community-based protection mechanisms to support successful integration.

The ongoing war in Ukraine has led to large-scale population movement. Since February 2022, millions of Ukrainian refugees have crossed the borders into neighboring countries, including the Republic of Moldova. The Republic of Moldova alone has received 1,252,906 Ukrainians, many of whom have continued to other European countries. Of these, 127,786 stayed in Moldova as of 28 February 2025,¹ the vast majority of whom are women, children, and elderly people. According to UNHCR, 90 percent of refugees in Moldova are women and children and 21 percent are elderly people. Women and children affected by war are exposed to increased levels of traumatic experiences, which include direct exposure to violence, disruption of family structure, and social disintegration. They are also vulnerable to human trafficking, sexual exploitation, and abuse—both within Ukraine, along their journey, and upon crossing borders. Receiving countries, along with frontline specialists, must respond professionally and develop tailored interventions to meet the diverse needs of the affected populations,

¹ [Situation Ukraine Refugee Situation](https://www.unhcr.org/situations/ukraine/), unhcr.org



addressing both their immediate humanitarian needs and long-term protection. In most cases, the grassroots Civil Society Organizations (CSOs) were/are those who provided/provide additional help to the Government of Moldova in supporting directly the refugees from Ukraine. Most of these CSOs have been providing direct support to Moldovan women-survivors of domestic violence, and services for both categories of beneficiaries often coincide in its nature – shelter, psychological support, legal, social, humanitarian, financial assistance and employment opportunities. Local partnerships play a key role in the IOM response and in its historical protection activities within the multi-year comprehensive counter-trafficking efforts. As part of its localization strategy, IOM Moldova fosters partnerships with a variety of actors, strengthens the thematic and institutional capacities of local organizations, and promotes coordination to meet humanitarian needs as well as addressing the challenges met by the Republic of Moldova due to migration. With a current portfolio of 13 local partners covering all thematic areas and working closely with both local and national authorities, IOM Moldova aims to increasingly act as a facilitator rather than a direct implementer in responding to humanitarian needs in the country.

The objective of this Call for Expressions of Interest (CEI) is to identify and pre-qualify diverse grass-roots experiences in the fields specified above, which may be engaged directly by IOM Moldova within the framework of the implementation of its projects within next two years. However, this process will not guarantee that all CSOs selected will be engaged by IOM.

PROCESS INFORMATION

IOM's approach to protection is based on collaboration, partnership, and coordination with stakeholders to achieve projects outcomes in support of the United Nations Secretary General's call for a one United Nations protection approach. IOM further recognizes that many international and national actors, other than the States, also play key supporting roles in achieving the effective respect of the human rights of migrants. Therefore, the Organization adopts a whole-of-society approach, proactively building partnerships with a wide spectrum of actors including, among others, community leaders, civil society, private sector, and development and humanitarian actors, to implement effective, robust protection responses.

This CEI is addressed to CSOs to deliver a set of interventions to provide direct and specialized assistance and protection services to migrants and host communities in vulnerable situations in the Republic of Moldova, through an inclusive approach, as well as implementation of information and awareness raising activities that will contribute to strengthening the capacity of communities to mitigate protection risks at the community level. Protection and assistance services can take form of psychosocial assistance, distribution of food and non-food items, vouchers, provision of accommodation, referrals, and legal assistance to support the most vulnerable, including potential victims of trafficking in persons (TiP) and survivors of Violence

Against Women and Girls (VAWG), unaccompanied or separated children as well as migrants in need.

In the framework of the priorities outlined above, IOM Moldova Country Office welcomes proposals against the following activities, but not limited to:

1. Provide gender-responsive protection assistance to people in need in the selected districts, based on vulnerability and needs assessment, studies, situation analysis, and other available or collected data.
2. Carry out awareness raising activities on protection risks and available services in the targeted areas, including services provided by CSOs (via Hotlines, online platforms, social media campaigns and face-to-face channels).
3. Implement a case management system for each person assisted/referred (if she/he consents).
4. Provide information, group and individual legal counselling and referral to people in need of assistance.
5. Provide structured group and individual psychosocial assistance to people in need of assistance.
6. Provide life-saving services for people in need of assistance to prevent and respond to VAWG and ensure awareness of VAWG referral pathways and existing services.
7. Carry out capacity building activities for state and non-state actors in order to strengthen capacities to improve protection and integrated response to VAWG, trafficking in human beings, violence, neglect, exploitation and trafficking in children, disability inclusion and other protection-related topics.
8. Propose activities that strengthen the socio-economic resilience of people in need of assistance and accompany them towards greater financial autonomy (income-generating activities, livelihood support) according to the expressed and identified needs.
9. Produce monthly reports (#of people assisted/consulted, type of assistance provided) and recommendations for improvement of assistance.
10. Produce human stories and "success stories" from the testimonies of the beneficiaries (with their consent).
11. Provide protection and support for persons with disabilities and chronic diseases and elderly and mainstreaming disability inclusion.
12. Raise awareness about mental health and psychosocial issues within the community, addressing stigma and promoting a supportive environment for individuals to seek help.
13. Provide individual and group counseling sessions, psychological first aid, referrals to mental health specialized services and trauma-informed care to

individuals experiencing mental health distress due to conflict, displacement, or natural disasters.

14. Establish peer support networks and community workshops that focus on mental well-being, creating safe spaces for dialogue, emotional support, and collective healing.
15. Establish peer support networks and community workshops that focus on mental well-being, creating safe spaces for dialogue, emotional support, and collective healing.
16. Provide psychosocial support alongside livelihood initiatives, helping people build the mental resilience needed to pursue and sustain income-generating activities.
17. Organize group activities like team-building exercises, cultural events, and social gatherings that promote connection and strengthen community bonds, improving social support networks.
18. Develop programs that enhance emotional resilience, teach coping strategies, and build skills to manage stress and adversity, empowering people to improve their overall mental health and well-being.

The proposal's budget must include up to 10 percent for communication and visibility activities. The proponent is required to follow the IOM Branding Guidelines and Standards throughout the implementation process. Examples of communication and visibility actions include success stories, video spots, informational sessions, online campaigns, awareness initiatives, among others.

Geographic Scope

All the Republic of Moldova, including the Left bank of the Nistru River and ATU Gagauzia.

CONDITIONS TO BE ACCEPTED FOR ASSESSMENT :

- This CEI is only open to Non-Government Organizations (NGOs), International Civil Society Organizations (ICSOs) or CSOs that are formally registered with the appropriate agencies. Applicants should submit proof of the registration along with their documents.
- Applicants should have most key professionals with at least three years of relevant experience, preferably gained in the location where the Applicant intends to serve as IOM's Implementing Partner (IP). Preference will be given to Applicant whose key professional staff are on permanent employment contracts or at least have a stable working relationship with the Applicant.

- Applicants shall not be involved in terrorist act/criminal activities or associated with individuals and/or entities associated with terrorist act/criminal activities. For this purpose, Applicants shall not be included in the proscribed list of individuals and/or entities as contained in the 1267 Committee of the UN Security Council Counter Terrorism Committee (CTC).
- The documentary evidence of the Applicants' eligibility to bid shall establish to IOM's satisfaction. IOM reserves the right to ask the Applicants to submit additional documents to enable IOM to fully evaluate the eligibility of the Applicants.

EXPRESSION OF INTEREST (EOI) SUBMISSION:

This document contains instructions for the preparation and submission of nomination files.

1. The Application must be submitted by mail or by hand delivery in sealed envelope to the following address:

**International Organization for Migration (IOM) - Mission to Moldova,
29 Sfatul Tarii Street, Le Roi Business Center, 9th floor,
MD-2012, Chisinau, Republic of Moldova**

with subject - **CEI-MD10-2025-003** - no later than **30 April 2025**. Applications submitted after the deadline will not be considered.

2. A detailed description must be provided on how the requirements specified in the CEI issued by IOM will be matched by the capabilities, experience, knowledge and expertise of the Applicant.
3. Applications must be submitted in English language and in the format requested by IOM in the CEI. It is imperative to provide all the information requested, responding clearly and concisely to all the points stated in the call. Any application that does not fully meet all these criteria may be rejected.
4. The Application document should comprise of the following:
 - Duly accomplished application documentation as outlined within the CEI signed on all pages by the prospective Implementing Partner's Authorized Representative; and
 - Any other relevant documents
5. Applications may be amended or withdrawn in writing, before the deadline indicated in the call for expressions of interest. After this period, applications may no longer be modified or withdrawn.
6. The costs of preparing and submitting the application file are the responsibility of the applicant and IOM cannot be held responsible for any costs incurred.
7. No application fee will be charged by IOM to Applicants.

8. Applicants can report cases of fraud, corruption and misconduct on the We Are All platform ([We Are All In](#)).
9. Any information communicated in writing or orally to the Applicants in the context of this CEI shall be considered confidential. They must not share or discuss this information with any third party without the prior written approval of IOM. This obligation shall continue after the completion of the selection process, regardless of whether the implementing partner has been successful in its application.
10. IOM will treat all information (or information marked as proprietary, sensitive or financial) provided by Applicants as confidential, and personal data will be treated in accordance with data protection principles.
11. By submitting their expression of interest, candidates authorize IOM to share information with those who need to know it for the purpose of evaluating the proposal and processing the file.
12. By submitting their expression of interest, candidates confirm their adherence to the IOM Declaration of Compliance reproduced in the form provided for this purpose and acknowledge receipt of the list of prohibited practices (attachment).
13. IOM reserves the right to accept or reject any application, cancel the process and reject all applications, at any time, without incurring any liability to the Applicants concerned, and without any obligation to inform them of the reason for its decision.
14. It is expected that Applicants would identify the needs per activity and arrange access to the areas and benefiting entities/households for further implementation of Activities stated in this CEI.
15. Within two weeks of the deadline for submitting CEI, all Applicants will receive written notification of the selection process's outcome. In the event of a request for clarification from a candidate, IOM will respond with the measures taken to ensure the transparency and integrity of the selection process.
16. For reasons of confidentiality, IOM reserves the right not to disclose specific information regarding the decision taken by its office.
17. For more information, please contact in writing iomchisinau@iom.int copying ifoltea@iom.int.
18. An information session on the submission process will take place on 23 April 2025 at 14:00 (Moldova Time). Please use this [link](#) to join.

The following information should be included in the response to the CEI issued by IOM.

1. Implementing Partners Reference Checklist (Annex 1)
2. Implementing Partners General Information Questionnaire (Annex 2)
3. Declaration of Conformity (Annex 3)

4. Concept Note (Annex 4)
5. Indicative budget (Annex 5). The latest Financial Statement (Audited is preferred) should be enclosed.

IMPLEMENTING PARTNER REFERENCE CHECKLIST (Annex 1)

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

- Start (month/year)
- End (month/year)
- Donor/Lead Partner
- Project descriptions
- Contract Amount

Remarks (please provide supporting documentation)

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

- Year
- Donor / Lead partner
- Description of projects
- Contract Amount

Remarks (please provide supporting documentation)

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

- Name
- Function and qualifications
- Number of years of experience

Please provide an organizational chart and a detailed CV of key members of the organization's management and staff.

TABLE 4 – AREAS OF TECHNICAL EXPERIENCE

Applicants are requested to mark the technical areas where your organization has experience

- Provide gender-responsive protection assistance to people in need in the selected districts, based on vulnerability and needs assessment, studies, situation analysis, and other available or collected data.
- Carry out awareness raising activities on protection risks and available services in the targeted areas, including services provided by CSOs (via Hotlines, online platforms, social media campaigns and face-to-face channels).
- Implement a case management system for each person assisted/referred (if she/he consents).
- Provide information, group and individual legal counselling and referral to people in need of assistance.
- Provide structured group and individual psychosocial assistance to people in need of assistance.
- Provide life-saving services for people in need of assistance to prevent and respond to VAWG and ensure awareness of VAWG referral pathways and existing services.
- Carry out capacity building activities for state and non-state actors in order to strengthen capacities to improve protection and integrated response to VAWG, trafficking in human beings, violence, neglect, exploitation and trafficking in children, disability inclusion and other protection-related topics.
- Propose activities that strengthen the socio-economic resilience of people in need of assistance and accompany them towards greater financial autonomy (income-generating activities, livelihood support) according to the expressed and identified needs.
- Provide protection and support for persons with disabilities and chronic diseases and elderly and mainstreaming disability inclusion.
- Raise awareness about mental health and psychosocial issues within the community, addressing stigma and promoting a supportive environment for individuals to seek help.
- Provide individual and group counseling sessions, psychological first aid, referrals to mental health specialized services and trauma-informed care to individuals experiencing mental health distress due to conflict, displacement, or natural disasters.
- Establish peer support networks and community workshops that focus on mental well-being, creating safe spaces for dialogue, emotional support, and collective healing.
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- Provide psychosocial support alongside livelihood initiatives, helping people build the mental resilience needed to pursue and sustain income-generating activities.
- Organize group activities like team-building exercises, cultural events, and social gatherings that promote connection and strengthen community bonds, improving social support networks.
- Develop programs that enhance emotional resilience, teach coping strategies, and build skills to manage stress and adversity, empowering people to improve their overall mental health and well-being

IMPLEMENTING PARTNERS GENERAL INFORMATION QUESTIONNAIRE (Annex 2)

Information provided in this form will be used as input to the Due Diligence Assessment of applicants

Call for Expressions of Interest Reference number:	CEI-MD10-2025-003
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. Government Agency, Government Owned or Controlled Corporation, Intergovernmental Organization (IGO), International Organization (IO), Non-Government Organization (NGO), Non-Profit Agency (NPA), International Civil Society Organization (ICSO) or Civil Society Organization (CSO), 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?	
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?	
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Where does the organization work in the country and what is its in-country structure and field presence?	
How many staff 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 (PSEA)?	
How does the organization address PSEA internally and within the populations it serves?	
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 use 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?	

DECLARATION OF CONFORMITY IMPLEMENTING PARTNERS (Annex 3)

NAME OF ORGANIZATION:	
ADDRESS:	
TELEPHONE:	
EMAIL:	
WEBSITE:	

The undersigned, being a duly authorized representative of the Organization named above (the "Organization), represents and declares that:

		YES	NO
1.	The Organization is committed to the core values of the UN, including the <i>Charter of the United Nations</i> (https://www.un.org/en/about-us/un-charter) and the <i>Universal Declaration of Human Rights</i> (https://www.un.org/en/about-us/universal-declaration-of-human-rights).	<input type="checkbox"/>	<input type="checkbox"/>
2.	The Organization is committed to the principles of a) Equality b) Transparency c) Result-orientated approach d) Responsibility and e) Complementarity, as endorsed by the Global Humanitarian Platform in July 2007 (https://interagencystandingcommittee.org/other/principles-partnership-global-humanitarian-platform-17-july-2007).	<input type="checkbox"/>	<input type="checkbox"/>
3.	The Organization will not discriminate against any person or group on the basis of race, colour, sex, sexual orientation, gender, gender identity, language, religion, political or other opinion, national, ethnic or social origin, property, health, disability, birth, age or other status.	<input type="checkbox"/>	<input type="checkbox"/>
4.	The Organization ensures that all its employees, personnel, contractors and sub-contractors comply with the standards of conduct listed in Section 3 of the UN Secretary-General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (https://documents-dds-ny.un.org/doc/UNDOC/GEN/N03/550/40/PDF/N0355040.pdf)	<input type="checkbox"/>	<input type="checkbox"/>
5.	The Organization and its Management ² are not included on the Consolidated United Nations Security Council Sanctions List, and have not supported and do not support, directly or indirectly, individuals and entities sanctioned by the Security Council or otherwise engaged in activities prohibited by a Security Council	<input type="checkbox"/>	<input type="checkbox"/>

² "Management" means any person having powers of representation, decision-making or control over the Organization. This may include, for example, executive management and all other persons holding downstream managerial authority, anyone on the board of directors, and controlling shareholders

	resolution adopted under Chapter VII of the Charter of the United Nations (https://www.un.org/securitycouncil/content/un-sc-consolidated-list).		
6.	The Organization and its Management are not involved in any of the following:		
	a. fraud;	<input type="checkbox"/>	<input type="checkbox"/>
	b. corruption;	<input type="checkbox"/>	<input type="checkbox"/>
	c. conduct related to a criminal organisation;	<input type="checkbox"/>	<input type="checkbox"/>
	d. money laundering or terrorist financing;	<input type="checkbox"/>	<input type="checkbox"/>
	e. terrorist offences or offences linked to terrorist activities;	<input type="checkbox"/>	<input type="checkbox"/>
	f. sexual exploitation and abuse;	<input type="checkbox"/>	<input type="checkbox"/>
	g. child labour, forced labour, human trafficking; or	<input type="checkbox"/>	<input type="checkbox"/>
	h. irregularity (non-compliance with any legal or regulatory requirement applicable to the Organization or its Management).	<input type="checkbox"/>	<input type="checkbox"/>
7.	The Organization and its Management have not been found guilty pursuant to a final judgment or a final administrative decision of grave professional misconduct.		
8.	The Organization and its Management are not: bankrupt, subject to insolvency or winding-up procedures, subject to the administration of assets by a liquidator or a court, in an arrangement with creditors, subject to a legal suspension of business activities, or in any analogous situation arising from a similar procedure provided for under applicable national law.	<input type="checkbox"/>	<input type="checkbox"/>
9.	The Organization and its Management have not been the subject of a final judgment or a final administrative decision finding them in breach of their obligations relating to the payment of taxes or social security contributions.	<input type="checkbox"/>	<input type="checkbox"/>
10.	The Organization and its Management have not been the subject of a final judgment or a final administrative decision which found they created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business (<i>creating a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>
11.	The Organization and its Management have not been the subject of a final judgment or a final administrative which found the Organization was created with the intent referred to in point (11) (<i>being a shell company</i>).	<input type="checkbox"/>	<input type="checkbox"/>

IOM reserves the right to disqualify the Organization, suspend or terminate any partnership or other arrangement between the IOM and the Organization, with immediate effect and without liability, in



the event of any misrepresentation made by the Organization in this Declaration. It is the responsibility of the Organization to immediately inform IOM of any changes in the situations declared above.

This Declaration is in addition to, and does not replace or cancel, or operate as a waiver of, any terms of contractual arrangements between IOM and the Organization.

Organization Name: (insert)

Address: (insert)

Email and contact details:

Signature: (insert)

Name and Title, Head of Organization: (insert)

Date: (insert)

CONCEPT NOTE (Annex 4)³
Section 1. Concept note overview

Name of prospective partner				
Type of concept note	Response to IOM-issued CEI	<input checked="" type="checkbox"/>	Unsolicited concept note	<input type="checkbox"/>
	CEI ID	CEI-MD10-2025-003	CEI ID	N/A
Concept note title				
Geographical coverage	<i>Proponents should clearly indicate in their Concept Notes exact rayons, where they have capacity to implement project activities and <u>have direct presence (office, field assistants, volunteers, etc.).</u> /</i>			
Population focus	Number and type(s) of direct beneficiaries			
	Number and type(s) of indirect beneficiaries			
Programme duration (in months)				
Programme budget (please indicate currency)	Contribution from prospective partner			
	Contribution requested from IOM			
	Total			

Section 2. Programme description
2.1 Rationale/justification (400 words max)

Outline the problem statement, the context and the rationale for the programme:

- *Provide an overview of the existing problem using disaggregated data from existing reports.*
- *Describe who is affected and what the barriers/bottlenecks to outcomes for children are.*
- *Describe how the problem is linked to national priorities and policies.*

³ Please provide the concept note for a 12-month project duration

- Describe the relevance of the programme in addressing problems identified.

2.2 Target beneficiaries (250 words max)

Describe the target groups and beneficiaries anticipated to be reached by the proposed program.

2.3 Proposed programme approach/methodology (400 words max)

Describe how the program will address the problem statement in Section 2.1. Explain how the proposed approach/methodology will lead to the anticipated change. Describe any innovative approaches (if applicable) that will be utilized in the implementation of the proposed program. Please note that specific activities and results are to be detailed in Section 3.

2.4 Gender, equity, and sustainability (250 words max)

Describe the practical measures taken in the programme to address gender, equity and sustainability considerations.

2.5 Prospective partner's contribution and comparative advantage (250 words max)

Briefly outline the partner-specific contributions to the programme. Mention both financial and non-financial contributions. Describe any specific advantages and experiences that are unique to the organization that will enhance the quality implementation of the proposed programme.

2.6 Risk management (250 words max)

Describe potential areas of risk that may negatively impact the organization's capacity to fully implement the proposed programme. Describe any mitigating actions that will be incorporated into the programme to manage the identified risks.

2.7 Key personnel

Provide a list of key personnel who will be critical in the management as well as the operational and financial oversight of the proposed programme.

Name and position	Relevant qualifications/experiences
Name:	
Position:	
Name:	
Position:	
Name:	
Position:	

<i>Name:</i>	
<i>Position:</i>	
2.8 Other partners involved (100 words max)	
<i>Describe other partners who will have a role in programme implementation, including other organizations providing technical and financial support for the programme.</i>	
2.9 Other (250 words max)	
<i>Describe any other relevant information that is applicable to the proposed programme. If this concept note is being submitted in response to a IOM-issued CEI, please refer to the guidance provided in the 'Other information' field of the CEI.</i>	

Section 3. Expected results, performance indicators, activities, implementation period and budget

*Complete the table below to provide an indicative outline of the results framework of the proposed programme, including programme outputs, performance indicators, activities, implementation period and budget. Note that **each** programme output should refer to a service or product resulting from the programme and should have accompanying performance indicators. Note that **each** of the performance indicators should include a baseline, target and means of verification.*

Project Objective:

- *The most significant, realistic goal to which the project can contribute*
- *Seeks to align to a broader, longer-term strategy, whether internal or external*
- *Beyond the direct control of the project*
- *Addresses the political, economic or social conditions of the society, at the national or international level*
- *Attainable only in the long term and with involvement of a large number of stakeholders*

Example: *To contribute to addressing the most urgent humanitarian needs for the most vulnerable conflict-affected populations in the Republic of Moldova.*

Programme Outcome: *Describe the intended changes in institutional performance, individual or group behaviour or attitudes, or the political, economic, or social position of the beneficiaries*

Example: *Conflict-affected populations have improved access to dignified shelter, essential goods, quality services, financial support and protection*



Performance Indicators (including baselines, targets, and means of verification) / These are qualitative or quantitative factors or variables to measure achievement or to reflect expected changes. Data is disaggregated by key characteristics (e.g. age, sex), wherever relevant

Example: Number of people having access to basic, safe and dignified shelters solutions

Baseline / Baseline measurement establishes the value of the indicator at the beginning of the project planning period. Baseline data is disaggregated by key characteristics (e.g. age, sex), wherever relevant

Example: 1,000 people

Target describes the expected value of the indicator upon completion of the project. Target data is disaggregated by key characteristics (e.g. age, sex), wherever relevant

Example: 5,000 people

Programme Outputs	Performance Indicators (including baselines, targets, and means of verification)	Activities	Implementation Period
Programme Output 1 E.g. Community-based management of severe acute malnutrition introduced in 200 villages in 10 districts	<ul style="list-style-type: none"> # children receiving ready-to-use therapeutic foods (Baseline: 500, Target: 2,000, Means of Verification: Progress reports, Health Management Information System) Recovery rate (Baseline: 50%, Target: 80%, Means of verification: Health Management Information System) 	Activity 1.1. Organize training of 500 health workers in community nutrition in 10 districts	Month 2
		Activity 1.2. Undertake community outreach activities and referral in 200 villages in 10 districts	Months 3-5
		Activity 1.3. Programme management and technical supervision	Months 1-5
Programme Output 2 E.g. Insert programme output here	<ul style="list-style-type: none"> Insert performance indicator, and accompanying baseline, target and means of verification here Insert performance indicator, and accompanying baseline, target and means of verification here 	Insert activity contributing to programme output here	Insert implementation period for the designated activity here
		Insert activity contributing to programme output here	
		Insert activity contributing to programme output here	

Organization Name: (insert)

Address: (insert)

Email and contact details:

Signature: (insert)

Name and Title, Head of Organization: (insert)

Date: (insert)

GUIDELINES FOR COMPLETION OF IOM CONCEPT NOTE TEMPLATE

This template should be used for all concept notes submitted to IOM, including those responding to an IOM-issued CEI, and those submitted on an unsolicited basis.

Section 1. Concept note overview

This section provides a summary of the prospective partner's concept note as well as identifying information. If the submission is in response to an IOM-issued CEI, please reference the CEI ID, which can be found in the "Project Details" field of the CEI published on IOM website and/or UN Partner Portal.

Population focus: Please identify the population focus of the programme.

- *Direct beneficiaries* are population groups who are the direct recipients of programme activities. For example, 50 teachers in rural primary schools receiving training, or 200 children aged 6 months to 5 years receiving nutritional supplements.
- *Indirect beneficiaries* are population groups who are not the direct recipients of programme activities, but may indirectly benefit. For example, 1,000 students in rural primary schools benefiting from teachers with improved classroom teaching practices, or 5,000 community members hearing a radio broadcast on improved child-feeding practices.

Programme budget: Please indicate the programme budget and the currency.

- *Contribution from prospective partner:* Please indicate a costed amount of the prospective partner's contribution to the proposed programme.
- *Contribution requested from IOM:* Please indicate a costed amount of the funds requested from IOM for the proposed programme.

Section 2. Programme description

This section is composed of nine fields that provide a description of the proposed programme. Word limits are included in each of the fields.

Section 3. Expected results, performance indicators, activities, implementation period and budget

This section outlines the expected results from the proposed programme, as well as the performance indicators, activities, implementation period and activity-level budgets associated with each result.

Result statement: Please indicate the high-level result statement to which the programme will contribute.

- *If the concept note is submitted in response to a IOM-issued CEI*, please ensure the result statement is linked to the "Expected results" described in the "Project Details" field of the CEI published on IOM website and/or UN Partner Portal.
- *If the concept note is submitted on an unsolicited basis*, please formulate an appropriate result statement based on what the proposed programme will achieve.

Programme outputs: Programme outputs refer to services or products resulting from the programme. Each programme output should be accompanied by performance indicators, and be linked to the

activities and activity-level budgets required to achieve it. One or more programme outputs may contribute to the achievement of the result statement.

- Performance indicators: The metrics used by the prospective partner to measure and monitor progress towards the programme output.
 - *Baseline*: The value of the performance indicator at the starting point, prior to the onset of programme implementation.
 - *Target*: The intended value of the performance indicator upon the conclusion of programme implementation.
 - *Means of verification*: The specific data source(s) used to obtain the status of each of the performance indicators.
- Activities: The actions the prospective partner will implement under the proposed programme to achieve the desired programme output(s). Multiple activities may be required to contribute to the achievement of a programme output.
- Implementation period: The time frame in which the partner proposes to implement the specified activities. The implementation period can be specified in months or another more appropriate unit of time measure.
- Activity-level budgets: For each activity, the prospective partner should indicate the amount that it plans to contribute, and the amount that is being requested from IOM. Activity-level budgeting would reflect, for example:
 - Cash for activities, such as workshops or trainings;
 - Cost of supplies that directly assist beneficiaries or beneficiary institutions, including warehousing, transport and assembly;
 - Technical assistance and costs of technical staff to directly support beneficiaries or beneficiary institutions (experts in health, education, protection, etc.);
 - Cost of surveys and other data collection activities in relation to beneficiaries or measurement of expected results.

Programme output: Effective and efficient programme management: A fixed, standard output included as a part of all concept notes, and encompassing those costs *not* specifically associated with the implementation of the programme. There is *no* need to include performance indicators for effective and efficient programme management. All effective and efficient programme management costs should be pro-rated according to their contribution to the programme, and include:

- In-country management and support staff costs (representation, planning, coordination, logistics, admin, finance);
- Operational costs (office space, equipment, office supplies, maintenance);
- Planning, monitoring, evaluation and communication costs (venue, travels).

BUDGET (Annex 5)⁴

Name of Organization						
Project title						
Project duration						
Budget currency						
Budget amount requested						
Budget category line	Budget category description	Allocation in %	Unit	No.of units	Unit cost	Total
A. STAFF COSTS						
A.1						0
A.2						0
A.3						0
Total staff costs						0
B. OFFICE COSTS						
B.1						0
B.2						0
B.3						0
Total office costs						0
Sub-total 1. STAFF AND OFFICE COSTS						0
C. OPERATIONAL COSTS						
Output 1- Include the output name and list the activity costs subject to budgeting						
C.1						0
C.2						0
C.3						0
C.4						0
C.5						0
Output 2- Include the output name and list the activity costs subject to budgeting						
C.6						0
C.7						0
C.8						0
Total operational costs						0
						0
TOTAL BUDGET:						0

⁴ Please provide an estimated budget for a 12-month project duration

EVALUATION OF APPLICATIONS AND SELECTION CRITERIA

IOM Moldova shall determine the Application(s) that is/are most favorable to its operation.

1. Applications that were submitted not according to the technical requirements and provisions required in this CEI, shall not be considered for evaluation.
2. The Application shall be evaluated based on their responsiveness to the CEI, based on the criteria and their weight below:

SELECTION CRITERIA

EVALUATION CRITERIA	Weighted factor
PART I - REFERENCES AND PRELIMINARY CHECKS	10%
<i>1. History, Legal and Compliance with Resolutions/Standards</i>	
1.1. History and Background (number of years in business, reputation, etc.)	5
1.2 Organizational Structure (copy to be provided)	5
PART II - TECHNICAL CAPACITY AND HUMAN RESOURCES	70%
<i>2.1 Managerial Capacity</i>	
2.1.1. Planning, Monitoring & Evaluation. (Applications, Project Reviews, Measurable Outputs & Deliverables, Approach & Methodology)	4
2.1.2. Reporting and Performance Track Record. Monitoring of Progress, Indicators and Targets. Regular Reporting to Stakeholders	4
2.1.3. SOP/guidelines on programme and operations (copy to be provided)	4
<i>2.2 Technical Capability/Expertise</i>	
2.2.1 Institutional Technical Skills, latest techniques, competencies, policies & trends in area of expertise	7
2.2.2 Ability to Manage the Technical requirement of the project (procedures and methodology, contacts and networks)	7
2.2.3 Relevant extensive experience in the field of application	10
<i>2.3. Human Resources</i>	
2.3.1. Qualifications in terms of education, profession, specialization and other relevant requirement	7
2.3.2. Specific expertise in relevant area of practice/specialization	7
2.3.3. Project Management and/or Administration Skills	7
<i>2.4. Partnerships and Networking</i>	

2.4.1. Experience in collaborating with other organizations involving financial transactions. (experience in leading or coordinating consortium, forum, etc.)	10
PART III - 3.1 FINANCIAL CAPACITY & BUDGET	20 %
3.1.1 Evidence of receipt of UN or similar organizations' resources in the past and accounting system for proper recording of financial transactions from UN agencies.	10
3.1.2. Documentation, filing and archive of all accounting and supporting documents. System and process reliability, accessibility availability	5
3.1.3. Regular of financial statement, audited by independent auditor is preferred (copy to be provided)	5
TOTAL POINTS	100%

Those CSOs who reach a minimum score of 70 (70% out of 100%) will be pre-qualified and maintained in IOM CSO database for 2025-2027.