

# IOM MISSION – SRI LANKA

## CALL FOR EXPRESSION OF INTEREST

*Support for strengthened reconciliation processes and increased access to person-centered, comprehensive, and credible reparations mechanisms in Sri Lanka*

### 1. Timeline

|                           |  |
|---------------------------|--|
| Application Deadline      | Two weeks from the date of issuance of the CEI |
| Implementation Start Date | January 2023                                   |
| Implementation End Date   | August 2023                                    |

### 2. Locations

Specialized mental health and psychosocial support (MHPSS) programmes will target the sub-national level in the districts of- Gampaha, Hambantota, Matale, Monaragala, Polonnaruwa, Puttalam, Trincomalee, Galle, Anuradhapura, Nuwara Eliya, Badulla, Kegalle, Kandy, Kurunegala, Matara, Batticaloa, Vavuniya, Ampara, Jaffna and Kilinochchi.

**\*\*Please indicate the target locations for the proposed interventions in the concept note as a mandatory requirement (concept notes that cover only some of the specified geographical areas from the list above will also be entertained)**

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

*Reparations, reconciliation and social cohesion*

### 4. Issuing Agency

The International Organization for Migration (IOM)

### 5. Project Background

Under the overarching objective to "strengthen reconciliation processes through increased access to person-centered, comprehensive, and credible reparations mechanisms in Sri Lanka", the project aims to capacitate government officials with essential skills to provide reparations, psychosocial support, and tracing for the victims of armed conflict and to support the civil society organizations (CSO)s to advocate for these processes at community level. CSOs are a key counterpart of this project. As working with them at the local level is critical to enhancing reconciliation and coexistence within and between communities, IOM will continue to work both at the national and subnational level.

This project aligns with Outcome 5 of the United Nations Sustainable Development Cooperation Framework (UNSDCF) supporting reparations, remedies and reconciliation, key enablers for increased social cohesion and will be delivered jointly by the International Organization for Migration (IOM), acting as project lead, the World Health Organization (WHO) and the United Nations Population Fund (UNFPA).

Consistent with the support provided to key government institutions such as the Office for Reparations (OR), as the body responsible for the implementation of the Reparations Policies and Guidelines the current project will continue to capacitate and the Office with knowledge and skills required to provide access to equitable person-centered reparations. The project will also

strengthen processes to address the vulnerabilities of those affected by the legacy of conflict in Sri Lanka, through more accountable and inclusive implementation of the National Reparations Policy and Guidelines, thereby building on the support rendered by IOM to intergrade Mental Health and Psychosocial Support (MHPSS) into a comprehensive reparations mechanism. MHPSS interventions use a victim-centric and public outreach approach that is geared towards building community trust, peer support and longer-term resilience and wellbeing promotion. Community-based MHPSS approaches facilitates families, groups and communities to support and care for others in ways that encourage recovery and resilience. These approaches also contribute to restoring and/or strengthening those collective structures and systems essential to among the community level and to create awareness among the aggrieved persons<sup>1</sup>. CSOs are a key counterpart of this project. As working with CSOs at a local level is critical to enhancing reconciliation and coexistence within and between communities, IOM will continue to work both at the national and subnational level<sup>2</sup>.

## **6. Expected Results**

*The implementing partner will work collaboratively with the Social Cohesion and Reconciliation Unit (SCRU) of IOM to deliver the results below:*

- CSO-MHPSS networks formed at district level to provide psychosocial support for those seeking reparations.
- Facilitate community support groups (Peer support groups, community leaders)
- Mapping of CSO's working on MHPSS in each district.
- Establish MHPSS referral directory.
- Increase the visibility of Office for Reparations (OR) and the services they offer under the National Reparations Policies and Guidelines for aggrieved persons and communities.

### **NOTE:**

*The Implementing Partner shall adhere to the content of the IOM Data Protection Manual and shall not disclose personal details of beneficiaries to any other 3<sup>rd</sup> party.*

*All activities should be implemented adopting a migrant /returnee centric approach whilst respecting their views and needs.*

## **7. Attachments**

Below documents are attached to the CEI as annexes. Information on the information/documents required for submission is detailed in Annex A. The applicant organization should provide information as per the annexes A to D and should complete Annexes C and D as part of their submission. Annexes E and F will guide the applicant about the agreement format and the reporting templates for future use.

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<sup>1</sup> . As per the Section 27 of the Office for Reparation Act No.34 of 2018 an aggrieved person is 1 a) “persons who have suffered damage as a result of loss of life or damage to their person or property, (i) in the course of, consequent to, or in connection with the armed conflict which took place in the Northern and Eastern Provinces or its aftermath;2or (ii) due to political unrest or civil disturbances; or (iii) such damage being in the nature of prolong and grave damage suffered by individuals, groups or communities of people of Sri Lanka; or (iv) due to an enforced disappearance as defined in the International Convention for the Protection of all Persons from Enforced Disappearance Act, No. 5 of 2018

<sup>2</sup> [http://www.reparations.gov.lk/web/images/2021/Policy\\_and\\_Guidelines\\_final.pdf](http://www.reparations.gov.lk/web/images/2021/Policy_and_Guidelines_final.pdf)

| Description   |
|---|
| ANNEX A – Required documents / information to be submitted        |
| ANNEX B – Terms of Reference                                      |
| ANNEX C - Implementing Partners General Information Questionnaire |
| ANNEX D - Concept Note Template                                   |
| ANNEX E- Narrative Reporting and Financial Templates              |
| ANNEX F - Project Implementation Agreement Template               |

**8. For more information on this partnership opportunity, and to apply, please visit [Procurement | IOM Sri Lanka](#)**

The organizations responding to this call need to demonstrate their capacity to implement all listed activities as a single package, whether in all the specified target locations or only in selected locations. 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 activities/broaden the scope of the existing activities. The selected Implementing partner needs to be ready to develop a detailed budget based on submitted proposal within 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, please contact via email [gbalasuriya@iom.int](mailto:gbalasuriya@iom.int)

**9. Expression of Interest submission guidelines**

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

The Application must be submitted, through official email to [gbalasuriya@iom.int](mailto:gbalasuriya@iom.int) by copying it to [ajgray@iom.int](mailto:ajgray@iom.int) and [gnouman@iom.int](mailto:gnouman@iom.int) **by cob 31<sup>st</sup> of December 2022.**

1. 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.
2. 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.
3. 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
4. Applications may be modified or withdrawn in writing.

5. 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.
6. IOM at no occasion will ask an application fee from Implementing Partners.
7. 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.
8. 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.
9. The Implementing Partner by applying gives consent to IOM to share information with those who need to know for the purposes of evaluating and managing the proposal.
10. 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.

## **ANNEX A: REQUIRED DOCUMENTS / INFORMATION TO BE SUBMITTED:**

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

### **TABLE I – General Information**

1. Name of the organisation:  
  
Address:
2. Legal registration (attach copy) and mention the date the organisation established?
3. List of Key Staff Members involved in the project implementation (Provide an organizational chart and detailed CVs for key management and personnel in the Organization) which include:
  - Name
  - Designation Qualification
  - No. of Years of Experience

### **TABLE 2 –EXPERIENCE IN LAST THREE YEARS IMPLEMENTING SIMILAR PROGRAMMES IN THE CEI (free format)**

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

**ANNEX B: TERMS OF REFERENCE**  
**IMPLEMENTING MHPSS REPARATION PROGRAMME**

| <b>Background</b>   |
|---|
| <p>Under the overarching objective to "strengthen reconciliation processes through increased access to person-centered, comprehensive, and credible reparations mechanisms in Sri Lanka", the project aims to capacitate government officials with essential skills to provide reparations, psychosocial support, and tracing for the victims of armed conflict and to support the civil society organizations (CSOs) to advocate for these processes at community level. CSOs are a key counterpart of this project. As working with them at the local level is critical to enhancing reconciliation and coexistence within and between communities, IOM will continue to work both at the national and subnational level.</p> <p>This project aligns with Outcome 5 of the United Nations Sustainable Development Cooperation Framework (UNSDCF) supporting reparations, remedies and reconciliation, key enablers for increased social cohesion and will be delivered jointly by the International Organization for Migration (IOM), acting as project lead, the World Health Organization (WHO) and the United Nations Population Fund (UNFPA).</p> <p>Consistent with the support provided to key government institutions such as the Office for Reparations (OR), as the body responsible for the implementation of the Reparations Policies and Guidelines the current project will continue to capacitate and the Office with knowledge and skills required to provide access to equitable person-centered reparations. The project will also strengthen processes to address the vulnerabilities of those affected by the legacy of conflict in Sri Lanka, through more accountable and inclusive implementation of the National Reparations Policy and Guidelines, thereby building on the support rendered by IOM to intergrade Mental Health and Psychosocial Support (MHPSS) into a comprehensive reparations mechanism. MHPSS interventions use a victim-centric and public outreach approach that is geared towards building community trust, peer support and longer-term resilience and wellbeing promotion. Community-based MHPSS approaches facilitates families, groups and communities to support and care for others in ways that encourage recovery and resilience. These approaches also contribute to restoring and/or strengthening those collective structures and systems essential to among the community level and to create awareness among the aggrieved persons<sup>3</sup>.</p> |
| <b>Target Locations</b>   |
| <p>Gampaha, Hambantota, Matale, Monaragala, Polonnaruwa, Puttalam, Trincomalee, Galle, Anuradhapura, Nuwara Eliya, Badulla, Kegalle, Kandy, Kurunegala, Matara, Batticaloa, Vavuniya, Ampara, Jaffna and Kilinochchi, Badulla, Nuwara Eliya</p> <p><b>** Please indicate the target locations for the proposed interventions in the concept note as a mandatory requirement</b> (concept notes that cover only some of the specified geographical areas</p>   |

<sup>3</sup> [http://www.reparations.gov.lk/web/images/2021/Policy\\_and\\_Guidelines\\_final.pdf](http://www.reparations.gov.lk/web/images/2021/Policy_and_Guidelines_final.pdf)

from the list above will also be entertained))

**Objective**

Victim groups and communities have the skills and knowledge to effectively engage with state reparations and reconciliation processes, advocating for marginalized and vulnerable groups to be able to access reparations mechanisms and other needed support. As such, communities are drivers for their own care and change and are meaningfully involved in supporting others and encouraging resilience and recovery.

**Proposed interventions**

- Establish a CSO MHPSS network for those seeking reparations
- Promote awareness of state reparations among communities including increasing visibility of the Office for Reparations.

**Overarching Outcomes:**

Target communities effectively engage with state reparations and reconciliation processes, promoting victim-centric and public outreach approach that is geared towards building community trust, peer support and longer-term resilience and wellbeing.

**Expected results**

- CSO-MHPSS networks formed at district level to provide psychosocial support for those seeking reparations.
- Facilitate community support groups (Peer support groups, community leaders)
- Mapping of CSO's working on MHPSS in each district.
- Developing an MHPSS referral directory.
- Increase the visibility of Office for Reparations (OR) and the services they offer under the National Reparations Policies and Guidelines for aggrieved persons and communities.

**Impact**

The project contributes to support the psychosocial needs of the aggrieved persons.

**Partnerships and collaboration**

IOM will partner with Implementing Partner (IP) to implement the activities identified in the project proposal.

**Proposed timeline:**

The proposed project will run from January 2023 to August 2023

**Selection Criteria (Technical Evaluation & Financial Evaluation)**

*The applicant organization would forward their Concept Note addressing each of the criteria and what it includes in their proposal*

| Item | Technical Evaluation Criteria | Max. points |
|------|-------------------------------|-------------|
|------|-------------------------------|-------------|

|          |   | obtainable |
|----------|---|------------|
| <b>1</b> | <b>Overall Response e.g. the understanding of the assignment by the IOM and the alignment of the proposal submitted with the ToR</b>          | <b>10</b>  |
| 1.1      | Completeness of response  | 5          |
| 1.2      | Overall concord between IOM requirements and proposal   | 5          |
| <b>2</b> | <b>Company and Key Personnel</b>  | <b>20</b>  |
| 2.1      | Range and depth of organizational experience with similar projects  | 10         |
| 2.2      | Key personnel: relevant experience and qualifications of the proposed team for the assignment   | 10         |
| <b>3</b> | <b>Proposed Methodology and Approach e.g. work plan showing detail sampling methods, project implementation plan in line with the project</b> | <b>50</b>  |
| 3.1      | Proposed work plan and approach of implementation of the tasks as per the ToR   | 25         |
| 3.2      | Implementation strategies, monitoring and evaluation, quality control mechanism   | 15         |
| 3.3      | Innovative approach   | 05         |
| 3.4      | Geographical coverage   | 05         |
| <b>4</b> | <b>Financial Proposal</b>   | <b>20</b>  |
|          | <b>Total</b>  | <b>100</b> |

### **Submission of the project proposal**

Please submit your project proposal based on the TOR laid above.

### **Place and deadline for submission of the project**

Please send your project proposal by **cob** two weeks from the date of the receipt of the call for expression of Interest by email to [gbalasuriya@iom.int](mailto:gbalasuriya@iom.int)

- All information relevant to the regular project delivery, management, budgets, reporting, approvals shall be directly and duly informed by IP to the IOM Project Coordinator based in Colombo.
- Any overall issues or challenges regarding project implementation can also be directed to:
  - Ms. Gayathri Balasuriya– Project Assistant (Social Cohesion and Reconciliation Unit of the IOM-Colombo)
  - Email : [gbalasuriya@iom.int](mailto:gbalasuriya@iom.int)



▪ Contact number: 0741222030

- The implementing partner shall notify IOM via e-mail the scheduled dates for all meetings, dates for delivery of assistance, training and the venues, field level activities - at least 1 week (minimum) in advance.
- The implementing partner will provide IOM with analytical narrative and financial reports in line with the stipulated time frame. The reports will detail the work accomplished, improvement achieved, programme results, etc. and be accompanied by photographs of events /relevant documents/ number of beneficiaries assisted/trained, disaggregated by age, gender etc.
- The implementing partner will consult IOM in advance in the production of any visibility, communication or training material elaborated within the framework of this contract. Such material should comply with the visibility guidelines of IOM and the IP shall seek prior written approval from IOM prior to any publication.

## ANNEX C: IMPLEMENTING PARTNERS GENERAL INFORMATION QUESTIONNAIRE

|   |  |
|---|--|
| Call for Interest TITLE:                        |  |
| 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)        |  |
| <b>Information and advocacy</b>  |  |
| 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.  |  |
| <b>C. PROGRAMMATIC CAPACITY</b>  |  |
| 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?   |  |
| <b>Does the organization:</b>  |  |
| 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?   |  |
| <b>D. FINANCIAL CAPACITY</b>   |  |
| 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?   |  |
| <b>Accounting system</b>  |  |
| 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?   |  |
| <b>Financial control</b>  |  |
| 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?  |  |
| <b>Cost effectiveness</b>   |  |
| Is the organization cost conscious? What principles are followed to minimize costs?   |  |
| Are quotations or invoices collected before purchases are made?   |  |
| <b>E. PROCUREMENT AND SUPPLY CHAIN CAPACITY</b>   |  |
| 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? |  |
| <b>Procurement</b>  |  |
| 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?   |  |
| <b>Asset and warehouse management</b>   |  |
| 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

## ANNEX D - CONCEPT NOTE TEMPLATE

| Section 1. Concept note overview            |  |                          |                          |                                     |
|---|--|--------------------------|--------------------------|-------------------------------------|
| Name of prospective partner                 |  |                          |                          |                                     |
| Type of concept note                        | Response to IOM-issued CEI                         | <input type="checkbox"/> | Unsolicited concept note | <input checked="" type="checkbox"/> |
|   | CEI ID   |                          | CEI ID                   | N/A                                 |
| Concept note title                          |  |                          |                          |                                     |
| Geographical coverage                       | <i>(Districts that are expected to be covered)</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*
- *Describe how the problem is linked to national priorities and policies.*
- *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 programme.*

## 2.3 Proposed programme approach/methodology (400 words max)

*Describe how the programme 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 programme. 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:         |                                     |
| Name:             |                                     |
| Position:         |                                     |

## 2.8 Other partners involved (100 words max)

*Describe other partners who will have a role in programme implementation, including other organizations providing technical and financial support for the programme.*

### **2.9 Other (250 words max)**

*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.*



### 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.

Result statement: Please insert the high-level result statement here.

| Programme Outputs   | Performance Indicators (including baselines, targets, means and of verification) | Activities | Implementation Period | Activity-Level Budgets                |                                 |       |
|---------------------|--|------------|-----------------------|---------------------------------------|---------------------------------|-------|
|                     |  |            |                       | Contribution from prospective partner | Contribution requested from IOM | Total |
|                     | •  |            |                       |                                       |                                 |       |
|                     | •  |            |                       |                                       |                                 |       |
| <b>Total budget</b> |  |            |                       |                                       |                                 |       |

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 a IOM-issued CEI, and those submitted on an unsolicited basis.

### 1 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 a 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.

### 2 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.

### 3 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).

Instructions:

1. Pls. submit a comprehensive progress report which covers all the aspects including (but not limited to) the below as relevant to the reporting period.
2. Pls. include a summary of all the key stakeholder events/ meetings/ trainings conducted during the reporting period in the below table.
3. Selection process of the DS officers for the TOT programme/s.
4. Account of the TOT programme/s.
5. Selection and screening of beneficiaries for the beneficiary training programme/s.
6. NOTE: Lists of participants should be annexed to the report.
7. Explain the process you followed during the Participatory Needs Assessment (PNA) and the findings of the PNA. Explain how you strategized PNA outcome to livelihood assistance.
8. Process of selecting beneficiaries
9. Association with Women Rural Development Societies through Rural Development Officers (RDOs)
  - Include a few photographs from the meetings with beneficiaries
10. Mention the details of any additional activities carried out /implemented under the project
11. The following documents should be annexed to the narrative report.
12. Good quality photographs in a word document (for donor reporting purposes)
13. Is. state the key achievements, best practices and challenges encountered during the reporting period. If there were significant challenges, how did you resolve those / how are you planning to resolve those?
14. Are there any activities that you could not conduct as per the stipulated time frame? If yes, please provide reasons for the delay. How will you address the delay in the next quarter?
15. The period of reporting should be based on the reporting requirements stipulated in the contract with IOM
16. The completed report should be signed by organizational / institutional representative and to be converted into PDF. The noneditable signed PDF report should be shared with IOM.

*In the section 11- Photos, all photos should be captioned with accurate descriptions of date and event and must fit within one pager.*

**Annex E: (a) Narrative & (b) Financial<sup>4</sup> Reporting by the implementing Partner to IOM**

**ANNEX E (A): NARRATIVE REPORT**

**1. Name of the Organization:**

**2. Project Basic Information**

|                                 |  |
|---------------------------------|--|
| <i>Title of the project</i>     |  |
| <i>Project reference Number</i> |  |
| <i>Project locations</i>        |  |
| <i>Project Period</i>           |  |
| <i>Reporting</i>                |  |

<sup>4</sup> [Financial Reporting Template](#)

|                                     |  |
|-------------------------------------|--|
| Period                              |  |
| Total resources allocated           |  |
| Expenditure to date                 |  |
| Name and contact of project manager |  |

### 3. Workplan

| Completed Actions |              |                                   |  |  |   |
|-------------------|--------------|-----------------------------------|--|--|---|
| Output            | Key Activity | Status of completion <sup>5</sup> | Total Number of Participants (Male / Female) | Participants by type / category <sup>6</sup> | Number of participants disaggregated <sup>7</sup> |
|                   | 1.           |                                   |  |  |   |
|                   | 2.           |                                   |  |  |   |
|                   | 3.           |                                   |  |  |   |

### 4. Project Progress Reporting

| Checking question   | Yes / No |
|---|----------|
| a) Output level result achieved or on-track in the year:<br><i>Analyze what worked well and why</i>   |          |
| b) Output level results not achieved or off-track in the year:<br><i>Analyze what did not work, why and the way to correct the course of action</i> |          |
| c) Are the financial expenditures on track as planned? If not, why?   | Yes/No   |

### 5. Progress towards outputs / indicators / targets

| Outputs | Output indicators with baselines & targets | Progress towards achieving indicator |
|---------|--|--------------------------------------|
|         |  |                                      |
|         | Baseline-                                  |                                      |
|         | Target-                                    |                                      |

### 6.

- a. Describe concrete results achieved or on-track towards gender equality and women's

<sup>5</sup> Fully or partially or not completed

<sup>6</sup> Types: Community members, Government officials, civil society representatives, etc.

<sup>7</sup> Disaggregated by other characteristics, such as PWDs, widows, women-headed households, youth, etc.

empowerment

b. Describe results that are not achieved or off-track towards gender equality and women's empowerment

**7. Risks / Challenges**

Risk Log: the risk types/ description can be Organizational, Political, Environmental, etc. while the Risk assessment (Likelihood & Impact) should be either LOW, MEDIUM or HIGH.

| <b>Risk Log and Management</b> |                        |               |                                 |
|--------------------------------|------------------------|---------------|---------------------------------|
| <i>Risk Description</i>        | <i>Risk assessment</i> |               | <i>Risk Mitigation strategy</i> |
|                                | <i>Likelihood</i>      | <i>Impact</i> |                                 |
|                                |                        |               |                                 |
|                                |                        |               |                                 |
|                                |                        |               |                                 |

| <b>Challenges (refer to responses under Q4, part b)</b> |                      |
|---|----------------------|
| <i>Challenges faced</i>                                 | <i>Actions Taken</i> |
|   |                      |
|   |                      |
|   |                      |
|   |                      |

**8. Recommendations**

| <b>Recommendation</b> |  |
|-----------------------|--|
| 1.                    |  |
| 2.                    |  |

**9. Work Planning:**

| <b>Planning for next period</b> |                     |                     |
|---------------------------------|---------------------|---------------------|
| <i>Output</i>                   | <i>Key Activity</i> | <i>Planned Date</i> |
|                                 |                     |                     |
|                                 |                     |                     |
|                                 |                     |                     |

**10. Brief Expenditure Report: See attached final expenditure report (Annex F (b))**

| <b>Output</b> | <b>Key activity</b> | <b>Amount received for the activity (LKR)</b> | <b>Expenditure for the activity (LKR)</b> | <b>Balance (LKR)</b> | <b>%<br/>[Numerator : Expenditure<br/>Denominator: Funds received for the activity]</b> |
|---------------|---------------------|---|---|----------------------|---|
|               |                     |   |   |                      |   |

|              |  |  |  |  |  |
|--------------|--|--|--|--|--|
|              |  |  |  |  |  |
|              |  |  |  |  |  |
| <i>Total</i> |  |  |  |  |  |

- 11. **Photos – with captions**
- 12. **Annexures – success stories, products, and publications.**
- 13. **Signatures**

| <b><i>Prepared by</i></b> | <b><i>Authorized by</i></b> |
|---------------------------|-----------------------------|
|                           |                             |

***ANNEX F - PROJECT IMPLEMENTATION AGREEMENT TEMPLATE<sup>8</sup>***

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<sup>8</sup> [B1 Project Implementation Agreement EN - 101321 \(1\)](#)