

**PROVISION OF IMMEDIATE ASSISTANCE FOR SUSTAINABLE REINTEGRATION OF
RETURNEES AND IMPROVED MIGRATION MANAGEMENT IN PAKISTAN (R&R)**

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CLARIFICATION N° 2

Updated on 03.06.2025

The following questions of general interest have been raised in the course of the tender procedure:

Question 1:

Regarding Annex IV – Statement of Exclusivity and Availability (one per each staff):
Do you have a specific format for this document? Also, could you please clarify if the statement of exclusivity means that the staff allocated to this project cannot work on any other projects during the contract period? This may prove to be very difficult, almost impossible, to implement, especially for organisations working across multiple contracts and if high level of service delivery needs to be maintained.

Answer 1:

For the template, please see 2.1 Tender form with annexes (Annex IV). The requirements for key staff are also outlined in the Annex IV:

“I confirm that I do not have a confirmed engagement as key staff in another project, or any other professional activity incompatible in terms of capacity and timing with the above engagements.

By making this declaration, I understand that I am not allowed to offer my services as a staff to any other tenderer participating in this tender procedure. I am fully aware that if I do so, I will be excluded from this tender procedure, the tenders will be rejected, and I may also be subject to exclusion from other tender procedures and contracts published by ICMPD.

I also declare that I am not in a situation of conflict of interest or unavailability and commit to inform the tenderer(s) of any change in my situation.

I acknowledge that I have no contractual relations with ICMPD and in case of dispute concerning my contract with the contractor I shall address myself to the latter and/or to the competent jurisdictions.

Should I receive a confirmed engagement I declare that I will accept the first engagement offered to me chronologically. Furthermore, I will notify the tenderer immediately of my unavailability.”

Tenderers should ensure that Key staff who is involved in this contract on full-time basis is not involved in other activities/projects as Key staff.

Question 2:

Regarding the Reception Desks:

Will ICMPD be responsible for setting up the desks at the airports. Additionally, How many personnel can be accommodated or seated at one desk?

Answer 2:

ICMPD will be responsible for the set up and operation of the Airport Reception Desks. It is not decided exactly how many ICMPD and possibly OPF staff will work at the desk on each occasion. The Service Provider bears no responsibility for these operations and will not be present at the desk as such.

Question 3:

Expected Arrival of Returnees:

Do we anticipate the arrival of charter flights in Lahore and Peshawar, or will these primarily be in Islamabad?

Should we expect returnees to arrive at any time of the day or night?

Will airport reception staff be expected to remain stationed at the reception desks throughout, regardless of returnee arrivals, or will they only need to be present at the airport when contacted by the MRC counsellors with a service request?

Answer 3:

Charter flights usually arrive to Islamabad, but it is not impossible for arrivals to take place in also Lahore or Peshawar. The Airport Reception Desks will be manned according to a schedule set by ICMPD in joint cooperation with relevant Pakistani authorities. Flights may arrive both day and night time. Service Providers are expected to be present at the airport (not the reception desk) in line with schedule shared by ICMPD. Tentatively the airport reception desk will initially be open every second week for 3-4 days per week.

Question 4:

Reimbursement Basis and Disbursement Timeline:

The tender documents mention regular reporting requirements, but do not specify the reimbursement basis or disbursement timeline. What is the expected payment schedule – monthly, quarterly, or otherwise? How and when the payments will be made?

Answer 4:

For payment schedule please refer to the table in point 7.1 of the ToR (payment schedule).

Question 5:

Requirements for Shelters for Vulnerable Returnees:

The Terms of Reference refer to the need for shelters to be affiliated with the Network of Protection and Shelter Organisations for specific protection cases. Is proof of MoU/affiliation/Letter of Understanding required at the time of submission, or will this be needed only at the contract signature stage?

Answer 5:

The tenderer should in their offer stipulate the shelter and guarantee access for returnees in case of such referrals. It is up to the Service Provider to facilitate the necessary arrangements with the shelter. If an MoU/affiliation/Letter of Understanding exists it may be attached to the offer, but it is not a requirement and provision of it will not affect the evaluation of the offers. It will not be needed in the contracting stage as well.

Question 6:

By the word shelter what is meant exactly? Can it mean hotels/inns/motels as well?

Answer 6:

As long as the conditions stipulated in ToR are fulfilled the shelter may be a hotel/motel as well.

Question 7:

We are a nonprofit organization. Our donor contribution to revenue ratio is above 0.95. Does that mean we are ineligible to apply under this call.

Answer 7:

The selection criteria in instructions to tenderers are mandatory to comply. For profitability ratio either profit margin ratio should be provided (above 0) or donor contribution to revenue ratio (below 0.95). However, for donor contribution ratio, if it is above 0.95, reduced pre-financing may apply and the tenderer may be subject to due diligence performed by ICMPD.

Tenderers who form a consortium with other organisations, should present a consolidated ratio as per the Instructions to Tenderers: *In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole unless specified otherwise.*