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Request for Proposal (RFP) for Global Labor Evaluation

Issue Date: September 5, 2024

Revised: September 20, 2024

Type of Solicitation:	Open Competition
Proposal Deadline:	11:59 PM EDT on Thursday, November 14, 2024
Total Contract Ceiling:	\$800,000
Anticipated Number of Contracts:	One (1)
Type of Award:	Contract, Fixed Price Award
Period of Performance:	24 months
Anticipated Time of Contract:	January 2025
Submit Proposals to:	Evaluations@solidaritycenter.org Subject Line: Global Labor Evaluation Proposal Submission
Proposal Questions/Clarifications Period:	12:00 noon EDT on Friday, October 4, 2024
Estimated Date of Responses to RFP Questions:	Tuesday, October 15, 2024

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SECTION ONE – OVERVIEW AND PURPOSE

The Solidarity Center (SC) is seeking proposals from qualified applicants to conduct an evaluation of a portfolio of U.S. government (USG) funded international labor programs and the associated strategic program framework. The evaluation will produce an evidence based strategic framework for the labor portfolio and its linkages to building democracy and expanding human rights protections. The evaluation will focus on the role of workers, worker organizations, and trade unions, and will also incorporate insights from key stakeholders including solidarity advocates and activists, program practitioners, and funding organizations, among others.

1.1 Background and Purpose

The SC is the largest U.S.-based international worker rights organization partnering directly with workers and their unions, and supporting their struggle for respect, fair wages, better workplaces, and a voice in the global economy. Headquartered in Washington, D.C., the SC has an established presence, infrastructure, and long-standing institutional relationships in 29 countries, and established working relationships with partners in another 30+ countries. With its global structure and an international network of strategic alliances, the SC has direct institutional access to, and a close working relationship with, key labor, human rights, and civil society organizations.

In September 2023, the SC was selected to co-manage a participatory evaluation to understand the effectiveness of a portfolio of international labor programs and to test the corresponding labor strategic framework. In support of worker rights, programming seeks to improve compliance with internationally recognized labor rights and promote democratic principles and support USG foreign policy initiatives such as the first-of-its-kind [Presidential Memorandum](#) (PM) on Advancing Worker Empowerment, Rights, and High Labor Standards Globally, which outlines the Biden Administration's commitment to worker rights globally. The selected evaluation firms should factor the PM priority lines of effort into the implementation of this evaluation and the refinement of the global labor framework.

In advancing internationally recognized labor rights, programs promote freedom of association and collective bargaining, eliminate forced labor, abolish child labor, address employment discrimination, and foster safe and healthy workplaces. Additionally, programs focus on partnering with independent and inclusive worker organizations, lawyers, and activists to enhance legal frameworks and ensure workers remain free from violence and harassment. Programs utilize diverse strategies including providing worker rights education, strengthening worker organization and labor union capacity, providing accessible legal aid, documenting and reporting labor abuses, and engaging in advocacy to reform and enforce labor laws. Programs also foster collaborations among a range of actors allied with workers as essential to the programs, including civil society groups and human rights defenders, vulnerable groups such as women, workers with disabilities, migrants, informal sector workers, and those misclassified in the gig or platform economy. Overall, the portfolio of international labor programming aims to empower workers to collectively pursue their interests, ensure dignified working conditions, and hold governments and employers accountable to both national laws and international commitments.

Labor Programming Theory of Change

IF workers exercise sustained collective power and advocate for inclusive systemic transformation that fosters a culture of respecting labor rights, legal protections and enforcement of international labor standards, including freedom from violence and harassment as a minimum, **THEN** all workers will be empowered to exercise their rights and will have voice, justice, and dignity in the world of work.

The Contractor will be provided with a detailed labor framework, as part of the desk-based review, delineating how the overarching goal is expected to be reached, while also aligning with the strengths of current program approaches.

1.2 Scope of Work

Evaluation Tasks and Deliverables

This section details the tasks and associated deliverables to be performed under the evaluation to address the evaluation questions below. The tasks should be carried out sequentially and estimated timing for completing each task should be indicated as part of the Applicant's proposed timeline. All deliverables listed below must be produced under the contract. Any deviations from the structure outlined below may be included in the proposal, however clear justification(s) must be provided to support any proposed adjustments.

- 1) **Desk-Based Review of Project Archives and Literature**: The Contractor will thoroughly analyze documents and archival records provided by the SC and other IPs at the start of the evaluation. Additionally, the Contractor will review existing literature on labor programming. Based on this review, the Contractor will produce a report or annotated bibliography demonstrating a comprehensive understanding of labor rights programs, their connection to democracy and human rights frameworks.
- 2) **Design Workshops**: The Contractor will organize workshops with key evaluation stakeholders, including workers and their representatives, which integrates the worker-centered approach and is critical to refining the evaluation design. These workshops will tailor the evaluation to meet user needs, focusing on developing the evaluation framework and methodology. Stakeholders are expected to collaboratively clarify goals and objectives, formulate clear, relevant, and measurable questions, select culturally appropriate data collection methods (e.g., group discussions, interviews), and outline data analysis approaches. The workshops will also define timelines, allocate responsibilities, address safety issues and ethical considerations, and ensure the evaluation plan is rigorous, systematic, and aligned with established goals and stakeholders' expectations and needs. The agenda and methodology for conducting these workshops must be approved by the SC prior to their commencement.
- 3) **Inception Report**: Following the design workshop, the Contractor will submit an inception report detailing how the evaluation will be conducted. This report will outline plans for stakeholder engagement, methodology to address evaluation questions, timeline and resources required, and security protocols, among other components collaboratively determined with the SC. It will also specify the data collection tools to be used, guided by recommendations from the design workshop and consultations with the SC. The report

will serve as a foundational guide for the evaluation's execution, providing clarity and alignment among stakeholders at the outset.

- 4) Field-Based Data Collection: The Contractor will implement the evaluation design approved in the inception report. Data collection may occur virtually and/or in person, depending on security and safety considerations and the agreed methodology with the SC. The Contractor will pilot data collection tools and train data collectors. The data collection process should be carried out over two phases, with a midpoint review and initial data analysis to reflect on the first phase of data collection, assess progress, identify emerging themes, and adjust strategies as needed for the second phase of field data collection, which might include additional site visits, follow-up interviews, and stakeholder consultations to validate preliminary findings.
- 5) Validation Sessions: The Contractor will hold at least three consultations (one stakeholder session per each data collection phase, and one session after the refinement of the global labor framework referenced below) with key evaluation stakeholders to validate emerging findings, conclusions, recommendations, and utilization of resources.
- 6) Labor Evidence Briefs: The Contractor shall prepare three succinct two-page documents (formatted for duplex printing) designed for 1) workers, 2) employers, and 3) policymakers, summarizing the evaluation findings and recommendations with a focus on relevant implications and suggested actions.
- 7) Evidence-based Global Labor Framework and Indicators: – As part of the evaluation process, the Contractor is expected to review the current global labor framework, which will be shared as part of the desk review, to identify strengths and areas for improvement, and to test the changes on a small scale to validate their effectiveness. Subsequently, the Contractor will update the components of the framework to ensure clarity and alignment with current needs and stakeholders' experiences and perspectives. This might also include revising or adding components to address gaps or inefficiencies. The Contractor will produce a visual representation of the framework that includes a thorough explanation of each element of the framework (i.e. overarching goal, thematic pillars, outcomes, indicators, etc.). The Contractor shall also present illustrative key performance measures corresponding with the refined global framework for review and finalization by labor program stakeholders, including workers and their representatives.
- 8) Final Overarching Evaluation Report: The Contractor will produce a comprehensive report (no longer than 40 pages, where appendices are not included in the page count) detailing the evaluation process, findings, conclusions, and recommendations, along with an executive summary to share key insights with stakeholders. Detailed data analysis and visualizations will illustrate findings, complemented by case studies. Supporting documents and appendices will provide additional technical details, such as data collection instruments (e.g., discussion or interview guides), coded data (if appropriate), and any other relevant documentation.
- 9) Lessons Learned Brief: The Contractor will prepare a concise document (three-page maximum) that summarizes key best practices and lessons learned derived from the evaluation. The purpose of a lessons-learned brief is to inform stakeholders and guide future projects by applying the knowledge gained from past experiences.

Timeline

Below is an illustrative 24-month timeline designed to ensure systematic progress throughout the evaluation, allowing ample time for thorough review, stakeholder engagement, data collection, and validation, culminating in comprehensive reporting and framework refinement.

Month	Activity
1-3	Desk-Based Review of Project Archives and Literature: Analyze documents and archival records - Review existing literature - Produce a report or annotated bibliography
4-5	Design Workshop Series: Develop workshop agenda and methodology and obtain SC approval - Organize and conduct workshops with key stakeholders - Develop evaluation framework and methodology
6	Inception Report: Submit an inception report detailing the evaluation plan- Specify data collection tools and methodology - Align stakeholders on evaluation execution
7-11	Field-Based Data Collection Phase 1: Implement approved evaluation design - Conduct data collection (virtually and/or in person) - Monitor and review data collection progress
12	Stakeholder Validation Session 1: Hold a workshop to validate emerging findings and conclusions - Gather feedback for further data collection
13-17	Field-Based Data Collection Phase 2: Continue data collection and address gaps - Validate findings through additional stakeholder consultations
18	Stakeholder Validation Session 2: Hold a workshop to validate final findings, conclusions, and recommendations - Ensure alignment on resource utilization
19	Labor Evidence Brief: Prepare a succinct document summarizing evaluation findings and recommendations - Focus on policy implications and suggested actions
20-21	Refined Global Labor Framework and Indicators: Review and assess the current global labor framework - Update framework objectives and outcomes - Test changes on a small scale - Produce a visual representation and detailed description of the refined framework
21	Stakeholder Validation Session 3: Hold a workshop to present the revised global labor framework and key performance measures for stakeholder validation and finalization
22-24	Final Overarching Evaluation Report and Lessons Learned Brief: Produce a comprehensive report detailing the evaluation process, findings, conclusions, and

	recommendations - Include an executive summary, data analysis, visualizations, and case studies - Provide supporting documents and appendices
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Geographic Scope

Countries of interest may include all or some of the regions in which implementing partners operate. The geographic scope may cover 2-3 countries per region. The selection of interventions and countries is contingent upon further consultations with SC staff and IPs. The Applicant should describe their geographic reach, partner network, and/or ability to establish access to conduct evaluation activities in each region. The SC may elect to release more information as part of addenda to the RFP.

A preliminary list of countries may include Brazil, Mexico, Honduras, Kuwait, Morocco, India, Indonesia, Bangladesh, Cambodia, Thailand, Georgia, Armenia, Mauritania, and Kenya. Projects across these countries focus on various topics, including but not limited to, promoting collective bargaining, advocacy interventions for fundamental workers' rights, community mobilization efforts to eradicate slavery and slavery-based discrimination, and efforts to protect workers from violence and harassment while expanding representation of historically marginalized workers in worker organizations and across intersectional identities: Afro-descendants, persons with disabilities, migrants, women, youth, and more; and across sectors: construction, domestic, informal, palm oil, gig workers, among others. The SC will work closely with the selected evaluator to finalize the list of selected countries and projects and determine a representative sample for this evaluation before finalizing the contract.

Evaluation Questions and Methodology

The global labor evaluation will provide a basis for testing the strategic program framework which is linked to the following questions.

1. Building and Sustaining Collective Power

What factors are essential to building and sustaining collective power for workers who have been excluded in worker organizations?

2. Activating Collective Power for Transformative Systemic Changes

What solidarity models have been effective for worker organizations joining forces with justice-based or pro-democracy partners in achieving shared advocacy goals?

3. Guarding Workers' Freedom from Violence and Harassment

How should worker organizations, labor leaders, and their allies address violence designed to silence the labor movement?

4. The Role of Strategic Litigation in Protecting and Advancing Workers' Rights

In what ways does strategic litigation support or challenge concurrent organizing and advocacy interventions designed to protect worker rights?

5. Conceptual and Practical Linkages Between Labor, Democracy, and Human Rights

What is the relationship between labor, democracy, and human rights program strategies?

How are they distinct and how are they complementary? In what ways have interventions that focus on promoting labor rights complemented the [Universal Declaration of Human Rights](#)?

The selected evaluation team will further refine the evaluation questions during the design workshops where key stakeholders, including worker representatives, will play an essential role. For the labor program evaluation and program framework testing, worker-centered and participatory methodologies are directly linked to the purpose of the evaluation. Applicants should describe their proposed evaluation methodology in detail and why it is appropriate.

SECTION TWO: ELIGIBILITY, QUALIFICATIONS, AND COMPETENCIES

2.1 Eligibility Requirements

The SC welcomes proposals from U.S.-based and foreign-based organizations or businesses. Eligible applicants must not have active exclusions, to include suspensions or debarments, in the System for Award Management; do not appear on the Specially Designated Nationals and Blocked Persons list maintained by the U.S. Treasury for the Office of Foreign Assets Control; are not listed on the United Nations Security designation list; and are not a foreign government entity or foreign government-controlled organization.

2.2 Qualifications and Competencies

Competitive proposals will demonstrate or describe the following:

- *Experience with Labor and Democracy Projects:*
 - Experience evaluating USG funded labor, democracy or governance, or human rights programs.
 - Knowledge of current bodies of evidence and literature in the labor sector required; democracy, governance, and human rights space preferred.
- *Evaluation Methodologies:*
 - Experience in conducting community centered, culturally responsive, and complexity-aware evaluations.
 - Knowledge of gender-sensitive evaluation approaches, preferably in the world of work.
- *Challenging Environments and Virtual Data Collection:*
 - Experience in virtual data collection, including secure communication and data storage.
 - Experience in closed and closing/conflict-affected environments is strongly preferred.
- *Working with Diverse Actors:*
 - Experience working with labor and civic actors (e.g., union leaders, civil society leaders, journalists, human rights defenders, lawyers, activists) and state/political actors.
- *Written Communication and Language Skills:*
 - Excellent written communication skills in English. Note that while much of the evaluation may be conducted in the local language, the final deliverables must be provided in English.
 - Proficiency in languages such as Spanish, French, and Arabic is preferred.

2.3 Evaluation Team Requirements

The Contractor shall form an evaluation team with the appropriate qualifications and competencies mentioned above and the expertise to carry out tasks listed under subsection 1.2 “Scope of Work.” The full composition of the evaluation team will be proposed by the applicant, however it must include one program manager/lead evaluator who will be responsible for managing the overall evaluation effort and shall be designated as “key personnel.”

Responsibilities of the Lead Evaluator:

- Develop technical resources, including but not limited to data collection tools, to guide evaluation implementation.
- Oversee data collection, analysis, and validation, as well as the work of the evaluators and in-country consultants.
- Ensure the quality of data, analyses, and deliverables.
- Manage and coordinate closely with all evaluation stakeholders.

Qualifications and Experience of the Lead Evaluator:

- Extensive experience (typically 10+ years) in designing, conducting, and managing evaluations.
- Strong project management skills, including planning, budgeting, and reporting.
- Experience in leading an evaluation team and conducting regional and/or global labor, democracy, governance, and/or human rights evaluations.
- Exceptional organizational, and written and verbal communication skills, as well as the ability to meet deadlines and produce high-quality work.
- Skills in managing stakeholder expectations and incorporating their feedback into the evaluation process.
- Ability to present complex findings in a clear and accessible manner to diverse audiences, including stakeholders, funders, and policymakers.
- Experience working with various stakeholders, including government agencies, labor unions, human rights organizations, NGOs, community groups, and donors.

The Contractor should also identify and engage in-country consultants throughout the evaluation, including subject matter experts, evaluators, and/or researchers. Consultants should also have experience supporting labor, democracy, governance, and/or human rights evaluations or supporting complex social science research. In addition, consultants should be able to travel within the target countries and regions to conduct the data collection in the appropriate languages, as well as support data analysis and reporting.

The Contractor may elect to engage other staff members, beyond the proposed evaluation team structure at different stages during the evaluation process. However, any changes to individuals identified as key personnel should be communicated to the SC for their approval. Failure to inform the Solidarity Center of changes to key personnel might result in contract termination.

SECTION THREE: PROPOSAL PREPARATION AND SUBMISSION

3.1 Submission Delivery Instructions

Proposals must be submitted via email to evaluations@solidaritycenter.org under the announcement title “Global Labor Evaluation.” Faxed or couriered documents will **not** be accepted. Applicants must follow all formatting instructions in the RFP. If an applicant experiences technical difficulties submitting proposals, please contact the SC at evaluations@solidaritycenter.org with the subject line “technical difficulties.”

Proposals must be received by the SC by no later than 11:59 PM Eastern Time (EDT), on Thursday, November 14, 2024. Late proposals will not be reviewed or considered. Applicants should expect a notification upon SC receipt of proposal. Applicants are highly encouraged to submit their proposals prior to the November 14, 2024 deadline to avoid technical difficulties that may delay their submission and or result in a late submission.

3.2 Proposal Submission Documents

To be considered for evaluation, Proposal must include the following documents and information in the order specified as follows.

1. **A Transmittal Letter** (not to exceed two (2) pages, preferably as a Word Document) shall accompany the Technical Proposal (Refer to Annex A for template). The purpose of this letter is to transmit the Proposal and provide key information about the applicant, including identification of the organization’s authorized representative. The Transmittal Letter should be brief and signed by an individual who is authorized to commit the Applicant to the services and requirements as stated in this RFP. The Transmittal Letter should include the following:
 - a. Name and address of the Applicant;
 - b. Name, title, e-mail address, and telephone number of primary contact for the Applicant;
 - c. Solicitation Title that the Proposal is in response to;
 - d. Signature, typed name, and title of an individual authorized to commit the Applicant to its Proposal;
 - e. Applicant’s Unique Entity Identifier (UEI)¹
 - f. Confirmation of acceptance of all RFP terms and conditions; if Applicant wishes to identify any exceptions to RFP terms and conditions, they must be noted in the transmittal letter; and
 - g. Period of validity
2. **Profile Summary:** One-page document describing qualifications, capabilities, and experience with similar projects and/or services. The applicant shall describe how its organization can meet the requirements of this RFP and shall also include the following information: (1) The number of years the Applicant has provided similar services; (2) the number of clients/customers and geographic locations that the Applicant currently serves; (3) the Applicant’s process for resolving billing errors; and (4) an organizational chart that

¹ The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov. If the applicant does not already have a UEI, it may still submit a proposal and should indicate that UEI is not available (N/A). However, the SC strongly recommends that the registration process be started immediately. The Solidarity Center requires the successful applicant to have a UEI before a contract can be issued.

identifies the complete organizational structure of the Applicant, including any parent company, headquarters, regional offices, and subsidiaries of the Applicant. The organizational chart can be submitted as an attachment to the Profile Summary.

3. **Executive Summary** The Applicant shall condense and highlight the contents of the Technical Narrative in a separate section titled “Executive Summary.”
4. **Table of Contents** (not to exceed one (1) page, preferably as a Word Document) listing all documents and attachments with page numbers.
5. **Technical Proposal Narrative:** Proposals should not exceed 20 pages, preferably as a Word Document. Please note the 20-page limit **does not include** the Transmittal Letter, Profile Summary, Executive Summary, Table of Contents, resumes, previous work examples, and attachments. The proposal must be organized in accordance with the scope of work and address all listed requirements. The Applicant shall address all of the requirements outlined in the Scope of Work (Section 1.2) in its technical proposal and describe how its proposed services, including the services of any proposed subcontractor(s), will meet or exceed the requirement(s). The Applicant should clearly explain how the proposed methodology aligns with democracy and human rights frameworks and should be substantiated with citations to justify why it was identified as the appropriate methodology. At a minimum, proposals must contain a proposed evaluation design, proposed data collection methods, a timeline, a level of effort chart by task, an organization chart, and a schedule of deliverables. Applicants are encouraged to combine multiple documents into a single Word Document or PDF (i.e. Transmittal Letter, Profile Summary, Table of Contents, and Proposal Narrative in one file). The description shall include an outline of the overall management concepts employed by the Applicant and a project management plan, including project control mechanisms and overall timelines.
6. **Cost Proposal:** This should include a detailed and summary budget and payment schedule using the budget template provided as part of this RFP (Annex B). Costs must be in U.S. Dollars. The cost proposal should also include a budget narrative (preferably as a Word Document) with substantive explanations and justifications to support the costs included in the detailed line-item budget.
7. **Evaluation Team Structure and Personnel** (not to exceed four pages, preferably as a Word Document). Please include short concise bios that highlight relevant professional experience and summarize how each proposed personnel will be contributing to the evaluation strategy and the applicant’s proposed approach. Please include resumes for listed personnel as attachments; each resume should not exceed three pages.
8. **Subcontractors (If applicable)** If the applicant requires that any of the services/tasks proposed in the technical narrative will be carried out by a subcontractor or consultant outside of the proposed evaluation team, a complete list of all subcontractors that will be engaged must be included in the proposal. This list shall include a full description of the duties each subcontractor will perform and why/how each subcontractor was deemed the most qualified for this project. If a subcontractor or consultant has not been identified at the time of proposal submission, please include the role as TBD and in addition to describing the duties, also outline the minimum requirements that will be used for the selection of a future subcontractor. *Note that any subcontractor or consultant not specifically identified in the proposal will be subject to written prior approval from Solidarity Center.*

9. **Timeline** (not to exceed one (1) page, preferably as a Word Document or Excel Sheet). The timeline of the overall proposal should include activities carried out under the evaluation, and in greater detail than the timeline included above in Section 1.2. The timeline should consider that the SC will require approximately three weeks to provide feedback for each deliverable, noting that final deliverables that require review by other stakeholders, such as Evaluation Reports, may require a four-week feedback period. Work on each deliverable may overlap as appropriate.
10. **Examples of Previous Work** Submissions should include copies and/or links to work samples, and also must provide reference information for each sample in the provided Work Sample References Form template (Annex C).
11. **Past Performance** In addition to providing work samples and relevant work sample references, the Applicant should complete and submit the Past Performance form (Annex D) to include any previous engagements relevant to the scope of work of this RFP. When completing the past performance form, Applicants must include all contracts with the SC or the USG for which the Applicant is currently performing services or for which services have been completed within the last five (5) years. For each identified contract, please provide: (i) The contracting entity; (ii) a brief description of the services/goods provided; (iii) the dollar value of the contract; (iv) the term of the contract; (v) the contact person (name, title, telephone number, and, e-mail address); and (vi) whether the contract was terminated before the end of the term specified in the original contract, including whether any available renewal option was not exercised.
12. **Do No Harm and Risk Mitigation Strategy** (preferably as a Word Document), the Applicant should submit a detailed plan for risk awareness, mitigation, and “Do No Harm” practices in all aspects of the evaluation process, as well as data storage, security, and disposition plans.
13. **Certifications** Applicant must carefully review, sign, and submit Certifications (Annex E) as part of the proposal submission package.

3.3 Proposal Formatting Requirements

For all proposal documents, please ensure:

1. All documents are in English, and all costs are in U.S. Dollars. If an original document within the proposal is in another language, an English translation must be provided. If any document is provided in both English and a foreign language, the English language version is the controlling version;
2. All pages are numbered, including budgets and attachments;
3. All documents are formatted to 8 ½ x 11 paper;
4. All documents are single-spaced, 12-point Times New Roman font, with 1-inch margins. Captions and footnotes may be 10-point Times New Roman font. Font sizes in charts and tables can be reformatted as appropriate;
5. Applicants should submit one electronic copy of its Proposal and all other submittal requirements. Documents must be in one of the following formats: Adobe Acrobat (pdf), Microsoft Word (docx), or Microsoft Excel (xlsx);
6. All documents should adhere to the page limits specified in Section 3.2. Any submission exceeding the page limit will not be considered for further review by the evaluation committee; and

7. Applicants are reminded to identify and clearly mark all information in their proposal considered to be confidential, privileged, or proprietary.

SECTION FOUR: PROPOSAL REVIEW AND EVALUATION PROCESS

4.1 Proposal Evaluation Criteria

The Applicant is advised to submit its most competitive offer. The SC will evaluate all assumptions or exceptions and determine the risk associated with each Applicant's quote. The criteria below are in descending order of importance. The SC will assess the extent to which the Applicant has demonstrated the following:

Sub-factor (a) – Experience of Key Personnel (60%): Evaluation of the composition and structure of the evaluation team as well as the experience, qualifications, capabilities, expertise, and quality of personnel proposed for the work to be performed and the content areas. In general, the relevance of qualifications to assigned tasks will be considered. Evaluation of the proposed level of effort for each individual and demonstrated understanding of an appropriate mix and balance related to this effort; reasonable efforts are budgeted for team members with the needed skills and knowledge.

Sub-factor (b) - Management Approach (30%): Evaluation of the Applicant's ability to meet the stated requirements and demonstration that the Applicant has the necessary management approach to leverage the Applicant's understanding of the scope and expertise in key personnel to deliver successfully. The proposal includes a clear, feasible, and appropriate plan to effectively meet the goals and deliverables of the evaluation and a reasonable timeline with all deliverables completed within the evaluation period. The soundness of the proposed approach will be evaluated. Each Applicant is expected to propose a project management plan describing how best to achieve the objectives stated in the Scope of Work.

Sub-factor (c)- Cost/Budget (10%): The cost proposal will be evaluated based on cost-effectiveness and adequacy. The proposed budget should itemize work in sufficient detail to enable reviewers to evaluate the appropriateness of the entire funding request. The proposal should provide a detailed, line-item budget justifying proposed expenses. The review committee will consider the appropriateness of resources assigned to complete evaluation activities and deliverables.

4.2 Request for Additional Documentation and Clarification

The SC reserves the right to request additional documents not outlined in this RFP or to obtain clarification and additional information at any point necessary to properly evaluate a particular proposal. Failure to respond to such a request for additional information or clarification may result in the rejection of the proposal. Additionally, to ensure that all proposals receive a balanced evaluation, the SC review panel will review from the first page of each section up to the page limit and no further.

4.3 Award Basis

The Contract shall be awarded to the Applicant submitting the Proposal that has been determined to be the most advantageous to the SC, considering the evaluation criteria set forth in this RFP.

If ultimately provided with a notification of non-binding intent to issue a contract, applicants must provide additional information and documents requested and respond to all conditions listed in the notification of intent within a reasonable period of time as outlined in the notification (typically two weeks). In the event that mutually acceptable terms cannot be reached within the stated timeline, the SC reserves the right to undertake negotiations with an alternative applicant(s) until mutually acceptable terms can be reached.

4.4 Proposal Rejection

The Solidarity Center may reject a Proposal for any of the following reasons:

- Applicant fails to meet the eligibility requirements.
- Applicant fails to substantially comply with all prescribed RFP procedures and requirements.
- Applicant attempts to unduly influence the selection process.
- Applicant submits a proposal after the submission deadline.
- Applicant presents false or misleading information.

SECTION FIVE: GENERAL INFORMATION

5.1 Public Notice and Revisions to the RFP

The RFP and attachments are published on the SC's website (<https://www.solidaritycenter.org/>). If it becomes necessary to revise this RFP before the due date for Proposals, the SC will post an addenda to the RFP on its website. It remains the responsibility of all prospective Applicants to check the SC website for any addenda issued prior to the submission of Proposals. Addenda made after the due date for Proposals will be sent only to those Applicants that submitted timely Proposals and that remain under award consideration as of the issuance date of the addenda.

5.2 Questions and Requests for Clarification

Applicants are strongly encouraged to review the RFP in its entirety. Any inquiry, whether relating to the RFP process, administration, deadline, or method of the award, or to the intent or technical aspects of the RFP must:

- Be submitted to the SC no later than 12:00 noon EDT on Monday, September 23, 2024, via email at evaluations@solidaritycenter.org, with the Subject Line: "Global Labor Evaluation - Questions". The SC will not respond to questions received after this date. The SC might elect to compile all received questions and post responses on its website along with the RFP and any addenda.
- Identify name and contact information, if this information differs from the inquirer;
- Refer to the specific area of the RFP being questioned (i.e. page, section); and
- Be received by the due date and time for Questions/Requests for Clarification identified above.

Except for technical submission questions, during the RFP period, SC and its partner(s) staff shall not discuss this competition with applicants until the entire proposal review process has been completed and rejection and approval letters have been transmitted.

5.3 Proposal Withdrawal

If an applicant wishes to withdraw a submitted proposal for any reason, the applicant must submit a written notice signed by an authorized representative that states the full name of the applicant, the date of original submission, and its intent to withdraw its proposal. Notification must be sent to the SC via email (evaluations@solidaritycenter.org).

5.4 Responsibility for Incurred Expenses

The Solidarity Center will not be responsible for any costs incurred by any Applicant in responding to this RFP.

5.5 Anticipated Award Schedule

PUBLIC NOTICE OF RFP	SEPTEMBER 5, 2024
REVISED	SEPTEMBER 20, 2024
DEADLINE FOR RECEIPT OF WRITTEN QUESTIONS	12:00 NOON EDT ON FRIDAY, OCTOBER 4, 2024
RFP CLOSING DATE	11:59 PM EDT ON THURSDAY, NOVEMBER 14, 2024
INTENT TO AWARD ANNOUNCED (ANTICIPATED)	JANUARY 22, 2025
CONTRACT START (ANTICIPATED)	JANUARY 31, 2025

5.6 Funder Provisions, and Other Terms and Conditions

Governing Law. Any contract issued by the SC as a result of this RFP shall be governed by the laws of Washington, D.C., and the United States.

Flow-Down of Necessary Clauses. If provided with a notification of non-binding intent to issue a contract, the parties agree to negotiate in good faith and proceed in a timely manner to execute a mutually acceptable contract for evaluation services consistent with this RFP. The contractor will be subject to applicable terms and conditions of the Solidarity Center’s agreement with its donor, including flow-down of mandatory and necessary clauses. Anticipated provisions include, but are not limited to, the following:

Compliance with Law.

- a) Contractor shall provide the Services in full compliance with all applicable laws, regulations, rules, and/or other requirements of the country, state, region, municipality, and other applicable jurisdiction or authority where the Services are to be performed.
- b) Contractor agrees to comply with all laws and donor requirements, specifically as outlined below and, in particular, Contractor thereby agrees and certifies the following:

- i. Contractor will not pay, offer or promise to pay, or authorize anyone else to pay or offer to pay money or anything of value to a foreign official, political party or party official, or any candidate for foreign political office, directly or indirectly, including through agents or intermediaries, with the intent to induce the recipient to misuse his/her official position to obtain or retain business for the SC, or to direct business to any other person.
- ii. Contractor understands and acknowledges that U.S. Executive Orders and U.S. law, specifically but not exclusively Executive Order No. 13224, prohibit transactions with, and the provision of support or resources to, individuals and organizations associated with terrorism. It is the legal responsibility of Contractor to ensure compliance with these Executive Orders and law. This provision must be included in all subcontracts issued under this Contract.
- iii. Contractor understands and acknowledges that the SC shall have the right to terminate this Contract, without penalty, if Contractor or its employees, or any subcontractor or its employees, engage in any of the following conduct:
 1. Trafficking in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking in Persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime) during the period of this Contract;
 2. Procurement of a commercial sex act during the period of this Contract; or
 3. Use of forced labor in the performance of this Contract.

For purposes of this provision, “employee” means an individual who is engaged in the performance of this Contract as a direct employee, consultant, or volunteer of the Contractor or any subrecipient. Contractor must include in all subawards and subcontracts issued under this Contract a provision prohibiting the conduct described in (1)-(3) above by the subrecipient or contractor or any of their employees.
- iv. Contractor will provide the SC, any donor agency funding activities under this Contract, the Comptroller General of the United States, or any of their duly authorized representatives, access to any of Contractor’s books, documents, papers and records that are directly pertinent activities under this Contract for the purpose of making audits, examinations, excerpts and transcriptions.
- v. Contractor warrants that it nor any of its principals is excluded or disqualified from participation in activities under this Contract by any U.S. federal department or agency.
- vi. Contractor should to the greatest extent practicable under this contract, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including by not limited to iron, aluminum, steel, cement and other manufactured products).
- vii. Contractor acknowledges and agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387).
- viii. The Contractor agrees to comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements.”

508 Compliance. Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d) requires Federal agencies acquiring Electronic and Information Technology to ensure that Federal employees and members of the public with disabilities have access to and use of information and data that is comparable to the access and use by Federal employees and members of the public who are not individuals with disabilities. In alignment with that requirement, Contractor shall ensure that deliverables under this Contract such as the labor evidence brief, the global framework, the final overarching report, and the lessons learned be compliant with all language, formatting, and accessibility standards such as Section 508 guidelines or guidelines that provide greater accessibility to individuals with disabilities.

Acknowledgment of the RFP Terms and Conditions. By submitting a Proposal in response to this RFP, an Applicant, if selected for award, shall be deemed to have accepted the terms, conditions, and requirements set forth herein unless otherwise clearly noted and explained in writing. Any exception(s) or additional terms and conditions an Applicant wishes to offer for consideration must be clearly itemized and explained in the Transmittal Letter. The Solidarity Center may accept or reject the Applicant's proposed exception as it deems appropriate and in the best interests of the Solidarity Center. A Proposal that takes exception to these terms may be rejected.

SECTION SIX: ATTACHMENTS

Annex A: Transmittal Letter Template
Annex B: Cost Proposal Budget Template
Annex C: Work Sample References Form
Annex D: Past Performance
Annex E: Certifications

Attachments are available at the following link: <https://www.solidaritycenter.org/request-for-proposal-for-global-labor-evaluation/>