

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: **IOMTJ-4200000385-SDC**

Date: **15 April 2025**

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of the following Services: Development and Implementation of an Automated Applicant Tracking System (ATS)

International Organisation for Migration (IOM) kindly requests your quotation for the provision of the Services: Development and Implementation of an Automated Applicant Tracking System (ATS), as detailed in Section 4 of this RFQ.

This Request for Quotation comprises the following documents:

- Section 1: This request letter
- Section 2: RFQ Instructions and Data
- Section 3: Evaluation Criteria
- Section 4: Terms of Reference
- Annex 1: Technical Proposal Form
- Annex 2: Financial Proposal Form
- Annex 3: Vendor Information Sheet
- Annex 4: GENERAL CONDITIONS OF CONTRACT

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 1: Technical Proposal Form and Annex 2: Financial Proposal Form, by the method and by the date and time indicated. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Approved by:

Signature: _____

Name: Victor Lutenco
Title: Chief of Mission
Date: 15 April 2025

SECTION 2: RFQ INSTRUCTIONS AND DATA

<p>Deadline for the Submission of Quotation</p>	<p>01 May 2025, 5:00 PM local time If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
<p>Instructions for proposal submission</p>	<p>Allowable manner of submitting proposals:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> e-tendering <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Courier / hand delivery <p>SUBMISSION BY E-TENDERING: Proposal should be submitted through IOM Supplier Portal accessed and guided by in this link: Do Business With Us: Procurement IOM, UN Migration</p> <p>SUBMISSION BY EMAIL: The Technical Proposal shall be sent in a separate email with the mandatory subject line: IOMTJ-4200000385-SDC Technical Proposal The Financial Proposal shall be sent in a separate email with the mandatory subject line: IOMTJ-4200000385-SDC Financial Proposal</p> <p>Distinct, separate emails for the technical and financial proposals are requested in order to be able to evaluate them separately. Non-compliance with this instruction shall result in rejection of the proposal received. Proposal submission address: procurement.tj@iom.int PLEASE DO NOT SEND THE EMAILS WITH YOUR PROPOSAL TO ANY OTHER EMAIL ADDRESS (NOT EVEN AS CC. or BCC).</p> <ul style="list-style-type: none"> ▪ File Format: *.doc, *.pdf ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 8MB ▪ Mandatory subject of email: IOMTJ-4200000385-SDC <p>Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y", and the final "email no. Y of Y".</p> <ul style="list-style-type: none"> ▪ It is recommended that the entire quotation be consolidated into as few attachments as possible. <p>The bidder should receive an email acknowledging email receipt.</p> <p>SUBMISSION BY COURIER / HAND DELIVERY: Proposal submission address: 734013, 22A Azizbekov Street, Second Driveway, Dushanbe, Republic of Tajikistan</p> <ul style="list-style-type: none"> ▪ The Bidder shall submit the Proposal in one sealed outer envelope and two inner envelopes, as detailed below. ▪ Distinct, separately sealed technical and financial proposals are requested from the Bidders in order to evaluate them separately. Both distinctly sealed envelopes of technical and financial proposals shall be kept in another envelope (outer envelope), which shall be sealed as well. Non-compliance with this instruction shall result in rejection of the proposal received. ▪ The outer envelope must be clearly marked with the following: *CONFIDENTIAL PROPOSAL - ONLY TO BE OPENED BY AUTHORISED PERSONNEL* RFQ Reference: IOMTJ-4200000385-SDC Attention: BEC IOM Tajikistan Bidders name and details: <ul style="list-style-type: none"> ▪ The inner envelopes shall be marked as follows:

	<ul style="list-style-type: none"> ○ Both inner envelopes shall indicate the Bidder's name and address and the RFP reference number. ○ The first inner envelope shall be marked "Technical Proposal" and shall contain one copy of all the duly filled and signed Returnable Proposal Forms and other documentation EXCEPT: Financial Proposal Forms and other price related documents if applicable. <p>The second inner envelope shall be marked "Financial Proposal" and include the duly completed and signed Financial Proposal Submission Form and any other price related documents if applicable.</p>
Cost of preparation of quotation	IOM shall not be responsible for any costs associated with a Bidder's preparation and submission of quotation, regardless of the outcome or the manner of conducting the selection process.
Supplier Code of Conduct	All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: Supplier Code of Conduct (ungm.org) .
Declaration of Conformity for Suppliers	The bidder must read the Declaration of Conformity for Suppliers and submit a signed copy together with the bid.
Conflict of Interest	IOM encourages every prospective supplier to avoid and prevent conflicts of interest, by disclosing to IOM if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.
Eligibility	Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative. Only Bidders that are determined to be qualified shall be considered for award. The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 3 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to IOM's satisfaction.
Currency of Quotation	Quotations shall be quoted in Tajikistan Somonies.
Duties and taxes	The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices shall: <input type="checkbox"/> be inclusive of applicable taxes <input checked="" type="checkbox"/> be exclusive of applicable taxes
Language of quotation and documentation including catalogues, instructions and operating manuals	English or Russian or Tajik
Quotation validity period	Quotations shall remain valid for 60 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted per Lot. Quotes submission for partial Lots are not permitted.
Payment Terms	<input type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input checked="" type="checkbox"/> Instalments upon completion of the agreed milestones

	Payment terms will be negotiated and agreed with the selected supplier, based on mutually accepted milestones, deliverables, and contractual arrangements outlined in the final agreement.
Contact Person for correspondence, notifications and clarifications	Focal Person: Manuchehr Munavarov E-mail address: mmunavarov@iom.int Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 (three) working days before the submission deadline. Responses to request for clarification will be communicated by email.
Confidentiality	Information relating to the examination, evaluation, and comparison of Bids, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award. Any effort by a Bidder or anyone on behalf of the Bidder to influence IOM in the examination, evaluation and comparison of the Bids or contract award decisions may, at IOM's decision, result in the rejection of its Bid and may subsequently be subject to the application of prevailing IOM's vendor sanctions procedures.
Evaluation of technical and financial proposals	Evaluation will be based on: <input type="checkbox"/> Lowest price method (selects the lowest evaluated financial proposal of the technically responsive Bidders) <input checked="" type="checkbox"/> Combined scoring method using a distribution of 70% Technical proposal – 30% Financial proposal <input type="checkbox"/> Other The maximum number of technical points is detailed in Section 3: Evaluation Criteria To be substantially compliant, Bidders must obtain a minimum threshold of 70% of maximum points.
Preliminary Examination	IOM shall examine the Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Bids are generally in order, among other indicators that may be used at this stage. IOM reserves the right to reject any Bid at this stage.
Evaluation of Eligibility and Qualification	Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 3 (Evaluation Criteria). In general terms, vendors that meet the following criteria may be considered qualified: <ol style="list-style-type: none"> a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in IOM's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments; c) They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required; d) They are able to comply fully with the IOM General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
Right to Accept, Reject, Any or All Bids	IOM reserves the right to accept or reject any bid, to render any or all of the bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds

	for IOM’s action. IOM shall not be obliged to award the contract to the lowest priced Bid.
Award Criteria	In the event of a Contract award, IOM shall award the contract to a bidder who has been determined as eligible and qualified and whose Technical and Financial Proposals were found substantially compliant to the RFQ requirements. IOM reserves the right to conduct negotiations with the bidder recommended for the award on the content of their bid.
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total Bid, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	Service Agreement
Expected date for contract award	15 May 2025
Policies and procedures	This RFQ is conducted in accordance with Policies and Procedures of IOM.
UNGM registration	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has implemented an assisted vendor registration functionality that allows IOM procurement personnel to add local vendors to the UNGM.

SECTION 3: EVALUATION CRITERIA

Preliminary Examination Criteria

All criteria will be evaluated on a Pass/Fail basis and checked during Preliminary Examination.

Criteria	Documents to establish compliance
Completeness of the Bid	All documents requested in Section 2: RFQ Instructions and Data have been provided and are complete.
Bidder accepts IOM General Conditions of Contract as specified in Annex 4.	Annex 1: Technical Proposal Form
Bid Validity	Annex 1: Technical Proposal Form

Minimum Eligibility and Qualification Criteria

Minimum eligibility and qualification criteria will be evaluated on a Pass/Fail basis.

If the Proposal is submitted as a Joint Venture, Consortium or Association, each member should meet the minimum criteria, unless otherwise specified.

Eligibility Criteria	Documents to establish compliance
Bidder is a legally registered entity	Annex 3: Vendor Information Sheet
Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation	Annex 1: Technical Proposal Form
No conflicts of interest	Annex 1: Technical Proposal Form
The Bidder has not declared bankruptcy, in not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future	Annex 1: Technical Proposal Form
Certificates and licenses: -Formal appointment as a local representative if the tenderer submits a tender on behalf of an entity located outside the country -Company registration certificate -Certificate from the bank confirming the existence of a company bank account, and the absence of debt to the bank (dated no earlier than March 2025) -Certificate of registration with the tax authorities / certificate of payment of taxes, and information about the absence of debt (dated no earlier than March 2025) -The last audited financial statement and balance sheet of the enterprise (income statement and balance sheet) for 2 years	Annex 1: Technical Proposal Form

Qualification Criteria	Documents to establish compliance
History of non-performing contracts: Non-performance of a contract did not occur as a result of contractor default within the last 3 years.	Annex 1: Technical Proposal Form Form A: Eligibility and Qualification
Litigation History: No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Annex 1: Technical Proposal Form Form A: Eligibility and Qualification
Previous Experience:	
Minimum five years of relevant experience.	Annex 1: Technical Proposal Form Form A: Eligibility and Qualification
Minimum one contract of similar value, nature and complexity implemented over the last five years.	Annex 1: Technical Proposal Form Form F: Eligibility and Qualification
Financial Standing:	
Turnover: Bidders should have annual sales turnover of minimum USD 30 000 for the last two years.	Copy of audited financial statements for the last two years. / Form A: Eligibility and Qualification

Technical Evaluation Criteria

Summary of technical proposal evaluation sections		Points obtainable
1.	Bidder's qualification, capacity and experience	400
2.	Proposed methodology, approach and implementation plan	300
3.	Management structure and key personnel	300
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of organisation and staff credibility / reliability / industry standing. No evidence= 0 Weak evidence = 50 Strong evidence = 100	100
1.2	Demonstrated expertise in 1C platform and introduction of 1C platform in government and non-government organisation. No evidence= 0 Weak evidence = 50 Strong evidence = 100	100
1.3	General organisational or staff capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted. No evidence= 0 Weak evidence = 20 Strong evidence = 50	50
1.4	Relevance of specialised knowledge and experience on similar engagements done in the country. No evidence= 0 Weak evidence = 20 Strong evidence = 50	50
1.5	Demonstrated experience in the team in close work and cooperation with the relevant sectoral government entities in Tajikistan. No evidence= 0 Weak evidence = 50 Strong evidence = 100	100
Total Section 1		400

Section 2. Proposed methodology, approach and implementation plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the tasks been addressed in sufficient detail in the technical proposal? Are the different components of the project adequately weighted relative to one another? No evidence= 0 Weak evidence = 20 Strong evidence = 50	50
2.2	Description of the Proposer's approach and methodology for meeting or exceeding the requirements of the Terms of Reference. No evidence= 0 Weak evidence = 20 Strong evidence = 80	80

2.3	Details on how the different service elements shall be organised, controlled and delivered. No evidence= 0 Weak evidence = 20 Strong evidence = 50	50
2.4	Details of whether the proposed implementation plan demonstrates logical sequencing of activities, and the solution is designed using the 1C:Enterprise platform or a comparable architecture. No evidence= 0 Weak evidence = 20 Strong evidence = 70	70
2.5	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement No evidence= 0 Weak evidence = 20 Strong evidence = 50	50
Total Section 2		300

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		60
3.2	Qualifications of key personnel proposed		
3.2 a	Team Leader		80
	● General experience	10	
	● Specific experience relevant to the assignment	40	
	● Regional / international experience	20	
	● Language qualifications	10	
3.2 b	Senior IT specialist in 1C platform or related platform		80
	● General experience	10	
	● Specific experience relevant to the assignment	40	
	● Regional / international experience	20	
	● Language qualifications	10	
3.2 c	IT Specialist in 1C platform or related platform		80
	● General experience	10	
	● Specific experience relevant to the assignment	40	
	● Regional / international experience	20	
	● Language qualifications	10	
Total Section 3			300

SECTION 4: TERMS OF REFERENCE

LABOUR MIGRATION PROGRAMME - CENTRAL ASIA (FUNDED BY THE SWISS AGENCY FOR DEVELOPMENT AND COOPERATION (SDC))

DEVELOPMENT AND IMPLEMENTATION OF AN AUTOMATED APPLICANT TRACKING SYSTEM (ATS)

Location: *Dushanbe, Tajikistan*

Type of Engagement: *Consulting Firm/Service Provider*

Implementation Duration: *3 Months*

Platform Technical Support Duration: *6 Months from the successful completion and acceptance of services*

Start Date: *15 May 2025 – 15 August 2025 (with subsequent six-months platform support from August 2025 to January 1, 2026)*

1. Project Overview

The International Organization for Migration (IOM) in Tajikistan is looking to engage a Consulting Firm / Service Provider for the development and implementation of an Automated Applicant Tracking System (ATS). The purpose of the ATS is to streamline recruitment processes for labor migrants, enhance operational efficiency, and improve the matching of candidates to job opportunities. The system should include application management, user-friendly interfaces, data-driven analytics, integration with existing websites, and compliance with relevant data privacy regulations. Additionally, the chosen vendor will provide ongoing support, training, and regular updates. The ATS should be scalable, customizable, and adaptable to changing requirements, ensuring it remains effective in the long term. Prospective Bidders are invited to submit proposals that meet these requirements comprehensively and effectively.

The implementation of this ATS is part of a broader initiative to modernize labor recruitment processes and improve the overall efficiency of labor migration management. By automating key aspects of the recruitment process, the agencies aim to reduce administrative burdens, improve data accuracy, and create a more seamless experience for job seekers. This effort will not only benefit the agencies but also significantly enhance the quality of services provided to labor migrants, ensuring faster and more transparent recruitment outcomes.

2. About the Cooperating Agencies

The Agency for Overseas Employment (AOE) and the State Agency Center for Consultation and Pre-Departure Preparation of Labour Migrants (SACP) are responsible for labor migration in Tajikistan, focusing on recruitment and preparation of candidates for international employment. The agencies aim to provide efficient and effective recruitment services, support candidates throughout their journey, and ensure compliance with international standards. The implementation of the ATS is part of an effort to modernize recruitment operations, improve data management, and provide better services for labor migrants. AOE and SACP are committed to supporting labor migrants by ensuring that they are well-prepared, have access to the best opportunities, and receive guidance throughout their migration journey. The introduction of the ATS is a crucial component of this mission, allowing the agencies to leverage technology to better serve their clients.

3. Scope of Service

System Implementation and Integration:

- Conduct a thorough needs assessment in collaboration with AOE and SACP to ensure alignment with operational workflows and user needs.
- Install and configure the ATS to meet specific technical and functional requirements.

- Ensure seamless integration with existing websites: <https://khorijakor.tj> and <https://migrationcentre.tj> and prepare for integration with other platforms in the future.

Application Management:

- The ATS should provide job application management capabilities for both job seekers and agency personnel, enabling all users to manage and input relevant information efficiently and effectively.
- Ensure the system is mobile-responsive and optimized for use on smartphones.
- Enable job seekers to submit applications through an intuitive online portal.
- Include customizable application forms that can be adapted by job category or employer requirements.
- Allow authorized agency staff to enter, edit, and manage applications and candidate data from their dashboards.

User Roles and System Control:

- Implement role-based access control (RBAC) to assign system permissions based on user profiles and responsibilities.
- Ensure secure login and access logs.
- Provide audit logging features to track user activities and changes made within the system for accountability.

Candidate Tracking and Evaluation:

- The Service Provider will ensure the process of migrating existing (current) data to the new system is conducted effectively. This will minimize disruptions and ensure data integrity throughout the transition.
- Track candidate progress through various recruitment stages, from initial application to final selection.
- Include tools for categorization and filtering of applicants based on predefined criteria such as qualifications, experience, and skills.
- Provide tools for evaluating candidate qualifications, including resume parsing, scoring, and automated assessments.
- Integrate automated resume filtering, scoring algorithms, and customizable assessments

Reporting and Analytics:

- Offer robust reporting capabilities to track key recruitment metrics such as time-to-hire, applicant sources, candidate conversion rates, and demographic trends.
- Generate customizable reports and dashboards for analysis to help identify areas for improvement and optimize recruitment strategies.
- Enable agencies to generate both standard and custom reports for data-driven decision-making.
- Provide dashboards for agency personnel (operators) to effectively manage and visualize data in real-time.
- Provide real-time data visualization tools to monitor recruitment performance and track progress toward agency goals.

Compliance and Security:

- Ensure compliance with local and international laws, including data privacy regulations such as the General Data Protection Regulation (GDPR).
- Implement security measures to protect applicant data, including encryption, secure access controls, and regular security audits.
- Support single sign-on (SSO) where applicable, ensuring ease of use for agency staff and maintaining security standards.
- Specify data backup and disaster recovery requirements to ensure data integrity and system reliability in case of unforeseen issues.

Support and Training:

- Provide training for the relevant personnel on using the ATS effectively, including hands-on workshops and training materials.
- The training plan should include role-based training requirements for at least 5 personnel from each agency, ensuring each individual is prepared for their specific responsibilities.
- Offer ongoing technical support and troubleshooting services to address any issues that may arise during system usage.
- Develop a knowledge base with articles, guides, and FAQs to assist users in navigating the system independently.

Customization and Scalability:

- Allow customization of workflows and recruitment processes to accommodate the unique needs of AOE and SACP, including custom approval processes and notifications.
- Ensure scalability to support future growth and increased recruitment volumes, with the ability to handle higher data loads and additional users without compromising performance.
- Provide options for system customization to incorporate additional features or modules that may be required as the needs of AOE and SACP evolve.

Data Migration and Integration:

- The proposal must include a detailed data migration plan, outlining how the contractor will migrate existing data to the new ATS while maintaining data integrity and minimizing disruptions.
- Collaborate with AOE and SACP to ensure the ATS meets evolving requirements and incorporate user feedback to enhance the system over time.
- Provide a dedicated account manager or point of contact to ensure smooth communication and timely resolution of issues.

4. System Hosting and Ongoing Support

- The ATS will be set up on a server at the State Agency Center for Consultation and Pre-Departure Preparation of Labour Migrants (SACP), or on a server in another location indicated by the agency. This setup will ensure that the system is hosted locally, providing enhanced control, security, and management capabilities for SACP.
- Provide ongoing support, including troubleshooting and updates, for 6 months after the new ATS go live.

5. Proposal Requirements

- Proposals should be concise and clearly outline the proposer's capabilities in meeting the specified requirements.
- Include details about similar projects completed in the past five years, emphasizing the results achieved and challenges overcome.
- Provide a narrative statement explaining the method of operation, organizational flow, and the team members' roles and responsibilities.
- Include all-inclusive pricing with an explanation of the services covered, broken down into implementation, training, support, and any ongoing maintenance costs.
- Provide a detailed project plan and timeline, including milestones and key deliverables.
- Detail any additional services or value-added offerings that can benefit AOE and SACP in the implementation and operation of the ATS.

6. Recommended System Architecture

It is recommended, that the proposed Automated Applicant Tracking System (ATS) be developed using the 1C: Enterprise platform. This platform is widely used within national institutions in the region and offers strong capabilities for customization, reporting, and integration with government systems.

Bidders may propose alternative technologies, provided they meet all functional, security, and integration requirements outlined in this RFQ.

7. Intellectual Property and Data Ownership

All data entered into the ATS remains the property of AOE and SACP. The Consulting Firm / Service Provider must ensure that all data is securely stored and handled, and that ownership of data is clearly maintained by AOE and SACP at all times.

8. The Service Provider's Responsibilities

- The Consulting Firm / Service Provider must provide a professional and experienced project manager to coordinate services and act as the main point of contact for AOE and SACP.
- The Consulting Firm / Service Provider is expected to ensure all services provided are of the highest quality, utilizing best practices and industry standards to achieve the desired outcomes.

9. Management and Supervision

This assignment / service agreement will be overseen by IOM in Dushanbe, Tajikistan. The Consulting Firm / Service Provider will receive guidance from IOM Tajikistan's Labour Mobility Inclusion Unit, Monitoring and Evaluation focal points, as well as other relevant IOM staff. Potential guidance will also be provided from corresponding units in IOM's Regional Office in Vienna, IOM HQ, and other IOM missions, where relevant.

Annex 1: Technical Proposal

Annex 2: Financial Proposal

Annex 3: Vendor Information Sheet

Annex 4: GENERAL CONDITIONS OF CONTRACT

These Documents are separately enclosed to this RFQ.