

REQUEST FOR PROPOSAL (RFP)

For Consulting Services

RFP Reference No: RFP-AM10-2024-18

Country: Armenia

Date: 14 November 2024

SECTION 1: LETTER OF INVITATION

International Organization for Migration, a related organization of the United Nations, acting through its Mission in Armenia in partnership with the UNHCR, the UN Refugee Agency, its Office in Armenia, hereinafter referred to as IOM and UNHCR hereby invite prospective proposers to submit a proposal in accordance with the General Conditions of Contract and the Terms of Reference as set out in this Request for Proposal (RFP).

To enable you to submit a proposal, please read the following attached documents carefully.

Section 1: This Letter of Invitation

Section 2: Instruction to Proposers

Section 3: Data Sheet

Section 4: Evaluation Criteria

Section 5: Terms of Reference

Section 6: Conditions of Contract and Contract Forms

Section 7: Proposal Forms

- Form A: Proposal Confirmation
- Form B: Checklist
- Form C: Technical Proposal Submission
- Form D: Proposer Information
- Form E: Joint Venture/Consortium/Association Information
- Form F: Eligibility and Qualification
- Form G: Format for Technical Proposal
- Form H: Format for CV of proposed key personnel
- Form I: Financial Proposal Submission
- Form J: Format for Financial Proposal

If you are interested in submitting a proposal in response to this RFP, please prepare your proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the deadline for submission of proposals set out in Section 3: Data Sheet.

Please acknowledge receipt of this RFP completing and returning the attached Form A: Proposal Confirmation by email to prciomarmenia@iom.int no later than 22/11/2024, indicating whether you intend to submit a proposal or otherwise. Should you require further clarifications, kindly communicate with the contact person/s identified in Section 3: Data Sheet as the focal point for queries on this RFP.

We look forward to receiving your proposal.

Approved by:



Ilona Ter-Minasyan

Head of Office

