



Organization of
American States



BILATERAL COOPERATION THROUGH THE RIAL

6th Call for Proposals – 2013

Submission deadline EXTENDED TO: February 28, 2013

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

GENERAL GUIDELINES AND SIXTH 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.

RIAL has facilitated almost 70 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 other. 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 Sixth Call for proposals will be funded by the RIAL Voluntary Contribution Fund.

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.

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.

* 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.

- 2) **Request for Funding:** Each Requesting institution must submit to the DSDE/OAS, through its RIAL focal point, a request for funding for each cooperation activity it wishes to undertake. This request should contain the following documents:
- a. Request Form – Attached to this document.
 - 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 February 28, 2013.**

- 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 are:

- a. Pertinence and timeliness of the cooperation - the justification/rationale for the activity shows why cooperation is required at the time
- b. Objectives are clear, pertinent and achievable
- 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 **March 15, 2013.**

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 sixth call for proposals will take place between March and December, 2013, 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.

Please note that the RIAL reserves the discretion to review and/or cancel a bilateral cooperation activity in case the participants' profiles initially indicated in the Request Form are modified considerably.

- 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 to DSDE/OAS.
- 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 mcamacho@oas.org, Tel: (1202) 4583207 or Carolina Ahumada, RIAL consultant at cahumada@oas.org, Tel: (1202) 4583446



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

To be sent no later than February 28, 2013 (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):
Type of Cooperation activity (select one): <input type="checkbox"/> On-site advising or study tour <input type="checkbox"/> Experts visit	Thematic area of cooperation activity requested:
Justification: <i>Briefly state the specific needs and challenges your Ministry 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:	
Proposed contents for 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 in this cooperation (up to 3 officers from the requesting institution or 3 officers from the providing institution, depending on type of activity). These profiles cannot be modified during the planning of the 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>	
Identification of Providing institution: <i>Please indicate how the providing institution was identified, for example RIAL Portfolio of Programs, direct contact, publication or Workshop/Seminar.</i>	
Co-financing: <i>Will additional funding be provided (other than RIAL)?</i> <input type="checkbox"/> No <input type="checkbox"/> Yes. Please specify: _____	Suggested dates (between March and Dec. 2013): <i>Please indicate at least two alternatives agreed upon with the Providing institution</i>
Contact information <i>(Name, title, e-mail and phone of individual preparing this request):</i>	

* Please note that the RIAL reserves the discretion to review and/or cancel a bilateral cooperation activity in case the participants’ profiles initially indicated in the Request Form are modified considerably.