Scope of Work (SOW)

Consultant for Practitioner Guide Development

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

TASK: Review of Coordination Systems and Practitioner’s Guide Development

UNIT: Human Rights, Education, and Empowerment

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

STARTING DATE: 4 January 2021

EXPECTED DURATION OF ASSIGNMENT: 12 weeks

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, providing technical assistance to support a global reduction in child labor, forced labor and human trafficking. ATLAS started in January 2019 to be implemented in Thailand, Paraguay, Liberia and Argentina.

Project Objective: To strengthen the capacity of governments to address child labor, forced labor, and human trafficking

- Outcome 1: Strengthened labor and/or criminal legal framework concerning child labor (CL), forced labor (FL), and/or human trafficking (HT)
- Outcome 2: Improved enforcement of the labor and/or criminal legal framework, specifically related to child labor (CL), forced labor (FL), and/or human trafficking (HT)
- Outcome 3: Increased coordination among law enforcement and social protection entities to address child labor (CL), forced labor (FL), and/or human trafficking (HT)
To strengthen enforcement systems and coordination mechanisms, Winrock developed a unique approach known as a differentiated model of practice (DMOP) for achieving project outcomes. DMOP is an evidence-based approach designed to tailor Technical Assistance (TA) needs to address country-specific priorities. It consists of the specific approaches and interventions that will be developed and implemented in each country context to strengthen the existing legislation and the enforcement system, and/or to increase coordination between law enforcement and social protection entities. These interventions will be based off the Body of Knowledge (BOK), a research document that ATLAS developed to review global evidence on the effectiveness of programs, initiatives, efforts, and practices to address CL, FL, and HT.

II. Scope of Work:

A. Objective:
To assist with strengthening the coordination among law enforcement and social protection entities in addressing child labor (CL), forced labor (FL), and/or human trafficking (HT), Winrock is seeking a consultant, consultancy firm, organization, or a research institution to conduct the stocktaking and review of existing coordination systems for victim assistance and coverage gaps as well as developing a user-friendly, concise, and up-to-date practical guide for both new and experienced caseworkers and advocates.

The objective is to carry out a stock take of existing work flow, operating procedures and/or protocols pertinent to coordination among law enforcement, government agencies and non-governmental actors working to provide protection services and other assistance to the victims of child labor, forced labor and human trafficking. The Consultant, consultancy firm, or research organization is responsible for conducting research and interviewing public/private service providers and government authorities engaged in the identification, prosecution, protection rehabilitation process of victims of CL, FL and HT in Thailand, taking stock of available protection services for victims and the referral process, conducting a comprehensive review of the coordination systems and develop a concise up-to-date practical guide on coordination and perform other tasks required to achieve the objectives of this assignment.
B. Background and Approaches

In Thailand, the issues on child labor, forced labor and human trafficking are governed by the Labor Protection Act, Human Trafficking Act and other relevant national laws and regulations. After the identification of victims, the victims of child labor, forced labor and human trafficking in Thailand are provided with protection and rehabilitation services such as safe shelter, counselling, psychological and health assistance during the prosecution and sentencing process. During the process, the identified victims are able to reside in facilities provided by Thai government and/or private shelters in order to receiving appropriate treatment, physical and mental protection.

1) **Research and Interview**: A desk research, the field research and interviews will take place initially at the government’s facilities for victims of child labor, forced labor and human trafficking, under administration and services provided by Ministry of Social Development and Human Security. Subject to an assessment of a preliminary finding, the research and interviews may be conducted in private shelters provided by private organizations. The required resource persons/ interviewees are government authorities and public/private social workers responsible for the process of victim identification, victim referral, victim protection, and rehabilitation and prosecution of Child Labor, Forced Labor and Human Trafficking cases under Thai laws.

2) **Stocktaking of coordination**: The stocktaking exercise aims to provide a concrete picture and gather comprehensive information (capacity, scope of authority, types of services and other limitation or challenges) of different service providers and the type of services offered to victims of CL, FL and HT in Thailand. In addition, the stocktaking exercise shall identify a common central point for connecting service providers while enhancing effective coordination including but not limited to the referral of victim and other shared collective efforts for the purpose of victim protection and enforcement of law.

3) **Review of the Coordination process and systems**: The analysis is a product of synthesized coordination process and practice, including but not limited to, strengths and obstacles of coordination among service providers. In addition, the review aims to offer recommendation on how each service providers from both governmental and non-governmental organizations could collaborate in order to strengthen coordination.

4) **Practitioner’s Guide Development**: Practitioner’s Guide will provide practical guidance on the coordination process for providing services and assistance to victims of Child Labor, Forced Labor and Human Trafficking in Thailand.

C. Key Activities:

The consultant, will perform the following activities to successfully complete the Stocktaking and Review of Coordination Systems and Practitioner’s Guide Development in Thailand:

a. Carry out a complete stock take of coordination process and systems among social protection entities engaging in providing protection and assistance for victims of Child labor, Forced labor and Human Trafficking in Thailand.

b. Carry out the required consultations with stakeholders on the review of coordination process and systems among social protection entities engaging in providing assistance for victims of Child labor, Forced labor and Human Trafficking in Thailand.
c. Conduct a comprehensive review of the coordination process and systems through the lens of inclusiveness, equity, and gender sensitivity

d. Synthesize the information and develop a user-friendly, concise, and up-to-date Practitioner’s Guide on coordination process

D. 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 Political Science, Sociology, Economics, Law, Public administration, Social Policy and/or related social sciences;
- 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;
- Extensive 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.
- Demonstrated ability to communicate effectively with various partners including government, civil society, and communities;
- Strong analytical skills and critical thinking skill;
- Excellent inter-personal and teamwork skills, networking skills, and proven ability to work well in multicultural environments;
- Excellent facilitation and presentation skills;
- Ability to work under pressure, effectively coordinate others and meet tight deadlines without compromising the quality of work.

If a team of researchers, under the supervision of a principal researcher, is being proposed, please include specific roles and responsibilities for each member of the team. Each member of the team should fulfill the following criteria and complement one another’s skillset:

- Extensive knowledge and understanding on child labor, forced labor and human trafficking preferably within the context of Thailand;
- Experience in design and management of similar research projects;
- Knowledge and experience in data collection and analysis;
- Experience conducting field research using participatory approaches;
- Experience working on a team of researchers;
- Experience in consolidating and synthesizing data, writing reports and making effective recommendations;
- Ability to communicate data in a clear and understandable format;
- Excellent communication and facilitation skills;
- Ability to prioritize work on tight deadlines.
III. Application information:

Interested applicants should send CV including an electronic technical and cost proposal to: thailandatlas@winrock.org. The subject in the email must clearly state: “Stocktaking and Review of Coordination Systems and Practitioner’s Guide Development”.

Closing date of applications: 15 January 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 (40%), Technical Proposal (40%), and Cost estimate (20%).

B. Technical Proposal:

a. The Technical Proposal should be in either Thai or English with a maximum of 10 pages.

b. The consultant(s) propose inception report outlining the approach, methodology and work plan for the consultancy that include the four main components: 1) Research and Interview 2) Stocktaking of coordination 3) Review of the Coordination process and systems 4) Practitioner’s Guide Development

c. The workplan should describe framework, methodologies for stock take exercise, draft methodology and instruments, draft interview guides, data analysis methods and methods for development of a guide. Winrock International will provide feedback on the submitted documents and recommend adjustments once the proposal being accepted.

d. The consultant should consider the COVID-19 situation in the design of methodologies and timeline according to national/local government guidelines.

e. The consultant(s) should develop an implementation timeline outlining key activities of work plan including, time of execution, implementation, stock take exercise, review analysis, translation (if needed), reporting and presentation of the key findings of the review of the coordination systems and a practitioner’s guide.

C. Cost/budget narrative - The applicant must present a financial proposal that includes a brief narrative on the assumptions behind the estimates.

D. Proof of past performance: The consultant should submit proof of conducting similar assignment including publications, reports, highlights as an annex to the proposal

IV. Payment Terms

10% upon signing of the contract
20 % upon approval of inception report outlining the approach, methodology and work plan for the consultancy
20% upon submission of a brief written outline of existing coordination systems in following the completion of the stock take exercise.
20 % upon submission of coordination system and process review report and the first draft of a Practitioner’s Guide
30% upon approval of the final report and submission of the complete Practitioner’s Guide