

**Winrock International**  
**USAID Thailand Counter Trafficking in Persons**

**Request for Applications**

**Title:** Support USAID Thailand CTIP in Cambodian Migrant Empowerment Activities

**RFA Number:** USAID Thailand CTIP-RFA-08

**Reference:** Cooperative Agreement Number AID-486-LA-17-00001

**RFA Issuance Date:** July 24, 2024

**Information session:** August 16, 2024, over Microsoft Team (if applicable)

**Closing Date and Time:** August 30, 2024, 17:00 Bangkok, Thailand time

## **I. INTRODUCTION**

In September 2017, Winrock International began implementing the USAID Thailand Counter Trafficking in Persons (CTIP) project. In September 2022 the period of performance was extended by five years to September 2027. The aim of the project is to reduce trafficking in persons (TIP) and better protect the rights of trafficked persons in Thailand. Subject to availability of funds, the USAID Thailand CTIP project is seeking grant applications from qualified organizations registered in Thailand with experience working with Cambodian migrant worker communities near the Cambodian border. This grant will be awarded and implemented in accordance with USAID regulations and Winrock International's internal grant management policies.

Questions related to the submission of this request for applications (RFA) must be submitted by email to [TCTIP.recruitment@winrock.org](mailto:TCTIP.recruitment@winrock.org) before 17:00 on August 13, 2024. Use *USAID Thailand CTIP-RFA-08* as the subject of the email. These questions will be answered during the pre-application conference on August 16, 2024, and/ or in writing.

The USAID CTIP Project Staff and Winrock International employees will not ask for, and applicants are prohibited from offering, any money, fee, commission, credit, gift, gratuity, thing of value, or compensation to obtain or reward improper favorable treatment regarding this solicitation. Any improper request from a Winrock or project employee should be reported to authorized Winrock International representatives, or to [www.winrock.ethicspoint.com](http://www.winrock.ethicspoint.com).

The following Annexes are included with this request for applications:

- Annex A – Grant Application Form
- Annex B – Grant Application Budget Template

## II. RFA PROGRAM DESCRIPTION

### Background

The purpose of this RFA is to solicit applications from prospective grantees to support Winrock International (Winrock) in the implementation of the USAID Thailand Counter-Trafficking in Persons Project, funded by USAID Award No. AID-486-LA-17-00001.

As a source, transit, and destination country, Thailand faces multiple manifestations of TIP, including forced labor and sex trafficking due to the growth and demand for low-skilled labor in sectors such as agriculture and fishing, tourism and hospitality, construction, and food processing. New challenges have emerged in the last few years. Channels for legal migration decreased as a result of pandemic-related border closures, which led to more undocumented migration and increased potential for TIP. Restricted movement made it more difficult for the Royal Thai Government (RTG) to manage migration, identify trafficking victims, support survivors, and prosecute perpetrators. Economic stressors and unemployment led to deteriorating working conditions and poor wages, particularly for women working in agriculture and domestic sectors. While the number of TIP prosecutions decreased, online recruitment increased both for TIP for sexual exploitation and exploitive work. Thailand has also experienced an increase in the number of refugees and irregular migrants from Burma stemming from the February 2021 coup d'état, who are desperate for work, making them vulnerable to TIP. Finally, during the pandemic, a new trend emerged of Thais being trafficked to neighboring countries such as Cambodia, Myanmar, and Laos, due to increasing economic hardship in Thailand. This exposed deficiencies in cross-border CTIP systems as they are primarily geared towards those trafficked to Thailand.

### OBJECTIVE AND PROGRAM DESCRIPTION

USAID Thailand CTIP has two objectives, to reduce trafficking in persons in Thailand and better protect the rights of trafficked persons. The project's specific aims include:

- Demands and incentives for trafficked labor are reduced.
- At-risk populations are empowered to safeguard their rights.
- Protection systems for survivors of trafficking are strengthened.

The project employs a 5C strategy: engagement, change agents, communication, collaboration, and continuity. It empowers at-risk populations through story sharing and networking, offers access to a safe space for dialogue and helps mainstream the voices of at-risk populations in policy discussions. In addition to the 5Cs, the project incorporates critical crosscutting factors into all activities. These include a gender equality and social inclusion (GESI) approach that mainstreams gender and social inclusion in all components and the use of innovative solutions such as E-learning platform. USAID Thailand CTIP prioritizes areas with increased risk of human trafficking, including known trafficking routes and locations. Currently, USAID Thailand CTIP is targeting five different provinces in Thailand: Bangkok, Chiang Rai, Sa Kaeo, Tak, Phitsanulok, and Phuket.

### Scope of Work

The Applicant shall work to improve Cambodian migrants' access to legal support while also increasing awareness and understanding of their rights. Eligible Applicants shall work on the

following activities near the Cambodian border, including but not limited to the provinces of Samut Prakan, Chonburi, Chacheongsao, Rayong, Chanthaburi, Trat, and Sa Kaeo:

1. Facilitate access to legal services and justice for Cambodian migrants living in Thailand.
2. Conduct awareness raising activities on migrant workers' rights and potential forms of exploitation targeting Cambodian migrant communities.
3. Support network building and worker organizing among Cambodian migrant worker communities to better facilitate outreach, information sharing and access to services and improve their inclusion and engagement.
4. Provide capacity building, mentorship and technical support to community leaders, so that Cambodian migrant communities achieve more agency and self-determination in the conditions that determine their lives.

Selected applicant(s) will, as needed, receive tailored capacity strengthening in technical, communication and management areas following an assessment.

Applications should clearly outline the following:

- Details of how activities within the proposed program will be implemented
- Expected outcome of the activities in relation to CTIP in Thailand
- Detailed activity schedule for the proposed program (timeframe ending June 30, 2026)
- Detailed budget and justification for the different activities in the proposed program
- Reporting, monitoring and evaluation plans
- Qualification and experience of proposed activity, with named team lead(s)
- Information on external collaborators (if applicable)

## Authority

USAID Thailand CTIP grant awards are made under the authority of the U.S. Foreign Affairs Act and USAID's Standard Provisions for Non-U.S. Non-Governmental Organizations, as well as Winrock International's grants management policies and procedures.

USAID has the right to supersede any decision, act, or omission by Winrock with respect to any grant. USAID retains the right at all times to (1) dictate a different decision with respect to the award or administration of any grant; (2) rectify an omission by Winrock with respect to the award or administration of any grant; 3) take over the administration of any grant awarded hereunder; and/or (4) terminate, in whole or in part, Winrock's grant-making authorities.

## III. BASIC AWARD INFORMATION

### Expected Amount of the Grant

Winrock expects to award 1 (one) grant under this RFA but reserves the right to award fewer or none based on the quality of applications received and availability of funding.

It is expected that an individual grant amount will not exceed USD 50,000 (Fifty Thousand

US Dollars) equivalent to THB 1,800,000 (One Million Eight Hundred Thousand Thai Baht). The final amount awarded will depend on award activities and final negotiations.

Grant Applications will be accepted through August 30, 2024, at 17:00 hrs. Bangkok Time.

### Expected Start and Duration of the Grant

The anticipated period of performance is November 01, 2024, to June 30, 2026 , depending on the negotiated award activities.

### Type of Grant Awards

The USAID Thailand CTIP project will determine the appropriate grant mechanism to award, in consultation with the applicant, based on the pre-award assessment of the applicant, nature of the grant activity, and estimated cost. If possible, a cost- reimbursement grant will be issued.

## IV. ELIGIBILITY INFORMATION

Eligible Applicants should be organizations registered in Thailand and working with Khmer migrant workers communities specifically in the provinces bordering Cambodia including but not limited to Samut Prakan, Chonburi, Chacheongsao, Rayong, Chanthaburi, Trat and Sa Kaeo.

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

- Registered as a legal entity in Thailand and have appropriate clearance and/or authorization from relevant national governments to conduct activities in proposed locations.  
Agree to be subject to a pre-award assessment to examine that the applicant has sound management in the form of financial, administrative, and technical policies and procedures.
- Be able to demonstrate successful past performance in implementation of integrated development programs related to labor rights research and advocacy, migrant workers' rights and community outreach, labor trafficking, and counter trafficking in person.
- Provide a Unique Entity ID (UEI) at the time of award. If the applicant already has a UEI number, it should be included in their application. Otherwise, applicants will be expected to get a UEI number before an award is issued. UEI numbers can be obtained online at <https://sam.gov/content/duns-uei>.

Any organization or individual whose name appears on any of the following lists is ineligible for an award:

- List of Parties Excluded from federal Procurement and Non-procurement Programs
- Office of Foreign Assets Control Specially Designated Nationals List
- UN Security Council Terrorist List

## PRE-APPLICATION CONFERENCE

A virtual pre-application conference will be held in both English and Thai on August 16, 2024. To register for this conference and receive instructions to join the call, please send an email to [TCTIP.recruitment@winrock.org](mailto:TCTIP.recruitment@winrock.org) All applicants are encouraged to attend this session and ask any inquiries related to the RFA.

### Limits on the Number of Applications an Applicant Can Submit

An applicant can submit only one application under this RFA.

## V. APPLICATION AND SUBMISSION INFORMATION

### Instructions to Applicants

Applicants must propose strategies and activities that are in line with the program description provided above. Proposed strategies and activities should also reflect their organizational strengths and capabilities.

Instructions and a template for the grant application, budget and implementation plans are attached in Annexes A and B. Applicants whose proposals are selected to advance to the next round will be notified of next steps in the application process.

### Grant Application

Templates to be utilized when developing the grant application are provided in Annexes A and B. Applicants shall present their technical application, budget and implementation plans in the formats provided and shall follow the instructions and guidelines listed in these annexes.

All grant activity costs must be within the normal operating practices of the Applicant and in accordance with its written policies and procedures. For applicants without an audited indirect cost rate, the budget may include direct costs that will be incurred by the Applicant to provide identifiable administrative and management costs that can be directly attributed to supporting the grant objective. Only grant applications that are filled out in the entirety will be considered.

The application must be signed by an authorized representative of the applicant organization.

### Unallowable Costs

The following items cannot be purchased with USAID Thailand CTIP grant funds:

- Prohibited goods under USAID eligibility rules, including: military equipment, surveillance equipment, commodities and services for support of police or other law enforcement activities, abortion equipment and services, luxury goods, and gambling equipment, and weather modification equipment
- Restricted goods under USAID eligibility rules, such as agricultural commodities, motor vehicles, including motorcycles, pharmaceuticals, pesticides, used equipment, contraceptive products, U.S. Government-owned excess property or fertilizer

- Goods and services from countries not included under Geographic Code 937, or countries that are considered a prohibited source
- Goods or services from suppliers as may be identified by USAID's consolidated list of debarred, suspended, or ineligible contractors at <http://www.epls.gov>
- Any purchases or activities deemed unnecessary to accomplish grant purposes as determined by USAID Thailand CTIP, including any grantee headquarters expenses that are not directly linked to the implementation of the proposed project
- Private ceremonies, parties, celebrations or "representation" expenses
- Previous obligations and/or bad debts
- Expenses related to overtly religious purposes
- Expenses intended to influence the outcome of elections or other political processes
- Fines and/or penalties
- Creation of endowments
- Alcoholic beverages
- Real property (land, including land improvements, and structures thereto)

### Application and Submission Information

All questions and other communications regarding this RFA should be submitted in writing to Ms. Naritsara Bootdeekun, [TCTIP.recruitment@winrock.org](mailto:TCTIP.recruitment@winrock.org) Written responses to questions will be made available to all applicants.

Applications must be submitted in English or Thai and may not be more than 10 pages, using Times New Roman, font size 12, single-spaced. The page limit does not include Annexes and CVs of proposed staff included as part of the application.

Applications (including a technical description, estimated budget and supporting documentation) must be submitted electronically through <https://winrock.org/contracts/rfa-support-usaid-thailand-ctip-in-cambodian-migrant-empowerment-activities/>. Applications must be submitted no later than the time and date indicated on the cover page.

Applications must be submitted no later than August 30, 2024, at 17:00 Bangkok Time. Late or unresponsive applications will not be considered.

Incomplete or late applications will be marked as such and will be ineligible for review or award; however, Winrock reserves the right to accept and include incomplete or late applications in the review and award process when it is considered within the best interest of Winrock to do so. Applications that are submitted late or incomplete run the risk of **not** being considered for review.

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

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

- A copy of the applicant's valid legal registration
- A completed and signed technical application
- CVs for project personnel (if necessary)

- A completed and signed budget application
- Budget supporting documents, including the budget narrative, as applicable

Receipt time for electronic submissions is when the application is received by Winrock’s Internet Server. Please do not send files in ZIP format.

In addition to the application forms supplied in this RFA, applicants should submit the following to USAID Thailand CTIP:

- Copy of valid Thailand registration certificate or related Government of Thailand documentation (Where applicable)
- Implementation plan
- Copy of latest audited financial statements (if available)
- Valid tax certificate

### Funding Restrictions

USAID Thailand CTIP project will not reimburse applicants for any pre-award costs for preparing and submitting applications and any other costs associated with the negotiation of an award. Further, USAID Thailand CTIP reserves the right to accept or reject any or all applications received and reserves the right to ask further clarifications from the applicants. Applicants will be informed in writing of the decision made regarding their application. The applicants shall not propose to sub-grant any portion of the grant activity.

### VI: APPLICATION REVIEW INFORMATION

To ensure fairness in selecting the most deserving grant recipients, criteria for evaluating proposals have been developed and include:

Merit Review Criteria	Points
<p><b>Technical Approach</b></p> <p>Clarity and appropriateness of proposed technical approach for ;</p> <ol style="list-style-type: none"> <li>1.) Create access to Legal services, access to justice, worker organizing and leadership, and sustained community-embedded outreach for Cambodian migrants working in Cambodian communities.</li> <li>2.) Conduct wide-reach awareness raising activities on migrant workers’ rights and potential forms of exploitation targeting Cambodian migrant communities.</li> <li>3.) Support network building and worker organizing among Cambodian migrant worker communities to better facilitate outreach, information sharing and access to services. Such activity would seek to achieve improved inclusion and engagement with Cambodian migrant communities.</li> <li>4.) Provide capacity building, mentorship and technical support to community leaders, so that Cambodian migrant communities</li> </ol>	<p>40</p>

could achieve more agency and self-determination in the conditions that determine their lives.	
<b>1. Organizational Capacity</b> Extent of applicant’s capacity to address management capability and skills and experience of proposed staff.	20
<b>2. Past Performance</b> Previous or on-going experience implementing similar activities, how well the applicant has performed in the past, etc.	10
<b>3. Cost Effectiveness of the Proposed Budget</b>	30
<b>Overall Rating (out of 100 points)</b>	100

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

Cost applications will not be scored but will be reviewed and evaluated for reasonableness and effectiveness based on the scope of activities being proposed.

It is anticipated that awards will be made within 60 days after the submission deadline, as stated on the cover page of this RFA. Final negotiations and award will be managed by Winrock.

## VII: CONFLICT OF INTEREST

The USAID Thailand CTIP program will ensure that members of the evaluation committee, both Winrock International staff and outside evaluators, do not have conflicts of interest with the organizations whose applications are being reviewed. Winrock holds the right to determine if “blind” reviews or tiered reviews by the Selection Committee are needed.

## VIII. AWARD AND ADMINISTRATION INFORMATION

### Award

Winrock may award a grant as a result of this RFA and subject to USAID approval.

Winrock will notify both the successful and unsuccessful applicants.

Winrock will conduct a pre-award survey to assess the managerial and administrative experience of the successful applicant.

Winrock will work with the successful applicant to ensure compliance with USAID policies, the guidance and information will be included in the grant agreement.

### U.S. Executive Orders and Laws Regarding Terrorism

The Applicant is reminded that U.S. Executive Orders and U.S. law prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Grantee to ensure compliance with these Executive Orders and laws.

## Winrock Point of Contact

The point of contact for this RFA is:

Ms. Naritsara Bootdeekun, Grants Officer  
Winrock International  
571 RSU Tower unit 4-5, 9<sup>th</sup> Floor,  
Sukhumvit Road, KlongTon Nua,  
Wattana, Bangkok 10330, Thailand  
Email: TCTIP.recruitment@winrock.org

**Disclaimer:** *The issuance of this RFA and any assistance provided during the application development and the pre-bidder workshop do not constitute an award or commitment on the part of the USAID Thailand CTIP project, nor does it commit the project to pay for costs incurred during the preparation and submission of the application. USAID Thailand CTIP reserves the right to accept or reject any or all applications received and reserves the right to ask further clarifications from the applicant.*

**For additional documents related to this RFA, please click here to download.**

[1\) RFA form](#)

[2\) Annex A - USAID Thailand CTIP Grant Application Form](#)

[3\) Annex B - USAID Thailand CTIP Grant Budget Template](#)