**REQUEST FOR PROPOSALS**

Title of Consulting Services:

*Data Collection Survey on the Venezuelan Refugee and Migrant Situation in the Republic of Colombia*

Date: November 22, 2019

Japan International Cooperation Agency

USA Office

# Section 1. Letter of Invitation

**Subject: Request for Proposal**

Reference Number: N/A

Reference Title: N/A

Date: November 22, 2019

**Attention:**

The Japan International Cooperation Agency (JICA) USA Office now invites proposals to provide the following consulting services: *Data Collection Survey on the Venezuelan Refugee and Migrant Situation in the Republic of Colombia*. More details of the services are provided in the Terms of Reference.

It is not permissible to transfer this invitation to any other firm.

The RFP includes the following documents

Section 1 - Letter of Invitation (LOI)

Section 2 - Summary Sheet of the Instruction to Consultants

Section 3 - Instruction to Consultants (ITC)

Section 4 - Technical Proposal Forms

Section 5 - Financial Proposal Forms

Section 6 - Terms of Reference (TOR)

Sincerely,



Takao SHIMOKAWA

Chief Representative

JICA USA Office

**Section 2. Summary Sheet of the Instructions to Consultants**

|  |  |
| --- | --- |
| 1. **Name of the assignment** | *Data Collection Survey on the Venezuelan Refugee and Migrant Situation in the Republic of Colombia* |
| 1. **Method of selection** | *QCBS (Quality and Cost Based Selection)* |
| 1. **JICA’s officer in charge** | *Marvin Fernández*  JICA USAOffice  Address: 1776 I (Eye) Street, NW, Suite 895  Washington, D.C. 20006  Telephone: +1-202-293-2334  Facsimile: +1-202-293-9200  E-mail: us\_oso\_rep@jica.go.jp |
| 1. **Pre-proposal conference** | A pre-proposal conference will be held: Yes No ✓ |
| 1. **Type of contract** | *Time-based* |
| 1. **Deadline of request for clarification** | **Date:** *December 2, 2019*  **Time:** *17:00 local time* |
| 1. **Proposal submission deadline** | **Date:** *December 17, 2019*  **Time:** *17:00 local time* |
| 1. **Proposal submission address** | same as the above **3. JICA’s officer in charge** |
| 1. **Expected date for the negotiations** | *2020/1/10－2020/1/16* |
| 1. **Expected date for the commencement of the Services** | *As soon as the contract is signed (Mid-January, 2020)* |

# Section 3. Instructions to Consultants

# General Provisions

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| 1. **Introduction** | * 1. Consultants are invited to submit a Technical Proposal together with a Financial Proposal for consulting services required for the assignment (hereinafter called the “Proposal”). The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.   2.2 JICA will timely provide, at no cost to the Consultants, the inputs, relevant project data, and reports required for the preparation of the Consultant’s Proposal as specified below:  N/A |

# Preparation of Proposals

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| --- | --- |
| 1. **General Considerations** | In preparing the Proposal, the Consultant is expected to examine the Request for Proposal (hereinafter called the “RFP”) in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal. |
| 1. **Cost of Preparation of Proposal** | The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and JICA shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. JICA 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 Consultant. |
| 1. **Language** | The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and JICA, shall be written in *English*. |
| 1. **Documents Comprising the Proposal** | The Proposal shall comprise the documents and forms listed below;  **1st Inner Envelope with the Technical Proposal:**   * + - * 1. TECH-1         2. TECH-2         3. TECH-3         4. TECH-4         5. TECH-5         6. TECH-6   **2nd Inner Envelope with the Financial Proposal:**  (1) FIN-1  (2) FIN-2 |
| 1. **Only One Proposal** | The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal. |
| 1. **Proposal Validity** | Proposal must remain valid for *45* calendar days after the Proposal submission deadline. |
| 1. **Clarification and Amendment of RFP** | The Consultant may request a clarification of any part of the RFP no later than *December 2, 2019, 17:00 local time*. Any request for clarification must be sent in writing, or by standard electronic means, which includes facsimile and email transmissions, to JICA’s address indicated in **Section 2. Summary Sheet of the Instruction to Consultants**. JICA will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all shortlisted Consultants. Should JICA deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below;   1. At any time before the proposal submission deadline, JICA may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all shortlisted Consultants and will be binding on them. The shortlisted Consultants shall acknowledge receipt of all amendments in writing. 2. If the amendment is substantial, JICA may extend the proposal submission deadline to give the shortlisted Consultants reasonable time to take an amendment into account in their Proposals. |
|  |  |
| 1. **Technical Proposal Format and Content** | 9.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial details shall be declared non-responsive.  9.2 The Consultant is required to submit a Technical Proposal using the standard forms provided in **Section 4. Technical Proposal Forms**. |
| 1. **Financial Proposal** | 10.1 The Financial Proposal shall be prepared using the provided forms in **Section 5. Financial Proposal Forms**. It shall list all costs associated with the assignment, including (a) remuneration, (b) reimbursable expenses indicated in the Financial Proposal Forms.  10.2 The Consultant is responsible for meeting all tax liabilities arising out of the Contract.  10.3 The Consultant shall express the price for its Services in *US dollars*. |

# Submission, Opening and Evaluation

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| 1. **Submission, Sealing, and Marking of Proposals** | 11.1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with Clause 5 (Documents Comprising Proposal). The submission can be done by mail or by hand.  11.2 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the Proposal.  11.3 The signed Proposal shall be marked “Original”, and its copies marked “Copy” as appropriate. The number of copies is as stated below:  (1) **Technical Proposal:** one (1) original and 1 copy;  (2) **Financial Proposal:** one (1) original and 1 copy.  All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.  11.4 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked “**Technical Proposal**”, name of the Assignment, name and address of the Consultant, and with a warning “**Do Not Open until December 17, 2019, 17:00 local time**.”  11.5 Similarly, the original Financial Proposal shall be placed inside of a sealed envelope clearly marked “**Financial Proposal**” followed by the name of the assignment, name and address of the Consultant, and with a warning “**Do Not Open With The Technical Proposal**.”  11.6 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, the name of the assignment, Consultant’s name and the address, and shall be clearly marked “**Do Not Open Before December 17, 2019, 17:00 local time**”.  11.7 If the envelopes and packages with the Proposal are not sealed and marked as required, JICA will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.  11.8 The Proposal must be sent to the address and received by JICA no later than the deadline indicated in **Section 2. Summary Sheet of the Instruction to Consultants**, or any extension to this deadline. Any Proposal received by JICA after the deadline may be declared late and rejected, and promptly returned unopened. | |
| 1. **Confidentiality** | From the time the Proposals are opened to the time the Contract is awarded, the Consultant should not contact JICA on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Contract award information. | |
| 1. **Proposals Evaluation** | 13.1 The evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.  13.2 The Consultant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the Proposals, JICA will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals. | |
| 1. **Evaluation of Technical Proposals** | 14.1 JICA shall evaluate the Technical Proposals on the basis of their responsiveness to the TOR and the RFP, applying the evaluation criteria, sub-criteria, and point system described below;  I Consulting firm's general experience and competence in the field covered by the TOR: 10 points in total   1. Experience in conducting survey: 4 points 2. Experience in similar survey: 4 points 3. Volume of relevant information which are being acquired by the consulting firm: 2 points   II Consultant’s (Personnel) general experience and level of expertise in the field covered by the TOR: 50 points in total  Team leader ; 29 points   1. Ability as Leader 2. Experience in conducting survey 3. Experience with studies in related fields 4. Academic degrees, license, qualification   Other members ; 21 points- total points of other members   1. Experience in conducting survey 2. Experience in consultancy business 3. Academic degrees, license, qualification   III Adequacy of the proposals, including the proposed approach, methodology and work plan:40 points in total   1. Understanding of the scope of work: 8 points   j. Appropriateness study policy and plan: 8 points   1. Appropriateness of study method: 8 points 2. Appropriateness of study schedule: 8 points 3. Appropriateness of staffing plan: 8 points   Total Points for Three Criteria: 100  14.2 Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score required to pass: *70* | |
| 1. **Correction of Errors** | Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal. | |
| **a. Time-Based Contracts** | 15.1 If a Time-based Contract form is included in the RFP, JICA will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and JICA shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost. | |
|  |  | |
| 1. **Taxes** | The JICA’s evaluation of the Consultant’s Financial Proposal shall include taxes and duties in *the United States of America*. | |
| 1. **Combined Quality and Cost Evaluation**   (In case of Quality- and Cost-Based Selection (QCBS)) | | 17.1 The total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions stated below.  **[Financial Score]**  The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.  The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:  Sf = 100 x Fm/ F, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration.  **[Combined Score]**  The weights given to the Technical (T) and Financial (F) Proposals are:  **W1 (T)** =80% , and  **W2 (F)** =20%  Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (W1 = the weight given to the Technical Proposal; W2 = the weight given to the Financial Proposal; W1 + W2 = 100(%)) as following: S = St x T% + Sf x F%  17.2 The Consultant achieving the highest combined technical and financial score will be invited for negotiations. |

# Negotiations and Award

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| --- | --- |
| 1. **Negotiations** | The negotiations will be held shortly after notification to successful/unsuccessful consultant(s) with the successful Consultant’s representative(s).  **[Technical negotiations]**  18.1 The negotiations include discussions of the Terms of Reference (TOR), the proposed methodology, JICA’s inputs, the Conditions of the Contract, and finalizing the “Description of Services” part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, in order that the quality of the final product, its price, or the relevance of the initial evaluation may not be affected.  **[Financial negotiations]**  18.2 The financial negotiations will reflect the agreed technical modifications in the cost of the services.  18.3 The financial negotiations will, as necessary, include remuneration rate and quantities of items of reimbursable expenses that may be increased or decreased from the relevant amounts shown in the Financial Proposal but without significant alterations. |
| 1. **Conclusion of Negotiations** | 19.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialled by JICA and the Consultant’s authorized representative.  19.2 If the negotiations fail, JICA shall terminate the negotiations informing the Consultant of the reasons for doing so and will invite the next-ranked Consultant to negotiate a Contract. |
| 1. **Award of Contract** | 20.1 After completing the negotiations JICA shall award the Contract to the selected Consultant and promptly notify the other shortlisted Consultants. Technical Proposals of those consultants who were unsuccessful shall be disposed or returned.  20.2 The Consultant is expected to commence the assignment on the date specified in **Section 2. Summary Sheet of the Instruction to Consultants**. |

# Section 4. Technical Proposal Forms

{Notes to Consultant shown in brackets { } throughout Section 4 provide guidance to the Consultant to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

###### Checklist of Required Forms

|  |  |  |
| --- | --- | --- |
| **Form** | **Description** | **Page Limit** |
| TECH-1 | Technical Proposal Submission Form | *N/A* |
| TECH-2 | Consultant’s Organization and Experience  A. Consultant’s Organization  B. Consultant’s Experience | *N/A* |
| TECH-3 | Description of the Approach, Methodology, and Work Plan for Performing the Assignment | *N/A* |
| TECH-4 | Work Schedule and Planning for Deliverables | *N/A* |
| TECH-5 | Personnel Schedule | *N/A* |
| TECH-6 | Curriculum Vitae (CV) for Key Experts | *N/A* |

###### Form TECH-1

**Technical Proposal Submission Form**

{Location, Date}

To: Chief Representative

Japan International Agency (JICA) *USA* Office

Dear Sirs:

We, the undersigned, offer to provide the consulting services for *Data Collection Survey on the Venezuelan Refugee and Migrant Situation in the Republic of Colombia* in accordance with your Request for Proposals dated *[insert: date]* and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope.

We hereby declare that:

(a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by JICA.

(b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Instructions to Consultants (ITC).

(c) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the expected date for the commencement of the Services indicated in the Summary Sheet of the Instruction to Consultants.

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

We remain,

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Firm:

Address:

Contact information (phone and e-mail):

Form TECH-2

**Consultant’s Organization and Experience**

{Form TECH-2: a brief description of the Consultant’s organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Consultant), and the Consultant’s role/involvement.}

**A - Consultant’s Organization**

{Provide here a brief description of the background and organization of your company, and - in case of a joint venture - of each member for this assignment, including organizational chart, a list of Board of Directors, and beneficial ownership.}

**B - Consultant’s Experience**

{1. List only previous similar assignments successfully completed in the last *[*.....*]* years.}

{2. List only those assignments for which the Consultant was legally contracted by JICA and other similar organizations as a company or was one of the joint venture partners. Assignments completed by the Consultant’s individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant, or that of the Consultant’s partners or sub-consultants, but can be claimed by the experts themselves in their CVs. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by JICA.}

| **Duration** | **Assignment name & brief description of main deliverables/outputs** | **Name of Client & Country of Assignment** | **Approx. Contract value (in US$ equivalent) / Amount paid to your firm** | **Role on the Assignment** |
| --- | --- | --- | --- | --- |
| {e.g., Jan.2009– Apr.2010} | {e.g., “Improvement quality of...............”: designed master plan for rationalization of ........; } | {e.g., Ministry of ......, country} | {e.g., US$1 mill/US$0.5 mill} | {e.g., Lead partner in a JV A&B&C} |
| {e.g., Jan-May 2008} | {e.g., “Support to sub-national government.....” : drafted secondary level regulations on..............} | {e.g., municipality of........., country} | {e.g., US$0.2 mil/US$0.2 mil} | {e.g., sole Consultant} |

Form TECH-3

**Description of Approach, Methodology, and Work Plan for Performing the Assignment**

{Form TECH-3: a description of the approach, methodology, and work plan for performing the assignment}

{Suggested structure of your Technical Proposal}

1. ***Technical Approach, Methodology, and Organization of the Consultant’s team****.*

{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s); the degree of detail of such output; and describe the structure and composition of your team. Please do not repeat/copy the TOR in this section.}

1. ***Work Plan and Staffing***.

{Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by JICA), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan and work schedule showing the assigned tasks for each expert. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the FORM Tech-4 (Work Schedule).}

1. ***Comments (on the TOR and on counterpart staff and facilities)***

{Your suggestions should be concise and to the point, and incorporated in your Proposal. Please also include comments, if any, on counterpart staff and facilities to be provided by JICA. For example, administrative support, office space, local transportation, equipment, data, background reports, etc.}

Form TECH-4**: Work Schedule and Planning for Deliverables**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **N°** | **Activity** | **Months** | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | **.....** | **n** |
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1. List the deliverables with the breakdown for activities required to produce them and other benchmarks such as JICA’s approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.

2. Duration of activities shall be indicated in a form of a bar chart.

3. Include a legend, if necessary, to help read the chart.

Form TECH-5**: Personnel Schedule**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **N°** | Name of Expert  / Position | Input of the Personnel | | | | | | | | | | | | | Total person-month input |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | n |
| EXPERT(S) | | | | | | | | | | | | | | | |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| n |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | | | | | | | | | | | | | Sub-Total | |  |
| Other Personnel | | | | | | | | | | | | | | | |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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1. For experts the input should be indicated individually; for other personnel it should be indicated individually, or, if appropriate, by category (e.g. economists, financial analysts, etc.).

2. Months are counted from the start of the assignment.

Full time input

Part time input

**Form TECH-6**

**CURRICULUM VITAE (CV) for Experts**

|  |  |
| --- | --- |
| **Position Title** | {e.g., TEAM LEADER} |
| **Name of Expert:** | {Insert full name} |
| **Date of Birth:** | {day/month/year} |
| **Country of Citizenship / Residence** |  |

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

**Employment record relevant to the assignment:**

{Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

|  |  |  |  |
| --- | --- | --- | --- |
| **Period** | **Employing organization and your title/position.**  **Contact info for references** | **Country** | **Summary of activities performed relevant to the Assignment** |
| [e.g., May 2005-present] | [e.g., Ministry of ……, advisor/consultant to…  For references: Tel…………/e-mail……;  Mr. Hbbbbb, deputy minister] |  |  |
|  |  |  |  |
|  |  |  |  |

**Membership in Professional Associations and Publications:**

**Language Skills (indicate only languages in which you can work):**

**Expert’s contact information:** (e-mail, phone)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by JICA.

Name of Expert Signature Date{day/month/year}

Name of authorized Signature Date{day/month/year}

Representative of the Consultant

(the same who signs the Proposal)

# Section 5. Financial Proposal Forms

{*Notes to Consultant* shown in brackets { } provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2 and 3.

**FIN-1 Financial Proposal Submission Form**

**FIN-2 Breakdown of Remuneration, Reimbursable Expenses and Indirect Local Tax Estimates**

**Form FIN-1**

**Financial Proposal Submission Form**

{Location, Date}

To: Chief Representative

JICA USA Office

Dear Sirs:

We, the undersigned, offer to provide the consulting services for *Data Collection Survey on the Venezuelan Refugee and Migrant Situation in the Republic of Colombia* in accordance with your Request for Proposal dated *[insert: date]* and our Technical Proposal.

Our attached Financial Proposal is for the amount of {indicate the corresponding to the amount(s) currency} {Insert amount(s) in words and figures}, including of all indirect local taxes.

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

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

We remain,

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Firm:

Address:

Contact information (phone and e-mail):

**Form FIN-2**

**Breakdown of Remuneration, Reimbursable Expenses and Indirect Local Tax Estimates**

{When used for Lump-sum Contract assignment, information to be provided in this Form shall only be used, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This form shall not be used as a basis for payments under Lump-sum Contracts.}

**Total Costs of (1), (2) and (3) : *{insert: total estimate cost}***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Remuneration** | | | | | |
| No. | *Name* | *Position* | *Person-month Remuneration Rate* | *Time input in person/month* | *Cost* |
|  | **1) Experts** |  |  |  |  |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
|  | **2) Other Personnel** |  |  |  |  |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| **Total of (1)** | | | | |  |

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| --- | --- | --- | --- | --- | --- |
| **Reimbursable Items** | | | | | |
|  | *Type of Reimbursable expenses* | *Unit* | *Unit Cost* | *Quantity* | *Cost* |
| 1 | {e.g., Per diem allowances} | {Day} |  |  |  |
| 2 | {e.g., national air travel} | {Trip} |  |  |  |
| 3 | {e.g., rent-a-car} | {Day} |  |  |  |
| 4 | {e.g., reproduction of reports} |  |  |  |  |
| 5 | {e.g., office rent} |  |  |  |  |
| 6 | {e.g., office supplies} |  |  |  |  |
| 7 | {e.g., support staff/secretary} |  |  |  |  |
| 8 | {e.g., seminars/workshops} |  |  |  |  |
| **Total of (2)** | | | | |  |

|  |  |
| --- | --- |
| **Total Costs of (1)+(2)** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Indirect Local Tax Estimates** | | | |
| 1 | {insert type of tax. e.g., VAT or sales tax} |  | |
| 2 | {e.g., income tax on non-resident experts} |  | |
| 3 | {insert type of tax} |  | |
| 4 | {insert type of tax} |  | |
| **Total Estimate for Indirect Local Tax (3)** | | |  |

# Section 6. Terms of Reference (TOR)

**Background:**

According to the United Nations High Commissioner for Refugees (UNHCR), there are over 4 million refugees and migrants from Venezuela, fleeing violence, insecurity, and lack of food, medicine and other services in their country. Most of them have fled to neighboring Latin American and Caribbean (LAC) countries, thus putting pressure on the receiving countries. An estimated 1.3 million of them are in neighboring Colombia.

In 2015, JICA signed a loan agreement with Iller Bank, a development bank of the Government of Turkey to support the efforts of local authorities to construct water, sanitation, and solid waste management infrastructure projects in areas that received large influxes of Syrian refugees and migrants. (JICA Press Release (May 18, 2018): <https://www.jica.go.jp/english/news/press/2015/150518_01.html> ).

This study seeks to gather information for JICA to understand the level of demand for similar infrastructure development in areas of Colombia that receive Venezuelan refugees and migrants. Such infrastructure shall support not only quality service provision to the influx population, but aid in maintaining levels of service to the existing Colombian population.

**Objectives:**

The objectives of the consulting services are:

1. To review the literature and related official documents on the socio-economic, political situation in Venezuela, focusing on the cause behind the current and projected situation of Venezuelan refugees and migrants. Based on the information collected, provide potential future migration scenarios of Venezuelan migrants and the host governments’ possible response to each scenario.
2. To gather and organize information on the assistance plans and collaborative initiatives by the LAC region’s governments, multilateral organizations (such as UN, WB, IMF, Inter-American Development Bank (IDB)), and bilateral donors (such as USAID) with regards to support to refugees, migrant populations, and/or the host countries.
3. To gather and organize information on the Venezuelan refugee and migrant situation in Colombia, focusing on the needs of Colombia’s central and local governments regarding infrastructure and social services to support the influx population, as well as to sustain quality services to the existing Colombian population. Target infrastructure may be those related to but not limited to the provision of electricity, transportation, water and sanitation, education, and/or health.
4. To gather information through on-the-spot field surveys of Colombia’s public financial institutions, namely potential borrowers of Japanese ODA Loans. This part should include general information on the institution, including their organization, financial status, capacity to borrow externally, processes and experience of acquiring external ODA financing, and corporate guidelines such as transparency, access to information, environmental and social considerations, and gender considerations. (Note: The contracting of this study does not in any way imply or express commitment by JICA to extend a relevant ODA loan.)

**Scope of Work:**

1. After signing the contract, the consultants shall attend a kick-off meeting at the JICA USA office, in order to confirm the overall schedule and framework of the study. JICA’s HQ personnel will attend the meeting remotely.

The consultants shall present their work in the following manner;

2.-1 Draft Interim Report and Interim Report

The consultant shall submit the Interim Report (IR) in English to JICA for JICA’s comments by March 6, 2020. JICA will give feedback to the consultants with JICA’s comments on the IR within one (1) week of receiving the IR. The consultant shall revise and submit the IR reflecting JICA’s comments, and re-submit to JICA the revised IR within two (1) weeks after receiving JICA’s comments, by March 20th.

2.-2 Draft Final Report and Final Report

The consultant shall submit the Draft Final Report (DFR) in English for JICA’s comments by June 5, 2020. JICA will give feedback to the consultants with comments on the DFR within one (1) week of receiving the DFR. The consultant shall revise and submit the FR reflecting JICA’s comments, and re-submit to JICA the revised FR by June 22nd.

2.-3 Presentation on FR

The consultant shall make a presentation in English on the study at the JICA USA Office, remotely connecting JICA Colombia Office, JICA Venezuela Office, and JICA HQ.

**Minimum Qualifications of Consultants:**

(1) The consultants must have a Master’s degree in political science or a related discipline such as rural development/public development, demographic, sociology, infrastructure, and be familiar with Latin American affairs. It is expected that the team leader has a master's degree and more than 12 years of experience, and other members have a master's degree and more than 8 years of experience.

(2) At least one of the consultants must be familiar with Official Development Assistance (ODA) and the works of multilateral organizations.

(3) The consultants must be fluent in both English and Spanish.

**Deliverables to be submitted to JICA:**

1. Lists of meetings and meeting memos;
2. Documents and materials reviewed;
3. Interim Report with references, figures and tables \*
4. Final Reports with references, figures and tables \*;
5. Other relevant materials requested by JICA.

\*The basic structure of the IR and FR should be as follows:

1. Recent developments in Venezuela

* 1. Political situation
  2. Economic situation
  3. Situation of public services
  4. Responses by Latin America and Caribbean countries and relevant multilateral organizations.

1. Refugee and migrant situation of Venezuela
   1. Current and projected number of Venezuelan refugees and migrants
   2. Estimated destination by number and country of the above
   3. Situation faced by refugees and migrants in receiving countries
   4. Response and challenges faced by receiving countries in LAC
   5. Estimated financing and timeframe required to respond to situation
   6. Possible future scenarios of migrants
2. Situation in Colombia as a recipient country
   1. Current and projected number of Venezuelan refugees and migrants including Colombian returnees in Colombia
   2. Estimated geographical area of Venezuelan refugees and migrants including Colombian returnees in Colombia
   3. Challenges facing and Challenges faced in the medium term -from 5 to 10 years- by Venezuelan refugees and migrants including Colombian returnees in Colombia
   4. Challenges facing and Challenges faced in the medium term -from 5 to 10 years- by Colombian central and local governments in response to the influx, with a focus on infrastructure needs
   5. Assistance plans and collaborative initiatives by multilateral organizations, and bilateral donors with regards to support to refugees, migrant populations, and the Colombian central and local governments
   6. Estimation of financing needs for above demand for infrastructure development
   7. Other needs that may require special attention
3. Public financial institutions in Colombia
   1. Overview of public financial institutions in Colombia
   2. General information on potential public financial institutions in Colombia for JICA ODA Loans
   3. Process in which a public financial institution requests external ODA financing in Colombia
   4. Experience of Colombian public financial institutions in accessing external ODA financing, including those by multilateral development banks such as World Bank and IDB.
4. Suggested Loan framework for Colombia
   1. Loan framework for Colombia in support for infrastructure development in areas affected by Venezuelan refugees and migrants.
   2. Possible risks, unknown variables requiring further study in the suggested framework.

Note: Information in the report shall be clearly supported by data. The consultants shall also clarify all citations made and data sources used in the report. All tables and graphs in the FR are requested to be formatted in a way that facilitates readability.

**Tentative Schedule:**

Mid-January 2020 – Mid-June 2020

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Dec-19 | | | | Jan-20 | | | | Feb-20 | | | | Mar-20 | | | | Apr-20 | | | | May-20 | | | | Jun-20 | | | |
| Contract Signing |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Kick-Off Meeting |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Survey Period |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Draft Interim Report |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Comments by JICA |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Submission Interim Report |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Draft Final Report |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Review by JICA |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Presentation of Final Report |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Submission of Final Report |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Total Estimated Person/Months Required:**

The estimated Person/Months (P/M) required are 20 P/M.

**Appendix:** **Supplemental Explanation of Allowed Travel Cost Reimbursement for Consulting Service Contract with JICA USA Office**

【English Version、May 2013】

**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 (except for Per Diem and Accommodation), otherwise JICA will not reimburse such expenses.

**２．Payment for Travel Expenses**

* In accordance with the stipulation of Article 20 of the Service Contract, “Mode of billing and payment,” travel expenses will be paid based on JICA’s internal rules and regulations. These rules and regulations for travel expenses are subject to change, and the latest version will be applied.
* Please note however that this Study does not expect any travels.

**３．Grade of Experts**

* In order to determine flight class, per diem and accommodation ceiling, JICA grades each expert based on the number of years after university graduation.

|  |  |
| --- | --- |
| Grade | Number of years after university graduation |
| Grade Special | 30 years or more |
| Grade One | 22 years or more |
| Grade Two | 15 years or more |
| Grade Three | 12 years or more |
| Grade Four | 7 years or more |
| Grade Five | 5 years or more |
| Grade Six | Less than 5 years |

**４．Flight Class Determination**

* Flight class is determined by the number of years after university graduation and flight time. In order to save money, discount economy class is desirable regardless of grade of experts.
* Boarding pass stubs shall be provided to JICA for reimbursement. If stubs were lost, a certification of boarding issued by the airline shall be provided as an alternative; otherwise, JICA will not reimburse airfare.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Grade of Experts** | **Flight time during one flight** | | | |
| Less than 8hours | From 8hours to 16hours | From 16hours to 24hours | More than 24hours |
| Grade Special | Ｃ | Ｃ | Ｃ | Ｃ |
| Grade One | Ｙ | Ｃ | Ｃ | Ｃ |
| Grade Two | Ｙ | Ｙ | Ｃ | Ｃ |
| Grade Three | Ｙ | Ｙ | Ｃ | Ｃ |
| Grade Four-Six | Ｙ | Ｙ | Ｙ | Ｃ |

Note）Ｃ：Discount Business Class　Ｙ：Discount Economy Class

**５．Per Diem and Accommodation**

* Per Diem and Accommodation reimbursement are fixed and based on the destination country.
* Per Diem and Accommodation may be paid only if JICA confirms that records on the Log Book are consistent.

(Unit：JPY)

|  |  |  |
| --- | --- | --- |
| **Area** | **Per Diem** | **Accommodation** |
| USA | 4,680 | 19,300 |
| Colombia | 3,200 | 13,400 |

**６．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 October 2019, JICA’s internal rate for currency conversion is 108.928 JPY/USD 1.
* Currency conversion value shall be rounded down to the value of the second decimal point.