

REQUEST FOR PROPOSALS

Project:	USAID Feed the Future Population Based Survey in Nepal
Task:	Listing and Household Data Collection
Funder:	USAID Feed the Future
RFP Release Date:	December 20 th
Deadline for Questions:	11:59pm December 27, Kathmandu time
Answers to Questions:	6:00 pm December 30, Eastern Standard Time
Deadline for Proposals:	11:59pm January 10th, Kathmandu time
Contact:	Kym Cole, kcole@socialimpact.com; Mike Duthie, mduthie@socialimpact.com.
Annexes	Proposed timeline

I. Introduction

Social Impact is a Washington, DC-area international development consulting firm. Social Impact’s mission is to improve the effectiveness of international development programs in order to improve people’s lives. We provide a full range of management consulting, technical assistance, and training services to strengthen international development programs, organizations, and policies. We provide services globally in the areas of monitoring and evaluation, strategic planning, project and program design, organizational capacity building, and gender and social analysis. Social Impact services cross-cut all development sectors including democracy and governance, health and education, the environment, and economic growth. Social Impact’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 requests that all bidders examine the specific requirements contained in this Request for Proposals (RFP) and prepare responses pursuant to the terms of this RFP. The anticipated period of performance is from approximately 15 January 2019 to 31 July 2019.

Subcontract Type

SI anticipates award of a Firm-Fixed Price (FFP) type subcontract.



Coverage and Participation

Social Impact reserves the right to refuse any contract, to add and/or delete elements, or to change any element of the coverage and participation prior to the award at any time without any liability or obligation of any kind or amount.

Right to Reject Proposals

Issuance of this RFP in no way constitutes a commitment by Social Impact. Social Impact reserves the right to reject any or all proposals or portions of proposals received in response to this RFP, to request modification or clarification of any part of a proposal, or to cancel this RFP if it is in the best interest of Social Impact to do so. Social Impact may reject any proposal if it is considered incomplete, conditional, contains irregularities, or does not meet qualifications, requirements or specifications. Failure to furnish all information may disqualify the proposal.

II. Project Background

Social Impact (SI) has been contracted by USAID Feed the Future to conduct a population-based survey (PBS) to collect data on key indicators to establish an endline for the first phase and a baseline for the second phase of Feed the Future in Nepal.

Feed the Future seeks to reduce poverty, hunger, and undernutrition among women and children, and to increase income, resilience, women's empowerment, dietary diversity, and appropriate feeding practices, and improve hygienic environments. Program efforts are designed to impact the population in Zones of Influence (ZOI) in Feed the Future target countries. One of the main tools to track progress in achieving Feed the Future's high-level objectives are population-based performance indicators collected at baseline and then periodically thereafter.

The purpose of the 2018 Feed the Future ZOI Survey in Nepal is to provide United States Agency for International Development (USAID)/Nepal, its U.S. Government interagency partners, the USAID Bureau for Food Security, USAID Missions, the Government of Nepal, and development partners with information on the current status of the Feed the Future population-based ZOI level indicators in Nepal. The survey is designed to (1) determine whether there has been statistically significant change over time in the Feed the Future phase one ZOI key outcome and impact indicators, and (2) establish the baseline status of Feed the Future phase two ZOI indicators. Therefore, the 2018 Nepal ZOI Survey is intended to serve both as an endline for Feed the Future phase one and a baseline for Feed the Future phase two in Nepal.

Geographic Focus of the Survey

The Feed the Future 2018 Nepal ZOI Survey will cover two geographic areas that overlap: the ZOI defined under the first phase of Feed the Future (hereafter P1-ZOI), where endline indicator data will be collected, and the ZOI defined under the second phase of Feed the Future (hereafter P2-ZOI), where baseline indicator data will be collected. Please note that the same survey instrument is expected to be used in both ZOI areas. The ZOI is the geographic area where Feed the Future programs are expected to have an impact on hunger, poverty, and nutrition.

The Feed the Future P1 -ZOI in Nepal comprises a total of 21 districts in Nepal, covering 10 districts in the Province 5: Arghakhanchi, Gulmi, Kapilvastu, and Palpa, Banke, Bardiya, Dang, Pyuthan, Rolpa, and East Rukum; five districts in Province 6: Salyan, Surkhet, Dailekh, Jajarkot, and West Rukum; and six districts in Province 7: Achham, Baitadi, Dadeldhura, Doti, Kailali, and Kanchanpur, containing both hill and terai agro-ecological zones.

The Feed the Future P1-ZOI in Nepal has changed since 2010. Following the devastating April 2015 earthquake in Nepal, four districts in Province 3 were added: Kavrepalanchok, Makwanpur, Nuwakot, and Sindhupalchowk. The Feed the Future P2-ZOI in Nepal comprises these 25 districts. A map of the P1-ZOI and P2-ZOI as of 2018 is shown below. These lists will be used to determine the sample frame for the 2018 Nepal ZOI survey, which will be generated by SI.

Map: P1-ZOI



Map: P2-ZOI



Building Capacity in National Data Systems

The Subcontractor should note that USAID/Nepal and SI will collaborate with the Central Bureau of Statistics (CBS), the Ministry of Agricultural and Livestock Development (MOALD), and the Ministry of Health (MOH)/ Department of Health Services (DOHS) during the planning, administration and dissemination of the PBS. As a means of capacity building, the local level representatives for CBS and MOALD will be engaged during data collection. Their involvement will help them better understand the needs of their constituents, improve data-driven decision-making, and identify ways to evaluate policies at the local level. No action is required of the Subcontractor on this point, other than an awareness of the intent to engage these actors in the fieldwork.

II. Scope of Work

Subcontractors will prepare a technical proposal that addresses all aspects of the data collection, as detailed in each section below.

In summary, this population-based survey intends to collect data to quantify key indicators and establish an endline for the first phase and a baseline for the second phase of Feed the Future in Nepal. This project is funded by USAID, Feed the Future (FtF) to evaluate the project’s impact on (i) reducing poverty, hunger, and undernutrition among women and children, and (ii) increasing income, resilience, women’s empowerment, dietary diversity, and appropriate feeding practices, and improve hygienic environments. FtF’s program efforts are designed to impact the population in Zones of Influence (ZOI) in their target provinces.

Data Collection Activities

This subcontract will consist of the following activities:

Activity	Sample Size	Approximate Start Date	Approximate End Date
Listing	All households in the 165 EAs provided by SI	Feb/March 2019	March 2019
Population-based survey	Approximately 2,459 households selected from 165 EAs, or 15 households per EA. All household members who meet the eligibility criteria should be surveyed. This will include both anthropometric measurements and	May 2019	Should be completed before July 2019

	agricultural plot mapping.		
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Household Listing

The Subcontractor shall undertake a complete household listing of the 165 enumeration areas (EAs¹) provided by SI prior to the start of the pilot. The subcontractor must conduct a training with the listing teams that may be observed by SI. The Subcontractor shall use the Feed the Future Listing Manual found [here](#) to plan and execute the household listing. In particular, the listing team shall visit each EA to map, number, and list all structures, dwelling units, and households in these dwellings in the designated boundaries of the EA. The name of a responsible adult household member shall also be recorded for each household.

The Subcontractor will conduct community sensitization during the household listing. The listing team will meet with community leaders to explain the purpose of the survey and to request community cooperation. The team will provide the community leader with a letter from the Ministry of Agriculture and materials describing the survey and benefits that may accrue to the country and community from the survey findings. The Subcontractor will be primarily responsible for procuring this letter, with support from SI. While in the community and surrounding area, the listing team shall ascertain the availability of electricity and internet access, assess how far on average agricultural plots are located from household residences, and identify options for food and lodging.

Data Collection

The Subcontractor will conduct the data collection with approximately 2,459 households selected from the 165 EAs. Based on the sample frame prepared from the listing exercise, SI will provide the Subcontractor with the selected sample of households. All household members that meet the eligibility criteria should be interviewed, as per Feed the Future guidelines available [here](#). These include one male and one female (if available) head of household for the abbreviated women’s empowerment in agriculture index, all children under age 6 for stunting, wasting, and healthy weight indicators (including anthropometric measurements); all children under age 3 for feeding behaviors; all women ages 15-49 for underweight and minimum dietary diversity indicators; and all producers of key commodities for application of improved practices and yield indicators.

The Subcontractor will begin data collection as soon as IRB approval is obtained and all pre-fieldwork activities are completed satisfactorily. According to the suggested timeline in Annex B, the launch of primary data collection is planned for May 2019. All data collection is to be completed on tablet computers with an Android operating system, along with CSPro as the data entry program. SI will conduct the programming of the instruments in CSPro. However, the Subcontractor will be responsible for loading the translated content into the programmed instrument, and we recommend that the subcontractor have someone on staff who is comfortable programming in CSPro to assist with any revisions made during testing, training, and piloting.

¹ We anticipate that these will be ‘wards’ based on data from the 2011 census.

Preparations for Data Collection

Subcontractors will be required to undertake a number of activities in preparation for data collection. The Subcontractor will be required to conduct all activities in accordance with Feed the Future guidelines, available [here](#). These will include:

- **Comment on data collection instruments and protocols:** The Subcontractor will review and provide feedback on SI's data collection instruments and protocols (i.e. informed consent) to ensure that they are properly contextualized (to each area in Nepal), and to suggest revisions as needed for context, flow, or other aspects.
- **Translate and back-translate instruments:** The Subcontractor will be responsible for translating all survey documentation, including the questionnaires, informed consent form, manuals, and training materials, into Nepali. In addition, the Nepal ZOI Survey questionnaire shall be translated into Tharu and Awadi. The Subcontractor will be provided with an Excel version of the core questionnaire, which has a translation sheet at the end of the workbook that can be used to facilitate this process. The documents should be translated and back-translated in accordance with Feed the Future's standard translation protocol.² All language versions of the survey questionnaire shall be loaded on the tablets and provided to the field teams in hard copy.
- **Obtain local research clearances and permits:** The Subcontractor will assist SI to obtain relevant permissions needed in order to enter data collection sites to collect data. Letters serving as approvals from these authorities should be used by the Subcontractor during fieldwork to justify enumerator presence in local areas. SI will furnish a letter from USAID to support this process. The Subcontractor should work with SI to develop a letter based on details included in this RFP and collect approvals from the following institutions before fieldwork commences:
 - The Ministry of Agriculture and Livestock Development
 - The Ministry of Health
 - The Nepal Health Research Council (NHRC)

SI will apply for approval from the NHRC directly. Therefore, the Subcontractor need not budget for the fee associated with this review, though we may expect assistance in facilitating approval of the application.

Pretesting, Training, and Piloting

Paper-Based Pretest

SI's Senior Researcher will oversee the paper-based pretest of the survey instruments, anticipated to take place in Nepal in February 2019. He will work with the data collection firm to plan and implement the pre-test with households from areas similar to, but not within the selected EAs. The Subcontractor will be responsible for identifying these communities and providing for

² Available at <https://agrilinks.org/post/feed-future-zoi-survey-methods>.

highly qualified and experienced staff to conduct the pre-test. This should include a small number of highly experienced staff who will need only minimal training for the pre-test. The focus of this pre-test will be on respondent understanding of the questions and verification of appropriate adaptation and translation of the tools, as well as the flow and logic of the instrument. Pretesting should be done on a sample of 10 men and 10 women in each of the three languages (Nepali, Tharu, Awadhi), for a total sample of 30 men and 30 women, not part of the sample frame for the data collection, prior to training.

Training of Trainers

SI will conduct the training of trainers for agricultural specialists and field supervisors. The Subcontractor will be responsible for selecting these individuals, who will serve as QCS (Quality Control and Support) team members and trainers for the main field staff training. SI will lead the training in English, so if the training participants cannot speak English, the subcontractor must provide for translation. Field supervisors should be trained at the same time if it is possible to select supervisory staff before the main training. Training shall be based on the Interviewer's, Supervisor's, and QCS Team Manuals (available [here](#)).

Programmed Pretest

The programmed pretest will be conducted immediately following the training of trainers and will last for one week. It will test the programmed survey questionnaire as well as data transmission, extraction, and generation of field check table reports. This pretest will be conducted in three identified languages (Nepali, Tharu, and Aawadhi). The Subcontractor will be responsible for identifying the locations for this pretest. The pretest should be conducted in rural areas near the training site. It should include households that are similar to those of the planned survey respondents, and to the extent possible, respondents who speak each of the local languages. The pretest shall focus on the survey questionnaire—whether the flow between modules works well, whether respondents can comprehend all survey questions, and whether the full range of appropriate responses are available. The pretest will also identify any problems with the translations and with using the tablet (e.g., skip patterns, navigation between modules).

Any issues with the survey questionnaire, program, and data quality control procedures identified during the pretest shall be fully documented by the subcontractor and they must work with SI to execute corrections. The corrected versions of the questionnaire and survey manuals shall then be translated and re-loaded onto the tablets, and used and tested during the second week of the training of trainers. The Subcontractor will be responsible for conducting translations and loading the corrected text into the CSPro framework. However, SI will be responsible for programming skip patterns, constraints, and other structural items not related to language.

Main Interviewer's Training

The main interviewer's training will be conducted soon after the conclusion of the pretest, to allow for edits to instruments and protocols. The interviewer's training shall be led by the Subcontractor and supervised by SI. The training shall last three weeks, inclusive of the pilot. Training will be based on the Interviewer's Manual and complementary training materials provided by USAID and

publicly available [here](#). SI will lead updates to these training materials with input and feedback from the Subcontractor. The training shall cover the following:

- **Introduction to the survey:** survey objectives, sample, survey modules, survey implementation, confidentiality, interviewer's role, assignment to supervisors, wages for enumerators;
- **Conducting the interview:** giving general guidance, approaching the household, building rapport, converting refusals, obtaining informed consent, ensuring privacy, using translations, asking questions, probing, following interview instructions on the questionnaire and tablet, noting differences between the printed questionnaire and tablet screens, and flagging issues to be discussed with the field supervisor;
- **Questionnaire content:** household roster; informed consent; dwelling characteristics; household consumption expenditures; food security and resilience; A-WEAI; women's and children's anthropometry; women's dietary diversity and infant and young child feeding; improved agriculture technologies, including sketching plot maps and land size measurement using GPS applications; and household consumption expenditures;
- **Fieldwork procedures:** following field team members' roles and responsibilities, using control sheet, managing the household interview, reporting to the field supervisor, following up on missed interviews, ensuring high data quality, and monitoring and reviewing interviewers' performance by the supervisors;
- **Entering and managing data on the tablet:** understanding the tablet and screen components, starting a questionnaire on the tablet, navigating the questionnaire, advancing through survey modules and groups, entering responses, dealing with refusals, troubleshooting, transmitting data;
- **Completing survey modules:** knowledge of general instructions, administering each survey module, asking questions, and entering responses question by question;
- **Anthropometry:** women's and children's measurement and quality control; and
- **Improved agriculture technologies:** understanding instructions on three main value chain commodities in Nepal, understanding improved agriculture technologies and storage, sketching plots, measuring crop productivity, and measuring land area size using GPS applications.

Hands-on training and practice sessions will cover the use of all technical equipment required for survey implementation, including tablet computers with apps for data entry and land area measurement, GPS, medical grade digital scales, and validated, field-worthy measurement boards.

Training in Human Subjects Protections

All trainees and anyone who might see survey data shall undertake training in human subjects protections. During the main training, significant attention will be dedicated to the elements of informed consent, namely the need to explain:

- The interviewer's identity and the purpose of the research;

- The duration of the respondent's participation;
- The general content of questions to be asked;
- Any foreseeable risks to the respondent;
- Any benefits to the respondent or others from the research;
- How confidentiality of records containing personally identifiable information (PII) will be maintained;
- Whom to contact with questions about the survey or about the respondent's rights; and
- That participation is voluntary, that refusal to participate will involve no penalty or loss of benefits to which the respondent is otherwise entitled, and that the respondent may discontinue participation at any time without penalty or loss of benefits.

At the conclusion of the human subjects protections training, each trainee shall sign a statement of confidentiality.

Subcontractor- shall describe in their technical proposal their approach to assessing interviewers' readiness to conduct data collection during and after the training, i.e. specifically how they will determine non-performing trainees. It is strongly recommended that more interviewers be trained than will be required for this data collection activity, so that top-performers are selected, as well as to maintain a pool of back-up interviewers; non-performing trainees will not be selected as part of the main or back-up teams. No interviewer is to be sent to the field until he/she has demonstrated sufficient understanding of the protocols. Representatives of SI will assist with the training and may test enumerators as needed and may require, at their discretion, replacement of enumerators deemed to be performing inadequately in training or in the field.

Pilot

At the conclusion of the interviewers' training, the entire field team will conduct a week-long pilot of all survey procedures and logistics of the questionnaire and translations. The Contractor shall follow the pilot protocol³ developed by Feed the Future in planning and implementing the pilot. The pilot should focus on the entire process of data collection, and is meant to be a "real-life" practice of the data collection. In this way, it is different from the pretest which is specifically focused on the tool itself. Following piloting, it is not expected that major changes to the tool will be needed. Piloting should be done on a sample of at least 120 households in rural communities that are in the ZOI but not part of the sample. The Subcontractor will be responsible for identifying these communities in collaboration and consultation with SI. At the end of each day, all pilot participants will meet to discuss issues and challenges and to identify solutions. Proposed solutions will be tested on subsequent days.

³ Available at <https://agrilinks.org/post/feed-future-zoi-survey-methods>.

At the conclusion of the pilot, all proposed changes to the survey questionnaire, manuals, translations, procedures, logistics, and systems shall be documented by SI, and any re-training undertaken as necessary.

Depending on their extent, revisions to the questionnaire, manuals, and data entry program may take several days, so there may be a hiatus between the pilot and the initiation of fieldwork.

Data Collection

Composition of and Support to Field Teams

Each field team shall include six individuals: a field supervisor, and an interviewer team consisting of two pairs of household social interviewers, plus an agricultural interviewer. Given the gender-sensitive nature of some aspects of the questionnaire, female interviewers should interview female respondents. Therefore, each interviewer team should have at least one female interviewer (i.e., at least two female interviewers on each field team). The supervisor will need to organize logistics such that the agriculture interviewer is not working alone to implement the agriculture modules of the questionnaire. Each field team should have its own vehicles or some other method of transport that ensures the teams and equipment can move safely and efficiently. The subcontractor should also specify how they plan to organize the anthropometric measurement- whether through specifically trained individuals added to the teams or through one or both of the members of the interviewer pairs.

The QCS teams will regularly visit the field teams to ensure that they have supplies and that any problems needing support from central management are dealt with promptly. They will also provide moral support to the teams and provide an additional layer of field supervision and quality assurance.

Field Supervision

The Subcontractor, in consultation with SI, shall put into place a rigorous, multi-layered field supervision strategy to ensure the quality of the data. The front line for data quality assurance will be the field supervisors, who shall closely review each questionnaire summary prior to the transmission of the data. Field supervisors shall also observe all interviewers as they conduct interviews, spot-check a random sample of interviewed households, and provide additional instruction to interviewers as needed. The Subcontractor shall conduct daily team debriefs, independent field visits, manage an issues log, and participate in weekly DQA calls with SI. QCS teams shall also provide additional quality assurance while visiting field teams (see above) during the course of fieldwork.

Anthropometric Data Collection

Interviewers will also serve as measurers and assistants to collect anthropometric data from women and children during interviews. Two trained people are always required to measure a child's weight and height (length): a **measurer** (interviewer B) and an **assistant**. The assistant is usually interviewer A, but may instead be the field supervisor—as long as that individual has completed the ZOI Survey anthropometry training. Field supervisors will regularly observe anthropometric measurements and check the recorded anthropometry measurements for each

completed interview as part of their routine work. All anthropometric data should be collected according to the Anthropometry Manual [here](#).

Agriculture Module

The agricultural specialist on each team will be responsible, in tandem with one of the other two interviewers, or alternatively the team supervisor, for conducting the agriculture interview and measuring the fields for all eligible households. The QCS teams will include an agriculture specialist, who will visit the field teams to observe data collection for the agriculture survey module, including GPS-based plot area measurement. An agriculture survey field manager will be responsible for leading the coordination and management of data collection related to the agriculture component of the study, including the hardcopy questionnaire pretest, listing, pilot, and main fieldwork.

Other Data Collection Protocols

In the event that all eligible members of the household are not present to have their data collected or to be surveyed during the initial visit, the Subcontractor should conduct 2 additional follow-up attempts, for a total of 3 attempts. No substitutions or replacements for the eligible individuals are acceptable, and the Subcontractor should make explicit the measures that will be taken to ensure that the appropriate individual is being interviewed.

Data Transmission and Management

SI will set up a secure server on CSWeb to store all survey data. Field supervisors will send the data from verified questionnaires in encrypted files over secure channels to SI's server. Data transmission shall be accompanied by a report describing the data being transmitted. Survey data and back check data should be uploaded to the server daily, pending internet connectivity constraints.

The Subcontractor shall put in place the necessary procedures to address potential challenges with the process of transmitting data, such as low internet bandwidth or damaged hard drives and screens. The Subcontractor will be responsible for submitting weekly reports that outline all issues identified, issues mitigated, and issues outstanding. The Subcontractor will identify the most reliable methods of accessing the internet and will send damaged tablets to the central office for data extraction. Extensive efforts shall be undertaken to recover data from any tablets that are damaged.

Quality Assurance

SI shall track performance, implementation, data uploading, and data quality throughout the survey. Any observed problems should be promptly addressed by the Subcontractor, including re-training as necessary. Positive feedback for teams that are performing well should be provided as an essential part of data quality control.

Subcontractors will be required to conduct quality control, at minimum following the requirements listed below. SI will be conducting independent quality assurance during the course of this activity.

Subcontractors will be required to respond within 2 business days to SI's questions regarding data quality control and other measures of data quality assurance.

SI expects the Subcontractor to conduct electronic data collection which permits regular, timely verification of data quality, logic and range check in data entry, and additional quality assurance checks related to automatic time stamps and geocoding.

Led by Subcontractor:

- Daily team debriefs: Check-ins with the enumerators and field staff (for example, supervisors) to review any challenges faced, allow for questions and clarifications, and provide feedback to the wider group. These are especially important early in the data collection activity to ensure that proper interviewing habits are formed.
- Supervisor checks: The Subcontractor will ensure that all administered surveys are checked at the conclusion of each day by field supervisors to ensure that they are complete and devoid of inconsistencies. These surveys should be checked before they are submitted to the central server. Supervisors will review nightly their interviewers' instruments to ensure appropriate skips are accurately followed and answers are properly recorded. A supervisor will monitor the sampling process and location of completed surveys and should immediately notify SI upon discovery of any irregularity.
- Accompaniment: Subcontractor will ensure that at least 10 percent of interviews are directly observed by a supervisor or other senior members of the team. All interviewers should be directly observed at least once during the first week of data collection, for the full duration of an interview. Observations will be summarized in an accompaniment form developed by SI.
- Full re-interviews will be conducted by supervisors in the event that any interviewer is suspected of fraudulent behavior.
- Co-enumeration: Subcontractor will co-enumerate at least one interview per interviewer during the first two weeks of field work (fill in a duplicate version of the interview form concurrently during direct observation). Thereafter, at least 1 percent of interviews should be co-enumerated. SI also reserves the right to request co-enumeration for specific interviewers if questions are raised during SI's regular data quality checks.
- Back-checks: Subcontractor will conduct back-checks on at least 10% percent of the total sample, using a short back-check tool developed by SI. These back-checks should be conducted by auditors that are independent from the rest of the survey team. Back-check surveys should not be made available to enumerators. Back check surveys should begin no more than 3 days after the launch of both the listing and the primary data collection.
- Weekly summaries: Subcontractor will ensure weekly summaries of data quality control activities are submitted to SI, in addition to a final tally of interview observations, re-visit spot checks, and complete re-interviews at the completion of data collection.

Led by SI:

- Survey programming quality control: SI will program various quality control measures into the electronic survey. These may include: speed limits, logic checks, or audio audits. The final set of quality control measures will be agreed upon by SI and the Subcontractor during preparations for data collection and finalization of the instrument.
- SI will conduct independent quality checks of the data, summarizing any questions or feedback for the Subcontractor from each check. Subcontractors will be required to respond to these questions within 2 business days of receiving them. Since SI intends the Subcontractor to conduct electronic data collection, we expect to receive data regularly, and ideally daily, throughout field work. Once SI receives the final dataset, we will conduct data cleaning. Identified issues will be discussed with the data collection partner for verification and any changes will be entered into do files with notes explaining the change.
- SI will also analyze back-check data and will summarize any questions or feedback for the Subcontractor from each check. Subcontractors will be required to respond to these questions within 2 business days of receiving them.
- SI will directly observe data collection (interviews) during the first week (or weeks) of data collection in each site. Any issues raised by the SI team member must be responded to immediately by the entire team.

Respondent Protection & Data Security

Subcontractors are required to abide by SI's respondent protection and data security protocols (to be provided upon award). Subcontractors will be given an opportunity to comment on the protocol and provide feedback that allows SI to better contextualize the protocol (without modifying SI's "required minimums").

All field staff will be asked to sign a non-disclosure agreement (to be provided upon award) signifying their understanding of ethical behavior in the field and proper handling of respondents' confidential and private information, including personally identifiable information (PII).

Subcontractors will ensure proper measures are taken in the field to monitor enumerators' behavior with respect to respondent protection and data security (including interviewing, handling of devices, etc.).

Personnel and Staffing Plan

Bidders should provide CVs for key personnel positions, which must include an overall project manager responsible for communication with SI. In this section, bidders should also describe their recruitment strategy for other field staff. Identified personnel should have language skills appropriate for the task.

Bidders should describe their approach to ensure that well-qualified enumerators are hired for data collection in each location. Enumerators should have relevant interviewing experience in household interviewing, especially using similar instruments to this evaluation (household surveys regarding agriculture, food security, and nutrition) and in collecting electronic data (using tablets). Recruitment and staffing procedures should be outlined in the technical proposal, along with contingencies for staff replacement, should the need arise, during data collection.

KEY PERSONNEL:

Key Personnel	Qualifications
Data Manager	The data manager will respond to data quality reports generated in the field and communicate any problems that are discovered to field supervisors and survey management. The data manager will report the nature and scope of these problems and suggest solutions. The data manager should also serve as the team leader, and should liaise between the team and SI's locally-based Survey Director, who is responsible for overseeing data collection and quality.
Information Technology Specialist	The information technology specialist will liaise with the technical teams and local non-technical staff to ensure that the technology being used to implement the survey is available, functional, and well-understood. Duties will include survey hardware oversight (customs procedures as appropriate, maintenance, tracking); management of questionnaire updates; leveraging local networks for optimal data delivery; technical re-training for field staff as needed; and task- appropriate configuration, security, and training for non-survey hardware.
Social Survey Field Manager	The social survey field manager will be responsible for leading the coordination and management of field operations, including the hardcopy questionnaire pretest, listing, pilot, and main fieldwork.
Agriculture Survey Field Manager	The agriculture survey field manager will be responsible for leading the coordination and management of data collection related to the agriculture component of the study, including the hardcopy questionnaire pretest, listing, pilot, and main fieldwork.
QCS Teams	Rotating regional QCS teams will visit the field teams once each week. The QCS teams will include an agriculture specialist, who will visit the field teams to observe data collection for the agriculture survey module, including GPS-based plot area measurement. The objectives of the QCS teams will be to provide quality assurance and also to provide

	any material or moral support that the field teams need. The number of QCS teams required to provide appropriate coverage will be determined by the size and geographical distribution of the fieldwork.
Field Supervisors	Each field team will have one field supervisor. The field supervisor will be responsible for the team and the day-to-day organization and supervision of the team's work. The field supervisor will also meet with community leaders, manage the vehicle and driver, and coordinate room and board for the team.
Interviewers	Each field team will comprise five interviewers: two teams of two social survey interviewers each, plus an agricultural survey specialist. Each team of social survey interviewers will comprise one female and one male interviewer, with the dedicated agricultural specialist (male or female) working in coordination with the two-interviewer teams. The agricultural specialist will be responsible, in tandem with one of the other two interviewers, or alternatively the team supervisor, for conducting the agriculture interview (questionnaire Module 7) and measuring the fields for all eligible households. Interviewers are responsible for successful and accurate completion of all assigned interviews.
Drivers (as applicable)	When applicable and appropriate, each field team will be accompanied by one driver who will ensure that the field teams safely arrive at and return from the selected survey clusters.

Reporting

Subcontractor will be required to submit the following reports. SI will provide report templates as guidance to the Subcontractor following award.

- **Inception Report:** This report should contain the following information: plans for project management, project start-up, translation and pretesting, training and piloting, sampling and data collection, respondent protection and data security, quality assurance, risk reduction, and reporting. Finally, the reporting should state expected delivery dates for the remaining deliverables, along with an updated timeline for all data collection activities and deliverables.
- **Weekly Reports:** This report should contain the following information: summary statistics from the data collection, summary of any potential sources of sampling error, and

recommendations for addressing these errors, data quality challenges and steps taken, measurement challenges, and any actions requested from SI. For both the listing and the population-based survey, data should also be submitted to SI on a weekly basis.

- **Pretest Report:** This report should contain the following information: the average duration of each survey module, a summary of responses for each cognitive probe, a summary of the observational data, recommendations for changes to the questionnaire, and a list of items requiring retranslation. Paper copies of the questionnaires and observation checklists should be mailed to USAID Nepal.
- **Listing Report:** This report should contain information including but not limited to: a description of activities conducted and summary statistics from the data collection.
- **Training & Pilot Report:** This report should contain information including but not limited to: a description of the activities conducted, information on all individuals trained, piloting results, pre-test and pilot data, and supporting documents.
- **Final Report:** This report should contain information including but not limited to: summary statistics related to interview attempts and results from the data collection, summary of any potential sources of sampling error, and recommendations for addressing these errors during analysis, data quality challenges and steps taken, measurement challenges, and the final dataset.

Past Performance

Bidders should submit a summary of three past performance reports, including contact information for references. SI reserves the right to contact references provided in these past performance reports. The bidder should submit evidence of demonstrated experience in conducting household surveys of approximately 2,500 households using electronic data collection, and demonstrated experience collecting data in remote areas of Nepal. Experience working on a USG-funded evaluation and experience with surveys on agriculture and nutrition are preferred but not required. This past experience should reflect institutional capacity, not just that of individual team members. Of particular importance is relevant work in the management and implementation of data collection, including surveys.

III. Deliverables & Payment Schedule

The Subcontractor will submit invoices following SI technical approval of deliverables, according to the payments listed below. Deadlines are estimated, and relative to contract signing. Submission dates for each deliverable invoiced and SI approval dates should be specified on the invoice. Invoices cannot be submitted prior to SI accepting deliverables/milestones in writing.

Phase	Payment	Deliverables / Milestones	Deadline (est.)	%
1: Prep	1	Inception report with work plan	January 25, 2019	10

1: Prep	2	Final instruments translated & back-translated	January 30, 2019	10
1: Prep	3	Pretest Report	February 13, 2019	10
2: Fieldwork	4	Listing Report Weekly reports for Listing	March 26, 2019	15
2: Fieldwork	5	Pilot & Training Report(s) Weekly reports for pretest and pilot data	April 30, 2019	15
3: Reporting	6	Final, clean datasets (including QA from SI) Weekly reports for primary data collection	July 7, 2019	15
3: Reporting	7	Final Report	July 31, 2019	25
Total	--	--	--	100%

IV. Scoring Criteria

SI will weigh the following factors to score proposals. Non-cost evaluation criteria are listed in descending order of importance.

Technical/Non-Cost Factors:

- **Technical Proposal:** Compliance with requirements of scope of work and attention to detail, including timeline; understanding of data collection activity requirements; rigorous approach to data collection that demonstrates awareness and planning for likely challenges.
- **Personnel:** Compliance with required qualifications and overall demonstrated experience of the personnel presented.
- **Past Performance:** Demonstrated, successful experience conducting similar large-scale household surveys with comparable sample sizes in Nepal, resulting in good-quality data. This experience should reflect institutional capacity, not just that of individual team members. Demonstrated experience with computer-assisted personal interviewing (CAPI).

Cost: Compliance and alignment with technical scope of work; competitiveness; reasonableness.

V. Basis of Award

Social Impact intends on making an award to the service provider whose offer represents the best value to Social Impact, price and other factors considered. Social Impact reserves the right to



make an award to other than the lowest price bidder or to the bidder with the highest technical score if it is decided that to do so would be in the best interest of Social Impact.

Suppliers determined by Social Impact to possess the capacity to perform this contract may be selected to move into the negotiation phase of this process. Notification will be sent to these suppliers via electronic mail. Those suppliers not selected for the negotiation phase will not be notified. However, Social Impact reserves the right to make award without negotiation, based upon initial offer.

VI. Submission Instructions

Bidders should follow the instructions below for submission of questions and proposals.

QUESTIONS

Please use the subject line “USAID Feed the Future Nepal data collection questions.”

Please send to both email addresses in the “Contact” field on page 1 by the deadline for questions. Late submission of questions will be considered on a case by case basis by the SI project team.

All questions, answers, and addenda will be shared with all bidders.

PROPOSALS

Technical Proposals: Bidders will submit technical proposals, using the page limitations described below. Proposals that exceed the page limitations will not be reviewed or scored by SI. Technical proposals will not include any financial information; SI may disqualify bids that include financial information in the technical proposal. The technical proposal will consist of the following components, such that the full technical proposal does not exceed 23 pages (including CVs).

- Technical Approach: No longer than ten (10) pages.
- Personnel: No longer than two (2) pages summarizing key personnel qualifications and experience within the technical proposal along with a description of the approach for recruiting other field staff for the data collection activity; CVs for key personnel should be included in the technical proposal, and altogether shall not exceed eight (8) pages.
- Past Performance: Three (3) past performance reports, which may include Contractor Performance Assessment Reports (CPARs), including contact information for references, not exceeding three (3) pages.

Financial proposals: The financial proposal shall consist of a budget in Excel with unlocked, traceable formulas and a clear explanation of any assumptions made. Bidders are strongly encouraged (though not required) to use the budget template provided in Annex A to the RFP. Costs should be presented in USD. Applicable local taxes must be shown as a separate line item(s) in the Offeror’s budget, and the pre- and post-tax prices must be clearly indicated.

Bidders are also required to submit a budget narrative (Word or PDF) summarizing key assumptions in the budget. Budget narratives should not exceed a total of five (5) pages.

Submission: Please use the subject line “USAID Feed the Future Nepal data collection proposal submission”. Please send to both email addresses in the “Contact” field on page 1 by the deadline for proposals. Late submissions will not be accepted.

VII. Additional Terms & Conditions

Non-Disclosure Agreement

SI reserves the right to require any Offeror to enter into a non-disclosure agreement.

Costs

The RFP does not obligate SI to pay for any costs, of any kind whatsoever, which may be incurred by Offerors or any third parties, in connection with the Response, nor does it in any way obligate SI to award a contract. All Responses and supporting documentation shall become the property of SI, subject to claims of confidentiality in respect of the Response and supporting documentation.

Intellectual Property

Bidders should not use any intellectual property of SI including, but not limited to, all logos, registered trademarks, or trade names of SI, at any time without the prior written approval of SI, as appropriate.

Partial Awarding

SI reserves the right to accept all or part of the proposal when awarding the contract.

No Liability

SI reserves the right to accept or reject any proposal or stop the procurement process at any time, without assigning any reason or liability. SI shall not be liable to any Offerors, person, or entity for any losses, expenses, costs, claims, or damages of any kind:

- Arising out of, by reason of, or attributable to, the Offerors responding to this RFP or
- As a result of the use of any information, error, or omission contained in this RFP document or provided during the RFP process.



Annex A



FTF Nepal
PBS_Subcontract Bu

Annex B

Feed the Future Zone of Influence survey tasks and timeline								
		J	F	M	A	M	J	J
1	Subcontract to local partner organization	■						
2	Instruments translated & back translated	■						
3	Material provisioning (tablets, scales, and height boards)	■	■					
4	Questionnaire programming	■	■					
5	Implement questionnaire pretest		■					
6	Preparation of manuals	■	■	■				
7	Ensure that IRB approval has been received			■				
8	Implement listing training		■					
9	Implement listing operation			■				
10	Implement training of trainers				■			
11	Implement pretest (as part of training of trainers)				■			
12	Implement main training				■	■		
13	Implement pilot (as part of main training)					■		
14	Implement baseline/endline					■	■	
15	Data cleaning							■
16	Submission of final report							■