

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: 30000036008

Date: 23-10-2026

SECTION 1: REQUEST FOR QUOTATION (RFQ) for Service Provider for undertaking research study titled “A comprehensive gap assessment, analysis, and mapping exercise on climate mobility, including an assessment of existing systems, policies, institutions, data, and programmes for integrating climate mobility into relevant planning and policy frameworks”

International Organization for Migration (IOM) kindly requests your quotation for the provision of services 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 and Financial Offer

Annex 4: Technical Proposal Format

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted **using Annex 3 Technical and Financial Offer - Services and Annex 4 Technical Proposal Format (for more information, please refer to the Scope of Work)**, by e-mail to iomindiaprocurement@iom.int with **subject line: Gap assessment, analysis, and mapping exercise on climate mobility, No later than 18:00 Hrs IST Friday, 6th November 2026**. For any clarification, please submit queries in writing to jvarghese@iom.int no later than **4th November 2026 EOD**. 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.

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	No later than 18:00 Hrs (IST), Friday 6th November 2026 If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/ . http://www.timeanddate.com/worldclock/ .
Method of Submission	Quotations must be submitted as follows: - E-tendering ☒ Email - Courier / Hand delivery - Other - Bid submission address: iomindiaprourement@iom.int - File Format: 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. - Mandatory subject of email: Gap assessment, analysis, and mapping exercise on climate mobility - 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". - It is recommended that the entire Quotation be consolidated into as few attachments as possible. - The proposer should receive an email acknowledging email receipt.
Cost of preparation of quotation	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.
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) .
Conflict of Interest	UN encourages every prospective Supplier to 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.
General Conditions of Contract	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 https://www.iom.int/do-business-us-procurement .
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.
Currency of Quotation	Quotations shall be quoted in INR
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: ☒ be inclusive of VAT and other applicable indirect taxes ☒ be exclusive of VAT and other applicable indirect taxes
Language of quotation and documentation including	English
catalogues, instructions and operating manuals	Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver the required services. Service providers should demonstrate authorization and capacity to operate in Canada, either directly or through an appropriate

	consortium/authorized arrangement, as applicable.
Documents to be submitted	Bidders shall include the following documents in their quotation: ☒ Annex 2: Quotation Submission Form duly completed and signed ☒ Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 ☐ Other Click or tap here to enter text.
Quotation validity period	Quotations shall remain valid for 30 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	☒ Not permitted ☐ Permitted <i>(please specify, i.e. by LOTS only or by line item, etc)</i>
Payment Terms	☐ 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. ☒ As per the agreement between both parties.
Contact Person for correspondence, notifications and clarifications	Focal Person for clarifications: jvarghese@iom.int Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.
Clarifications	All clarification requests must be received no later than 4th November 2026 EOD . IOM will respond accordingly.
Evaluation method	☒ Two-stage evaluation process comprising technical and financial assessments. Technical proposals will be assessed first; financial proposals will be evaluated for cost-effectiveness in accordance with IOM procurement procedures.
Evaluation criteria	☐ Full compliance with all requirements as specified in Annex 1 ☒ Full acceptance of the General Conditions of Contract ☐ Comprehensiveness of after-sales services ☐ Earliest Delivery /shortest lead time Others <i>(for ex, environmental criteria/considerations, etc)</i>
Right not to accept any quotation	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
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, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	Service Contract
Expected date for contract award.	16th November 2026
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.

ANNEX 1: SCHEDULE OF REQUIREMENTS

1. Study Objectives (ToR)

Micro level-

- Identify locations (districts, blocks, Gram panchayat, villages) with high climate mobility rates, with critical labour mobility pattern and assess the nature, scale, and key drives of climate-related human mobility in the states of Odisha and Telangana.
- Document current community-level climate adaptation strategies addressing human mobility arising from sudden- and slow-onset events, including climate shocks and stresses in the identified climate mobility hotspots identified
- Examine how climate variability influence vulnerability and migration decisions, including household perceptions, responses, labour mobility and other coping mechanisms.
- Assess the local development plans (egs: Village Development Plans, VDMPs, GPDPs etc) to identify existing strengths and gaps in addressing climate-related human mobility
- Assess the scope and skilling needs of people vulnerable to mobility due to the impacts of natural hazards
- Generate gender- and vulnerability-disaggregated evidence on the socio-economic, livelihood, health, protection, and other impacts of climate-related mobility including labour mobility, particularly on women, children, persons with disabilities, and other vulnerable groups.
 - Analyse mobility patterns and destinations with special emphasis on labour mobility, including who moves, where and for how long, the nature of movement, and access to safety, protection, planned relocations, and livelihood opportunities.

Meso level-

- Map the social security, technology dissemination, and early warning services available to people vulnerable to mobility, including labour mobility, assess their reach and accessibility, and identify key service gaps.
- Identify public and private service providers supporting vulnerable communities through capacity building, safe mobility, relocation, and resettlement, and assess the adequacy of their support.

Assess the methods and systems to map non-economic losses and damages (NELD) experienced by people vulnerable to climate mobility and identify strategies to reduce the associated risks

- Assess the availability and accessibility of essential infrastructure and services for climate mobility -vulnerable populations, including healthcare, education, civil supplies, social protection, and other entitlements, and identify gaps in existing support systems.
- Review state, district-, and village-level disaster management plans to assess the extent to which climate mobility is integrated, identify policy and implementation gaps, and recommend strategies for strengthening integration at local, state, and national levels

Macro level

- Identify and assess national policy frameworks relevant to climate mobility, as well as the availability, gaps and stakeholders of climate mobility related data through a whole-of-government approach
- Assess existing data on climate change, disasters, and human mobility at district, state, and national levels and explore opportunities for improved data coordination and use.
- Study existing policies, institutions, and governance mechanisms, including the NDMP, NAPCC, and National Adaptation Fund for Climate Change, other policies related to climate change, labour mobility, disaster risk reduction, migration, and planned relocation, and assess their alignment with the Global Compact for migration (GCM).
- Map and examine the role of diaspora organisations in India and abroad in addressing climate mobility-related risks and impacts and identify potential strategies for their engagement and support.

- Develop evidence-based recommendations for strengthening climate mobility governance, focusing on disaster preparedness, anticipatory action, community resilience, safe and regular migration pathways, protection, livelihoods, and inclusive adaptation.
- Establish a project-specific baseline and key indicators to support needs identification, regional assessment of climate mobility data and policies, monitoring of progress, and capacity building of government stakeholders.

2. Methodology

The study will use a mixed-methods approach, combining quantitative and qualitative data from primary and secondary sources. It will include stakeholder consultations, community participation, and data triangulation, while integrating gender and social inclusion (GESI) aspects. The service provider is encouraged to use participatory approaches wherever applicable.

3. Key Deliverables

The Service Provider shall complete the deliverables within 3 months starting on the date of the signing of the contract. In accordance with the following timetable the Service Provider will:

- 3.1. Sharing Inception Report and Study Methodology -approve it with IOM. The inception report will be due within four (4) calendar days after signing of the contract and its finalization will involve incorporation of feedback from the IOM Climate Mobily Project Team.
- 3.2. Develop the timeline for assessment process (desk review, data collection and reporting)-approve it with IOM
- 3.3. Collect data and evidence from the field, and stakeholders at local, state and national levels
- 3.4. Prepare research study Report, informed by:
 - Literatures review
 - Field data collection
 - Review of relevant policies, guidelines, action plans, reports, declarations etc
 - Meeting with stakeholders
 - Qualitative and quantitative approaches.
 - Analysis of information and data to establish baselines project indicators
- 3.5. Weekly updates to IOM team through virtual meetings
- 3.6. Draft report of the study with recommendations and present to IOM team
- 3.7. Final version (designed version) of the report to share with IOM for multi-stakeholders' consultation for content validation
- 3.8. Presentation of the draft report at a one-day state-level validation workshop in Odisha and Telangana with relevant stakeholders.
- 3.9. Derived Baseline targets for the required indicators as per the project log-frame
- 3.10. Concise policy briefs highlighting key findings, data gaps, and priority recommendations for policymakers and other stakeholders at the national and state levels
- 3.11. Final report after incorporating the suggestions and validation of the stakeholder consultation workshop. The final report will be finalized within 7 days after completion of the validation workshop.

4. **Usability of the study findings for the project:** The study will describe the links between human mobility, climate, and environmental change. It will generate evidence on mobility patterns, livelihood resilience, skilling needs, policies, and data gaps to support informed decision-making. The findings will guide awareness, capacity building, community interventions, and policy discussions, while supporting the integration of climate mobility into existing policies and frameworks. Besides, the study will generate the bassline for the project specific indicators.

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the services over a period of four (4) months from contract signature to submission of the final report. Final contract dates will be confirmed by IOM.

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 quotation along with Annex 3: Technical and Financial 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:		Date:

BIDDER'S DECLARATION OF CONFORMITY²

Yes	No	
☐	☐	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.
☐	☐	On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
☐	☐	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.
☐	☐	On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.
☐	☐	On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM.
☐	☐	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.
☐	☐	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.
☐	☐	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.

¹ [Vendor Information Sheet.xlsx](#)

² This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
☐	☐	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.
☐	☐	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.
☐	☐	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.
☐	☐	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at https://www.ungm.org/Public/CodeOfConduct .
☐	☐	It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
☐	☐	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.
☐	☐	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: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation 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:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Technical Offer (Refer to Annexure 4 for Technical Proposal format)

Provide the following:

- a brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference, including experience in migration research, diaspora engagement, community-based integration, MEL and policy-oriented knowledge products.
- a detailed methodology, approach and implementation plan, including research design, sampling strategy, stakeholder consultations, ethical considerations, MEL framework, data analysis, risk management and quality assurance measures.
- team composition and CVs of key personnel
- Please refer to Annex 4 for the Technical Proposal Format.

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference of your technical offer. The lump-sum should include all costs of preparing and delivering the Services.

Currency of Quotation: INR

Ref	Description of Deliverables	Price
1.	Sharing Inception Report and Study Methodology -approve it with IOM. The inception report will be due within four (4) calendar days after signing of the contract and its finalization will involve incorporation of feedback from the IOM Climate Mobily Project Team	
2.	Develop the timeline for assessment process (desk review, data collection and reporting)-approve it with IOM, Collect data and evidence from the field, and stakeholders at local, state and national levels, Prepare research study Report, Prepare research study Report, informed by: Literatures review, Field data collection, Review of relevant policies, guidelines, action plans, reports, declarations etc, Meeting with stakeholders, Qualitative and quantitative approaches, Analysis of information and data to establish baselines project indicators, Weekly updates to IOM team through virtual meetings, Draft report of the study with recommendations and present to IOM team	
3.	Final version (designed version) of the report to share with IOM for multi-stakeholders' consultation for content validation, Presentation of the draft report at a one-day state-level validation workshop in Odisha and Telangana with relevant stakeholders, Derived Baseline targets for the required indicators as per the project log-frame, Concise policy briefs highlighting key findings, data gaps, and priority recommendations for policymakers and other stakeholders at the national and state levels, Final report after incorporating the suggestions and validation of the stakeholder consultation workshop. The final report will be finalized within 7 days after completion of the validation workshop.	
	Total Price	

Breakdown of Fees

Personnel / other elements	UOM	Qty	Unit Price	Total Price
Personnel				
Project Manager / Team Leader				
Other expenses				
Research design, survey tools, data management and analysis				
Stakeholder consultations, focus group discussions and community dialogue forums				
Local transportation within Canada, if applicable				
Communication, coordination and online engagement				
IEC material development, dissemination workshop and other costs (please specify)				
Total				

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time: Four (4) months from contract signature	☐	☐	Click or tap here to enter text.
Validity of Quotation	☐	☐	Click or tap here to enter text.
Payment terms	☐	☐	Click or tap here to enter text.
Other requirements: compliance with legal, ethical and data protection requirements applicable to research in Canada	☐	☐	Click or tap here to enter text.

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.	
<i>Exact name and address of company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.

ANNEX 4: TECHNICAL PROPOSAL FORMAT

Project Data Table

Geographical coverage:	India, New Delhi, Odisha and Telangana
Executing Organization:	
Partner Agencies (if any):	
Beneficiaries:	
Duration:	Four (4) months
Total Budget (with a detailed financial proposal)	

Project Summary

Highlight the project's main objectives, research approach, pilot community engagement activities and beneficiaries targeted.

Justification of Study

Justify why your organization is best placed to deliver this research and pilot assignment. Explain the value added by your organization, including migration research expertise, diaspora/community networks, geographical presence, MEL capacity and policy-oriented knowledge production.

Needs Assessment

Explain the specific needs of the target group(s), including Indian migrant workers, diaspora organisations, host communities and local support systems, and include any useful market/contextual assessment findings.

Activities Description

Describe the type of research and pilot activities, number and type of beneficiaries targeted, duration of each activity, location of implementation, any partners/subcontractors and their role. Explain how the activities contribute to evidence generation, integration outcomes, social inclusion and community-based approaches.

Monitoring

Describe how you will monitor research and pilot activities, what MEL tools and techniques will be used to track progress and outcomes, and provide samples of templates/forms proposed for monitoring and evaluation..

Methodology

Describe the methodology including the sampling design and data collection practices.

Workplan

NOTE: The **Red Text** is provided only as an example. Please delete this when you complete with your own organization's activities.

Activity	Month 1				Month 2				Month 3				Month 4				Month 5			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Inception, methodology, stakeholder mapping, sampling framework, MEL framework and risk plan	■	■	■	■																
Primary data collection, diaspora consultations, community research, interviews/FGDs/surveys					■	■	■	■												
Pilot community engagement activities, IEC/resource materials, dialogue forums and referrals							■	■	■	■	■	■								
Data analysis, MEL review, validation of findings and draft knowledge products										■	■	■	■	■	■					

List of relevant past projects

Fill the table below with all required details (please include at least three projects):

Project Title	Project start/end date	Project funding (in USD)	Donor	Brief summary of main activities

NOTE: It is advantageous to include more projects under this section if your organization has more than three.