



International Organization for Migration (IOM)
The UN Migration Agency

RFPQ-AM10-2022/01
Date January 18, 2022

REQUEST FOR PROPOSALS

Dear Partner,

The International Organization for Migration (hereinafter called IOM) intends to hire Service Provider for the “Improving access to information for migrants in Armenia” for which this Request for Proposals (RFP) is issued.

IOM now invites Service Providers/ Consulting Firms to provide Technical and Financial Proposal for the following Services:

- Development of awareness raising platforms using existing social media tools (e.g. Facebook),
- Development of information packages on main issues of concern for migrants in Armenia reaching major migrant groups residing in Armenia.
- Development of audio-visual materials.
- Development on a strategic communication approach

More details on the services are provided in the attached Terms of Reference (TOR).

The Service Provider /Consulting Firm will be selected under a Quality – Cost Based Selection procedures described in this RFP.

The RFP includes the following documents:

Annex I. Terms of Reference

Annex II. Standard Form of Contract

The proposals must include the following documents/information:

1. A cover letter clearly stating how the company meets the qualifications outlined in the ToR;
2. Technical Proposal - Description of the Approach, Methodology and Actions for Performing the Assignment including charts, diagrams, comments and suggestions, if any, on Terms of reference and counterpart staff and facilities;
3. Financial Proposal consisting of Summary of Costs and Breakdown of Costs by Activity.

Mission in Armenia

UN House · 14 P. Adamyan St. · Yerevan 0010 · Armenia

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We would like to inform that the International Organization for Migration is an intergovernmental organization that has a status equal to Diplomatic Representations, Consular Bodies, to which a zero coefficient of VAT is applied according to point 12 of Article 65 of the "On Value Added Tax" of Armenia. Considering the above mentioned, please apply zero coefficient of VAT to all services extended to our Organization;

4. Activity (Work) Schedule and duration;
5. The validity duration of the proposal. Indication of how long the price offer is valid (e.g. 30, 40 days etc.).

The Proposals must be delivered by hand or through mail to IOM with office address at 14 Petros Adamyan Street, Yerevan, 0010, Armenia or electronically via e-mail prciomarmenia@iom.int before 16:00, February 1, 2022. No late proposal shall be accepted.

Along with sending the hard copy of the original proposal, Service Providers /NGOs shall deposit the electronic versions of the proposal documents on a file hosting service (Dropbox, One Drive, etc.) and shall send the link of the folder containing the proposals to prciomarmenia@iom.int no later than 16:00, February 1, 2022. The subject line of the e-mail containing the link for the electronic proposal download shall clearly indicate the following:

RFPQ-AM10-2022/01 [insert full name of the Service Provider /NGO] – Electronic proposal

IOM reserves the right to accept or reject any proposal and to annul the selection process and reject all Proposals at any time prior to contract award, without thereby incurring any liability to affected Service Providers/ Consulting Firms.

Please confirm the receipt of the RFP.

Ilona Ter-Minasyan
Head of Office



IOM is encouraging companies to use recycled materials or materials coming from sustainable resources or produced using a technology that has lower ecological footprints.