CALL FOR EXPERTS
FOR THE DEVELOPMENT OF A PROJECT MANAGEMENT FRAMEWORK FOR THE ICMPD

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ORGANIZATIONAL OVERVIEW

The International Centre for Migration Policy Development (ICMPD) is an international organisation with 17 Member States and about 300 staff members. Active in more than 90 countries worldwide, it takes a regional approach in its work to create efficient cooperation and partnerships along migration routes. Priority regions include Africa, Central and South Asia, Europe and the Middle East. Its three-pillar approach to migration management – structurally linking research, migration dialogues and capacity building – contributes to better migration policy development worldwide. The Vienna-based organisation has a mission in Brussels, a regional office in Malta and project offices in several countries. ICMPD receives funding from its Member States, the European Commission, the UN and other multilateral institutions, as well as bilateral donors. Founded in 1993, ICMPD holds UN observer status and cooperates with more than 200 partners including EU institutions and UN agencies.

PROJECT OVERVIEW AND APPLICABLE DEFINITIONS

Overall objective

The overall objective of this Call for Experts (CfE) is the provision of Consultancy Services (the Services) to ICMPD, in relation to the development and the implementation of a Project Management Framework (PMF).

Definitions

In the context of this CfE, the following definition of PMF applies.

**Project management framework (PMF)** is a subset of tasks, processes, tools and templates used in combination by the management team to get insight into the major structural elements of the project in order to initiate, plan, execute, control, monitor, and terminate the project activities throughout its life-cycle. A PMF allows using various methodologies and approaches to plan and schedule the major phases of the life-cycle.

Regardless of the type, size and nature of a project, a typical PMF includes micro & macro phases, templates and checklists, processes and activities, roles and responsibilities, training material and work guidelines – all this information is organized and systematized into a structure allowing managers and planners to control progress of their projects throughout the life-cycle.

The purpose of a PMF is to create a clear understanding of the basis of a project and to share this understanding among all stakeholders, including the project team. This understanding should be followed by all stakeholders throughout the whole project life cycle, so that the project can be accomplished according to a chosen methodology and delivers the expected results.

In particular, the purpose of PMF is to:

- Create and share an understanding of the best practices for the planning & management of ICMPD projects;
- Improve the level of individual competence, the understanding of respective responsibilities and the overall organizational capabilities;
- Contribute to setting common standards and requirements for various projects and establishing common terminology;
- Simplify and assist with sharing information on project management best practices, approaches, tools, templates and examples.

With reference to the given PMF definition, the main basic project phases are:

- Initiation.
- Planning.
- Execution (including monitoring and reporting).
- Go live! (operational readiness, implementation and post implementation activities).
- Closure.
SCOPE OF THE SERVICES

General
Drawing upon existing ICMPD documented and not yet documented organizational practices and applying internationally recognized project management methodologies, the general scope of the Services is to support the ICMPD in the development and implementation of a PMF that fits its specific needs.

To fulfil this general scope, the Expert shall directly report to the ICMPD Director, Resources and Operations Management (D/ROM) and the Director, Migration Dialogues and Cooperation (D/MDC) and shall closely cooperate with the Head of the Corporate Resources Management (CRM) division and the Head of the Resource Management Unit (RMU, based in Brussels, Belgium).

Specific work
The Services shall include, but are not limited to the definition and documentation of:

1. The overall project lifecycle, the related phases and major milestones;
2. The most appropriate internal governance for project activities, including clarification / definition of the responsibilities of the major ICMPD internal stakeholders;
3. The main processes involved and the related internal control requirements;
4. The reporting requirements, including the definition of appropriate templates and reports;
5. The risk management arrangements;
6. The appropriate configuration of available supporting tools;
7. The training and internal communication material.

In addition to the above services, and depending upon organizational needs, ICMPD may request delivery of training on the above topics to internal stakeholders.

SCHEDULE

Start date, steps & period of implementation
The intended start date is upon contract signature and the completion of the work is expected by end of Q1 2020.

The following baseline steps are expected:

1. Facts finding and analysis of the status quo;
2. First draft PMF, including management feedback;
3. Development and documentation of final PMF.

Additionally, the ICMPD may request execution of the following additional steps, after the completion of the above ones:

4. Advice on configuration of existing supporting tools, including drafting of functional requirements;
5. Development of training and internal communication material;
6. Delivery of such training.

The start of each step of the services as described above is subject to an explicit approval by the ICMPD. The ICMPD reserves the possibility to terminate the Services at the end of each step.
ICMPD REQUIREMENTS and ASSUMPTIONS

Qualifications and skills

Relevant and demonstrated experience in the successful delivery of similar Services - together with price considerations - is the key requirement in the selection of an Expert for the delivery of the Services described in this CfE. To demonstrate such experience, the tenderer shall submit CV and evidence of work done in the fields of activity described in this CfE.

In this context, the ICMPD minimum requirements in terms of qualifications and skills are:

1. Certification in relevant Project Management methodologies, or demonstrated equivalent practical experience;
2. At least 10 years of progressive experience in the delivery of services similar to those described in these CfE demonstrated by at least 3 references of previous clients;
3. Demonstrated abilities in facilitating group discussion and consensus
4. Spoken and written fluency in English at mother tongue level.

Intellectual property

Any intellectual property developed or provided by the Expert, including in the response to this tender, shall be available to the ICMPD for its usage, free of charge.

Office costs

Office costs incurred by the Expert when working off-site ICMPD, including running costs, shall be included in the fee rates.

Facilities and equipment to be provided by the contractor

It is assumed that - when working off-site ICMPD - the Expert shall use own facilities and equipment for the provision of the Services.

The ICMPD shall not be held liable for the provision of any facilities, equipment, infrastructure or services that are not explicitly indicated in this CfE or in the contract related to these Services.

No equipment shall be purchased on behalf of ICMPD as part of this service contract without prior explicit approval by ICMPD.

Travel expenditures

The cost of travels between the Expert’s place of residence and the ICMPD HQ in Vienna as well as any other travels undertaken as part of this contract and duly authorized by ICMPD, shall be arranged and paid for by the ICMPD at the same conditions applied to ICMPD staff. The ICMPD uses per diem rates applicable to EU-funded external aid contracts in force at the time of contract signature (currently from 24/07/2019 - [http://ec.europa.eu/europeaid/funding/about-calls-tender/procedures-and-practical-guide-prag/diems_en](http://ec.europa.eu/europeaid/funding/about-calls-tender/procedures-and-practical-guide-prag/diems_en)).

REPORTS

Reporting requirements

A written report, in English, shall be prepared by the Expert not later than 15 days after the end of each step indicated under “Schedule” above. The ICMPD shall approve the reports or provide indication of the changes to be made to it within one week from the delivery of such report.

Approval by ICMPD of each report shall be the pre-requisite for payment of the remuneration due for the corresponding phase of the Services.
EVALUATION CRITERIA
The overall principle of best-value-for-money shall be applied for the selection of the best tenderer.
In this context, a weighting of 60% quality and 40% price (as quoted in the financial offer) shall be applied during the evaluation of bids received.
The quality criteria shall be measured using the below table:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Methodological approach as well as and clarity and coverage of scope of the proposal.</td>
<td>40</td>
</tr>
<tr>
<td>2. 10 (ten) years experience in the areas describes in the “SCOPE OF THE SERVICES” section.</td>
<td>40</td>
</tr>
<tr>
<td>3. 3 (three) references of previous clients.</td>
<td>20</td>
</tr>
</tbody>
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APPLICATION PROCESS
Interested candidates are requested to submit their responses to this Call for Experts via email (in English) to the email address: angiolo.rolli@icmpd.org, including:

a) Brief description of the approach proposed for the delivery of the Services, including estimated effort, planned activities, and related schedule;
b) Updated CV;
c) Applicable daily rates;
d) At least 3 references of previous clients.

The deadline for the submission of responses is Friday 29 November 2019 23:59, Vienna time.
ICMPD retains the discretion to re-advertise or cancel this Call for Expert.

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