

Request for Proposals: Research on Labor Conditions in the Honduran Coffee Sector

May 2022

Project Background

Verité is an award-winning non-profit organization that illuminates and addresses serious human rights and labor rights violations in factories, farms, and other workplaces around the world. We serve private sector and public-sector clients by building their internal understanding of the labor rights problems they face in their supply chains and operations, and their skills to solve those problems.

Verité is seeking to hire a contractor with extensive research, research tool development, and worker interview experience within agricultural supply chains in Latin America as part of a research project on labor conditions in the Honduran coffee sector. The research project has a focus on forced labor, child labor, and vulnerable migrant workers from Nicaragua and Guatemala, the two largest sending countries of migrant workers. The research study will include a security assessment, desk research, development of a research plan and tools, expert interviews, worker interviews, and a final research report. The research will be carried out prior to the peak 2022 harvest season in Honduras, which begins in December, and the final report will be due by Q1 of 2023.

This Request for Proposals will inform a Verité proposal. The selected contractor will be notified of their selection, but this is not a guarantee that funding will be secured by Verité. A funding decision is expected by July 2022.

Scope of Work

The contractor will be responsible for the following tasks:

- 1) Approved research plan, which will include the methodology for the study and timeline for developing the fieldwork.
- 2) Security assessment for Honduras, Nicaragua, and Guatemala, focusing on the viability of field research in the selected communities.
- 3) Desk research on the Honduran coffee sector and migration from Nicaragua and Guatemala.
 - Round one of research for identification of sending communities, security assessment, research plan, and research tool development.
 - Round two of research to complement findings from the field for final report writing.
- 4) Finalization of research plan for Honduras, Nicaragua, and Guatemala, including an outline of the timeline for the work, the identified sending communities, and the number of workers to be interviewed.
- 5) Development of research tools tailored to the Honduran coffee sector and sending countries, including:

- Worker interview questionnaires for Honduran, Nicaraguan, and Guatemalan workers.
 - Expert interview guides for Honduras, Nicaragua, and Guatemala.
- 6) Expert interviews in Honduras, Nicaragua, and Guatemala.
 - Interviews with civil society, academic, private sector, and/or government experts in each country (in-person or remote).
 - 7) Worker interviews in Honduras, Nicaragua, and Guatemala, including interviews:
 - With local workers and internal migrant workers in Honduras.
 - With returned migrant workers in Nicaragua and Honduras.
 - 8) Research reports.
 - Draft research report.
 - Final research report incorporating feedback from Verité.

There will be four deliverables associated with this study:

- 1) The research plan and security assessment should be completed by July 31, 2022.
- 2) Fieldwork should be completed by November 30, 2022.
- 3) The draft research report should be submitted no later than January 31, 2023.
- 4) The final report should be submitted by February 28, 2023.

All deliverables must be approved by Verité.

Evaluation Criteria

The research contractor must have the following technical and professional background:

- At least five (5) years of experience in conducting research on labor issues within agricultural supply chains, and particularly coffee supply chains, in Latin America.
- Experience conducting interviews with a variety of stakeholders in agricultural supply chains, including vulnerable workers.
- Experience with developing tools and materials for stakeholder engagement in agricultural supply chains.
- Professional or native fluency in Spanish and English is required.

The research contractor must also include in their proposal their availability to conduct fieldwork in Honduras, Nicaragua, and Guatemala while following COVID safety protocols. In your proposal, please also clearly outline your availability for developing this study prior to the peak 2022-2023 coffee harvest season in Honduras as well as the number of worker and expert interviews you can conduct. The project is anticipating at least 5-10 expert interviews and 30-50 worker interviews in each country.

Contractors will be evaluated based on their cost proposal, relevant background on labor issues in agricultural supply chains and the coffee sector, their professional experience, their language proficiency, and their educational qualifications.

Deliverables and Timeline

The Contractor is expected to produce a final report no later than February 28, 2023.

Please see the schedule of all four deliverables as follows:

#	Deliverable	Due Date
1	Research plan, tools, and security assessment for Honduras, Nicaragua, and Guatemala	July 31, 2022
2	Report on field research, including number of worker and expert interviews and a summary of key findings	December 16, 2022
3	Draft 50-75-page research report in English containing findings from desk field research	January 31, 2023
4	Final research report, incorporating changes based on feedback from Verité	February 28, 2023

Instructions for Proposal Submission

To submit a proposal for consideration, please send the following documents, along with any questions or clarifications you may need, to Andrés Guzmán Garza, Program Manager, at aguzman-garza@verite.org by 11:59 p.m. Eastern Time on Wednesday, May 11th, 2022:

- Detailed proposal for the research approach, including methodology and timeline.
- Summary of organization's required qualifications, experience, and expertise or individual CV or resume in the case of individual contractors.
- Cost proposal, including rate per day and/or any additional expenses, and estimated number of days needed for this work. Travel expenses should be detailed and should include costs of COVID-19 precautions.
- Proposal for managing COVID-19-related risks during field work.
- Sample research report illustrating similar work completed.