

CLARIFICATIONS

(RFP N. AL 10/18/150)

"Mapping and profiling of Albanian Diaspora in Italy, France and Belgium"

Based on **Art. 4 Clarifications and Amendments to RFP Documents** as below:

4.1 At any time before the submission of the proposals, IOM may, for any reason, whether at its own initiative or in response to a clarification amend the RFP. Any amendment made will be made publicly available at the IOM Albania website: <https://www.albania.iom.int/vacancy>

4.2. Service Providers/Consulting Firms may request for clarification(s) on any part of the RFP. The request must be sent in writing or by standard electronic means (at IOMTiranaProcurement@iom.int email address) at least seven (7) *calendar days* before the set deadline for the submission and receipt of Proposals. IOM will respond in writing by standard electronic means to the said request and the answer will be made publicly available at the IOM Albania website: <https://www.albania.iom.int/vacancy> without identifying the source of the inquiry.

Art.5 Preparation of the Proposal

Art. 5.2 The Proposal, and all related correspondence exchanged by the Service Providers/Consulting Firms and IOM, shall be in **English**. All reports prepared by the contracted Service Provider/Consulting Firm shall be in *English*.

Correction 1

WAS:

6.2 The Technical Proposal shall provide the following information using the attached Technical Proposal Standard Forms TPF 1 to TPF 6 (**Section III**).

WILL BE:

6.2 The Technical Proposal shall provide the following information using the attached Technical Proposal Standard Forms TPF 1 to TPF 6 (**Section II**).

Correction 2

WAS:

7.1 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP. The Financial Proposal shall follow the Financial Proposal Standard Forms FPF 1 to FPF 4 (**Section IV**).

WILL BE:

7.1 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP. The Financial Proposal shall follow the Financial Proposal Standard Forms FPF 1 to FPF 4 (**Section III**).

Question 1

Section I, point 1.1 of the call states that "Only eligible Service Providers/Consulting Firms may submit a Technical Proposal and Financial Proposal for the services required"

Who are the "eligible service providers"? Are we entitled to present and lead a proposal, or which steps should we undertake in order to be eligible?

Answer 1

IOM invites **research entities** and **academic institutions in Italy** to provide Technical and Financial Proposal for the following Services: *carry out the mapping and profiling of the Albanian diaspora in Italy as well as in France and Belgium*. More details on the services are provided in the Terms of Reference (TOR).

Based on the Terms of Reference of the Request for Proposal (**RFP N. AL 10/18/150**), IOM Tirana Procurement wants to bring at your attention **point d)** of **Section IV. Terms of Reference** the required qualifications and experience regarding the eligible Service Providers/Consulting Firms as below:

d) Required qualifications and experience

3.1 Research entities and academic institutions responding to this Request for Proposals (RFP) should demonstrate a very good level of relevant experience (at least 5 years).

3.2 Research entities and academic institutions should have a good knowledge of issues surrounding Albanian diaspora in Italy and other European countries.

3.3 Research entities and academic institutions should be able to provide the full range of services described in the RFP documents and should propose relevant and qualified staff members to complete these tasks.

3.4 The inclusion of staff with a background in research as well as academic writing is highly desirable.

3.5 The inclusion of staff fluent in English is required as well as with working knowledge of Italian. In addition, working knowledge of French language will be an advantage.

In addition, The Service Providers/Consulting Firms are expected to examine in detail the documents constituting this Request for Proposal (RFP) as for example Art. 6 when preparing the technical proposal, Art. 7 when preparing the financial proposal or Art. 8 regarding the submission of the proposals, etc. Material deficiencies in providing the information requested may result in rejection of a proposal.

Question 2

The call reads that candidates must submit by October 2 a comprehensive proposal, complete with methodology, research's CV and budget, valid for the three countries France, Italy and Belgium, while for processing the data IOM will make a referral to a specialized agency. This Procedure seems unusual, as structures in charge for data gathering commonly provide also to their elaboration. Can you kindly confirm that the proposal must be valid only for data collection in Italy, France and Belgium, while for the data processing, IOM will use a specialized agency that has already (or is going to be) identified?

Answer 2

IOM Tirana Procurement brings into attention and confirm **point c)** of **Section IV. Terms of Reference** regarding the **Scope of the Services**:

The service provider is required to provide IOM with the following services:

1. Develop and share with IOM a methodology, including quantitative and qualitative research tools, for the mapping and profiling of the Albanian Diaspora in Italy, in coordination with IOM focal points and the main associations of Albanian diaspora and migrants, with the aim to:

1.1. *Establish a comprehensive demographic and sociological profile of the Albanian diaspora in Italy, in a synthetic overview of the findings as well as differentiated by location of residence. Profile characteristics should include, but not be limited to, length and goal of stay, also as compared with planned one; permanent settlement plans; legal status in the host country, and its evolution; family/household situation.*

1.2. *Establish a comprehensive economic profile of the Albanian diaspora/migrants in Italy, including but not limited to: income level, expenditure and saving patterns, employment status, remittance-sending patterns, history and propensity of investment of resources accumulated abroad.*

1.3. *Establish a comprehensive professional profile of the Albanian diaspora/migrants in Italy, including but not limited to: level of education, work/professional and respective area of experience, labor mobility, acquired skills, career achievements, etc.*

1.4. *Explore the perception of circular migrants on the migration phenomenon itself, in its influence on the individual history and the home country's society. Self-assessment of positive and negative consequences of migration, for instance, pondering of material benefits versus psycho-emotional needs of children left behind by migrant parents.*

1.5. *Study the impact of the economic crisis on Albanian migrants in Italy and their families.*

1.6. *Organize focus group discussions with members of the permanent and temporary diaspora in Italy (focus group participants should include: household heads, businesspersons, diaspora multipliers, community leaders, intellectuals and spiritual leaders).*

2. Develop Terms of Reference for the field data collection for the Albanian diaspora and migrant association in the respective regions in Italy and contribute to the selection process;

3. Provide guidance and support to the Albanian diaspora and migrant association in the respective regions in Italy during the data collection phase;

4. Collect data from the Albanian diaspora and migrant association in the respective regions in Italy;

5. Perform data processing, cleaning, coding and cross-tabulation;

6. Conduct mapping and profiling of Albanian Diaspora in France and Belgium through desk research, review of available information and data near the relevant institutions in the respective countries, draft and submit the on-line questionnaire to be filled in by Albanian migrants in France and Belgium;

7. Share the preliminary findings of the mapping with IOM Tirana;
8. Draft a mapping report outlining the findings of the mapping process, highlighting skills and profiles with high development potential;
9. Elaborate the final mapping report, incorporating suggestions and comments, and present it to IOM Tirana;
10. Edit the final mapping report and provide ready for print versions;
11. Draft the final narrative and financial report of the service provided.

Question 3

In the call we have not been able to find a budget template to be followed or to be used in order to provide an estimation of admissible costs or a maximum amount of the project value. Should the proponent indicate its estimate of costs in Italy, France and Belgium? Is there a budget format to refer to? What are, for example, the eligible costs? Is there a percentage of personnel costs allowed, compared to other types of costs, such as operational and indirect costs? Is there a ceiling for day/person cost as it is e.g envisaged in EU projects?

Answer 3

IOM Tirana Procurement brings into attention **Art. 7, “Financial Proposal”** of the Request for Proposal (**RFP N. AL 10/18/150**) as below:

7.1 *In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP. The Financial Proposal shall follow the Financial Proposal Standard Forms FPF 1 to FPF 4 (Section III¹).*

7.2 *The Financial proposal shall include all costs associated with the assignment, including remuneration for staff (FPF-4). If appropriate, these costs should be broken down by activity. All items and activities described in the Technical proposal must be priced separately; activities and items in the Technical Proposal but not priced shall be assumed to be included in the prices of other activities or items.*

7.3 *The Service Provider/Consulting Firm may be subject to local taxes on amounts payable under the Contract. Taxes shall not be included in the sum provided in the Financial Proposal as this will not be evaluated, but they will be discussed at contract negotiations, and applicable amounts will be included in the Contract.*

7.4. *Service Providers/Consulting Firms shall express the price of their services in EURO.*

7.5 *The Financial Proposal shall be valid for 90 calendar days. During this period, the Service Provider/Consulting Firm is expected to keep available the professional staff for the assignment². IOM will make its best effort to complete negotiations and determine the award within the validity period. If IOM wishes to extend the validity period of the proposals, the Service Provider/Consulting Firm has the right not to extend the validity of the proposals.*

¹ Please refer to the Correction 2 above

² For this purpose, the Mission may have the option to require short-listed Consultants a bid security.

Question 4

Are possible temporary associations of purpose or of companies (like temporary consortia) among French, and Italian entities interested to participate in the tender and which can probably have different costs?

Answer 4

IOM Tirana Procurement bring into attention **Art 6.1, point a) of Art.6 "Technical Proposal"** as below:

If a Service Provider/Consulting Firm deems that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities in a joint venture or sub-consultancy, as appropriate.....

Question 5

The Proposals must be delivered by hand or through mail to IOM with office address at Rruga Ibrahim Rugova, Nd. 42, H. 12, Apt. 4., Tirana, Albania on or before 12:00 of October 2, 2018. No late proposal shall be accepted.

Does this mean that the proposal has to be received by the office within that date or that it can be postmarked by that deadline?

Answer 5

The proposal must to be delivered by hand or through mail to the **IOM office on or before 12:00 of October 2, 2018**

Question 6

Section IV. Terms of Reference

b) Objectives

(ii) the design and the implementation of a Fellowship scheme that mobilizes diaspora high professionals especially in Italy, but also in France and Belgium.

Do you require the activation of a fellowship? If yes in which phase of the project?

Answer 6

Please note that the design and the implementation of a Fellowship scheme that mobilizes diaspora high professionals especially in Italy, but also in France and Belgium refers to other activities under Outcome 2. Please refer to the paragraph c) Scope of the Services of the Section IV Terms of Reference.

Question 7

About the financial proposal, we would need to know if it is possible to include in summary of costs the purchase of amazon vouchers (the purchase will be invoiced to our organization), as an incentive to give to the people we will interview.

Answer 7

Please refer to the article as below:

Art. 7 Financial Proposal

7.2 The Financial proposal shall include all costs associated with the assignment, including remuneration for staff (FPF-4). If appropriate, these costs should be broken down by activity. All items and activities described in the Technical proposal must be priced separately; activities and items in the Technical Proposal but not priced shall be assumed to be included in the prices of other activities or items.

Question 8

Please confirm that at the end of the project you will only need our invoice and that we will have to keep the supporting documents for a possible audit.

Answer 8

Please refer to Art. 8 of the template of the Service Agreement, **Section V – Pro-forma Contract** of the Request for Proposal (RFP N. AL 10/18/150):

8. Audit

The Service Provider agrees to maintain financial records, supporting documents, statistical records and all other records relevant to the Services in accordance with generally accepted accounting principles to sufficiently substantiate all direct and indirect costs of whatever nature involving transactions related to the provision of Services under this Agreement. The Service Provider shall make all such records available to IOM or IOM's designated representative at all reasonable times until the expiration of 7 (seven) years from the date of final payment, for inspection, audit, or reproduction. On request, employees of the Service Provider shall be available for interview.

Question 9

We would like to know if we have to invoice to IOM Albania or to the IOM headquarter.

Answer 9

The Service Provider shall invoice IOM Albania upon completion of all the Services.

7.2 The Financial proposal shall include all costs associated with the assignment, including remuneration for staff (FPF-4). If appropriate, these costs should be broken down by activity. All items and activities described in the Technical proposal must be priced separately; activities and items in the Technical Proposal but not priced shall be assumed to be included in the prices of other activities or items.

Question 10

Is VAT admitted or required? Which amount?

Answer 10

Please refer to the article as below:

Art. 7 Financial Proposal

7.3 The Service Provider/Consulting Firm may be subject to local taxes on amounts payable under the Contract. *Taxes shall not be included in the sum provided in the Financial Proposal as this will not be evaluated, but they will be discussed at contract negotiations, and applicable amounts will be included in the Contract.*

Question 11

Which will be the form of costs justification? Will be enough an invoice issued by the firm or the consortium leader for any service provided? Or have the project partners to provide supporting documents for any expense they claim?

Answer 11

IOM Albania will need the invoice issued by the firm or the consortium leader/service provider and the supporting documents for any expense generated from project partners.

Question 12

In case of a joint venture, all partners have to sign the proposal or only who will act as the leader?

Is there a specific format for the mandate or Can we use a free format?

Answer 12

In case of a joint venture, only who will act as the leader have to sign the proposal.

All partners shall be jointly and severally liable and shall indicate who will act as the leader of the joint venture.

An agreement/Power of attorney in a free format among the consortium partners shall indicate who will act as the leader and who will represent the consortium.