Request for Proposals: Research on Labor Conditions in Cameroon’s Cocoa Sector

August 2023

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 West Africa as part of a research project on labor conditions in Cameroon’s cocoa sector. The research project has a focus on forced labor and child labor. The research study will include desk research, development of a research plan and tools, expert interviews, worker interviews, and a final research report. The research will be carried out during the peak 2023 harvest season in Cameroon, which begins in October, and the final report will be due by November 3, 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 September 2023.

Scope of Work

The contractor will be responsible for the following tasks:

1) Developing a research plan, which will include the methodology for the study and timeline for conducting the fieldwork.

2) Supplementary desk research on Cameroon’s cocoa sector and labor dynamics localized to key cocoa-producing regions to inform field research. Research topics include but are not limited to:
   a. Farm worker typologies, farm worker recruitment and hiring practices, farm working conditions, farm worker income, farmer production costs and income
   b. For migrant workers: migrant workers’ places of origin, means of recruitment, and conditions of work.

3) Finalization of research plan, including an outline of the timeline for the work, and identification of where research will be conducted.

4) Development of research tools tailored to Cameroon’s cocoa sector, including:
   - Worker interview questionnaires
   - Expert interview guides/questionnaires

5) Expert interviews
   - 5-10 interviews with civil society, academic, private sector, and/or government experts (in-person or remote).

6) Worker interviews in two key cocoa-producing regions
- 40-50 interviews with workers, including local workers and internal migrant workers.

There will be four deliverables associated with this study:

1) The draft research plan (including timeline) and tools should be submitted no later than September 7, 2023.
2) The final research plan and tools, and timeline for Cameroon field research should be submitted no later than September 14, 2023.
3) The draft research summary of findings report should be submitted no later than October 25, 2023.
4) The final report should be submitted by November 3, 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 cocoa supply chains, in West Africa.
- 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 French and English is required.

The research contractor must also include in their proposal their availability to conduct fieldwork in Cameroon. In your proposal, please also clearly outline your availability for developing this study as well as the number of worker and expert interviews you can conduct. The project is anticipating at least 5-10 expert interviews and 40-50 worker interviews in the country.

Contractors will be evaluated based on their cost proposal, relevant background on labor issues in agricultural supply chains and the cocoa 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 November 3, 2023.

Please see the schedule of all three deliverables as follows:

<table>
<thead>
<tr>
<th>#</th>
<th>Deliverable</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Draft Research plan and tools, and timeline for Cameroon field research</td>
<td>September 7, 2023</td>
</tr>
<tr>
<td>2</td>
<td>Final Research plan and tools, and timeline for Cameroon field research</td>
<td>September 14, 2023</td>
</tr>
<tr>
<td>3</td>
<td>Draft research summary of key findings report on the field research, including number of worker and expert interviews</td>
<td>October 25, 2023</td>
</tr>
<tr>
<td>4</td>
<td>Final 10-page research report in English containing findings from desk and field research, incorporating changes based on feedback from Verité</td>
<td>November 3, 2023</td>
</tr>
</tbody>
</table>
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 Justine May, Program Coordinator, at jmay@verite.org, with a copy to Adriana Isaza Geary, Program Manager, at aisaza@verite.org, no later than August 21, 2023 11:59pm EST:

- 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 estimated number of days needed for this work, and any travel or additional expenses. All expenses should be detailed. All cost amounts should be in United States Dollars.
- Sample research report illustrating similar work completed.