



REQUEST FOR PROPOSAL (RFP)

LEARNING FROM DISTRICT LEVEL CASE-BASED CROSS-BORDER COOPERATION	DATE: March 2, 2022
	REFERENCE: RFP-2022-04

Dear Sir / Madam:

We kindly request you to submit your Proposal for the services for **Learning From District Level Case-Based Cross-Border Cooperation**

Please be guided by the forms attached hereto as Annex 3 and Annex 4, in preparing your Proposal.

Proposal must be submitted on or before the deadline indicated in the e-tendering system. Proposal must be submitted through online e-tendering system in the following link: <https://etendering.partneragencies.org> using your username and password.

If you have not registered in the system before, you can register now by logging in using the credentials below and follow the registration steps as specified in the system user guide

Username: event.guest

Password: why2change

Your Proposal must be expressed in English language and valid for a minimum period of 120 days

You are requested to indicate whether your company intends to submit a proposal by clicking "Accept Invitation" in the system. In the course of preparing your Proposal, it shall remain your responsibility to ensure that it is submitted through e-tendering on or before the deadline.

The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address. **The file with the "FINANCIAL PROPOSAL" must be encrypted with a password** so that it cannot be opened nor viewed until the proposal has been found to pass the technical evaluation stage. UNDP shall request via email the Proposer to submit the password to open the Financial Proposal. The Proposers shall assume responsibility for not encrypting financial proposal.

IMPORTANT NOTE: The amount of the Financial proposal **MUST NOT** be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the conditions mentioned shall result in rejection of the offer.

PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT "1" AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions (<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>). The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/condict_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Varisara Anansiribovorn

Varisara Anansiribovorn
Procurement & Administrative Analyst
02 March 2022

Description of Requirements

Context of the Requirement	<p>Pursuant to the decision of Coordinated Mekong Ministerial Initiative against Trafficking (COMMIT) Process member government delegations at the 14th Senior Officials Meeting, the United Nations Development Programme (UNDP) is supporting governments in Greater Mekong Subregion (GMS) countries in establishing a mechanism for case-based coordination between COMMIT members, which supports integration of – and sets standards for – national referral mechanisms (NRMs), and bilateral cooperation frameworks (BCF), such as bilateral memoranda of understanding (MoUs), agreements, or standard operating procedures (SOPs), where they exist. The development of the TRM will contribute to a more effective and sustainable national and GMS-wide anti-trafficking in persons response. The development of the TRM will highlight and strengthen the exchange of good practices for bilateral and multilateral cooperation among anti-trafficking actors in the GMS at all levels of government as well as engagement of non-government actors.</p> <p>While legislation, policies, and international agreements that guide trafficking victim referral, repatriation, and assistance are formulated at central level, it is often those at district or provincial level that directly engage in cross-border cooperation and must rapidly respond to novel situations or emerging trends. Ensuring that a TRM for the GMS both learns from and responds to the needs of provincial and district cooperation mechanism and good practice, and practitioners who enact them, is vital to ensure a TRM is useful, can be sustainably implemented, and can support improvements of context specific mechanisms for referral.</p> <p>In recent months, one such example of an emerging trend has come to light in the region has been the trafficking of high skilled Thai nationals into the Golden Triangle Special Economic Zone (SEZ) in Laos. As of December, this has included at least 30 Thai nationals who were moved into Laos through the Chiang Rai border, and placed in situations of exploitation. Victims were placed in debt bondage; forced to work in call-centres defrauding investors in Europe, America, Thailand and China; had their personal documents seized; were threatened with violence; and had severe restrictions placed on their movements.</p> <p>These cases required rapid cross-border collaboration. In this instance, this response was driven by existing district and provincial level bodies on both sides of the border in coordination with central authorities, allowing for the rapid application of a new MoU and cross-border provincial and district partnerships to identify and repatriate 16 Thai nationals through the Chiang Saen (Thailand) – Bo Kaew (Laos) border. The 16 Thai nationals were placed into Organizational Quarantine (OQ) under public health orders for 14 days, following which a formal victim identification screening process was conducted. This saw 3 people formally identified as victims of trafficking by the Chiang Rai MDT with the remaining 13 cases referred to the AGs office for final determination. As of December, it is understood that there are additional Thai nationals still in Laos awaiting repatriation, and as recently as December 9, an additional case report of 3 Thai nationals in Bo Kaew, Laos, forced to work in call centres as ‘scammers’, was filed with the Department of Special Investigation in Thailand, who are coordinating with provincial and district actors in Chiang Rai in response.</p> <p>The initial response may represent the potential and challenges of locally driven responses to trafficking patterns emerging as a direct result of vulnerabilities created by the COVID-19 pandemic, implemented while COVID-19 related</p>
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	<p>restrictions remained in place. The response also provides an opportunity to identify challenges that local authorities face and provide support to the development of locally-driven transnational referral mechanisms as they are formulated.</p> <p><i>(Please see details in the TOR attached as Annex 2)</i></p>		
Implementing Partner of UNDP	N/A		
Brief Description of the Required Services	<p>In line with the TRM development process plan to engage in transnational consultation across levels of government and identify good practice and challenges in transnational referral, UNDP will support a series of cross-border meetings/workshops other than stating in this ToR, if need be, and the development of learning materials to:</p> <ul style="list-style-type: none"> - Identify good practices and lessons learned from recent case-based cross-border cooperation on transnational referral of trafficking victims between district authorities in Lao PDR and Thailand - Support the further development and implementation of localised cross-border collaboration strategies for identification, referral, assistance, and reintegration of victims of trafficking in target districts - Facilitate learning amongst practitioners within target provinces, and between central, provincial, and district level officials <p><i>(for details please see the TOR attached as Annex 2)</i></p>		
List and Description of Expected Outputs to be Delivered	Deliverables/ Outputs	Estimated Days to Complete	Target Due Dates
	<ul style="list-style-type: none"> • Support for Chiang Rai and Laotian authorities on cross-border coordination. This will include: 2 cross-border meetings between Thai-Laos officials; and 3 provincial and district level coordination meetings on the Thai side. Cross-border meetings will cover lessons learned on the identification, repatriation, and referral processes, including recommendations for improved practice; a reflection and consultation on the GMS TRM; strengthening victim centered and trauma informed approaches; and the development of cross-border action plans. 	25 days	15 June 2022
	<ul style="list-style-type: none"> • A case study of new trends in human trafficking between the Thai – Laos migration corridor, based on case reports and KI interviews with Thai and Laotian officials. 	25 days	30 June 2022
	<ul style="list-style-type: none"> • A learning brief on the process of district to province cross border coordination for transnational referral, including the institutional framework, MoU, partnerships, and coordination practices between Thai and Laos authorities. Good practices and gaps will be identified, and formatted such that they can be integrated into the TRM framework document in coordination with UNDP TRM lead consultant 	25 days	31 July 2022
	Total	75 days	

	<i>(for detail please see the TOR attached as Annex 2)</i>
Person to Supervise the Work/Performance of the Service Provider	Regional Advisor, Recovery, Livelihoods & Human Mobility and the Migrant Protection and Development Analyst.
Frequency of Reporting	As indicated in the ToR attached as Annex 2
Progress Reporting Requirements	As indicated in the ToR attached as Annex 2
Location of work	<input checked="" type="checkbox"/> At Contractor's Location And Travel to the boarder provinces as needed for workshops and meetings Telecommunication with UNDP staff, project partners and other relevant stakeholders is required. <i>(for detail please see the TOR attached as Annex 2)</i>
Expected duration of work	5 Months (75 working days)
Target start date	01 April 2022
Latest completion date	31 August 2022
Travels Expected	Chiang Rai province, Maximum 10 Trips for: <ul style="list-style-type: none"> • Support for Chiang Rai and Laotian authorities on cross border coordination (at least 4 local and national meetings and trainings) • Thai-Laos Corridor for Case study on new trends in human trafficking between Thai-Laos Migration Corridor (at least 2 Focus group discussions) • The Mekong cross border coordination for cross border coordination and referral (at least 2 Focus group discussions)
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	As indicated in the ToR attached as Annex 2
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> US Dollar <input checked="" type="checkbox"/> Thai baht (for Thai local bidders) If needed UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals;
Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes

Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.				
Partial Quotes	<input checked="" type="checkbox"/> Not permitted				
Payment Terms	Outputs/Deliverables Deliverable 1 upon submission of following outputs Plan for 2 cross-border meetings between Thai-Laos officials; and 3 provincial and district level coordination meetings on the Thai side, along with participant lists. Deliverable 2 upon submission of following output A case study of new trends in human trafficking between the Thai – Laos migration corridor, based on case reports and KI interviews with Thai and Laotian officials. Deliverable 3 upon submission of following output A learning brief on the process of district to district/province to province cross border coordination for transnational referral, including the institutional framework, MoU, partnerships, and coordination practices between Thai and Laos authorities.	Percentage 35% 35% 30%	Timing 15 June 2022 30 June 2022 31 July 2022	Condition for Payment Release Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	
Person(s) to review/ inspect/ approve outputs/completed services and authorize the disbursement of payment	Regional Advisor, Recovery, Livelihoods & Human Mobility, UNDP Bangkok Regional Hub				
Type of Contract to be Signed	<input checked="" type="checkbox"/> UNDP Contract for Goods and/or Services https://www.undp.org/procurement/business/how-we-buy				
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.				
Criteria for the Assessment of Proposal	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm - 30%				

	<p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan - 40%</p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel - 30% <i>(Passing Threshold in Technical Evaluation is 70% or above)</i></p> <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>The following formula will be used to evaluate financial proposal: $p = y (\mu/z)$, where: p=points for the financial proposal being evaluated; y=maximum number of points for the financial proposal; μ=price of the lowest priced proposal; z = price of the proposal being evaluated.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions	<p><input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p> <p><i>Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.</i></p>
Annexes to this RFP	<p><input checked="" type="checkbox"/> Detailed TOR (Annex 2)</p> <p><input checked="" type="checkbox"/> Form for Submission of Technical Proposal (Annex 3)</p> <p><input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 4)</p>
Contact Person for Inquiries (Written inquiries only)	<p>Mostaq Ahmed Procurement Analyst; Email: mostaq.ahmed@undp.org</p> <p>Requests for clarifications must be submitted to UNDP by email to the address mentioned above until 3 days before submission deadline. Answers to clarifications will be uploaded to the Procurement Notices Website and on the etendering platform.</p> <p>This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Required Documents that must be Submitted to Establish minimum Qualification of Proposers <i>(Failure to submit the documents shall result in disqualification)</i>	<p><input checked="" type="checkbox"/> Technical Proposal submission form & Detail Technical Proposal as per the Template Annex 3;</p> <p><input checked="" type="checkbox"/> Password protected Financial proposal Annex 4;</p> <p><input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</p> <p><input checked="" type="checkbox"/> Certificate of Registration of the business, including, Articles of Incorporation, or equivalent document if Bidder is not a corporation;</p> <p><input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder;</p>

	<p>☒ Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 3 years [2018, 2019 & 2020 and 2021 (if available)];</p> <p>☒ List of similar projects successfully completed within the last 5 years (the list should include: Project Title, Contract amount, Start and end Date, Client/Organization name and contact details who may be contacted for further information/reference check on those contracts);</p> <p>☒ List and value of ongoing Projects with contact details of clients and current completion ratio of each ongoing project;</p> <p>☒ Documents to establish the minimum experience requirement for the bidder (<u>Reference documents such as: copy of contracts /completion certificates</u>) as below:</p> <ul style="list-style-type: none"> • Service provider has Minimum 5 years of experience related to migration and displacement, human trafficking, or migrant exploitation, in developing or implementing the anti trafficking in person activities and prevention/protection mechanism and system, formulating or implementing the TRM system in or across the GMS countries • Proven track record of at least 3 record of research, policy brief, or provide advisory service, or capacity building to National Government, provincial level officials, and targeted group on the TRM TRM development process or the anti-human trafficking intervention in Thailand and GMS countries <p>☒ Proposed composition of team structure, and Completed and signed CVs of the proposed key personnel;</p> <p>☒ Written Self Declaration that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council</p> <p>☒ Any other documents to substantiate eligibility and qualification of the bidder as required in the Terms of Reference;</p>
<p>Other Information</p> <p>(e-tendering submission)</p>	<p>Electronic submission through eTendering shall be governed as follows:</p> <ul style="list-style-type: none"> • Electronic files that form part of the proposal must be in PDF format; • The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled; • The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. <p>The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. <u>Failure to provide the correct password may result in the proposal being rejected;</u></p> <p>IMPORTANT NOTE: The amount of the Financial proposal MUST NOT be mentioned anywhere in the submitted documents or in the e-tendering system, other than the Financial Proposal. Failure in compliance with the conditions mentioned shall result in the rejection of the offer.</p> <p>PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT "1" AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE</p>

DETAILS OF EVALUATION OF PROPOSALS

Evaluation of Proposal:

Prior to technical evaluation all proposals will be screened (Pass/Fail) based on the minimum eligibility criteria mentioned in the ToR

Minimum Eligibility criteria for the consultancy Firm:

- Submission of signed and stamped Proposal (Technical & password protected Financial) as per the Provided Template and Instructions;
- Acceptance of the UNDP General Terms and Conditions for contracts;
- Bid Validity – 120 days
- Business Licenses – Registration papers;
- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder;
- Written Self Declaration that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- Minimum qualifying experience requirement for the bidder:
 - **Service provider has** Minimum 5 years of experience related to migration and displacement, human trafficking, or migrant exploitation, in developing or implementing the anti trafficking in person activities and prevention/protection mechanism and system, formulating or implementing the TRM system in or across the GMS countries
 - **Proven track record of at least 3 record of research**, policy brief, or provide advisory service, or capacity building to National Government, provincial level officials, and targeted group on the TRM TRM development process or the anti–human trafficking intervention in Thailand and GMS countries

Note: Necessary documentation must be submitted to substantiate the above eligibility criteria

Technical Evaluation:

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	300
	Total	1,000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Minimum 5 years of experience related to migration and displacement, human trafficking, or migrant exploitation, in developing or implementing the anti trafficking in person activities and prevention/protection mechanism and system, formulating or implementing the TRM system in or across the GMS countries	150
1.2	Proven track record of at least 3 record of research , policy brief, or provide advisory service, or capacity building to National Government, provincial level officials, and targeted group on the TRM TRM development process or the anti–human trafficking intervention in Thailand and GMS countries.	150
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan			Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?		150
2.2	The conceptual framework proposed is well defined and aligned to the ToR		150
2.3	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic		70
2.4	Quality assurance procedures and risk mitigation measures. Details on how the different service elements shall be organized, controlled and delivered		30
Total Section 2			400

Section 3. Management Structure and Key Personnel			Points obtainable
	Qualifications of key personnel proposed		
3.1	Project Team Leader		150
	Minimum of Master's degree in International Development, social sciences, law, or other related discipline;	40	
	At least 7 years of experience working in development organization, development firm, or with INGOs, or in academic sector;	35	
	At least 3 years of experience working on human mobility, i.e., migration and displacement, human trafficking, or migrant exploitation;	35	
	Demonstrated at least one example of conducting at least one successful intervention involving coordination/learning amongst provincial level officials on human trafficking responses;	20	
	Demonstrated experience of developing the curriculum or supervising the training or capacity building/ or implementing Monitoring and Evaluation tools at at least 2 capacity building or learning workshops related to migration and displacement, human trafficking, or migrant exploitation;	20	
3.2	Provincial Project Team Member(s)		100
	Minimum of Bachelor's degree in social science, development, or related discipline;	30	
	At least 5 years experience working on human mobility, i.e., migration and displacement, human trafficking, or migrant exploitation in target provinces;	35	
	Experience in providing the capacity training and/or coordinating with government and non-government stakeholders at provincial or local level;	35	
3.3	Administrative Support Team Member		50
	Diploma degree in Accounting, Finance, Business Administration or other related fields. Bachelor's degree in related field is also considered.	25	
	At least 3 years working in financial administration, preferably with experience handling grants from UN agencies.	25	
Total Section 3			300

Terms of Reference

FOR

LEARNING FROM DISTRICT LEVEL CASE-BASED CROSS-BORDER COOPERATION

AGENCY/PROJECT NAME: Human Mobility team, United Nations Development Programme (UNDP), Bangkok Regional Hub (BRH)

Project Description

Pursuant to the decision of Coordinated Mekong Ministerial Initiative against Trafficking (COMMIT) Process member government delegations at the 14th Senior Officials Meeting, the United Nations Development Programme (UNDP) is supporting governments in Greater Mekong Subregion (GMS) countries in establishing a mechanism for case-based coordination between COMMIT members, which supports integration of – and sets standards for – national referral mechanisms (NRMs), and bilateral cooperation frameworks (BCF), such as bilateral memoranda of understanding (MoUs), agreements, or standard operating procedures (SOPs), where they exist. The development of the TRM will contribute to a more effective and sustainable national and GMS-wide anti-trafficking in persons response. The development of the TRM will highlight and strengthen the exchange of good practices for bilateral and multilateral cooperation among anti-trafficking actors in the GMS at all levels of government as well as engagement of non-government actors.

While legislation, policies, and international agreements that guide trafficking victim referral, repatriation, and assistance are formulated at central level, it is often those at district or provincial level that directly engage in cross-border cooperation and must rapidly respond to novel situations or emerging trends. Ensuring that a TRM for the GMS both learns from and responds to the needs of provincial and district cooperation mechanism and good practice, and practitioners who enact them, is vital to ensure a TRM is useful, can be sustainably implemented, and can support improvements of context specific mechanisms for referral.

In recent months, one such example of an emerging trend has come to light in the region has been the trafficking of high skilled Thai nationals into the Golden Triangle Special Economic Zone (SEZ) in Laos. As of December, this has included at least 30 Thai nationals who were moved into Laos through the Chiang Rai border, and placed in situations of exploitation. Victims were placed in debt bondage; forced to work in call-centres defrauding investors in Europe, America, Thailand and China; had their personal documents seized; were threatened with violence; and had severe restrictions placed on their movements.

These cases required rapid cross-border collaboration. In this instance, this response was driven by existing district and provincial level bodies on both sides of the border in coordination with central authorities, allowing for the rapid application of a new MoU and cross-border provincial and district partnerships to identify and repatriate 16 Thai nationals through the Chiang Saen (Thailand) – Bo Kaew (Laos) border. The 16 Thai nationals were placed into Organizational Quarantine (OQ) under public health orders for 14 days, following which a formal victim identification screening process was conducted. This saw 3 people formally identified as victims of trafficking by the Chiang Rai MDT with the remaining 13 cases referred to the AGs office for final determination. As of December, it is understood that there are additional Thai nationals still in Laos awaiting repatriation, and as recently as December 9, an additional case report of 3 Thai nationals in Bo Kaew, Laos, forced to work in call centres as ‘scammers’, was filed with the Department of Special Investigation in Thailand, who are coordinating with provincial and district actors in Chiang Rai in response.

The initial response may represent the potential and challenges of locally driven responses to trafficking patterns emerging as a direct result of vulnerabilities created by the COVID-19 pandemic, implemented while COVID-19 related restrictions remained in place. The response also provides an opportunity to identify

challenges that local authorities face and provide support to the development of locally-driven transnational referral mechanisms as they are formulated.

Objective and Scope of Work

In line with the TRM development process plan to engage in transnational consultation across levels of government and identify good practice and challenges in transnational referral, UNDP will support a series of cross-border meetings/workshops other than stating in this ToR, if need be, and the development of learning materials to:

- Identify good practices and lessons learned from recent case-based cross-border cooperation on transnational referral of trafficking victims between district authorities in Lao PDR and Thailand
- Support the further development and implementation of localised cross-border collaboration strategies for identification, referral, assistance, and reintegration of victims of trafficking in target districts
- Facilitate learning amongst practitioners within target provinces, and between central, provincial, and district level officials

Expected deliverables

List of deliverables may include the followings

Deliverables/ Outputs	Estimated Days to Complete	Target Dates	Due	Review and Approvals Required
<ul style="list-style-type: none"> Support for Chiang Rai and Laotian authorities on cross-border coordination. This will include: 2 cross-border meetings between Thai-Laos officials; and 3 provincial and district level coordination meetings on the Thai side. Cross-border meetings will cover lessons learned on the identification, repatriation, and referral processes, including recommendations for improved practice; a reflection and consultation on the GMS TRM; strengthening victim centered and trauma informed approaches; and the development of cross-border action plans. 	25 days	15 June 2022		Regional Advisor, Recovery, Livelihoods & Human Mobility, UNDP Bangkok Regional Hub
<ul style="list-style-type: none"> A case study of new trends in human trafficking between the Thai – Laos migration corridor, based on case reports and KI interviews with Thai and Laotian officials. 	25 days	30 June 2022		
<ul style="list-style-type: none"> A learning brief on the process of district to district/province to province cross border coordination for transnational referral, including the institutional framework, MoU, partnerships, and coordination practices between Thai and Laos authorities. Good practices and gaps will be identified, and formatted such that they can be integrated into the TRM framework document in coordination with UNDP TRM lead consultant 	25 days	31 July 2022		

Key Performance Indicators and Service Level

Please refer to outputs and expected timelines mentioned above. In case the contractor is not be able to deliver the expected results and/or respect the timelines, UNDP will consider suspending payments and/or take additional administrative measures

Governance and Accountability

The service provider/ contractor will commence the assignment in overall supervision and will report directly to the Regional Advisor, Recovery, Livelihoods & Human Mobility and the Migrant Protection and Development Analyst.

The success of the project depends on the timely delivery of close working relationship with UNDP in developing data collection tools to as process of referrals unfolds. The contract will be effective immediately upon signature by UNDP.

UNDP will have the following responsibilities:

- (i) Provide relevant documents;
- (ii) Discuss and agree on the methodologies of the assignment; and
- (iii) Monitor and evaluate the progress of the assignment. The contract and payments will be performance-based and regularly assessed by the UNDP Bangkok Regional Hub.

The present ToR may be subject to modification, without changing the overall objectives and the scope of work, based on mutual consultations. UNDP will hold the copyright of the assignment deliverables.

Facilities to be provided by UNDP

UNDP will not be responsible for providing support personnel, support service, or logistics for the provision of these services.

Duration of the Work

Duration

From From 01 April 2022 to 31 August 2022, with maximum of 75 days worked

Duty Station

At contractors location and Travel to Chiang Rai province (The Thailand-Lao PDR Mekong border)Travel to the boarder province (Chiang Rai provide) as needed for workshops and meetings Telecommunication with UNDP staff, project partners and other relevant stakeholders is required.

The Contractor is to recognize that the successful completion of the activities and accomplishment of their purposes, as well as the achievements of deliverables and performance targets set forth in the work plan, are of paramount importance, and that UNDP therefore may find it necessary to terminate the agreement, or to modify the activities, should circumstances arise that interfere or threaten to interfere with the aforementioned objectives.

Degree of Expertise and Qualification

1. Service provider: the following requirements apply to the service provider

- **Service provider has** Minimum 5 years of experience related to migration and displacement, human trafficking, or migrant exploitation, in developing or implementing the anti trafficking in person activities and prevention/protection mechanism and system, formulating or implementing the TRM system in or across the GMS countries
- **Proven track record of at least 3 record of research**, policy brief, or provide advisory service, or capacity building to National Government, provincial level officials, and targeted group on the TRM TRM development process or the anti-human trafficking intervention in Thailand and GMS countries.

2. Team of experts

2.1 Qualification of Project Team Leader

- Minimum of Master's degree in International Development, social sciences, law, or other related discipline;

- At least **7** years of experience working in development organization, development firm, or with INGOs, or or academic sector;
- At least **3** years of experience working on human mobility, i.e., migration and displacement, human trafficking, or migrant exploitation;
- Demonstrated at least one example of conducting **at least one** successful intervention involving coordination/learning amongst provincial level officials on human trafficking responses;
- Demonstrated experience of developing the curriculum or supervising the training or capacity building/ or implementing Monitoring and Evaluation tools at at least 2 capacity building or learning workshops related to migration and displacement, human trafficking, or migrant exploitation;
- Operating language: English/Thai

2.2 Qualification of a Provincial Project Team Member(s)

- Minimum of Bachelor's degree in social science, development, or related discipline;
- At least 5 years experience working on human mobility, i.e., migration and displacement, human trafficking, or migrant exploitation in target provinces;
- Experience in providing the capacity training and/or coordinating with government and non-government stakeholders at provincial or local level;
- Operating language: English/Thai

2.3 Administrative Support Team Member

- Diploma degree in Accounting, Finance, Business Administration or other related fields. Bachelor's degree in related field is also considered.
- At least 3 years working in financial administration, preferably with experience handling grants from UN agencies.
- Operating language: Thai, English would be an asset.

I. Price Proposal and Schedule of Payments

The contract will be based on Lump Sum.

Service provider must send a financial proposal based on Lump Sum Amount. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR

The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

Deliverables/ Outputs	Payment term
Deliverable 1 upon submission of following outputs <ul style="list-style-type: none"> • Plan for 2 cross-border meetings between Thai-Laos officials; and 3 provincial and district level coordination meetings on the Thai side, along with participant lists. 	35%
Deliverable 2 upon submission of following output <ul style="list-style-type: none"> • A case study of new trends in human trafficking between the Thai – Laos migration corridor, based on case reports and KI interviews with Thai and Laotian officials. 	35%
Deliverable 3 upon submission of following output <ul style="list-style-type: none"> • A learning brief on the process of district to district/province to province cross border coordination for transnational referral, including the institutional framework, MoU, partnerships, and coordination practices between Thai and Laos authorities. 	30%
TOTAL	100%

TECHNICAL PROPOSAL SUBMISSION FORM

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, offer to provide the services for **Learning From District Level Case-Based Cross-Border Cooperation** in accordance with your Request for Proposal No. **RFP-2022-04** dated: **02 March 2022** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal (password protected) submitted separately.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- d) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- e) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we *embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.*

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of **120 days** from the last day of submission of proposal as per the RFP requirement.

We understand and recognize that you are not bound to accept any Proposal you receive.

¹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

Contact:

Telephone: _____

Email: _____

FORMAT OF TECHNICAL PROPOSAL²

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]

² This serves as a guide to the Service Provider in preparing the Technical Proposal.

FORM FOR SUBMITTING FINANCIAL PROPOSAL³

(Must be Password Protected)

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery)

[insert: Location].

[insert: Date]

We, the undersigned, offer to provide the services for **Learning From District Level Case-Based Cross-Border Cooperation** in accordance with your Request for Proposal No. **RFP-2022-04** dated **02 March 2022**. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal (password protected) submitted separately

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of 120 days from the last day of submission of proposal as per the RFP requirement.

We understand you are not bound to accept any Proposal you receive.

[Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification. The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal]

A. Cost Breakdown per Deliverable*

SN	Deliverables	Percentage of Total Price (Weight for payment)	Deliverable due dates	Price (lumpsum, all inclusive)
1	Deliverable 1 upon submission of following outputs Plan for 2 cross-border meetings between Thai-Laos officials; and 3 provincial and district level coordination meetings on the Thai side, along with participant lists.	35%	15 June 2022	
2	Deliverable 2 upon submission of following output A case study of new trends in human trafficking between the Thai – Laos migration corridor, based on case reports and KI interviews with Thai and Laotian officials.	35%	30 June 2022	
3	Deliverable 3 upon submission of following output A learning brief on the process of district to district/province to province cross border coordination for transnational referral, including the institutional framework, MoU, partnerships, and coordination practices between Thai and Laos authorities.	30%	31 July 2022	
	Total	100%		

³ This serves as a guide to the Service Provider in preparing the Proposal.

**This shall be the basis of the payment tranches*

Cost Breakdown by Cost Component **[This is only an Example. Detailed modification is allowed]:**

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		A	B	C=A x B
	Team Expert/ team manager			
	Provincial team member(s)			
	Admin support member			
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
Other cost (please specify).....				
Other cost (please specify).....				
Other cost (please specify).....				
Other cost (please specify).....				
Mission cost for Delivery 1. Support for Chiang Rai and Laotian authorities on cross border coordination (estimation 4 Trips)				
1.1 District Level Cross-border meetings (3 Trips)				
Travel	TRIP	3		
Allowance for working team	DAY	3		
Catering service	Lump Sum (one day event)	3		
Travel cost for participants	Pax	30		
Accommodation for participants	Pax	30		
1.2 Provincial Level Cross-border meeting (1 Trip)				
Travel	TRIP	1		
Allowance for working team	DAY	1		
Catering service	Lump Sum (one day event)	1		
Travel cost for participants	Pax	30		
Accommodation for participants	Pax	30		
Mission cost for Delivery 2. Case study on new trends in human trafficking between Thai-Laos Migration Corridor (2 Trips)				

Travel for coordination (pre-discussion) 1 trip	Trip	2.00		
Allowance for working team	Day	2.00		
Travel for KPI Interview and discussion 1 trip	Trip	3.00		
Allowance for working team	Day	3.00		
Focus Group Discussions (catering)	Lump Sum (one day event)	1		
Travel cost for informants KPI Interview	Pax	10.00		
Travel cost for informants Focus group discussion	Pax	20.00		
Mission cost for Delivery 3. Learning brief on cross border coordination for cross border coordination and referral (2 Trips)				
Travel for coordination (pre-discussion) 1 trip	Trip	2.00		
Allowance for working team	Day	2.00		
Travel for KPI Interview and discussion 1 trip	Trip	3.00		
Allowance for working team	Day	3.00		
Focus Group Discussions (catering)	Lump Sum (one day event)	1		
Travel cost for informants KPI Interview	Pax	10.00		
Travel cost for informants Focus group discussion	Pax	20.00		
Subtotal Other Costs:				

Name: _____

Title: _____

Date: _____

Signature: _____

Contact:

Telephone: _____

Email: _____