



International
Labour
Organization

► Request for Quotation¹ for the Procurement of Services

RFQ /LG 1-2023

Conducting End-line Survey

for the project “Enhancing labour
governance, inspection and working
conditions in response to COVID-
19”

Responses to be received by 2 January 2023.

DISCLAIMER

By responding to this tender, you consent to the processing of your personal data, including any future update, by the ILO for the purpose of this tender. The ILO applies a data protection policy in conformity with international standards. Should you require further information on your personal data, please contact pcrt@ilo.org indicating “Personal Data Protection – RFQ No. xx/20xx” in the subject.

¹ The term ‘quotation’ refers to any offer, bid or proposal submitted to the ILO in response to this solicitation.

Subject: Conducting End-line Survey for the project "Enhancing labour governance, inspection and working conditions in response to COVID-19"

Reference: RFQ/ LG 1-2023

Date: **03/12/2022**

Dear Sir/Madam,

The International Labour Office (ILO) is pleased to invite your company to submit a quotation for the performance of the services described in Annex I.

When preparing your quotation, please bear in mind that any and all services provided to the ILO are subject to the [Terms and Conditions Applicable to ILO Contracts](#). Please return your completed offer to the ILO together with the Certification form (Annex II) duly signed by an authorized legal representative of your company.

The conditions set out in the [Terms and Conditions Applicable to ILO Contracts](#), as well as any other conditions contained in or enclosed with this letter, will become part of any contract concluded with the successful bidder. If your offer is accepted, you will receive a formal Purchase Order.

Your Bid must be received by the ILO no later than 2 January 2023. Late bids will be rejected.

Failure to comply with the requirements of this RFQ and its Annexes may render a bid ineligible for consideration.

We look forward to receiving your Proposal.

Yours sincerely,

Maha Kattaa, ILO Country Coordinator in Iraq

Amjad Rabi, OiC


Amjad Rabi (Dec 4, 2022 11:00 GMT+3)

► SUBMISSION OF YOUR OFFER

1. SUBMISSION METHOD

You must submit your offer strictly in compliance with the procedures described below.

2. REQUIRED DOCUMENTATION

In order to be eligible for consideration, submissions must include:

- Annex II, Certification to be submitted;
- Annex III, Offer Submission Form, including Appendix A (detailed breakdown).

3. VALIDATION AND SUBMISSION

The above documents are to be signed by the legal representative, stamped with the official seal of your company, and submitted on or before **2 January 2023**, to the following email address:

ahmedah@iloguest.org

4. PARTIAL OFFERS

Kindly note that one single contract for the totality of the assignment will be given preference.

The ILO reserves the right to disqualify proposals that are not in compliance with the above instructions.

5. SUBMISSION DEADLINE

Offers received after the deadline specified in Paragraph 3 above will not be considered. The ILO reserves the right to extend the deadline for the submission of offers. In such an event, the ILO will inform all potential bidders in writing of the terms and duration of the extension.

6. ANNEXES

To enable you to prepare and submit your quotation, please find enclosed the following:

- Terms of Reference (Annex I);
- Certification to be submitted by a Bidder (Annex II);
- Offer submission form and Appendix A (Annex III).

7. TERMS AND CONDITIONS APPLICABLE TO ILO CONTRACTS

Terms and Conditions applicable to ILO contracts are available at:

https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---inter/documents/legaldocument/wcms_768752.pdf

Term of References

Conducting End-line Survey

“Enhancing labour governance, inspection and working conditions in response to COVID-19” project

Background

The International Labor Organization, with support from the European Union, is implementing a project to enhance labor governance, inspection and working conditions in Iraq in response to the COVID-19 pandemic. The project addresses several labor market challenges imposed by the pandemic, as well as some of the longer-term decent work priorities of Iraq.

The ILO- EU funded- project “Enhancing labor governance, inspection and working conditions in response to COVID-19” is developing a compliance model for the agriculture sector in an effort to improve the skills and working conditions of those working in the sector.

The project focuses on strengthening the labor inspection system and improving occupational safety and health (OSH) in line with international labor standards, through policy development and capacity building. The project will also work closely with social partners to raise their awareness of labor inspection, OSH and fundamental principles and rights at work, so they can better engage in programs to promote compliance with labor legislation and respond to COVID-19.

The project is being implemented with a range of national partners, including the Ministry of Labor and Social Affairs, the Ministry of Agriculture, the Ministry of Education and the Ministry of Health. Other stakeholders include the General Federation of Workers Unions and the Iraqi Federation for Industries.

Objective

The ILO is looking to develop an end-line survey to assess the project’s interventions impact and outcome level in terms of registering agriculture workers in social security insurance, implement actions to improve and monitor working conditions in the farms, comply model of contract for agriculture worker force and improving agricultural practices / skills for agriculture workers. This survey is expected to assess the profiles of trained workers through the project (governorate, age, gender, nationality), in addition to recruitment procedures, the provision of decent work related standards in terms of minimum wage and standard working hours, work contractual modality, child labour, social protection measures, Occupational safety and health provisions and decent accommodation , enhanced productivity and access to trade opportunities , women access to agriculture work, Developing entrepreneurship skills , awareness raising, fair recruitment, forced

labour and abuses, freedom of association, and other related standards. At the same time, it will analyse involved farmers views and feedbacks to the provided support.

Finally, The evaluation will provide insights on the number of agriculture workers registered with Social Security insurance, percentage of farms that implement actions to improve and monitor working conditions (broken down by governorate) out of total number of farms supported through the life cycle of the project, percentage of agricultural worker force in target farms that are covered by contracts that comply with the model and percentage of targeted agriculture workers who are using improved agricultural practices / skills.

Scope of work

Data collected from a base-line survey and subsequent project's reports throughout the implementation period will be provided. Extra data will be collected where needed.

The End-line Survey will assess the impact of project's interventions on decent work at the farm level and the support provided to improve agriculture workers. Farm visits and focus group discussions will help reflect key areas of compliance.

The End-line Survey will assess the following:

1. No. of agriculture workers registered with social security insurance by end of the end of the project:

The project developed a model for the inclusion of agricultural workers under the national Social Security system in Basra governorate, session held to discuss the benefit and mechanism of social security system covered 45 farm, out of these 45, 18 farm owner signed obligation to include their farmers in social security insurance.

2. % of targeted d farms that implement actions to improve and monitor working conditions:

3. % of agricultural worker force in target farms that are covered by contracts that comply with the model, disaggregated by sex and nationality:

In corresponding to the mentioned indicator the project developed a model contract for agricultural workers, conducted session to discuss the legal frames for these contracts covering 17 agriculture workers signed endorsement about how to issue a model contracts that provide for workers' freedom to move between employers in the sector and adhere to the minimum wage.

In addition to this, the project operationalized 9 agriculture workers committees in Dohuk and Basra governorates to monitoring working conditions in farms of targeted areas. Also dispute resolution mechanisms has piloted in four farms in Basra and Dohuk governorates.

Moreover, the project will conduct training on General Principles and Operational Guidelines on Fair Recruitment targeting in Basra and Dohuk.

The project also work to identify 1000 children (15 and less) and youth 16-18 who are working in agriculture sector and refer them to local service.

4. % of targeted agriculture workers who are using improved agricultural practices / skills:

Reflecting to this indicator ILO conducted certain of activities with implementing local partners, ILO Provided training on skills development in quality and availability of entrepreneurship services and employment service packages services covered 500 agriculture workers and agricultural departments graduated in Basra governorate.

In addition, the project supported female agriculture workers to access to agriculture work, including awareness raising, skills enhancement, access to transportation and childcare services in Basra governorate.

Further to the mentioned activities ILO supported agriculture workers to improve skills to enhance their employability and contribute to farm level productivity. And also supported 40 farmers and members of local agricultural cooperatives improve organizational capacity and for enhanced productivity and access to trade opportunities through enhanced their capacity on improved human resource and farm management, including through Think COOP, Start COOP and My Coop tools in partnership with PFO in Basra governorate.

Methodology

A combination of quantitative and qualitative methods for this assignment is required. A two-part survey is required for quantitative data which is to be collected using two surveys (directed to the employers and workers), while FGDs and KIIs are expected for qualitative data collection with farmers, trainees, and placed workers. The study should provide disaggregated quantitative data to capture descriptive variables around Improving agriculture workers and employment enhancement and decent work conditions.

Qualitative approaches will be built to form a fuller understanding of the context and impact. This approach will facilitate comprehensive analysis of vulnerabilities and issues relating to impact and outcome indicators from various stakeholders' perspectives. Specific attention will be paid to the feedback of workers and farmers and their reflections on the type of support provided.

Collected data should be revised, checked for cleaning and coding. Full and comprehensive data analysis should be conducted and well reported.

Sampling

The ILO project team will provide all relevant information about the target farms and areas and other potential areas where service provided as well as beneficiaries data needed to initiate the desk review which include:

- Project document
- Project monitoring and evaluation plan
- Revised project logical framework
- Project progress reports
- Major project deliverables/products/policy/systems

The applicant is required to provide a sampling proposal for the surveys. The project aims for a sample with 95 CI and 5% margin of error for the quantitative data. For qualitative data, FGDs and KIIs will be conducted based on identified locations and subgroups that takes into account inclusivity of gender, nationality and PWDs.

The process will be conducted in coordination with ILO project team and ILO partners to facilitate reach to the targeted farms and beneficiaries.

Description of duties

The selected Service provider will be responsible for the overall research and reporting for the End-line -survey and assessment. This will involve (where applicable):

- Conducting disk review.
- Developing inception report
- Develop End-line Survey work plan
- Preparing a sampling and research methodology in coordination with the project team;
- Designing qualitative and quantitative data collection tools and translate to (Arabic and Kurdish)
- Data collection, verifying, cleaning, and coding
- Ensuring quality and ethical standards for research are maintained
- Compiling and analyzing all data and information
- Preparing an analytical and descriptive report presenting all the findings from the research
- Presenting findings at an ILO stakeholder meeting.

Deliverables

The following deliverables are expected

1. **Inception report:** Develop an inception report and work plan. A draft of the inception report and work plan will be initially submitted for review by the project team. A final version of the report to be submitted (in English) with edits based on received comments.
2. **Conducting data collection:** Data collection plan should include the following section:
 - Prepare data collection plan
 - Provide sampling methodology
 - Design qualitative and quantitative data collection tools
 - Translate tools to Arabic and Kurdish
 - Cleaning and coding the data
 - Data analysis
 - Provide raw and cleaned datasets, syntax for quantitative data analysis, as well as qualitative data transcripts
3. **Final report:** A final report which would include the below sections. The final will be initially submitted for review by the project team. A final version of the report to be submitted (in English) with edits based on received comments.

- Executive summary (summarizing the main findings, conclusions and recommendations)
 - Background information (analysis of the context and objectives of the research)
 - Methodology
 - Main findings and analysis (including a table of indicators agreed upon)
 - Comparison between the pre-assessment findings and the end-line survey to measure project's impact, across the identified scope of the end-line survey.
 - Conclusion
 - Recommendations (at the sub-sector and farm levels)
 - Annexes (TOR, work plan, list of contacts and persons interviewed, references, data collection tools, data tables, testimonials from stakeholders, case studies of workers and employers, any other related data such as raw data).
4. **Presentation:** Presentation of key findings to ILO and stakeholders (to be determined at later date)

Note: All the above work and related documents must be developed in line with related standards and to the satisfaction of the ILO.

All deliverables must be produced in English.

Timeframe

The duration of the contract is from 1 February 2023 till 31 March 30, 2023 with maximum 25 working days including preparations.

A first draft of the inception report with the work plan that covers the research design, the proposed methodology, research tools and proposed research timeline, and desk review must be submitted to the project team by 7 February 2022. Draft inception and final reports must be shared with the project team for comments and review. A final report must be submitted by March 10, 2022. Several meetings with the project team will take place to review progress and share comments during the work period.

The below table is a projection and distribution for number of expected working days to submit the agreed upon deliverables (as delineated under timeline section).

No	Deliverable	No of working day
1	Inception report (desk review, research, and sampling methodology, developed tools, workplan	4 days (Feb 07, 2023)
3	Final report (conduct end-line survey, produce findings and complete analysis, conduct case studies, recommendations, and conclusions	20 days (Mar 10, 2023)
3	Presentation of key findings to ILO and stakeholders (to be determined at later date, based on nee	1 day (Mar 21, 2023)

Qualifications

Companies are only eligible to apply for this assignment. The applicant must demonstrate extensive experience conducting mixed methods research. The successful applicant must have the following qualifications

1. At least 5-7 years conducting mixed methods research at both the national and international levels
2. Have the capacity and resources to conduct the assignment within the specified timeframe
3. Eligible to work in all part of the country
4. Have updated tax clearance certificate
5. Have registration certificate

Payment Schedule

One Payment upon submission of the final report and the presentation (if needed), approved and at the satisfaction of the ILO.

Selection

Service provider who wants to apply must submit the listed documents below (in English) by 2 January 2022, via email to Mr. Ahmed Jamal at ahmedah@iloguest.org

The documents include:

1. Portfolio of applicant (with main researchers' CVs).
2. Sample of work.
3. Detailed work plan and proposed research design including working days.
4. Detailed financial offer (with daily rates if applicable).

To ease the email tracing and facilitate quick processing, kindly use the email subject: **Endline-survey-LG-2023**

A panel from ILO Iraq will review the submitted applications carefully. The proposal with the best value for money will be chosen.

► ILO Vendor Selection Procedure: Certification

The International Labour Organization, represented by the International Labour Office (ILO), expects its Vendors and their Personnel to support and respect the protection of internationally proclaimed human rights and to observe the highest ethical standards in any of their supply chains, throughout the selection process and the performance of the contract.

The Vendor hereby certifies that it is **NOT** in one or more of the following situations:

1. bankrupt or the subject of insolvency or winding-up proceedings, subject to administration by a liquidator or by a court, in an arrangement with creditors, or that its business activities are suspended or in any analogous situation arising from a similar procedure under national law and regulations;
2. in breach of its obligations relating to the payment of taxes and social security benefits to the extent required by law or a regulatory body;
3. guilty of professional misconduct, by having violated applicable laws or regulations, or ethical standards of the profession to which it may belong, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:
 - (a) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the implementation of the legal commitment;
 - (b) entering into agreements with any other interested companies, competitor or potential competitor with a view to restricting competition with respect to the current selection process;
 - (c) attempting to influence the decision-making process of the ILO, to obtain confidential information that may confer upon it undue advantages in the current selection process or to negligently provide misleading information that may have a material influence on the ILO decisions concerning exclusion, selection or award;
4. engaged in conduct or behaviour that constitute Proscribed Practices or Prohibited Conduct as defined in paragraph **12.3.** of the Terms and Conditions applicable to ILO Contracts ¹ with respect to the ILO, another entity of the United Nations System or multilateral development finance institutions;
5. participant, either active or passive, in a criminal organization or in money laundering;
6. the subject of any sanctions ², nor identified as ineligible by any government, supranational organization (e.g., European Union), another entity of the United Nations System or multilateral development finance institution;
7. provided resources received under any contract with the ILO, another entity of the United Nations System or multilateral development finance institutions to individuals, groups, undertakings or entities associated with terrorism in particular those named on the United Nations Security Council Consolidated List, as may be amended;
8. employed children as defined in paragraph **12.2.5.** of the Terms and Conditions applicable to ILO Contracts or committed offences concerning trafficking in human beings ³;
9. shown significant or persistent deficiencies in the performance of a substantive requirement under a prior contract with the ILO, which led to early termination of that prior contract, damages, etc.;
10. misrepresented information supplied that is required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria, withheld such information or failed to submit the supporting documents requested in the current selection process;

¹ https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---inter/documents/legaldocument/wcms_768752.pdf

² See in particular the United Nations Security Council Consolidated List, available at <https://www.un.org/securitycouncil/content/un-sc-consolidated-list>.

³ As defined in Article 3(a) of the Protocol to Prevent, Suppress and Punish Trafficking in Persons Especially Women and Children, supplementing the United Nations Convention against Transnational Organized Crime, adopted and opened for signature, ratification and accession by General Assembly resolution 55/25 of 15 November 2000, available at : <https://www.ohchr.org/en/professionalinterest/pages/protocoltraffickinginpersons.aspx>.

11. committed financial irregularity; or

12. created a shell company or is a shell company for the purpose of responding to the current selection process.

The Vendor understands that it may be excluded by the ILO from participation in the current selection process in the event of any misrepresentation in relation to the above certification and that the ILO will reserve the right to cancel or terminate with immediate effect and without compensation any proposal of or contract arising from this selection process.

The undersigned certifies/y to be duly authorized to sign this certification on behalf of the Vendor.

For the Vendor

Name:

Title:

In

Signed on

Contact details

International Labour Organization

Route des Morillons 4
CH-1211 Geneva 22
Switzerland

Procurement Bureau (PROCUREMENT)

Email: pcrt@ilo.org

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► Offer submission form (to be completed by the bidder)

Reference: Add RFQ number and description

Closing Date: Date, time, time zone

Bidder Name: Fill in Bidder's name and address

For the supply of services:

Having examined this Request for Quotation including its Annexes, and having examined all conditions and factors that might in any way affect its cost or time of performance, we, the undersigned, offer to execute and complete the Services in full acceptance of, and in accordance with, the Terms and Conditions Applicable to ILO Contracts for Services for the following Total Contract Price, net of any direct taxes or customs duties and other import taxes:

Task	Description	Lump Sum in Add currency here (Excluding VAT)
1	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.
4	Click or tap here to enter text.	Click or tap here to enter text.
5	Click or tap here to enter text.	Click or tap here to enter text.
Total		Click or tap here to enter text.

Attached to this Offer Submission Form is **Appendix A**, containing the proposed detailed cost breakdown for each of the above tasks.

Additional Services

Compensation for any additional services to this RFQ shall be calculated based on the rates below:

Position (title)	Based at contractor's Office	Based at the ILO
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Comments	Click or tap here to enter text.	Click or tap here to enter text.

Name: Click or tap here to enter text.

COMPANY STAMP

Position: Click or tap here to enter text.

Tel/Fax: Click or tap here to enter text.

E-mail: Click or tap here to enter text.

Date: Click or tap to enter a date.

Signature: Click or tap here to enter text.

Appendix A

The bidder is to provide in this document the proposed detailed cost breakdown for each of the tasks.

All individual activities and sub-activities should be specified and their respective cost quoted.

Further details or clarifications regarding the time-and-material costs quoted in the previous page, if any, should be indicated here.

Click or tap here to enter text.