Scope of Work (SOW)

Consultant to undertake the development of a Practitioner Guide for investigation of Forced Labor cases

PROJECT: Attaining Lasting Change for Better Enforcement of Labor and Criminal Law to Address Child Labor, Forced Labor and Human Trafficking (ATLAS)

TASK: Development of a Practitioner Guide for investigation of Forced Labor cases

UNIT: Human Rights, Education, and Empowerment

REPORTS TO: Country Program Manager, ATLAS Project [Thailand]

STARTING DATE: As soon as possible

EXPECTED DURATION OF ASSIGNMENT: 3 months

LOCATION: Bangkok with a possibility to travel to other locations within Thailand

I. ORGANIZATION AND PROJECT SUMMARY:

Winrock International (Winrock) is a non-profit organization that works with people around the world to increase economic opportunity, sustain natural resources, and protect the environment. Winrock strengthens the capacity of women, children, youth, and civil society organizations to actively participate in local and national development and to transform their societies.

Winrock is currently implementing the United States Department of Labor (USDOL)-funded global project Attaining Lasting Change for Better Enforcement of Labor and Criminal Law to Address Child Labor, Forced Labor and Human Trafficking (ATLAS) aimed at working cooperatively with host governments and providing technical assistance to support a global reduction in child labor (CL), forced labor (FL), and human trafficking (HT).

In Thailand, ATLAS is working to support the government in improving the capacity of law enforcement, judicial actors, other government agencies, and civil society organizations to enforce laws against CL, FL, and HT; and to improve coordination among these entities. As part of this work, ATLAS is seeking to develop and formalize a Practitioner Guide for investigating FL cases by labor inspection and law enforcement agencies.
II. SCOPE OF WORK:

1) Develop work plan and methodology for the Practitioner Guide preparation in coordination with ATLAS Team.

2) Collect, review and analyze all the necessary documents to fully substantiate all stages of labor inspection visits and investigations on FL cases.

3) Engage with relevant national stakeholders on labor inspection.

4) Prepare a comprehensive list of contents to be included in the Practitioner Guide to ensure that all the required contents are included. The final Practitioner Guide submitted to ATLAS shall include at a minimum but not limited to A) Table of Contents; B) Introduction and objectives; C) Scope; D) Current detailed and practical steps for labor inspection visits; E) Workflow; F) Indicators of forced labor; and G) Best practices for investigation on forced labor.

5) Conduct and facilitate two consultative meetings (pre- and mid-development) with relevant stakeholders in the process of development of a practitioner guide.

6) Draft specific practical steps for labor inspection visits and investigation on forced labor with inputs from consultative meetings and interviews with key stakeholders.

7) Facilitate a workshop (organized by ATLAS Thailand Project) and present the final draft Practitioner to the key stakeholders. Tasks to be performed include but not limited to the following:
   - Provide discussion points and areas for circulation to participants;
   - Design the workshop methodology to facilitate review and compile the comments and inputs;
   - Prepare a PowerPoint presentation.

8) Finalize the Practitioner Guide ensuring subsequent incorporation of comments and inputs from the workshop.

9) Produce a user-friendly and comprehensive Practitioner Guide

III. Qualification and Competencies

Winrock is seeking qualified individuals and/or firms who meet the qualifications stated below. The principal candidate must fulfill at least the following criteria:

- Minimum Master’s degree in Law, Political Science, Public administration, Social Policy and/or related social sciences;
- Minimum five (5) years of experience in the areas of research, labor rights, and laws;
- Excellent facilitation and presentation skills;
- Ability to communicate data and information in a clear and understandable format;
- Excellent written and verbal communication skills in both Thai and English;
- Experience in consolidating and analyzing data, writing reports and consolidating information into the format that is presentable and understandable;
• Good knowledge on Thai law enforcement, public administrative procedure, child protection, labor protection, human trafficking, forced labor, victim of sexual gender-based violence protection and social work in Thailand;
• Strong interpersonal and cross-cultural skills and ability to foster relationships with key stakeholders;
• Strong analytical skills and critical thinking skill;
• Excellent inter-personal and teamwork skills, networking skills, and proven ability to work well in multicultural environments;
• Ability to work under pressure, effectively coordinate others and meet tight deadlines without compromising the quality of work.

IV. Application information

Interested applicants are invited to send their CV including an electronic technical and cost proposal to: thailandatlas@winrock.org. The subject in the email must clearly state: “Consultancy for a Practitioner Guide on FL”.
Closing date of applications: 14 February 2021.

A. Proposal requirements
Winrock International will evaluate the proposals received on their technical merit and estimated costs. Proposal will be evaluated using the following criteria: Qualifications and Experiences (30%), Technical Proposal (40%), and Cost estimate (30%).

B. Technical Proposal shall include:
   a. Profile of the consultant and relevant experience
   b. Technical Proposal should be in English with detailed methodology and conceptual framework with expected deliverables and timelines, team composition consultant(s) propose and expected timeline
   c. Recent CV

C. Cost/budget narrative - The applicant must present a financial proposal with lump sum amount including a breakdown of costs for fee.

V. Payment Terms
The payments will be made in installments based upon outputs/deliverables as follows:

20% upon signing of the contract and submission of a blueprint including methodology for drafting the Practitioner Guide (in English)
30% on completion of consultation with stakeholders and submission of the first draft of Practitioner Guide (in Thai)
20% upon submission of the draft Practitioner Guide incorporating all the inputs from the key stakeholders (in Thai)
30% upon approval of the final Practitioner Guide (in Thai)