

Request for Proposals (RFP)

Research Study on Child Trafficking in Kazakhstan: Vulnerabilities, Trends, Protection Systems, and Response Capacity

Kazakhstan Actions against Trafficking in Children
(KATCH) Project

Solicitation Number – RFP-10019-KATCH-2026-01

Issued: September 29, 2026

Winrock International seeks proposals from qualified firms or individual consultants with experience conducting studies related to child protection, Trafficking in Persons (TIP), exploitation, abuse, migration, etc. Qualified firms/consultants are those that have been involved in similar projects in the past, particularly within the last five (5) years.

Interested parties may send their proposals as outlined here within.

Award No. SSJTIP23GR0009.

Country: Kazakhstan



Geographic Code: 19.019

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RFP No.	RFP-10019-KATCH-2026-01
Issue Date	September 29, 2026
Title	Child Trafficking in Kazakhstan Research
Issuing Office	Kazakhstan Actions against Trafficking in Children (KATCH) Project, Winrock International
Deadline for Questions	October 15, 2026 11:59 PM Kazakhstan time
Responses to Questions Published By	October 22, 2026
Deadline for Proposal Submission	November 6, 2026, 11:59 PM Kazakhstan time
Point of Contact	katchprocurement@winrock.org
Anticipated Award Type	Firm Fixed Price Purchase Order or Consultancy
Anticipated Award Date	November 23-26, 2026
Anticipated Award Amount	30,000 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 research on child trafficking in Kazakhstan.

Scope of Work

A. Project Background

Over the past decade, Kazakhstan has made important progress in strengthening anti-trafficking legislation, child protection systems, and victim assistance. Most notably, Kazakhstan adopted a comprehensive Law on Combating Trafficking in Persons in 2024 and has increased attention to child protection and trafficking prevention, including through public awareness campaigns; victim assistance hotlines; funding TIP victim shelters; expanding state services to TIP victims; registering children born in Kazakhstan to parents with irregular status to allow access to services; coordination with international and local non-governmental organizations (NGOs) to protect TIP victims, and development of the “Children of Kazakhstan State Program 2026-2030”. Despite these advances, significant gaps remain in the evidence needed to understand the prevalence, patterns, and characteristics of child trafficking in Kazakhstan.

In 2023, KATCH conducted a Rapid Situational Assessment on Child Trafficking Context and Response in Southern Kazakhstan: Situational Analysis Report¹. While this assessment generated important insights into trafficking trends and response systems in southern Kazakhstan, a comprehensive national assessment has not been conducted since the UNICEF of 2012². Since then, significant social, economic, technological, migration, and legislative changes have occurred, including:

- Increased regional migration flows resulted in associated risks with undocumented and migrant children;
- Growth of digital technologies and social media expanded avenues for online child sexual exploitation and abuse (OCSEA);
- New forms of exploitation, including forced begging and forced criminality; and
- Substantial legal reforms related to trafficking and victim protection (e.g., 2024 Law on Trafficking in Persons, 2024-2026 National Action Plan on Trafficking in Persons).

Under the Kazakhstan Actions Against Trafficking in Children (KATCH) project, Winrock International seeks to commission an independent national research study to generate updated evidence on child trafficking current scope and drivers; identify vulnerabilities and system gaps; and provide recommendations for strengthening prevention, identification, protection, and response efforts.

B. Purpose of the Child Trafficking Research

The purpose of this research is to produce a national assessment of child trafficking in Kazakhstan.

The research will generate evidence to:

- Understand how child trafficking has evolved over the last decade;
- Identify groups most vulnerable to trafficking and exploitation;

¹ [Rapid Situational Assessment on the Child Trafficking Context and Response in Southern Kazakhstan: Situational Analysis Report, 2023](#)

² [A Rapid Assessment of Children’s Vulnerabilities to Risky Behaviors, Sexual Exploitation, and Trafficking in Kazakhstan, 2012](#)

Commented [OD1]: How? Perhaps reference the 2030 Child of Kazakhstan program (I probably have it wrong)

Commented [OD2]: Shall we mention 2023 KATCH rapid situational assessment?

Commented [SK3]: The citation refers to a 2023 article by KATCH. Not the UNICEF article from 2012. In fact, even the KATCH article doesn’t have a reference to a 2012 UNICEF report. There is reference to a 2009 report and other more recent ones. This reference should lead to the UNICEF article.

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Commented [OD5]: Such as

- Review common recruitment and exploitation methods;
- Assess institutional and community responses;
- Examine emerging trafficking trends;
- Inform implementation of Kazakhstan's anti-trafficking framework;
- Support evidence-based policy and programming for the prevention of child trafficking and protection of vulnerable children.

Given the anticipated budget and timeline, the study is expected to primarily utilize qualitative methods and selected secondary data sources rather than nationally representative quantitative sampling.

C. Research Objectives

The research should pursue the following objectives.

Given the scope of this assignment, offerors are expected to prioritize depth and evidentiary strength over exhaustive coverage of every factor and institution listed below, and should clearly justify their prioritization approach in the proposed methodology.

Objective 1: Understand the Current Child Trafficking Landscape

Assess the nature, patterns, and geographic distribution of child trafficking in Kazakhstan, including

- Sexual exploitation;
- Labor trafficking;
- Forced begging;
- Forced criminality;
- Child trafficking linked to migration;
- Online-facilitated trafficking and exploitation;
- Other emerging forms of child exploitation.

Objective 2: Identify Vulnerabilities, Protective Factors, and Systemic Drivers of Exploitation

Examine factors that increase children's vulnerability to trafficking and systemic conditions that enable exploitation, including:

- Family circumstances;
- Poverty and economic pressures;
- Internal and external migration;
- Lack of documentation;
- School disengagement;
- Disability;
- Institutional care;
- Gender and age dynamics;
- Digital and online risks;
- Transition from institutional, residential, or alternative care to independent living.

Special attention should be paid to:

- Accompanying children of migrant laborers (ACML);
- Undocumented children;

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Commented [OD6]: Or factors allowing exploitation to happen? We don't want to put all weight on child's vulnerability; there should be systems in place to protect them

- Stateless children;
- Children in difficult life situations (e.g., children affected by familial violence, alcohol and drug abuse, neglect, economic hardship, etc.);
- Adolescents aged 14-17;
- Rural and border populations.

Commented [OD7]: Such as? Children affected by familial violence, alcohol and drug abuse, etc

Objective 3: Assess Child Protection and Anti-Trafficking Systems, and Stakeholder Knowledge and Practice

Evaluate the effectiveness of systems responsible for:

- Prevention;
- Identification;
- Referral;
- Protection;
- Rehabilitation;
- Reintegration.

The assessment should consider:

- Government agencies;
- Law enforcement;
- Education systems;
- Health systems;
- Social protection institutions;
- Juvenile Adaptation Centers;
- NGOs and shelters;
- Mechanisms for interagency coordination and information-sharing among relevant actors;
- Kazakhstan's 2024 Law on Combating Trafficking in Persons as it relates to child victims, prevention measures, victim identification, referral systems, and service provision.

Within the same interviews and focus group discussions, assess stakeholder knowledge of national anti-trafficking and child protection legislation, institutional responsibilities, referral mechanisms, attitudes, and practices regarding trafficking victim screening, referral mechanisms, trauma-informed approaches, and survivor-centered assistance. KII and FGD guides developed during the Inception Phase should incorporate these questions rather than requiring a separate data collection exercise.

Commented [OD8]: As well as knowledge of national law and their responsibilities under it - it's good to benchmark knowledge against specific instruments

The assessment should, where feasible, benchmark findings against relevant national legislation, international child protection standards, and recognized anti-trafficking frameworks.

Objective 4: Assess Data Availability and Evidence Gaps

Through desk review during the Inception Phase, refined through interviews already planned under Objective 3 — not as a separate field data collection stream — review:

- Existing data collection systems (police, prosecutor, child protection, shelter case-management, education early-warning, labor inspection, and migration records, where available);
- Administrative records and reporting mechanisms;
- Referrals agreements, procedures and MOUs;

- Inter-agency information sharing protocols.

This objective should be substantially addressed during the Inception Phase desk review. Identify priority gaps preventing effective measurement and response.

Objective 5: Develop Actionable Recommendations

Provide recommendations to national, local and nongovernmental actors to strengthen:

- Prevention systems;
- Child-sensitive victim identification;
- Referral pathways;
- Inter-agency coordination;
- Service provision;
- Data systems;
- Legislative implementation;
- Responses to online exploitation;
- Community- and school-based prevention and awareness mechanisms.

D. Key Research Questions

The research should seek to answer the following overarching questions:

Nature and Scope

- What forms of child trafficking currently exist in Kazakhstan?
- What evidence exists regarding the scale, characteristics, and distribution of different forms of child trafficking in Kazakhstan?
- How have patterns changed or emerged over the last 5-10 years?
- What new recruitment methods and forms of exploitation have emerged?
- What geographic areas, migration corridors, or population groups appear to be at heightened risk of child trafficking?

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Commented [OD10]: I think it may be hard to specifically pinpoint to this date, but maybe in recent 5-10 years?

Context and Vulnerability

- What factors enable child exploitation?
- To what extent (OR in what ways) do demographic, socioeconomic, migration status, family or geographic characteristics affect risk of trafficking or exploitation of children?

Systems Response

- How effectively do institutions identify and support child trafficking victims?
- What barriers prevent child victims from accessing services?
- How effective are referral pathways and interagency coordination mechanisms in preventing trafficking and responding to identified risks?

Emerging Trends

- How is technology being used to recruit, control, or exploit children?
- What evidence exists regarding online commercial sexual exploitation and abuse and technology-facilitated trafficking, including sextortion?

Governance and Policy

- How effectively are recent legislative (e.g., 2024 Law on Combating Trafficking in Persons), policy, and institutional developments related to trafficking in persons being implemented?
- What policy and operational gaps remain?
- What opportunities exist to strengthen community-based and school-based prevention efforts in Kazakhstan?

E. Methodology

The successful bidder should propose a qualitative research design that provides broad geographic and stakeholder representation across Kazakhstan. Offerors should describe how the selected sites and participants capture diverse trafficking risks, vulnerabilities, and response systems.

The methodology should include:

1. Inception Phase

The selected contractor will:

- conduct a desk review of government policies and legislation, national action plans, administrative data, TIP reports and other published TIP studies, and court and law enforcement information, where available;
- refine research questions;
- finalize methodology;
- submit sampling framework;
- submit draft data collection tools;
- submit ethical protocols;
- present an inception workshop for review and approval.

2. Focus Group Discussions (FGD) and Key Informant Interviews (KII)

FGDs and select KIIs with:

- Social workers;
- Educators;
- Healthcare personnel;
- Youth-serving organizations;
- Young adults (ages 18-20);
- Community representatives
- Parents, caregivers, and adolescents from populations identified as being at heightened risk of trafficking, where participation is ethically appropriate and safeguards are in place.³

To ensure national-level representation, the bidder should purposively sample FGD and KII

³ Direct interviews with minors who are current or former trafficking victims are not anticipated under this study unless specifically approved through Kazakhstan's Central Bioethics Commission and/or Local Ethics Commission process and conducted in accordance with internationally recognized child safeguarding protocols.

Commented [OD11]: I think it would be important to engage with children/youth themselves. If we can't figure out how to do children, could do with 18-20 year olds who are just recently adults

participants at various administrative levels. For example, government officials should include representatives from national-, oblast-, and municipal-levels. Similarly, other stakeholder groups should include participants working at different levels.

3. Survivor Consultation

Engagement with a limited number of adult survivors who experienced trafficking while under age 18 through trauma-informed and survivor-centered methodologies.

4. Geographic Analysis

The research should identify:

- Trafficking hotspots;
- Migration corridors;
- Service coverage gaps.

F. Expected Structure of Final Report

1. Executive Summary
2. Background and Context
3. Methodology
4. Study Limitations
5. Child Trafficking Landscape in Kazakhstan
6. Geographic Distribution, Migration Corridors, and Hotspots
7. Child Trafficking Typologies
8. Vulnerability, Protective Factors, and Systemic Drivers
9. Online-Facilitated Exploitation and Emerging Trends
10. Child Protection and Anti-Trafficking Systems Assessment
11. Legal, Policy, and Institutional Framework Assessment
12. Data Systems Assessment
13. Conclusions
14. Recommendations
15. Annexes
 - a. Inception report
 - b. Research matrix (how will each research question be answered?)
 - c. Sampling Framework
 - d. Data Collection Instruments (including KII, FGD, survivor consultation, and other tools utilized)
 - e. Ethical and Consent Protocols
 - f. Data Collection Site List and Participant Summary
 - g. Data Systems Mapping Matrix
 - h. Data Collection Summary
 - i. Bibliography
 - j. List of Consulted Institutions

The report should include no names of individual participants.

General instructions to offerors

Offerors wishing to respond to this RFP must submit proposals in English in accordance with the following instructions. Offerors must review all instructions and specifications contained in the RFP. Failure to do so will be at the offeror's risk. Issuance of this RFP 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 RFP constitutes an offer and indicates the offeror's agreement to the terms and conditions of this RFP and any attachments hereto. Winrock reserves the right not to evaluate a non-responsive or incomplete proposal.

Submission Details

G. Proposal Submission Deadlines

Proposals must be received no later than November 6, 2026 11:50 p.m. Kazakhstan time, as indicated in the RFP summary above. 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 Child Trafficking Research". Please include the name of the person in your organization who is submitting the application as well as the telephone and email contacts.

H. Questions Submission Deadline

Inquiries/questions must be received no later than October 15, 2026, 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 October 22, 2026.

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.

I. Proposal Structured & Required Documentation

Offerors must submit two separate files: (1) a Technical Proposal and (2) a Financial Proposal. All submissions must be in English and clearly labeled.

The technical proposal should not exceed 10 pages excluding annexes. All pages should be numbered and include the RFP reference number and organization name.

To be considered responsive, proposals must include the following sections in the order listed below.

J. Technical Proposal

The technical proposal shall include:

- **Organization Information (maximum 1 pages):** 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.

- **Technical Approach/Methodology (maximum of 4 pages):** Applicants should present a detailed methodology for conducting the National Research on Child Trafficking in Kazakhstan.

At a minimum, proposals should describe:

- **Research Design**
 - Overall research design and rationale;
 - How the methodology will address each research objective;
- **Data Collection Methods**

Describe proposed methods for:

 - Literature and document review;
 - Secondary data review.
 - Key informant interviews;
 - Focus group discussions;
 - Survivor consultations;
 - Stakeholder validation processes;
 - Geographic or hotspot analysis.
- **Sampling Strategy**

The study is expected to include multiple geographic locations representing urban, rural, migration, and border contexts. Offerors should justify geographic selection and demonstrate how selected sites capture diversity of child trafficking risks and patterns across Kazakhstan. The sampling strategy proposed should describe:

 - Illustrative stakeholder list;
 - Proposed sample sizes;
 - Geographic coverage;
 - Selection criteria;
 - Rationale for proposed sampling approach.
- **Data Analysis**

Describe:

 - Quantitative analysis methods;
 - Qualitative analysis methods;
 - Data management procedures;
 - Proposed software and analytical tools.
- **Ethical and Child Safeguarding Considerations**

Applicants must explain:

 - Informed consent procedures;
 - Child protection and safeguarding protocols;
 - Confidentiality measures;
 - Survivor-centered and trauma-informed approaches;
 - Measures to minimize risk and prevent harm to participants;
 - Data security procedures.
- **Risks and Limitations**
 - Describe anticipated research challenges and mitigation measures.

- **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 research process. The work plan should follow the example illustrated in the Error! Reference source not found. 1 below.

Table 1: Work Plan						
Activity Milestones	Week 1	Week 2	Week 3	Week 4	Week 5	Etc.
Phase I – Engagement and Research Design						
Inception Meeting						
Inception Report with Research Design						
Methodology Finalization						
Tool Development						
Ethical review and approvals (IRB)						
<i>(Etc. as proposed by applicant)</i>						
Phase II – Data Collection						
Desk Review, including secondary data collection						
Stakeholder interviews & Survivor Consultations						
Focus Group Discussions						
Data Quality Assurance						
<i>(Etc. as proposed by applicant)</i>						
Phase III – Analysis and Validation						
Data Cleaning and Analysis						
Preliminary findings brief						
Validation workshop						
Revision of findings						
<i>(Etc. as proposed by applicant)</i>						
Stage IV - Reporting						
<i>Draft Report</i>						
<i>Executive Summary</i>						
<i>Final Report Submission</i>						
<i>(Etc. as proposed by applicant)</i>						

applicant)						
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- **Proposed Level of Effort [LOE] (maximum 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 research activities. The **Table 2** below presents an example of how to document activity-based effort across the team:

Table 2: Proposed LOE						
Research Team Role	E.g. Principle Investigator	E.g., Interviewer	Etc.	Etc.	Etc	Etc
Week #	Week 1	Week 2	Week 3	Week 4.	Week 5	Etc.
Phase I – Engagement and Research Design						
Inception Meeting						
Inception Report with Research Design						
Methodology Finalization						
Tool Development						
Ethical review and approvals (IRB)						
Phase II – Data Collection						
Desk Review						
Stakeholder interviews & Survivor Consultations						
Focus Group Discussions						
Data Quality Assurance						
Phase III – Analysis and Validation						
Data Cleaning and Analysis						
Preliminary findings brief						
Validation workshop						
Revision of findings						
Stage IV - Reporting						
<i>Draft Report</i>						
<i>Executive Summary</i>						
<i>Final Report Submission</i>						

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- **Technical Experience and Past Performance References (maximum of 2 pages):** Applicants should describe experience conducting research and assessments related to:
 - Child Trafficking
 - Trafficking in persons
 - Child protection
 - Migration
 - Violence against children
 - Human rights
 - Social policy and systems assessments

Preference will be given to applicants that demonstrate experience in:

- Central Asia
- Conducting national-level studies
- Working with vulnerable populations
- Producing policy-relevant research

Applicants must provide at least three references from similar assignments completed within the last five years (included within this 2-page limit).

- **Sample Technical Output (Annexed, not included in 10-page limit):** Applicants shall submit one or two examples of previous research products, such as:
 - National assessments;
 - Baseline studies;
 - Situational analyses;
 - Child protection studies;
 - Trafficking research reports;
 - Mixed-methods social research reports.

Examples should demonstrate analytical quality, methodological rigor, and policy relevance.

- **Personnel and Team Composition (maximum of 1 pages):** Applicants shall provide:
 - Proposed team structure;
 - Roles and responsibilities;
 - Relevant qualifications and experience of each team member.
 - CVs for key personnel should be attached as annexes and not exceed five pages per individual.

The composition of the proposed team shall be determined by the Applicant. The Applicant shall justify the inclusion of each team member by demonstrating how their role, qualifications, and expertise contribute to the successful delivery of the research and are aligned with the scope of work

The proposed team should collectively demonstrate expertise in:

- Child trafficking;
- Child protection systems;
- Qualitative research;
- Stakeholder consultations;
- Ethics and safeguarding;
- Survivor-centered research;
- Trauma-informed methodologies;
- Kazakhstan and Central Asia.

At minimum, the team should include a Team Leader/Principal Investigator and a Child Protection and TIP Specialist. Additional personnel may be proposed as appropriate.

K. Financial Proposal:

The offeror must present a detailed financial proposal in Excel format (please ensure use of visible formulas) and detailed budget justification notes (Word file) 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. The total value of the award (see Anticipated Award Amount, page 3) represents the ceiling for the Level of Effort and all other associated study costs proposed. Technical proposals whose associated financial proposal exceeds this ceiling may be deemed non-responsive

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

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 3) and financial (Table 4) 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, 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.

K. Technical Proposal

The technical evaluation criteria and allocated points are summarized in Table 3 below.

Table 3: Technical Evaluation Criteria	
Criteria	Points
Organizational Experience in Child Protection, TIP, and Research in Central Asia and/or former Soviet Union states	20

Commented [OD12]: I think it should be specific to the region/FSU, not anywhere in the world - given language and particularities of social protection systems

Technical Approach and Methodology	25
Understanding of Child Trafficking Context in Kazakhstan	10
Child Safeguarding and Ethical Research Approach	10
Team Composition and Qualifications	10
Work Plan and Feasibility	5
Total Technical Score	80

L. 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.

The financial evaluation criteria and allocated points are detailed in **Table 4** below.

Applications submitted without budget explanation and justification of costs will not be considered.

Table 4: Financial Evaluation Criteria	
Criteria	Points
Sufficiency, reasonableness, and accuracy of detailed expenditures including per unit cost, with budget per unit cost budget clearly defined in USD.	12
Budget explanation and justification of costs.	8
Total financial Points (1 + 2)	20

Award

Winrock will run an open and fair competitive bidding process.

Winrock anticipates notifying successful vendor and provide agreement for signature between November 16-November 20 2026, with an award signed no later than November 26, 2026.

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.

M. Inception Report, Research 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 research team will review and discuss the SOW in its entirety, clarify team member roles and responsibilities, prepare the work plan, develop research design, and clarify any logistical and administrative procedures for the assignment.

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

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

At a minimum, the inception report should include

1. Research 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 report outlines using KATCH provided format
7. Roles and responsibilities,
8. Data collection tools

N. Bi-Weekly Updates

To ensure ongoing communication, the selected contractor(s) will provide a bulleted bi-weekly email update to its KATCH 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 research. Emerging opportunities to strengthen the research should also be discussed with Winrock headquarters and field offices, as they arise.

O. Payments and Completion dates

Upon award of a subcontract, the deliverables (completed within deadlines detailed in Appendix B) 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 contractor(s) will provide bi-weekly email updates to KATCH and Winrock headquarters on progress.

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.

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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 Research Team Composition

The research 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 and TIP. The team composition described below is provided for illustrative purposes only. Applicants may propose an alternative team structure, provided they clearly justify how the proposed composition is appropriate for and supports the objectives and scope of work.

Team Leader/Principal Investigator. The Team Leader will provide overall leadership for the team, and s/he will draft the research 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 research findings and recommendations to the KATCH staff at Winrock and other major stakeholders. The 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 field activities.

Minimum qualifications include:

- advanced degree in social sciences, public policy, criminology, law, child protection, migration, public health, or related field
- a minimum of 5+ years leading applied research
- demonstrated experience of conducting similar research and studies related to trafficking, child protection, migration, violence against children, or human rights
- experience managing qualitative or mixed-methods studies
- fluency in English; Kazakh or Russian

Child Protection and TIP Specialist: The Team Leader will be supported by a Child Protection and TIP Specialist who will provide technical guidance on child protection, trafficking in persons, safeguarding, and survivor-centered approaches. The Specialist will help ensure the research design, data collection tools, field protocols, analysis, and recommendations are appropriate for work on child trafficking and reflect do-no-harm principles.

The Specialist will advise on safe and ethical engagement with children, caregivers, service providers, and adult survivors of child trafficking; review safeguarding, consent/assent, confidentiality, and referral procedures; and contribute technical analysis on child protection systems, victim identification, referral pathways, service gaps, and prevention and response measures.

Minimum qualifications include:

- advanced degree in social work, law, child protection, human rights, public health, criminology, or a related field;
- a minimum of 4+ years of experience in child protection, trafficking in persons, safeguarding, victim services, or related protection programming;
- demonstrated experience with child trafficking, child exploitation, victim identification, referral systems, case management, or protection services;
- experience supporting research, assessments, or technical analysis involving vulnerable children, survivors, or at-risk populations;
- familiarity with Kazakhstan or Central Asia preferred; fluency in English; Kazakh or Russian

Appendix B: List of key deliverables and due dates

Deliverable	Due date
Inception Report with Research Design and Work Plan	Week 3
Data Collection Completion Memo	Week 8
Presentation of Preliminary Findings	Week 9
Draft Final Study Report	Week 11
Validation Workshop	Week 12
Final Study Report, incorporating feedback Final dataset and research instruments	Week 13
Bi-weekly Updates	Ongoing