



International
Labour
Organization

► **Call for Proposals for Implementing Partners**

Elimination of child labour in seasonal agriculture through implementation of multi-staged intervention activities targeting children and families

Minutes of Pre-Application Conference

24 May 2024

The opening of the meeting was held by the ILO Office for Türkiye team including Ms. Aysegul Ozbek Kansu (Senior Project Coordinator), Mr. Koray Abaci (Senior Project Coordinator), Ms. Seda Akcam (Finance and Procurement Officer), Mr. Ali Aycan Gemici (Finance and Admin Assistant), Ms. Ceren Berkkan (Project Assistant), and Ms. Zeynep Ekin Türker (Project Assistant).

The ILO team stated the aim of the pre-application conference as responding to queries of potential applicants and providing any clarifications on the call for proposal documents as needed. They also reminded that the applicants may submit any questions in writing to indicated email address within the Call for Proposals document until the deadline of 27 May 2024 and the ILO will respond those questions in writing by the deadline of 31 May 2024. Pre-bid meeting minutes will also be published on ILO website for access of all potential applicants.

ILO team briefly highlighted below points:

- Further documents relevant to this Call for Applications can be accessed on ILO's [website](#).
- Although applicants will prepare a single application package and a single contract will be awarded, it should be noted that two separate projects are involved in this Call for Applications. Activities related to CAOBISCO Project are listed under Outcome 2 and activities related to FERRERO Project are listed under Outcome 3 in the Terms of Reference. The Implementing Partner will work in collaboration with both project teams.

Questions raised by potential applicants

Q1: The Annex III-A - Technical proposal (Summary outline) template requests a description of resources that the Partner will contribute, including staffing (either as cost-share or free of charge) and material assets such as office space and vehicles. Is it sufficient to provide this description in the narrative part, or is it necessary to also include it in the budget template?

A1: It is critical that partners provide a clear answer to this question in the narrative part, however including it in the budget template would be preferable, if possible.

Q2: Are all the outcomes and activities listed in the Terms of Reference need to be covered by the partners?

A2: Yes, applicants are expected to develop and share a detailed intervention modality that includes all outputs and activities listed in the Terms of Reference.

Q3: With regard to the requirement of logistic support for material distribution, can a budget item for vehicle rental/purchase be added? In procurement processes, are the ILO's procurement regulations or the institutions' own regulations applicable?

A3: Purchasing is not an available option; however, vehicle rental can be done. For vehicle rental, service procurement needs to be conducted by the Partner. The entire procurement process must be documented, and relevant documents and records should be shared with the ILO. Institutions can manage their own procurement processes according to their own rules and regulations; however, it should be noted that partners are expected to meet internationally acceptable procurement standards, and the provided documents and records must comply with both ILO procurement regulations and the terms and conditions of the signed contract.

It shall be also noted that all expenditures realized in between organizations' sister affiliates will be ineligible cost.

Q4: Is it possible to set a ceiling amount for renovation works? While minor tasks such as whitewashing are less expensive, works like floor covering, providing interior and exterior doors and windows, and

providing water access etc. are significantly more costly. There is a substantial budgetary difference between these types of work. How can the ILO guide applicants on this matter?

A4: It is important to note that construction of new buildings is not anticipated under this activity. This activity is aimed at meeting the basic needs and improving the living conditions of children and families. It is not possible to provide a ceiling amount. However, after the applications are received and the evaluation process is completed, if it is observed that there are significant structural misunderstandings, guidance can be given to the institutions and corrections in their proposals can be requested.

It is recommended that a value between the cost of minor and major renovation works be determined as a unit price, rather than basing it on the extremes. This approach will ensure more reasonable pricing.

Q5: The Implementation Agreement anticipates a long duration of 29 months, with numerous activities, which means a significant need for human resources. Although the outputs of the two projects are separated in terms of implementation of multi-staged intervention activities, there is no separation in terms of human resources from an administrative/managerial perspective. Should different project teams be allocated for each LOT, or is a percentage breakdown expected?

A5: In terms of the field team, a project-based separation is necessary. For administrative tasks, a joint team serving both projects can be established, and a percentage breakdown can be considered. When determining staffing cost, market conditions and current salary figures should be taken into account. The budget should be prepared considering the 5% indirect cost.

Q6: What is the scope of the indirect cost and what will it be used for? Can it be considered a share that will remain with the institution at the end of the contract?

A6: Indirect cost corresponds to 5% of the expenditures incurred by the Partner during the contract period and accepted by the ILO. It should be used for managerial expenses, not operational expenses, and no additional documents need to be provided for indirect cost.

Responses to additional clarifications requested

Q1: Could you please clarify the budget maximum allowed ceiling?

A1: There is no budget maximum allowed ceiling.
