

REQUEST FOR PROPOSAL

Original Date Issued: 23 November 2021

Deadline for Questions: 13 December 2021, 12:00 PM EST

Response to Questions Posted: 17 December 2021

Closing Date: 21 January 2022, 12:00 PM EST

Anticipated Award Date: 4 February 2021

Reference: MUL-0041 MUL-18/0020/0020 Global Fund to End Modern Slavery

Subject: **Program Scoping and Design: Child Labor in the Coffee Industry in Eastern Uganda**

ABOUT GFEMS

The Global Fund to End Modern Slavery (GFEMS) works to dismantle the systems that perpetuate modern slavery. To do this, we mobilize new and diverse funding. We work with and for survivors and strive to become survivor informed, survivor centered and survivor led. We collaborate with governments, the private sector, philanthropists, and civil society and we invest in programs and solutions that are scalable and sustainable. Our investments target regions and sectors with high prevalence of modern slavery and high potential for impact. We are building a coherent global strategy against trafficking and slavery.

GFEMS issues funding across sectors and geographies with a focus on addressing supply, demand, and the enabling environment factors that perpetuate modern slavery. The Fund also invests in building the evidence base for the anti-trafficking field and generating knowledge products to inform interventions. We invite you to read more about the fund's strategy, investments, and impact at www.gfems.org.

PURPOSE

GFEMS achieves its mission to end modern slavery through identifying sectors with a high prevalence of modern slavery, designing holistic approaches based on the best evidence available, and joining strong partners to work in consortium to deliver on technical interventions. In addition to longer term grant implementation projects, the Fund also conducts short research projects to address gaps or questions that are not addressed in areas of interest, and to lay the foundation for future investments.

The Fund seeks proposals from eligible respondents to carry out a scoping study to identify drivers of child labor in the coffee sector in Eastern Uganda; landscape the existing regulatory framework, networks of coffee farms, and compliance and government enforcement; and identify promising prevention and prosecution interventions and key service providers. Findings will contribute to the Fund's understanding of this high risk environment, potentially seeding future interventions.

INSTRUCTIONS TO THE RESPONDENTS

Interested respondents should submit a proposal following the prescribed format in the Submission Requirements section of this RFP.

Given the Fund's focus on survivor inclusion, GFEMS will prioritize submissions which include an approach to meaningful survivor review, input, and decision-making at all stages of the scoping and research which should include inception, data collection, and analysis. A discussion on a trauma-informed approach, referral mapping, and fair market compensation for survivor expertise should be included. Survivor-led organizations and organizations familiar with participatory action research are highly encouraged to apply.

Adherence to the proposal format by all respondents will ensure a fair evaluation with regard to the needs of GFEMS. Respondents who do not follow the prescribed format may be deemed non-responsive.

Proposals must be submitted electronically through the web portal available at [this link](#). No phone calls please. Proposals received after the closing date stated on the top of the cover page of this RFP will be rejected.

Please limit your proposal to no more than 10 pages, excluding CVs or resumes and required forms.

Technical and contractual questions concerning this solicitation must be submitted through the form available at [this link](#).

If you have issues submitting proposals or questions through the webforms, please email proposals@gfems.org with "Uganda Coffee RFP" in the email subject line.

No communication intended to influence this procurement is permitted except by contacting the designated contact email above. Contacting anyone other than the designated contact (either directly by the Respondent or indirectly through a lobbyist or other person acting on the respondent's behalf) in an attempt to influence this procurement: (1) may result in a Respondent being deemed a non-responsive Respondent, and (2) may result in the Respondent not being awarded a contract.

This RFP in no way obligates GFEMS to award a contract nor does it commit GFEMS to pay any cost incurred in the preparation and submission of a proposal.

GFEMS bears no responsibility for data errors resulting from transmission or conversion processes.

Link to submit questions: <https://www.tfaforms.com/4948592>

Link to submit a proposal: <https://www.tfaforms.com/4948534>

SCOPE OF WORK

This engagement will answer the following questions among others:

Prevalence and Nature of Child Labor in Mbale, Kapchorwa, Sironko, and Bududa districts in Eastern Uganda:

- What is the estimated incidence of child labor in the coffee industry in Mbale, Kapchorwa, Sironko, and Bududa districts? How prevalent is the problem, relative to other regions and districts in Uganda? Relative to other geographies with robust coffee production?
- How does child labor manifest in the coffee production supply chain in Mbale, Kapchorwa, Sironko, and Bududa districts (e.g. what labor activities are carried out throughout the production process)?
- Which of these districts are considered high risk for being a source of child labor?
- What, if any, are the factors exacerbating vulnerabilities in the identified high risk districts? Are there factors impeding children's access to education?
- What are the existing interventions and mitigation strategies developed by civil society organizations and other relevant stakeholders? Which of these strategies have proven the most effective or promising?
- What types of prevention, protection and prosecution activities will likely succeed in the districts identified as high risk sources of child labor?

Supply Chain Analysis (primarily Eastern Uganda):

- Who are the key private sector stakeholders at each stage of the Ugandan coffee production cycle? Where do the proposed program participants (profiled in the previous section) fit in?
- Which private sector practices or points on the supply chain are at the highest risk for forced labor?
- Which tiers of producers on the supply chain have heavy government oversight and which producers typically escape or evade that oversight?
- Which companies (domestic and international) are the key buyers of coffee from Eastern Uganda? What are their responsible sourcing and/or social compliance policies, including those that address forced labor, if applicable?
- What are some of the business improvements that companies are interested in testing but have not yet done so? Are any of these improvements technology-based (more broadly across East Africa)?

Policy (National):

- What current policies are barriers to upholding supply chain integrity in the coffee industry in Uganda?
- What new policies could improve supply chain integrity?
- What are the challenges, if any, of implementing/enforcing existing policies and legal frameworks (e.g. very few labor inspectors to cover a large number of coffee plantations)? How can these be addressed (e.g. increase budget for inspectors, additional training, develop tools to increase efficiency)?
- Who are the key government stakeholders in implementing policies related to the coffee industry in Uganda? What is their role? What are their strengths and weaknesses? How could they be strengthened to better uphold supply chain integrity?

Deliverables:

Landscape and beneficiary vulnerability analysis:

- In depth risk assessment of Mbale, Kapchorwa, Sironko, and Bududa districts in Eastern Uganda, identifying the district(s) at highest risk for child labor

- Identification of key drivers of vulnerability associated with child labor in the identified high risk district(s), including but not limited to poverty and family and household characteristics, based on qualitative and quantitative methods of data collection with:
 - survivors of exploitation in the coffee sector
 - frontline service providers
 - government officials
 - private sector representatives
 - other relevant stakeholders (farmers worker organizations, families, community leaders, etc.)
- Provide an analysis of trends and themes in reported/documentated incidents of child labor in the high risk district(s)

Stakeholder mapping:

- Provide an overview of relevant stakeholders (e.g. public sector, private sector, civil society, multilaterals, major donors, farmers associations) and implementing organizations in Eastern Uganda that are addressing forced or child labor, especially in the coffee industry
 - This could also include entities implementing promising approaches that reduce the vulnerability of children and/or the families of children, thereby keeping minors out of exploitative labor (even if the overall program is not specifically designed around modern slavery)
- Recommend approaches in engaging key stakeholders and involving them proactively in our programming efforts and through our research and knowledge generation activities

Intervention analysis:

- Landscape existing prevention, protection and prosecution interventions addressing child labor in the coffee industry in Eastern Uganda
- Propose methods of interventions that will increase impact and mitigate identified risks
- Identify potential partners for specific strategic and programmatic engagement, and propose a framework for selecting implementation partners (e.g., recommendations on the scope of the solicitation)
- Identify the types of prevention, protection and prosecution activities that are likely to work within the local context and provide recommendations on potential interventions that will be effective.

SUBMISSION REQUIREMENTS

<p>Section 1:</p> <p>Company Profile</p>	<p>Please limit to no more than two pages. CVs or resumes will not count toward the page limit.</p> <ol style="list-style-type: none"> 1. Provide a description of your business and general corporate capabilities 2. Provide the year established in the current business for the services requested in this request for proposal. 3. Revenue and number of employees for the past two fiscal years.
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	<ol style="list-style-type: none"> 4. Statement that you are financially sound, not delinquent to or under investigation by any unit of government, and are otherwise a responsible, going concern. 5. CV's or resumes of key personnel- in a leading paragraph, please indicate how much time each person(s) will devote to this contract and what other projects this person (s) undertake at the same time. 6. Please indicate whether or not you would use sub-contractors, consultants, or other third parties; if so, please list them. 7. Please indicate if you have a survivor inclusion plan and/or are a survivor-led organization.
<p>Section 2:</p> <p>References</p>	<p>A description of the types and sizes of client organizations served, as well as a sample client list indicating the type of services rendered.</p> <p>Respondents should provide references as follows:</p> <ol style="list-style-type: none"> 1. At least three (3) examples of relevant work; 2. The contact information should include the contact name, phone number, e-mail address, and website address. References will be contacted as part of the evaluation process.
<p>Section 3:</p> <p>Approach</p>	<ol style="list-style-type: none"> 1. Your knowledge of the agriculture industry in Uganda and good understanding of the risks of child labor in the coffee industry in Eastern Uganda to ensure alignment with GFEMS objectives 2. Proposed research methodology or methodologies 3. Indicative work plan and timeline with clearly defined milestones and deliverables 4. Partnerships and relationships, such as government, private sector, civil society and non governmental organizations contacts, that can be leveraged during the project 5. Trauma-informed approach, referral system, and meaningful survivor review and input plan
<p>Section 4:</p> <p>Pricing</p>	<p>Be advised that GFEMS is cost-conscious about procuring outside services. The Fund will consider a proposal that is either fixed-fee, or level of effort rate subject to a maximum not to exceed fee, or other arrangement fair and favorable to GFEMS.</p> <p>Please describe your pricing method and why this would be advantageous to GFEMS.</p>

TYPE OF CONTRACT TO BE AWARDED

TBD

CONTRACT TERM AND DELIVERY DATES

GFEMS expects this scope of work to be completed within 6 months. Final delivery dates will be negotiated upon award.

EVALUATION AND AWARD PROCESS

The award will be made to a responsible respondent whose proposal follows the RFP instructions, meets the eligibility requirements, and meets or exceeds the minimum required technical specifications, and is judged to be the best value to GFEMS.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFP, a proposal may be deemed “non-responsive” and thereby disqualified from consideration. GFEMS reserves the right to waive immaterial deficiencies at its discretion.

GFEMS reserves the right to award under this RFP without further negotiations. Respondents are encouraged to propose their best terms and prices with the original submission. It is anticipated that the award will be made solely on the basis of these original proposals. However, GFEMS reserves the right to conduct any of the following:

- conduct negotiations with and/or request clarifications from any respondent prior to award.
- issue a partial award or split the award among various respondents, if in the best interest of GFEMS.
- cancel this RFP at any time.

Proposals will be evaluated based upon:

1. ability to match the qualifications set forth in this RFP
 - a. section 1 (20%)
 - b. section 2 (20%)
 - c. section 3 (35%)
2. price (25%)

GENERAL CONDITIONS

Late submissions and submissions lacking the appropriate completed forms will not be considered. Submissions will not be accepted at any other GFEMS location other than the email address above. If changes are made to this RFP, notifications will be sent to the primary contact provided to GFEMS from each respondent. GFEMS takes no responsibility for effective delivery of the electronic document.

This RFP does not commit GFEMS to award a contract, pay any costs incurred in preparing a proposal, or to procure or contract for services or supplies. GFEMS reserves the right to accept or reject any or all submissions received, to negotiate with all qualified sources, or to cancel in part or in its entirety the RFP when it is in the Fund’s best interest.

Respondent confirms that persons having powers of representation, decision-making or control over them have **not** been convicted of a criminal offence concerning their professional conduct by a final judgment.

Respondent confirms that they have **not** been guilty of grave professional misconduct; proven by any means which can be justified.

The respondent shall disclose any indictment for any alleged felony, or any conviction for a felony within the past five years, under the laws of the United States or any state or territory of the United States, or any other Jurisdiction, and shall describe circumstances for each. When a respondent is an association, partnership, corporation, or other organization, this disclosure requirement includes the organization and its officers, partners, and directors or members of any similarly governing body. If an indictment or conviction should come to the attention of GFEMS after the award of a contract, GFEMS may exercise its stop-work right pending further investigation, or terminate the agreement.

It is the Fund's Policy that no gifts of any kind and of any value be exchanged between respondent and GFEMS personnel. Discovery of the same will be grounds for disqualification of the respondent from participation in any of the Fund's procurements and may result in disciplinary actions against GFEMS personnel involved in such discovered transactions.

Respondent must disclose any financial or organizational interest – as an employee, consultant, business partner, investor, shareholder, borrower, lender, beneficiary, board member or trustee – in an actual or potential competitor, contractor, sub-contractor, customer, client, vendor, donor or recipient of GFEMS, that might produce a conflict of interest or the appearance of a conflict of interest should this contract be awarded.

As applicable, respondent confirms that they are **not** bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations. However, tenderers in this situation may be eligible to participate insofar as the GFEMS is able to purchase supplies on particularly advantageous terms from either a supplier which is definitively winding up its business activities, or the receivers or liquidators of a bankruptcy, through an arrangement with creditors, or through a similar procedure under national law.

Respondent confirms that they have fulfilled obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country in which they are established, or those of the country where the contract is to be performed.

Respondent confirms that they or persons having powers of representation, decision-making or control over them have **not** been convicted for fraud, corruption, involvement in a criminal organization or money laundering by a final judgment.

Respondent confirm that they do **not** make use of child labor or forced labor and/or practise discrimination, and/or do not respect the right to freedom of association and the right to organize and engage in collective bargaining pursuant to the core conventions of the International Labour Organization (ILO).

Respondent warrants that it shall not discriminate because of race, color, religion, sex, national origin, political affiliation, non-disabling physical and mental disability, political status, matriculation, sexual

orientation, gender identity or expression, genetic information, status as a veteran, physical handicap, age, marital status or any other characteristic protected by law.

United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The respondent under any award resulting from this RFP must ensure compliance with these laws.

By submitting a Proposal in response to this RFP, the respondent, if selected for award, agrees that it will comply with all federal, State, and local laws applicable to its activities and obligations under the Contract.