

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*

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.

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.

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:

a) *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.....*