

# Request for Quotation

For the Development of Training Toolkits for Small  
Farmers in Thai Rubber Supply Chain  
RFQ-6825-24-02

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**USAID Thailand CTIP**

No. 571, RSU Tower, 10th Floor, Unit 4-5,  
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Cooperative Agreement: AID-486-LA-17-00001

Country: Thailand

Geographic Code: 937



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## Introduction

Thailand is the world's leading producer of natural rubber, contributing 35% of global production in 2020 with an estimated 4.37 million metric tons of rubber produced. According to USAID Thailand CTIP study, "Tapped Out: A Research Study on Forced Labor and Human Trafficking in Thailand's Rubber Industry", which conducted in 2022, the sector heavily relies on migrant workers from neighboring countries due to a labor shortage. Furthermore, there is a rise in demand for migrant workers, especially during and after the COVID-19 pandemic. This condition seems to heighten the susceptibility to forced labor and human trafficking.

The study identified four primary obstacles when it comes to implementing ethical labor practices and conducting human rights due diligence (HRDD). The following are some of these challenges: (1) the identification of cases of forced labor and human trafficking on rubber plantations is done retroactively, rather than proactively; (2) there are significant language and communication gaps that deter migrant workers from formally reporting cases of forced labor or human trafficking; (3) the MOU process is complex and costly, which encourages businesses, especially small farmers to recruit migrant workers through informal channels; and (4) there is an absence of governance mechanism for employers' and workers' rights.

In the light of the above, USAID Thailand CTIP is issuing a call for proposals to develop a tailored toolkit to be used with the Thai rubber companies and small hold farmers cover topics such as human rights due diligence, ethical labor practices, and the mitigation risks of forced labor, trafficking in persons, child labor.

## Submission Details

### Submission Deadlines

Proposals must be received no later than 5:00 PM on September 13<sup>th</sup>, 2024. Late submissions will not be accepted. All proposals are to be submitted following the guidelines listed below. Telephone requests will not be honored.

Winrock International may request additional documentation after the bid deadline.

### Submission Questions and Clarifications

Inquiries/questions must be received no later than Wednesday, August 28<sup>th</sup>, 2024, and must be submitted via e-mail to [tctip.recruitment@winrock.org](mailto:tctip.recruitment@winrock.org). Winrock will review and respond to all questions by Tuesday, September 3, 2024.

Winrock will evaluate complete vendor proposals to determine which proposal represents the best value to Winrock. This is an unsealed solicitation request. Winrock reserves the right to negotiate with the vendors with or without discussion.

### Electronic Submissions

Applicants should apply by submitting technical proposal, financial proposal, curriculum vitae online at Job Openings- Winrock International by September 13<sup>th</sup>, 2024

We would like to thank all applicants for their interest but only candidates who meet all requisite criteria and are shortlisted will be contact

## Instructions to Vendors

- Validity of bid: 60 days starting from the submission date.
- Delivery time: up to the vendor to decide and will be a comparative criterion of award among bids.
- Financial proposal must include unit prices and total price in THB
- Include VAT if applicable
- Payment terms and complete banking information
- Winrock reserves right to make changes or cancel this solicitation as required by USAID
- Only quotations from vendors licensed and registered to operate in Thailand will be considered

## Bid Documents to Include

- Legal Business Name
- Authorized contact including address, phone number and email
- Proof of business registration and nationality
- A list of previous similar contracts completed successfully with the names and contact information of buyers.
- Technical proposal in English, including CVs of key staff who will work on the project
- Financial proposal with unit prices and total prices in THB.

## Detailed Specifications

The awardee will be responsible for developing training toolkits, which consist of training curricula and training manuals, to be applied for the small farmers involved in the Thai rubber supply chain. The training toolkits should prioritize international and domestic measures (e.g. guiding principles on business and human right, human rights due diligence, ILO conventions, EUDR, CSDDD, the US Forced Labor law Section 307, and domestic policies and legal frameworks), which fulfil labor requirements and ethical labor practices. In addition, it should incorporate gender equality and social inclusion (GESI) lens, and the rights of migrant workers.

These toolkits will be designed to be delivered in Thai and be standardized for all relevant stakeholders, especially small farmers and contextualized for the rubber industry. The toolkit aims to serve not only as a resource for enhancing knowledge, but it aims to raise awareness of the small farmers in Thai rubber supply chain.

## Objectives

- To develop training toolkits consisting of training curricula, and manuals for small farmers in rubber supply chain on human rights due diligence, ethical labor practices, and the mitigation risks of forced labor, trafficking in persons, child labor. The training toolkits need to integrate gender equality and social inclusion (GESI).
- To test the training curricula, and manuals with a selected targeted group.

- To provide training for small farmers using the developed curricula and manuals.
- To follow up with the result of training provided for small farmers.

**Key Responsibilities**

The selected firm will be responsible for developing this toolkit and conducting the validation and testing meetings and training activities. This assignment will specifically include the following tasks:

- Review existing literature, including existing training toolkits, relevant international and domestic obligations and legality related forced labor, trafficking in persons, business and human rights, and human rights due diligence.
- Prepare and submit an inception report on findings, methodology for the implementation of the assignment including operation plan and proposed table of content for the development, testing, and training.
- Drawing training curricula, and manuals. These materials should integrate business and human rights, human rights due diligence, gender equality and social inclusion, ethical labor practices, mitigation approach to prevent risks of forced labor, and trafficking in persons.
- Develop monitoring and evaluation system for monitoring the effectiveness of the training.
- Organize consultative meetings with the USAID Thailand CTIP to collect inputs, views, and recommendations on training plan.
- Present draft toolkits to USAID Thailand CTIP for technical review
- Test training toolkits with selected targeted group.
- Provide final and clean version of the training toolkits.
- Organize training with small farmers in the rubber supply chain.
- Follow up the result of the training.
- Provide a detailed report on all activities conducted under this consultancy and related trainings/meetings

**Deliverables:**

The consultancy shall be executed within a maximum of 180 Days commencing on the date of contract signature. The following should be used as a guide:

Item	Deliverables	Timeframe
1	Inception report detailing workplan, document reviews, timeline, methodology, and conceptual framework for developing training toolkits	15 Days after signing contract
2	Submission of draft training toolkits, consisting of curricula, and manuals both in English and Thai. This including draft monitoring, evaluation system.	90 Days after signing contract
3	Submission of (1) final training toolkits and (2) monitoring and evaluation framework	120 Days after signing contract

Item	Deliverables	Timeframe
4	Submission of final report on all activities conducted under this consultancy and related trainings/meetings, the development of the curriculum and monitoring, evaluation and learning framework, consultation process and testing of the curriculum and framework,	180 Days after signing contract

### **Qualifications**

- Demonstrated experience conducting human rights due diligence assessments and proposing recommendations/solutions to inform future approaches and activities for projects.
- Experience working with migrant workers and/or workers in the rubber or agricultural sector in Thailand.
- Strong research and analytical skills with a proven ability to produce concise, focused, and clear reports.
- Proven ability to work independently to produce high-quality deliverables under tight deadlines.
- Advanced degree in a relevant field such as social science, international development, and human rights.
- Excellent interpersonal communication skills in Thai. Respectful and professional, particularly when working with diverse cultures and populations, and on sensitive topics; and
- Proficiency in written and speaking Thai and English

### **Proposal Submission**

Competent applicants should submit technical proposals as separate files. All documents related to this assignment should be in English and submitted in .PDF format. Proposals must be submitted electronically, with all pieces of the proposal labeled clearly. The maximum length for the proposal, both technical and cost portions together, is 10 pages (not including annexes).

- **The technical proposal should include the following components:**

1. Cover page.
2. CV or organizational profile & institutional capacity. The applicant must present in narrative format a description of:
  - Organizational profile (supplemental material can be placed in an annex);
  - CVs for all proposed team members (2 pages CV. Per each member, included as an annex); and
  - Names and contact information for three references who can provide evidence of the candidate's experience performing similar tasks on related assignments.

3. Technical proposal. The applicant should describe in the technical proposal their approach and methodology for conducting the tasks listed above. A detailed workplan including activities, timeframes, staffing, and resources should be included in the technical portion of the proposal.
  - In the approach and methodology section, the applicant should plan for field visits.
  - The proposed approach and methodology must consider gender equality and social inclusion (GESI) perspectives to ensure that the information collected is able to capture diversity, inclusivity, and that the information collected is GESI-sensitive.
4. Financial Proposal. The applicant should describe in the financial proposal their project budget and payment term for estimated budget of service and cost breakdown.
  - Overall budget amount broken down by activity.

Timeline: Include an illustrative Gantt (or similar) chart that outlines activities and sub-tasks, responsible parties, and a timeline for completion and submission of deliverables

### **Certification of Independent Price Determination**

(a) The offeror certifies that—

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated or competitive solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern or individual to submit or not to submit an offer for the purpose of restricting competition or influencing the competitive environment.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory—

(1) Is the person in the offerors organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the principals of the offeror in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; (ii) As an authorized agent, does certify that the principals of the offeror have not participated, and will not participate, in any action contrary to subparagraphs

(a)(1) through (a)(3) above; and (iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through

(a)(3) above.

(c) Offeror understands and agrees that –

(1) violation of this certification will result in immediate disqualification from this solicitation without recourse and may result in disqualification from future solicitations; and

(2) Discovery of any violation after award to the offeror will result in the termination of the award for default.