



International
Labour
Organization

**Answers to questions
related to the
REQUEST FOR PROPOSALS**

For the Research to map and analyse the cotton, textile and garment value chains and identify strategies for the elimination and prevention of child labour and forced labour in Burkina Faso and Mali.

ILO/ROAF/BP/OUAGA/2019/RFP/001

1. Which date is valid for the transmission of the proposal by registered mail: as evidenced by the postal services or the receipt of mail by the ILO office?

The valid date is the date of receipt of proposals by the ILO office in Abidjan.

2. Is it possible to submit a certification of financial statements provided by the country's taxes authority, in place of the one established by an External Auditor, when the company has no legal obligation to have its accounts verified by an external auditor?

This is possible if the applicant proves that he has no legal obligation to have his accounts certified by an external auditor.

3. Will the contractor have access to the following resources: previous and ongoing work from the ILO on the fight against child labour in the cotton sector of the two countries; and the Methodological guide developed by the ILO “Productive inclusion and economic empowerment for the abolition of child labour”?

The ILO’s work is published on the website of the organization: www.ilo.org/global/statistics-anddatabases/publications/lang--en/index.htm. The contractor will be allowed to consult certain unpublished work, upon request, and with the approval of the ILO.

The methodological guide is already available in Spanish on the ILO website: https://www.ilo.org/wcmsp5/groups/public/---ed_emp/---emp_ent/---ifp_seed/documents/instructionalmaterial/wcms_436486.pdf

Unfortunately to ensure equal access for all applicants to the documentation, we will not be able to share with applicants the English translation of the unpublished quoted textbook nor other references than those publicly available.

However, a manual describing the proposed methodology and other references will be provided to the selected candidate once the process is complete.

4. Clarification of the nature of ILO logistical assistance (transport; relationship with industry actors and relevant national organisations; provision of premises for interviews and FG)? Will this assistance be the same in both countries?

The ILO will accompany the work through technical supervision by its staff as well as by others selected consultants. Introduction to relevant national organisations in both countries will be made as needed.

5. Will the ILO participate in data collection activities with institutional and / or supervisory actors in the cotton sector?

The ILO will partially participate in activities as needed.

6. Which method is the ILO planning for profiling families affected by the phenomenon of child labour (quantitative survey of a large sample; qualitative survey with typical profile or decision up to the choice by the consultant team)? More information on the criteria expected by the ILO.

The study will be qualitative. The applicant should propose samples and selection criteria that it considers adequate to meet the needs of the study.

7. What is the composition of the team of consultants expected by the ILO, as well as the division of labour ? Especially :

a) Number of consultants and hierarchy of the team?

b) From which stage of the study are the national (auxiliary) consultants embedded in the work?

c) What is the distribution of the workload?

d) Can the selected firm delegate certain assignments to persons outside the team (especially for data collection)?

It is up to the applicant to propose the adequate size and composition (international / national) of the team. They are encouraged to delegate missions to people outside their current team or local partners as long as this is clearly mentioned in their proposal.

The reference to individual auxiliary consultants has been corrected in the latest published version of the terms of reference.

8. How the workshops will be organized (places, duration, participation of auxiliary consultants, support for transport and accommodation costs)?

The organization of the training and validation workshops will be the responsibility of the ILO.

9. Should the survey methodology be presented for discussion at these workshops or should it be established afterwards?

The methodology is being prepared by the ILO. It will be discussed, adapted and finalized in collaboration with the selected team.