

## **REQUEST FOR PROPOSALS**

(PROCUREMENT OF SERVICES)

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### **SERVICES FOR RESEARCH**

“Analysis of labor market information systems in Mexico, Guatemala, El Salvador, and Honduras: Towards greater integration of labor migration”

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**Prepared by**



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



*San Jose, Costa Rica*

*25.02.19*

## **REQUEST FOR PROPOSALS**

**Mission: Costa Rica**

**Project Name: Regional Migration Program**

**Title of Services:**

**Research “Analysis of labor market information systems in Mexico, Guatemala, El Salvador, and Honduras: Towards greater integration of labor migration”**

## Request for Proposals

The International Organization for Migration (hereinafter called **IOM**) intends to hire Service Provider for the research “Analysis of labor market information systems in Mexico, Guatemala, El Salvador, and Honduras: Towards greater integration of labor migration” for which this Request for Proposals (RFP) is issued.

IOM now invites Service Providers/ Consulting Firms to provide Technical and Financial Proposal for the following Services: research “Analysis of labor market information systems in Mexico, Guatemala, El Salvador, and Honduras: Towards greater integration of labor migration”. **More details on the services are provided in the attached Terms of Reference (TOR).**

The Service Provider /Consulting Firm will be selected under a Quality –Cost Based Selection procedures described in this RFP.

The RFP includes the following documents:

- Section I. Instructions to Service Providers/ Consulting Firms
- Section II. Technical Proposal – Standard Forms
- Section III. Financial Proposal – Standard Forms
- Section IV. Terms of Reference

The Proposals must be delivered by hand or through mail to IOM with office address at Rohrmoser, frente a condominio The Place, Esquina Norte d Avenida 1ª y Calle 78 before **14<sup>th</sup> March, 2019**, 24:00 hs. No late proposal shall be accepted.

IOM reserves the right to accept or reject any proposal and to annul the selection process and reject all Proposals at any time prior to contract award, without thereby incurring any liability to affected Service Providers/ Consulting Firms.

IOM is encouraging companies to use recycled materials or materials coming from sustainable resources or produced using a technology that has lower ecological footprints.

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## **Section I - Instructions to Service Providers/ Consulting Firms**

### **1. Introduction**

- 1.1 Only eligible Service Providers/ Consulting Firms may submit a Technical Proposal and Financial Proposal for the services required. The proposal shall be the basis for contract negotiations and ultimately for a signed contract with the selected Consultant Firm.
- 1.2 Service Providers/ Consulting Firms should familiarize themselves with local conditions and take them into account in preparing the proposal. Service Providers/ Consulting Firms are encouraged to visit IOM before submitting a proposal and to attend a pre-proposal conference if is specified in Item 2.3. of this Instruction.
- 1.3 The Service Providers/ Consulting Firms costs of preparing the proposal and of negotiating the contract, including visit/s to the IOM, are not reimbursable as a direct cost of the assignment.
- 1.4 Service Providers/ Consulting Firms shall not be hired for any assignment that would be in conflict with their prior or current obligations to other procuring entities, or that may place them in a position of not being able to carry out the assignment in the best interest of the IOM.
- 1.5 IOM is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Service Providers/ Consulting Firms.
- 1.6 IOM shall provide at no cost to the Service Provider/ Consulting Firm the necessary inputs and facilities and assist the Firm in obtaining licenses and permits needed to carry out the services and make available relevant project data and report (see Section V. terms of reference).

### **2. Corrupt, Fraudulent, and Coercive Practices**

- 2.1 IOM Policy requires that all IOM Staff, bidders, manufacturers, suppliers or distributors, observe the highest standard of ethics during the procurement and execution of all contracts. IOM shall reject any proposal put forward by bidders, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive or coercive practices. In pursuance of this policy, IOM defines for purposes of this paragraph the terms set forth below as follows:
  - Corrupt practice means the offering, giving, receiving or soliciting, directly or indirectly, of any thing of value to influence the action of the Procuring/Contracting Entity in the procurement process or in contract execution;
  - Fraudulent practice is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Procuring/Contracting Entity in the procurement process or the execution of a

- contract, to obtain a financial gain or other benefit to avoid an obligation;
- Collusive practice is an undisclosed arrangement between two or more bidders designed to artificially alter the results of the tender procedure to obtain a financial gain or other benefit;
- Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities in a procurement process, or affect the execution of a contract

### **3. Conflict of Interest**

3.1 All bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand. A bidder may be considered to have conflicting interest under any of the circumstances set forth below:

- A Bidder has controlling shareholders in common with another Bidder;
- A Bidder receives or has received any direct or indirect subsidy from another Bidder;
- A Bidder has the same representative as that of another Bidder for purposes of this bid;
- A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the Bid of another or influence the decisions of the Mission/procuring Entity regarding this bidding process;
- A Bidder submits more than one bid in this bidding process;
- A Bidder who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are subject of the bid.

### **4. Clarifications and Amendments to RFP Documents**

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 available to all short-listed Service Providers/ Consulting Firms who have acknowledged the Letter of Invitation.

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 and submitted to IOM at the address indicated in the invitation at least 5 calendar days, before the set deadline for the submission and receipt of Proposals. IOM will respond in writing or by standard electronic means to the said request and this will be made available to all those who acknowledged the Letter of Invitation without identifying the source of the inquiry.

## **5. Preparation of the Proposal**

- 5.1 A Service Provider/ Consulting Firm Proposal shall have two (2) components:
- a) the Technical Proposal, and
  - b) the Financial Proposal.
- 5.2 The Proposal, and all related correspondence exchanged by the Service Providers/ Consulting Firms and IOM, shall be in Spanish. All reports prepared by the contracted Service Provider/ Consulting Firm shall be in Spanish.
- 5.3 The Service Providers/ Consulting Firms are expected to examine in detail the documents constituting this Request for Proposal (RFP). Material deficiencies in providing the information requested may result in rejection of a proposal.

## **6. Technical Proposal**

- 6.1 When preparing the Technical Proposal, Service Providers/ Consulting Firms must give particular attention to the following:
- 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. Service Providers/ Consulting Firms may associate with the other consultants invited for this assignment or to enter into a joint venture with consultants not invited, only with the approval of IOM. In case of a joint venture, all partners shall be jointly and severally liable and shall indicate who will act as the leader of the joint venture.
  - b) For assignment of the staff, the proposal shall be based on the number of professional staff-months estimated by the firm, no alternative professional staff shall be proposed.
  - c) It is desirable that the majority of the key professional staff proposed is permanent employees of the firm or have an extended and stable working relationship with it.
  - d) Proposed professional staff must, at a minimum, have the experience of at least 5 years of experience, preferably working under conditions similar to those prevailing in the country of the assignment.
- 6.2 The Technical Proposal shall provide the following information using the attached Technical Proposal Standard Forms TPF 1 to TPF 6 (Section III).
- a) A brief description of the Service Providers/ Consulting Firms organization and an outline of recent experience on assignments of a similar nature (TPF-2), if it is a joint venture, for each partner. For each assignment, the outline should indicate the profiles of the staff proposed, duration of the assignment, contract amount, and firm's involvement.

- b) A description of the approach, methodology and work plan for performing the assignment (TPF-3). This should normally consist of maximum of ten (10) pages including charts, diagrams, and comments and suggestions, if any, on Terms of Reference and counterpart staff and facilities. The work plan should be consistent with the work schedule (TPF-7)
- c) The list of proposed Professional Staff team by area of expertise, the position and tasks that would be assigned to each staff team members (TPF-4).
- d) Latest CVs signed by the proposed professional staff and the authorized representative submitting the proposal (TPF-5) Key information should include number of years working for the firm and degree of responsibility held in various assignments during the last five years.
- e) A time schedule estimates of the total staff input (Professional and Support Staff, staff time needed to carry out the assignment, supported by a bar chart diagram showing the time proposed for each Professional and Staff team members (TPF-6). The schedule shall also indicate when experts are working in the project office and when they are working at locations away from the project office.
- f) A time schedule (bar chart) showing the time proposed to undertake that the activities indicated in the work plan (TPF-7).
- g) A detailed description of the proposed methodology and staffing for training if the RFP specifies training as specific component of the assignment.

6.3 The technical proposal shall not include any financial information.

## **7. Financial Proposal**

- 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).
- 7.2 The Financial proposal shall include all costs associated with the assignment, including (i) remuneration for staff (FPF-4) (ii) reimbursable expenses (FPF-5). 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. If such is the case, IOM may either: a) reimburse the Service Provider/ Consulting Firm for any such taxes or b) pay such taxes on behalf of the Consultant. 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 US dollars.
- 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 assignment. 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.

## **8. Submission, Receipt, and Opening of Proposals**

- 8.1 Service Providers/ Consulting Firms may only submit one proposal. If a Service Provider/ Consulting Firm submits or participates in more than one proposal such proposal shall be disqualified.
- 8.2 The original Proposal (both Technical and Financial Proposals) shall be prepared in indelible ink. It shall contain no overwriting, except as necessary to correct errors made by the Service Providers/ Consulting Firms themselves. Any such corrections or overwriting must be initialed by the person(s) who signed the Proposal.

## **9. Evaluation of Proposals**

- 9.1 After the Proposals have been submitted to the BEAC and during the evaluation period, Service Providers/ Consulting Firms that have submitted their Proposals are prohibited from making any kind of communication with any BEAC member, as well as its Secretariat regarding matters connected to their Proposals. Any effort by the Service Providers/ Consulting Firms to influence IOM in the examination, evaluation, ranking of Proposal, and recommendation for the award of contract may result in the rejection of the Service Providers/ Consulting Firms Proposal.

## **10. Technical Evaluation**

- 10.1 The entire evaluation process, including the submission of the results and approval by the approving authority, shall be completed in not more than 10 calendar days after the deadline for receipt of proposals.
- 10.2 The BEAC shall evaluate the Proposals on the basis of their responsiveness to the Terms of Reference, compliance to the requirements of the RFP and by applying an evaluation criterion, sub criteria and point system. Each responsive proposal shall be given a technical score (St). The proposal with the highest score or rank shall be identified as the Highest Rated/Ranked Proposal.
- 10.3 A proposal shall be rejected at this stage if it does not respond to important aspects of the TOR or if it fails to achieve the minimum technical qualifying score which is 80%.
- 10.4 The technical proposals of Service Providers/ Consulting Firms shall be evaluated based on the following criteria and sub-criteria:

Points

- (i) Specific experience of the Service Providers/ Consulting Firms relevant to the assignment: 20
- (ii) Adequacy of the proposed methodology and work plan in response to the Terms of Reference:
  - a) Technical approach and methodology 20
  - b) Work plan 20
  - c) Organization and staffing 20
  - Total points for criterion (ii): 60
- (iii) Key professional staff qualifications and competence for the assignment:
  - Total points for criterion (iii): 20
- Total weight: 100%

10.5 Technical Proposal shall not be considered for evaluation in any of the following cases:

- a) late submission, *i.e.*, after the deadline set
- b) failure to submit any of the technical requirements and provisions provided under the Instruction to Service Provider/ Consulting Firm (ITC) and Terms of Reference (TOR);

## 11. Financial Evaluation

- 11.1 After completion of the Technical Proposal evaluation, IOM shall notify those Service Providers/ Consulting Firms whose proposal did not meet the minimum qualifying score or were considered non responsive based on the requirements in the RFP, indicating that their Financial Proposals shall be returned unopened after the completion of the selection process.
- 11.2 IOM shall simultaneously notify the Service Providers/ Consulting Firms that have passed the minimum qualifying score indicating the date and opening of the Financial Proposal. The BEAC has the option to open the Financial proposals publicly or not.
- 11.3 The BEAC shall determine the completeness of the Financial Proposal whether all the Forms are present and the required to be priced are so priced.
- 11.4 The BEAC will correct any computational errors. In case of a discrepancy between a partial amount and the total amount, or between words and figures, the former will prevail. In addition, activities and items described in the Technical proposal but not priced, shall be assumed to be included in the prices of other activities or items.
- 11.5 The Financial Proposal of Service Providers/ Consulting Firms who passed the qualifying score shall be opened, the lowest Financial Proposal (F1) shall be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals shall be computed based on the formula:

$$Sf = 100 \times Fl / F$$

Where:

Sf - is the financial score of the Financial Proposal under consideration,

Fl - is the price of the lowest Financial Proposal, and

F - is the price of the Financial Proposal under consideration.

The proposals shall then be ranked according to their combined (Sc) technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal = 0.80; F = the weight given to the Financial Proposal = 0.20; T + F = 1)

$$Sc = St \times T\% + Sf \times F\%$$

The firm achieving the highest combined technical and financial score will be invited for negotiations.

## 12. Negotiations

- 12.1 The aim of the negotiation is to reach agreement on all points and sign a contract.
- 12.2 Negotiation will include: a) discussion and clarification of the Terms of Reference (TOR) and Scope of Services; b) Discussion and finalization of the methodology and work program proposed by the Service Provider/ Consulting Firm; c) Consideration of appropriateness of qualifications and pertinent compensation, number of man-months and the personnel to be assigned to the job, and schedule of activities (manning schedule); d) Discussion on the services, facilities and data, if any, to be provided by IOM; e) Discussion on the financial proposal submitted by the Service Provider/ Consulting Firm; and f) Provisions of the contract. IOM shall prepare minutes of negotiation which will be signed both by IOM and the Service Providers/ Consulting Firms.
- 12.3 The financial negotiations will include clarification on the tax liability and the manner in which it will be reflected in the contract and will reflect the agreed technical modifications (if any) in the cost of the services. Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff nor other proposed unit rates.
- 12.4 Having selected the Service Provider/ Consulting Firm on the basis of, among other things, an evaluation of proposed key professional staff, IOM expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, IOM shall require assurances that the experts shall be actually available. IOM will not consider substitutions during contract negotiation unless both parties agree that the undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that staff were referred in their proposal without confirming their availability the Service Provider/ Consulting Firm may be disqualified. Any proposed substitution shall have equivalent or better qualifications and experience than the original candidate.

- 12.5 All agreement in the negotiation will then be incorporated in the description of services and form part of the Contract.
- 12.6 The negotiations shall conclude with a review of the draft form of the Contract which forms part of this RFP (Section VI). To complete negotiations, IOM and the Service Providers/ Consulting Firms shall initial the agreed Contract. If negotiations fail, IOM shall invite the second ranked Service Provider/ Consulting Firm to negotiate a contract. If negotiations still fail, the IOM shall repeat the process for the next-in-rank Service Providers/ Consulting Firms until the negotiation is successfully completed.

### **13. Award of Contract**

- 13.1 The contract shall be awarded, through a notice of award, following negotiations and subsequent post-qualification to the Service Provider/ Consulting Firm with the Highest Rated Responsive Proposal. Thereafter, the IOM shall promptly notify other Service Providers/ Consulting Firms on the shortlist that they were unsuccessful and shall return their unopened Financial Proposals. Notification will also be sent to those Service Providers/ Consulting Firms who did not pass the technical evaluation.

### **14. Confidentiality**

- 14.1.1 Information relating to the evaluation of proposals and recommendations concerning awards shall not be disclosed to the Service Provider/ Consulting Firm who submitted Proposals or to other persons not officially concerned with the process. The undue use by any Service Provider/ Consulting Firm of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of IOM's anti-fraud and corruption policy.

## **Section II – Technical Proposal Standard Forms**

### **TPF-1: Technical Proposal Submission Form**

*[Location, Date]*

To: *[Chairperson Name and address of IOM Mission]*

Ladies/Gentlemen:

We, the undersigned, offer to provide the Services for *[insert Title of consulting services]* in accordance with your Request for Proposal (RFP) dated *[insert Date]* and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held after the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We acknowledge and accept IOM's right to inspect and audit all records relating to our Proposal irrespective of whether we enter into a contract with IOM as a result of this proposal or not.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

## **TPF – 2: Service Providers/ Consulting Firms Organization**

*[Provide here brief (two pages) description of the background and organization of your firm/entity and each associate for the assignment (if applicable).]*

### **TPF – 3: Description of the Approach, Methodology and Work Plan for Performing the Assignment**

*[The description of the approach, methodology and work plan should normally consist of 10 pages, including charts, diagrams, and comments and suggestions, if any, on Terms of reference and counterpart staff and facilities.]*

#### TPF – 4: Team Composition and Task Assignments

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task

## TPF – 5: Format of Curriculum Vitae (CV) for Proposed Professional Staff

Proposed Position: \_\_\_\_\_  
Name of Firm: \_\_\_\_\_  
Name of Staff: \_\_\_\_\_  
Profession: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_  
Membership in Professional Societies: \_\_\_\_\_  
Detailed Tasks Assigned: \_\_\_\_\_

### Key Qualifications:

*[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]*

### Education:

*[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]*

### Employment Record:

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]*

### Languages:

*[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]*

### Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_  
Date: \_\_\_\_\_  
*[Signature of staff member and authorized representative of the firm] Day/Month/Year*

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_

**TPF-6: Time Schedule for Professional Personnel**

			Months (in the Form of a Bar Chart)													
Name	Position	Reports Due/Activities	1	2	3	4	5	6	7	8	9	10	11	12	Number of Months	
															Subtotal (1) _____	
															Subtotal (2) _____	
															Subtotal (3) _____	
															Subtotal (4) _____	

Full-time: \_\_\_\_\_  
 Reports Due: \_\_\_\_\_  
 Activities Duration: \_\_\_\_\_  
 Location \_\_\_\_\_

Part-time: \_\_\_\_\_

Signature \_\_\_\_\_ of \_\_\_\_\_ Authorized \_\_\_\_\_ Representative: \_\_\_\_\_

Full Name: \_\_\_\_\_  
 Title : \_\_\_\_\_

### TPF-7: Activity (Work) Schedule

<b>A. Field Investigation and Other Activities</b>														
No.	Activity/Work Description	<i>Duration</i>												
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	
1														
2														
3														
4														
5														

### **B. Completion and Submission of Reports**

Reports	Date
1. Inception Report	
2. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	

### **Section III. Financial Proposal - Standard Forms**

#### **FPF-1: Financial Proposal Submission Form**

*[Location, Date]*

To: *[Name of Chairperson and address of IOM Mission]*

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for *[insert Title of consulting services]* in accordance with your Request for Proposal (RFP) dated *[insert date]* and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of *[Amount in words and figures]*. This amount is exclusive of the local taxes, which we have estimated at *[Amount(s) in words and figures]*.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of *[insert validity period]* of the Proposal.

We acknowledge and accept the IOM right to inspect and audit all records relating to our Proposal irrespective of whether we enter into a contract with the IOM as a result of this Proposal or not.

We confirm that we have read, understood and accept the contents of the Instructions to Service Providers/ Consulting Firms (ITC), Terms of Reference (TOR), the Draft Contract, the provisions relating to the eligibility of Service Providers/ Consulting Firms, any and all bulletins issued and other attachments and inclusions included in the RFP sent to us.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

### FPF– 2: Summary of Costs

Costs	Currency	Amount(s)
I – Remuneration Cost (see FPF- 3 for breakdown)		
II - Reimbursable Cost ( see FPF – 4 for breakdown)		
<b>Total Amount of Financial Proposal <sup>1</sup></b>		

<sup>1</sup> Indicate total costs, net of local taxes, to be paid by IOM in each currency. Such total costs must coincide with the sum of the relevant subtotal indicated in all Forms FPF-3 provided with the Proposal.

Authorized Signature:

Name and Title of Signatory:

### FPF-3: Breakdown of Costs by Activity

Group of Activities (Phase): <sup>2</sup> _____ _____	Description: <sup>3</sup> _____ _____	
Cost Component	Costs	
	Currency	Amount
Remuneration <sup>4</sup>		
Reimbursable Expenses <sup>4</sup>		
Subtotals		

<sup>1</sup> Form FPF3 shall be filed at least for the whole assignment. In case some of the activities require different modes of billing and payment (e.g. the assignment is phased, and each phase has a different payment schedule), the Service Provider/ Consulting Firm shall fill a separate Form FPF-3 for each Group of activities.

<sup>2</sup> Names of activities (phase) should be same as, or corresponds to the ones indicated in Form TPF-7.

<sup>3</sup> Short description of the activities whose cost breakdown is provided in this Form.

<sup>4</sup> For each currency, Remuneration and Reimbursable Expenses must coincide with relevant Total Costs indicated in FPF-4 and FPF-5.

Authorized Signature:

Name and Title of Signatory:

#### **FPF-4: Breakdown of Remuneration per Activity**

[Information provided in this Form should only be used to establish payments to the Service Provider/ Consulting Firm for possible additional services requested by Client/IOM]

<b>Name of Staff</b>	<b>Position</b>	<b>Staff-month Rate</b>
Professional Staff		
1.		
2.		
3.		
4.		
5.		
Support Staff		
1.		
2.		
3.		
4.		
5.		

<sup>1</sup> Names of activities (phase) should be same as, or corresponds to the ones indicated in Form TPF-8.

<sup>2</sup> Short description of the activities whose cost breakdown is provided in this Form.

Authorized Signature:

Name and Title of Signatory:

### FPF-5: Breakdown of Reimbursable Expenses

[Information provided in this Form should only be used to establish payments to the Service Provider/ Consulting Firm for possible additional services requested by Client/IOM]

Description <sup>1</sup>	Unit	Unit Cost <sup>2</sup>
1. Subsistence Allowance		
2. Transportation Cost		
3. Communication Costs		
4. Printing of Documents, Reports, etc		
5. Equipment, instruments, materials, supplies, etc		
6. Office rent, clerical assistance		

<sup>1</sup> Delete items that are not applicable or add other items according to Paragraph 7.2 of Section II-Instruction to Service Providers/ Consulting Firms

<sup>2</sup> Indicate unit cost and currency.

Authorized Signature:

Name and Title of Signatory:

## **Section IV. Terms of Reference**

Request for Proposals  
San Jose, Costa Rica  
March-August 2019

RESEARCH: “Analysis of labor market information systems in Mexico, Guatemala, El Salvador, and Honduras: Towards greater integration of labor migration”

### **1. Background**

Since 2010, the International Organization for Migration (IOM) has operated the Regional Migration Program (Mesoamerica-The Caribbean), which has the principal objective of contributing to the development and implementation of strategies in the region which promote regular, orderly, and safe migration, seeking adequate protection for the most vulnerable migrants.<sup>1</sup>

The activities of this Program, now in its ninth phase of operation, are divided into four components. The Program's labor migration component is implemented jointly by IOM and the International Labor Organization (ILO). This involves an initiative to build capacities for labor migration management using various approaches, including making recommendations to give those who develop and implement employment and migration policies more concrete evidence about the needs of the labor market and the profiles of migrant workers who are entering national (immigration) or international (emigration) markets.

With this perspective, the Program proposes the preparation of a report on the state of these issues, oriented toward the formulation and implementation of recommendations in Mexico, Guatemala, Honduras, and El Salvador regarding the development of Labor Market Information Systems (LMIS) and the integration of information on labor migration into these, so that they may provide accurate and trustworthy information to promote better labor migration governance in the region. LMIS is understood to mean a set of structures, procedures, and institutional mechanisms that provide data which enable the monitoring of employers' needs in different sectors of the economy during a given period of time. It likewise provides information about the existing workforce in a country or region in relation to the profiles needed in these sectors.

It is estimated that in Central America around 12% of a population exceeding 40 million lives in a country other than their country of birth, whether within the region or outside it.<sup>2</sup> The vast majority of migrant workers are employed in the agricultural sector, construction, and the service sector (domestic work, tourism, etc.), in the informal as well as the formal economy.<sup>3</sup> A large majority of migrants from the three countries of northern Central America and Mexico live in the U.S., and to a lesser extent, Canada. However, intraregional movements are continually growing. For this reason, it is extremely important to emphasize the potential of intraregional labor migration to contribute to providing access to decent and

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<sup>1</sup> Information on the Mesoamerica Program is available at <http://www.programamesoamerica.iom.int/en>

<sup>2</sup> Abelardo Morales Gamboa, “Migration and Labor Rights in Central America: Characteristics of Migrants and the Labor Market”, Latin American Social Sciences Institute (FLACSO), Costa Rica, 2012, p.7.

<sup>3</sup> Ibid., p.31.

dignified employment, as well as to economic growth and the development of the region. Within this context, it is important to highlight the pertinence of migration, and the topic of the proposed study, to the framework of the Declaration of Mexico, Guatemala, Honduras, and El Salvador of the Comprehensive Development Plan, which will have strong links with labor and migration policies in these countries.

The initiative to prepare a study on labor market information systems (LMIS) springs from the need to understand the functioning and dynamics of these systems in the three countries of northern Central America and Mexico, and how these systems are used in the context of migration and labor mobility. A thorough analysis of LMIS can help to generate trustworthy information to enable understanding of existing labor needs and prediction of future ones, thus improving work on the labor integration of migrant workers and returnees.

Among the primary objectives of this study, promoting the inclusion and adequate management of information on labor migration in LMIS is particularly important. The goal of this study is to contribute to the definition of policies that promote the optimization of intraregional labor mobility and to increased dialog and cooperation on labor mobility at the regional level.

This study aligns with and corresponds to Goal 10.7 of the 2030 Agenda, which emphasizes that it is important to “Facilitate orderly, safe, regular and responsible migration and mobility of people, including through the implementation of planned and well-managed migration policies;” to Goal 8.8, “Protect labor rights and promote safe and secure working environments for all workers, including migrant workers, in particular women migrants, and those in precarious employment;” and to Goal 17.18 regarding to need to “increase significantly the availability of high-quality, timely and reliable data disaggregated by income, gender, age, race, ethnicity, migratory status, disability, geographic location and other characteristics relevant in national contexts.”

At the end of 2018, representatives from Mexico and the countries of northern Central America presented the Comprehensive Development Plan in order to give a coordinated and regional response to the phenomenon of migration. In this context, this study will be especially relevant for understanding the characteristics and needs of labor market information systems in the countries in question in order to improve the inclusion of migrant workers, the primary objective of the Comprehensive Development Plan.

Additionally, this study should take into consideration various recent studies related to the topic, such as:

- General Report of the ILO 20th International Conference of Labor Statisticians, which:
  - Concludes that it is very necessary to improve measurement of informality in agricultural activities and to continue perfecting the methodology used to measure informality among migrant workers, refugees, and internally displaced persons.

- The Labor Information and Analysis System for Latin America and the Caribbean (SIALC)<sup>4</sup>, which is responsible for compiling, processing, systematizing, distributing, and maintaining archives of social and labor information on Latin America and the Caribbean, is particularly relevant. In the area of migration, it created a regional digital platform to compile information related to the employment of migrant populations disaggregated by sex, age, educational level, sector, and employment status. It publishes the Labor Overview on the state of labor in the region each year.<sup>5</sup>
- Study performed by IOM-ILO-SICA “Intraregional Labor Migration Flows: Current situation, challenges, and opportunities in Central America and the Dominican Republic. Regional Report” (2012)<sup>6</sup>, which presents, among other results, the need to improve:
  - Access to public and private basic services and social welfare for the migrant worker population and their families.
  - Coordination between public entities to formulate coherent public policies for labor and migration protection.
- OEA-ILO-IOM Workshop on Labor Migration: Contributions of Ministries of Labor in the Americas, San José, Costa Rica, July 13-14, 2017.
- Workshop and seminar proceedings within the framework of the Regional Conference on Migration (CRM): the Workshop on Consular Protection for Migrant Workers, Panama City, April 25-26, 2018, and the Workshop on Labor Migration Governance: Towards comprehensive planned policies, Mexico City, September 4-5, 2018. In summary, these workshops yielded the following results:
  - The intention to implement regulatory systems for fair and equitable recruitment at the national level, as well as the applicability of bilateral agreements.
  - The need to develop and strengthen data collection systems for labor migration through interinstitutional and intraregional collaboration.
- Meeting of the Board of Ministers of Labor of Central America and the Dominican Republic regarding Labor Migration, August 2018, in which labor migration was established as a core focus of the Board’s action plan, emphasizing the need to work within a regional framework of technical competencies and the sharing of tools for the social, labor, and productive reintegration of the migrant and returned population.

The study should also consider pertinent input from international initiatives, instruments, and spaces for dialog (in addition to the appropriate regulatory tools of ILO), including:

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<sup>4</sup> Labor Information and Analysis System for Latin America and the Caribbean. Available (Spanish only) at [https://www.ilo.org/americas/programas-y-proyectos/WCMS\\_178569/lang-es/index.htm](https://www.ilo.org/americas/programas-y-proyectos/WCMS_178569/lang-es/index.htm)

<sup>5</sup> 2017 Labor Overview, Latin America and the Caribbean (ILO). Available at [https://www.ilo.org/wcmsp5/groups/public/---americas/---ro-lima/documents/publication/wcms\\_618120.pdf](https://www.ilo.org/wcmsp5/groups/public/---americas/---ro-lima/documents/publication/wcms_618120.pdf)

<sup>6</sup> Available (Spanish only) at [https://www.ilo.org/sanjose/programas-y-proyectos/observatorio-laboral/WCMS\\_194005/lang-es/index.htm](https://www.ilo.org/sanjose/programas-y-proyectos/observatorio-laboral/WCMS_194005/lang-es/index.htm)

- Multilateral Framework on Labor Migration: ILO, 2006
- Sustainable Development Goals, UN, 2015
- Migration Governance Framework (MiGOF), IOM, 2015.
- Migration Governance Indicators (MGI), 2016
- General Principles and Directives for Equitable Recruitment, ILO, 2016
- Conclusions of the 106th International Labor Conference, ILO, 2017

It should likewise be emphasized that this study will be reinforced by the previous experience of IOM with this issue. In relation to this, the project “Best practices for the collection and exchange of data on labor migration for the improvement of labor market information systems (LMIS),” which was carried out in Colombia, Costa Rica, Ghana, Nicaragua, Senegal, and Tunisia, may be pointed out. This comparative study primarily consisted of investigating how information on labor migration is analyzed and integrated into LMIS in the countries in question. It enabled comparison of the challenges and best practices that were identified and made technical and policy recommendations for their improvement.

It is also important to consider other past reports prepared by other organizations and entities, such as the report “The construction of labor market information systems in Latin America” (2018) by the Economic Commission for Latin America (ECLAC), which involved mapping the principal labor information sites for 18 countries in the region, with special emphasis on the dependent observatories of Ministries of Labor. One of the principal results was to recommend continued advancements in the construction of comprehensive, up-to-date labor information systems with medium- and long-term perspectives in the region.

In conclusion, the purpose of this study is to contribute to capacity-building in El Salvador, Honduras, Guatemala, and Mexico with respect to the collection and exchange of information on labor migration through an analysis of their labor market information systems.

## **2. Focus of the study**

This study will focus on analyzing the characteristics, current situation, and functioning of LMIS in Mexico and northern Central America, with the objective of enabling discussion and making recommendations for improvement in the long, medium, and short term. As indicated above, a labor market information system is a set of structures, procedures, and institutional mechanisms that provide data which enable the monitoring of employers’ needs in different sectors of the economy during a given period of time. It likewise provides information about the existing workforce in a country or region in relation to the profiles needed in these sectors. The existence and functioning of a LMIS can be a valuable, necessary, and strategic mechanism for observing performance regarding the needs and existence of a work force in a social and labor structure in a country.

The study should incorporate consultations with various relevant actors, particularly: the public sector (Ministries or Secretariats of Labor, National Institutes/Directorates of Statistics, Technical Training Institutes, and Social Welfare Institutes, among others), employer organizations, workers’ organizations, the academic sector, and civil society.

## **3. Objectives**

*General Objective:*

- To analyze the characteristics and current situation of labor market information systems in Mexico, Guatemala, El Salvador, and Honduras, and the way in which they integrate labor migration, in order to generate trustworthy information on labor migration flows and their connection with labor markets.

#### Specific Objectives:

- To identify the primary existing mechanisms for collecting, analyzing, and sharing information on the needs of the labor market and their connection with labor migration;
- To evaluate the need for promoting and integrating migration data into labor market information systems (LMIS), as well as the level of integration of these data into LMIS;
- To make recommendations for the inclusion and adequate management of information on labor migration in LMIS;
- To identify the principal challenges for establishing a system of regional coordination to promote the exchange of information on labor markets.

#### 4. Role of IOM/ILO

- Facilitate relevant information and documentation.
- Revise drafts.
- Support for coordinating and meeting with government staff and other relevant experts (the responsibility for scheduling meetings is the exclusive responsibility of the consulting agency/team or individual).

#### 5. Primary deliverables

The consulting team will be responsible for submitting study progress in the following order:

**Deliverable 1:** Detailed work plan, methodology, information collection instruments, and proposed table of contents

**Deliverable 2:** Completed first draft of the study by country

**Deliverable 3:** Final draft of the study by country and PowerPoint Presentation of the same, draft of the regional study

**Deliverable 4:** Final version of the regional study and PowerPoint Presentation of the same

#### 6. Required competencies, skills, and experience.

Teams, agencies, research centers, NGOs, etc. who can assemble a network of qualified investigators with the following competencies are invited to apply:

- Advanced university studies in social or economic sciences (Law, Economics, Political Science, and similar).
- The team should be composed of a sufficient number of individuals to be able to carry out the different analyses at the national level and the subsequent integration of these into the final regional report.
- At least 5 years of experience and knowledge in research and analysis of topics related to labor markets.

- Broad knowledge of the migration dynamic in the region and particularly in Mexico and the countries of northern Central America, as well as their social and labor integration.
- Excellent editing and presentation skills, as well as the ability to meet submission deadlines.
- Investigative staff in each country and a person or sub-team which coordinates the results at the regional level.

## **7. Period of the consultancy**

The period for submission of all the deliverables mentioned above is six months, corresponding to the period between March and August 2019. This period includes the revision of the different versions by IOM/ILO staff and the submission of final deliverables.

## **8. Application Deadline**

Interested companies, institutions, or organizations should send:

- A one-page letter of interest
- A methodological proposal including a detailed timeline of activities, including interviews with allied counterparts and a proposal for the structure of the study and the research protocol.
- Organizational Proposal: CVs and structure of the proposed staff with roles.
- Proposed budget in U.S. dollars. The budget should include expenses for travel and room and board for the work team and all other costs deemed necessary to conduct the investigation.

The deadline for proposals is **March 14, 2019**. The requested documents should be sent to the following email: [iomsanjose2@iom.int](mailto:iomsanjose2@iom.int)

### **IMPORTANT:**

Indicate the name of call for proposals in the subject line of the email: Study on LMIS

Please keep in mind:

- Only applications that match the required profile will be considered.
- Applications received after the deadline or which do not specify the name of the call for proposals will not be considered.
- The attachment must not be larger than 5MB.
- Only preselected candidates will be contacted.