



Request for Proposal

For Baseline Survey

RFP No.: 6998-21-001

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USAID's Fight Slavery and Trafficking-In-Persons Activity (FSTIP)

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Arlington, VA 22202

Cooperative Agreement: 72038821CA00002

Country: Bangladesh

Geographic Code: 937

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Call for Proposals

Winrock International, the implementing partner of the USAID's Fight Slavery and Trafficking-In-Persons Activity (FSTIP) project, invites qualified offerors to submit proposals to conduct a Baseline Study in support of program implementation. FSTIP is a five-year project which aims to reduce vulnerability to trafficking in persons and child marriage in Bangladesh.

Project Overview

Each year, large numbers of Bangladeshis are trafficked for forced labor and commercial sexual exploitation—both internally and abroad. While men are more likely to seek work abroad, women and girls who migrate for domestic work are particularly vulnerable to trafficking given their unequal status in destination countries. Women and girls are also trafficked for sexual exploitation abroad and within Bangladesh in legal and illegal brothels. Delays in the legal process, a lack of effective access to legal advice and representation, and poor coordination and capacity among justice sector actors and the government of Bangladesh deny survivors access to justice and foster impunity. Trafficking in persons (TIP) is also closely linked to child marriage (CM): in interviews with more than 400 female sex workers in Bangladesh in 2017, the Fuller Project found that more than half had been child brides and subsequently been sold into prostitution.

Key factors that increase vulnerability to TIP include poverty, unemployment, gender-based violence and discrimination, social exclusion, poor education, lack of marketable skills, and lack of awareness among communities of trafficking and child marriage risks. The stateless status of the 1 million Rohingya refugees—nearly 80 percent of whom are women and children—increases their vulnerability to TIP. Moreover, as more men migrate overseas for work, lower numbers of available marriageable men increase vulnerability to CM in a country where 70 percent of people surveyed noted their belief that women earn their identity and social status through marriage.

Working in 25 districts, FSTIP will reduce vulnerability to TIP and Child Marriage by:

- 1) Prosecution: Enhancing the systems, capacity, and sustainability of justice sectors and institutions
- 2) Prevention: Enhancing public awareness of human trafficking and child marriage and their dangers, and preventing human rights violations
- 3) Protection: Improving and expanding the identification and assistance to trafficked persons

Baseline Study Objectives

FSTIP aims to conduct a baseline study for indicators provided in Table 1 below.

Results/Sub-IRs	Indicator	Method and Schedule
0.1	Percent of the population with reduced vulnerability to TIP and/or child marriage	HH survey in 25 districts where project is implementing
3.5.1	% of persons vulnerable to TIP that increased their income as a result of the provided assistance	HH survey in 25 districts where project is implementing

Study Area and Methodology

The study area to be covered by the baseline survey consists of 25 districts, 75 Upazilas, and 300 unions as shown on the map below.

DISTRICTS:

DHAKA

Dhaka
Faridpur
Shariatpur
Narayanganj
Narsingdi
Rajbari
Tangail

CHATTOGRAM

Chattogram
Cox's Bazar
Cumila

BARISHAL

Barishal

KHULNA

Khulna
Jashore
Sakhira
Bagerhat
Jhenaidah

RAJSHAHI

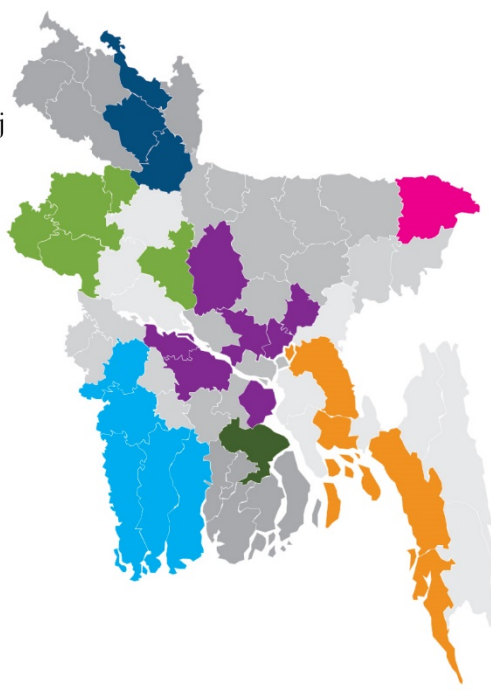
Rajshahi
Chapainawabganj
Naogaon
Sirajganj
Joypurhat

RANGPUR

Rangpur
Lalmonirhat
Gaibandha

SYLHET

Sylhet



Methodology of the baseline should be developed as follows:

The **Population Survey** will be a household-level survey within Bangladesh of a representative sample of households in the project districts in each province. The sample size should be sufficient to obtain estimates of the project indicator of each district and to show change in the project indicator between baseline and endline with statistical significance. Analysis must be generalizable at the level of vulnerable households as well as households more broadly. FSTIP will provide project definitions on vulnerability to TIP and vulnerability to child marriage. We require confidence intervals at the 95% confidence level and a 5% margin of error.

All offerors should propose research designs that meet the requirements outlined above. The final research design will be decided on in collaboration with the FSTIP team.

Roles and Responsibilities

The selected firm will implement the following activities:

- Review all relevant documentation including the project proposal, MEL plan, relevant documents from earlier projects including the USAID-funded, Winrock-implemented BC/TIP Project, country context documents, and other relevant documents including similar surveys and findings;
- Calculation of minimum sample size for the two surveys to show change between baseline and endline measures of project indicators;
- Sampling strategy for the two surveys;
- Utilize key definitions and constructs provided by Winrock International in the survey instruments;
- Develop survey questionnaires, protocols, and other research tools in collaboration with Winrock;
- Obtain approval from Winrock for all survey protocols, questionnaires, and other tools;
- Obtain ethical clearance of the survey protocols and instruments, uphold ethical behavior that include obtaining proper consent and assent during data collection, treating respondents with respect and sensitivity, and maintaining confidentiality etc.
- Recruit and train enumerators and supervisors
- In consultation with FSTIP, secure permissions and access to at-risk groups necessary to carry out the study activities.
- Analyze data and prepare draft report according to an outline provided by Winrock;
- Complete a draft baseline report that will be reviewed by Winrock International. This process may take multiple rounds of review and revision until all feedback from Winrock International and USAID are addressed and incorporated into the final draft.
- Complete the final report within the agreed timeline below

FSTIP will be responsible for:

- Providing updated list of target districts in each of the targeted provinces.
- Providing technical assistance on sampling strategies, questionnaires, and other protocols;
- Providing information on at-risk populations in the project study area;
- Designing survey questions for project indicators;
- Providing information about survey questions in other areas of interest;
- Providing timely review of study protocols and reports.

Submission Details

Submission Deadlines

Proposals must be received no later than midnight (12:00 am) Eastern Standard Time on **Friday, 3 September 2021**. 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 (5:00pm EST) on Friday, 27 August 2021 and must be submitted via e-mail to procurement@winrock.org Winrock will review and respond to all potential questions by Monday, 30 August 2021

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: procurement@winrock.org with the subject line “FSTIP Baseline RFP Response.”

Instructions to Vendors

- Delivery time: 6 weeks
- Cost quoted must include unit price and total price in USD and be valid for 60 days.
- Payment terms and complete banking information
- US Firms will need to supply completed W-9 form
- International firms will need to include their business registration and tax certifications

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

Technical Proposal

The maximum length for quotes should not exceed 20 pages. Proposals should include, as follows:

- A. **Cover page: 1 page max.** Include organization name; address; primary contact person (name, title, and email); and total amount requested (in USD).
- B. **Institutional capacity: 3 pages max.** 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 and contact information 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: 10 pages max.**
 - a. The applicant should describe in the technical proposal their approach and methodology for the study which must specify the intended survey design, including sampling methodologies and preliminary sample size calculation. The proposal should indicate how the applicant intends to interview the selected population(s) and should outline ethical considerations including issues of consent/assent and plans for protection of human subjects (including provision for review by an IRB or ERB).
 - b. The narrative should describe the consultant's plan for the questionnaire design and implementation; training for enumerators and supervisors; data collection and quality control; data entry; data analysis, data storage and security, and report writing.
 - c. Electronic data collection using tablets or hand-held devices is encouraged.
 - d. A detailed workplan including activities, timeframes, staffing, and resources should be included in the Technical portion of the proposal
- D. **Timeline: 1 page max.** The applicant must present a budget narrative outlining cost assumptions, in the following order:
- E. **Cost/budget narrative: 5 pages max.** The applicant must present a financial proposal that covers the following items and includes narrative on the assumptions behind the estimates:
 - 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. Printing. Includes survey questionnaires (if applicable), other study tools, reports
 - f. Other relevant costs
- 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 notifying the successful bidder and provide agreement for signature by 10 September 2021.

Payment Schedule

The proposed payment schedule for the study is as follows:

- 20% upon WI's approval of methodology including sampling plan, survey questionnaire and other study tools
- 30% on completion of data collection
- 20% upon WI's approval of the submitted draft report
- 30% upon WI's (and USAID) approval of the submitted final report and electronic datasets

Evaluation Criteria

Winrock will evaluate applications received on their technical merit and estimated costs. RFP 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.