

Request for Bid/proposal

The purpose of this Request for Proposal (RFP) is to solicit proposals from experienced organizations /consultants (further “vendor”) interested in conducting a baseline study for the Safe Migration in Central Asia project.

[6920-REG-RFP-001]

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The Safe Migration in Central Asia Project

Winrock International

Cooperative Agreement: 72011519CA00002

Country: Central Asia region

Geographic Code: 937



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Introduction

The Safe Migration in Central Asia (SMICA) project aims to strengthen the ability of Central Asia (CA) to promote safe migration and reduce trafficking in persons (TIP). SMICA builds on previous United States Agency for International Development (USAID) counter trafficking in persons (CTIP) activities in CA and establishes close coordination with other U.S. Government (USG) programming to leverage additional resources, magnify impact and avoid overlap. The project collaborates with national, regional, and international experts and organizations to strengthen bilateral and multi-country strategies and actions to promote rights-based migration and counter TIP; reduce vulnerability of at-risk populations to all forms of TIP; and, expand and improve identification and assistance to trafficked persons.

The overarching goal of the SMICA project is to strengthen the mutual accountability of all stakeholders, including governments, NGOs, and the private sector to become more self-reliant in efforts to prevent trafficking in persons, protect survivors of human trafficking, and promote safe migration. With support for governmental, nongovernmental, and business stakeholders, the project addresses both push and pull factors for TIP and protection for vulnerable migrants, recognizing that these factors and the political and economic climate of each country are unique. In order to achieve this goal, SMICA project will carry out activities that generate the following intermediate results:

- Strengthened bilateral and multi-country strategies and actions to promote rights-based migration and counter trafficking in persons (IR1)
- Vulnerability of at-risk populations to all forms of TIP reduced (IR2)
- Identification and assistance to trafficked persons expanded and improved (IR3)
- Increased Prosecution of TIP cases (IR4).

The SMICA project will measure the overall success over time in the following categories:

- Knowledge, attitudes and practices on TIP among the populations of interest;
- Knowledge, attitudes and practices on safe migration among the populations of interest;
- Access to information and services related to TIP and safe migration among the populations of interest.

Submission Details

Submission Deadlines

Proposals must be received no later than 17:00 Eastern Time (USA) on December 21, 2020. Late submissions will not be accepted. All proposals are to be submitted following the guidelines listed below. Telephone requests will not be honored.

Winrock International may request additional documentation after the bid/proposal deadline.

Submission Delivery Address

Due to the COVID-19 situation, only electronic applications will be accepted. Please submit all documentation to:

Email: SMICAProcurement@winrock.org with the subject line "Baseline Study"

Please include the name of the person in your organization who is submitting the application as well as the current telephone and email contacts.

Submission Questions and Clarifications

Inquiries/questions must be received no later than December 4, 2020, 17:00 Eastern Time (USA) and must be submitted via e-mail to SMICAProcurement@winrock.org. Winrock will review and responses to questions will be posted by December 7, 2020 17:00 Eastern Time.

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.

Incomplete or late applications will be marked as such and will be ineligible for review or award; however, Winrock reserves the right to accept and include incomplete or late applications in the review and award process when it is considered within the best interest of Winrock to do so. Applications that are submitted late or incomplete run the risk of not being considered for review.

Instructions to Vendors

- Validity of bid/proposal: 60 working days starting from the submission date.
- Delivery time: as per the timeline given below.
- Cost must include unit price and total price in USD
- Include VAT if applicable
- Payment terms and complete banking information
- Recommended service location will be in CA countries
- Winrock reserves right to make changes or cancel this solicitation as required by USAID
- A pre-application conference will not be held.

Document Standards

Comprehensive proposals to cover the whole region are encouraged. Nevertheless, vendors may submit individual country specific proposals and they should have proportional costs indicated.

Vendors interested in implementing this assignment are requested to submit the following in the specific order below in order to be considered for this assignment:

1. Technical proposal Applications must be submitted in Russian and/or English and may not be more than 20 pages, using Times New Roman, font size 11, single-spaced. The page limit does not include CVs of proposed staff included as part of the application. The vendor will provide authorized contact including address, phone number and email, a detailed plan of specific activities and timetable for carrying out the assignment. As well as data collection and analysis methodology, indicating why the proposed methodology is appropriate to answer the questions of interest for this baseline study. The vendor shall list and briefly describe current

projects/services, current clients/grantors related to this RFP, past and current Geographical Outreach.

2. Budget The vendor shall propose a realistic cost estimate for this assignment, including a breakdown of the budget and justification of expenses. The budget shall include only those costs that can be directly attributed to the activities proposed (with explanation of line items). All training costs including venue hire, anticipated travel etc. must be clearly articulated per training.

Vendor must show existence of financial and administrative systems to adequately account for funds provided under this assignment. The ceiling of this procurement is USD 55,000. The final amount awarded will depend on award activities and final negotiations.

3. Personnel The vendor shall list and briefly describe the name, role and qualifications of the staff proposed to work on the assignment (CVs of proposed personnel to be included in an annex).

4. Experience List of all contracts, grants, or cooperative agreements involving similar or related assignment in the last three years before this application submission and list prior experience of working for USAID funded projects, if any. Provide information on knowledge and experience conducting baseline and/or different assessments such as mid-term, end line evaluation, survey of multidimensional development sector project (TIP, migration, labor recruitment and etc.). Reference information must include the location, award numbers if available; a brief description of work performed; contact with current telephone numbers. Vendors should also submit:

- Sample of two similar kind of previous study report on TIP, migration, labor recruitment and etc. produced for any international organization.
- At least two (2) references that will support the vendor's record of service.

Submissions must be in English and/or Russian and typed single spaced. All pages must be numbered and include the RFP reference number and name of organization on each and every page.

Award

Winrock anticipates notifying successful vendor and provide agreement for signature during December 2020.

- Winrock will run an open and fair competitive bid/proposal process.
- As warranted, Winrock may increase or decrease the requirement.
- Winrock reserves the right to fund any or none of the applications submitted in part or in whole.

Scope of work

Overall Goal

SMICA is seeking to undertake a baseline assessment to establish reference points to assess progress towards achieving intended results.

As SMICA begins operations, a baseline study is scheduled to assess the current status of four distinct yet related populations of interest:

1. Direct beneficiaries (at-risk persons, migrants and trafficked persons);
2. The general public;
3. Private sector (including employment and/or recruitment agencies, business partnerships and companies, financial cooperative societies, private entrepreneurs, industry management, associations, unions);
4. Relevant government stakeholders (local government as well as national government actors).

The project does not envision this study as a population-based survey, though surveys of specific sub-populations may be included in the mix of methods proposed for this study. Proposals should include a mix of methods, tailored to the specific populations of interest for this assessment.

The key baseline question is “what is the baseline status for”

- Knowledge, attitudes and practices on TIP among the populations of interest;
- Knowledge, attitudes and practices on safe migration among the populations of interest;
- Access to information and services related to TIP and safe migration among the populations of interest.

The key objectives are as follows:

- Provide a more precise understanding of the KAP on safe migration and TIP among the populations of interest;
- Identify and recommend opportunities for leveraging linkages or collaboration with other assistance efforts for better meeting the needs of the target populations;
- Identify problems and constraints that may occur during program implementation;
- Provide actionable recommendations and improvements to program implementation.

Methodology

Both qualitative and quantitative data collection and analysis may be conducted as part of the baseline study. Illustrative methodology is as follows. The vendor should elaborate their proposed methodology by sub-population and propose sampling frameworks. All proposed sampling frameworks should be aligned with the proposed methods and not necessarily representative of each sub-population. Please note that for the general population, SMICA does not anticipate fielding a country- or regional-level survey and does not expect results to be generalizable to the region as a whole. Please propose innovative methods for assessing KAP among the general public with the note that these findings do not need to be generalizable at this stage.

Baseline information collection:

- a) Review of recent regional analyses and reports related to migration and CTIP (provided by the SMICA)
- b) Personal interview (virtual if in-person not possible) with structured questionnaires (Precise sampling framework to be developed by vendor)
- c) Key Informant Interview (KII) with checklist
- d) Focus Group Discussion (FGD)
- e) Relevant secondary information collection from Winrock and partners, different government ministries/departments, newspapers, internet and other sources.

Key Responsibilities

The vendor will be required to perform the following tasks, but will not be limited to these tasks:

- Undertake a literature review of project documents, and other documents that are relevant to the SMICA project to get acquainted with the program outline;
- Work with the SMICA Project MEL Specialist, COP and HO MEL staff to develop final work plan and methodology prior to field visits to include proposed work plans, interviewee list, sampling methods and logistics etc. Final methodology, including sampling plan and survey instruments will be reviewed and approved by the SMICA team prior to survey implementation;
- Obtain ethical clearance of the study protocol and instruments, uphold ethical behavior that include obtaining proper consent and assent during data collection, treating respondents with respect and sensitivity, and maintaining confidentiality etc. (if applicable);
- Recruit and train enumerators and supervisors on the final version of the data collection instruments as needed;
- Undertake field data gathering using tested tools to address objectives of this baseline study and apply quality control for field data collection;
- Cleaning and analysis of collected data;
- Perform quality procedures during design, testing, fieldwork, data entry, data analysis and reporting;
- Organize all data collected in a database in MS Excel, MS Access format and etc.;
- Reporting the results in appropriate tables, charts, and narrative;
- Complete a draft baseline report that will be reviewed by the SMICA project and Winrock International HO staff. This process may take multiple rounds of review and revision until all feedback from Winrock International are addressed and incorporated into the final draft;
- Presentation of findings, conclusions and recommendations during one day learning/debriefing workshop;
- Complete the final report and other baseline deliverables after the learning/debriefing workshop within the agreed timeline below.

Sampling Plan

The vendor should prepare a sampling plan that includes a description and justification of the sampling technique and the proposed respondent selection process.

In detail, the sampling plan document should include all of the following elements:

For elements of the study that require random sampling, if any:

- The vendor should show the equation used for the sample size calculation and the parameters used in the equation. The sample size should be calculated so that the prevalence estimates can be presented with 95% confidence intervals and be representative of the targeted population at the country level. The vendor should factor in survey weights if needed. The type of random sample (e.g. simple, stratified, cluster) should be specified.
- Explanation on the source of the information for the sampling frame, e.g. census lists or other national or internationally sponsored surveys and an indication of the reliability and date of the sampling frame information.
- Explanation of the sampling strategy and the approach to collect data.
- Approach for dealing with refusals to participate in the survey.

For elements of the study that require purposive sampling, if any:

- The vendor should clearly articulate a sampling strategy for all components of the study. This sampling strategy should be clearly tied to and appropriate for the research methods proposed, and the requirements to include a sampling strategy are not limited to quantitative data collection
- Explanation of the sampling strategy and the approach to collect data.

The vendor shall collaborate with the SMICA staff to develop appropriate data collection tools and methodology for conducting the baseline study in each of the five Central Asian countries. The vendor will then be expected to take the primary lead in providing local expertise in the design phase, actual enumeration, and data collection during implementation in the field, data analysis and interpretation, and drawing conclusions regarding the results of the assessment.

The SMICA's Monitoring, Evaluation and Learning Specialist will oversee the baseline study in coordination with experts of Winrock's Home Office, Chief of Party (COP), and other team members. Final methodology, timeframe and instruments will be finalized in collaboration with the SMICA team.

DELIVERABLES

The key deliverables are as follows:

The following deliverables are required by the SMICA project. This list will be revised when a preliminary set of methods has been identified. Deadlines for each deliverable should be included within the proposal and will be reviewed and finalized by the SMICA project at the beginning of assignment. The deliverables include:

- 1) Approved methodology including sampling design, pre-testing and training plans, and work plan, to be finalized in collaboration with SMICA;
- 2) Pilot data collection instruments;
- 3) Brief report of pre-test findings and changes resulting from the pre-test, including revised post-pilot instruments;
- 4) Final data collection tools, instruments, consent forms, and protocols used during the baseline assessment;
- 5) Approval from relevant Institutional Review Board(s) on ethical clearance of the survey protocol and instruments if needed;
- 6) Data collection plan and locations: dates, teams, supervision, etc.;
- 7) Training content of required number of enumerators, supervisors, and data entry staff;
- 8) Field manual with protocol and implementation plan for survey team, enumerators/data collectors, and supervisors;

- 9) Data analysis plan;
- 10) Electronic and hard files with all raw data in SPSS, Excel or other format;
- 11) An electronic copy of the draft report in English and/or Russian which must include, but is not limited to the following sections:
 - a) Summary
 - b) Background
 - c) Objectives
 - d) Study Methodology (to include methods for reaching each target population; project/survey locations, sampling design and sample size; questionnaire design and development; training; field work; data entry and processing; data analysis; limitations to the study);
 - e) Results presented in narrative and tables/graphs;
 - f) Conclusions and Recommendations;
 - g) Annexes (to include references, tables and figures, questionnaires and other data collection instruments, training content for enumerators, pre-testing process and results, including vendor's follow-up to adjust survey as needed, etc.);
- 12) Facilitate a one- day learning workshop/debriefing session to present the draft findings of the review to the SMICA team and other stakeholders and to gather feedback needed to finalize the report;
- 13) An electronic copy of the final report in English and/or Russian which takes into consideration input, feedback and comments on the draft report.

ESTIMATED AMOUNT OF PROCUREMENT CONTRACT TO CONDUCT STUDY

The ceiling of this procurement is USD 55,000. The final amount awarded will depend on award activities and final negotiations.

ANTICIPATED START DATE AND DURATION OF PROCUREMENT CONTRACT

For the purposes of the proposal, the vendor should present a proposed timeline for completion of the aforementioned activities with an overall duration of no more than 6 months starting with the signing of the agreement.

#	Activities	Dec, 2020	Jan, 2021	Feb, 2021	March, 2021	April, 2021	May, 2021
1	Preparation						
	Research design, Methods, Interview Guideline, Sample Size						
	Questionnaire Design						
	Pre-test, Questionnaire Revision						
	Training on Field Team (enumerators and supervisors)						
	Final Preparation before Field Activity						
2	Data Collection and Analysis						

	Field data collection						
	Data Cleaning						
	Data Analysis						
	Presentation Result/ preliminary draft report						
	Final report						
	Dissemination of report						

PAYMENT TERMS

- 1) 20% upon approval of data collection package (includes: inception report, survey protocol with work plan/schedule and tools; piloted data collection package and report)
- 2) 30% on completion of the primary data collection exercise (includes: field data collection report, field quality assurance visits report)
- 3) 30% upon approval of the submitted draft report
- 4) 20% upon approval of the submitted final report and complete study package.

TYPE OF PROCUREMENT CONTRACT TO BE ISSUED

Winrock will determine the appropriate procurement contract mechanism, in consultation with the vendor during the negotiation process, based on the pre-award assessment of the vendor and final cost of the award.

ELIGIBILITY INFORMATION:

ELIGIBLE VENDORS

- ✓ In-depth knowledge and experience conducting baseline and different assessments such as mid-term, end line evaluation, survey of multidimensional development sector project (TIP, migration, labor recruitment, etc.)
- ✓ Prior experience of working for USAID funded project (preferred)
- ✓ Vendor should have team member(s) knowledgeable about Central Asia and fluent in Russian and/or one or more of the languages of Central Asia. Vendor should be able to adjust to country specific requirements and provide translation if needed during the study implementation
- ✓ The vendor has proven experience in appropriate data analysis technology, potentially including software such as SPSS, Excel, Atlas.ti and/or NVIVO, etc.
- ✓ Ability to analyze and present complex data in a clear and understandable format
- ✓ The vendor should have proven experience in preparing quality evaluation reports in English and/or Russian
- ✓ The vendor should have valid legal documents (government registration, tax and VAT certificate, etc.) (only for organizations)
- ✓ The vendor should be able to maintain deadlines and confidentiality

Assumptions & Constraints

- 1- The vendor will be solely responsible for the deliverables and will be responsible to achieve the milestones.
- 2- Any delay should be reported prior the time point of the milestones as per the submitted work plan.
- 3- The vendor must identify the risks to delivery and outline how it will mitigate against them i.e. outline risk management strategies.
- 4- In end of the study and finalization of report, the vendor will provide all baseline dataset and study package as supporting product to the SMICA.

Evaluation Criteria

The criteria presented below have been tailored to the requirements of this RFP. A total of 100 points are possible for all components of the application. The relative importance of each criterion is indicated by approximate weight by points.

In evaluating the applications, Winrock will examine overall merit and feasibility, as well as specific criteria relevant to each component as elaborated below. Vendors should note that these criteria: (1) serve as the standard against which all applications will be evaluated, and (2) serve to identify the significant matters which vendors should address in their applications.

Merit Review Criteria		Points	Weightage
1. Technical proposal		100	40%
	Quality and relevance of proposed study methodology, approach and timeframe	100	
2. Past performance and experience		100	25%
	The vendor should have proven experience in preparing quality evaluation reports in English and/or Russian (Sample of two similar kind of previous study report on TIP, migration, labor recruitment, etc. produced for any international organization)	50	
	At least two (2) references that will support the vendor's record of service	50	
3. Personnel		100	20%
	The vendor has team member(s) knowledgeable about Central Asia and fluent in Russian and/or one or more of the languages of Central Asia	50	
	The vendor has team member(s) who demonstrate an appropriate mix of skills and experience, including in research methodology and data analysis, to carry out the proposed technical approach	50	
4. Cost Effectiveness of the Proposed Budget		100	15%
	Proposed budget is complete, detailed, and in line with RFP	50	

	Amounts are reasonable and adequate for ensuring quality	50	
Overall Rating (out of 100 points)		100	

Certification of Independent Price Determination

(a) The vendor certifies that—

(1) The prices in this proposal have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other vendor, including but not limited to subsidiaries or other entities in which vendor has any ownership or other interests, or any competitor relating to (i) those prices, (ii) the intention to submit a proposal, 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 vendor, directly or indirectly, to any other vendor, including but not limited to subsidiaries or other entities in which vendor has any ownership or other interests, or any competitor before bid/proposal opening (in the case of a sealed bid/proposal 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 vendor 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 in the proposal is considered to be a certification by the signatory that the signatory—

(1) Is the person in the vendors 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 vendor 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 vendor 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) Vendor 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 vendor will result in the termination of the award for default.

Request for Proposal (RFP) Submission Checklist
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1. ☐ Technical proposal
2. ☐ Financial proposal detailing all staff and support costs associated with the project
3. ☐ CVs of personnel who will be assigned to the study
4. ☐ Sample of two similar kind of previous study report on TIP, migration, labor recruitment and etc. produced for any international organization
5. ☐ At least two (2) references that will support the vendor's record of service
6. ☐ Valid legal documents (government registration, tax and VAT certificate, etc.) (only for organizations).

Important dates to know:

- Optional Questions and Clarifications – December 4, 2020, 17:00 Eastern Time (USA) and must be submitted via e-mail to SMICAProcurement@winrock.org
- Proposals Due – December 21, 2020, 17:00 Eastern Time (USA) and must be submitted via e-mail to SMICAProcurement@winrock.org