

Request for Proposal

For International Learning, Evaluation and Research
Services

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Bangladesh Counter Trafficking In Persons (BC/TIP) Project

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Call for Proposals

Winrock International seeks an international partner to lead project endline research in addition to leading the development of various learning papers and success stories of the six-year Bangladesh Counter Trafficking-in-Persons (BC/TIP) program (2014-2020), funded by the U.S. Agency for International Development. The BC/TIP Project seeks to award a contract to an international partner who will be responsible for the following:

1. Fielding end-line research of knowledge, attitudes, and practices that will measure shifts since the baseline survey. The international organization may engage a local research firm for data collection and analysis.
2. Developing and disseminating eight learning papers, synthesizing insights developed over the course of project implementation around key areas of interest;
3. Developing and disseminating 8-12 success stories, both written and in video clips, that highlight some of the key accomplishments of the BC/TIP project.

These products will help promote learnings from the project and provide USAID and implementing partners with an improved understanding of what works to reduce human trafficking in Bangladesh.

Project Overview

The six-year Bangladesh Counter Trafficking-in-Persons (BC/TIP) program (2014-2020), funded by the U.S. Agency for International Development and implemented by Winrock International, aims to reduce the prevalence of human trafficking in Bangladesh through strengthened capacity of communities to identify and prevent trafficking-in-persons (TIP); improved access of trafficking victims to assistance; increased responsiveness of criminal justice actors to trafficking victims; effective and coordinated partnerships among stakeholders to combat trafficking; increased responsiveness of duty bearers and justice actors on child marriage; and increased use of learning activities to improve performance and achieve results.

The BC/TIP targets 20 districts prone to trafficking with interventions in all four areas of emphasis - prevention, protection, prosecution, and partnership. Districts include Kurigram, Lalmonirhat, Dinajpur, Naogaon, Chapainawabgonj, Rajshahi, Joypurhat, Jamalpur, Mymensing, Dhaka, Tangail, Jessore, Khulna, Meherpur, Norail, Satkhira, Potuakhali, Barisal, Foridpur, Shoriotpur, Chittagong, Cox's Bazar, Comilla, Sylhet, Moulvibazar.

BCTIP RESULTS FRAMEWORK

The overall goal of BC/TIP, "Improved Protection of Civil and Human Rights," is a sub Intermediate Result (sub-IR) of the USAID Bangladesh Country Development Cooperation Strategy (CDCS), and contributes to DO 1 IR 1.3, "Improved Access to Justice." The objective of BC/TIP is **to reduce the prevalence of human trafficking in Bangladesh**. The goals and objectives also reflect the four pillars of TIP activities as defined by the United States Government: Prevention, Protection, and Prosecution, and Partnership. To achieve intended results, BC/TIP connects local and national government representatives, non-governmental

organizations, the business community and citizens to spearhead efforts to prevent trafficking-in-persons, protect and reverse damage to survivors, and prosecute perpetrators for their crimes. The BC/TIP intermediate results are as follows:

IR 1. Prevention Outcomes: Strengthened capacity of communities to identify and prevent TIP

BC/TIP's prevention activities have a twofold focus: increase the capacity of targeted communities to identify and prevent TIP and take the necessary actions and develop the capacity of local government institutions to prevent incidents of TIP. BC/TIP prevention interventions concentrate on four key groups—1) Peer Leaders and members of TIP survivors' volunteer network (ANIRBAN), 2) community members, and 3) school/college/madrasah students, and 4) potential migrant workers.

IR 2. Protection Outcomes: Improved access of trafficking victims to assistance

The BC/TIP Protection component works to provide holistic assistance for survivors. This includes shelter and rehabilitation, establishing a comprehensive referral system, promoting survivor leadership, and facilitating community-based reintegration support. Protection activities aim to restore physical health, mental stability, self-confidence, self-determination, self-esteem, economic security and freedom for survivors.

IR 3. Prosecution Outcomes: Increased responsiveness of criminal justice actors to trafficking victims

BC/TIP prosecution component activities are based on the conviction that an effective criminal justice response to trafficking is essential to end impunity for traffickers and ensure security and justice for trafficked persons. Critical factors to an effective response are capable frontline and specialist investigators, informed and sensitized committed judges and public prosecutors, a working system for quick and specific identification of victims and referrals to services, and mechanisms to encourage cooperation between criminal justice agencies and NGOs providing services to victims to ensure access to justice.

IR 4. Partnership Outcomes: Effective and coordinated partnership among stakeholders to combat trafficking

Partnership ensures that TIP, as a complex phenomenon, is addressed comprehensively by a variety of institutions working together. Collaboration among NGOs and government enhances government accountability and coordination and consistent provision of government and nongovernmental trafficking, child marriage and CVE prevention and protection services. Effective partnership intervention that promote engagement of private sector and other development programs leads to increased reach of prevention efforts and improved services for trafficking survivors.

IR 5. Child Marriage Outcomes: Effective and coordinated partnership among stakeholders to combat trafficking

Child marriage related interventions ensure that families and communities that are vulnerable to both trafficking and child marriage are exposed to information on rights and protections under relevant family laws. BC/TIP expands protection services provided in focus communities to include child marriage information, counseling, legal, and other support, and revises referral directories to incorporate relevant services for children and families at risk for child marriage.

IR 6. Knowledge Management and Learning Outcomes: Increased use of learning activities to improve performance and achieve results

The KML component reinforces the Collaborating, Learning, and Adapting (CLA) mechanisms used in BC/TIP's work to scale up learning among BC/TIP staff and partners. The KML component also enhances the capacity of stakeholder groups for systematic change in the community, local institution and government service delivery for combating trafficking, child marriage, and countering violent extremism.

Detailed Specifications

The BC/TIP Project will award funds to an international learning, evaluation and research organization to develop a series of learning, evaluation, and communications products. The successful firm will be responsible for the following four inter-related deliverables:

1. Leading the implementation, data collection, analysis, and report writing for an end-line survey plus accompanying KIIs and FGDs of knowledge, attitudes, and practices that will measure shifts since the baseline survey, KIIs, and FGDs conducted in 2015 and 2018;
2. Developing eight learning papers, synthesizing insights developed over the course of project implementation around key areas of interest;
3. Developing 8-12 success stories, both written and in video clips, that highlight some of the key accomplishments of the BC/TIP project.

End-line Research

In July and August of 2015, Winrock International, in conjunction with consultants, conducted a baseline KAP survey that measured citizens' and counter-trafficking professionals' understanding and attitudes towards TIP, safe migration, awareness and CTC-related issues and provided information on knowledge gaps for targeting activities. This survey included 1536 respondents, sampled from 15 districts, 16 Upazillas, and 36 Union Parishads. In 2018, following a project add-on, Winrock International and consultants conducted a supplemental baseline survey across a combination of previous and newly added BC/TIP districts. This survey used the same tools as the 2015 survey, but added questions related to child marriage. A total 1318 respondents were sampled from 20 districts, 28 Upazillas, and 34 Union Parishads. During 2018 data collection, approximately 30% of the sample was drawn from areas in which BC/TIP had been working since 2015. The remaining 70% was drawn from new areas into which BC/TIP expanded programmatic activities in 2017. In addition to these surveys, the project and consultants conducted key informant interviews (KIIs) and focus group discussions (FGDs) on the same topics.

BC/TIP is soliciting end-line research that will allow the program to assess progress over time. As part of this, we anticipate that proposed research design will focus primarily on the geographic areas from which the sample was drawn in 2018. All data collection tools used in 2018 will be provided to the successful firm. BC/TIP anticipates that a sample of approximately 2000 will be required for the survey, as will approximately 40 KIIs and 20 FGDs drawn from the categories of respondents outlined below.

In addition, BC/TIP strongly encourages that offerors submit a proposed research design that allows for sub-sampling of respondents in regions where BC/TIP operated from 2015-2017. The purpose of this sub-sampling is to determine whether the gains observed at the end of project activities have been sustained since the end of activities. Research design should ensure that

analytical distinctions between areas in which project activities are ongoing and areas in which activities ended in 2017 may be clearly drawn.

Respondents will be drawn from four categories:

1. CTC Members
2. Community, victims, and family members of victims
3. DEMO/TTC/Law and Enforcement Agency/Social Welfare Officers
4. Peer Leaders and Community

In addition to the survey, the successful firm will conduct qualitative research, including approximately 40 key informant interviews and 20 focus group discussions, to triangulate findings and probe deeply into survey findings. The six thematic areas to be covered in both the quantitative and qualitative research are:

1. Trafficking
2. Safe Migration
3. Counter-Trafficking Committees
4. Access to Services for Survivors
5. BC/TIP's Awareness-Raising Campaign
6. Child Marriage

All offerors should propose research designs that meet the requirements outlined above. The final research design will be decided on in collaboration with BC/TIP and Winrock International. The firm selected to conduct this research will be provided with access to the findings from previous research as well as with all survey questionnaires, interview guides, and other materials developed.

Learning Papers

BC/TIP has identified eight topics of interest for learning papers of up to 10 pages in length, including data visualizations and other graphics. These learning papers will synthesize and document lessons learned across the project's portfolio of activities. Bidders should provide a research approach along with rationale for the selected methods. The selected firm will be provided access to project documentation and data and should propose additional data collection as needed. It is anticipated that many of the stakeholders included in the end-line survey would also be appropriate respondents for research related to the learning papers. Research design should account for overlap among respondents and reduce repeatedly contacting the same respondent for multiple purposes when possible. A final research approach will be determined by Winrock International and BC/TIP and agreed upon with the successful firm. In addition to the research design, bidders should include a description of their publication and dissemination plan.

The eight topics to be explored and documented in depth through these learning papers are below. BC/TIP will provide the successful firm with all relevant information on activities relevant to these topics as well as results to date.

Learning Paper Topics

1. **Knowledge of TIP risk and prevention of risky behavior.** BC/TIP has conducted TIP and safe migration awareness campaigns and training with both community members and their government counterparts since the inception of the project; the purpose of this learning paper is to document whether and how these campaigns and trainings have affected the decision-making processes of community members.
2. **Peer Leader volunteerism and community empowerment.** BC/TIP has created a model of volunteerism for empowering communities by training and developing 700 youth in sub-grantees locations as Peer Leaders (PLs). To develop them as PLs, BC/TIP adopted an innovative training and ongoing coaching and mentoring approach led by subgrantees. This training and coaching mechanism includes dissemination of information on TIP, safe migration, and child marriage for survivors and at-risk populations; identifying survivors and at-risk populations with services; and assisting subgrantees with implementation.
3. **TIP survivor referral system and community empowerment.** BC/TIP, in collaboration with governmental and non-governmental organizations, developed 25 referral directories in its working areas, more than 10 of which have been in use for more than three years. These directories compile all services provided to TIP survivors in a given area. Using its . To ensure TIP survivors receive necessary critical services, BC/TIP worked in consultation with NGO and government service providers to develop 25 referral directories to document local services for survivors such as hospitals, skill development institutes, entrepreneurship training, loan services etc. in its working districts. Of the 25 referral directories developed, more than 10 directories in primary BC/TIP operational areas have been in continuous use by BC/TIP for more than three years. As a result of the referral directories and referral system, BC/TIP subgrantees have provided numerous services to at-risk people, victims of TIP and child marriage.
4. **Counter-Trafficking Committee (CTC) functionality.** BC/TIP has activated more than 230 CTCs in its working area, while over 30 more were developed outside of BC/TIP coverage areas with the assistance of MoHA. As CTCs are new entities, challenges around relationships with existing local government tiers and other start-up areas have been common. Due to these challenges, BC/TIP has adopted innovative approaches and techniques to make CTCs functional since the beginning of the project. As a result, some of the CTCs at different levels of local government tiers have made significant progress. BC/TIP would like to draw trends of CTCs functionality based on geo-locations and other areas of variation.
5. **Identifying patterns and trends in vulnerability to TIP.** BC/TIP has enrolled and assisted more than 2,300 survivors during its journey. All survivors' data are recorded and will be shared with the winning firm to identify patterns and trends in the data.
6. **Case management to identify the most effective services approaches leading to sustainable reintegration.** BC/TIP has enrolled more than 2,300 survivors throughout the life of the project and provided a range of services to reintegrate survivors in society. Using a systematic case management approach and referral mechanism, survivors were linked with both government and non- government sector services. BC/TIP would like to identify the most effective services and approaches leading to sustainable reintegration through analysis of all case management data.
7. **TIP victim identification.** A large number of survivors have been identified by the communities (ANIRBAN members, survivors, CTC members, CBOs and Peer Leaders) under the victim enrollment process. BC/TIP would like to better

understand and identify the challenges in implementing the existing tools from both victims' and practitioners' perspectives.

- 8. Sub grantee effectiveness.** BC/TIP has worked with nine sub-grantees in 20 districts on the 4Ps, including child marriage throughout the project to date. The sub-grantees adopted the same mechanism in their different donor-funded projects as well as in their core program. BC/TIP would like to understand and measure how effective and sustainable these models are in combating TIP, ensuring safe migration and reducing Child Marriage through an assessment from the subgrantee perspective.

Success Stories

In addition to the lengthier learning papers, BC/TIP is commissioning a set of 8-12 success stories to highlight some of the key accomplishments of the project to date. These success stories will focus on a relatively narrow topic and will consist of both a short (approximately 1-2-page) narrative and a short video clip. A final set of topics will be decided on collaboratively by the contracted firm and BC/TIP. BC/TIP has identified several potential themes for success stories, including:

1. Peer Leaders' and members of the survivor volunteer network ANRIBAN network of survivors perspectives on empowering communities through TIP knowledge and skills-building
2. Empowering local institutions and CTCs (Counter Trafficking Committees) with Trafficking in Person (TIP) knowledge and skills
3. Empowering survivors
4. Ensuring victims' rights and services through referral directory mechanism
5. Mainstreaming of justice sector capacity development
6. Compensating trafficking victims through an alternative dispute resolution mechanism (ADR)
7. Change makers' roles in preventing child marriage
8. Promoting victims' rights through private sector engagement
9. A case study of BC/TIP's excellent working relationships with crucial stakeholders such as the GOB; MOHA, MOWCA, MOSA, TTC. DEMO & DOY

BC/TIP anticipates that as research activities are undertaken, particularly the research required for the end-line survey and learning papers, the engaged firm will be able to determine which of these or other topics are best suited for success stories.

3 Milestones, Deliverables and Timeline

Illustrative key milestones and tasks may include:

Overall

- Develop a general workplan covering all four contract elements (Endline, KML Indicators, Learning Papers, Success Stories)
- Plan and implement lesson learning and sharing events at district and national level

End-Line Research

- Using Winrock’s project baseline and child marriage baseline materials and information, develop and implement end-line research:
 - Develop a work plan, methodology and data analysis plan. Update existing survey questionnaires; develop and finalize tools (including reporting templates) and sampling methodology for collecting both quantitative and qualitative data in 25 districts, 35 Upazilla and 40 unions of trafficking prone area of Bangladesh.
 - Sample approximately 2,000 respondents from the provided sampling frame and interview for survey, hold approximately 20 FGDs and 40 KIIs in 20 districts, 35 Upazilla and 40 unions of BC/TIP’s nine sub-grantees’ locations.
 - Obtain ethical clearance of the primary research protocols and instruments; uphold ethical behavior (including obtaining proper consent and assent during data collection; treating respondents with respect and sensitivity; maintaining confidentiality and upholding the tenants of Winrock’s organizational Code of Conduct (<https://code.winrock.org/>))
 - Engage, train, and manage field enumerators and supervisors
 - Conduct quality checks and analysis of data gathered
 - Draft the end line study report with Winrock review and input (this process may take multiple rounds of review and revision until all feedback from Winrock is addressed and incorporated into the final draft)
 - Finalize the report (including editing and formatting)
 - Submit cleaned datasets in line with USAID DLL requirements,
 - De-identified dataset (delete PII or replace participant identifiers with codes) converted into a machine-readable format (CSV format is preferred)
 - Dataset codebook in tabular format (spells out acronyms, abbreviated data entries, column headings, etc.)
 - Develop and finalize a PowerPoint presentation summarizing the end line report results (with Winrock review and input).

KML Indicators

- Review existing knowledge management & learning materials and project documents including program description, MEL Plan, project targets
- Submission of proposed plan to finalize project reporting on KML indicators, including identification of any gaps and solutions to address them.

Learning Papers & Success Stories

- Develop a work plan, methodology and data analysis plan, and supplementary data collection tools to develop the learning papers and success stories
- Facilitate learning workshops among the team and key partners in Bangladesh to gather information for learning paper and success stories
- Develop (write, engage Winrock’s input, format, finalize) and disseminate eight lessons learned documents for publication
- Develop (write, engage Winrock’s input, format, finalize) and disseminate 10 success stories in written form. Develop corresponding video clips for success stories.

- Submit electronic bibliography and PDFs of all literature reviewed
- All hard copies and electronic versions of data capture, data summary, FGD summaries (if applicable), and data analysis reports

These tasks will be carried out from February to July 2020. The exact timeline of preparation, data collection and analysis, and delivery should be laid out by the applicant in the technical proposal. The final timeline can be adjusted after mutual agreement between the international organization/firm and Winrock International upon award.

Submission Details

Submission Deadlines

Proposals must be received no later than midnight (12:00 am) Eastern Standard Time on **Saturday, January 18, 2020**. Late submissions will not be accepted. All proposals are to be submitted following the guidelines listed below. Telephone requests will not be honored.

Winrock International may request additional documentation after the bid deadline.

Submission Questions and Clarifications

Inquiries/questions must be received no later than midnight (12:00 am) on Friday, January 3, 2020 EST and must be submitted via e-mail to BCTIP.procurement@winrock.org. Winrock will review and respond to all potential questions by Thursday, January 9, 2020.

Winrock will evaluate complete vendor proposals to determine which proposal represents the best value to Winrock. This is an unsealed solicitation request. Winrock reserves the right to negotiate with the vendors with or without discussion.

Electronic Submissions

All submissions in response to this Request for Proposals must be in electronic form. No hard copy submissions will be accepted.

Electronic submissions will be accepted for consideration as long as they meet the following criteria:

- Electronic technical and cost proposals in separate files
- Technical proposal should be in Word format (8.5 x 11”), Ariel or Times New Roman 11-point font or larger
- Cost proposal should be in Excel format (8.5 x 11”)
- All documents should be in English

Send via email to: BCTIP.procurement@winrock.org with the subject line “KML RFP response.”

Instructions to Vendors

- Validity of bid: 60 days starting from the submission date

- Delivery time: 6 months
- Cost quoted must include unit price and total price in USD
- Include VAT if applicable
- Payment terms and complete banking information

Winrock reserves the right to make changes or cancel this solicitation as required by USAID.

Bid Documents to Include

- Legal Business/Organization Name
- Authorized contact including address, phone number and email
- A list of previous similar contracts completed successfully with the names and contact information of buyers/partners.

Document Standards

The maximum length for quotes should not exceed 15 pages. Proposals should include, as follows:

- A. Cover page: 1 page.** Include organization name; address; primary contact person (name, title, and email); and total amount requested (in USD).
- B. Institutional capacity: 3 pages.** The applicant must present in narrative format a description of:
 - a. Brief company/organizational profile
 - b. Organizational knowledge of human trafficking in the Bangladeshi context and capacity to conduct the scope of work
 - c. Brief biographies of proposed experts/team members (CVs should be included in Annex A)
 - d. Summary of organizational experience conducting similar work (past performance references should be included in Annex B; examples of similar studies should be included in Annex C)
- C. Technical proposal: 8 pages.** The applicant should describe their approach, methodology, and timeline to complete the tasks, including:
 - a. Workplan in the form of a Gantt (timeline) chart outlining key tasks and deliverables (Submit as annex, not part of page limitation)
 - b. Plan for engaging local organizations/researchers
 - c. Sources of primary and secondary data and literature
 - d. Issues of consent/assent and plan for protection of human subjects
- D. Cost/budget narrative: 3 pages.** The applicant must present a budget narrative outlining cost assumptions, in the following order:
 - a. Salaries and benefits. Includes personnel for technical assistance, data collection, data analysis, etc.
 - b. Per diem and Travel. Includes daily costs for lodging and meals and incidental expenses during field work; mode of transportation; vehicle rental; gas, etc.
 - c. Communications. Includes telephone, email, computer, mobile phone etc.
 - d. Partner/sub-contractor organizations. Includes summary amount of projected local partner awards.
 - e. Other relevant costs.
- E. Budget: no page limit.** The applicant must provide an Excel document with detailed costs as outlined in cost/budget narrative above.
- F. Annexes:**
 - a. CVs of proposed experts/team members: 5-page limit per CV, maximum of 5 CVs.

- b. Past Performance References: 3-page limit. PPs should include information on three (3) most recent projects/assignments, including project/assignment name; award number; dates of award; country/location(s) of award; donor(s); and short description of major accomplishments/deliverables.
- c. Examples of similar work: no page limit. Applicant can include up to five links or PDF copies of similar work or studies conducted in the last five years.

Award

- Winrock anticipates that it will notify the successful vendor and provide an agreement for signature the week of February 3, 2020.
- Winrock will run an open and fair competitive bidding process.
- As warranted, Winrock may increase or decrease the quantities.

Evaluation Criteria

Winrock will evaluate applications received on their technical merit and estimated costs. RFQ responses will be evaluated using the following criteria:

- *Demonstrated understanding of the context (20%):* Application demonstrates experience with and/or understanding of migration, human trafficking and child marriage in South Asia, preferably in Bangladesh.
- *Past performance and qualifications of organization and principal researchers (30%):* Research partner demonstrates technical skills and experience required to successfully implement assignment.
- *Plan for research, analysis, and development of deliverables (30%):* Proposed research plan is realistic, thorough, and inclusive of local organizations, and inclusive of survivor voice/needs.
- *Cost-effectiveness of the proposed budget (20%):* Costs proposed (including amounts proposed for local partners/organizations) are reasonable and realistic, reflect a solid understanding of the Bangladeshi implementing environment, and are not excessive when compared to other similar scopes of work.

Certification of Independent Price Determination

(a) The offeror certifies that—

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated or competitive solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern or individual to submit or not to submit an offer for the purpose of restricting competition or influencing the competitive environment.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory—

(1) Is the person in the offerors organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the principals of the offeror in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; (ii) As an authorized agent, does certify that the principals of the offeror have not participated, and will not participate, in any action contrary to subparagraphs

(a)(1) through (a)(3) above; and (iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through

(a)(3) above.

(c) Offeror understands and agrees that –

(1) violation of this certification will result in immediate disqualification from this solicitation without recourse and may result in disqualification from future solicitations; and

(2) Discovery of any violation after award to the offeror will result in the termination of the award for default.