



Organización de los
Estados Americanos

BILATERAL COOPERATION THROUGH THE RIAL



5th Call for Proposals – March 2012

Submission deadline EXTENDED TO: May 4, 2012

Ministries of Labor are invited to submit proposals for bilateral cooperation based on their institutional strengthening priorities

GENERAL GUIDELINES AND FIFTH CALL FOR PROPOSALS

BACKGROUND

The Inter-American Network for Labor Administration (RIAL) is the cooperation mechanism of the Inter-American Conference of Ministers of Labor (IACML) of the OAS. Its objective is to strengthen the human and institutional capacities through an integrating mechanism for dissemination of knowledge and experiences. It is coordinated by the Department of Social Development and Employment of the OAS (DSDE/OAS), as Technical Secretariat.

The RIAL has different tools to fulfill its objective that include: Hemispheric Workshops, Studies, Portfolio of Programs, Virtual Fora and Bilateral Cooperation.

In the past, “Bilateral Cooperation” under RIAL was known as the “Cooperation Fund”. This reference has been eliminated to avoid confusions with the “Voluntary Contribution Fund”.

RIAL has facilitated almost 60 bilateral cooperation activities among Ministries of Labor of the region with excellent results that include the development of new services, the improvement of existing programs, and the redesign of training activities, among others. All the results and activities can be found in the webpage: www.rialnet.org.

OBJECTIVE AND DESCRIPTION

The objective of “Bilateral Cooperation” under RIAL is to support institutional strengthening of the Ministries of Labor through direct cooperation and technical assistance among them.

With this tool, the RIAL covers the travel expenses of representatives of Ministries of Labor to participate in cooperation activities. The financial support given consists of economy airfare tickets and per diems (accommodation and meals).

The activities of this Fifth Call for proposals will be funded by the RIAL Voluntary Contribution Fund according to the decision made by the authorities of the Inter-American Conference of Ministers of Labor during the Planning Meeting of February 7, 2012.

For the purpose of bilateral cooperation, the parties involved are:

- **Providing institution:** Ministry of Labor that will share a specific program or expertise.

- **Requesting institution:** Ministry of Labor that will analyze a specific program or practice, or that will receive technical assistance.

The activities are generically called “**Cooperation Activities**” and can take any of the following 2 forms:

- **On-site advising or study tours:** Representatives from the requesting institution travel to the providing institution to learn first hand about a program or initiative, or to receive technical assistance. The visit/tour should be tailored to the needs of the requesting institution and as such, the funds will not be used to cover participation in general conferences or seminars.
- **Expert visit:** Expert(s) from the providing institution travels to the requesting institution to provide specific training or technical assistance.

OPERATION AND PROCEDURES

- 1) **Identification of Cooperation Activity by the Parties Involved:** The first step that should be taken by a requesting institution is to determine its international cooperation needs, based on its institutional priorities.

Example: A Ministry has among its priorities or strategic plan the restructuring or creation of a particular area, or the reform of certain internal procedures. To achieve these goals, it wishes to analyze similar experiences from other Ministries and receive international technical assistance.

The second step is to identify the Ministry that can provide this technical assistance through the RIAL. To do so, Ministries should take advantage of the relationships among **RIAL focal points*** as well as the information and contacts obtained during IACML and ILO workshops and meetings, where delegates have the opportunity to meet, exchange ideas and identify possible channels for further cooperation.

Furthermore, Ministries may consult the RIAL Portfolio of Programs at www.rialnet.org to identify experiences that respond to their cooperation needs and priorities and, as such, they wish to know more about in greater detail.

The RIAL focal points should negotiate the cooperation proposals and support other areas of their Ministries in identifying experiences and technical assistance, based on their institutional strengthening needs and priorities. The DSDE/OAS will support the identification of possible providing institutions and will facilitate the interaction between Ministries that do not already have direct communication channels.

- 2) **Request for Funding:** Requesting institutions must submit to the DSDE/OAS, through the RIAL focal points, a request for funding for each cooperation activity they wish to undertake. This request should contain the following documents:
 - a. Request Form – Attached to this document.

* RIAL focal points are generally the offices of international affairs or cooperation of the Ministries of Labor. An updated list of focal points is available in the RIAL website: www.rialnet.org.

- b. A letter from the requesting institution, signed by the Minister or a High-ranking official, sending the Request Form and stating the commitment to provide a Final Report of the cooperation activity.
- c. A letter from the providing institution, signed by the Minister or a high-ranking official, confirming the commitment to either receive members of the requesting institution to analyze some program or initiative or to send an expert(s). This letter should also include the commitment of the providing institution to feed into the Final Report prepared by the requesting institution.

Complete applications should be received **no later than May 4, 2012**. Thereafter, they will be considered in a first come first served basis and subject to fund availability.

- 3) Selection of Cooperation Activities to be Funded:** The OAS will receive and select the activities to be funded, based on the criteria listed below. Selections are final and not subject to appeal.

The criteria to select the activities to be funded are as follows:

- a. Pertinence and timeliness of the cooperation - the justification/rationale for the activity shows why cooperation is required at the time
- b. Clarity of objectives
- c. Clarity and relevance of the participants' profiles
- d. Explicit commitment on the part of the parties involved
- e. Degree of relevance of the topic for the IACML
- f. Priority will be given to proposals arising from activities of the RIAL and the IACML, and to those that are receiving co-financing from the requesting institution

The selected Cooperation activities will be announced no later than May 15, 2012.

Note on ineligibility: The Ministries that have not submitted final reports from previous activities or follow-up surveys will not be eligible to receive new cooperation resources.

- 4) Undertaking and Funding of Cooperation Activities:** Activities of this fifth call for proposals will take place between June and December, 2012, and those that are not completed at the end of this period will be canceled.

The DSDE/OAS, after announcing the proposals selected, will contact each of the Ministries involved to jointly set the dates, draft the agendas and coordinate the logistical and technical aspects.

Each activity's agenda should respond to the interests and needs of the requesting institution and to the strengths of the providing institution; therefore, it should be drafted jointly by the officers that will participate in the cooperation activity from both institutions, in coordination with the RIAL focal point of each Ministry and the DSDE/OAS.

- 5) Final Reports:** Within one month after each of the activities takes place, the requesting institution should produce a Final Report, describing the main outcomes, achievements and lessons learned, as well as future steps to be taken. The providing institution will provide input to and feedback on the

report before it is submitted. The OAS will in turn prepare a summary report of activities to be presented at the IACML meetings.

- 6) **Follow-up:** Six months after the completion of the activity, the OAS will send a follow-up survey to identify the results and impacts of the cooperation. The OAS will prepare a summary report of completed activities, and the achieved results will be presented during the IACML meetings.

For any questions regarding this Call for Proposals, please contact María Claudia Camacho, RIAL Coordinator at the DSDE/OAS: mcamacho@oas.org, Tel: (1202) 4583207.



**BILATERAL COOPERATION THROUGH THE RIAL
REQUEST FORM – FIFTH CALL FOR PROPOSALS**

To be sent no later than May 4, 2012 (extended deadline) to:
Mrs. Evelyn Jacir de Lovo, Director, Department of Social Development and Employment
E-mail: trabajoddse@oas.org
Fax: (1202) 458-3149, Tel: (1202) 458-3207

To complete your submission please send together with this request form: Letter from the requesting institution and letter from the providing institution with the details indicated in the Guidelines of this Call for proposals (section “2: Request for funding”)

(The area of the cells is expandable. Please use all the space you consider necessary)

Requesting institution (include country):	Providing institution (include country):
Cooperation activity (mark with an “X”): <input type="checkbox"/> On-site advising or study tour <input type="checkbox"/> Experts visit	Thematic area:
Justification of this request: <i>Briefly state the specific needs and challenges your country is facing in the area that is covered by this cooperation activity. Specify why this cooperation is needed at this point in time.</i>	
General objective and specific objectives of this cooperation:	
Specific activity (or activities) of this cooperation: <i>Describe the activity (on-site consultancy or experts visit), specifying its contents as much as possible (programs to be analyzed, Ministry’s areas to visit, etc.)</i>	
Participants’ profiles: <i>Provide the titles or profiles of the officers that will be participating (up to 3 officers from the requesting institution or 3 officers from the providing institution, depending on type of activity)</i>	
Specification of other support: <i>Please indicate if your institution has requested or received financial or technical assistance from international agencies or governments in the area of this cooperation.</i>	
Estimated budget (in US\$ for tickets and per diems) <i>Please include any co-financing.</i>	Suggested date (between June and Dec. 2012): <i>Please indicate if the date is flexible and provide alternative dates.</i>
Contact information (Name, title, e-mail and phone of individual preparing this request):	