

REQUEST FOR PROPOSALS

Title of Consulting Services:
Data Collection Survey on Refugee-related
Business and Social Investment

Date: January 7th, 2021

Japan International Cooperation Agency
USA Office

Section 1. Letter of Invitation

Subject: Request for Proposal

Reference Number: N/A

Reference Title: N/A

Date: January 7th, 2021

The Japan International Cooperation Agency (JICA) USA Office now invites proposals to provide the following consulting services: Data Collection Survey on Refugee-related Business and Social Investment. 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	<u>Data Collection Survey on Refugee-related Business and Social Investment</u>
2. Method of selection	QCBS (Quality and Cost Based Selection)
3. JICA's officer in charge	<p>Stace Nicholson, Senior Program Officer Yoichi Shio, Senior Representative JICA USA Office Address: 1776 I (Eye) Street, NW, Suite 895_ Washington, D.C. 20006 E-mail: us_oso_rep@jica.go.jp Telephone: +1-202-293-2334 Facsimile: +1-202-293-9200 *Currently all of our staff are tele-working and our office is closed. Please use e-mail to communicate with us.</p>
4. Pre-proposal conference	A pre-proposal conference will be held: Yes _____ No <input checked="" type="checkbox"/>
5. Type of contract	Time-based
6. Deadline of request for clarification	<p>Date: January 13th, 2021 Time: 17:00 EST</p>
7. Proposal submission deadline	<p>Date: January 29th, 2021 Time: 17:00 EST</p>
8. Proposal submission address	Please send the proposal by mail to the address shown in 3. JICA's officer in charge . We cannot accept hand-delivered proposals.
9. Expected date for the negotiations	2021/2/15
10. Expected date for the commencement of the Services	As soon as the contract is signed (The beginning of March, 2021)

Section 3. Instructions to Consultants

A. General Provisions

- 1. Introduction**
- 1.1 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

B. Preparation of Proposals

- 2. 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.
- 3. 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.
- 4. 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.
- 5. 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

- 6. 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.
- 7. Proposal Validity** Proposal must remain valid for 45 calendar days after the Proposal submission deadline.
- 8. Clarification and Amendment of RFP** The Consultant may request a clarification of any part of the RFP no later than January 13th, 2021, 17:00 EST. Any request for clarification must be sent in writing by e-mail, to JICA's address indicated in **Section 2. Summary Sheet of the Instruction to Consultants**. JICA will respond in writing and will send by email (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.
- 9. 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**.
- 10. 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.

C. Submission, Opening and Evaluation

11. 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 must be done by mail.
- 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 2 copies;
 - (2) **Financial Proposal:** one (1) original.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 29 JANUARY 2021, 17:00 EST.**"
- 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 29 JANUARY 2021, 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.

12. 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.

**13. 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.

**14. 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: 15 points in total
- a. Experience in conducting survey: 5 points
 - b. Experience in similar projects: 5 points
 - c. Volume of relevant information which are being acquired by the consulting firm: 5 points
- II Consultant's (Personnel) general experience and level of expertise in the field covered by the TOR: 43 points in total
- Team leader ; 23 points
- a. Ability as Leader
 - b. Experience in conducting surveys
 - c. Experience with studies in related fields, Official Development Assistance (ODA), and/or the works of multilateral organizations
 - d. Academic degrees, license, qualification, and noteworthy experience
- Other members ; 20 points- total points of other members
- a. Experience with studies in related fields
 - b. Experience in consultancy business, Official Development Assistance (ODA), and/or the works of multilateral organizations
 - c. Academic degrees, license, qualification and noteworthy experience
- III Adequacy of the proposals, including the proposed approach, methodology and work plan: 42 points in total
- a. Understanding of the scope of work: 7 points
 - b. Appropriateness study policy and plan: 7 points
 - c. Appropriateness of study method: 7 points
 - d. Appropriateness of study schedule: 7 points
 - e. Appropriateness of staffing plan: 7 points
 - f. Appropriateness of local partners and ideas of pilot activities: 7 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

15. 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.

16. Taxes

The JICA's evaluation of the Consultant's Financial Proposal shall include taxes and duties in the United States of America.

17. 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:

$Sf = 100 \times Fm / F$, 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: $S = St \times T\% + Sf \times F\%$

- 17.2 The Consultant achieving the highest combined technical and financial score will be invited for negotiations.

D. Negotiations and Award

18. 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.

19. 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.

20. 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 Refugee-related Business and Social Investment 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}

a) **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.}

b) **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).}

c) **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	

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	
EXPERT(S)														
1														
2														
3														
4														
n														
													Sub-Total	
Other Personnel														
1														
2														
n														
													Sub-Total	

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. Hbbbb, 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}
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Name of authorized Representative of the Consultant (the same who signs the Proposal)	Signature	Date {day/month/year}
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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 Refugee-related Business and Social Investment 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)					

Reimbursable Items					
No.	Type of Reimbursable expenses	Unit	Unit Cost	Quantity	Cost
1	{e.g., Per diem allowances}	{Day}			
2	{e.g., International air travel}	{Trip}			
3	{e.g., rent-a-car}	{Day}			
4	{e.g., accommodation}	{Day}			
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)

1) Background:

According to the United Nations High Commission for Refugees (UNHCR), all over the world, the number of refugees has increased year by year (26.0 million refugees at the end of 2019), and 77% of refugees were in the protracted situation by the end of 2019. As a result, the existence of refugees has become a serious social problem not only in the neighboring areas of the countries of refugees' origin, but also in the developed countries as destination of third-country resettlement. At the same time, recent studies have revealed that the refugees could be active economic actors who would contribute to the economic revitalization of the refugee-hosting countries and they regard refugees not only as "burdens" but also as "assets" for host communities.

The global refugee regime has generally been thought of as state-centric¹ and Japan International Cooperation Agency (JICA) has also provided the support for capacity enhancement of the government organizations in charge of refugees and the host communities and for livelihood improvement activities, through the government channels of refugee-hosting countries, such as Uganda and Jordan, in order to improve the living environment of refugees.

However, since the start of the twenty-first century, there has been a growing interest among governments and international organizations in the private sector's potential role as an alternative source of funding and delivery of refugee assistance (ibid.). JICA has also realized that, to encourage refugee's self-reliance, private sector's involvement in refugee assistance is essential even though JICA has not directly supported refugees and their host communities through the private sector channels yet, such as job creation and entrepreneurship development.

IFC's report (2019) shows that the critical enablers of the private sector's wider and deeper engagement in refugee empowerment are (i) flexible financing, (ii) cross-sector partnerships and (iii) investment information, which means that refugee-related business² and investment could be profitable with some platform and/or support.

2) Objectives:

Through focusing on two countries/areas under this survey, JICA would like to:

- (i) identify the critical enablers of refugee-related business and investment in some specific contexts,
- (ii) clarify necessary platforms and/or support in more detail which would be essential for refugee-related business and investment to attain sustainability, impact and scale, and
- (iii) prepare and provide investment information for the private sector doing refugee-related business in the survey-target areas.

3) Key Questions to Answer:

1. What are the common characteristics of successful and unsuccessful refugee-related business and investment in survey-target countries?

-by legal framework and regulations of refugee-hosting countries

¹ Reference: Alexander, Betts., Louise, Bloom., Josiah, Kaplan., Naohiko, Omata. 2017. REFUGEE ECONOMIES Forced Displacement and Development. New York: Oxford University Press.

² In this survey, refugee-related business means refugee-owned, refugee-managed, and refugee-hiring business and business which provides service and products to refugees and host communities, including financial service.

- by distance from major cities
- by physical environment of refugee camps/settlements
- by population of refugee camps/ settlements
- by nationalities of refugees
- by educational level of refugees
- by sectors of refugee-related business
- by scale of refugee-related business
- by business model
- by local governments in charge of refugees and host communities

2. Are there any platform and/or support that Development Partners have provided for successful refugee-related business and investment mentioned in 1. of 3)?

- If yes, what kind of platform and/or support are useful? (For example, financial support, network and/or partnership, information provision etc.)
- If no, what are the key characteristics of successful refugee-related business and investment?

4) Survey-target countries:

1. Survey-target countries:

Uganda and one more country in the Middle East.

JICA requests the consultant to propose the second target country/area among Turkey, Jordan and Palestine in the Middle East, considering her critical law and regulatory frameworks on refugees, the network and experience that the consultant has in the proposed target country/area, and JICA's cooperation strategy for her. The second target country will finally be selected at the time of contract negotiation between JICA and the consultant.

2. Local partners³:

JICA requests the consultant to have consultants based in survey-target countries and/or find its local partners, who have enough experience and local network in the related field and can collect necessary information from and conduct interviews with relevant stakeholders on the ground.

Due to the widespread COVID19, it would be uncertain whether the consultant could make international business trips during the survey period, so JICA considers it necessary to have consultants based in survey-target countries and/or local partners, who would closely but remotely work with the (international) consultant⁴. In addition, JICA welcomes utilization of innovative technology in conducting this survey efficiently and effectively.

5) Contents of the Survey

The consultant is supposed to cover the following activities.

1. Introduction

1-1. Compare critical refugee-related law and regulatory frameworks of major refugee-hosting

³ Regarding the survey on the ground, JICA might approve sub-contracting agreements between the consultant and local firms based in the target countries, depending on the content of the proposal. In such a case, the consultant would be responsible for their supervision.

⁴ Although the international business trips might be canceled due to COVID19, JICA requests the consultant to include the cost of all the necessary (international and domestic) business trips in the financial proposals.

developing countries, such as right to free movement and right to work,

2. Building up hypotheses about successful refugee-related business and investment

2-1. Survey and typify some cases of refugee-related business and investment in major refugee-hosting developing countries and analyze prerequisites for their successes,

2-2. Summarize the features of refugee-related business in the two survey-target countries, including opportunities and challenges, and build up clearly defined hypotheses about the critical enablers of refugee-related business by comparing various cases of refugee-related business in some camps/settlements and/or cities where refugees live,

3. Verification

3-1. Based on the hypotheses made by Activity 2-2, select the type of refugees (such as urban refugees and/or refugees in protracted situation), decide main target areas of the survey (such as refugee camps/settlements and/or cities where refugees live) and collect information through interviews with relevant stakeholders and other measures, including the following items:

- the economic scale of the target area,
- major economic activities of refugees,
- stakeholders of refugee-related business and investment and their activities,
- the private sector's interest and involvement level in the target area,
- the current status of refugees-owned and refugee-managed enterprises and the job opportunities for refugees in the target area, and
- gender-based analysis of refugee-related business and investment in the target area.

3-2. Identify necessary platforms and/or support which encourages refugee-related business and investment in the targeted areas by covering the following items:

- Analysis of the challenges that the refugee-owned, refugee-managed and refugee-hiring business face and countermeasures for them,
- Analysis of the challenges that the business which provides products and service to refugees and their host communities faces and countermeasures for them,
- Feasibility analysis of refugee-related investment in the survey-target areas⁵, and
- Preparation of action plans for promotion of refugee-related investment.

3-3. Prioritize the critical enablers which are identified under the Activity 2-2, 3-1, and 3-2,

3-4. Identify and summarize possible approaches and recommendations for development partners and the private sector that encourage the refugee-related business and investment in the specific context of the targeted areas,

3-5. Identify the JICA's approaches⁶ that encourage the refugee-related business and

⁵ Please refer to the Activity 2-1 and conduct interviews with concerned capital providers and financial intermediary such as financial institutions, foundations and investment fund.

⁶ JICA's approaches include technical assistance (TA), grant aid, yen loan (to the recipient government) and private sector investment finance (PSIF). Combination of these schemes or combination with other schemes provided by the private sector or other development partners are also desirable. Some examples of JICA's approaches are mentioned as below: 1) Commercial Debt/ Equity + Concessional Capital from JICA (PSIF to the private sector or two-step loan to the recipient government), 2) Debt/ Equity from JICA (PSIF) + TA Facility from JICA (BDS, support for start-up, proof of concept and/or training), and 3) Preparation/ Design Grant from JICA (data collection survey for ecosystem development of impact investment and/or framework development of development impact bond) + Commercial Debt/ Equity.

investment in the specific context of the targeted areas and pilot activities which could be implementable within the survey framework, such as Business Development Service (BDS) for refugee-related business, and

3-6. Identify some potential refugee-related investment opportunities, their impact indicators including social impacts, their measuring methods and their risk management methods.

As for Implementation of Pilot Activities, the details would be fixed during the survey implementation period and, accordingly, the contract, including the TOR of the consultant and the contract amount, would be revised in order to include the agreed pilot activities and the necessary cost for their implementation.

When submitting the technical proposal, the consultant is supposed to propose the preliminary ideas on the pilot activities which seem to be reasonable and implementable within the framework of the survey.

4. Conclusion

4-1. Combine the above-mentioned data, information and survey results into one DFR and summarize the survey result of Activity **3-1 and 3-2** in a report which the private sector could refer to for its business and investment decision.

6) Scope of Work:

The consultant shall present their work in the following manner;

1. Kick-off meeting and Inception Report:

After signing the contract, the consultant shall attend a kick-off meeting with the JICA USA Office, HQs relevant departments and other related JICA offices and submit the Inception Report (IR) in English to JICA for JICA's comments by March 12th, 2021. IR is supposed to include (i) Background and purpose of the survey, (ii) Rationale of targeting Uganda plus one under the survey, (iii) Survey hypothesis, (iv) Survey basic principles and its contents, (v) survey methodology for each target country, (vi) Expected pilot activities, (vii) Risks and their mitigation measures, (viii) Expected survey outcomes, (ix) Survey schedule, and (x) Team structures and members including local partners. JICA will give feedback to the consultant with JICA's comments on the IR within one (1) week of receiving the IR. The consultant shall revise the IR reflecting JICA's comments, and re-submit to JICA the revised IR after receiving JICA's comments, by March 31st, 2021.

2. Interim Reports and advisory members:

The consultant shall report to and consult with the Economic Development Department of JICA HQ every month with the results and plans of the survey. The consultant shall also submit interim reports to the Economic Development Department of JICA HQ for the survey every 2-3 months. The 3-4 independent advisory members for the Economic Development Department, who will attend the reporting session from the consultant once every few months and provide some advice on the methodology and contents of the survey, will be selected by JICA separately.

3. Draft Final Report, Presentation on DFR, and Final Report:

The consultant shall submit the Draft Final Report (DFR) in English for JICA's comments by February 1st, 2022. In addition, the consultant shall make a presentation on DFR in English

remotely connecting JICA HQ, related JICA offices, and advisory members. JICA will give feedback to the consultant with comments on the DFR within one (1) week of receiving the DFR. The consultant shall revise the Final Report (FR) reflecting JICA’s comments and re-submit to JICA the revised FR by February 18th, 2022.

7) Minimum Qualification of the Consultant:

1. The experts of the consulting firm 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 impact investment.
2. At least one of the consultants must be familiar with Official Development Assistance (ODA) and the works of multilateral organizations.
3. The experts must be fluent in English.

8) Deliverables to be submitted to JICA:

1. Lists of meetings and meeting memos;
2. Lists of documents and materials reviewed;
3. Inception Report
4. Interim Reports with references, figures and tables
5. Final Report with references, figures and tables⁷, and
6. Other relevant materials requested by JICA.

9) Tentative Schedule and Total Estimated Person/Months Required (for International Consultants):

1. Tentative Schedule: March 2021 – February 2022 (12 months)

Year 2021 Year 2022	March/ April	May/ June	July/ August	Sep./ Oct.	Nov./ Dec.	January/ Feb.	March
Uganda	Survey including Data Collection					Pilot Activities(TBD)	
Another country in the Middle East	Survey including Data Collection					Pilot Activities (TBD)	
Survey’s Milestones	(At the time of the contract negotiation: -Agree on the second target country) -Submit the Inception Report -Give a presentation to JICA and advisory members	-Submit the interim report 1 to JICA and advisory members -Finalize the contents of the pilot activities and agree on them with Economic Development Department, JICA	-Submit the interim report 2 to JICA and advisory members		-Submit the interim report 3 to JICA and advisory members	-Submit Draft Final Report to JICA and advisory members and give a presentation to them -Submit Final Report to JICA	-Request for the final payment

2. The estimated Person/Months (P/M) required for International Consultants: 43 P/M⁸

⁷ The FR should cover the mentioned items under 4) Contents of the Survey.

⁸ These figures do not include either the P/M for local partners and consultants based in Uganda and another survey-target country in the Middle East or necessary P/M for supervision of pilot activities.

10) References

1. Ministry of Foreign Affairs of Japan. 2020. “Country Assistance Policy for Respective Countries.” <https://www.mofa.go.jp/policy/oda/assistance/country2.html>
2. JICA. 2016. “Project Research: The Role of the Development Agency in Protracted Refugee Situation,” (English Summary: p22-35)
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3. Alexander, Betts., Louise, Bloom., Josiah, Kaplan., Naohiko, Omata. 2014. “Refugee Economies: Rethinking Popular Assumptions.” Refugee Studies Centre, University of Oxford.
<https://www.rsc.ox.ac.uk/files/files-1/refugee-economies-2014.pdf>
4. Alexander, Betts., Louise, Bloom., Josiah, Kaplan., Naohiko, Omata. 2017. REFUGEE ECONOMIES Forced Displacement and Development. New York: Oxford University Press.
5. IFC. 2018. “Kakuma as a Marketplace: A Consumer and Market Study of a Refugee Camp and Town in Northwest Kenya.”
<http://documents1.worldbank.org/curated/en/482761525339883916/pdf/Kakuma-as-a-Marketplace-A-Consumer-and-Market-Study-of-a-Refugee-Camp-and-Town-in-Northwest-Kenya.pdf>
6. IFC. 2019. “Private Sector & Refugees Pathways to Scale.”
<https://www.ifc.org/wps/wcm/connect/1c187356-8185-4efe-898c-b78962d30f35/201905-Private-Sector-and-Refugees.pdf?MOD=AJPERES&CVID=mH67q.e>

(END)

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.

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.
- Travel records shall be provided to JICA for reimbursement; 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 submitted travel records are consistent.

(Unit : JPY)

Area	Per Diem	Accommodation
Uganda	3,800	11,600
Another country in the Middle East	5,200	16,100

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 December 2020, JICA's internal rate for currency conversion is 104.156 JPY/USD 1.
- Currency conversion value shall be rounded down to the value of the second decimal point.