

Date: January 7<sup>th</sup>, 2021

**Publication Notice for Consulting Services for  
Data Collection Survey on Refugee-related Business and Social Investment**

The Japan International Cooperation Agency (JICA) is the main public agency responsible for implementing the Official Development Assistance—including grants, technical assistance, and concessional loans—of the Government of Japan. It currently operates in approximately 155 countries.

The JICA USA office plans to employ consultants to assist JICA's Private Sector Development Group of the Economic Development Department based in Tokyo, to conduct a data collection survey on refugee-related business and social investment in Africa and the Middle East. The ultimate objective of the survey is to collect information that will assist the said Department to identify the JICA's approaches that encourage the refugee-related business and investment in those regions.

Please read the attached Terms of Reference of this assignment and submit a technical proposal for conducting the solicited services. Required qualifications for application and the items that should be covered in the proposal are as follows:

1. Qualifications

- (1) The expert consultants must have a Master's degree in business administration, public administration, finance, political sciences or a related discipline and be familiar with refugee-related business and/or investment.
- (2) At least one of the consultants must be familiar with Official Development Assistance (ODA) and the works of multilateral organizations.
- (3) The expert consultant must be fluent in English.
- (4) The consultant(s) or consulting firm must have a bank account at a financial institution domiciled in the United States of America.

2. Items to be Included in the Proposal

- (1) The background and experience of your firm, including a list of present and past work (within the last five (5) years) of a nature similar to this assignment. A report of one such work should be attached to the proposal.
- (2) The name, background, and professional experience of each staff member to be assigned to the project, with particular reference to his/her work experiences of a nature similar to that of the proposed assignment.
- (3) The general approach, methodology, and overall work program which you propose for carrying out the services covered in the Terms of Reference.

3. The Financial Proposal

You are requested to submit your financial proposal in a separate sealed envelope. Reimbursement for travel expenses and per diem associated with business trips to the selected target countries to conduct contact missions and fact-finding missions should be included in the financial proposal and must reflect relevant JICA travel guidelines. These travel guidelines are included in the second appendix to this publication notice.

Selection will be made on the basis of both the ranking of the proposals according to the qualifications of the consulting firms, assigned staff as well as the quality of their respective approaches, methodologies, work plans, and the financial proposal. The evaluation criteria are included in the first appendix to this public notice.

In addition, please note that the total contract amount for this project will be paid after the completion of service. However, if requested by the contractor, JICA USA might make partial payments. Detailed terms and conditions of payment will be discussed during the process of contract negotiation.

We request that you notify us by email ([us\\_oso\\_rep@jica.go.jp](mailto:us_oso_rep@jica.go.jp)) no later than **January 13<sup>th</sup>, 2021**, if you intend to bid for this assignment. You are requested to send by mail three (3) copies of your technical proposal, along with one copy of your sealed financial proposal, to the address below no later than **January 29<sup>th</sup>, 2021**. We will only accept those proposals that are delivered on or before **January 29<sup>th</sup>, 2021**.

JICA USA Office  
1776 I (Eye) Street, NW, Suite 895  
Washington, D.C. 20006

Should you desire additional information, we will do our best to provide it. However, requests for additional information or any delay in complying with such requests shall not, in any way, affect the obligation of interested firms to send complete proposals by the deadline indicated above.

Sincerely,

Takao Shimokawa  
Chief Representative  
JICA USA Office

**Appendix 1: Proposal Evaluation Criteria**

Technical Evaluation Items	Score
1. Experience of Consulting Firm	15
2. Experience and Qualifications of Assigned Personnel	43
3. Quality of Technical Proposal	42
Total score	100

Financial Evaluation	Score
The proposal with minimum amount	100
(“Minimum amount” above/ amount of other proposals) x 100 points	-

**Total Score**

	Technical Score	Weighting factor 1	TSxW1 (1)	Finance Score	Weighting Factor 2	FSxW2 (2)	Total Score
Consultant A		0.8			0.2		
Consultant B		0.8			0.2		
Consultant C		0.8			0.2		

## **Appendix 2: Supplemental Explanation for Consulting Service Contract with JICA USA Office**

### **1. Classification of Contract Amount**

- Contract amount is classified into Direct Costs (Direct Labor Cost + Direct Expenses) and Indirect Costs (Administration Costs). JICA will reimburse Direct Expenses only if the Consulting Company provides original receipts, otherwise JICA will not reimburse such expenses.

### **2. Currency Conversion Rate and Fraction Adjustment**

- OANDA rate (<http://www.oanda.com/>) will be used for currency conversion between local currency and USD, and the rate to be used is for the day the payment was made.
- JICA's monthly internal rate will be used for currency conversion of Per Diem and Accommodation reimbursement between USD and JPY. For December 2020, JICA's internal rate for currency conversion is JPY 104.156 / 1 USD.
- Currency conversion value shall be rounded down to the value of the second decimal point.