Final Assessment Request for Quotations (RFQ)

Kazakhstan Actions against Trafficking in Children (KATCH) Project

Solicitation number - RFQ-2025-001-KATCH-10019

Issued: 15 May 2025

Winrock International seeks proposals from qualified firms or individual consultants with experience conducting evaluations in multidimensional development sector project (Combating Trafficking in Persons [CTIP], migration, etc.). Qualified firms/consultants are those that have been involved in similar projects in the past, particularly within the last three (3) years.

Interested parties may send their proposals as outlined here within.

Award No. SSJTIP23GR0009.

Country: Kazakhstan

Geographic Code: 19.019

WINROCK INTERNATIONAL

Table of Contents

Contents

RFQ No.	RFQ-2025-001- KATCH-10019
Issue Date	**May 15, 2025**
Title	Final Assessment
Issuing Office	Kazakhstan Actions against Trafficking in Children Project, Winrock International
Deadline for Questions	**May 30, 2025, 11:59 PM Kazakhstan time**
Deadline for Proposal Submission	**June 15, 2025, 11:59 PM Kazakhstan time**
Point of Contact	katchprocurement@winrock.org
Anticipated Award Type	Firm Fixed Price Purchase Order or Consultancy
Anticipated Award Amount	15,000 USD
Basis for Award	The award will be issued to the responsible and reasonable offeror who provides the best value to the project and its client using a combination of technical and cost/price factors.

Introduction

Winrock International invites qualified firms or individual consultants both from Kazakhstan and abroad to submit a proposal to conduct the Final Assessment.

Scope of Work

1. Project Background

Kazakhstan Actions Against Trafficking in Children (KATCH) is the first-ever project in Kazakhstan that focuses exclusively on the prevention of trafficking in children and the protection of child victims and children at risk. This three-year project [01 April 2023 – 31 March 2026] funded by the United States Department of State (USDOS), works to improve identification of child trafficking in persons (TIP) survivors and socially vulnerable migrant families, and support them with appropriate, comprehensive care in southern Kazakhstan. The project geographically covers the south of Kazakhstan: Turkestan, Kyzylorda, Almaty, Zhambyl and Zhetysu regions and the cities of Almaty and Shymkent.

VISION STATEMENT: Child TIP victims and accompanying children of migrant laborers (ACML) in southern Kazakhstan are identified and supported with appropriate, comprehensive care.

PROJECT GOAL: Government of Kazakhstan (GOK) agencies and NGOs proactively identify, refer, and assist child TIP victims and ACML in southern Kazakhstan using child-sensitive and trauma-informed approaches. The approach leads to systemic change (a) at individual levels by equipping service providers with trauma-specific skills and tools to identify, refer, and assist child TIP victims; and (b) at organizational levels by strengthening the capacity of local organizations to expand services to child TIP victims and ACML and by mobilizing government and civil society leaders to coordinate and improve accountability of child protection systems.

PROJECT OBJECTIVES: KATCH works to protect child TIP victims and ACML through two objectives, described below in detail: (1) Service providers have the capacity and resources to identify and assist child TIP victims and ACML in a child-sensitive, trauma-informed manner; and (2) Child protection and victim identification systems are proactive, coordinated, and accountable to child TIP victims and ACML.

By training service providers to deliver child-sensitive, trauma-informed care to child TIP victims; expanding identification and services for child TIP victims and ACML; and mobilizing GOK and NGOs to coordinate child protection, KATCH protects child TIP victims and ACML in southern Kazakhstan and strengthens service provider staff; Child CTIP Champions; and national and local GOK representatives to support them.

KATCH achieves this goal through the following objectives and activities:

- **Objective 1:** Increased capacity of service providers and resources to identify and assist child TIP victims and ACML in a child-sensitive, trauma-informed manner;
- **Objective 2:** Child protection and victim identification systems strengthened to be proactive, coordinated, and accountable to child TIP victims and ACML.

Under **Objective 1** the following activities are planned:

- *Activity 1.1:* Train service providers to deliver child-sensitive, trauma-informed support to child TIP victims.
- *Activity 1.2:* Award micro-grants to expand availability of education and other support services for child TIP victims and ACML.

Under **Objective 2** the following activities are planned:

- *Activity 2.1:* Mobilize Child CTIP Champions to Increase GOK Accountability.
- *Activity 2.2:* Facilitate alignment of roles and responsibilities for child TIP identification, referral, and assistance.

To achieve its objectives, KATCH employs three types of partnerships:

1. **resource partners**: KATCH partners with NGOs “Rodnik” and “Sana Sezim”, experienced CTIP and child protection organizations, to lead service provider and Child CTIP Champion trainings, facilitate alignment of child TIP roles and procedures, and mentor micro-grant recipients to implement effective child TIP identification and assistance activities
2. **Micro-grant recipients:** KATCH has issued five micro-grants to expand the network and scope of local organizations equipped to identify and support child TIP victims and ACML.
3. **Institutional counterparts:** KATCH partners with key government entities at national, oblast, and city levels, including the Inter-Agency Commission on Combating Trafficking in Persons [IC on TIP] as primary counterpart, and additional representatives from the ministries that address TIP and child protection.

To ensure that project approaches are survivor-informed, KATCH collaborates with a **Survivor Advisory Group (SAG)** and employ adult survivors of child TIP to contribute to activities. KATCH engages SAG to advise on project interventions and necessary adaptations, facilitate training workshops, provide recommendations on micro-grant proposals, and on child TIP identification, referral, and assistance procedures.

KATCH's strategic approach also includes engaging Child CTIP Champions to combat child trafficking, focusing on outreach, raising awareness, and advocacy.

In order to measure progress and compare actual results over time against what was intended to be achieved the project’s team collects the performance indicators data. The KATCH monitoring, evaluation, and learning [MEL] system includes 11 indicators that are used to monitor progress and manage performance through the life of the project at the output, outcome and impact levels.

Figure 1: KATCH posits the following Theory of Change:

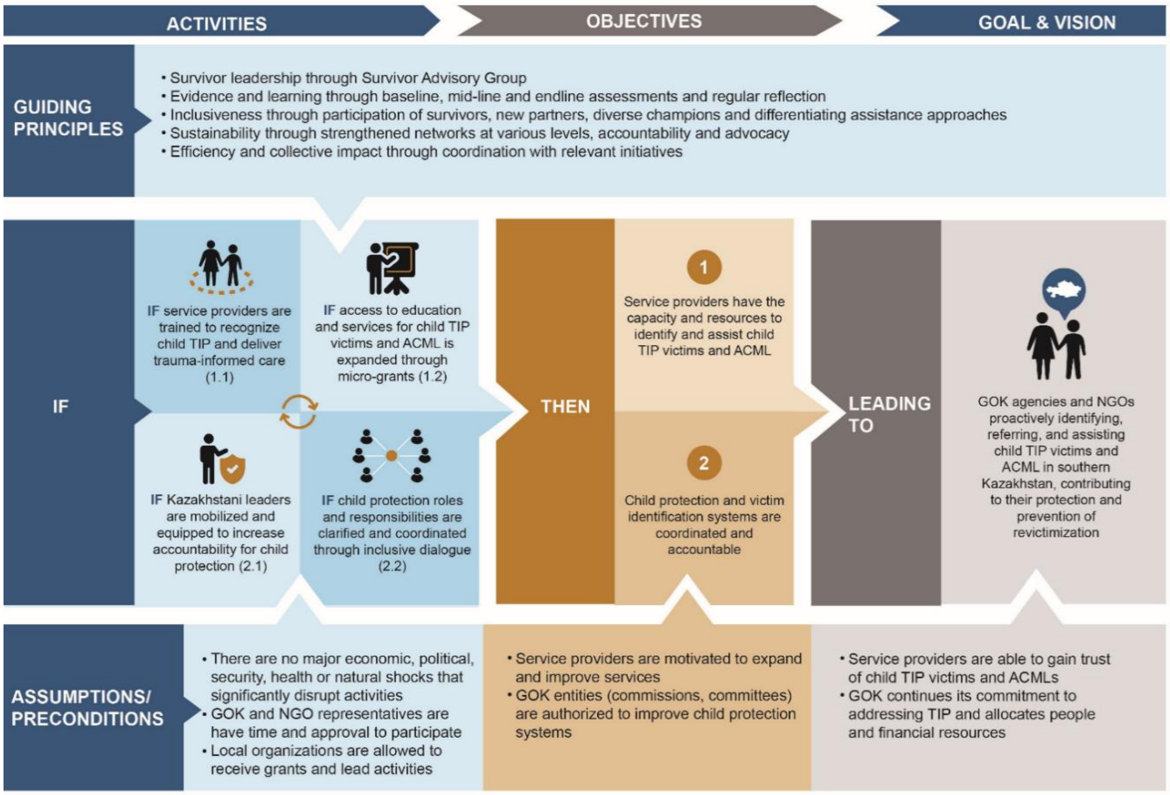
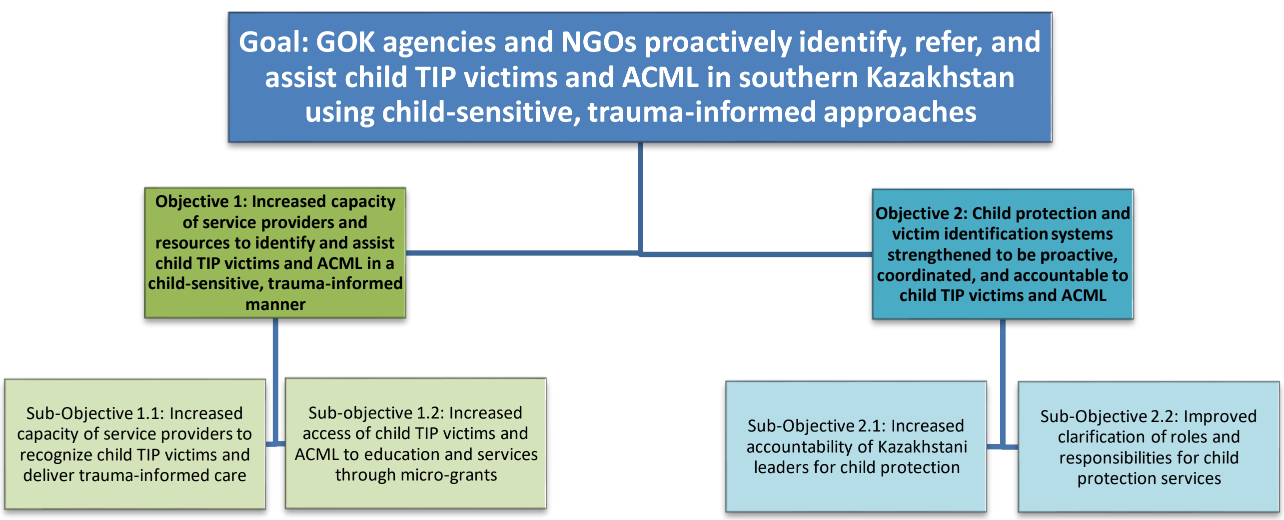


Figure 2: KATCH result framework



2. Purpose of the Final Assessment

The purpose of this evaluation is to assess the project's achievements towards meeting the project's objectives/goal, problems encountered, resolutions. It will also examine the project's relevance, effectiveness, efficiency, and sustainability. It will also provide an opportunity to draw on lessons learned, key project successes, good practices, as well as identify challenges, and factors hindering the implementation of the project.

Target Audiences

The evaluation will provide the U.S. Department of State, Winrock International, other project stakeholders an assessment of the project's performance. The evaluation results, conclusions, and recommendations will serve to inform stakeholders in the design and implementation of future projects to counter child TIP .

The study report will be shared with the U.S. Department of State. Upon completion of the project, KATCH reports will be archived in Winrock's home servers and will remain available upon request.

Evaluation Objective: Assess project's relevance, effectiveness, efficiency, sustainability, and outcomes.

The evaluation firm/consultant will refine and answer a set of evaluation questions related to relevance, effectiveness, efficiency, sustainability, and outcomes using various methods. The questions below are guidelines; the final key evaluation questions and methods will be decided in collaboration between Winrock and the selected firm or consultant.

Table 1: Evaluation Questions

Evaluation Criteria	Suggested Evaluation Questions	Potential Data Collection Method and Respondents
1. Relevance	1.1. How relevant has KATCH interventions and the approaches been to the situation of the beneficiaries? Has the project been appropriately responsive to the needs of the beneficiaries? What are the success stories and case studies to demonstrate that?	Focus Group Discussion (FGD): Beneficiaries
	1.2. Has the initiative had the desired impact? Did the initiative address the problem that had been identified? How did the initiative contribute to the overall aim of eliminating child trafficking?	Interviews: KATCH staff, implementing partners and key stakeholders
	1.3. How appropriate and relevant were the indicators described in the Results Monitoring Plan [RMP] in assessing the project's progress? Were the targeted indicator values realistic and can they be tracked? If necessary, how should the indicators be modified to be more useful? Were the means of verification for the indicators appropriate?	Interviews: KATCH staff, implementing partners
	1.4. Was the initiative planned in such a way that it achieved its objectives ? Did the project design (i.e., inputs, activities, outputs, and outcomes) address the needs that were identified? Does the design need to be modified in case of extension?	Interviews: KATCH staff, implementing partners
2. Effectiveness	2.1. "How effectively was the program implemented, and to what extent were the goals and objectives of the award achieved? To what degree were the planned targets and outcomes met, and if any were not achieved, what were the reasons?"	Interviews: KATCH staff, implementing partners and key stakeholders
	2.2. What factors hindered the implementation of KATCH ? What were the main constraints, problems, and areas in need of attention?	Interview: KATCH staff, implementing partners
	2.3. What were the major factors—including project design, implementation, and the operating environment—which influenced the achievement of the intended results?	Interviews: KATCH staff, implementing partners
3. Efficiency	3.1. Were the resources (time, funds, personnel, materials) available used to good effect, or were some of them wasted? Have activities supporting the objectives been cost-effective? Have resources (funds, human resources, time, expertise etc.) been allocated strategically to achieve outcomes? In general, do the results achieved justify the costs?	Interview: KATCH staff
	3.2. Have KATCH funds and activities been delivered in a timely manner?	Interview: KATCH staff
	3.3. "Are the project's human resources adequate in terms of quantity? Does the staffing structure support timely and efficient delivery of activities and contribute to achieving the project's targets and intended outcomes?"	Interview: KATCH staff
4. Sustainability	4.1. What is the likelihood that project benefits will be sustained after the conclusion of KATCH? Please explain the reasoning behind this assessment and describe the strategies or mechanisms in place to support the sustainability of these benefits.	Interviews: KATCH staff, implementing partners and key stakeholders
	4.2. What recommendations do key project stakeholders have for similar, future activities?	Interviews: implementing partners and key stakeholders
5. Outcomes	5.1. What have been the successful actions (often called 'good practice') that can be useful in the future? They can include approaches, strategies, interventions. How could successful interventions have been optimized and/or scaled up during the project's implementation?	Interviews: KATCH staff, implementing partners and key stakeholders
	5.2. What unintended outcomes (positive and negative) were produced [National Action Plan [NAP], laws, budget allocations, policies, structures]? To what extent can changes be attributed to the program?	Interviews: KATCH staff, implementing partners
	5.3. Describe lessons learned about the project, the target population, and the context in which the project was implemented. Has the project been appropriately responsive to political, legal, economic, institutional changes in the project environment?	Interviews: KATCH staff, implementing partners

The evaluation questions should be further discussed and refined with the selected evaluation firm/consultant to ensure that the process captures the evaluation objectives.

3. Methodology

Based on the evaluation questions above, the evaluation firm/consultant is encouraged to propose cost effective research methods to respond to evaluation questions and approaches. This section should also include information on how data will be collected and analyzed, including the software to be used and the analytical approach taken (if applicable). While designing the assessment methodology, the firm/consultant must take into consideration KATCH's Results Framework (listed in Figure 2). The selected research firm/consultant will be responsible for developing the design, methods, tools, and data collection protocols, but all final decisions regarding methodology will be made in collaboration with KATCH.

Overall, the end-line assessment will be primarily qualitative in nature. Such methods as outcomes harvesting, surveys, review of project performance data throughout the project cycle against the intended outputs/outcomes, key informant in-depth individual interviews and focus group discussions, including with national government, local authorities, civil society organizations and donor/international organizations involved in preventing child trafficking and promoting safe migration, implementing partners, KATCH staff, a sample of child TIP victims and ACML receiving services, etc. might be used.

Outcome Harvesting

The final assessment will also use **outcome harvesting** to identify unintended or unexpected results. The evidence of what has changed ("outcomes") will be collected ("harvests") and then it will be determined from documentation and respondents whether and how the KATCH project has contributed to these changes. These outcomes can be positive or negative, intended or unintended, but the connection between the initiative and the outcomes should be verifiable.

Social Media Analysis

To examine data gathered from social media platforms like Facebook, Instagram, and others and interpret to understand how successful was the awareness raising component and how recognizable is the KATCH project. To identify the number of media materials produced [articles/interviews/social media posts on CTiP, about the KATCH project or other types of materials] and how successful they were in reaching large audiences (overall reach, # of re-posts).

Key informant interviews (KIIs)

KIIs might be conducted in person and remotely using phone and videoconferencing. KII should be guided by KII protocols that include targeted inquiries to collect
information to answer the evaluation questions to each of the stakeholder groups.
A semi-structured questionnaire with open-ended questions might be used to conduct key informant interviews. It will be used to guide the key informant interviews and form the basis for the meeting summaries developed in electronic format. The questionnaire may be revised based on the information obtained during the interviews.
Subject to local protocols, the questionnaire might be distributed in advance of the interview. This can stimulate interest in the live interview and generate more detail in the subsequent live interview with the key informants. Only the live interviews can corroborate and qualify responses to the questionnaire.
A brief statement about the purpose of the study and voluntary participation in the survey will be provided. Interviewers will answer respondents' questions before proceeding with the interview.

Key informant interview information will be analyzed as soon as possible after the interviews are conducted. The evaluation team will use content analysis to summarize interview responses. . Findings that require further investigation or clarification will be identified. Follow-up interviews will be conducted if clarification is necessary.

Focus group discussions

FGDs might be conducted to gain insights of the local subawardees and local authorities involved in the project in the southern regions. The evaluators should consider organizing one FGD in each visited location.

The six (6) major stakeholder groups are:

(1) KATCH project staff (Kazakhstan - 2 and Home Office - 2);
(2) Representatives of government agencies and independent experts (national government [2 – MIA, MLSPP], local authorities [5 southern regions - Turkistan, Qyzylorda, Almaty, Zhambyl, and Zhetysu regions—and the cities of Almaty and Shymkent in Southern Kazakhstan, in each location 4 meetings with the Police Department, Department of Public Health, Department of Education, Department of Social Protection], civil society organizations and donor/international organizations involved in preventing child trafficking and promoting safe migration [3 - the U.S. Embassy and Consulate in Kazakhstan, OSCE, IOM]);
(3) NGO partners of the project (7 organizations in 5 southern regions);
(4) Survivors of Trafficking Advisory Group (2 members);
(5) Child CTiP Champions (10 out of 58);
(6) Beneficiaries that participated in project activities, including potential, current, and returned migrants and victims/survivors of child trafficking (50 out of 268).
    - The initial list of interviewees will be developed by KATCH Project team based on inputs from sub-awardees. The evaluators will also use “snowball” techniques to identify additional relevant interviewees during initial interviews.

Survey of beneficiaries

Surveys might be carried out to gather information about their experience whether KATCH interventions reduced their vulnerability. This might be done by co-designing a questionnaire with some sub-awardees, who will then directly administer the questionnaire as they are experienced in working with beneficiaries, and can best ensure that the survey would not harm the respondents. The exact number of beneficiaries sampled is expected not to exceed 50 individuals.
The evaluators should reach more than 112 respondents through conducting 55 KIIs, 7 FGDs in 5 regions and 2 cities, and holding a feedback survey among 50 beneficiaries.

KATCH and the selected firm/consultant will apply Winrock’s **“Do No Harm”** principles in all interactions with participants:
- ensure that participation is voluntary and based on informed consent,
- ensure that all data is stored securely
- protect participant confidentiality, anonymizing responses in the final report to prevent identification of participants
- use trauma-informed interview methods, and
- ensure that minors are accompanied by an approved adult during interviews. KATCH will continuously consult with adult survivors of child TIP via the SAG on data collection design and procedures and may also engage them to facilitate sensitive interviews with children.

Following administration of informed consent forms, audio recording could be used to ensure transcription accuracy for open-ended questions. This will allow for a full recording of detailed answers and encourage data collector's comments on context (demeanor and body language of respondents, participation levels of different respondents in focus groups, disruptions, and privacy concerns).

4. Roles and Responsibilities

The evaluation firm/consultant will implement some or all the following activities, depending on the final evaluation design:

- Review key project documents:
  - KATCH Theory of Change and Results Framework
  - Rapid Situational Assessment on Child Trafficking Status and Existing Response in Southern Kazakhstan
  - KATCH Monitoring and Evaluation Plan
  - KATCH project quarterly reports, RMP, Common Performance Indicator [CPI]
  - List of all NGO partners and key stakeholders
- In collaboration with KATCH, develop a detailed work plan including a field visit schedule, sampling protocols, data collection tools, data analysis plans, etc. and timeline for the execution of the evaluation tasks (preferably a Gantt chart with work breakdown structure), and a final report structure using KATCH provided outline.
- Adapt key evaluation questions to the questionnaires for different target groups of the assessment.
- Translate into Russian and pilot all survey questionnaires and tools.
- Arrange all fieldwork logistics.
- To collect relevant information/data during the regional field work. The qualitative information will be acquired through Focus Group Discussions (FGD) and individual interviews. Collect data including socio- demographic data and disaggregation by gender, age, and disability status.
- Ensure anonymity of data, human subject research concerns (Do No Harm - dignity, right, safety, and privacy concerns), and confidentiality.
- Compile and process qualitative data analysis
- Develop 1st draft report with key findings and results of the assessment using KATCH provided report outline
- Present initial findings and recommendations (drawn from the evaluator's own conclusions, free from organizational or political pressure) to KATCH and Winrock, and subsequently to the US Department of State for feedback.
- Prepare a revised report that incorporates the feedback provided by KATCH.
- Submit a final report in English to Winrock.
- Submit cleaned datasets to KATCH in line with Winrock requirements. Submit to KATCH all the documents related to the study (filled questionnaires, informed consent forms for individual interviews, electronic versions of the collected data, audio records/transcripts, coded qualitative interview/focus group data, etc.).
- Hold bi-weekly status calls with KATCH team.
- Prepare a 2-3-page stand-alone research brief in English describing the evaluation design, key findings and other relevant considerations such as ethical issues and how they were addressed that will serve to inform any interested stakeholders of the final evaluation and should be written in language easy to understand by non-evaluators and with appropriate graphics and tables.

KATCH will:

- Provide access to the research materials cited above and will ensure that the contractor receives timely feedback to the research firm / consultant on inception/desk review report, workplan, evaluation report, research design, all data collection tools, sampling strategy and other methodological components.
- Provide TIP orientation session and access to Winrock's Ethics Training.
- Provide a complete list of:
    - Direct and indirect beneficiaries
    - Implementing partners and key stakeholders
    - Informing them about the Project Evaluation.

General instructions to offerors

Offerors wishing to respond to this RFQ must submit proposals in English in accordance with the following instructions. Offerors must review all instructions and specifications contained in the RFQ. Failure to do so will be at the offeror's risk. Issuance of this RFQ in no way obligates Winrock to award a subcontract. Offerors will not be reimbursed for any costs associated with preparation of submission of their proposal. Winrock shall in no case be responsible or liable for these costs.

Submission to Winrock of a proposal in response to this RFQ constitutes an offer and indicates the offeror's agreement to the terms and conditions of this RFQ and any attachments hereto. Winrock reserves the right not to evaluate a non-responsive or incomplete proposal.

Submission Details

Proposal Submission Deadlines

Proposals must be received no later than before the date and time indicated on page 3 of this RFQ. Late submissions will not be accepted. Winrock International may request additional documentation after the bid deadline. Winrock will review all submitted proposals after the closing date and may conduct in-person or remote interviews with candidates under consideration.

All submissions are to be made electronically to katchprocurement@winrock.org with the subject line "KATCH FINAL ASSESSMENT". Please include the name of the person in your organization who is submitting the application as well as the telephone and email contacts.

Questions Submission Deadline

Inquiries/questions must be received no later than May 30, 2025, 11:59 PM Kazakhstan time and must be submitted via e-mail to katchprocurement@winrock.org. Winrock will review and responses to questions will be posted by June 6, 2025.

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.

Proposal Structured & Required Documentation

Offerors must submit 2 sets of proposals, including a technical proposal and cost proposal in separate files, with all pieces of the proposal labeled clearly. Each proposal should be typed in 12-point font. Submissions must be in English and typed single-spaced. All pages must be numbered and include the RFQ reference number and name of organization on each and every page.

The proposal submission should include each of the following sections in the specific order listed below in order to be considered for this consultancy:

Technical Proposal

The technical proposal shall include:

- **Organization Information (1 page):** The applicant shall list legal business name, authorized contact including address, phone number and email; proof of business registration. Briefly describe the history, vision/objectives of the organization, legal/registration status, and organizational structure. A photocopy of the organization's registration certificate and latest audited financial statement should be attached as an annex. This section should also state the organization's legal status in Central Asia, if applicable.
- **Analysis and Proposed Approaches/Methodologies (maximum of 5 pages):** Describe the proposed approaches for addressing the research questions laid out in evaluation scope of work. Describe the proposed methods for data collection, document review process and sampling. This section should include information on how data will be analyzed, including the software to be used and the analytical approach taken. Explain the perceived risks related to the assignment and proposed actions to mitigate them. This should also outline any potential limitations and ethical considerations including issues of consent/assent and plans for protecting human subjects.
- **Work Plan (maximum of 1 page)** The applicant shall propose an activity-based work plan that is consistent with the timeline, technical approach, and methodology described, structured around key milestones of the evaluation process. The work plan should follow the example illustrated in the Error! Reference source not found. **2** below. A Gantt chart can also be used to illustrate the work plan.

Table 2: Illustrative schedule of activity-based work plan

Activity Milestones	Week 1	Week 2	Week 3	Week 4	Week 5	*(Etc.)*
Phase I - Engagement						
Inception Meeting						
Inception Report with Evaluation Design						
Work plan development and approval						
Desk Review						
(Etc. as proposed by applicant)						
Phase II – Research and Data Collection						
Data collection						
Field-based interviews						
Data analysis						
Report on field survey data collection						
(Etc. as proposed by applicant)						
Phase III – Analysis and Reporting						
Finalization of draft Evaluation Report						

(Etc. as proposed by applicant)						

- **Proposed Level of Effort [LOE] (1 page):** For the Scope of Work [SOW] response, the applicant shall propose the total number of person-days required at that skill level to fulfill each of the evaluation activities. The **Table 3** below presents an example of how to document activity-based effort across the team:

Table 3: Illustrative schedule of activity based LOE for evaluation team members

Activity Milestones	**Team Leader**	**Evaluation Expert**	**Data Analyst**	**…**
Phase I – Engagement				
Inception Meeting	*## person-days*	*## person-days*	*## person-days*	*## person-days*
Inception Report with Evaluation Design				
Work plan development and approval				
Desk Review				
(Etc. as proposed by applicant)				
Phase II – Research and Data Collection				
Data collection				
Field-based interviews				
Data analysis				
Report on field survey data collection				
(Etc. as proposed by applicant)				
Phase III – Analysis and Reporting				
Finalization of draft Evaluation Report				
(Etc. as proposed by applicant)				
TOTAL DAYS:				

- **Technical Experience and Past Performance References** (**maximum of 2 pages):** The applicant shall provide a summary of the organization's technical capacity to conduct monitoring and evaluation in general – with particular focus on final evaluations. The applicant should include details of contracts, grants, or cooperative agreements involving similar or related assignments within the last three-five years. Reference information must include the location, a brief description of the scale and scope of work performed, total compensation value, and the current contact phone number of a responsible and knowledgeable representative of the organization. Winrock reserves the right to contact these projects as an organizational reference as part of the selection process.
- **Sample Technical Output (Annexed/Attached):** The applicant shall include one or more examples of a report or deliverable submitted to a client that relates to mid-term, final evaluation, end line study, survey of multidimensional development sector projects.
- **Personnel and Team Composition:** The applicant shall list and briefly describe the names, qualifications, responsibilities and functions of the proposed evaluation team. This must include one – two evaluation experts _. They must meet the qualifications and experience described

in **Appendix A** – Evaluation Team Composition. CVs of all key personnel **(not to exceed 5 pages for each)** must be included as an annex to the technical proposal; up to three other CVs may be included for reference.

Financial Proposal:

The offeror must present a detailed financial proposal that covers the following items and includes a narrative on the assumptions behind the estimates.

- Salaries
- Per diem and Travel. Includes daily costs for lodging and meals and incidental expenses during field work, mode of transportation, vehicle rental, gas
- Printing
- Communications. Including internet service, cell service, mobile data, etc.
- Qualitative Data Analysis Software
- Supplies. Including paper, pens, other materials for data collection and field work.

The cost quoted must include unit price and total price in USD.

Additionally, the offeror shall submit on a separate sheet with the fixed price for the anticipated deliverables under this RFQ.

Evaluation criteria

Proposals must clearly demonstrate alignment with the SOW described above with an adequate level of detail.

A Proposal Evaluation Committee designated by Winrock will review the technical and financial proposals, assess, score, and rank them according to the technical (Table 4) and financial (Table 5) evaluation criteria shown in the tables. The proposals will be scored according to the points shown for each criterion. The technical proposal will carry a 80% weight (Technical Pass Mark is 50%), and the financial proposal will carry a 20% weight. As a part of the evaluation process, the bidder may be interviewed/asked for a presentation on the submitted proposal by the Proposal Evaluation Committee. Only firms/consultants that obtain more than 50 points in the technical proposal will have their financial proposal reviewed.

Technical Proposal

The technical evaluation criteria and allocated points are summarized in Table 4 below.

Table 4: Technical evaluation criteria

No.	Technical Criteria	Points
1	**Experience of the Team & Team Composition (composed of 1a, 1b, 1c)**	**20**

1a	Minimum of 3 years of demonstrated experience in designing and conducting final evaluations and similar studies on TIP, migration, child protection, etc. in development sector.	5
1b	Knowledge of international donors M&E requirements, conducting evaluations or assessments preferably for the development sectors noted above in criterion 1a.	5
1c	Team Leader and Other Team Member previous experience in similar assignments, as described in this scope of work.	10
2	**Experience with Survey Design/Approaches/Methodologies, Data Collection, Data Analysis and Findings (composed of 2a, 2b 2c)**	**50**
2a	Appropriateness and quality of proposed approaches/methodologies	25
2b	Demonstrated experience with data analysis, and extracting key findings, conclusions, and recommendations.	25
3	**Evaluation Planning and Management**	**10**
3a	Proposed work plan activities and timeframe.	5
3b	Verified references.	5
	Total technical points (1 + 2 + 3)	**80**

Financial Proposal

The financial proposal shall include a calculation of total compensation based on the level of effort described and the daily rates proposed for the various positions.

All other direct costs (e.g., travel, logistics, materials, etc.) will be negotiated with the applicant after selection based on the level of effort (LOE) and daily rate criteria.

The financial evaluation criteria and allocated points are detailed in **Table 5** below.

Table 5: Financial evaluation criteria

No.	Financial Evaluation Criteria for Selection	Points

1	Sufficiency, reasonableness, and accuracy of detailed expenditures including per unit cost, with budget per unit cost budget clearly defined in USD.	10
2	Budget explanation and justification of costs.	10
	Total financial Points (1 + 2)	**20**

Award

Winrock will run an open and fair competitive bidding process.

Winrock anticipates to notify successful vendor and provide agreement for signature before June 30, 2025.

Winrock will review all proposals, and make an award based on the evaluation criteria stated above and select the offeror whose proposal represents the best value to KATCH. Winrock may also exclude an offer from consideration if it determines that an offeror is "not responsible", i.e., that it does not have the management and financial capabilities required to perform the work required.

Evaluation points will not be awarded for cost. Cost will primarily be evaluated for realism and reasonableness. Winrock may award a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price.

Winrock may award an offeror without discussions. Therefore, the initial offer must contain the offeror's best price and technical terms.

Anticipated Deliverables, Payments, and Completion Dates

Deliverables

All deliverables under this assignment are internal to the evaluation team, Winrock and US Department of State, unless otherwise instructed by Winrock. Key evaluation deliverables are as follows. Table 6 below provides a list of key milestones and dates. A list of deliverables and their due dates is included in **Appendix B**.

Inception Report, Evaluation Design and Work Plan

This report will summarize the agenda and conclusions of the inception meeting, which will involve the contractor, KATCH team (representatives from the Winrock home and field offices), and perhaps USDOS staff. During the meeting, the evaluation team will review and discuss the SOW in its entirety, clarify team member roles and responsibilities, prepare the work plan, develop evaluation design, and clarify any logistical and administrative procedures for the assignment.

This evaluation design will expand upon the approaches/methodologies proposed by the evaluator in the technical proposal. It will serve as a guiding framework for the rest of the evaluation and will be included as an annex in the Final Evaluation Report.

Based on the outcome of the meeting, the evaluation team will provide a revised inception report with evaluation design and work plan to KATCH team. Winrock will provide any necessary feedback or edits, after which the evaluation team will submit a final version of the document.

At a minimum, the inception report should include

1. Evaluation methodology/data collection and sampling methods/data analysis
2. Ethical considerations
3. Potential limitations
4. Document review process
5. Timeline / work plan, including a field visit schedule
6. Draft and final report outlines using KATCH provided format
7. Roles and responsibilities,
8. Data collection tools

Bi-Weekly Updates

To ensure ongoing communication, the evaluator/-s will provide a bulleted bi-weekly email update to KATCH and Winrock headquarters (or any other designated evaluation Point of Contact) reporting on progress. Any delays must be communicated immediately to Winrock to allow quick resolution and to minimize any disruptions to the evaluation. Emerging opportunities to strengthen the evaluation should also be discussed with Winrock headquarters and field offices, as they arise.

Virtual Event/Workshop

This will be attended by KATCH field and home offices project team and USDOS, to be conducted virtually on **September 15, 2025**. The event/workshop will serve to present and discuss the key findings, conclusions and recommendations stemming from the evaluation. Input from the stakeholders can be used to refine the draft Evaluation Report.

Draft Evaluation Report

A *Preliminary Draft Evaluation Report* must be submitted to Winrock headquarters and field offices by **September 15, 2025**. Winrock and USDOS will provide comments to the evaluation team. A *Final Evaluation Report* will be submitted **by September 30, 2025** to Winrock headquarters and field offices that incorporates responses to comments on the preliminary draft and offered in the event/workshop. The written report should clearly describe findings, conclusions, and recommendations in separate sections. **Appendix C** presents an outline of the reporting requirements. The report should answer all the evaluation questions, and the structure of the report should make it clear how the questions were answered. The draft report must be of a high quality with no grammatical errors or typos. A report is high quality when it represents a thoughtful, well-researched and well-organized effort to objectively evaluate what worked on KATCH, what did not work, and why.

Stand-alone brief

The evaluation team will submit a 2-page stand-alone brief in English describing the evaluation design, key findings and other relevant considerations that will serve to inform any interested stakeholders of the final evaluation and should be written in language easy to understand by non-evaluators and with appropriate graphics and tables.

Final Evaluation Report

The evaluation team will submit the Revised Draft Evaluation Report to Winrock electronically in

English, not to exceed 50 pages in length. To the extent possible, all information that is compiled from field-based studies should be (i) provided in an electronic file in an easily readable format; and (ii) organized and fully documented for use by persons not fully familiar with the project or the evaluation. The report format should follow the template for drafting evaluation reports for USDOS-funded Projects. This template will be provided to the firm/consultant upon award.

Winrock will review and edit the Revised Draft Evaluation Report as needed and engage the evaluator/-s in this process. When completed, Winrock will submit this draft to USDOS for their review and comments. Following receipt of these, Winrock will produce a Final Evaluation Report that incorporates responses to USDOS's comments.

The Final Evaluation Report will be professionally formatted and submitted to USDOS for publication in accordance with the USDOS Monitoring and Evaluation Policy. Winrock shall provide a copy of the evaluation report that is free of personally identifiable information (PII) and proprietary information. Winrock will sign and return the USDOS public evaluation disclosure statement with the final version of the evaluation report. The study report will be published on Winrock's web-site. Copies will be distributed via email to implementing partners and key stakeholders. Upon completion of the project, KATCH reports will be archived in Winrock's home servers and will remain available upon request.

Payments and Completion dates

Upon award of a subcontract, the deliverables and deadlines detailed in the below will be submitted to Winrock. Payment will be made within 30 calendar days upon acceptance and approval of a deliverable and Invoice by Winrock. Note that throughout the life of the subcontract, the evaluator/-s will provide bi-weekly email updates to KATCH and Winrock headquarters on progress.

Table 6. Key milestones and dates

Activities	Estimated Date of Completion	Deliverables	Amount (% of Total)
1. **Award and Contract Signing**	**June 30, 2025**	• Fully executed Final Evaluation contract	
2. Inception meeting (kick-off) with KATCH field and home offices team to discuss the study design, roles and responsibilities. **3. Desk Review** of KATCH project-related documents,including the MELP and other relevant project-level studies/assessments. **4. Draft Inception Report with Evaluation Design and Work Plan** for data collection and analysis, including agreed methodologies, detailed work plan, etc.	**June 30, 2025** **July 4, 2025** **July 14, 2025**	• 1st draft of the Inception Report	
5. KATCH feedback on the Inception Report received **6. Final Inception Report with Evaluation Plan**	**July 21, 2025** **July 28, 2025**	• Approved Inception Report	20%
7. Field work completed **8. Virtual Event/Workshop to present draft Evaluation Report findings to Winrock / USDOS** **9. Draft Report / Report on field survey data collection.**	**August 31, 2025** **September 15, 2025** **September 15, 2025**	• Approved event/workshop agenda • 1st draft of Evaluation Report	30%
10. KATCH feedback on draft Evaluation Report received (from Winrock & USDOS) **11. Final Study Report, and a stand-alone brief** submitted to KATCH	**September 22, 2025** **September 30, 2025**	• Approved Final Evaluation Report for submission to USDOS	50%

Please note that:

- ***The fixed price for the deliverables should be inclusive of all taxes.***
- ***The anticipated deliverables and associated payments may be adjusted based on agreement between research firm/consultant and Winrock International (after successful firm/consultant is selected)***

Confidentiality Statement

This document, and any attachments thereto, regardless of form or medium, is intended only for use by the addressee(s) and may contain legally privileged and/or confidential, copyrighted, trademarked, patented, or otherwise restricted information viewable by the intended recipient only. If you are not the intended recipient of this document (or the person responsible for delivering this document to the intended recipient), you are hereby notified that any dissemination, distribution, printing or copying of this document, and any attachment thereto, is strictly prohibited and violation of this condition may infringe upon copyright, trademark, patent, or other laws protecting proprietary and, or, intellectual property. In no event shall this document be delivered to anyone other than the intended recipient or original sender and violation may be considered a breach of law fully punishable by various domestic and international courts. If you have received this document in error, please respond to the originator of this message or email him/her at the address below and permanently delete and/or shred the original and any copies and any electronic form this document, and any attachments thereto and do not disseminate further.

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.

Appendix A: Recommended Evaluation Team Composition

The evaluation team shall be composed of a technically qualified staff of professionals with proven experience working in the development sector with a focus on child protection, TIP and safe migration.

Team Leader/Evaluation Specialist. The Team Leader will provide overall leadership for the team, and s/he will draft the evaluation design, coordinate activities, arrange periodic meetings, consolidate individual input from other team members, and coordinate the process of assembling the final findings and recommendations into a high-quality document.

S/he will lead the preparation and presentation of the key evaluation findings and recommendations to the KATCH staff at Winrock and other major stakeholders. The evaluation Team Leader will report to and coordinate with KATCH staff as needed to acquire necessary information, contact local partners and key informants, and facilitate site visits and other surveys. It will be the responsibility of the Evaluation Team Leader to ensure the communication and coordination needed for the survey to produce the field-based information needed for the evaluation.
Minimum qualifications include:

- a master's degree in social sciences field – or 3+ of similar experience at the senior level
- a minimum of 3+ years of professional work experience in donor-funded development programming and/or economic development
- demonstrated experience of conducting similar research and studies
- familiarity with donor regulations and systems, including performance monitoring guidance on gender policies and guidance, project management, and reporting
- fluency in English and excellent communication skills – particularly writing.

Evaluation Expert/Analyst: The Team Leader will be supported by an evaluation expert/analyst possessing a diverse and complementary set of technical capacities – preferably experience with qualitative and quantitative approaches and methodologies for research and analysis including experience creating data collection tools, and with data analysis, and extracting key findings and conclusions.

Appendix B: List of key deliverables and due dates

Deliverable	Due date
Draft Inception Report with Evaluation Design and Work Plan	**July 14, 2025**
Final Inception Report with Evaluation Design and Work Plan	**July 28, 2025**
Report on field survey data collection Field-based interviews	**September 15, 2025**
Virtual Event / Workshop	**September 15, 2025**
Final Evaluation Report	**September 30, 2025**
Bi-Weekly Updates	**Ongoing**

Appendix C: Reporting Requirements

Cover Page (with photo, if possible) - 1 page

List of Acronyms – 1 page

Table of Contents, which identifies page numbers for the major content areas of the report. - 2 pages

Executive Summary – Stand-alone document that concisely states the project background, evaluation purpose and questions, design, methods, limitations, findings, conclusions, and recommendations (not to exceed 2 pages)

Body of Report

1. **Introduction and Purpose - [not to exceed 5 pages]**
   - 1.1. **Project Context** - Describe the context in the country that the project is being implemented, including any political, legal, economic, institutional factors that are relevant to the project.
   - 1.2. **Project Description** – Describe the project including project goal, objectives, activities and implementation strategy, location(s) of project activities, target population, stakeholder roles and contribution to the project, project status, and budget.
   - 1.3. **Theory of Change / Results Framework** – Include the project's theory of change and results framework graphic.
2. **Evaluation Design and Methodology - [not to exceed 5 pages]**
   - 2.1. **Purpose and Scope of the Evaluation** – Describe the purpose of the evaluation including the evaluation type and questions, any previous evaluations related to the project, the intended audience of the evaluation, how the evaluation findings will be used by the implementer, and how the evaluation informs the program's broader Learning Agenda.
   - **2.2. Evaluation Questions** - List the evaluation questions in the context of relevance, effectiveness, efficiency, outcomes, and sustainability (as outlined in the final evaluation Terms of Reference (TOR)).
   - **2.3. Evaluation Design –** Describe the overall design/approach used for the evaluation.
   - **2.4. Sampling Methods –** Describe the basic sampling strategy used during the evaluation including the sampling frame, rationale and mechanics of participant selection for the sample, number of participants selected out of potential subjects, selection criteria for any counterfactual/control groups (as applicable), limitations of the sample, minimum detectable effect and confidence level.
   - **2.5. Data Collection Methods -** Describe data collection methods and instruments (both qualitative and quantitative) used in the evaluation. The actual instruments themselves (e.g., full surveys and interview guides) should be included in the annexes.
   - **2.6. Data Analysis Methods –** Describe how those data are analyzed. It should be clear how these methods are linked to each of the evaluation questions and why they are appropriate to answer those questions.
   - **2.7. Evaluation Limitations -** Outline key limitations of the evaluation and how these were mitigated (for example, key stakeholders from the Government/local authorities are not available; unwillingness of beneficiaries to give interviews).
   - **2.8. Ethical Considerations** within this assessment are a set of principles that guide the assessment designs and practices including voluntary participation, informed consent, anonymity, confidentiality, and potential for harm.
   - 2.9. **Social Media Analysis -** To examine and interpret data gathered from social media platforms like Facebook, Instagram, and others to understand how people perceive KATCH project's products and events.
3. **Findings -** Findings are empirical facts based on data collected during the evaluation and should not rely only on opinion, even of experts. It should report both qualitative and quantitative data, and also report on the project's key performance indicators (a table with the results of all performance indicators should be included in an annex). The findings should also consider the possibility of unintended side effects of the intervention. This could include an analysis of how project interventions affected various segments of the population differently (e.g., different affects based on gender, socio-economic status, age, etc.). -- 10 pages
4. **Conclusions -** Describe the conclusions of the evaluation. Clearly explain how the logic behind the conclusions correlate with actual findings. Conclusions should be substantiated by findings consistent with data collected and methodology used and ultimately answer the Evaluation Questions. If conclusions are tentative, clearly identify the details of what is known and what can be plausibly assumed. Ensure the conclusions add value to the findings. Do not highlight simple conclusions that are already well known and obvious. - 2 pages
5. **Recommendations -** Recommendations should be relevant to the project, TOR, and objectives of the evaluation and formulated clearly and concisely. Describe how the evidence and analysis provide the

basis for the recommendations. Recommendations must be specific and actionable, prioritized to the extent possible, and include responsibilities and a timeframe for their implementation. - 2 pages

Annexes – All relevant annexes should be part of the report. Annexes that are required for evaluations are: bibliography, table of indicator data, results framework, data collection instruments (questionnaires, interview guides, observation protocol, sampling tools, etc.), terms of reference or statement of work for the evaluation, conflict of interest forms, key elements of statistical results.

Please ensure that the evaluation report is free from all personally identifiable information (PII). Items that should NOT be included in the Annexes (or anywhere in the report) include: a list of participants and/or people interviewed for evaluation and names, email addresses, phone numbers, addresses, or similar information linked to individuals.