

# REQUEST FOR QUOTATION (RFQ)

RFQ Reference: **TD-ANK-2025-0017**

Date: 25 February 2025

## **SECTION 1: REQUEST FOR QUOTATION (RFQ) for the Provision of Research Service.**

International Organisation for Migration (IOM) kindly requests your quotation for the provision of research service as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical Offer

Annex 4: Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted separately as Technical Offer (using Annex 2: Quotation Submission Form, Annex 3 Technical Offer) and separately as Financial Offer Annex 4, by the method and by the date and time indicated. It is your responsibility to ensure that your offers are 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: Mr. Ozgur OZTURK

Title: National Logistics/Procurement Officer

Date: 25.02.2025

**SECTION 2: RFQ INSTRUCTIONS AND DATA**

<p><b>Deadline for the Submission of Quotation</b></p>	<p><b>17 March 2025, 17:00, GMT+3</b> If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a>.</p>
<p><b>Method of Submission</b></p>	<p>Quotations must be submitted as follows:  <input checked="" type="checkbox"/> E-tendering <input type="checkbox"/> Email <input type="checkbox"/> Courier / Hand delivery  <input type="checkbox"/> Other</p> <p>Bid submission address: <a href="mailto:iomturkiyetenders@iom.int">iomturkiyetenders@iom.int</a></p> <ul style="list-style-type: none"> <li>▪ File Format: PDF</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: 8MB</li> <li>▪ Mandatory subject of email: <b>TD-ANK-2025-0017</b></li> <li>▪ 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.</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The proposer should receive an email acknowledging email receipt.</li> </ul> <p><b>Quotations should be sent in separate emails as follows:</b></p> <ul style="list-style-type: none"> <li>- <b>Separate e-mail for the Technical Offer</b></li> <li>- <b>Separate e-mail for the Financial Offer</b></li> </ul> <p><b>Non-compliance with this instruction shall result in rejection of the bid received.</b></p>
<p><b>Cost of preparation of quotation</b></p>	<p>IOM shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
<p><b>Supplier Code of Conduct</b></p>	<p>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: <a href="http://www.un.org/ungm/SupplierCodeofConduct">Supplier Code of Conduct (ungm.org)</a>.</p>
<p><b>Conflict of Interest</b></p>	<p><b>UN encourages every prospective Supplier to</b> avoid and prevent conflicts of interest, by disclosing to UN 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.</p>
<p><b>General Conditions of Contract</b></p>	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at <a href="https://www.iom.int/do-business-us-procurement">https://www.iom.int/do-business-us-procurement</a>.</p>
<p><b>Eligibility</b></p>	<p>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.</p>
<p><b>Currency of Quotation</b></p>	<p>Quotations shall be quoted in <b>EUR</b></p>
<p><b>Duties and taxes</b></p>	<p>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</p>

	<p>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:</p> <p>All prices shall:</p> <p><input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes</p> <p><input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
<b>Language of quotation and documentation including catalogues, instructions and operating manuals</b>	English
<b>Documents to be submitted</b>	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input type="checkbox"/> Annex 4: Financial Offer duly completed and signed</p> <p><input type="checkbox"/> Other</p>
<b>Quotation validity period</b>	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
<b>Price variation</b>	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.
<b>Price validity period</b>	Prices are valid for one year(s) contract duration. ( <i>non-LTA</i> )
<b>Partial Quotes</b>	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted</p>
<b>Payment Terms</b>	<p><input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.</p> <p><input type="checkbox"/> Other</p>
<b>Contact Person for correspondence, notifications and clarifications</b>	<p>Focal Person: <b>Mr. Tayfun GENC</b></p> <p>Mobile Number: 90 531 723 2583</p> <p>E-mail address: <b>procsupportank@iom.int</b></p> <p>The above e-mail <b>procsupportank@iom.int</b> should be used <b>only</b> for any potential questions/clarifications.</p> <p><b>Attention: Quotations shall not be submitted to this address.</b></p> <p>(Quotations received to <b>procsupportank@iom.int</b>, will not be considered for evaluation.)</p>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 4 days before the submission deadline. Responses to request for clarification will be communicated through email and Tender Bulletin at IOM web page by 13 March 2025
<b>Evaluation method</b>	<p><input checked="" type="checkbox"/> The contract will be awarded to the lowest priced, most technically acceptable</p> <p><input type="checkbox"/> Other</p>
<b>Evaluation criteria</b>	<p><input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1</p> <p><input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract</p> <p><input checked="" type="checkbox"/> Comprehensiveness of after-sales services</p> <p><input checked="" type="checkbox"/> Earliest Delivery /shortest lead time</p> <p><input type="checkbox"/> Others (<i>for ex, environmental criteria/considerations, etc</i>)</p>
<b>Right not to accept any quotation</b>	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	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 offer, without any change in the unit price or other terms and conditions.
<b>Type of Contract to be awarded</b>	Purchase Order
<b>Expected date for contract award.</b>	24 March 2025
<b>Policies and procedures</b>	This RFQ is conducted in accordance with Policies and Procedures of IOM
<b>UNGM registration</b>	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . 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.

## ANNEX 1: SCHEDULE OF REQUIREMENTS

### Terms of Reference

Terms of reference for the service provider<sup>1</sup> to develop and implement qualitative and quantitative analyses to identify awareness levels and awareness orientations of the target group for the Baseline Knowledge, Attitudes and Practices (KAP) Study

#### 1. Duty Station of the Research Service: Türkiye-wide

#### 2. Duration of Research Service: Eight weeks

#### 3. Project Context and Scope:

Founded in 1951, the International Organization for Migration (IOM) is the leading intergovernmental organization in the field of migration and works in close collaboration with government, intergovernmental and non-governmental partners. IOM is dedicated to regular humanitarian and non-humanitarian migration for the benefit of all.

In December 2022, IOM Türkiye launched a 36-month action entitled “EU Support to the Fight Against Trafficking in Human Beings in Türkiye” funded by the European Union. The main beneficiary is the Ministry of Interior, Presidency of Migration Management and the Provincial Directorates of the Migration Management operating in 81 provinces.

The main objective of the action is to strengthen protection response mechanisms for victims of trafficking in persons (TIP) in coordination and cooperation with the Ministry of Interior and Presidency of Migration Management, as well as public institutions, international organizations and civil society organizations in Türkiye, with key components including (a) preparation of the Third National Action Plan to Combat Trafficking in Human Beings; (b) strengthening the response capacity of NGOs; (c) coordination, prevention and victim assistance; and (d) awareness raising. The service provider is needed in the preliminary research phase to determine the level and direction of awareness of the target audience on trafficking in persons for activities supporting the fourth component of the project, which focuses specifically on raising awareness on anti-trafficking in persons and specializes in the communication dimension of the action.

As part of the EU-funded project “EU Support to the Fight Against Trafficking in Human Beings in Türkiye” implemented by International Organization for Migration (IOM), together with the Presidency of Migration Management (PMM), an awareness-raising campaign is foreseen, aiming to contribute to better awareness of the target population on TIP, and available responses.

#### 4. Services Requested

##### 4.1. Nature of the Research Service:

In order to design, implement, monitor and evaluate the impact of the awareness-raising campaign, IOM will contract a service provider to conduct a baseline Knowledge, Attitudes and Practices (KAP) survey to identify the target group's basic knowledge on TIP and the most effective ways to communicate key messages and foster positive behaviour change, as well as an endline survey to measure the impact of the campaign.

These Terms of Reference (ToR), detail the objectives, rationale and scope of the KAP survey on TIP in Türkiye, and will guide the work of selected service provider. The survey aims to provide qualitative and

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<sup>1</sup> **Service provider:** The company or companies that will provide the services that are the subject of this Terms of Reference (ToR).

quantitative data on the level of awareness of the target audience to be used during the preparation of the awareness raising campaign.

#### 4.2. Objective:

The objective of this ToR is to conduct KAP research among different young populations and selected public servants at the local level in Türkiye to better understand their knowledge, attitudes and practice about TIP. In addition to Turkish citizens, migrants (including those in irregular situations) and asylum seekers may also be at risk of TIP. The results of this KAP research aim to support the design and implementation of an awareness raising campaign about TIP in Türkiye. The research should provide useful insight into:

- \*Knowledge, attitudes and practices about TIP among target young population (15- to 35-year-old individuals)
- \*Knowledge, attitudes and practices about TIP among public servants who work with young people and in humanitarian setting, particularly with migrants and/or asylum seekers
- \*Media consumption channels and behaviour of the target audience (15- to 35-year-old individuals)
- \*Gaps in knowledge on TIP (in-country)
- \*Perceptions and awareness gaps of TIP issues in young population and public servants
- \*Opportunities for the design of impactful awareness raising campaign tools and methodologies

#### 4.3. Tangible and Measurable Outputs of the Work Assignment:

In this context, the selected service provider should plan and conduct two basic field surveys to determine the level and scope of awareness of the target audience to be used during the preparation of an awareness-raising campaign on human trafficking in Türkiye:

##### A. Focus Group Discussions and Focus Group Research

**Focus group discussions**, with members of professions considered as primary and secondary contacts of victims or those under the risk of TIP (such as social workers, psychologists, social security experts, guidance and psychological counsellors, law enforcement officers, social service and security personnel of local administrations, experts working in migrant associations and foundations, doctors, lawyers and teachers). The minimum application qualifications of the focus group study are described below.

The service provider will organize at least six focus groups, each consisting of 5-6 public servants, categorized based on their sector or field of work. The findings will be compiled into one qualitative KAP report, reflecting the awareness levels of these public servants regarding human trafficking. The focus group discussions will be conducted through half-day meetings, and the service provider will be responsible for selecting and submitting the participant lists, transcripts and any other relevant supporting documents for IOM's approval. Each session will be documented in detail, including participant opinions, agreements and disagreements, study techniques, and contact information. This report will help guide the development of an awareness-raising campaign for the target groups.

##### Negotiation frameworks with focus groups for professionals

-The knowledge and especially the attitudes of professionals should be revealed as they are decisive for good practice.

- A form showing the demographic characteristics of each participant should be filled out.
- Participants should be interviewed about the mass media and social media applications they use the most to get information and news.
- Discuss with the participants what they think about TIP and ways of prevention.
- Learn from participants their knowledge and attitudes about what to do when they witness a human trafficking situation
- It should be discussed whether the participants are aware of the reporting channels [Foreigners Communication Centre (YİMER 157), 112 for Police Hotline (old 155), Gendarmerie Hotline (old 156)] in case they encounter the crime of human trafficking.
- The level of willingness and reluctance to use the reporting channels of TIP and their reasons should be discussed.
- The participants should be asked if they feel responsible for preventing the crime of human trafficking and whether they are aware of the importance of their profession in this regard.

## B. Survey

- The survey will be conducted in the context of the Türkiye sample and a sample size that is representative of the relevant research population will be determined. In order to ensure this, the current number of Turkish citizens and migrants/refugees (temporary protection, international protection and irregular migrants) between the ages of 15-35<sup>2</sup> residing in the Republic of Türkiye will be taken as a reference.
- Care will be taken to ensure that the sample is similar to the distribution of the population in terms of demographic characteristics, type and proportion.
- Appropriate sampling method (representative sampling) will be used for selection.
- Sample selection will be based on objective and verifiable criteria.
- The sample size of the survey should be determined in accordance with the parameters such as citizen/migrant status, province, district, settlement (urban-rural), age, gender, education level (at least 1066 people) representing the population of Türkiye.
- The margin of error of the research should be maximum 5%.
  - The degree of confidence required for estimation in the research is expected to be in the range of 95%-99%.
- The nature of the research population, the distribution of the characteristics sought within the research population, the sample selection technique, the hypothesis, the margin of error and the degree of certainty that can be accepted, the degree of confidence required for estimation and the ways of testing are the elements that should be clearly included in the research result report.
  - Prior to the survey, a pilot survey should be conducted with at least thirty (30) people to pre- test the draft questions.
  - The methodology of the work to be carried out and other details regarding the data collection technique should be specified in the proposal.
  - References of the bidding companies regarding previous survey studies should be added to the file.

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<sup>2</sup> The age range has been determined based on TURKSTAT (TUIK)- Turkish Statistical Institute reports in such a way that reliable age range data can be accessed.

- The survey raw data should be submitted electronically in Excel format as well as in relevant data formats, including but not limited to .dat, .csv, .rpt, .vcf, and .sav. and in the agreed methods
- After the completion of the survey, all documents including volunteer participation forms, informed consent forms and raw data entries should be submitted via email.
- The service provider will not use subcontractors and will carry out the survey directly with its own personnel.
- The training, supervision, security, other problems and responsibilities of the personnel who will implement the survey belong to the service provider.
- The service provider will be deemed to have accepted that it is responsible for the security of the survey questions and data, the protection of personal data, and any legal problems that may arise regarding the survey application.
- The service provider is responsible for the supervision and control of the survey.
- In line with the submitted documents, the Supervisory Board, consisting of representatives from IOM, PMM and consultants, may check the accuracy of the survey data; whether the survey was conducted with a real person, whether the information in the survey form is coded correctly, whether there is an untrue statement and the accuracy of data entry. If for any reason more than 5 (Five) incorrect entries are detected within the scope of all questionnaire forms, all questionnaires may be returned to the service provider and requested to be redone within one week with the detection of incorrect questionnaires. If the detection of 10 (ten) or more errors in the control among all new survey data is made on the survey data to be delivered again will mean termination of the contract and no payment will be made to the relevant service provider.
- The work specified above must be completed and delivered within the timeframe as indicated in the deliverables table after the assignment of the work to the service provider.
- The offer must be submitted in EUR currency and VAT must be excluded.
- In order to pay the service fee, (an) invoice(s) will be requested from the service provider at the end of the work.

#### B.1. Sample Size or Adequate Representation

When determining the sample size to be considered representative of the survey population, it is important to determine the margin of error, standard deviation and desired confidence level for the estimate.

The table below shows sample sizes at various margins of error and confidence levels for populations larger than 500,000. These values serve as a **guideline** and the service provider may use these table values to determine the sample size, provided that the current population of the survey population (i.e. the total number of Turkish citizens aged 15-49 and the total number of citizens of other countries residing in Türkiye) is taken as a reference.



i. Table showing the sample size that can be taken according to the margin of sampling error:

Research population size	+/- 0.03 sampling error (d)			+/- 0.05 sampling error (d)			+/- 0.10 sampling error (d)		
	p=0.5 q=0.5 (heterogeneous)	p=0 q=0.2	p=0 q=0.7	p=0.5 q=0.5 (heterogeneous)	p=0 q=0.2	p=0 q=0.7	p=0.5 q=0.5 (heterogeneous)	p=0 q=0.2	p=0 q=0.7
100	92	87	90	80	71	77	49	38	45
500	341	289	321	217	165	196	81	55	70
750	441	358	409	254	185	226	85	57	73
1000	516	406	473	278	198	244	88	58	75
2500	748	537	660	333	224	286	93	60	78
5000	880	601	760	357	234	303	94	61	79
10000	964	639	823	370	240	313	95	61	80
25000	1023	665	865	378	244	319	96	61	80
50000	1045	674	881	381	245	321	96	61	81
100000	1056	678	888	383	245	322	96	61	81
1.000.000	1066	682	896	384	245	323	96	61	81
100 million	1067	683	896	384	246	323	96	61	81

**p = probability of realization**

**q = probability of non-realization**

ii. Margins of Error and Confidence Levels for Population Larger than 500,000 People

Acceptable Error Level	Confidence Levels	
	% 95	%99
% 1	9.423	16.056
% 2	2.390	4.113
% 3	1.065	1.836
% 4	600	1.035
% 5	384	663

Since the confidence levels are standardized, most researchers actually refer to this table for the z-score required for commonly used confidence levels. The service provider may also refer to this table.

iii. Standardized Confidence Levels

Confidence Level	Z-score
80%	1.28
85%	1.44
90%	1.65
95%	1.96
99%	2.58

iv. Sample Size Formula

In the context of all these data, the following formula can be used to determine the sample size:

$$\text{Sample Size Formula} = \frac{[z^2 * p(1-p)]}{e^2} / 1 + \frac{[z^2 * p(1-p)]}{e^2 * N}$$

1. **N is the population size**

2. **z is the z-score**

**The Z-score can be considered as a constant value that is set automatically depending on the confidence level. Z-score shows the number of standard deviations or the standard normal score between the average/mean of the population and any selected value.**

3. **e is the margin of error**

4. **p is the standard of deviation**

## B.2. Survey Questions Scope

In surveys, it is important to translate the questionnaire into relevant languages, taking into account the migrant group.

In designing survey questionnaires, the service provider should make sure to include the following questions in order to measure awareness.

- **Demographic Characteristics**
  - Socio-demographic characteristics of the participants
- **Knowledge about Human Trafficking**
  - Level of knowledge and interest in human trafficking
  - Whether one considers TIP as a criminal offence
  - Level and form of understanding the importance of human trafficking
  - Who they perceive as TIP victims and who as TIP perpetrators
- **Attitudes about Human Trafficking**
  - Thoughts on human trafficking
  - Positive or negative beliefs to human trafficking
  - Whether they have the perception that potentially everyone is a victim of trafficking
- **Practice about Human Trafficking**
  - Whether they have witnessed human trafficking cases
  - Whether they know what to do in case they encounter the crime of human trafficking
  - Whether they are aware of the institutions of the country that fight against TIP
  - Whether they are aware of anti-trafficking in human beings reporting channels: [Foreigners Communication Centre (YIMER 157), 112 for Police Hotline (old 155), Gendarmerie Hotline (old 156), Coast Guard Notification and Request Line (old 158)]

-If they are aware of anti-trafficking reporting channels, if yes, how (through which communication channel) they learnt about it

- Trusted Information Channels
  - Trusted sources (persons)
  - Trusted sources (institutions, agencies)
  - Trusted sources (media channels)
- Mass Media and Media Usage Tendency
  - What are the mass media they use the most,
  - From which mass media they receive information and news the most
  - What is the most used media tool (TV, radio, social media...)
  - Which social media channel(s) they use the most
- Media Message Content
  - Which emotion the messages that affect them in the media usually appeal to (hate, pity, feeling beautiful, feeling good, feeling bad, feeling hopeful...etc.)
  - Which of the written, visual or audio media messages they think is more effective
- Measurement of Confidence
  - Which organization would they think of contacting first in case of human trafficking?
  - Whether they would report if they witnessed TIP
  - If they do not want to report, what are their concerns that cause not reporting

#### 4.4. Servicer Provider Tasks:

The research company is expected to conduct the following tasks:

1. Develop necessary mixed methodology research tools
2. Coordinate with IOM Türkiye over the course of the research implementation
3. Collect and analyse baseline data through different proposed methods, with an average sample size of at least 1000 respondents for survey part and 6 focus groups for public servants
4. In collaboration with IOM, consultants and PMM, produce a report and presentation on the baseline study findings, including data analysis, concrete recommendations on messages, activities and tools, to inform the design of the awareness raising campaign
5. Present the findings of the baseline study during the interagency consultative workshop to inform the design of the awareness raising campaign
6. Prepare relevant reports and presentations to be presented during the follow-up meeting to discuss the ToR for the awareness raising campaign under the project
7. Collect and analyse endline data through different proposed methods, with an average sample size of at least 1000 respondents for survey part and 6 focus groups for public servants

8. In collaboration with IOM, consultants and PMM, produce a report and presentation on the endline study findings
9. Present the findings of the endline study during the endline KAP summary event to inform on the progress, achievements, shortcomings of and recommendations on future research of the awareness raising campaign

#### 4.5. Key Deliverables, Outputs and Timeline:

Key Deliverable	Tangible and Measurable Output	Timeline
<b>1. Preparation</b>	<b>Submitted and approved design, methodology and tools (%30)</b>	<b>First two weeks after contract signing</b>
<b>1.1. Produce research design and methodology</b>	Approved research materials	One week (after contract signing)
<b>1.2. Take IOM’s online training(s) about this issue</b>	Completion certificate or confirmation of participation	Within the first week (after contract signing)
<b>1.3. Develop mixed methodology research tools</b>	Approved research tools	One week (following research design approval)
<b>2. Surveys</b>	<b>Both surveys and FGDs are completed, and raw data submitted (%30)</b>	<b>Five weeks (following “preparation”)</b>
<b>2.1. Collect, analyze and validate baseline data (survey, focus groups)</b>	Approved activity report on baseline data collection	Two weeks (after research tools approval)
<b>2.2. Produce baseline report and presentation in collaboration with IOM, consultants, and PMM</b>	Approved baseline report and presentation	One week (after baseline data collection)
<b>2.3. Present baseline findings at interagency consultative workshop</b>	Approved workshop presentation and discussion	Two days (after baseline report completion)
<b>2.4. Collect and analyze endline data (survey, focus groups)</b>	Approved activity report on endline data collection	Two weeks (after campaign implementation)
<b>3. KAP Report</b>	<b>KAP report submitted, comments addressed, approved final report (%40)</b>	<b>One week (after “surveys”)</b>
<b>3.1. Produce KAP report and presentation in collaboration with IOM, consultants, and PMM</b>	Approved KAP report and presentation	One week (after endline data collection)
<b>3.2. Present endline findings at the summary event</b>	Approved summary event presentation and discussion	Half day (after endline report completion)

## 5. Required Experience, Qualifications and Competencies:

- Good grasp of trafficking in persons (TIP) dynamics, irregular migration etc. in Türkiye.
- The service provider must be operating at the national level and should document their operational capacity country wide.
- The service provider must adhere to relevant laws, legislation, regulations and guidelines, including of Türkiye and IOM.
- Research experience about vulnerable groups and young people.
- Experience in using gender-sensitive, intersectional and integrated research approach.
- The service provider must have the ability to assist and develop models and programs for those in distress or vulnerable groups.
- Proven experience in the development of research tools and methodologies, particularly through digital formats.
- Proven experience in the implementation of data collection activities.
- Proven experience in data analysis and presentation.
- Competency in writing and editing in English.
- The service provider must demonstrate possessing a strategy and vision on how services will be delivered in coordination with IOM and PMM to ensure a high standard of quality and standardization.
- The service provider must demonstrate willingness and capacity to align to IOM compliance requirements for the establishment of implementing partnership.
- Acknowledgement of the requirement to participate in the implementing partner open selection process according to IOM's rules and regulations and project documents.
- Submission of a comprehensive proposal outlining the approach, capabilities, and cost structure for conducting the KAP Study.
- The service provider should be able to present documentation indicating tax debt and financial situation through the Revenue Administration.
- Commitment to financial stability and the ability to manage the administrative and operational costs associated with KAP study activities for the duration of the implementation agreement.
- Commitment to participating in regular monitoring meetings conducted by IOM and PMM.
- Commitment to provide necessary information to PMM and IOM to compile monitoring reports, discuss technical and operational issues, and be open to receiving guidance and support.
- The service provider should also have the capacity to engage in remote technical support when required.
- Description of the accountability mechanisms in place, including clear reporting procedures and financial transparency.
- Assurance of the ability to provide necessary documentation and records as required by IOM and PMM.
- The service provider should demonstrate availability and commitment to the project, including the willingness to dedicate staff members to monitoring meetings and actively engage in the duration of the activity.
- By addressing these selection criteria in the proposal content, the service provider should showcase its capabilities, expertise, and commitment to effectively implement relevant activities, deliver quality services, and collaborate closely with PMM and IOM for the benefit of the project.
- All activities to be carried out under the grant of the main programme are subject to the visibility rules established by the EUD. The services to be provided will be obliged to implement the visibility rules of the main programme, if necessary.
- Legal documents should be submitted including but not limited to official name, activity past, security and registration clearance.
- Experience in media and behaviour change communications is an advantage.

## 6. Monitoring, Reporting and Stakeholder Engagement

- Periodic monitoring visits and/or meetings conducted by IOM and PMM will provide an opportunity to directly assess the technical and operational aspects of the processes. These joint visits/meetings will focus on discussing technical and operational issues related to the KAP Study, as well as providing guidance and support to the selected service provider. Through these monitoring and evaluation activities, IOM and PMM aim to ensure effective implementation of the services, address any issues or challenges that may arise, provide ongoing support to the service provider, and maintain quality standards in the services.
- Activity monitoring is designed to track progress, identify gaps, and detect delays in activities against a detailed work plan. This will be achieved using work plans, checklists, and progress tracking forms. Continuous monitoring will be conducted with regular updates according to the project schedule, and responsibility lies with Project Managers and designated monitoring staff.
- Results monitoring aims to determine if the project is on track to achieve its intended results, including outputs, outcomes, and objectives. This will be accomplished using a Results Matrix and Results Monitoring Matrix, with monthly assessments carried out by Project Managers and MEAL Specialists.
- Budget and expenditure monitoring ensures that resources are used efficiently and as planned within the budget. Tools for this include the Project Budget, financial reports, and verification of financial documentation. Monthly reviews and spot checks will be conducted by Finance Officers and Project Managers.
- Compliance monitoring ensures adherence to organizational and donor regulations, local laws, contractual requirements, and ethical standards. Compliance checklists will be used for this purpose, with periodic audits and reviews conducted by Compliance Officers and Project Managers.
- Context monitoring tracks the operating environment and identifies risks and assumptions. This involves the use of a Risk Management Plan and context assessment tools, with continuous monitoring and periodic reviews handled by Risk Management Officers and Project Managers.
- Narrative reporting provides a detailed account of project activities, outcomes, challenges, and lessons learned. Standardized 8+3 narrative reporting templates are used, with reports submitted as indicated in the table which is in the 4.5 section. These reports include basic administrative information, progress on core questions, specific donor requirements, and annexes if necessary. Project Managers and Reporting Officers are responsible for this task.
- Financial reporting ensures transparency and accountability in financial transactions. Standard financial reporting templates aligned with donor requirements are used, with reports submitted as indicated in the table which is in the 4.5 section. These reports detail transactions, expenditure against the budget, and include supporting documents. Responsibility for financial reporting lies with Finance Officers and Project Managers.
- Verification of reports and data aims to ensure the accuracy and integrity of narrative and financial reports. This will involve the scrutiny of reported activities, verification of financial documents, spot checks, and field visits. This will be an ongoing process with specific focus on reporting milestones, handled by Project Managers, Finance Officers, and MEAL Specialists.
- Remote monitoring ensures effective oversight in contexts with limited physical access. This utilizes remote data collection methods and real-time feedback systems, with continuous monitoring and periodic data reviews managed by local partners, external data collection organizations, and IOM staff and consultants.
- Risk management involves continuous assessment and management of risks that could impact project success. Risk assessment matrices and regular risk reviews are used, with continuous monitoring and formal periodic assessments conducted by Risk Management Officers and Project Managers.

## 7. Compliance and Ethical Considerations:

- Adhere to IOM rules on gender mainstreaming, Prevention on PSEAH, disability inclusion, accountability to affected populations, environment and climate change.
- Adhere to IOM guidelines and ethical standards for research.
- Ensure data collection complies with privacy and security regulations.

- Uphold transparency in methodology and data analysis.
- Provide access to all research findings for IOM verification and approval.
- Submit final reports within the agreed timeline.

## 8. Application:

Interested research firms are invited to submit the following via email to [iomturkiyetenders@iom.int](mailto:iomturkiyetenders@iom.int) by **10 March 2025, 5pm**:

- a) A one-page cover letter expressing motivation for applying
- b) A detailed resume/CV, with reference and links to previous work
- c) A proposal no-more-than-five-pages composed of the following:
  - Proposed research approach, methodology and research tools (clearly indicating breakdowns of target populations and target geographical locations)
  - Detailed work plan with clear timeline
  - Financial proposal

## ANNEX 2: QUOTATION SUBMISSION FORM

*Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their Technical Offer along with Annex 3: Technical Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:		
RFQ reference:	<b>TD-ANK-2025-0017</b>	Date:

### BIDDER'S DECLARATION OF CONFORMITY<sup>3</sup>

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.

<sup>3</sup> This form is mandatory to fill in and sign by every vendor who submits quotation



Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the “UN Sanctions List”) or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at <a href="https://www.ungm.org/Public/CodeOfConduct">https://www.ungm.org/Public/CodeOfConduct</a> .
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

Signature: \_\_\_\_\_

Name:

Title:

Date:

**ANNEX 3: TECHNICAL OFFER - SERVICES**

*Bidders are requested to complete this form, sign it and return it as part of their Technical Offer along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:		
RFQ reference:	TD-ANK-2025-0017	Date:

**Technical Offer**

*Provide the following:*

The Technical Offers shall be in a separate document, provides the following information using the Service Provider’s preferred template:

**As stated on Method of Submission article “Quotations should be sent in separate emails to [iomturdentenders@iom.int](mailto:iomturdentenders@iom.int) for the technical and financial Offers are requested in order to be able to evaluate them separately. Non-compliance with this instruction shall result in rejection of the bid received.”**

- 1.1 Administrative Documents
  - i. Chamber of commerce
  - ii. Taxation cards
  - iii. Authorized signature list

- 1.2 A brief description of the Service Provider’s profile and past performance/experience of the same type of the requested activity. Experience and Reference Contact Information (project names, description, status, reason for relevance, roles and responsibilities):
  - i. Relevant Contractual projects (UN Agencies).
  - ii. Relevant Contractual projects (EU Agencies).
  - iii. Relevant Contractual projects (Others).

**ANNEX 4: FINANCIAL OFFER**

Bidders are requested to complete this form, sign it and return it as part of their quotation with separate email . The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:		
RFQ reference:	TD-ANK-2025-0017	Date:

**As stated on Method of Submission article “Quotations should be sent in separate emails to [iomturdkeytenders@iom.int](mailto:iomturdkeytenders@iom.int) for the technical and financial Offers are requested in order to be able to evaluate them separately. Non-compliance with this instruction shall result in rejection of the bid received.”**

**Financial Offer**

- 4.1 The cost breakdown with as much details as possible, including the quantities and unit costs.
- 4.2 All costs associated with the provision of this service, including (i) remuneration for the experts and manpower (ii) expenses such as for the designing, formatting, producing, installing, implementing, programming and training to end users, and operational cost, such as travel and transportation, etc, and (iii) all applicable taxes. (Activities and items included in the Technical Offer not priced shall be assumed to be included in the prices of other activities or items).
- 4.3 Terms of payment and payment method shall be clearly specified in the Financial Offer and further discussed during the negotiations.

**Currency of Quotation: EUR**

Ref	Description of Deliverables	Quantity	Unit	Price (EUR)
1	Submitted and approved design, methodology and tools (%30)	1	Lump Sum	
2	Both surveys and FGDs are completed, and raw data submitted (%30)	1	Lump Sum	
3	KAP report submitted, comments addressed, approved final report (%40)	1	Lump Sum	
<b>Total Price</b>				

**Compliance with Requirements**

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

<p><i>Exact name and address of company</i></p> <p>Company Name</p> <p>Address:</p> <p>Phone No.:</p> <p>Email Address:</p>	<p>Authorized Signature: _____</p> <p>_____</p> <p>Date:</p> <p>Name:</p> <p>Functional Title of Authorised Signatory:</p> <p>Email Address:</p>
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