

Frequently Asked Questions (FAQs)

For: Request for Proposal (RFP) – Baseline & Grievance Mechanism Assessment (SECURE project – Winrock International)

Notification of responses to bidders' questions: June 30, 2026

Proposal Deadline: 3 July 2026, COB, Jakarta Time

- 1. Will Winrock provide a list of pre-identified key informants (government officials, private sector associations, CSOs) at national and district levels, or is the offeror expected to independently map and survey all respondents?**
 - a. A: The offeror is responsible for identifying and developing its own list of key informants at the national, provincial, and district levels. Demonstrated experience and existing networks with key stakeholders in Indonesia's nickel supply chain will be considered during the technical evaluation. Offerors should demonstrate their ability to independently identify, access, and engage relevant stakeholders. Winrock may suggest adding/reducing based on Winrock's experience. Winrock will provide reasonable facilitation and introductions, where appropriate and necessary, but the offeror should demonstrate the capacity to independently conduct the study.

- 2. The RFP mentions both a baseline assessment and a grievance mechanism assessment. Should these be treated as two distinct studies with separate methodologies, or as an integrated single study? Will Winrock accept a proposal that recommends separate data collection streams for each?**
 - a. A: The baseline assessment and grievance mechanism assessment are expected to be conducted as one integrated study that results in two distinctive reports. Since both components involve many of the same stakeholders. For efficiency and lowering the burden on stakeholders, we recommend a single (combined/overlapping) data collection event.

- 3. Regarding Do-No-Harm and trauma-informed approaches for worker interviews — does Winrock have existing protocols, referral pathways, or psychosocial support resources that the offeror should align with, particularly for migrant worker populations in Morowali, Kolaka, Konawe, and North Maluku?**
 - a. A: Winrock does not have existing protocols or referral pathways for this assessment. The offeror is expected to propose an appropriate Do-No-Harm and trauma-informed approach that is suitable for the study context. The proposed approach, including participant protection and ethical considerations, will form part of the technical evaluation.

- 4. Is an Institutional Review Board (IRB) review required from a specific body (e.g., Indonesian national ethics committee, a US-based IRB, or Winrock's own review process)? What is the estimated timeline for IRB approval, and is that accounted for in the proposed July–August 2026 inception period?**
 - a. A: The offeror is responsible for proposing an appropriate IRB or ethics review process consistent with applicable regulations in Indonesia. Ideally, this would be an Indonesian IRB that understands the country specific requirement. The timeline in the RFP has been developed with sufficient time to accommodate an expedited ethics review process. In lieu of an Indonesian IRB institute, a US based firm may be used. Winrock International does not have its own Institutional Review Board (IRB).

- 5. For the grievance mechanism assessment component, does Winrock expect the UNGPs effectiveness criteria to be applied as a formal scoring/rating framework, or as a qualitative analytical lens?**

 - a. A: The offeror should explain the advantages and limitations of applying the UNGP Effectiveness Criteria as either a formal scoring/rating framework or a qualitative analytical framework. The offeror should justify the proposed approach, as the assessment methodology is the responsibility of the offeror and will be considered during the technical evaluation.

- 6. What is the approximate total target sample size Winrock expects for: (a) household/worker surveys, (b) KIIs, and (c) FGDs? Is the offeror fully responsible for proposing and justifying sample sizes, or are there minimum thresholds already set in the MEL Plan?**

 - a. A: The offeror is fully responsible for proposing and justifying the sample size and sampling strategy. The proposal should clearly explain how the proposed sample will adequately address the study objectives and support credible findings. The appropriateness of the sampling methodology will be assessed during the technical evaluation.

- 7. The fieldwork covers four geographically dispersed districts (Morowali, Kolaka, Konawe, North Maluku). Will SECURE staff or local partners provide any logistical support (access facilitation, introductions to sites/companies), or does the offeror bear full responsibility for access and entry?**

 - a. A: The offeror is responsible for planning and managing all fieldwork logistics, including obtaining access to study locations. Winrock will provide reasonable facilitation and introductions, where appropriate and necessary. All associated travel and operational costs should be included in the financial proposal. For more detail of the provinces and districts, please see question 23.

- 8. Given that some target populations include international migrant workers (likely Chinese nationals in nickel processing zones), are there specific language requirements or translation support expected from the offeror beyond Bahasa Indonesia?**

 - a. A: The offeror is responsible for proposing an appropriate methodology for engaging international migrant workers, including any language interpretation or translation services required to collect reliable information. Winrock will provide reasonable facilitation and introductions, where appropriate and necessary.

- 9. The RFP states the grievance mechanism findings must be either a standalone section or a separate report. What is Winrock's preference, and does this affect the payment structure or word count expectations?**

 - a. A: Winrock requests offerors to produce two distinctive reports (refer to question #2). The offeror should recommend the reporting format that best supports the study objectives and their proposed approach. This choice will not affect the payment srtructure.

- 10. The Final Research Report (due October 15) is referenced for submission to USAID/DOL for public disclosure. Does the DONOR AGENCY (U.S. DOL/ILAB) have a specific evaluation report template that must be used? Will this template be shared at inception or before the Draft Research Plan is due?**

 - a. A: The U.S. Department of Labor does not require a separate reporting template beyond the requirements outlined in the RFP. Offerors can refer to the report outline provided in Annex 2 as a reference but can develop their own template with discussion and approval with Winrock. Any additional reporting guidance will be shared with the selected offeror during project implementation if necessary.

- 11. The 2–3 page stakeholder brief — should this be produced in both English and Bahasa Indonesia, given the Indonesian government and CSO audiences**
- a. A: The 2–3-page stakeholder brief should be prepared in both English and Bahasa Indonesia. The baseline and grievance mechanism reports should be submitted in English, as specified in the RFP.
- 12. The RFP requires "at least two key personnel" (Team Leader + Senior Expert/Analyst) with CVs, but Section 5 references "all three key personnel." Please clarify the minimum required team composition for proposal submission.**
- a. A: The minimum required team composition consists of two key personnel: one Team Leader and one Senior Expert/Analyst. Offerors may propose additional personnel if they believe it will strengthen the implementation of the assignment.
- 13. Is a local Indonesian firm eligible to apply as prime, or is a local presence/partnership only required of international firms? Are joint ventures between international and Indonesian firms permissible under this RFP?**
- a. A: Yes. Indonesian firms, international firms with a local presence, and joint ventures between international and Indonesian firms are all eligible to apply, provided they meet the requirements outlined in the RFP.
- 14. Can a proposed Team Leader who meets the 10+ years' experience threshold qualify even without a post-graduate degree, per the "or equivalent experience" clause in Annex 1?**
- a. A: Yes. A Team Leader with more than 10 years of relevant professional experience may qualify without a postgraduate degree, provided they demonstrate substantial experience leading similar studies and have relevant expertise in labor issues, research, and Indonesia's critical minerals sector.
- 15. The financial proposal requests costs in both USD and IDR. Should the total fixed price ceiling be quoted in USD only, with IDR as a reference, or will Winrock accept and pay in IDR for locally incurred costs?**
- A: Offerors are required to submit the financial proposal in both U.S. dollars (USD) and Indonesian rupiah (IDR), in accordance with the requirements set forth in the RFP. Payments to Indonesian vendors will be made in IDR, while payments to international vendors will be made in USD.
- a. **Will Winrock provide a budget ceiling or indicative range for this assignment to help offerors calibrate the level of effort and financial proposal?**
- A: The estimated budget for this assignment is between USD 55,000 and USD 70,000. Offerors should propose a level of effort and budget that is realistic and appropriate for the scope of work.
- 16. Given the tight timeline between contract award (July 24) and inception report submission (August 7) — only ~2 weeks — will Winrock allow a brief mobilization extension if IRB or government access approvals cause delays, without triggering liquidated damages?**
- a. A: The timeline in the RFP represents Winrock's expected implementation schedule. If unforeseen circumstances, such as ethics approval or government administrative processes, affect the timeline, Winrock will discuss appropriate adjustments with the selected offeror on a case-by-case basis.
- 17. As far as our understanding, the OECD Evaluation Criteria (p.5) is usually used to evaluate a particular ongoing or ending project/program while this RfP seeks a baseline study (meaning that the project/program is still in its early stage). Therefore, if the OECD criteria is implemented in the baseline, the unit of analysis may not be consistent as it will interchange between the existing mechanism(s) and SECURE project depending on relevant criteria. For instance, SECURE**

may be relevant on Relevance and Coherence aspects but not on Effectiveness/Impact, Efficiency and Sustainability ones as the project has not been fully implemented yet.

- a. A: The OECD Evaluation Criteria are used as an organizing framework for the research questions rather than as an evaluation of SECURE's performance. Since this is a baseline assessment, the study will establish the current situation and generate evidence that can be compared with future assessments during project implementation and determine potential impact on those criteria, as applicable.

18. The methodology section (p. 6) outlines the preferred methods of data collection (KII, in-depth interviews, FGDs) indicating that the baseline and assessment will largely use qualitative methods. But on page 7 there is a requirement for survey questionnaires, implying that the baseline will conduct a survey which is a quantitative method.

- a. A: The study is expected to primarily use qualitative methods, including KIIs, FGDs, and in-depth interviews. However, the offeror may propose additional data collection methods, especially related to the grievance mechanism, including quantitative approaches where appropriate, if they strengthen the study objectives. The proposed methodology should be clearly justified.

19. The scope of work requires data collection at national level and across four target districts (Morowali, Kolaka, Konawe, and North Maluku), including engagement with government and private sector actors in the nickel supply chain. Could you please clarify what access arrangements, introductions, or letters of support SECURE is able to provide to facilitate fieldwork at company sites and with government counterparts? Understanding the level of support available will allow us to propose a realistic field logistics plan and timeline.

- a. A: The offeror is responsible for identifying and contacting key informants and obtaining access to study sites. Winrock will provide reasonable facilitation and introductions, where appropriate and necessary, but the offeror should demonstrate the capacity to independently conduct the study.

20. The RFP notes that Annex 3 (Draft SECURE Performance Indicators) will be provided upon award. As the indicators will directly determine the quantitative sample size and data collection instrument design, could Winrock share these (even in summary or indicative form) prior to proposal submission? This will enable us to propose a more precise and justified sampling strategy.

- a. A: The draft SECURE Performance Indicators will be shared with the selected offeror after contract award. Offerors should develop a methodology based on the information available in the RFP and explain how they will refine the methodology and data collection tools once the indicators become available. The study is expected to primarily use qualitative methods, but the offeror may propose additional quantitative approaches where appropriate. SECURE performance indicators are mainly qualitative indicators.

21. Based on the topic of the research (which is quite sensitive and mentioned in the RFP), we assume it is acceptable to collect primary data qualitatively while utilizing both qualitative and quantitative data for secondary research. Please confirm whether our assumption is correct.

- a. A: Yes. The study is expected to primarily rely on qualitative primary data. However, the offeror may propose additional data collection methods where appropriate, if they strengthen the study objectives. This study is also expected to be supported by both qualitative and quantitative secondary data where available and relevant.

22. Since the topics of worker exploitation and grievance mechanisms are quite sensitive, we would like to know whether we are allowed to conduct undercover research (which is quite common in market research) and allow participants to remain anonymous. Related to that, is it permitted by Winrock to omit photos of research participants, as some may not be comfortable being documented?

- a. A: The offeror may propose an appropriate research approach, provided it complies with applicable ethical standards (as approved by the IRB) and clearly justifies its use. All participants should be provided informed consent before participating in the study. Participant anonymity should be protected where appropriate, and photographs are not required if participants do not consent.

23. Do we have the freedom to select districts in North Maluku, given that the RFP does not specify districts in that region?

- a. A: Based on the latest developments, Winrock has selected the following provinces and districts.
1. Central Sulawesi: Morowali and Morowali Utara
 2. Southeast Sulawesi: Kolaka and Konawe
 3. North Maluku: Halmahera Tengah and Halmahera Selatan

24. We would like to enquire whether it would be possible to submit a proposal for a discrete component of the RFP, namely the Grievance Mechanism Assessment. We would therefore appreciate your guidance on whether a separate proposal focused solely on the Grievance Mechanism Assessment would be considered.

- a. A: Winrock will only accept proposals that address the full scope of work described in the RFP. The baseline assessment and grievance mechanism assessment are intended to be conducted as one integrated study under a single contract. You can partner with a firm that focuses on the baseline and submit a single proposal that covers both aspects of the RFP.