REQUEST FOR PROPOSALS (RFP)

RFP Number:	SI_RFP_2024_100103
Issuance Date:	July 9, 2024
Deadline for Questions:	July 17, 2024 – 12:00 p.m. EDT (GMT-4)
Deadline for Proposals:	August 12, 2024 – 5:00 p.m. EDT (GMT-4)
Description:	Provision of Data Collection Services
For:	MCC Niger Climate Resilient Agriculture (CRA) Activity Endline Performance Evaluation
Funded By (Client):	Millennium Challenge Corporation (MCC) Contract No. 95332419C0124
Implemented By:	Social Impact, Inc.
Contact:	1. Thomas Weaver - tweaver@socialimpact.com 2. Madeline Kett - mkett@socialimpact.com
Cooperating Country:	Niger

Contents

1. Background

Social Impact (SI) is a Washington, DC-area international development management consulting firm. SI's mission is to improve the effectiveness of international development programs to improve people's lives. SI provides a full range of management consulting, technical assistance, and training services to strengthen international development programs, organizations, and policies. SI provides services globally in the areas of monitoring and evaluation, strategic planning, project, and program design, organizational capacity building, and gender and social analysis. SI services crosscut all development sectors including democracy and governance, health and education, the environment, and economic growth. SI's clients include US government agencies such as USAID, the Millennium Challenge Corporation, and the US Department of State; bilateral donors; multilateral development banks; foundations; and non-profits.

SI's official home page is: http://www.socialimpact.com/

SI is currently implementing an Endline Evaluation of the Climate-Resilient Agriculture Activity (CRA-Activity) (the "Project") in Niger with funding from Millennium Challenge Corporation (MCC). The purpose of this RFP is to solicit proposals for the Project for the purchase of services of a data collection firm to support the data collection at the field level for the endline performance evaluation, with data collection expected to begin in October 2024.

2. Scope of Work

The detailed Scope of Work is attached in **Annex A** of this RFP.

3. Submission Instructions

Offerors are responsible for ensuring that their offers are received by SI in accordance with the instructions, terms, and conditions described in this RFP. Failure to adhere with instructions described in this RFP may lead to disqualification of an offer from consideration.

A. Questions

Questions regarding the technical or administrative requirements of this RFP may be submitted by the deadline and to the contact specified on page 1. Questions must be submitted in writing; **phone calls will not be accepted**. Questions and requests for clarification—and the responses thereto—that SI believes may be of interest to other offerors will be circulated to all RFP recipients who have indicated an interest in bidding. Only the written answers issued by SI will be considered official and carry weight in the RFP process and subsequent evaluation. Any verbal information received from employees of SI or any other entity should not be considered as an official response to any questions regarding this RFP.

B. Proposal Deadline and Protocol

Proposals must be received no later than the deadline and to the contact specified on page 1. Please reference the RFP number in any response to this RFP. Proposals received after the specified time and date will be considered late and may be considered only at the discretion of SI.

C. Eligibility

By submitting a proposal in response to this RFP, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. SI will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.

D. Technical Proposals

Offerors must submit the following as part of their proposal submission in English or French. The proposal must follow the following outline (maximum 10 pages, plus annexes):

- **Detailed Technical Proposal** (illustrative page breakdown included below):
  - Organization background and experience (1 page)
  - Technical approach to the CRA-Activity Endline data collection (4 pages)
  - Quality assurance plan (1 page)
  - Personnel approach and staffing plan (1 page)
  - Management Plan, including security, logistics, and plan for rapid mobilization (2 pages)
  - Stakeholders/beneficiaries communication plan and mobilization plan (0.5 page)
  - Description or outline of proposed, a) weekly reports, b) daily tracker, and c) data collection report (0.5 page)
- **Financial Proposal** (see Annex D for template)
- **Annexes**:
  - Resumes of Key Personnel
  - Past Performance – description of at least three (3) experiences offering similar products /services (In the format provided as Annex B)
  - References – at least three (3) names of references and offeror's consent authorizing SI to contact those references (In the format provided as Annex B).
  - Draft Work Plan
  - Offeror Profile and Capabilities, including a copy of official registration or business license, as applicable.

E. Financial Proposals and Notes

Offeror must submit a complete price proposal **in Excel**, using the template provided as Annex D, clearly identifying any taxes or fees. Offeror must submit budget notes accompanying the financial proposal. Proposals must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in US Dollars.

4. Evaluation and Award

An award may be made to one or more responsible offeror(s) who follow the RFP instructions, meet the eligibility requirements, and is selected via a trade-off analysis judged to offer best value based on application of the following evaluation criteria:

Points	Evaluation Criteria
Technical Approach and Quality Assurance	
25 points	Technical Approach and Methodology
15 points	Strength of Quality Assurance plan/approach
Management and Staffing Plan	
10 points	Proposed Management and Mobilization Plan
10 points	Staffing Plan and Qualifications of Key Personnel
Corporate Capabilities and Past Performance	
20 points	Corporate Capabilities and Past Performance
Cost/Price	
20 Points	Cost Reasonableness
Maximum Points: 100	

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFP, a proposal may be deemed “non-responsive” and thereby disqualified from consideration. SI reserves the right to waive immaterial deficiencies at its discretion.

5. Terms and Conditions

A. Offer Validity

Offers must remain valid for not less than ninety (90) calendar days after the offer deadline.

B. Best Offer Proposals

Best-offer proposals are requested. It is anticipated that award will be made solely based on these original proposals. However, SI reserves the right to conduct negotiations with and/or request clarifications from any offeror prior to award.

C. Prohibition of Terrorism

In addition, Offerors understand that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the offerors to ensure compliance with these Executive Orders and laws.

D. Payment Terms

SI’s standard payment terms are net 30 days after receipt and acceptance of an approved invoice, and submission of deliverables if applicable. Payment will only be issued to the entity submitting the offer in response to this RFP and identified in the resulting award; payment will not be issued to a third party.

E. Additional Terms and Conditions

This is an RFP only. Issuance of this RFP does not in any way obligate SI or its client to make an award, nor does it commit SI or its client to pay for costs incurred in the preparation and submission of a proposal. By submitting a response to this RFP, the offeror understands that SI’s client is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to SI for consideration, as SI’s client will not consider protests regarding procurements carried out by implementing partners. SI, at its sole discretion, will make a final decision on the protest for this procurement. This solicitation is subject to SI’s standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. SI may cancel this RFP at any time.

Annex A: Scope of Work

1. Project Background

The Government of Niger (GoN) and the Millennium Challenge Corporation (MCC) signed a Compact Agreement in July 2016 to provide grant funding with the aim to strengthen the agricultural sector in Niger through improvement of water availability and market access. The five-year Compact entered into force in January 2018 and recently concluded in May 2024. The Climate-Resilient Agriculture Activity (CRA-Activity) is a Compact sub-component comprised of the Integrated Climate Resilient Investment Plans (ICRIPs) Sub-Activity and the CRA Grant Facility Sub-Activity.

Social Impact, Inc. (SI) is conducting an independent evaluation of the CRA-Activity implemented through the Compact and will assess the Grant Facility Sub-Activity and the ICRIPs Sub-Activity. SI seeks the services of a data collection firm to support the data collection at the field level for the endline performance evaluation, with data collection expected to begin in October 2024.

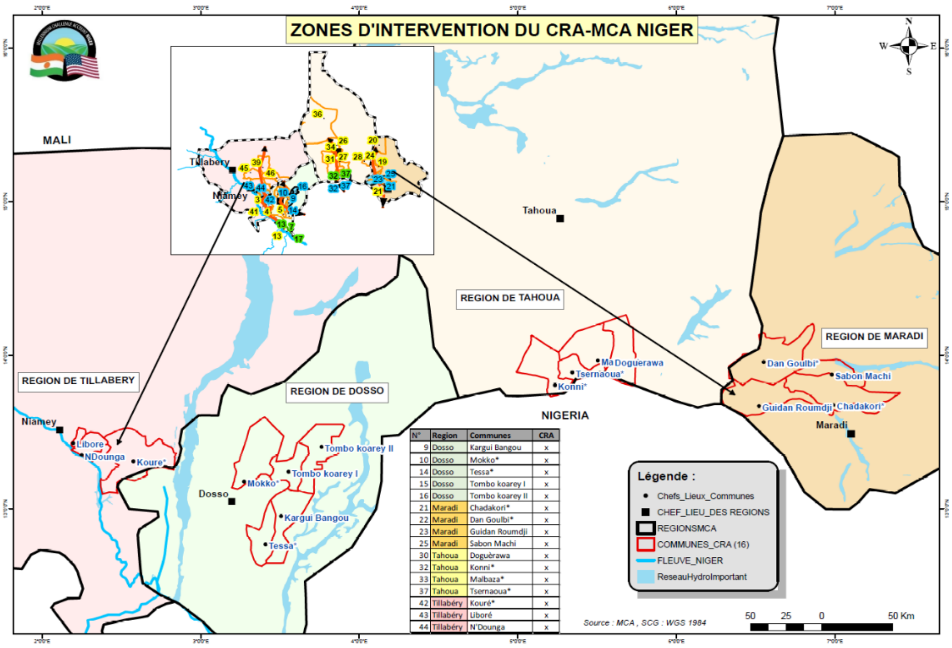
2. Scope of Work

ACTIVITY BACKGROUND

The CRA-Activity aims to achieve sustainable increases in productivity and farm incomes in eligible communes by strengthening farmer and agro-pastoralist resiliency to adverse climate impacts. The Niger CRA-Activity was implemented in 16 communes across 6 departments including:

1. **Dosso Region/Dosso Department:** Tessa, Mokko, Tombo Koirey I, Tombo Koirey II, and Kargui Bangou;
2. **Maradi Region/Dakoro Department:** Dan Goulbi and Sabon Machi;
3. **Maradi Region/Guidan Roumdji Department:** Chadakori and Guidan Roumdji;
4. **Tahoua Region/Birni N'Konni Department:** Konni and Tsernauoua;
5. **Tahoua Region/Malbaza Department:** Malbaza and Doguerawa;
6. **Tillabéry Region/Kollo Department:** Koure, Libore, and N'Dounga.

Figure 1: CRA-Activity Program Areas



The sub-activities under the CRA-Activity include the Integrated Climate Resilient Investment Plans (ICRIPs) Sub-Activity and the Grant Facility Sub-Activity.

- The **ICRIPs Sub-Activity** included funding to support preparatory public consultations and to implement commune-level ICRIPs in each of the 16 eligible communes. Each of the 16 ICRIPs identified investments for financing that were prioritized by the communes with the input of farmers' groups, herders, women's and youth groups, other civil society and community based groups, and entrepreneurs in a range of areas (e.g. irrigation, erosion control measures, and marketing infrastructure) to achieve one or more of the following objectives: (1) improving soil fertility and water management of rain-fed crops; (2) improving water control and increases in small and medium scale irrigation schemes; (3) support for livestock irrigation; (4) value chain consolidation and improved market access; and (5) improved agroforestry and natural resource managements.
- The **Grants Facility Sub-Activity** sought to promote climate resiliency of private enterprises by disbursing $10.5 million in grants through two in-take windows: (i) CRA Grants and (ii) Private Sector Partnerships (PSPs). The CRA Grants funding window sought to support productive assets and investment needs, integrated with the provision of business development services to target beneficiaries in eligible communes and target cooperatives and producer/processor groups, women's and youth groups, and MSMEs. Funding focused on five categories (1) irrigation and irrigated production (including post-harvest and storage); (2) rain-fed production (including post-harvest and storage); (3) livestock integration; (4) agro-processing and sale; and (5) input supply. The same 16 communes as the above were targeted by this first component, along with two additional communes in the Dosso-Gaya perimeter. The PSP funding window aimed to assist organizations and/or projects in addressing specific challenges in mobilizing additional private capital needed to catalyze increased private sector investment in agriculture. However, this funding window was ultimately cancelled.

SI's role is to conduct an Endline Evaluation related to MCC Niger CRA-Activity's intended outcomes. The purpose of this Endline Evaluation is to serve as a reference point to assess the effectiveness of the CRA-Activity. The Endline Evaluation will include both a quantitative survey and qualitative interviews with key stakeholders. SI has already completed qualitative interviews with some key stakeholders such as MCC, MCA, and program implementer staff. SI is now proceeding with data collection with program beneficiaries.

The Endline Evaluation will focus on collecting data related to the following core evaluation question (EQ):

- Did the project achieve its objective, to increase incomes for small-scale agricultural and livestock-dependent households & improve food security, in the timeframe and magnitude expected, as documented in the M&E plan? Why or why not?

Summary of Services Required :

For the Endline Evaluation, the evaluation approach for the CRA Grant facility and ICRIPs will combine data from quantitative surveys, qualitative key informant interviews (KIIs), and direct observation to understand the successes, challenges, and outcomes of these interventions. To assist the SI evaluation team (ET) in collecting data to respond to the EQ, SI seeks the service of a data collection firm to collect the following data (each of which are described in more detail below):

- **Grant Facility Quantitative Survey & Direct Observation:** the survey will be administered to all 88 grantee organizations across the 16 communes noted above. Each survey is expected to take 1-1.5 hours with an additional 30 minutes for site visits and direct observations (i.e., 1.5-2 hours total).

- **Grant Facility Qualitative KIIs:** interviews will be conducted with 16-21 selected grantee organizations and 4-8 non-selected grant organizations in 8-10 different communes. For selected grant organizations, management/leadership and members will have separate KIIs. The ET estimates there will be a total of 32-42 KIIs total for selected grant organizations with a duration of 1.5-2 hours each and 4-8 KIIs for non-selected organizations with a duration of 1 hour each.
- **ICRIPs Qualitative KIIs:** interviews will be conducted with commune representatives, community leaders, and community members across 12 communes. Two different villages/communities will be visited per commune (i.e., 24 villages/communities total). The ET estimates there will be a total of 72-108 KIIs total for this data collection component, with a duration of 1-2 hours for each KII.
- **ICRIPs Direct Observation:** site visits and direct observation of ICRIPs interventions will complement the ICRIPS qualitative community/village-level KIIs. The direct observations will take place in the same community locations as the sites selected for the ICRIPs qualitative KIIs. The ET estimates 24 communities to be visited with the direct observations taking approximately 2 hours ~~30 minutes each~~.

Grant Facility Quantitative Survey & Direct Observation :

This component of data collection will consist of a quantitative survey complemented by a site visit and direct observation of all 88 grantee organizations across all 16 communes. Each survey is expected to last 1-1.5 hours with an additional 30 minutes for direct observation (~ 1.5-2 hours total per grant organization). Following the administration of the survey, the direct observation will focus on verifying the existence of the grant investments and an assessment of their cleanliness, maintenance, etc. A breakdown of the estimated number of Grant Facility organizations by commune is provided in Table 1 below.

Table 1: Grant Facility organizations by commune

Regions	Departments	Communes	Estimated No. of Grant Organizations
Dosso	Dosso	Tessa	2
		Mokko	2
		Tombo Koirey	2
		Sakkadamna	5
		Kargui Bangou	4
	Gaya	Gaya	5
		Tanda	12
Maradi	Dakoro	Dan Goulbi	1
		Sabon Machi	6
	Guidan Roumdji	Chadakori	4
		Guidan Roumdji	11
Tahoua	Konni	Konni	10
		Tsernaoua	4
	Malbaza	Malbaza	2
		Doguerawa	9
Tillabery	Kollo	N'Dounga	4
		Libore	3
		Koure	2

The data collection firm will be responsible for identifying and training all field personnel, planning and completing all tasks necessary for data collection, as well as operationalizing various quality assurance, respondent protection, and data security processes before, during, and after data collection. All work will be performed under the supervision of the ET. Below we describe the technical requirements necessary to complete the survey.

- **Mode:** The survey will be administered face-to-face with the assistance of a handheld device, for example a tablet preferred or large cellphone). The data collection firm must provide the devices.
- **Length:** Each survey will last approximately one and a half to two hours (one to one and a half hours for the survey itself, with 30 minutes for the direct observations).
- **Informant:** Individual(s) in a position of grant organization management or leadership.
- **Sampling:** The ET plans to interview all 88 CRA grantee organizations.

The ET will provide the survey questionnaire in English and French. The ET will program the questionnaire on SurveyCTO. The data collection firm will use SI's SurveyCTO server to upload data from the field using an android-based system. SI will provide access to the server and the programmed instrument. The data collection firm does not need to purchase a subscription nor program any instruments.

Grant Facility Qualitative KIIs :

This component of data collection will consist of qualitative interviews with 16-21 selected CRA grantee organizations and 4-8 non-selected CRA grantee organizations in 8-10 different communes, covering all four regions. There will be 2 KIIs per selected grant organization with separate KIIs for organization leadership and organization members with a duration of 1-5-2 hours for each KII. There will also be 1 KII per non-selected grant organization with a duration of 1 hour for each KII. Each KII must be conducted by a team of 2 interviewers. The ET estimates a total of 32-42 KIIs with selected grant organizations and 4-8 KIIs with non-selected grant organizations for this data collection component (see Table 1 below). The selection of grantees will be geographically aligned with the ICRIPs communes selected for other data collection efforts to facilitate planning and logistics.

The grantee organizations will be selected using purposive sampling to ensure a broad mix of different sized grants, geographic locations, organization types (such as MSMEs, cooperatives, women's and youth groups, etc.), and activity types (e.g., agro-processing, storage, etc.). KIIs with grantee management / leadership will consist of 1-2 respondents, and KIIs with grantee organization members will consist of 3-5 respondents. Interviews with non-selected grant organizations will consist of 1-2 respondents and will be located in the same communes as the KIIs for selected grant organizations. The data collection firm must contact and mobilize participants, facilitate the interview in French or the appropriate local language using the provided interview guides, record the interviews, and transcribe the interviews (in French).

Table 2: Grant Facility KII Sampling Approach

Stakeholder Groups	Dosso	Maradi	Tahoua	Tillabéry	Total KIIs
Management /Leadership (~ 1.5-2 hrs. per KII)	5-6	4-5	5-6	2-3	16-21
Org. Members (~ 1.5-2 hrs. per KII)	5-6	4-5	5-6	2-3	16-21
Non-selected Organizations (~ 1 hr. per KII)	1-2	1-2	1-2	1-2	4-8
Total KIIs	11-14 KIIs	9-12 KIIs	11-14 KIIs	5-8 KIIs	36-50 KIIs

ICRIPs Qualitative KIIs :

This component of data collection will consist of qualitative interviews with ICRIPs stakeholder groups at the commune and village/community level. It is expected that 12 different communes across all four regions will be visited for data collection. Separate interviews will be conducted with commune leadership, members of local natural resource management committees, village leadership, and village/community members who benefitted directly from the ICRIPs interventions. Data collection will be conducted in two distinct villages/communities of each selected commune. Each KII will last approximately 1 – 2 hours and must be conducted by a team of 2 interviewers. The ET estimates a total of 72-108 KIIs for this data collection component (see Table 2 below). The selection of ICRIP communes will be geographically aligned with the Grant Facility locations to facilitate planning and logistics.

ICRIPs communes will be selected purposively to ensure broad representation across geographic locations, physical environments, natural resources, diversity and funded activities, and the area's primary economic activities. Within each selected commune, the ET plans to talk to those individuals and organizations who were most heavily involved in main ICRIP interventions focused on restoration of degraded lands and may also select individuals with knowledge of the cancelled small-scale irrigation activities. For each selected commune, the ET plans to interview commune leadership as well as 1-2 natural resource management committees established under the Activity. Then, within each selected commune, two beneficiary communities will be selected for further interviews. In each selected community, the following interviews are planned: 1 interview with village leaders, 1-2 small group interviews with community members/beneficiaries. Thus, 6-9 interviews will be conducted for each selected commune.

Table 3: ICRIPs KII Sampling Approach

Stakeholder Group (Number of Communes Selected for KIIs)	Dosso (4)	Maradi (3)	Tahoua (3)	Tillabéry (2)	Total KIIs
Commune Leadership (~ 1-1.5 hr. per KII)	4	3	3	2	12
Commune Resource Management Committee (~ 1 hr. per KII)	4-8	3-6	3-6	2-4	12-24
Village Leadership (~ 1.5-2 hrs. per KII)	8	6	6	4	24
Community Members (~ 1.5-2 hrs. per KII)	8-16	6-12	6-12	4-8	24-48
Total KIIs	24-36 KIIs	18-27 KIIs	18-27 KIIs	12-18 KIIs	72-108 KIIs

ICRIPs Direct Observations :

Following the qualitative KIIs at the community level, the data collection firm will also conduct direct observations of ICRIPs investments in those same communities. Using a direct observation checklist developed by the ET, the qualitative interviewers will confirm whether agricultural practices such as demi-lunes and zai holes are being utilized by community members, the existence of small ruminant animals provided by the program, and/or the continuation of invasive species removal practices. For each community visited, three direct observations will be conducted: a farmer field, communal lands, and farmer field school. Each direct observation will last approximately 30 minutes *(not including travel time)* and must be conducted by a team of 2 individuals following the community-level KIIs. In total, the direct observations are expected to take approximately 2 hours per community.

3. Tasks

Planning Tasks: The data collection firm will be responsible for the following planning tasks prior to fieldwork:

1. *Workplan:* The data collection firm shall develop a detailed work plan and schedule within 2 weeks of subcontract award. The document will detail key aspects of technical and managerial approaches, including the expected duration and sequencing of tasks, logistics, staffing/team composition, team roles/responsibilities, respondent sampling, data collection, data quality assurance protocols, reporting, and security protocols. Finally, the document shall outline any areas for which the data collection firm requires support from the ET.

2. *Clearances:* The data collection firm is responsible for identifying and liaising with the necessary local authorities to gain permission/clearances to legally perform all tasks specified in this SOW within the identified communes. The data collection firm will be required to keep documentation of all requests, approvals, and correspondence between relevant parties and provide copies to the ET. The data collection firm is expected to maintain positive, professional relationships with all local stakeholders and report any challenges immediately to the ET. The ET will obtain institutional review board clearance for this activity but requires one data collection firm staff to complete the Protecting Human Research Participants (PHRP) ethics training or equivalent and provide the corresponding certificate of completion (at least one member of the management team must have training certification).

3. *Security:* The data collection firm is responsible for all security planning and logistics for ensuring all aspects of the work are implemented effectively and safely across all 16 communes in the scope. Bidders should include in their proposal their approach for ensuring the safety and security of all personnel.

4. *Planning:* The data collection firm is responsible for all aspects of data collection logistics and planning. Note that data collection activities must be compliant with policies regarding local security concerns. Any changes to the fieldwork due to security concerns need to be communicated with the ET as soon as possible.

5. *Comment on instruments:* The data collection firm will review and provide feedback on the survey questionnaire and interview guides. The ET will provide the interview guides in English and French. The data collection firm will be responsible for reviewing and providing feedback on the interview guides, suggesting revisions for context, flow, or other aspects. The data collection firm's review shall also ensure that questions are properly contextualized, and that the ET has properly considered likely eventualities. Reviewers should include senior staff and at least 4 enumerators/interviewers (1 for each of the target regions). The review should ensure that the interview guides are worded such that respondents can easily understand questions.

6. *Training Manual:* The data collection firm will develop comprehensive manuals for supervisors and survey enumerators and qualitative interviewers and submit them to ET for review and approval.

7. *Staff Training:* The data collection firm must train all supervisors and enumerators prior to

data collection. The training shall be comprised of classroom as well as practice sessions administering surveys/interviews as applicable. The data collection firm is required to specify the recommended sequencing, duration, and content of field staff training as part of the technical proposal. It is recommended that training last 3 days for each quantitative and qualitative component, followed by a 1-day pilot and 1-day debriefing (described below). The training should take place in Niamey. It is further required that more supervisors and enumerators be trained than will be required for any data collection activity so top performers can be selected and a pool of backup supervisors and enumerators be ready in case of need. The ET will assist with the training, may test supervisors and enumerators as needed and may require, at their discretion, replacement of supervisors and enumerators deemed to be performing inadequately in training or in the field. The data collection firm must submit a report describing the activities undertaken during training, and piloting, and identifying problems, solutions, and the way forward within 2 days of the debriefing sessions following the pilot.

8. *Piloting and Debriefing Sessions:* Piloting will be done as part of staff training and will focus on the entire data collection process. This is meant to be a "real-life" practice of data collection. Every enumerator and qualitative interviewer in training will be required to adequately complete at least 1 survey or interview under the supervision of a supervisor or other senior staff member. The data collection firm will organize all aspects of the pilots. After completing the pilot, the data collection firm will hold a debriefing session in which any difficulties or problems with the survey or interview guides will be identified.

9. *Final Questionnaire / Interview Guide Revisions:* Immediately following the debriefing sessions, the data collection firm shall submit any final proposed changes to the survey questionnaire or interview guides to the ET and assist the ET as needed to implement any approved changes. Final adjustment must take place before the deployment of field personnel. Once the survey questionnaire or interview guides are finalized, they cannot be changed.

Fieldwork Tasks : The quantitative fieldwork activities are expected to last 1-2 weeks, and the qualitative fieldwork activities are expected to last 3-4 weeks. The data collection firm must check all fieldwork carefully and any case that does not meet quality control procedures (described in the Quality Assurance section) will be removed from the final data file. The data collection firm will re-administer any surveys/interviews removed for non-compliance with quality assurance protocols with no additional compensation. The data collection firm will implement fieldwork adhering to the following guidelines and procedures:

- Fieldwork Mobilization: The data collection firm must contact and mobilize participants, facilitate the interview using the provided interview guides, record the interviews, and transcribe the interviews into French. The sampling details are presented in the table below.
  - *Quantitative Survey:* Quantitative survey data shall be collected in teams of 2 enumerators for quality control purposes. Selected enumerators must be able to conduct surveys in the applicable local languages relevant for the targeted communes.
  - Qualitative Interviews/Direct Observations: All KIIs and DOs must be conducted by a team of 2 interviewers. One interviewer will lead the interview while the other will take notes. With respondent permission, all interviews must be recorded. Additionally, at least 2 digital photos must be taken during each interview and at least 5 photos for each direct observation. All photos must be shared with SI. Specific

guidelines on photographs will be provided prior to data collection. Interviewers must be able to conduct interviews in the applicable local languages relevant for the targeted communities.
    - *Supervisors:* The data collection firm will maintain a minimum supervisor to survey enumerator / qualitative interviewer ratio of 1 to 5.
- *Quality Assurance:* The data collection firm must, at a minimum, complete the following data quality assurance tasks:
    - *Supervisor checks:* Supervisors will check their teams' survey forms or qualitative notes before they are submitted to the server, to ensure completeness and spot-check for errors.
    - *Daily team debriefs:* The data collection firm senior staff will schedule daily check-ins with supervisors and survey enumerators / qualitative interviewers to review any challenges faced, allow for questions and clarifications, and provide feedback. These are especially important early in the data collection activity to ensure that proper survey administering habits are formed.
    - *Accompaniment:* The data collection firm shall ensure that at least 5% of surveys/interviews are directly observed by a supervisor or other senior member of the team. All survey enumerators / qualitative interviewers should be directly observed at least once during the first week of data collection. Observations will be summarized in an accompaniment form developed by the ET. Supervisors (or other senior member of the team) must observe an interview/survey from each enumerator/interviewer within the first week of data collection.
    - *Co-enumeration*: The data collection firm shall co-enumerate at least 1 survey/interview per enumerator / interviewer during the first week of field work. Thereafter, at least 1% of surveys/interviews should be co-enumerated. The data collection firm shall co-enumerate surveys/interviews for specific enumerators / interviewers if requested by the ET in response to issues detected during data quality checks. Co-enumeration is not required for KIIs.
    - *Callbacks*: If a grant organization is non-responsive or a respondent is not available for a survey, survey enumerators must make at least 3 additional attempts before the respondent can be determined to be unavailable. The attempts must be at different times of the day (e.g., one in the morning and the other in the afternoon). All attempts must be clearly documented. The data collection firm must inform the ET if the first two contact attempts are unsuccessful, and the ET will discuss with the data collection firm whether the nonresponsive grantee can be dropped from data collection efforts.
    - *Backchecks:* To ensure the quality of the survey data, the data collection firm shall conduct face-to-face back-checks on 10% of the total sample. The sample for the backchecks will be provided by the ET. Back-checks will be administered using an instrument developed by the ET. Back-check surveys should not be made available to enumerators. Back-checks should be conducted by teams separate from the enumerators. In addition, the ET will conduct independent data quality assurance activities during the entire data collection period, including weekly quality checks on data downloads and cross-checks between original survey data and back-check data. As mentioned above, the data collection firm will readminister any interviews removed for non-compliance with quality assurance protocols with no additional compensation. No backchecks are required for KIIs.
    - *Interview Recording Checks:* In place of backchecks, for KIIs, management staff from the data collection firm must conduct random spot checks of the recordings from 10% of all interviews to ensure proper implementation of the interview guides and good

interviewing technique. All challenges encountered shall be summarized, along with corrective measures, in the weekly reports provided to SI.

- *Logbook:* Enumerators should always record relevant information on what happens in the field, such as contact and callback details in a digital logbook (on tablet). ET will approve the logbook before it is used in the field and data will be uploaded to SI's server. The logbook should also contain all the information required for calculating response rates. This log should include information on all attempted contacts and site visits. The data collection firm will provide a weekly report on case dispositions to ET based on the logbook information. Information needed for response rate calculation for survey includes the following:
    - Grantees/Interviewees that cannot be contacted (and subsequent attempts to contact)
    - Grantees/Interviewees who refuse to collaborate with the survey or participate in a KII.
    - Survey/KII terminations (survey begins, but never completed)
- *Communication:* Throughout the fieldwork period the data collection firm will meet once per week with the ET to discuss progress and issues. It is the Subcontractor's responsibility to identify and communicate problems in a timely manner. Minor issues should be corrected on the spot, to the extent that they do not change the scope of services or cause an increase in costs. Larger problems should be raised to the ET and collaboratively discussed before taking any remediation measures, which may require a subcontract modification.

4. Respondent Protection and Data Security

Respondent Protection and Data Security: The data collection firm is required to abide by SI's respondent protection and data security protocols (to be provided upon onboarding). The data collection firm will be given an opportunity to comment on the protocol and provide feedback that allows the ET to better contextualize the protocol without modifying SI's "required minimums" on respondent protection and data security.

All field staff will be asked to sign a non-disclosure agreement (to be provided by SI) signifying their understanding of ethical behavior in the field and proper handling of respondents' confidential and private information, including personally identifiable information (PII). The data collection firm will ensure proper measures are taken in the field to monitor supervisors and enumerators' behavior with respect to respondent protection and data security (including interviewing, handling of recording devices, etc.). The data collection firm will also be responsible for ensuring that detailed summary notes and other documentation do not include PII.

5. Timeline and Deliverables

The overall period of performance will be from award through November 30, 2024. Data collection is expected to take 3-4 weeks starting in mid-October, and no later than, October 14, with training and piloting conducted the week or so prior (the data collection firm should propose the precise schedule).

The selected data collection firm will submit the following deliverables:

- **Workplan and Fieldwork Schedule:** Document detailing locations that will be visited by each field team along with timeline information. To be submitted within 2 weeks of subcontract award and to be updated as needed during fieldwork.
- **Comments on Instruments:** To be submitted within 2 weeks of subcontract award.
- **Pre-testing:** To be submitted within 1 week of receiving ET approval of the translated questionnaire.

- **Training Manual:** Manuals for supervisors and enumerators to be submitted at least 2 weeks prior to the start of enumerator / qualitative interviewer training. Separate manuals shall be provided for qualitative and quantitative teams.
- **Training and Pilot Report:** To be submitted 2 days after the debriefing sessions following the pilot.
- **Field Work Tracker:** The Field Work Tracker shall be accessible online to both the data collection firm and to SI and shall include daily updates regarding survey and interview attempts, call backs conducted, and surveys/interviews completed. The Tracker shall also include quality assurance checks conducted as well as the outcome and any resulting remedial steps taken to improve data quality. The final version of the Field Work Tracker shall be submitted 1 day after the end of data collection and include all data collection events, locations, required demographics, etc.
- **Weekly Status Reports:** This report will cover activities undertaken during the period, progress made, challenges faced, strategies adopted to overcome such challenges, programming of upcoming activities for the next reporting period, and any identified risks related to upcoming activities.
- **Complete Raw and Clean Quantitative Databases and Supporting Code:** Databases must be provided in both excel and STATA format with a detailed data dictionary, in both English and French, within 1 week of the end of data collection. The clean dataset will include all revisions to the raw data file including those required by the ET and stemming from quality assurance checks outlined above. The clean dataset will also include English translations of all text responses, especially “other, specify” fields, which will be recoded into existing or new responses categories or left in the “other” category as appropriate and under the guidance of the ET. The datasets must be accompanied by a Stata do-file that transforms the raw dataset into the clean dataset.
- **Final, Cleaned Interview Transcripts, Recordings, and Photos:** The data collection firm shall submit all final, cleaned and quality checked interview transcripts (in French) within 2 weeks of when the interview was conducted. The transcript shall be accompanied by the voice recording of the interview as well as interview photos. Thus, the final interview transcripts shall be submitted to SI within 2 weeks of the end of qualitative data collection.
- **Final Report:** This report will describe the overall activities, data collection activities attempted and completed, the outcome of all back check and data quality processes, any challenges encountered during data collection (and associated mitigation measures), any modifications to the data collection protocols, and any resulting limitations, data quality issues or resulting implications for data analysis. The report should also discuss lessons learned. To be submitted within 2 weeks of the end of data collection.

6. Personnel

To carry out the data collection activities, the data collection firm must provide the personnel listed below. CVs of key personnel must be included in the technical proposal. The proposal should also specify the recruitment strategy for other field staff and specify the number of supervisors and enumerators that will be trained and deployed for fieldwork. Firms can offer an alternative staffing approach with appropriate technical justification.

- **Study Coordinator (Key Personnel).** This person will have direct oversight and management responsibilities for the entire data collection effort (both qualitative and quantitative). This person will be responsible for overseeing day-to-day operations and overall quality control. Key qualifications include:
    - Should have a university degree in relevant field; master’s degree is preferred.

    - Should have at least 10 years of experience managing quantitative survey data collection in Niger, including at least 1 similar, large face-to-face, tablet-assisted business/organizational survey.
    - Should have experience in both qualitative and quantitative methods and sampling.
    - Should be proficient in English and French.
    - Preferred qualifications include experience in Agriculture or Natural Resource Management or other related field.

- **Statistician and Data Management Specialist (Key Personnel).** This person will be responsible for managing the data collection platform, implementation of the survey on tablets/digital devices, as well as managing and checking the quality of the data as it is received from the field. This person will be responsible for creating the final, cleaned data set at the end of data collection. Key qualifications include:
    - Should have a university degree in relevant field.
    - Should have at least 5 years of experience designing and conducting surveys using Survey CTO, ODK, Qualtics, or other survey platforms, and at least 2 years of experience using Stata.

- **Qualitative Manager (Key Personnel).** This person will be responsible for overseeing the qualitative components of data collection. They will train qualitative interviewers and supervisors and will provide quality assurance of the qualitative work throughout the study, ensuring that all data collected meet established quality standards. Key qualifications include:
    - Should have a university degree in a relevant field
    - Should have at least 5 years experience conducting qualitative data collection
    - Should have at least 2-3 years of experience overseeing qualitative data collection and analysis.

- **Field Monitor.** This person will be responsible for training enumerators and supervisors (both qualitative and quantitative). They will also be responsible for direct supervision and oversight of field data collection. They must be in the field providing direct supervision and oversight of data collectors for the entire duration of data collection. Key qualifications include:
    - Should have a high school diploma.
    - Should have at least 5 years of experience managing survey/data collection team in the field.

- **Quantitative Supervisors.** Under the supervision of the Field Monitor, these people will provide direct oversight and supervision of individual quantitative data collection teams. They will directly observe data collectors and provide them guidance for improvement and will be responsible for correcting any errors in protocol or best practices. Key qualifications include:
    - Should have a high school diploma.
    - Should have at least 2 years of experience collecting survey data.

- **Qualitative Supervisor.** Under the supervision of the Field Monitor, these people will provide direct oversight and supervision of individual qualitative data collection teams. They will directly observe data collectors and provide them guidance for improvement

and will be responsible for correcting any errors in protocol or best practices. Key qualifications include:
  - Should have a high school diploma.
  - Should have at least 2 years conducting and managing qualitative data collection, such as interviews or focus groups.

- **Quantitative Enumerators.** These individuals will be responsible for direct collection of quantitative data. Key qualifications include:
  - Should have a high school diploma.
  - Should have at least 1 year of experience collecting survey data.

- **Qualitative Interviewers.** These individuals will be responsible for direct collection of qualitative interview data. Key qualifications include:
  - Should have a high school diploma.
  - Should have at least 2 years of experience conducting qualitative data collection such as interviews or focus groups.
  - Local language skills as appropriate.

Annex B: Past Performance

1. Describe your experience relevant to this RFP or similar activities:

#	Description of Activities	Period of Performance	Location	Client Name	Total Contract Value [USD or CFA]
1					
2					
3					
	Add additional rows as needed				

2. Provide names of references and <u>specify your consent authorizing SI to reach out to references</u>:

#	Reference Name	Reference Contact Information	Relevance of the Reference to this RFP (how the reference is known to offeror)
1			
2			
3			
	Add additional rows as needed		

Annex C: Certifications

Company Letterhead

Evidence of Responsibility

[Company Name]

[Company Name] (hereinafter "Company") makes the following statements with respect to Contractor Responsibility:

1) Company has adequate financial resources to perform the contract, or the ability to obtain them;
2) Company is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments;
3) Company has a satisfactory performance record;
4) Company has a satisfactory record of integrity and business ethics;
5) Company has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them (including, as appropriate, such elements as production control procedures, property control systems, quality assurance measures, and safety programs applicable to materials to be produced or services to be performed by the prospective contractor and subcontractors);
6) Company has the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and
7) Company is qualified and eligible to receive an award under applicable laws and regulations.

I declare under penalty of perjury that the foregoing is true and correct.

Signature

Name
Title
Company Name

Annex D: Financial Proposal Template

Instructions for Bidders

- Cover Page: Fill in Bidder, Submission Date, and Activity subtotal costs on the cover page.
- Activity Pages: Input budget proposal for each activity into the labor and ODC sections.
    - You may add rows in the activity tabs within Labor and ODCs if you require additional space.
    - There should be 6 activity pages – one each for (1) Start-up through piloting; (2) Grants Quantitative Survey; (3) Grants Qualitative Interviews; (4) ICRIPS Qualitative Interviews; (5) ICRIPs Direct Observation; (6) General Management
- Please also prepare a budget narrative (no more than 3 pages) explaining key assumptions in this budget document (see RFP for details).
- Offerors must submit their financial proposal **in Excel** utilizing the following or similar format. An electronic Microsoft Excel version of the template below is available upon request.

Offeror proposal must be inclusive of all costs required for the performance of work, including any and all taxes, tariff, charges and/or levies as required by the law. The awarded subcontract will be a Fixed Price agreement of the sum total activity amount, and payment structure will be based on deliverable completion and approval

The awarded subcontract will be a Fixed Price agreement based on deliverable submission and SI approval. SI proposes the following fixed price payment structure of the total financial proposal although the Offeror may propose an alternate fixed price payment structure in their budget narrative:

1. Work Plan and Fieldwork Schedule (30%)
2. Enumerator / Interviewer Training and Pilot Report (10%)
3. Complete Raw and Clean Quantitative Databases and Supporting Code (20%)
4. Final, Cleaned Interview Transcripts, Recordings, and Photos (20%)
5. Final Report (20%)

Data Collection Budget Proposal – Cover Page Template

Project Name:	MCC Niger Climate Resilient Agriculture Evaluation
Data Collection Phase:	Endline Data Collection
Bidder:	
Submission Date:	
Proposal includes VAT:	

Pg.	Activity	Subtotal (USD)	
1	Start-up, training, and piloting	$	-
2	CRA Grants Quantitative Surveys	$	-
3	CRA Grants Qualitative Interviews	$	-
4	ICRIPs Qualitative Interviews	$	-
5	ICRIPs Direct Observation	$	-
6	General Management	$	-
-	-	$	-
-	-	$	-
	Total (USD)	**$**	**-**

Data Collection Budget Proposal – Activity Page Template

Page	**[#]**
Activity	**[Activity Name]**
Activity Sub-total	**$ -**

Activity Assumptions

Bidders may use this space to enter relevant assumptions that apply to the activity.

Labor

Position	Name	Person-days	Rate	Cost	Notes/Assumptions
Position 1			$ -	$ -	
Position 2			$ -	$ -	
Etc.			$ -	$ -	
Etc.			$ -	$ -	
Etc.			$ -	$ -	
Etc.			$ -	$ -	
Labor Subtotal				**$ -**	

Other direct costs (ODCs)

Item	Units	Quantity	Unit Cost	Cost	Notes/Assumptions
e.g. Training venue	days	0.0	$ -	$ -	
e.g. Tablet purchase			$ -	$ -	
e.g. Ground transport			$ -	$ -	
Etc.			$ -	$ -	
Etc.			$ -	$ -	
ODC Subtotal				**$ -**	
Activity [#] Labor + ODC Subtotal				**$ -**	