Answers to clarification questions asked

in the framework of

Request for ProposalN° 43/2012

Research on improving Working Conditions and Safety, Skills and Productivity in SMEs

**Answers to questions submitted by email:**

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| **N°** | **Questions** | **Response** |
| 1 | We are clear on what the literature review and the GP10 feasibility study entails. But we are very unclear from your document about what the GP04 synthesis report will be a report on exactly. The subject is clear, but not the empirical basis of it. It looks like the ILO SCOPE project is what you would like us to study, so is this in fact an independent evaluation of parts or all of that project? In other words, how much freedom do we have in selecting where the empirical research will be done? | GPO4 is intended to provide a synthesis of the research findings resulting from GP outputs available at that point. See the answer to question 6 (below) for more information on those outputs where work is already underway.  The synthesis report is likely to include but not be limited to:   * Brief summaries of the each output, including the subject matter, methodology and key findings; * A synthesis of the research findings presented under key thematic areas (to be agreed) with analysis; * A section assessing the implications that the findings/analysis has for policy makers, incorporating suggestions for particular ‘policy briefing papers’ which could usefully be developed and used by ILO to encourage the adoption of appropriate policies and strategies by policy makers.   The second part of this question appears to refer to GPO10 and not to the synthesis report. GPO10 consists of a feasibility study that will address if/how randomized control trials could be organized and conducted in ILO projects /SCORE, to examine the impact of training on productivity and working conditions in SMEs. Whilst SCORE is mentioned, this study might consider other projects. The project and country (or countries) to be considered within this feasibility study would be the subject of discussion between ILO and the contractor and the choice would certainly take into account the knowledge and contacts of the contractor as revealed in their proposal and subsequent inputs. However, ILO retains the right to make the final determination. |
| 2 | Is there an estimation of the total number of person-hours or person-days for the project? | No. |
| 3 | Is there an estimated total budget for the project or is this to be determined entirely by the consultant? | The budget is to be determined by bidders as the ILO does not disclose any information on the budget for its tender processes. |
| 4 | Are we correct in our understanding that the proposed methodology should only be presented for the outputs listed in the table in point 22 - Synthesis Report (GP04), Attendance and presentation at Research Conference (GP05), and the Feasibility Study (GP10)? | Yes. In relation to GP05, this is likely to be limited to a short paragraph. |
| 5 | Will the selected contractor have any input in the creation of the papers mentioned as inputs for the Synthesis Report (GP04) – Literature Review (GP02), Review of ILO Interventions and Tools (GP01), or Review Relating to G20-country SME Apprenticeships (GP03)? | In so far as the outputs mentioned in the question are ready or in preparation when the contractor is working, ILO will share information on this work with the contractor wherever it is felt appropriate and may invite the contractor to comment upon it. Drafts and finished papers might also be shared and inputs sought for the purpose of harmonizing/aligning outputs. The conference (GPO5) will also provide a chance for the contractor to meet with other researchers working on GP outputs and for an exchange of inputs to take place in relation to all outputs available at that time. |
| 6 | Are there outputs numbered GP06 through GP10 and if so are they relevant to this Request for Proposals? | The project has a number of other outputs, including GPO6 to GP09. These do not form part of the current contract. Work on some of these is already under way.  The contractor will be expected to take into account a range of research findings when working on GPO5 (the Synthesis Report) and this will include any research already completed for the research project. Ultimately, all outputs will contribute to the preparation of a series of policy briefs on topics related to the research project outputs. |
| 7 | Are there any limits to the proposal (i.e. length in pages)? | Those preparing proposals must use their judgement regarding the length of the proposal. There is no set word limit. However, for guidance only, it is anticipated that the technical proposal, excluding CVs, might be between 1,750 to 2,500 words, excluding CVs and listed publications. |