



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
OIM Organización Internacional para las Migraciones

OUTLINE FOR SERVICE PROPOSAL

Note : The proposal should not exceeds 5 pages.

A. ORGANIZATION INFORMATION

- A1. Name of the organization
- A2. Contact information of the organization: mailing address, landline and email.
Note : fax number, cellular number, and website may be inserted if any.
- A3. Vision and Mission of the organization
- A4. Brief description of experience and expertise of the organization in the implementation of similar projects for the last 5 years.

B. STRATEGY

Provide an overview of the proposed activities.

- Write down expected output(s) / deliverable(s).
- List of all needed resources, for example: material/supplies needed for each activity, transportation to IDC, ect.

C. TIME TABLE

Prepare a simple table listing all service activities, includes monitoring and reporting, to be undertaken and duration of each activities.

It should express how your organization proposes to schedule all the activities.

D. MONITORING & EVALUATION ARRANGEMENT

This section describes mechanism, tools, and schedule of monitoring and evaluation conducted within the internal scope of the organization to ensure planned activities and objectives are achieved. (2-3 paragraphs)