



International
Labour
Organization

► **Call for Proposals for Implementing Partners**

Implementation of Multi-staged Intervention
for Elimination of Child Labour in Seasonal
Agriculture

Minutes of Pre-Application Conference

17 May 2024

The opening of the meeting was held by Ms. Aysegul Bag Sogutlu (Finance and Procurement Officer) Ms. Fatma Gelir (Senior Project Coordinator and Ms. Simla Serim (Social Support Officer)

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 20 May 2024 and the ILO will respond those questions in writing by the deadline of 22 May 2024. Pre-bid meeting minutes will also be published on ILO website for access of all potential applicants.

ILO team briefly explained the Annexes included in the Call for Proposals and highlighted below points:

- Applicants are expected to submit their proposals using the templates provided in Annex III and also attaching any supporting documents a requested in Annex III-A. In case of applying for more than one intervention area (lot), applicants are expected to submit a single technical proposal, but submit separate financial proposals for each lot. This is necessary for separate evaluations to be conducted under each lot. In case a partner is selected to undertake implementation in more than one region, a single Implementation Agreement will be signed, covering the overall scope of targeted intervention and based on an agreed cumulative budget.
- ILO's implementing partnership modality is based on payment of realized expenditures, as proven by supporting documents provided by the partners. Indirect costs (overheads) are not applicable. Therefore, it is very important that partners factor in all costs (including overall management costs) necessary for successful implementation of their proposed intervention in their financial proposals.

Questions raised by potential applicants

Q1: The TORs include the requirement for providing transportation services for children, as well as materials to be provided to children and families. Durational requirements for transportation services are drafted in general terms, indicating that transportation should be provided during "harvest season". Are there any specific duration requirements for each area?

A1: Partners are expected to provide transportation services, nutrition support and clothing kits to children by undertaking their own procurement processes. Duration of service provision for nutrition and transportation support shall be determined by applicants, in consideration of their implementation methodology and specific requirements identified in each province, in line with specific agricultural product being worked on and the length of the agricultural season in that particular area.

Q2: It is indicated that the ILO will provide promotional materials including t-shirts, hats, etc. and the partners are expected to provide clothing kits (including sportswear set, cotton tshirt and sports shoes) by undertaking their own procurement processes. Can other clothing items such as school uniforms can be included in the clothing sets to be provided by partners?

A2: Partners are required to provide a basic clothing kit for children, including items listed in the TORs. Based on needs identified, there can be modifications in kit content as proposed by the partners during implementation. However, such modifications should be made in consideration of allocated budget for respective activity and are subject to ILO's preliminary approval.

Additionally, a budget line can be included in the price proposals for unforeseen expenditures that can be used to respond to ad-hoc needs identified during field implementation. This budget line should not be used to expand kit contents already budgeted in respective budget line but can be used to respond ad-hoc and urgent needs during implementation.

Q3: Can you please clarify the content of stationary kits to be provided to children? If not clarified each applicant may propose a different kit content.

A3: The ILO will provide a basic stationary kit for children, differentiated for preschool, primary school and secondary school, which will include basic items such as backpacks, flasks, notebooks, pencils, pencil cases, etc. The ILO will also provide age-appropriate educational materials to be used and distributed to the children for the dissemination of "Hygiene, Health, and Safety Culture" training sessions. The partners are not requested to provide additional stationary/education kits for children.

Q4: Can you please specify partners' responsibilities in identifications of renovation needs in extended accommodation facilities? Is this limited to identification of beneficiaries/delivery points or does it involve a technical assessment including the scope of work to be delivered at each delivery point.

A4: Partners are expected to identify renovation needs of extended accommodation facilities by indicating the proposed beneficiaries/delivery points and also describing the scope of renovation works required for each delivery point. Therefore, a technical assessment will also be required for the purpose of assessing cost implication of required renovation works. This technical assessment will necessitate the presence of partners' technical staff responsible for overseeing the renovation works on-site. Potential implementing partners will, therefore, need to employ renovation staff accordingly to ensure proper execution of the identified renovation needs. ILO's civil engineer will guide partners in conducting technical assessments. Once delivery points are agreed upon, a more detailed technical assessment will be made by the ILO's contractor to define respective bills of quantities.

Q5: Can you clarify logistical needs for material distributions for items to be provided by the ILO? How should distribution schedule developed?

A5: In order to provide logistics support, partners are expected to have warehousing capacity in their area of intervention. Partners may choose to rent warehouses in different locations or use a single warehouse with transportation to different areas. For items to be provided by the ILO (such as promotional materials, stationary, OSH, and hygiene kits) ILO will provide delivery to the partners' warehouses. Partners are expected to cover the cost of transportation from their warehouse(s) to delivery points, also factoring in labour costs for handling and distribution.

The distribution schedule will be developed jointly by the ILO and partners, in consideration of the partners' planned distribution plan in each province, the presence of the target group in both recipient and sending provinces, and necessary time required for delivery of items to partners' warehouses.

Q6: Can you please explain whether public authorities in the areas of intervention (such as governorates, provincial governorates, or provincial directorates) are informed about planned work? What is the process of communicating planned interventions and partners to local stakeholders?

A6: The ILO has been implementing multi-staged intervention in target provinces for several years, ensuring that local authorities are well-acquainted with the scope of work to be undertaken. To facilitate the introduction and coordination of planned interventions, the ILO, in collaboration with the Ministry of Labour and Social Security (MoLSS), will inform local public authorities about the planned activities and the partners involved. This communication will be formalized through an official letter from the MoLSS addressed to the governorates, which will subsequently be disseminated to relevant local authorities in the project areas.

Q7: Can you please provide details of partners' responsibilities from summer camps for children that will be organized by the ILO?

A7: Partners are expected to support ILO by jointly determining suitable dates for the summer camps, identifying children to participate in summer camps, obtaining necessary permission forms to be filled by families, as well as equal participation of boys and girls and equal participation of children from the provinces they are responsible from. Additionally, partners should provide their field staff including teachers, social counselors,

and training coordinators to participate in the summer camps as adult supervisors. Event management and logistics costs will be covered by the ILO.

Q8: Payment amounts are indicated in the Terms of References. The information Note annexed also states that the first advance payment cannot exceed either USD 30,000 or 30% of contract value, whichever is less. Can you please explain limitations in payment terms, especially the first payment.

A8: As indicated in the TORs, the payment schedule provided is indicative. Payment plans will be finalized during contract initiation, based on partners' work plan and expenditure forecast.

When properly justified, the amount of the first advance payment may be set above limits indicated in the Call for Proposal. This exception can be made on the basis that partners need to make some initial expenses to mobilize their teams and make logistical arrangements to start the work and is subject to approval from ILO HQ.

However, no such exception can be made for the final payment, which must correspond to at least 5% of total contract value and will be paid to partners after their realization of respective expenditures and submission of final reports. Therefore, it is very important that partners have necessary financial capacity to adhere to the ILO's payment terms, and adequate financial resources to deliver proposed work with final payment being made on a reimbursable basis.

Q9: Are there any limitations regarding purchase of equipment or ratio of management costs within total proposed budget?

A9: Based on limited duration of intervention, we do not encourage extensive purchases of equipment. However, partners should decide whether any equipment is needed for successful implementation of the proposed intervention and factor in relevant costs. A cost analysis can be made whether purchasing or rental of equipment provides better value for money.

There is no limitation regarding management costs ratio. However, the share of management costs and alignment of unit fees with market prices will be taken into account during evaluation of proposals.

Responses to Additional Clarifications Requested

Q1: Can you provide specific information about the grant size?

A1: Please note that this is not a Call for Proposals for Grants, but a Call for Proposals for Implementing Partners. Applicants are expected to submit their proposed budgets, along with technical proposals, which will be subject to a cumulative evaluation as indicated in the Call for Proposal document.

Grant and Implementation Agreement modalities are different in their overall objective, scope, as well as administrative/financial requirements. For more information on ILO's implementation modality, please refer to Annex 1 – Information Note on IA Modality.

Q2: According to the EUCHL/EGE ToR - Outcome 2, all identified children should be referred to educational services at the nearest school. Additionally, counselling activities should be designed to support "rehberlik services" in schools, conducted by teachers to prevent school drop-out. We primarily work in rural areas of Izmir with seasonal workers who live in informal camps. Consequently, these workers and their children are often unregistered and do not have the right to attend school. Given this context, we would like to know if adjusting our counselling and awareness-raising activities to enhance the social protection of undocumented children and their families would fall within the project's scope.

A2: Our project focuses on children of seasonal agricultural families who are registered and living in Türkiye. Direct support activities will target working and at-risk children, as well as their families engaged in seasonal agricultural work. These activities aim to bridge social differences, overcome preconceptions, and break down communication barriers for these vulnerable groups. We will also consider children with special needs (disabled, children with chronic illness, etc.), children under temporary protection and those who have applied for international protection. However, it is important to note that we are unable to work with undocumented children. Our activities are designed to support children who are registered or in the process of registration.

Q3: The document pre-defines the targets for outreach activities, specifying the project's aim to implement these activities and achieve the stated targets. We would like to know whether we have any flexibility in how we implement these activities, or if we are required to strictly adhere to all specified activities (e.g., identifying 70 children through outreach activities and referring them to educational services).

A3: Regarding the flexibility in implementing outreach activities, the targets specified in the document represent minimum requirements. These targets should be met or exceeded to ensure the project's success. Therefore, while there may be some flexibility in how the activities are carried out, the overall objectives and targets must be strictly adhered to.

Q4: Our target population primarily consists of undocumented migrants who work permanently in seasonal settlements and live in informal camps. The monitoring component, which includes "Referred children will be monitored during the agricultural production period and in their home provinces outside the agricultural season," cannot be applied in this context. Would that affect the eligibility of our project proposal?

A4: Multi-staged intervention modalities targeting children of seasonal agricultural workers require continuous monitoring throughout the project duration. Monitoring is considered a crucial element and should be maintained throughout the project to ensure its effectiveness. For the target group of children who are referred to formal or informal education, monitoring their school attendance and progress throughout the academic year is essential. This monitoring process involves collaboration with school counseling units, parents, and school administrations. Therefore, unfortunately, we cannot compromise on the monitoring component as it is integral to the success of the multi-staged implementation.

Q5: We have begun our work on Annex III – A, the Summary Outline document, and upon review, we have not come across any instructions regarding word or page limitations within the document or the provided

guidelines. We would greatly appreciate it if you could kindly inform us of the desired page limit for the application form.

A5: There are no word/page limitations for the document to be submitted.
