

Solicitation Number: *Ashshash Phase II-ToR-002-2025*

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Closing Date: *09 April 2025 (Wednesday)*

Terms of Reference for Conducting Tracer Study

Ashshash: Men and Women Who Have Escaped Trafficking

Bangladesh

The 'Ashshash: For Men and Women Who Have Escaped Trafficking' Phase II is a four-year programme funded by the Embassy of Switzerland in Bangladesh and implemented by Winrock International in partnership with Sustainable Reintegration Partners (SRPs), which are primarily local non-governmental organisations (NGOs). The programme aims to enhance the well-being of trafficking survivors through social and economic reintegration initiatives.

Winrock International is seeking proposals from qualified firm(s)/individual(s) to conduct the Tracer Study with expertise in evaluating programme related to human trafficking, migration, social reintegration, economic empowerment, Technical and Vocational Education and Training (TVET) programme, etc. Eligible applicants should have) a proven track record of conducting similar studies, particularly within the last five years.

Interested firm(s)/individual(s) are invited to submit technical and financial proposals in accordance with the guidelines outlined in the Terms of Reference (ToR).



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INTRODUCTION

Background of the Project

Ashshash Overview

'Ashshash: For Men and Women Who Have Escaped Trafficking' Phase II is a four (4) year programme funded by the Embassy of Switzerland in Bangladesh implemented by Winrock International in partnership with local NGOs. Ashshash Phase II follows the completion of Ashshash Phase I, which was implemented from June 2018 to May 2023 across five vulnerable trafficking-prone districts in Bangladesh. Phase I provided support to 4,875 male and female survivors, aiding their sustainable reintegration into their communities. Building on the achievements of Phase I, Winrock International launched Phase II in June 2023, aiming to support 6,000 survivors who have escaped trafficking. Phase II is scheduled to conclude in May 2027.

The main focus of Ashshash Phase II lies in the sustainable psychosocial and economic reintegration of survivors, with a specific emphasis on women, constituting 65% of the overall target population. This programme seeks to achieve this goal through comprehensive psychosocial support, facilitating the development of climate resilient micro-small enterprises, and creating employment opportunities in collaboration with the private sectors. The primary objective is to enable women and men who have escaped trafficking to restore their dignity, well-being, and self-sufficiency.

Over the course of four years, Ashshash Phase II will provide a comprehensive and tailored package of services to trafficking survivors, closely collaborating with various stakeholders, including Sustainable Reintegration Partners (SRPs), Business Development Support (BDS) partners, Awareness & Prevention Partners, private sector entities, and strategic network partners. Key SRP services will encompass survivor identification, psychosocial counseling, general health services through referral mechanisms and pathways to economic empowerment.

In addition to supporting survivors, Ashshash Phase II will work on raising awareness and preventing trafficking in at-risk communities by collaborating with Awareness & Prevention Partners and Policy Advocacy Partners who possess expertise in community mobilisation on trafficking, sensitising govt. and private stakeholders. Awareness and Prevention partners will conduct community awareness and mobilisation interventions, as well as campaigns on various prevention aspects in at-risk communities. The advocacy partner will carry out national and local-level advocacy for policy changes in favor of human trafficking victims and for the operationalisation of the national referral mechanism at the district level. Additionally, in partnership with Business Development Services (BDS) partners, the programme will impart technical business development skills, identify entrepreneurial options, support micro/small enterprise development, facilitate access to finance and explore employment opportunities in both formal and informal sectors. Recognising the impact of climate vulnerabilities on migration and trafficking, Ashshash Phase II will integrate climate resilience measures into its interventions and reintegration processes. Moreover, the programme is in the process of developing a policy paper on the national referral mechanism, aiming to establish a more cohesive and effective response to human trafficking issues.

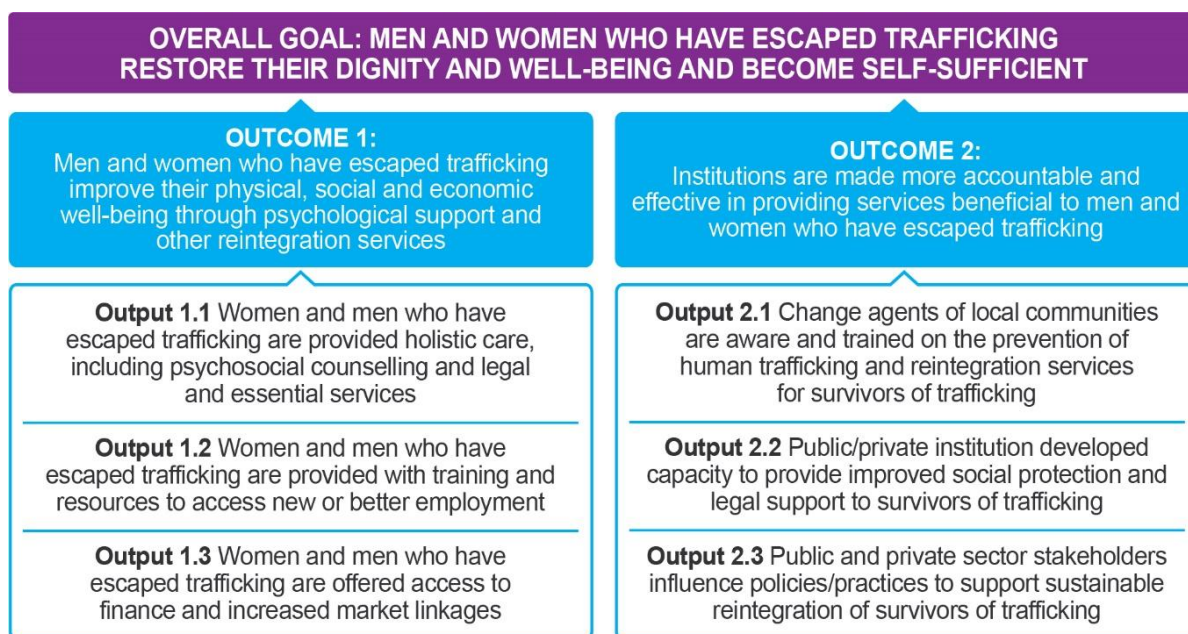
Ashshash Phase II Objectives

The overall objective of the Ashshash Phase II is to restore the dignity and well-being of women and men who have escaped trafficking through enhancing self-reliance. In order to achieve the overall objective of the project, Ashshash has aimed to achieve following two major outcomes-

- Men and women who have escaped trafficking improve their social and economic well-being by using services for reintegration; and

- Institutions are made more accountable and effective in providing services beneficial to men and women who have escaped trafficking.

Diagram 1: Ashshash Result Framework¹

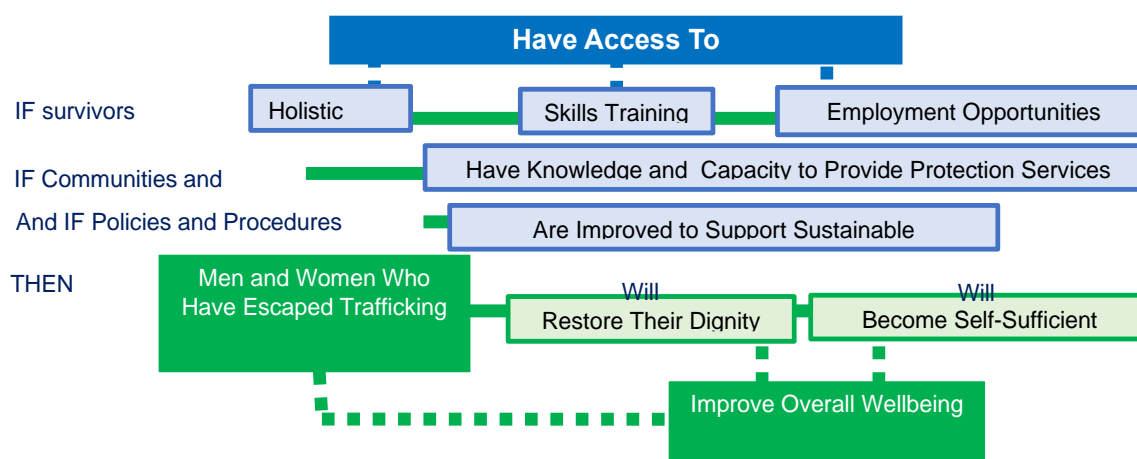


Ashshash Phase II Theory of Change

Ashshash Phase II aims to achieve its goal and objectives through a comprehensive case management approach. By providing survivors of trafficking with access to holistic care, skills training, and employment opportunities, the project aims to empower them mentally and physically. Simultaneously, the project focuses on building the knowledge and capacity of communities and institutions to provide protection services, support survivors, and prevent future trafficking cases. Through these efforts, the project intends to create an environment where survivors can restore their dignity and well-being, becoming self-sufficient contributors to society. The emphasis on improving policies and procedures for sustainable reintegration aligns with the goal of making institutions more accountable, fostering a society where employers and communities understand trauma and are prepared to support survivors in both professional and personal spheres. Ultimately, the project's success is predicated on survivors having the strength, resources, and skills to pursue economic opportunities, supported by a community and institutional framework that prioritises their well-being and reintegration.

¹ Ashshash Phase II Project Narrative

Diagram 2: Ashshash Theory of Change²



Ashshash Phase II Catchments and Targets

Ashshash Phase II will be implemented across ten districts in three of the most trafficking-prone divisions of Bangladesh: Dhaka, Chattogram, and Khulna. Specifically, in Chattogram, the focal district is Cox's Bazar. In the Khulna division, Ashshash will concentrate its activities in the districts of Khulna, Satkhira, Jashore, and Jhenaidah. In the Dhaka division, the programme will intervene in Dhaka, Manikganj, Narshingdi, Faridpur, and Shariatpur districts. The project was initially targeted to provide socio-economic reintegration services to 6,150 survivors of human trafficking, of which 65% are female and 35% are male. The Ashshash catchment districts, upazila, and tentative targets are depicted in the following table.

Table 1: Ashshash Catchment and targeted population

Districts	Upazila	Female	Male	Total
Khulna	Phultala, Dighalia, Rupsha, KCC	455	245	700
Satkhira	Satkhira Sadar, Kaliganj, Assasuni	455	245	700
Jashore	Chaugachha, Jeshore Sadar, Manirampur	455	245	700
Jhenaidah	Jhenaidah Sadar, Moheshpur, Kotchadpur	358	192.5	550
Dhaka	Dohar, Nawabganj, Savar, Keraniganj, Dhamrai	390	210	600
Narsingdi	Narsingdi Sadar, Raipura, Shibpur	390	210	600
Manikganj	Manikganj Sadar, Harirampur, Shigair	390	210	600
Shariatpur	Shariatpur Sadar, Zanjira, Naria	325	175	500
Faridpur	Faridpur Sadar, Bhanga, Sadarpur	325	175	500
Cox's Bazar	Cox's Bazar Sadar, Ukhiya, Teknaf	455	245	700
Grand Total				6,150

² Ashshash Phase II Project Proposal

Background of Tracer Study

Overview of the Study:

As per plan, Ashshash will conduct an annual tracer study to assess the effectiveness of its skills development initiatives as well as the retention and sustainability of both self and wage-based employment. This study will focus on graduates of both entrepreneurship and vocational skills training programmes, assessing their employment retention, income stability, and socio-economic reintegration after completing Ashshash case management cycle. By December 2024, a total of 1,064 (females 720, males 344) survivors who received skills development support under Ashshash had successfully secured employment against a total target of 1,200, with females accounting for 60% of the target. Among them, 747 (females 554, males 193) survivors completed upskills and entrepreneurship training, leading to self-employment or small business ventures, while 317 (females 166, males 151) survivors graduated from vocational skills training and obtained wage-based employment in various sectors. The tracer study will include a comprehensive assessment of these survivors, examining both self-employment and wage-based employment trends. It will explore employment sustainability, income progression, financial independence, and the overall economic reintegration of survivors into society. The findings will generate critical insights to inform programmatic improvements and enhance future strategies for sustainable business development for trafficking survivors.

Purpose of the Tracer Study

The overall objective of the tracer study is to assess the employment outcomes, business sustainability and job retention as well as economic well-being of trafficking survivors who have received business development or vocational skills training and secured self or wage-based employment under the Ashshash project leading to sustainable socio-economic reintegration. Furthermore, the study includes following specific objectives:

- To assess the effectiveness of both entrepreneurship and skills development training initiatives, including how participation and outcomes vary across different sexes, genders and other vulnerability factors, as well as identifying further skills requirements.
- To evaluate their career progression including employment status, stability and retention, while examining differences in experiences based on gender, socio-economic background and other intersecting vulnerabilities.
- To assess the changes in survivors' income levels, financial independence, and overall economic resilience as a result of their employment with a focus on how these outcomes differ across gender and other social inclusion factors.
- To explore the specific barriers faced by survivors in securing and retaining their employment or sustaining businesses sustainability and provide actionable recommendations to enhance the effectiveness of future skills development and job placement initiatives in meeting the diverse needs of the survivors

Scope of the Study

The firm(s)/individual(s) will be responsible for designing and conducting a tracer study to generate evidence-based insights to enhance future programming such as strengthening business development and skills programme, securing sustainable employment and overall socio-economic wellbeing of the survivors. The firm(s)/individual(s)'s scope of work includes the following key activities:

- 1) Study Design and Methodology Development³:** The firm(s)/individual(s) will develop study methodology integrating both quantitative and qualitative research approaches. This will include designing and finalising data collection tools, such as structured questionnaires and guides for focus group discussion (FGD) and key informant interview (KII). The firm(s)/individual(s) is also

³ Detailed methodology is elaborated in next section titled 'Study Methodologies'.

expected to recommend an appropriate sample size and sample selection to ensure statistically valid results based on population size. The technical proposal should include a detailed outline of the methodology for the study.

- 2) Desk Review and Secondary Data Analysis:** A comprehensive desk review of existing project reports, including the Ashshash Phase I Tracer Study, baseline study, and monitoring data is to be conducted by the firm(s)/individual(s) to contextualise the study. The firm(s)/individual(s) will identify key trends, challenges, and gaps from previous assessments to inform the study design and improve the relevance of data collection tools. This process will help in benchmarking progress and understanding the effectiveness of interventions over time during the rest of the project life.
- 3) Primary Data Collection and Fieldwork:** The firm(s)/individual(s) will be responsible for executing field data collection using both quantitative surveys and qualitative methods. Structured surveys will be conducted with all eligible survivors who have secured wage-based employment to gather skills and employment-related quantitative data across all objectives such as effectiveness of skills training, career progression, employment status, job retention, income information, financial fitness, identifying employment barriers including actionable recommendations. Qualitative data collection will involve FGDs with survivors, family & community members to understand their perceptions about project's services around economic empowerment, survivor's confidence, independence, social barriers, gender perspective, accessibility to different services, employment opportunities & sustainability and overall social reintegration. KIs will be conducted with key stakeholders, including Ashshash partner organisations, employers, and industry representatives to understand employment, retention and sustainability status, employment opportunities, accessibility of women to employment or business development opportunities and essential services, changes in social attitudes, workplace environment, future skills requirements & job opportunities, sustainability, etc. The firm(s)/individual(s) must ensure adherence to ethical considerations, including informed consent, confidentiality, and maintain 'Do No Harm' principles while engaging with trafficking survivors. To maintain data accuracy and reliability, the firm(s)/individual(s) will also oversee the training of enumerators and ensure quality control during data collection.
- 4) Data Analysis and Interpretation:** The firm(s)/individual(s) will perform a rigorous analysis of the collected data to derive meaningful insights. Quantitative data will be analysed to assess employment trends, income stability, and job retention rates, using appropriate statistical tools. Simultaneously, qualitative data will be analysed thematically to understand survivors' experiences, challenges, and perceptions regarding employment and social reintegration. The analysis should provide comparative insights with the previous tracer study where relevant, offering an evidence-based understanding of long-term impact of the project over its beneficiaries.
- 5) Reporting and Recommendations:** Based on the findings, the firm(s)/individual(s) will prepare a comprehensive tracer study report detailing the study methodology, key results, and actionable recommendations. The report should include an executive summary, employment and income status assessment, job retention analysis, economic well-being evaluation, and qualitative insights on psychosocial impacts. Comparative analysis with previous studies should be included where applicable. The firm(s)/individual(s) will also develop a PowerPoint presentation summarising key findings to facilitate stakeholder discussions. Recommendations should be practical and tailored to improve the effectiveness of Ashshash's employment and reintegration interventions.
- 6) The selected firm(s)/individual(s) will be responsible for obtaining Institutional Review Board (IRB) approval for the Tracer Study to ensure compliance with ethical research standards, protection of human subjects and confidentiality of sensitive data. The technical proposal must outline the plan for securing IRB approval, including the proposed timeline and approach for**

ethical oversight. The firm(s)/individual(s) must ensure that all research activities adhere to ethical guidelines for engaging with trafficking survivors and other vulnerable populations.

- 7) Deliverables and Timeline:** The firm(s)/individual(s) will be required to submit several key deliverables within an agreed timeline. These will include
- An Inception Report outlining the study design, methodology, sampling strategy, and data collection tools to be submitted within 5 working days from the start date of the assignment.
 - Complete data collection within 15 working days from the start date of the assignment.
 - A draft report, presenting preliminary findings and key trends to be completed within 25 working days from the start date of the assignment.
 - Final Tracer Study Report, incorporating feedback from respondents within 35 working days from the start date of the assignment.
 - Clean datasets both qualitative and quantitative surveys along with final report
 - Present key findings and recommendations with SDC, Winrock Management, Partner Management and project staff in two separate sharing sessions. The timeline is to be decided in consultation with SDC and Winrock Management.
 - Key deliverables will also include attachment of IRB approval document.

Study Planning:

The tracer study will assess the comprehensive outcomes of the entrepreneurship and vocational skills development training provided to survivors. The study will employ standardised questionnaires incorporating detailed and investigative questions. The firm(s)/individual(s) is expected to propose a detail assessment planning table in the technical proposal outlines key questions, methods, tools, respondents and sample size.

District-wise Survey Population Distribution

The following table provides an overview of the number of respondents per district. It is important to note that all survivors who have secured self-employment or wage employment will be interviewed to ensure accurate results in the assessment.

Table 2: District-wise survey population distribution

District	Self-employment	Wage-employment	Total
Cox's Bazar	83	0	83
Dhaka East	36	4	40
Dhaka West	24	1	25
Faridpur	51	42	93
Jashore	142	45	187
Jenaidah	57	24	81
Khulna	148	76	224
Manikganj	26	7	33
Narsingdi	39	80	119
Satkhira	106	22	128
Shariatpur	35	16	51
Grand Total	747	317	1064

STUDY METHODOLOGIES

Study Design and Approach

The tracer study will employ a mixed-methods approach, integrating both quantitative and qualitative methodologies to assess the employment outcomes, job retention, economic well-being, and social reintegration of trafficking survivors who have secured self or wage-based employment for at least six months. The study will be conducted externally by engaging an independent firm(s)/individual(s) with expertise in evaluating human trafficking interventions, economic empowerment, and reintegration services. The firm(s)/individual(s) will be responsible for developing a robust study design, ensuring data quality, and conducting a comprehensive analysis to provide actionable insights for Ashshash's future programming.

Methodologies

Literature Review

The firm(s)/individual(s) will conduct a thorough desk review of relevant project documents, reports, and studies on human trafficking, migration, social and economic reintegration, and employment sustainability. This will include reviewing Ashshash Phase I Tracer Study Report, baseline reports, gender vulnerability assessment report, programme monitoring data, and existing policies and frameworks on trafficking and survivor reintegration. The findings from the literature review will guide the development of data collection tools, ensuring alignment with Ashshash's key research objectives.

Quantitative Survey

A structured quantitative survey will be conducted with survivors who have successfully secured wage-based employment and retained it for at least six months. The survey will be carried out across 10 districts ensuring geographical representation of survivors employed in different sectors. A structured questionnaire will be developed incorporating key metrics such as employment type, income stability, financial inclusion, workplace conditions, career progression, and psychosocial well-being with Gender Equality and Social Inclusion (GESI) questions integrated across sections. The firm(s)/individual(s) will propose a statistically viable sampling strategy, ensuring a representative sample of employed survivors including contingency sample plan.

Qualitative Assessment

To complement the quantitative findings, the qualitative component will explore survivors' experiences in securing and retaining employment for at least six months, their economic challenges, workplace conditions, and social reintegration. The study is expected to employ multiple qualitative methods such as KII with employers, training service providers, case studies of reintegrated survivors, FGD with community people and implementing partners. Interviews with employers, training providers, and Ashshash's partner organisations aim to assess the effectiveness of skills development initiatives, including other project-provided services. These interviews will explore the employment landscape, job retention factors, income levels, access to finance, and barriers to economic stability for survivors. FGDs will be conducted with survivors, family & community members to assess perceptions about project services, survivor's confidence, employment opportunities, sustainability, social reintegration, and overall well-being. Real-life narratives of survivors who have transitioned into sustainable employment will be documented through case study to illustrate success stories and lessons learned. The qualitative assessment will include diverse sexes, genders, and other vulnerability factors across stakeholders to ensure a gender-inclusive perspective in skills development, employment, and business sectors. The qualitative sampling will follow a purposeful approach, ensuring the inclusion of diverse stakeholders while achieving response saturation.

Data Collection, Quality Control and Data Analysis

Enumerator training

The potential firm(s)/individual(s) are expected to recruit skilled and experienced data enumerators for quantitative and moderators & note takers for qualitative data collection. Summary profiles of both quantitative and qualitative data collectors are to be attached along with the inception report. Data collectors are expected to be compensated at fair market value using Level of Effort (LOE)-based agreements. Data enumerators training shall be planned in the technical proposal. Field tests of instruments will be conducted during the training. After the field test and feedback from the training, necessary adjustments will be made to data collection instruments. Winrock International's Senior Manager- MERL, and Sr. Manager- Training & Employment will be attending the training to support the firm(s)/individual(s) team.

Data collection and Quality Control

The firm(s)/individual(s) are encouraged to migrate the survey instrument into a digital platform, which will include built-in logic and validation rules to reduce transcription errors, skipping errors, missing values, and other gaps. Enumerators will be expected to upload their data by syncing with the server on a daily basis, or as close to that frequency as feasible. Regarding quantitative survey data quality, supervisors will debrief with each enumerator on a daily basis to discuss the number of individual survivors reached and any challenges faced in the field during the day and provide constructive feedback to enumerators on data quality. The quality supervisor will also be responsible for reviewing the data synced to the server on a daily basis to ensure data quality assurance.

The firm(s)/individual(s) is expected to propose an appropriate mechanism for recording and analysing qualitative data. Qualitative notes should be documented in expanded form and analysed using a coding matrix to identify key themes. Triangulation of both quantitative and qualitative assessments will be applied and integrated into the final report. .

Data analysis and triangulation

Upon completion of data collection, the firm(s)/individual(s) will retrieve the data from the server and conduct necessary cleaning procedures. Following data cleaning, they will analyze the data in accordance with the tracer study planning matrix and indicator requirements agreed with Ashshash team, subsequently preparing a draft narrative report. Qualitative data obtained from Focus Group Discussions (FGD), Key Informant Interviews (KII), Case Studies will be documented in expanded notes and analysed through the identification of codes within a coding framework. These qualitative findings will then be indexed according to themes using an Excel-based coding matrix or the firm(s)/individual(s) convenience. The narrative report will present the findings, including a summary of key findings, relevant quotes, recommendations, etc. Triangulation of three methods, including desk review, qualitative assessment, and quantitative survey, will be employed and analysed for the report. However, the potential firm(s)/individual(s) may propose a better data analysis method/approach that is most suitable for the tracer study and expected to be detailed in the technical proposal and inception report.

Sharing & Validation Sessions

Following preliminary data analysis, the firm(s)/individual(s) will facilitate a review and validation session with project staff, partner management, Winrock management, and the Embassy of Switzerland in Bangladesh. The workshop will be organised in-person in coordination with the firm(s)/individual(s) team/firm. Winrock International will organise the workshop and support necessary logistics. The firm(s)/individual(s) team will share the findings of the tracer study based on preliminary analysis and an initial draft report. The firm(s)/individual(s) team is expected to facilitate the workshop

using a participatory method that combines presentation, discussion, Plenary, etc. Through the workshop the study data and findings will be validated, and recommendations will be made and incorporated into the final report.

Ethical Considerations:

The potential firm(s)/individual(s) must ensure that the tracer study adheres to ethical guidelines as outlined in Winrock International's Code of Conduct and Personal Data Protection Policy. The firm(s)/individual(s) team is expected to include 'trauma-informed data collection' guideline, do not harm' principles and an 'informed consent form' both in quantitative and qualitative assessment. However, the firm(s)/individual(s) is expected to maintain following trauma-informed principles⁴ strictly:

- A) Trauma-informed Principles:** The firm(s)/individual(s) are expected to orient data enumerators and the whole team about the principles and approaches to trauma-informed approaches. The firm(s)/individual(s) team will ensure following principles of trauma-informed data collection-1) incorporating a cultural and equity-focused approach; 2) Honoring and affirming participants' choices; 3) prioritising physical and emotional safety; 4) building collaboration into data collection; and 4) establishing and maintaining trust.
- B) Do no harm:** The consultancy firm(s)/individual(s) are required to uphold the Do No Harm principle throughout the process of data collection. This involves ensuring that data collection activities are conducted in a manner that prioritises the well-being and safety of all participants, especially vulnerable populations such as survivors of trafficking. Measures should be implemented to prevent any potential harm, including ensuring confidentiality, obtaining informed consent, and providing support services as necessary.
- C) Informed Consent:** All participants are expected to provide informed consent following standard and pre-agreed consent protocols. Informed consent will be taken from all respondents prior to data collection. These informed consent forms will be developed in English and translated in Bengali before the data collection training. During the interview, enumerators will use Rohingya dialect. The enumerators will be trained in these ethical guidelines to ensure its adherence. The respondents will first receive an explanation of the purpose of the tracer study and that only respondents who have formally consented and agreed to participation will be enrolled and interviewed.

STUDY TEAM FORMATION

The Tracer study team is envisioned to comprise technically qualified, gender-balanced, and culturally sensitive professionals with extensive experience working in rural Bangladesh under challenging conditions. The potential firm(s)/individual(s) are required to propose a study team, clearly outlining the qualifications and numbers of team members. The proposal should detail the positions and roles of each team member, including their educational qualifications, years of experience, skill levels, competencies, and backgrounds. While the exact composition and number of team members are not specified, the proposal should suggest team expertise to serve as a preliminary guide. The team should encompass experts in both qualitative and quantitative data collection, as well as technical specialists in trafficking programming, migration, women's empowerment, skills training & employment, socio-economic reintegration, TVET, etc. Additionally, a statistician/data analyst proficient in descriptive and inferential analysis is essential. The technical proposal must include the CVs of all proposed team members.

REQUIRED SKILLS AND EXPERIENCES

- The firm(s)/individual(s) should possess a minimum of 5 years of prior experience in conducting evaluations, research, impact assessments, and designing and developing qualitative and quantitative data collection tools and processes for projects of similarly sensitive nature. The

⁴ [Trauma Informed Data Collection - OneDrive \(sharepoint.com\)](#)

firm(s)/individual(s) should assemble a team of experts with the skill sets outlined in the ToR, ensuring they are adequately qualified and experienced to deliver the expected outputs for large-scale development projects in a timely and satisfactory manner.

- Strong analytical and research skills, demonstrated through previous studies, with a preference for research related to human trafficking, migration and socio-economic reintegration of human trafficking survivors.
- Experience in designing and using ethnographic study methods for analysis of social issues. Experience working with human trafficking stakeholder groups, including government agencies, local organisations, INGOs, and donor organisations.
- The firm(s)/individual(s) should have a strong and proven record of high-quality report writing. The bidders are encouraged to include samples of previous reports as part of their proposal.
- Experience in conducting SDC funded projects will be an added advantage.
- Strong writing and oral communication skills, along with the ability to meet deadlines.

SUBMISSION DETAILS

General instructions

Offerors wishing to respond to this ToR must submit technical and financial proposals in English in accordance with the following instructions. Offerors must review all instructions and specifications contained in the ToR. Failure to do so will be at the offeror's risk. Issuance of this ToR in no way obliges Winrock to award a subcontract. Offerors will not be reimbursed for any costs associated with preparation of submission of their proposal. Winrock shall in no case be responsible or liable for these costs.

Submission to Winrock of a proposal in response to this ToR constitutes an offer and indicates the offeror's agreement to the terms and conditions of this ToR and any attachments hereto. Winrock reserves the right not to evaluate a non-responsive or incomplete proposal.

Proposal Submission

Proposals must clearly demonstrate alignment with the ToR described above, providing an adequate level of detail. The firm(s)/individual(s) are expected to elaborate on the conceptual understanding of the assignment, provide a detailed methodology including appropriate sample size, implementation approach, data collection methods, quality control mechanisms, team composition, technical qualifications, past experiences, workplan, etc., in the technical proposal. Additionally, the firm(s)/individual(s) must present a comprehensive financial proposal covering the items listed in the proposal structure. The financial proposal should also include a narrative explaining the assumptions behind the estimates.

Proposal Structure

Table 3: Proposal structure

Topic	Max. Page Limit
Technical Proposal (5-page maximum)	
Cover Page	Not counted
Understanding of the Assignment	½ Page
Detailed methodology, including appropriate sample size, implementation approach, data collection, quality control mechanisms, etc.	4 Pages
Team composition and task assignment along with rationale and roles	2 Page
Relevant technical qualifications and past experience of the firm(s)/individual(s)	1 Page
Examples of reports or studies produced in English for which the firm(s)/individual(s) is the sole or lead author	No page limit; include sample reports as an attachment
CV of firm(s)/individual(s)	No page limit; include CV as an attachment
Workplan/Timeline	1 Page
Any other relevant information (if required)	½ Page
Financial Proposal	
<ul style="list-style-type: none"> Fee/allowances for personnel for technical assistance, data collection, data, data entry, and analysis, (e.g., staff, enumerators, supervisors). 	No page limit

Topic	Max. Page Limit
<ul style="list-style-type: none"> • Per diem and Travel cost such as daily costs for lodging and meals and incidental expenses during training and during field work, etc. • Printing & stationaries cost (printing, paper, pens & other materials) • Communications cost (telephone, email, computer, etc.) • Training costs • Other relevant costs • Tax & Vat calculation 	

Proposal Submission Deadline

Interested firm(s)/individual(s) are requested to submit proposals, including both technical and financial aspects, updated CV of technical team members, Trade License, NID, TIN, BIN, Tax return certificate, etc. to wi.ashshash@winrock.org by (TBD) 7th April 2025, 5 PM Bangladesh Standard Time. Please mention “**Submission of Proposal for Ashshash Phase II Tracer Study**” in the subject line. The selection will be competitive and based on the quality of the proposal, the profile of the firm(s)/individual(s) and the proposed budget.

Inquiries/questions must be received no later than 27th March 2025 and must be submitted via e-mail to maksudur.rahman@winrock.org with CC to golam.rabbani@winrock.org. Winrock will review and respond to all potential offers as soon as possible.

Assignment Timeframe

The assignment of the tracer study is anticipated for 5 weeks, with an expected start date April 15, 2025.

Evaluation criteria

The proposal assessment committee will review the technical and financial proposals, assess, score, and rank them according to the technical and financial evaluation criteria shown in the tables (Table 5). The proposals will be scored according to the points shown for each criterion. The technical proposal will carry 80% weight (Technical Pass Mark is 50%), and the financial proposal will carry 20% weight. As a part of the evaluation process, the bidder may be interviewed/asked for a presentation on the submitted proposal by the Proposal Assessment Committee. Only firm(s)/individual(s) that obtain more than 50 points in the technical proposal will have their financial proposal reviewed.

The financial proposal shall include a calculation of total compensation based on the level of effort described and the daily rates proposed for the various positions.

All other direct costs (e.g., travel, logistics, materials, etc.) will be negotiated with the applicant after selection based on the level of effort (LOE) and daily rate criteria.

The technical evaluation criteria and allocated points are summarised in the Table below.

Table 4: Technical assessment criteria

No.	Technical Criteria	Points
Technical Proposal		
1	Experience of the Team & Team Composition (composed of 1a, 1b, 1c)	25
1a	Minimum of 5 years of demonstrated experience in designing and conducting Longitudinal study, Tracer Study, evaluations, impact assessment and similar	5

No.	Technical Criteria	Points
	studies on human trafficking, migration, socio-economic reintegration and TVET programme.	
1b	Conceptual understanding of the context and the assignment	10
1c	Team Leader and Other Team Member with previous experience in similar assignments, as described in this scope of work.	5
1d	Team Leader and other team members with experience in conducting studies on vulnerable populations in trafficking or similarly sensitive sectors.	5
2	<i>Experience with Survey Design/Approaches/Methodologies, Data Collection, Data Analysis and Findings (composed of 2a, 2b, 2c)</i>	40
2a	Appropriateness and quality of proposed approaches/methodologies	30
2b	Demonstrated experience managing multiple datasets (using existing data and gathering new data)	5
2c	Experience with data analysis and extracting key findings, conclusions and recommendations.	5
3	<i>Planning and Management</i>	15
3a	Proposed work plan activities and timeframe.	10
3b	Verified references	5
Total technical points (1 + 2 + 3)		80
Financial Evaluation Criteria for Selection		
1	Sufficiency, reasonableness, and accuracy of detailed expenditures including per unit cost, with budget per unit cost budget clearly defined in BDT.	10
2	Budget explanation and justification of costs.	10
Total financial Points (1 + 2)		20
Grand Total		100

Payment modality

The total payment to the firm(s)/individual(s) will be based on an agreed-upon budget submitted by the firm(s)/individual(s) based on the final deliverables and methodology. A suggested payment structure is as follows:

- 1st payment upon signing of the firm(s)/individual(s) Agreement and submission of final inception report, methodology and data collection instruments (30%).
- 2nd payment after completion of all field data collection (20%).
- 3rd payment with the submission of the draft tracer study report (20%)
- Final Payment with the submission of a revised Final Report including all required documents (i.e. Final Data Sets, Final Transcripts, and PowerPoint Presentation) (30%)

Winrock International will pay the consultancy fee by an 'Account Payee' cheque / via Online Transfer to the firm(s)/individual(s) VAT & Tax would be deducted at source, as per the Government rules.

Authority

The report and associated documents, paper, and data produced as part of this assignment must be submitted to Winrock International through the Ashshash programme management team and will remain the property of the organisation. The firm(s)/individual(s) will not be allowed to retain any hard or soft copies of data and will not be able to use any information from the Assessment for any other purpose without written and prior consent of Winrock International. Any changes in this regard must be approved by Winrock International.

Annex-A: Work Plan

The applicant shall propose an activity-based work plan that is consistent with the timeline, technical approach, and methodology described in the Scope of Work, structured around key milestones of the evaluation process. The work plan should follow the example illustrated in the Table below. A Gantt chart can also be used to illustrate the work plan.

Illustrative schedule of activity-based work plan						
Activity Milestones	Week 1	Week 2	Week 3	Week 4	Week 5	(Etc.)
Phase I - Engagement						
Inception Meeting						
Desk Review						
Draft Inception Report and study design, methodologies, data collection instruments, detailed work plan, etc.						
Feedback, revision and finalise inception report, and finalise work plan						
<i>(Etc. as proposed by applicant)</i>						
Phase II – Research and Data Collection						
Work Plan approval						
Preparations and training						
Data collection						
Field-based interviews						
Data analysis						
Drafting of report						
Demobilisation						
<i>(Etc. as proposed by applicant)</i>						
Phase III – Analysis and Reporting						
Collaborative editing of draft tracer study report						
Collaborative editing of final tracer study report						
<i>(Etc. as proposed by applicant)</i>						