

IOM MISSION – HUNGARY

CALL FOR EXPRESSION OF INTEREST (CEI)

The International Organization for Migration (IOM) in Hungary is seeking **Implementing Partners (IPs)** to support its mission of promoting humane and orderly migration for the benefit of all. With the aim of long-term strategizing and mapping a wide range of potential IPs for future projects and activities within Hungary, IOM Hungary is issuing a **Call for Expression of Interest (CEI)**. More specifically, IOM Hungary invites **Concept Notes** for projects that assist in achieving IOM’s global strategic objectives of saving and protecting lives, driving solutions to displacement, and facilitating regular pathways, with a focus on its **Ukraine response**.

Purpose of this call: Identify and assess future partners to implement projects within the scope of this call to ensure timely engagement and effective planning.

Process: This is an open selection process, designed as a preselection to assess the capacity of potential implementing partners. The assessment will also focus on the feasibility of the project proposals submitted and how well the proposals align with IOM priorities and the strategic objectives outlined in the call. This prequalification process will inform the final selection, which will be subject to donor confirmation and priorities.

Contracting: Subject to donor confirmation.

Please note that selection at this stage does not guarantee engagement or funding as both are subject to donor confirmation and priorities.

This is a prequalification process.

1. *Timeline*

CEI Reference number	HU-2024-01
Posted (date)	20 June 2024
Information session with Q&A	3 July 2024 - 14:00-15:30 CEST (Location: TBD) RSVP by 28 June 2024: iombudapestip@iom.int
Clarification Request Deadline	not later than 3 days before Application Deadline
Application Deadline	19 July 2024
Notification of Results	within the six weeks after the Application Deadline
Implementation Start Date	TBD
Implementation End Date	TBD

2. Locations

Hungary

3. Strategic objectives

In alignment with IOM's [Strategic Plan 2024-2028](#), IOM Hungary is committed to developing and fostering more equitable partnerships with national and local actors to achieve its strategic objectives. These partnerships aim to ensure that national and local actors play a more central role in developing and delivering migration-related policies and programming.

As the war in Ukraine enters its third year, IOM continues to save and protect the lives of the most vulnerable but also reinforces efforts to build greater resilience, self-reliance, and sustainable development for those affected by this conflict. In its Ukraine response, IOM Hungary is guided by a three-year [Ukraine Response Strategy for 2024-2026](#), which outlines the following strategic objectives:



Through this call, IOM Hungary aims to identify partners that can develop and implement effective projects contributing to achieving the specific objectives described above.

4. Operational Sectors

IOM Hungary aims to identify a broad range of potential IPs and proposed project activities that align with its strategic objectives and operational needs. IOM Hungary seeks proposals for projects that are consistent with the operational sectors outlined in the IOM Appeal – Ukraine and Neighbouring Countries to address the objectives of detailed above.

The key sectors include:

- Multipurpose cash,
- Shelter and settlements,
- Support services for response actors,
- Water, sanitation and hygiene,
- Protection,
- Health and Mental Health and Psychosocial Support,
- Humanitarian movement assistance and emergency transport,
- Disaster risk management,
- Site management support,
- Humanitarian Border Management and services for citizens abroad,
- Durable Solutions,
- Socioeconomic inclusion.

Proposals should also take into account the following cross-cutting aspects:

- Integrity, Transparency and Accountability,
- Protection and People-centred Approach,
- Participation and Empowerment of and Accountability to Affected Populations,
- Humanitarian Principles,
- Equity, Diversity, Gender and Inclusion,
- Environmental Sustainability,
- Conflict Sensitivity.

5. Issuing Agency

International Organization for Migration (IOM), Mission in Hungary

Established in 1951, IOM is part of the United Nations System and stands as the leading intergovernmental organization in the field of migration. With 175 member states, a further 8 states holding observer status and offices in 171 countries, IOM is dedicated to promoting humane and orderly migration for the benefit of all. IOM has had a presence in Hungary since 1992. IOM works with the affected population directly and through partners, implementing projects aligned with its strategic objectives and operational needs.

For more information, please visit IOM Hungary's [website](#).

6. Project Background

The war that followed the full-scale invasion of Ukraine by the Russian Federation on 24 February 2022 has triggered the largest human mobility crisis the European continent has experienced since World War II. Addressing the needs of people fleeing Ukraine necessitates action and forward-thinking far beyond immediate, life-saving emergency assistance. It requires investing in inclusion and resilience building, education and livelihoods.

According to the [Regional Refugee Response Plan's](#) (2024) approximately 85,000 individuals seek safety in Hungary in 2024, with around 40,000 requiring protection-related support.

Looking ahead, IOM Hungary remains committed to saving lives, protecting people on the move, and driving sustainable solutions for displacement. With a focus on protection, education, healthcare, mental health, and socio-economic inclusion, IOM Hungary's strategy for the future emphasizes the importance of prioritizing vulnerable groups, such as women and children, and empowering displaced individuals towards self-sufficiency and agency in

rebuilding their lives.

IOM Hungary works with the affected population directly and through partners, implementing projects aligned with its strategic objectives and operational needs. Since 2022, IOM Hungary supported local non-governmental and governmental organizations implementing projects across the country assisting people from Ukraine and their host communities. These initiatives have provided basic needs, including food, non-food items, accommodation, and improvement of shelter sites, as well as supported socio-economical inclusion through casework, cultural programs, and educational activities.

As the conflict in Ukraine persists, IOM Hungary recognizes the need for continued support and adaptability to evolving circumstances. IOM will continue to save and protect the lives of the most vulnerable but will also reinforce efforts to build more resilience and self-reliance of affected populations. By adhering to a human rights-based approach and fostering collaboration with stakeholders, IOM Hungary aims to ensure that displaced individuals receive the assistance and resources required to rebuild their lives with dignity and resilience. Looking forward, IOM Hungary remains committed to these goals with a focus on protection, education, healthcare, mental health, and socio-economic inclusion.

To further develop and foster partnerships, IOM Hungary is issuing this call to identify potential IPs. will work in close collaboration with IOM Hungary to deliver initiatives assisting beneficiaries and host communities with the financial support of IOM.

7. Activities

Applicants are expected to propose projects that align with the strategic objectives of IOM Hungary outlined in Section 3 and are relevant to the sectors in which IOM is engaged, as detailed in Section 4.

The long-term impact of the submitted project proposals should aim to enhance the well-being, socio-economic inclusion, and resilience of displaced populations, thereby contributing to sustainable solutions for displacement.

Proposed projects should demonstrate interconnected complexity across sectors of intervention, reflecting the multifaceted nature of the challenges faced. Proposals should avoid one-off activities, instead focusing on comprehensive, sustained efforts that build synergies with existing initiatives, including those of IOM Hungary.

8. Indicative Budget

The budget for the project proposal should be within the range of 10,000,000 - 50,000,000 HUF (Hungarian forints). IOM encourages organizations to apply for an amount that corresponds to their organizational capacity, level of experience, and scope of the project. Each grant will be valid for a period of 6 (six) to 9 (nine) months.

9. Eligibility Criteria

The applicants must satisfy the following requirements:

- The Applicant can be any governmental agency, government-owned or controlled corporation, intergovernmental organization (IGO), international organization (IO), non-government organization (NGO), non-profit agency (NPA; including nonprofit KFT, nonprofit RT), international civil society organization (ICSO), or civil society organization (CSO) registered in Hungary according to local regulations. These partnerships operate on a non-commercial basis, with both IOM and the partner contributing resources and sharing responsibilities for the project.
- The Applicant should be committed to the core values of the [Universal Declaration of Human Rights](#), to the [Accountability to Affected Populations \(AAP\) Framework](#), [Preventing Sexual Exploitation and Abuse](#) and to [Humanitarian Principles](#).
- The Applicant should be committed to the Principle of Partnership endorsed by Global Humanitarian Platform and to the standards under the UN Secretary General's Bulletin on Special Measures for [Protection from Sexual Exploitation and Abuse](#).
- The Applicant shall not discriminate against any person or group on the basis of race, colour, sex, sexual orientation, gender, gender identity, language, religion, political or other opinion, national or social origin,

property, health, disability, birth, age, or other status.

- The Applicant has not been involved or charged with any proscribed practices, terrorist activities or sanctions. Neither the Applicant nor its representatives appear on the Consolidated United Nations Security Council Sanctions List or on the United Nations Global Marketplace vendor ineligibility list.

10. Selection Criteria

To ensure a thorough, objective, and transparent evaluation process, the Selection Committee employs a quantitative scoring framework. Each criterion is assigned a specific weight, contributing to the overall score and facilitating a clear and balanced selection of the most suitable implementing partners and project activities.

Special consideration will be given to project proposals that focus on vulnerable populations, including but not limited to Roma and LGBTIQ+ communities, and address intersectionality. Preference will be given to projects that demonstrate the ability to navigate local bureaucracy and collaborate with national or local authorities and government agencies. Additionally, projects with geographic coverage outside of the capital will be favored. Projects that employ innovative methods to address the needs of beneficiaries and use a participatory approach to actively engage with the affected populations will also be prioritized. Proposals from grassroots or community-based entities with active relationships with the affected communities are especially encouraged.

Extra points will be awarded to proposals that effectively demonstrate synergies with IOM activities. Moreover, we are particularly interested in proposals that address gaps not covered by the Asylum, Migration, and Integration Fund (AMIF), ensuring comprehensive support and enhanced impact.

Aspect	Description	Weight
Partner’s organizational capacity and qualifications for the project implementation.	<ul style="list-style-type: none"> • Possessing sufficient infrastructure to support operations, as well as administrative and logistical capabilities to ensure effective implementation of the project. • Having adequate human resources capacity, including adequate staffing levels, expertise and language proficiency, to effectively manage and implement activities aimed at assisting refugees from Ukraine (including TCNs) in Hungary • Employing financial management practices, including budgeting, expenditure tracking, and reporting mechanisms, to ensure transparency and accountability. • Demonstrating the ability to allocate resources effectively, including human resources, finances, and logistics, to ensure smooth project implementation. • Showing track record in project management, including successful delivery of similar projects on time and within budget. • Possessing operational capabilities, such as logistical support, reporting mechanisms, and data management systems, to ensure smooth coordination and implementation of assistance. • Having relevant skills, expertise, and qualifications in the specific project area, considering past experience and track record in similar projects. • Demonstrating ability to work collaboratively with IOM and other stakeholders, considering factors such as communication skills, flexibility, and willingness to adapt to project requirements and objectives. 	20
Context specific experience and expertise	<ul style="list-style-type: none"> • Having experience and expertise in working within the context of the Ukraine crisis, including involvement in previous projects related to humanitarian assistance, refugee support, or emergency response efforts in the region. • Understanding of the unique challenges and dynamics of the Persons of Concern (PoCs) including knowledge of local contexts, cultural sensitivities, and relevant legal frameworks, to ensure effective and contextually appropriate project implementation. 	10
Community relations and local knowledge	<ul style="list-style-type: none"> • Being familiar with available resources and services in Hungary relevant to supporting refugees from Ukraine (including TCNs), such as healthcare 	10

	<p>facilities, educational institutions, employment opportunities, and social support networks.</p> <ul style="list-style-type: none"> • Understanding of local cultural dynamics and ability to establish positive relationships with both the host community and refugees from Ukraine. • Evidence of community engagement initiatives, cultural sensitivity training, and efforts to foster social cohesion between refugees from Ukraine and local residents. 	
Project design and methodology	<ul style="list-style-type: none"> • The project aligns with the identified needs and challenges of Ukrainian refugees in Hungary. • The methodology for implementing the proposed action considers its suitability and effectiveness in addressing the identified needs. • The project demonstrates interconnected complexity across sectors of intervention. • The planned intervention has clearly defined goals and objectives, supported by a clear intervention logic that effectively links activities to desired outcomes. • The project design incorporates an effective monitoring and evaluation system, ensuring continuous improvement and adaptability of project strategies throughout the implementation. 	10
Demonstration of cost effectiveness of proposal	<ul style="list-style-type: none"> • Efficient allocation of resources to achieve project objectives and outcomes. 	10
Geographic access and security considerations	<ul style="list-style-type: none"> • Capacity to ensure safe and unhindered access to target populations in both urban and rural areas of Hungary, considering the geographical distribution of refugees from Ukraine and potential security risks associated with their displacement. 	10
Focus on vulnerable populations	<ul style="list-style-type: none"> • Emphasis on assisting vulnerable populations, including Roma and LGBTIQ+ communities. 	5
Collaboration with authorities	<ul style="list-style-type: none"> • Ability to navigate local bureaucracy, collaborate with government agencies, and leverage community networks to ensure refugees have access to essential services and support. This should be supported by partnerships and cooperation with authorities, including a letter of support. 	5
Geographic focus	<ul style="list-style-type: none"> • Implementation of activities outside of Budapest 	5
Participatory approach to engagement with affected populations	<ul style="list-style-type: none"> • Employment of participatory approach to engagement with affected populations. • Projects led by grassroots or community-based entities with active relationships with affected populations. 	5
Innovativeness	<ul style="list-style-type: none"> • Innovative methods and transformative strategies for effectively engaging and empowering affected populations, including forward-thinking strategies, techniques, or tools proposed by the partner for refugee assistance. 	5
Synergy with IOM Hungary activities and complementarity with local AMIF/MMIA scheme	<ul style="list-style-type: none"> • Activities that complement those eligible under the Asylum, Migration, and Integration Fund (AMIF)/Menekültügyi, Migrációs és Integrációs Alap (MMIA) in Hungary to enhance efficiency and avoid duplication of services. • Demonstrated synergy with IOM activities 	5
	Total:	100

Please note that selection at this stage does not guarantee engagement or funding as both are subject to donor confirmation and priorities.

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11. Attachments

Description	URL
ANNEX A – Terms of Reference	https://hungary.iom.int/sites/g/files/tmzbd11591/files/press_release/file/2024-06/annex-a-terms-of-reference_hu-2024-01_20240619.pdf
ANNEX B - Implementing Partner References Checklist	https://hungary.iom.int/sites/g/files/tmzbd11591/files/press_release/file/2024-06/annex-b-implementing-partner-references-checklist_hu-2024-01_20240619.docx
ANNEX C - Implementing Partners General Information Questionnaire	https://hungary.iom.int/sites/g/files/tmzbd11591/files/press_release/file/2024-06/annex-c-implementing-partners-general-information-questionnaire_hu-2024-01_20240619.docx
ANNEX D - Concept Note Template	https://hungary.iom.int/sites/g/files/tmzbd11591/files/press_release/file/2024-06/annex-d-concept-note-template_hu-2024-01_20240619.docx
ANNEX E - Financial and Narrative Reporting Templates	<ol style="list-style-type: none">https://hungary.iom.int/sites/g/files/tmzbd11591/files/press_release/file/2024-06/annex-e-narrative-reporting-template_hu-2024-01_20240619.docxhttps://hungary.iom.int/sites/g/files/tmzbd11591/files/press_release/file/2024-06/annex-e-financial-reporting-template_hu-2024-01_20240619.xls
ANNEX F - Project Implementation Agreement Template	https://hungary.iom.int/sites/g/files/tmzbd11591/files/press_release/file/2024-06/annex-f-project-implementation-agreement-template_hu-2024-01_20240619.pdf
ANNEX G – Declaration of Conformity for Partners	https://hungary.iom.int/sites/g/files/tmzbd11591/files/press_release/file/2024-06/annex-g-declaration-of-conformity-for-partners_hu-2024-01_20240619.pdf

12. Additional Information

For more information on this partnership opportunity, and to apply, please visit [IOM's website](#).

The organizations responding to this call need to demonstrate their capacity to implement all listed activities as a single package. 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/broaden the scope of the existing activities. Selected Implementing partner needs to be ready to develop a detailed budget based on submitted proposal in 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 in writing iombudapestip@iom.int email address.

Expression of Interest submission guidelines

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

1. The Application must be submitted either by hand or through mail in sealed envelope to IOM with office address at **International Organization for Migration (or Nemzetközi Migrációs Szervezet); 2 Radnóti Miklós utca, Budapest, 1137 Hungary** no later than **19 July 2024**. Late Application will no longer be considered.
2. 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
3. The Application must be submitted in one original hard copy, enclosed in a sealed envelope, along with a USB drive containing scanned copies of the submitted documents, enclosed in a separate sealed envelope. If there are any discrepancies between the original and the copy the original governs. Both envelopes shall be placed in an outer envelope and sealed. The outer envelope shall be labeled with the submission address, reference number and title of the Project and name of the Implementing Partner.
4. 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. Any application which does not fully and comprehensively address this CEI requirements may be rejected.
5. 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 prospective Implementing Partner's Authorized Representative;
 - c. Documentation as proof of legal registration (court registry) and a certified signature sample;
 - d. Policies and regulations (Code of Conduct; Financial; etc.)
 - e. Financial statements for the two previous closed years; and
 - f. Any other relevant documents
6. Applications may be modified or withdrawn in writing, prior to the closing time specified in this Request for EoI. Applications shall not be modified or withdrawn after the deadline.
7. The Applicant 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.
8. IOM at no occasion will ask an application fee from Implementing Partners.
9. Applicants can use for reporting fraud, corruption or misconduct.
10. All information given in writing to or verbally shared with the Applicants in connection with this CEI is to be treated as strictly confidential. The Applicant 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 Applicant's application is successful.
11. IOM will treat all information (or that marked proprietary/sensitive/financial) received from Applicants as confidential and any personal data in accordance with its Data Protection Principles.
12. The Applicant, by submitting an application, gives consent to IOM to share information with those who need to know for the purposes of evaluating and managing the proposal.
13. By submitting the application/expression of interest, the Applicant confirms adherence to IOM's Declaration of Conformity Form and acknowledges receipt of the list of Proscribed Practices (enclosed).
14. 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.