IOM Mission – Georgia

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| **Call for project applications by civil society organizations (CSOs)** |

1. **Timeline (tentative)**

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| **Reference number of the Call for Project Applications** | PX.0503/PR: GE42000000682 |
| **Posted (date)** | September 5 2025 |
| **Clarification Request Deadline** | 12 September 2025 |
| **Application Deadline** | 19 September 2025 (17.30 hours) |
| **Notification of Results** | 3 October 2025 |
| **Implementation Start Date** | 10 October 2025 |
| **Implementation End Date** | No later than 10 December 2025 |

2. **Locations**

Georgia.

3. ***Sectors and areas of specialization***

Protection of migrants and victims of trafficking in human beings, combating trafficking in human beings (prevention, prosecution, partnership), covering both foreign victims of trafficking in Georgia and Georgian nationals trafficked either abroad or within the country.

4. **Issuing Agency**

International Organization for Migration (IOM), Mission to Georgia.

5. **Project Background**

With the support of the Bureau of International Narcotics and Law Enforcement Affairs (INL) of the Department of State of the United States of America, IOM implements the project “Joining Forces to Combat Trafficking in Persons (JFC-TIP)”. This project started on 25 January 2024 and is set to last for 23 months until 24 December 2025.

Georgia faces tenacious problems in eradicating trafficking for various forms of exploitation, in particular as concerns the exploitation of local and foreign children in street begging and vulnerable women in sexual exploitation. Recruitment of people using Internet-based platforms and social media, as well as exploiting women as surrogacy mothers is also known to take place on the territory of Georgia.

The above-mentioned JFC-TIP project entails a complex set of outputs that have in common to build capacities of multiple counter-trafficking actors (state bodies, civil society organizations – CSOs - and the private sector) and foster multi-disciplinary, pro-active and coordinated actions to achieve progress in the combat of trafficking in persons (TIP) in Georgia. These outputs are:

1. Targeted capacity building of law enforcement bodies, social workers and labour inspectors to stimulate pro-active and victim-centred investigations.
2. The engagement of civil society in fighting TIP in Georgia through empowerment of CSOs, inter alia, by means of a grant programme.
3. Sensitization of the private sector, in particular in economic sectors and geographical areas where TIP is known to occur.
4. Implementation of a comprehensive information campaign to solidify TIP awareness and engage the public in nation-wide anti-TIP action.

6. **Expected Results**

**The outcome of the CSO grant programme of IOM Georgia is that “***civil society organizations in Georgia are effectively contributing to the combat of TIP*”. The key indicator to assess whether this grant programme has achieved its overall objective is the number of civil society organizations that contribute with concrete activities towards the implementation of Georgia’s National TIP Action Plans.

The **expected result** (output) is that “***access of c****ivil society organizations (CSOs) to grant programmes to enhance their engagement in countering TIP has improved*”. The indicators that are listed to assess whether the grant programme has achieved its expected results are the following:

* The number of TIP-related projects implemented by CSOs that benefit from this project’s small grant programme.
* The number of trafficking-related calls and approaches on relevant hotlines & social media platforms operated by the selected CSOs.
* The number of victims of TIP referred by the selected CSOs or other organizations to the Permanent Group or law enforcement bodies for adjudication of VoT status.
* The percentage of participants in project activities who report to have increased awareness of TIP.
* The number of people who have raised their knowledge about TIP (measured by pre- and post-meeting tests, surveys or interviews).
* The number of communication platforms, campaigns, outreach events, trainings or partnerships dedicated to TIP.

7. **Indicative Budget**

This grant programme of IOM envisages the allocation of three (3) contracts to local civil society organizations, not exceeding $17,500 per contract.

The contracts with the selected CSOs will be concluded in Georgian Lari, based on the [United Nations exchange rate](https://treasury.un.org/operationalrates/OperationalRates.php) as applicable on the date of signing the contract with IOM.

8. **Selection Criteria**

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| **Name** | **Description** | **Weight** |
| Relevance of proposal to achieving expected results | * Relevance of the project proposal to achieving expected results. * Adequacy and clarity of the proposed budget. * Demonstrable expertise and experience in developing and delivery of impactful projects on any of the four components of combating trafficking in persons (the 4P paradigm – prevention, prosecution, protection and partnerships) or other thematic areas that are of relevance to this call for project applications (such as supporting victims of crime and other vulnerable communities). * Demonstrable experience in project management at the local and national levels. * Geographic and demographic diversity, as justified by TIP vulnerabilities. * Relevant technical expertise and experience in working with a different range of stakeholders at the national and local levels. | 50 |
| Thorough and relevant expertise and experience of the CSO and proposed project staff | * Relevant experience and expertise of proposed project implementation team. | 30 |
| Other | * Replicability/scalability. * Gender mainstreaming skills to apply during implementation of the programmes. * Innovative approach. * Experience with incorporating rights principles in project implementation modalities, such as inclusion, equality, accountability, participation, universality, etc. | 20 |

9. ***Attachments***

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| ANNEX A – Terms of Reference |
| ANNEX B – Implementing Partner References Checklist |
| ANNEX C – Implementing Partners General Information Questionnaire |
| ANNEX D – Concept Note Template |
| ANNEX E – Project Implementation Agreement Template *(Attached as a separate document)* |
| ANNEX F – Declaration of Conformity for Partners *(Attached as a separate document)* |
| ANNEX G – IOM Data Protection Notice For Vendors *(Attached as a separate document)* |

**10. For more information on this partnership opportunity, and to apply, please visitthe IOM Georgia website** at <https://georgia.iom.int/procurement>

Any interested applicant complying with the general criteria (specified under sections 8 and 11) needs to develop a detailed project description and budget. 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.

All applicants will receive a written notification, ten working days after the deadline for the submission of the Project Application, 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 the decision taken 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 Expressions of Interest at any time, without thereby incurring any liability to the affected Implementing Partners.

For more information, please contact in writing the IOM office in Tbilisi at [SMGEOProcurementUnit@iom.int](mailto:SMGEOProcurementUnit@iom.int). Please use the following reference in the header of the e-mail: “CSO grant programme PX.0503 / JFC-TIP”.

In case of sufficient interest expressed, a collective online information session may be convened 1 week after the announcement of this call for project applications and 1 week before the deadline for submissions of project applications.

**11. Guidelines for the submission of applications**

This document contains instructions on the preparation and submission of the Project Application.

1. The full application must be submitted in a standard Microsoft application and sent by e-mail to the address: [SMGEOProcurementUnit@iom.int](mailto:SMGEOProcurementUnit@iom.int) no later than **19 September 2025 at 17.30 hours**. The e-mail header shall carry the Project Application reference number, title of the Project and name of the applying Implementing Partner.
2. Late applications will not be considered.
3. A detailed description must be provided about how the requirements specified in the Call for Project Applications issued by IOM will be matched by the capabilities, experience, knowledge and expertise of the Implementing Partner.
4. The application must be submitted in the English language and in the format prescribed by IOM within the call for project applications. 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 these requirements may be rejected.
5. The Application document should comprise of the following:
   1. Cover Letter.
   2. Duly accomplished application documentation, including a budget outlining every item needed for the project implementation with unit quantities and prices, for both the applicant and IOM contribution, as outlined within the Call for Project Application and signed on all pages by the authorized representative of the applying Implementing Partner.
   3. Detailed CVs of the CSO staff who will be engaged in the implementation of the project.
   4. Statute of the applying Implementing Partner and the latest extract from the Public Registry.
   5. Any other documents that the applying Implementing Partner deems relevant.
6. Applications may be modified or withdrawn in writing, prior to the closing time specified in this Call for Project applications. Applications shall not be modified or withdrawn after the deadline.
7. The applying Implementing Partners 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. At no occasion will IOM ask an application fee from applicants.
9. Partners can use [IOM's We Are All In platform](https://weareallin.iom.int/) for reporting fraud, corruption or misconduct.
10. All information given in writing to or verbally shared with the applicant in connection with this Call for Project Applications 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 applicant or any obligation to inform the affected applicant of the ground for IOM’s action.

**Annex A**

**Terms of Reference**

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| **Introduction** |
| This section provides details on the background of IOM’s grant programme for CSOs and the required scope of the solicited project applications. |
| **Background** |
| With the support of the Bureau of International Narcotics and Law Enforcement Affairs (INL) of the Department of State of the United States of America, IOM implements the project “Joining Forces to Combat Trafficking in Persons (JFC-TIP)”. This project started on 25 January 2024 and is set to last for 23 months until 24 December 2025.  This JFC-TIP project entails a complex set of outputs that have in common to build capacities of multiple counter-trafficking actors (state bodies, civil society organizations – CSOs - and the private sector) and foster multi-disciplinary, pro-active and coordinated actions to achieve progress in the combat of trafficking in persons (TIP) in Georgia. The country faces tenacious problems in eradicating trafficking for sexual and labour exploitation, in particular as concerns the exploitation of migrant children in street begging. Targeted capacity building of law enforcement bodies, social workers and labour inspectors is assumed to stimulate pro-active and victim-centred investigations. The engagement of civil society in fighting TIP has been traditionally low. This project aims to empower CSOs to become more involved, inter alia by means of a grant programme. Sensitization of the private sector is also foreseen, in particular in economic sectors and geographical areas where TIP is known to occur. A comprehensive information campaign is scheduled to solidify TIP awareness and engage the public in nation-wide anti-TIP action. |
| **Objective** |
| The outcome (objective) of the CSO grant programme of IOM Georgia is that “*civil society organizations in Georgia are effectively contributing to the combat of TIP*”. The key indicator to assess the impact of this grant programme is formulated as:   * “Number of civil society organizations that contribute with concrete activities towards the implementation of Georgia’s National TIP Action Plans”. |
| **Proposed interventions** |
| This grant programme consists of three (3) separate lots for implementation in Georgia.  Any **geographic area** of Georgia can be covered by project applicants, although IOM wishes to note that instances of trafficking in persons have been particularly widespread in the wider urban agglomerations of Batumi, Tbilisi and Kutaisi. Project applicants are however free to choose other geographical areas based on well-argumented motivations why anti-trafficking action in other specific areas in Georgia are required.  All expressions of interest by CSOs have to focus on at least one, but preferably multiple of the below-mentioned indicative **thematic priorities**:   1. Focus on specific communities that experience specific vulnerabilities, by means of the following set of activities: 2. Assessments of vulnerabilities affecting specific communities in the above-mentioned geographical areas and identification of concrete indicators of trafficking in persons as applying to the communities concerned. 3. Through pro-active engagement with and outreach to local communities, act on the indicators mentioned under point 1, by applying the instruments that are available under the [National Referral Mechanism](https://matsne.gov.ge/document/view/2319251?publication=0) and, in general, the Law “[On the Combat of Trafficking in Persons](https://matsne.gov.ge/ka/document/view/26152?publication=18)”, with the ultimate aim to increase the identification of victims of trafficking in persons and improve the access to services provided by CSOs, the state and other relevant actors. 4. Draw up a detailed report about the outcome of the assessments and outreach mentioned under points 1 and 2, including clear-cut recommendations how the functioning of the National Referral Mechanism can be enhanced. 5. Conduct targeted and evidence-based preventative information campaigns towards specific vulnerable communities, based on an initial screening and needs assessments of specific communities and concluded by an impact assessment of the conducted information campaign. 6. Conduct a detailed analysis of recently initiated criminal investigations in the area of trafficking in persons (covering as a minimum the years 2020 – 2024), including an analysis of strengths, weaknesses, achievements as well as challenges. This analysis shall include investigations that were initiated on the basis of Articles 143 i-iii of Georgia’s Criminal Code, but later re-qualified to cover other criminal acts. This analysis shall also focus on the quality of the evidence package that investigating bodies managed to build and assess possible weaknesses in that domain. Another important aspect is to assess the extent to which criminal investigations were based on reactive or rather pro-active detective work and link that to the success achieved during the prosecution phase by the court upholding the accusation of trafficking in persons. 7. Provide free legal aid to vulnerable individuals in support of upholding basic human rights and securing access to needed services, thereby in that process contributing to enhanced identification of victims of trafficking in persons and their subsequent referrals to specialized bodies, including the Permanent Group. 8. Conduct training/capacity building for specific actors in governmental and non-governmental circles, in particular those actors who have not been exposed to and involved in capacity building, but who would need exposure to that topic based on the specific function that they perform. 9. Conduct in-depth research and mapping of labour exploitation hotspots, including specific industries, regions and employment practices, to identify high-risk areas for trafficking and support relevant actors in increasing the identification of victims of trafficking for labour exploitation. 10. Conduct investigative journalism to unearth information on the occurrence of trafficking in persons as this takes place in Georgia, for example as this may concern the schemes behind child begging, the modus operandi of recently emerging surrogacy schemes or related to the illegal adoption of children. 11. Seasonal labour migration from Ajara, Guria and other parts of Georgia to Turkey and other countries in the wider region, including impact on the well-being of children and possible links to trafficking in persons – conduct research and outreach to local communities to establish scale of this phenomenon, describe linkages to potential instances of labour exploitation of adults and children and develop recommendations for mitigation strategies to reduce instances of trafficking in persons to a minimum.   These thematic priorities are merely for indicative purposes and do not exclude other priorities. Interested CSOs are welcome to submit project applications that target other thematic areas than the ones mentioned above, provided they provide solid arguments that demonstrate the importance and relevance of the proposed action. |
| **Overarching Outcomes** |
| The overarching outcome of this programme is that, through enhanced engagement of civil society organizations, the functioning of Georgia’s [National Referral Mechanism](https://matsne.gov.ge/document/view/2319251?publication=0) will be improved, in particular as concerns the pro-active (self-) identification of victims of trafficking in persons and their referral to either law enforcement bodies or the Permanent Group (for adjudication of the status of aggrieved or victim, respectively) and subsequent access to needed services. |
| **Expected results** |
| The expected results (outputs) are that “access of c*ivil society organizations (CSOs) to grant programmes to enhance their engagement in countering TIP has improved*”. The indicators that are listed to assess whether the grant programme has achieved its objectives are the following:   * Number of TIP-related projects implemented by CSOs that benefit from this project’s small grant programme. * Number of trafficking-related calls and approaches on relevant hotlines & social media platforms operated by the selected CSOs. * Number of victims of trafficking referred by the selected CSOs to the Permanent Group for adjudication of VoT status. * The percentage of participants in project activities who report to have increased awareness of TIP. * The number of people who have raised their knowledge about TIP (measured by pre- and post-meeting tests, surveys or interviews). * The number of communication platforms, campaigns, outreach events, trainings or partnerships dedicated to TIP. |
| **Partnerships and collaboration** |
| IOM encourages applicants of this grant programme to engage in partnerships with other civil society actors and individual experts, with the aim to achieve added value through multi-disciplinary collaboration. |
| **Proposed timeline** |
| Each grant programme funded by IOM shall cover at least 2 months, with project implementation scheduled to start in 10 October 2025. This timeline includes the time dedicated to donor reporting. |
| **Qualification and experience** |
| All civil society organizations interested in applying to this grant programme are expected to comply with the following requirements in terms of qualifications and experience:   * Be officially registered in Georgia as not-for-profit organization.[[1]](#footnote-2) * Possess demonstrable experience and expertise of working in the area of trafficking in persons, both as legal entity and as regards the qualifications of the proposed project team members. Preference will be attached to those proposals that clearly demonstrate relevant expertise and experience of working on trafficking in persons in the geographical target areas (namely, the urban agglomerations of Tbilisi, Batumi and Kutaisi). * Submit a well-formulated and realistic project proposal, clearly outlining the objectives, outcomes and outputs of the project, with due inclusion of relevant monitoring and evaluation practices. |

**ANNEX B**

**IMPLEMENTING PARTNER REFERENCES CHECKLIST**

The below information must be included in the response to the Call for Project Applications issued by IOM:

**TABLE 1 – MAIN IMPLEMENTING PARTNER EXPERIENCE IN LAST THREE YEARS (free format)**

• Starting Month/ Year

• Ending Month / Year

• Donor / Lead partner

• Description of projects

• Contract Amount

Remarks (Provide documentary evidence)

**TABLE 2 – SIMILAR EXPERIENCE IN LAST THREE YEARS (free format)**

• Year

• Donor / Lead partner

• Description of projects

• Contract Amount

• Remarks (Provide documentary evidence (\*))

**TABLE 3 – LIST OF KEY STAFF MEMBERS (free format)**

• Name

• Designation Qualification

• No. of Years of Experience

Provide an organizational chart and detailed CVs for key management and personnel in the Organization

**TABLE 4 – ANY OTHER INFORMATION (free format)**

In addition to the required information, applicants may provide any other related documents

**Annex C**

**Implementing Partners General Information Questionnaire**

Information provided in this form will be used as input to the Due Diligence Assessment of Applicants

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| **Call for Project Application Reference number:** |  |
| **Full name of the Organization and abbreviation:** |  |
| **Address and e-mail of contact person:** |  |
| **Date of completion:** |  |
| **Existing partnership with IOM?** |  |
| **If yes, when did the cooperation with IOM start?** |  |
|  |  |
| **A. BACKGROUND AND GOVERNANCE** | |
| Is your organization legally registered in the country(ies) of implementation? If yes, please provide registration number/proof. If not, please explain. |  |
| What is the status of the organization (e.g. Government Agency, Government Owned or Controlled Corporation, Intergovernmental Organization (IGO), International Organization (IO), Non-Government Organization (NGO), Non-Profit Agency (NPA), International Civil Society Organization (ICSO) or Civil Society Organization (CSO), etc)? |  |
| Does the organization produce an annual audited financial statement that is publicly available? If not, please explain. |  |
| Does the organization`s management or ownership have any affiliation to IOM that would result in a conflict of interest? |  |
| When was the Organization founded? |  |
| When was the Organization last assessed by IOM or another UN entity? |  |
| Date of last external evaluation and the name of the evaluator. Can the evaluation be shared with IOM? |  |
| **B. Organizational Structure** | |
| Is an updated organizational structure/chart and the CVs of key personnel attached to the application? |  |
| Where does the organization work in the country and what is its in-country structure and field presence? |  |
| How many staff work in the country office/programme? |  |
| Are the all the main operational functions adequately staffed and resourced (finance, logistics, implementation, M&E)? |  |
| Does the organization have personnel guidelines? |  |
| Does the organization have personnel security procedures? |  |
| **C. EXTERNAL ENGAGEMENT AND INFLUENCE** |  |
| **Networks and coordination** |  |
| Is the organization involved in networking with other Civil Society Organizations, humanitarian organizations or networks? If yes, please provide details. |  |
| Does the organization coordinate its work with other Civil Society Organizations (local, national, international)? If yes, please provide details. |  |
| How does the organization interact with beneficiaries and communities? |  |
| Does the organization coordinate with the government/authorities? |  |
| Does the organization engage in public or political processes (i.e. national and local government policy or budget discussions / decisions) |  |
| **Information and advocacy** |  |
| Does the organization produce information materials regularly? If yes, please describe. |  |
| Does the organization hold public events for fundraising or other purposes? If yes, please describe. |  |
| Does the organization work through the media? |  |
| Does the organization use advocacy as a foundation of its work? If yes, please describe. |  |
| Does the organization perform any lobbying activities? If yes, please describe. |  |
| **C. PROGRAMMATIC CAPACITY** |  |
| Does the organization have a stated mission and vision? Please provide the link if publicly available. |  |
| What are the target group(s)/ beneficiaries of the organization? |  |
| What is the geographical focus of the organization? |  |
| What is the programmatic focus of the organization? |  |
| Does the organization have a documented risk register and a risk management process? |  |
| **Does the organization:** |  |
| Uphold and abide by the [humanitarian principles](https://www.iom.int/sites/g/files/tmzbdl486/files/2018-07/IOM-Humanitarian-Policy-Principles-on-Humanitarian-Action.pdf)? |  |
| Support the provision of impartial assistance solely based on needs? |  |
| Operate independently without the imposition of a political agenda? |  |
| Uphold a do-no-harm approach? |  |
| Have a long-term plan/strategy in place? |  |
| Have a framework for Accountability to Affected Populations? |  |
| Have a Code of Conduct or other ethics policy? |  |
| Have policies and procedures to prevent sexual exploitation and abuse (PSEA)? |  |
| How does the organization address prevention of sexual exploitation and abuse (PSEA) internally and within the populations it serves? |  |
| **D. FINANCIAL CAPACITY** |  |
| What donors are currently supporting the organization’s programmatic activities? |  |
| What is the current overall budget for the organization’s activities? |  |
| Has the organization faced any liquidity or solvency related challenges during the past three years? If yes, how was it resolved? |  |
| **Accounting system** |  |
| Does the organization have detailed policies documenting its accounting standards, rules and procedures? |  |
| Which accounting standards the organization follows (IPSAS; IFRS, national)? |  |
| Which accounting software does the organization use and is it integrated with other functions (e.g. HR, procurement, etc.)? |  |
| What is the document retention policy in relation to accounting and supporting documents? How does the organization ensure a safety of archives from theft, fire, flooding etc.? Were there any challenges faced in this respect during the last three years? |  |
| Are all costs booked in the organizations accounts in a timely manner? |  |
| Can the organization provide periodic financial reports at the project level? |  |
| **Financial control** |  |
| Does the organization have its own bank account registered in its own name? |  |
| Does the organization have established internal audit functions? |  |
| Is there a regular requirement for external audit on the companies accounts and if yes, is it carried out in a timely manner? |  |
| Does the organization comply with the audit recommendations received? |  |
| What are the main characteristics of the internal control system in place? Were there any challenges faced in this respect during the last three years? |  |
| How does the organization ensure sufficient segregation of duties? |  |
| Is there a system in place to avoid double reporting of expenses to donors? Des the organization have a project accounting solution in place to facilitate related controls? |  |
| **Cost effectiveness** |  |
| Is the organization cost conscious? What principles are followed to minimize costs? |  |
| Are quotations or invoices collected before purchases are made? |  |
| **E. PROCUREMENT AND SUPPLY CHAIN CAPACITY** |  |
| Describe the logistical setup of the organization. |  |
| Does the organization have and follow counterterrorism policies requiring systematically vetting partners and suppliers against recognized lists of terrorists? |  |
| **Procurement** |  |
| Does the organization have clear procurement regulations? If yes, please share a copy. |  |
| Was the organization's procurement policy reviewed and accepted by other organizations and/or donors? |  |
| Does the organization have a clear policy for segregation of duties and delegation of authority in the procurement process? |  |
| Does the organization have (and use) a procurement plan? |  |
| Does the organization use ERP system to post procurement transactions? |  |
| **Asset and warehouse management** |  |
| Does the organization have an asset database? |  |
| Does the organization have established protocols for handing over, write-off, sales and disposals of assets? |  |
| Does the organization have procedures for managing stocks and warehouses? |  |

I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature)

Name:

Position Title:

Date:

1. In accordance with the Civil Code of Georgia and the Law of Georgia on Entrepreneurs, not-for-profit organizations must be officially registered in the Registry of Entrepreneurs and Non-entrepreneurial (Non-commercial) Legal Entities of LEPL – the National Agency of Public Registry. [↑](#footnote-ref-2)