

REQUEST FOR PROPOSAL

Original Date Issued:	24 July 2023
Deadline for Questions:	31 July 2023 12:00 PM EDT
Response to Questions Posted:	4 August 2023
Closing Date:	10 September 2023 12:00 PM EDT
Anticipated Award Date:	2 October 2023
Reference:	MSIF_AOU065
Subject:	External Evaluation of Project “Promoting Opportunities Within Evidence & Research” (POWER)

ABOUT GFEMS

The Global Fund to End Modern Slavery (GFEMS) works to dismantle the systems that perpetuate modern slavery. To do this, we need a vibrant movement led by those most proximate to the issue. We are committed to mobilizing new and diverse funding, and using our resources and voice to create the environment where survivor-leaders and grassroots organizations can thrive. Working with our partners and the anti-trafficking community who have already made incredible steps in the fight, we seek to amplify impact and better serve the sector. 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

The POWER project is a two-pronged effort to improve lived experience engagement in the anti-human trafficking sector. In one stream of activity the project will hold working groups made up of people with lived experience leading up to a World Congress event to advance collaborative survivor-led review and discussions of key issue areas. In the other stream of activity, the project will engage research institutions and establish a lived experience consultant corps to bridge the access and knowledge gap for meaningfully engaging survivors in research.

The project adapts new approaches to the anti-human trafficking sector with the goal to produce a rich evidence base on lived experience engagement efforts and respond to an increased call for more lived experience inclusion in the sector.

GFEMS is seeking an experienced external evaluator to 1) establish baselines and 2) measure project outcome and impact-level indicators as described in the project logframe and theory of change. The evaluator will use a mixed-methods approach to measure the success of the lived

experience engagement initiatives. The evaluation will encompass key informant interviews (KIIs), focus group discussions (FGDs), surveys, and project record reviews. Specific evaluation methodologies will be developed by the evaluator in collaboration with GFEMS.

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 lived experience inclusion, GFEMS will prioritize submissions which include an approach to meaningful survivor input, review, 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 via email to proposals@gfems.org with "POWER Evaluation RFP" in the email subject line. No phone calls please. Proposals received after the closing date stated on the top of the cover page of this RFP will not be reviewed.

Please limit your proposal to no more than 8 pages, excluding CVs or resumes and required forms.

Technical and contractual questions concerning this solicitation should be submitted through the form available at [this link](#). If you have issues submitting questions through the link, please email proposals@gfems.org with "POWER Evaluation RFP Question" 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://forms.gle/XzfnV9i9YwVJs94U9>

SCOPE OF WORK

The selected evaluator, in collaboration with GFEMS MEL staff, will:

- Refine evaluation questions
- Build data collection tools (surveys and interview scripts)
- Collect, analyze, interpret, and synthesize data
- Compile two reports

Sample evaluation questions include:

Baseline:

1. To what extent are people with lived experience meaningfully included in anti-trafficking research?
2. What barriers, if any, exist to meaningful inclusion of people with lived experience in anti-trafficking research?
3. What other work is being done in this area?

Endline:

1. What progress has been made towards meaningful inclusion of people with lived experience in anti-trafficking research?
2. Among survivor-researchers, what is the change they have seen in their engagement with research?
3. Among academics, what are the perceived benefits and/or drawbacks of including people with lived experience in anti-trafficking research?

Deliverables

For this evaluation deliverables will include the following for both baseline and endline assessments:

- Data collection tools
- Raw data/codebook
- Narrative report

Evaluator Qualifications

Proposals may come from individual evaluators or firms. Preference will be given to those that have:

- Proven track record of working with NGOs in international development spaces
- Lived experience or familiarity with lived experience engagement in the human trafficking sector
- Expertise in mixed-methods research
- Demonstrated ability to conduct timely, rigorous evaluations of non-traditional projects

SUBMISSION REQUIREMENTS

Section 1: Company Profile	Please limit to no more than two pages. CVs or resumes will not count toward the page limit. 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. 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 survivor inclusion plan and/or are a survivor-led organization
Section 2: References	A description of the types and sizes of client organizations served, as well as a sample client list indicating the type of services rendered. Respondents should provide references as follows: 1. At least two (2) 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.
Section 3: Approach	1. Proposed research methodology or methodologies 2. Proposed geographic and/or sectoral focuses (as relevant) 3. Indicative work plan and timeline with clearly defined milestones and deliverables 4. Trauma-informed approach, referral system, and meaningful survivor review and input plan
Section 4: Pricing	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(LOE) subject to a maximum not to exceed fee, or other arrangement fair and favorable to GFEMS. Please describe your pricing method and why this would be advantageous to GFEMS.

TYPE OF CONTRACT TO BE AWARDED

Service Agreement

CONTRACT TERM AND DELIVERY DATES

GFEMS expects this scope of work to be completed within 12 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.

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.

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.