**Request for Proposal (RFP)**

**RFA-Ashshash # 2021-001**

**Ashshash: For Men and Women Who Have Escaped Trafficking**

**Legal Services Provider (LSP)**

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| A screenshot of a cell phone  Description generated with very high confidence |  |

**WINROCK INTERNATIONAL INSTITUTE FOR AGRICULTURAL DEVELOPMENT**

**(WINROCK)**

**Request For Application (RFA) from** **National Level Non-Government Organization (NGOs) To Deliver Legal Services To Ensure Justice And Compensation For Survivors Of Human Trafficking In Ashshash Specific District**

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| **Project Name:** | Ashshash: For Men and Women Who Have Escaped Trafficking |
| **Request for Application (RFA) No:** | RFA-Ashshash-2021-001 |
| **Date RFA Issued:** | February 10, 2021 |
| **RFA Closing Date and Time:** | 5:00 PM, March 7, 2021 |
| **Estimated Award Date:** | April 7, 2021 |

# SECTION 1: PROGRAM DESCRIPTION

* 1. **PURPOSE AND BACKGROUND**

The purpose of this RFA is to solicit applications from prospective grantees to support Winrock International (Winrock) in the implementation of the Ashshash: For Men and Women Who Have Escaped Trafficking, funded by Swiss Agency for Development and Cooperation (SDC) Contract No. 81057588.

Through this solicitation, Ashshash is requesting for applications (RFA) from a national-level non-government organization (NGOs) to deliver legal services to ensure justice and compensation for survivors of human trafficking in Ashshash specific districts.

* 1. **OBJECTIVE AND PROGRAM DESCRIPTION**

The Ashshash project aims to work in partnership with public and private sector service providers to deliver counselling, legal services, and economic empowerment support to men and women who have escaped trafficking. This is a four-year project funded by the Swiss Agency for Development and Cooperation (SDC) and implemented by Winrock International. By the end of the project in 2022, Ashshash will have provided services to over 4,500 men and women who have escaped trafficking to restore their dignity, improve their well-being, and build self-sufficiency. The project will also increase the capacity and commitment of local organizations and institutions to provide services that ensure sustainable rehabilitation and reintegration of men and women who have escaped trafficking.

The project will work with local partners to provide a package of services to reintegrate survivors back into families and communities and reduce vulnerability. These include, but not limited to, psychosocial resilience strengthening for men and women who have escaped trafficking, graduation from certified vocational skills & entrepreneurial training to wage/self-employment, referral services for legal aid and health services, community awareness and CTIP activists develop, public/private sector engagement and strategic partnership, capacity development of public/private institutions and actors, advocacy for effective implementation of referral mechanism, and Ashshash steering committee.

Trafficking victims face significant barriers in accessing justice, including lack of knowledge of their rights or the justice system, stigma and cultural prejudices, threats of harm or retaliation, high financial costs, and geographical distance to the courts. These problems are compounded by frequent adjournments and delays resulting from court backlogs and low priority given to trafficking cases. Ashshash will provide legal service to men and women who have escaped trafficking through pro bono or low bono legal services to access their rights under the Prevention and Suppression of Human Trafficking (PSHT) Act, 2012 and Overseas Employment and Migration (OEM) Act 2013. Ashshash will engage a national level legal aid organization to provide legal services to ensure increased access to justice for survivors.

Ashshash social protection partners (SPP) are currently identifying survivors of human trafficking in the five focus districts – Khulna, Sathkhira, Jashore, Cox’s Bazar, and Chattogram. Case managers will refer human trafficking cases to trained *pro bono* lawyers for legal services. Ashshash will also support survivors to lodge complaints with Bureau of Manpower, Employment and Training (BMET) arbitration cells for compensation for victims of illegal and exploitive practices. Ashshash will initiate class action civil suits against agency/local agents involved in human trafficking, fraudulent migration practices, and/or overseas employment process which facilitate human trafficking.

Additionally, Ashshash plans to refer strategic legal cases for follow-up and support to the Special Tribunal for Human Trafficking and district-level Vigilance Task Force (VTF) to assist beneficiaries with increased access to justice. Ashshash will develop a rights-based legal framework for working with trafficking victims. Ashshash will also orient social workers, CTC members, local arbitrators, lawyers, law enforcement agencies (i.e. police, border guards and coast guards), district level officials from department of social services, youth development and women affairs staff and DEMO on applying the legal framework.

# SECTION 2: GRANT INFORMATION

* 1. **ANTICIPATED NUMBER OF GRANTS TO BE ISSUED**

The Ashshash project expects to award one (1) grant under this RFA, but reserves the right to not award the grant based on the quality of applications received and availability of funding. There is scope of applying on consortium basis and the consortium includes not more than two organizations.

* 1. **ESTIMATED AMOUNT OF GRANTS**

It is expected that an individual grant amount will range between BDT 4,500,000 to BDT 6,600,000. The final amount awarded will depend on award activities and final negotiations.

* 1. **ANTICIPATED START DATE AND DURATION OF GRANTS**

The anticipated period of performance is April 7, 2021 to September 2022, depending on the negotiated award activities.

* 1. **TYPE OF GRANTS TO BE ISSUED**

Winrock will determine the appropriate grant mechanism based on consultation with the applicant during the negotiation process, results of the pre-award assessment of the applicant, the nature of the award activity, and the estimated total cost of the award.

# SECTION 3: ELIGIBILITY INFORMATION

1. **ELIGIBLE APPLICANTS**

This solicitation is open to all Bangladesh organizations including non-profit and for-profit organizations. To be minimally eligible for funding, applicants must meet with the following criteria:

* A Bangladeshi Non-Government Organization (NGOs) registered in Bangladesh for operation and compliant with all NGOAB requirements
* Demonstrated past performance in implementation of integrated development programs relevant to delivering legal services to vulnerable populations in the five focus districts – Khulna, Jashore, Sathkhira, Cox’s Bazar and Chattogram.

All applicants agree to be subject to a pre-award assessment to determine if the organization has sound financial, administrative, project management, and technical capacity to manage activities and resources under the grant mechanism.

# SECTION 4: INSTRUCTION TO APPLICANTS AND SUBMISSION INFORMATION

1. **Technical Application**

Applicants will develop their applications based on their understanding of the program’s needs, their prior institutional experience and their determination of the approaches that would be feasible and successful. In all cases, applicants should clearly explain the rationale for the proposed approaches.

Submissions must clearly state the objectives and the expected results of the activity within the life of the funding period and define an implementation plan with a proposed timeframe and budget. Ongoing monitoring and reporting of the funded activities will be the responsibility of the applicant. An Application Form template is provided as an attachment to this RFA.

1. **COST APPLICATION**

Cost applications should be submitted separately from the technical application. Applicants shall submit a summary and detailed budget in Microsoft Excel with budget notes in a Word document providing information on how the rates/costs were determined. The budget narrative should also explain and justify the need for the costs proposed in the budget. The narrative should help the reviewer understand why an item of cost is necessary and how it will be used to support the activity for which it will be incurred. Just as the technical application should reflect the applicant’s understanding of the objectives and the proposed approach to achieve those objectives, the budget and the accompanying narrative should show how the budget is realistic and reflect an understanding of the financial requirements of the proposed activities.

1. **SUBMISSION GUIDELINES**

All questions and other communications regarding this RFA should be submitted by February 25, 2021, in writing to Team Leader, Ashshash, Winrock International, email to **Wi.Ashshash@winrock.org**. Written responses to questions will be made available to all applicants by February 28, 2021

The technical application form (Annex B, C, including a technical description, estimated budget and supporting documentation) must be submitted in English using Times New Roman, font size 12, single-space. Applications (including a technical application form, estimated budget and supporting documentation) must be submitted electronically via email to **Wi.Ashshash@winrock.org** and should reference **RFA-2021-001 ‘Your organization’s name’**. Applications must be submitted no later than March 7, 2021.

Incomplete or late applications will be marked as ineligible for review or award. Applications that are submitted late or incomplete run the risk not being considered for review. Winrock reserves right to make changes or cancel this solicitation.

Applications may be withdrawn by written notice via email received at any time before an award is made. Applications may be withdrawn in person by an organization or its authorized representative if the representative’s identity is made known and the representative signs a receipt for the application before award is made.

A complete submission, at a minimum, will include the following:

* A copy pf the applicant’s valid legal registration document
* A completed and signed technical application (Annex B)
* CVs for project personnel (if necessary)
* A completed and signed budget application
* Budget supporting documents, including the budget narrative, as applicable
* Audit reports from past three years

Receipt time for electronic submissions is when the application is received by Winrock’s Internet Server. Hand delivery and hardcopy paper submissions of the application will not be accepted after the March 7, 2021 deadline. **Please do not send files in ZIP format.**

# SECTION 5: APPLICATION EVALUATION AND REVIEW PROCESS

1. **MERIT REVIEW**

The criteria presented below have been tailored to the requirements of this RFA. 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. Up to one (1) award will be made to the overall highest scores to the responsible applicant(s). Applicants 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 applicants should address in their applications.

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| **Merit Review Criteria** | **Points** |
| 1. **Technical Approach**   Clarity and appropriateness of proposed technical approach to ensure increased access to justice and compensation for the survivor of human trafficking. | 30 |
| 1. **Organizational Capacity**   Extent of applicant’s capacity to engage relevant stakeholders including government and non-government entities related to legal services for justice and compensation at district and national level. This may also include the skill and experiences of proposed staff/s. | 30 |
| 1. **Past Performance**   Previous experience and on-going project/initiatives on similar activities/project. Significant accomplishment and achievement through implementing of similar project/activities | 20 |
| **4. Financial Proposal**  Quotation including VAT and Deliverables wise bill including time schedules. | 20 |
| **Overall Rating (out of 100 points)** | 100 |

1. **REVIEW PROCESS**

Grant applications will be reviewed and evaluated by an evaluation panel using the merit review criteria indicated above.

Cost applications will be scored, reviewed and evaluated based on the scope of activities being proposed.

It is anticipated that awards will be made within 30 days after the submission deadline, as stated on the cover page of this RFA. Final negotiations and award will be managed by Winrock.

# SECTION 6: OTHER TERMS AND CONDITIONS

1. **DISCLAIMERS**

* The issuance of this solicitation does not commit Winrock to make an award to any prospective grantee responding to this solicitation. Prospective grantees will not be reimbursed for costs incurred in the preparation and submission of an application. Winrock reserves the right to reject any and all applications, or to make an award without further discussion or negotiation.
* All awards will be negotiated, denominated and funded in **BDT**. All costs funded under the grant must be allowable, allocable and reasonable.
* In March the World Health Organization declared a global pandemic due to the COVID-19 outbreak, which is also impacting Bangladesh. The circumstances of COVID-19 could lead to a delayed or prolonged workplan and may also necessitate adjustments to the activities described that will lower the total budget for the award. Applicants should be prepared to offer alternative solutions to the original activities proposed in response to risks caused by COVID-19.

1. **CONFLICT OF INTEREST**

Applicants must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this RFA and anticipated grant. Failure to provide full and open disclosure may result in Winrock having to re-evaluate selection of a potential applicant.

1. **OTHER CONDITIONS**

* Applicants must agree and be willing to sign and submit required certifications before a grant is issued.
* For those selected for a grant award, Winrock will conduct a pre-award risk assessment.
* Issuance of grant agreements will be subject to applicable prior written approval by Winrock funder, as needed.
* Applicants may only submit one application per prime organization under this RFA.
* Individuals are not eligible to receive funding under this solicitation.
* Applications must remain valid for at least 180 days.
* Application forms should be signed by an authorized agent of the applicant’s organization.
* Applicants that submit applications that meet or exceed the evaluation criteria will be notified of next steps in the application process.

Additionally, the following items cannot be purchased under the potential resultant grants:

* Any purchases or activities deemed unnecessary to accomplish grant purposes as determined by Winrock, including any grantee headquarters expenses that are not directly linked to the implementation of the proposed activities
* Any laptops/printer/scanner/camera/ table/chair etc.
* Private ceremonies, parties, celebrations or "representation" expenses
* Previous obligations and/or bad debts
* Expenses related to overtly religious purposes
* Expenses intended to influence the outcome of elections or other political processes
* Fines and/or penalties
* Creation of endowments
* Alcoholic beverages
* Real property (land, including land improvements, and structures thereto)

# SECTION 7: ANNEXES

* Annex A – Scope of Work
* Annex B – Application Form
* Annex C – Cost Application Form

# Annex A

**Ashshash: For Men and Women Who Have Escaped Trafficking Project**

Request for Applications (RFA) RFA- Ashshash-2020-002

Scope of Work

**The anticipated key activities expected deliverables include:**

* 1. **Identification of Prospective Pro Bono Lawyers**

The selected legal services partner will develop a selection process, including selection criteria for identifying pro bono lawyers. Ashshash anticipates that the services of approximately 50 lawyers willing to provide *pro bono* legal support to human trafficking survivors in Ashshash focus districts. The prospective sub-grantee will collaborate with Ashshash’s Social Protection partners to identify the lawyers from Ashshash’s working districts.

* 1. **Capacity development of pro bono lawyers**

Prospective subgrantees will coordinate a capacity development program for the 50 identified pro bono lawyers across the five focus districts. The program will focus on capacity development of lawyers to effectively manage cases filed under the “Prevention and Suppression of Human Trafficking (PSHT) Act, 2012, the Overseas Employment and Migrants (OEM) Act, 2013, and other relevant acts.

The goal of the capacity development program is to increase the capacity and commitment of district level lawyers to providing legal services to survivors on *pro bono* or low bono basis. The program will include developing a training module, capacity building training, half yearly mentoring sessions and yearly refresher training. The selected legal services partner will work closely with iProbono, a prominent international legal services organization, and utilize their expertise to develop a training module, train and mentor the lawyers. Sub-partner will have a follow-up mechanism to measure the involvement of pro bono lawyers for ensuring the access to justice for trafficking survivors.

* 1. **Deliver legal service for TIP survivors engaging pro bono lawyers**

The selected organization will ensure increased access to justice for 200 survivors under Ashshash project. The legal services will include filing 120 cases under PSHT Act-2012 and lodging 80 complaints with the BMET arbitration cell established under OEM Act-2013 for compensation claims. The selected organization will identify 200 trafficking survivors, who will file cases in collaboration with Ashshash’s social protection partners in five districts. The organization will also be responsible to provide follow-up and other support to victims for resolution of cases in courts, with tribunals and other review/remediation agencies.

* 1. **Organize consultations at national/divisional level on strengthening the legal support service for trafficking survivors and ensure increased access to justice**

The selected organization will analyze at least 50 legal cases supported by their lawyers. Based on the finding of these cases, the organization will develop a policy brief highlighting the challenges, recommendations and scope for development of more responsive national policies and legislation to counter human trafficking.

Using the policy briefs, the subgrantee will organize eight national or divisional level consultations, engaging different stakeholders on prosecution of human trafficking cases. The consultations will benefit the special tribunal established for human trafficking case by providing real time information and recommendations collected at field level. They will also provide an opportunity to build awareness of the shared responsibility of police, prosecutors, victims, NGOs, local administrations and other stakeholders such as judges of special tribunal, District administrations, relevant personnel from Ministry of Law and parliamentary Affairs, Ministry of Home Affairs and Ministry of Expatriates’ Welfare and Oversees Employment in the successful resolution of human trafficking cases.

* 1. **Prepare class action civil suit against agencies that victimize migrant workers**

Despite increased efforts to promote safe migration, trafficking is still a major issue in Bangladesh. Men and women who have escaped trafficking recount compelling stories of their experiences of exploitation by any agencies, their local agents and agents abroad. Ashshash’s legal service partner will initiate civil suits against agencies or local agents on behalf of an aggrieved population of trafficking victims as defined in Bangladesh human trafficking, fraud, and other relevant laws. The objectives of the lawsuits are to provide justice and compensation for victims and to deter future exploitation.

The Ashshash legal services partner will support at least 200 TIP survivors with legal service that includes analysis of trafficking cases and investigation of fraudulent activities in the recruitment process. Further, they will investigate involvement of any agencies or local agents in human trafficking, fraudulent migration practices and overseas employment.

* 1. **Develop a right-based legal framework for working with survivors of human trafficking and orient relevant stakeholders**

The subgrantee will develop a rights-based legal framework, guidelines, tools and approaches to secure justice and compensation for victims through criminal, civil, international litigation and other methods. The subgrantee will initiate several two-day participatory group trainings on applying the right-based approach when providing legal services to trafficking survivors. Ashshash will engage 300 social workers, CTC members, local arbitrators, lawyers and law enforcement agencies, including police, border and coast guards, district level officials from Departments of Social services, Youth Development and Women Affairs and DEMO in a participatory group training in five districts.

* 1. **Capacity** **development of officials from SPPs of Ashshash, networking organizations and CTIP activist (Volunteer group) of Ashshash Project.**

The prospective subgrantee will initiate a capacity development program for the officials of SPPs (Social Protection Partners), Counter Trafficking in Persons (CTIP) activist, officials from networking organizations (NGOs and CBOs), members of CTCs and others related stakeholder. The capacity development program will includes developing a training manual, providing trainings and refreshers in the Ashshash’s working districts. The training content will cover at least but not necessarily limited to legal counselling, PSHT Act-2012, OEM Act-2013, rules of these acts, legal aid, arbitration process under BMET, legal procedure, victim and witness protection victims’ rights etc. Ashshash envision that the capacity building program will equip different stakeholders including SPPs of Ashshash, to ensure justice for the survivors and refer survivors for legal aid properly upholding survivors’ rights and dignity.

**Special Note**: The legal services partner is expected to collaborate with iProbono Bangladesh a platform of ensuring pro bono legal support for the vulnerable people in the implementation process of the above-mentioned activities, especially Activities 1, 2 and 4.

**Description of the Award**

Winrock International is issuing a subaward to a Bangladesh legal services organization to provide high quality services to survivors of human trafficking that deliver justice and compensation for survivors and deters exploitation and trafficking

**COVID-19 Mitigation Measures**

Respondents to this RFA are also asked to include information on any mitigation measures they would take to lower the risk of COVID-19 transmission during activities. For any activities that would usually involve large in-person group meetings, please provide alternative solutions for collecting information, such as digital meetings, one-on-one meetings, phone calls, or any other ideas that would lower the risk of spreading COVID-19.

# Annex B

**Technical Application Form**

**Subaward for the Ashshash Project Legal Services Provider**

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| 1. **GENERAL INFORMATION** | | | | | | |
| Name of Organization | | |  | | | |
| Year of Establishment | | |  | | | |
| Organization’s Objective | | |  | | | |
| Address | | |  | | | |
| Name and Contact Information of the Executive Director/Chairperson | | |  | | | |
| Current Working Area | | |  | | | |
| Total Number of Staff  (Total and Number of Males and Females) | | |  | | | |
| NGOAB registration number  Other registration number | | |  | | | |
| Contact personnel’s Name, Phone no and  E-mail Address | | |  | | | |
| VAT Number, if applicable | | |  | | | |
| Phone Number | | |  | | | |
| **PROJECT INFORMATION** | | | | | | |
| Location (Mandatorily capable enough to project intervention in mentioned districts) | | | Chattogram, Cox’s Bazar, Khulna, Jashore, and Satkhira | | | |
| Period of Performance | | |  | | | |
| **BUDGET SUMMARY *(****Please note that a detailed budget must be included in the submission****)*** | | | | | | |
| Total Budget | | | Local Currency (BDT) | |  | |
|  | | |  | |  | |
| **KEY PERSONNEL** *(Please list key personnel and short description: e.g. Project Coordinator, others who will charge time to this project)* | | | | | | |
| Name | | | | % of Time (LOE) | Title | Description |
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| **applicant Capability and past performance** *(Please provide a brief narrative describing your organization’s mission and primary activities, and also list annual income over the past three years along with main financial contributors/funders) 1,000 words maximum* | | | | | | |
| Organizational experience and capacity to implement a project based on deliver legal services to ensure justice and compensation for survivors of human trafficking (if applicable Please provide a list of project names, key deliverables, donors, amount, duration, and coverage areas). | | | | | | |
| Income over the past three years (2020, 2019, 2018) | | | | | | |
| Year | Annual Income | Financial Contributor/Funder | | | | |
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| **Past Performance** *(Please describe three major projects in which your organization was involved in the past two years that show the organization’s expertise and ability to meet the goals of the proposed project.)* | |
| **First Project (if applicable)** | |
| Project Title |  |
| Period of Performance |  |
| Location |  |
| Role of Organization (leader or partner) |  |
| Project Objectives |  |
| Project Results |  |
| Total Budget |  |
| Funding Source and Contact Information |  |
| **Second Project (if applicable)** | |
| Project Title |  |
| Period of Performance |  |
| Location |  |
| Role of Organization (leader or partner) |  |
| Project Objectives |  |
| Project Results |  |
| Total Budget |  |
| Funding Source and Contact Information |  |
| **Third Project (if applicable)** | |
| Project Title |  |
| Period of Performance |  |
| Location |  |
| Role of Organization (leader or partner) |  |
| Project Objectives |  |
| Project Results |  |
| Total Budget |  |
| Funding Source and Contact Information |  |
| **Statement of Liability** | |
| I, the undersigned, being the person responsible in the applicant organization for this project, certify that the information given in this application is true and accurate. | |
| Name |  |
| Position |  |
| Signature |  |
| Date |  |

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| 1. **Working Areas and Local context (1-page max)** |
| Please describe the context/situation for delivering legal service to trafficking survivors including:  1) legal counseling to survivors, follow-up information gathering, and investigation with law enforcement agencies and courts;  2) training of pro bono lawyers at district level; and  3) effective prosecution, civil actions, dispute resolution of grievance though relevant government agencies and other mechanisms as). |
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**Concept Threshold Review Questions**

***Response to Questions C 1-3 will determine consideration of full application review.***

*Please use a separate sheet of paper and number the items corresponding to the questions.*

***ALL PARTS OF EACH QUESTION MUST BE ANSWERED***

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| 1. **Proposed Activities and Implementation Strategies (12 pages max)** | | | | |
| 1. **Description of proposed legal services related activities aligned with Ashshash’s activities to ensure justice and compensation for survivors of human trafficking** | | | | |
| 1. What does ‘social protection services’ mean to you and how will you align legal services with social protection services for the survivors? | | | |  |
| 1. How will you ensure justice and compensation for the survivors of human trafficking through legal services engaging pro bono lawyers (describe structure and process)? | | | |  |
| 1. What will be your organizational strategy to ensure speedy trial for survivors of human trafficking (defined as completion of cases within the two years period) | | | |  |
| 1. **Identification and capacity building of pro bono lawyers** | | | | |
| 1. Please mention if your organization has lawyers/panel lawyers who are currently in the practice of providing pro bono legal service. | | | |  |
| 1. What would be your proposed selection process of pro bono lawyers for the Ashshash project? | | | |  |
| 1. Please describe a capacity development plan pro bono lawyers engaging iPro Bono Bangladesh. | | | |  |
| 1. What would be your follow up plan to measure the involvement of pro bono lawyers for ensuring the access to justice for trafficking survivors? | | | |  |
| 1. Refresher training for pro bono lawyers engaging iPro Bono Bangladesh. | | | |  |
| 1. **Description of specific experiences in providing legal services for survivors of human trafficking and other vulnerable group following similar approach and interventions of Ashshash: (Last 5 years)** | | | | |
| 1. Types of survivors or relevant groups of beneficiaries served. | | | |  |
| 1. The shortfalls in current services provision on legal service for survivor of human trafficking and other vulnerable group in Ashshash’s working areas (please explain how you plan to address and improve these). | | | |  |
| 1. Lessons learned from previous experience of the organization in similar context that will be considered for the proposed project. | | | |  |
| 1. **Partnership and referral network with relevant service providing organizations** | | | | |
| 1. What will be the process and/or strategy to establish a referral network to ensure survivor-centered approach in every step of providing legal services for the beneficiaries? | | | |  |
| 1. Which partners or organizations will you engage to support your actions to ensure speedy and effective legal services (a list may attach provide a list with specific services and coverage areas)? | | | |  |
| 1. How will you facilitate meaningful cooperation with relevant government agencies such as District Legal Aid and Counter Trafficking Committee (CTC); Vigilance Task Force (VTF); and Bureau of Manpower, Employment and Training (BMET); similar ongoing projects, networks? | | | |  |
| 1. **Consultations on strengthening the legal aid for trafficking survivors and ensure increased access to justice** | | | | |
| 1. Please describe what will be your plan for strengthening legal services and increased access to justice for the survivors of human trafficking. | | | |  |
| 1. What will be your approach to organizing different consultations at national and divisional levels with a view to strengthening legal services ? | | | |  |
|  | | | |  |
| 1. **Prepare class action civil suit against agency and/or organization involved in human trafficking** | | | | |
| 1. Describe your plan to prepare a class action civil suit through analyzing and fact findings of the 200 cases under Ashshash program | | | |  |
| 1. How will you prepare and execute class action civil suits against an agency or organization? | | | |  |
| 1. **Develop a right-based legal framework on working with survivors of human trafficking and to orient relevant stakeholders** *(social workers, CTC members, local arbitrators; lawyers and law enforcement agencies including police, boarder guard and coast guard, district level officials from department of social services, youth development and women affairs and DEMO)* **on this framework** | | | | |
| 1. What would be your plan to develop a right-based legal framework on working with trafficking survivors | | | |  |
| 1. Please describe your plan to organize orientations on this framework for above-mentioned stakeholders. | | | |  |
| 1. Please mention if your organization has previous experience/s on developing such types of framework/s. | | | |  |
| 1. Please describe the experience and scopes of your organization to sort out these orientations with the participation of relevant stakeholders including members of law enforcement agencies | | | |  |
| 1. **Capacity development of officials from SPPs of Ashshash, networking organizations and CTIP activist (Volunteer group) of Ashshash Project** | | | |  |
| 1. What would be your plan to develop the capacity of the stakeholders related to the project | | | |  |
| 1. Please describe the training contents to be covered by the capacity development training | | | |  |
| 1. Please mention how you will documents the initiatives of the stakeholders after the training | | | |  |
| 1. **List all the legal protection services you plan to provide within your own organization and briefly describe your experience in each, using the following basic format:** | | | |  |
| Type of service | | Experience (# survivors, # years) | |  |
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| 1. **List all the deliverables you plan to provide through and/or engaging other organizations (NGO, government, etc.) through referral mechanism and briefly describe your experience in each, using the following basic format:** | | | |  |
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| Type of service | Name of organization | | Experience |  |
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| 1. **Project indicators and targets**   This section should list and explain the outcome and output indicators and targets as per the project objectives and activities. You can be innovative, but pragmatic. | | | |  |
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| 1. **Monitoring and evaluation mechanism**   This section should describe proposed mechanism and procedures for monitoring, individual beneficiary follow-up, and tracking data of project operations to ensure that activities occur as planned, that they remain directed towards stated objectives, and that appropriate corrective actions is taken if needed. | | | |  |
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| 1. **Risk assessment and mitigation strategy**   What are the contextual[[1]](#footnote-2) and programmatic[[2]](#footnote-3) risk factors associated with the project and its activities that you have identified? What is the likelihood and impact of the risk incidence (description and ranking in a scale of High, Medium, and Low)? What will be your strategy to mitigate, or at least, address these risks? | | | |  |
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| 1. **Cross cutting strategy and sustainability (2 pages max)** |
| **Gender Strategy** |
| 1. Describe how you will ensure a gender sensitive environment in the organization as well as in providing services to beneficiaries. |
| 1. How you will ensure that the unique needs of men and women are addressed, and necessary actions taken into consideration in project implementation and monitoring plans following the **Do No Harm Principle** that contributes to improving the lives of survivors? |
| 1. Describe your strategy for positive reinforcement and sustainability of practices to increase access and effective use of legal services by survivors, especially women survivors. |
| **Exit strategy and sustainability** |
| 1. How does your organization plan to ensure that survivors and stakeholders, including Ashshash social protection partners, pro bono lawyers, police and government agencies are better positioned to provide effective legal services for victims by the end of the project?” |
| 1. How do you envision the sustainability of the proposed activities/actions by your organization? |
| **Management and Staffing Plan**  (Describe the staffing and management plan for this project and detail the roles and percentage of time for each staff proposed. Provide an organizational chart for the proposed staffing. Please provide proposed Project Coordinator’s CV in annexure. Please note that one full-time ProjectCoordinator on location is required and all Key positions must be finalized based on the approval of Winrock’s Ashshash Management) |
| **Work plan (1 page max)**  Please prepare a work plan using the following format:   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | SL | Activities | Output  indicator | Total targets | Unit | Timeline | | | | Responsible Person | | Q1 | Q2 | Q3 | Q4 |  | |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | |
| **Cost Application**  Cost Application form (Annex C)    If you need the soft copy of cost application form, please send an email to [Wi.Ashshash@winrock.org](mailto:Wi.Ashshash@winrock.org) requesting the cost application. |

**Attachments:**

Application submission should include

* A copy of the applicant’s valid legal registration
* CVs for project personnel (if necessary)
* Organizational organogram of key personnel, inclusive of the names of such personnel
* A completed budget application in excel
* Budget supporting documents, including the budget narrative, as applicable
* Organization’s Audit reports of past three years

1. Refers to risks of state failure, return to conflict, development failure, humanitarian crisis etc. Factors over which external actors have limited control. [↑](#footnote-ref-2)
2. Refers to risk of failure to achieve programme aims and objectives. Risk of causing harm through intervention. [↑](#footnote-ref-3)