



**International
Labour
Organization**

**Request for Quotation*
for the Procurement of
Services**

IRQ/20/06/EUR/108124/RFQ/ 2022/ 06

“RFQ ILO, Partnership with National Civil Society Organizations or Specialized companies on “consultancy for data entry for the department of Social Security in Iraq ”

RESPONSES TO BE RECEIVED BY August 4th, 2022, 16:00, BAGHDAD, IRAQ TIME

** Quotation – hereinafter refers to your offer*

IRQ/20/06/EUR/108124/RFQ/ 2022/ 06

**“RFQ for eligible National Civil Society Organizations or
Specialized companies wishing to partner with
ILO on “consultancy for data entry for the department of Social Security in
Iraq”**

DISCLAIMER

By responding to this tender, you consent to the processing of your personal data, including any future update, by the ILO for the purpose of this tender. The ILO applies a data protection policy in conformity with international standards. Should you have any requests for information, please contact pctr@ilo.org indicating “Personal Data Protection – *RFQ number*” in the subject.

Subject: RFQ ILO Partnership with National Civil Society
Organizations or Specialized companies on "consultancy for data entry for the
department of Social Security in Iraq "

Reference: IRQ/20/06/EUR/108124/RFQ/ 2022/ 06

Date: 20 July 2022

Dear Sir/Madam,

The International Labour Office (hereinafter the "ILO") is pleased to invite your company submit a bid for the described in Annex I.

When preparing your quotation, please bear in mind that any and all services provided to the ILO are subject to the [Terms and Conditions Applicable to ILO Contracts for Services](#). Please return your completed offer to the ILO together with the Certification form (Annex II) duly signed by an authorized legal representative of your company.

The conditions set out in the [Terms and Conditions Applicable to ILO Contracts for Services](#), as well as any other conditions contained in or enclosed with this letter, will become part of any contract concluded with the successful bidder. If your offer is accepted, you will receive a formal Purchase Order.

Your Bid must be received by the ILO **no later than August 4th, 2022, 16:00 PM Baghdad time**. Late bids shall be rejected.

Failure to comply with the requirements of this RFQ and its Annexes may render a bid ineligible for consideration.

We look forward to receiving your Proposal.

Yours sincerely,



Maha Kattaa (Jul 20, 2022 13:20 GMT+3)

Dr. Maha Katta

ILO Country Coordinator in Iraq

SUBMISSION OF YOUR OFFER



For this request, offers may be submitted by e-mail. You must submit your offer strictly in compliance with the procedures described below.

All submissions eligible for consideration must include:

- Annex II, and
- Annex III and Appendix A, and
- Annex IV (Company Profile & CVs)

all signed by the legal representative and stamped with the official seal of your company, on or before **August 4th, 2022, 16:00, Baghdad Time** at the following email address:

farman@ilo.org and rabi@ilo.org

- Please mention **RFQ ILO Partnership with National Civil Society Organizations or Specialized companies on “consultancy for data entry for the department of Social Security in Iraq** in the subject of the email.

Offers received after the deadline specified above will not be considered. The ILO reserves the right to extend the deadline for the submission of offers. In such an event, the ILO will inform all potential bidders in writing of the terms and duration of the extension.

To enable you to prepare and submit your quotation, please find enclosed the following:

- Terms of Reference (Annex I);
- Certification to be submitted by a Bidder (Annex II);
- Offer submission form and Appendix A (Annex III);

Terms and Conditions applicable to ILO contracts for services are available at https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---inter/documents/legaldocument/wcms_117515.pdf

The ILO recommends the usage of Adobe Acrobat Reader for all Annexes in PDF format.



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Annex I: Call for Expression of Interest

TERMS OF REFERENCE

Call is open to all eligible National Civil Society Organizations and specialized companies wishing to partner with ILO on “consultancy for data entry for the department of Social Security in Iraq” Starting in September 2022 for a period of 6 months

Deadline for submission of proposals: August 4th , 2022

I. Introduction:

The contributory social insurance system in Federal Iraq is composed of two funds: the state pension system (covering, inter alia, civil servants and employees in state- owned enterprises) provides for pensions in case of old-age, disability and death. Workers in the private sector are covered by the Social Security Law No. 39 of 1971 and its amendments. Although the law provides for several social security benefits, including for sickness and maternity, only the pensions system is currently accessible to private sector workers. Nevertheless, workers in the informal economy, which accounts for a considerable share of private sector employment, are currently not covered by any form of social insurance.

The Department of Social Security at the Ministry of Labor and Social Affairs identified gaps in knowledge about the exact coverage of the Social Security System for private-sector workers, which is related in particular to the slow pace of entering the data of registered workers into the database, and therefore keep that database up-to-date.

The ILO is looking to support the DSS to update their database of registered or applicant workers – as well as of registered workers in receipt of social security benefits – by entering the backlog of paper-based files into the database.

II. OBJECTIVE AND SCOPE OF WORK

Under the direct supervision of the DSS’ assigned manager, the consultancy will **deploy 15 data entry clerks to work 6 months on a full-time basis (7 hours a day)** to enter the data of registered or applicant workers into the DSS database. The clerks are expected to have laptop computers of sufficient capacity. All equipment purchased for this assignment including laptops must be delivered to the DSS. The selected implemented partner will adhere to the data security instructions provided by the DSS. It is the responsibility of the selected implementing partner to adhere to Iraq’s decent work conditions provided by the Labor Law and the Social Security Law.

The key works of the partner to deliver

- Initial report on the total number of files to be entered into the database (i.e. size of the backlog)
- Monthly report of data entered (including as expressed as a percentage of all data to be entered)
- Attendance sheets of each of the 15 data entry clerks verified by the DSS’ assigned manager.
- Laptops used are handed over to DSS, verified by the DSS’ assigned manager

IV. DURATION OF THE ASSIGNMENT

The partner will deliver the project output as per the proposal and work plan and will be delivering the activities for six months.

V. DELIVERABLES AND SCHEDULE OF PAYMENT:

The partner is expected to deliver the specific deliverables as set out in the below table:

Activity / Output	Timeline/Deadline
initial report on the total number of files to be entered into the database	By September 10, 2022
Monthly report on data entered	By the end of each month starting from September, 2022 to March 1, 2023

Required Expertise

- The partner must have previous experience in data entry and ITC work.
- Team members have relevant qualification to the assignment scope
- Proven experience in writing reports for other similar programs

Supervision

The partner will perform the assignment under the direct supervision of the DSS' assigned manager and technical support of Chief Technical Advisor for Social Security and the National Social Protection Officer, ILO Iraq.

Confidentiality and Intellectual Property Rights

All data and information received from ILO for this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference (ToRs). The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the express advance written authorization of the ILO. All intellectual property rights arising from the execution of these ToRs are assigned to the International Labour Organization. The intellectual property rights of the materials modified through the assignment remains with the International Labour Organization.

VIII. APPLICATION SUBMISSION

Interested partners should submit their technical and financial proposals in English or Arabic that should clearly outline:

1. Cover letter, explaining why the **implementing partner** is suitable for the assignment.
2. Information about the **implementing partner** experience (CV) with registration acknowledgment. The information provided shall clearly show that the qualifications required are met.
3. The financial proposal should include the following table, filled with estimated costs. No other cost will be included.

Item	Explanation	Total
Data entry clerk	15 staff X 6 months X US\$----- per month per staff	US\$-----
Overhead costs (management, administrative, and other costs)		US\$-----
laptops	15 laptops X US\$----- per laptop	US\$-----
Total		US\$-----

4. The application documents shall be submitted in Word Document format.
5. Please mention “**ILO Partnership with consultancy for data entry for the department of Social Security in Iraq** ” in the subject of the email.

The technical and financial proposals together should not exceed three pages excluding annexes. Proof of similar assignment (incl. papers produced if possible) and CV(s) of people to be involved is required as an annex.

Timeline

- Submission of proposals farman@ilo.org and rabi@ilo.org by 4 August 2022.
- Selection by 19 August 2022.
- Signature of contract: 1 September 2022.






RFQ ILO data entry for the Department of Social Security

Final Audit Report

2022-07-20

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