REQUEST FOR PROPOSALS

Project:	**Millennium Challenge Corporation (MCC)'s Green Prosperity Community-Based Off-Grid Renewable Energy (CBOG RE) Grant Portfolio Evaluation**
Phase:	Interim, Endline
Funder:	MCC
RFP Release Date:	Monday, January 14, 2019, 17.00 ET
Deadline for Questions:	Friday, January 18, 2019, 17.00 ET
Answers to Questions:	To be released by Tuesday, Jan. 22, 2019, 17.00 ET
Deadline for Proposals:	Wednesday, January 30, 2019, 09.00 Eastern Time
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Annexes	Annex A: Budget Template

I. Introduction

Social Impact (SI) has been contracted by the Millennium Challenge Corporation (MCC) to design and implement an interim and endline survey for an evaluation of two renewable energy grants in multiple locations in Indonesia, including the regencies of East Sumba (East Nusa Tenggara province) and Berau (East Kalimantan province). Baseline data was collected in November 2017 in partnership with JRI Research. SI is releasing this Request for Proposals (RFP) to implement the interim and endline data collection for this evaluation.

Project Background

To combat environmental degradation and alleviate rural poverty, MCC entered into a five-year, $600 million Compact with the Government of Indonesia (GOI) in April 2013, establishing MCA-I (Millennium Challenge Account - Indonesia), which aims to reduce poverty through economic growth. The Green Prosperity (GP) Project, the flagship project of the Indonesia MCC Compact with a budget of $332 million, is designed to support the GOI's commitment to a more sustainable, less carbon-intensive future by promoting environmentally sustainable, low carbon economic growth.

The Green Prosperity project as a whole is comprised of four discrete activities, one of which is the GP Facility that provides grant financing to mobilize greater private sector investment and community participation in renewable energy and sustainable land use practices. The GP Facility investments are intended to enhance sustainable economic growth and social conditions while also reducing Indonesia's carbon footprint. The GP Facility targets investments in commercial

and community-based renewable energy projects less than 10 megawatts (MW) in size, sustainable natural resource management, and community-based projects to promote improved forest and land use practices.

The GP Facility further delineates renewable energy (RE) grants into two funding schemes: Community-based RE grants (Window 3A, or W3A) and Commercial-scale RE Grants (Window 3B). The former funding scheme provides grants for "project preparation, construction, initial Operations & Maintenance (O&M), and training for suitable small RE projects that will benefit local communities. These grants will help communities receive reliable and adequate supplies of electricity and benefit from revenue streams derived from energy production."[1] The projects financed by these grants are defined by new or expanded electricity generation from a community-based facility utilizing off-grid micro-hydro, solar, biomass, and/or wind energy systems.

This evaluation will focus on two solar W3A grants. A brief description of the two grants to be evaluated follows in Table 1, followed by a complete description of the projects to date.

Table 1: Window 3A Project Summaries

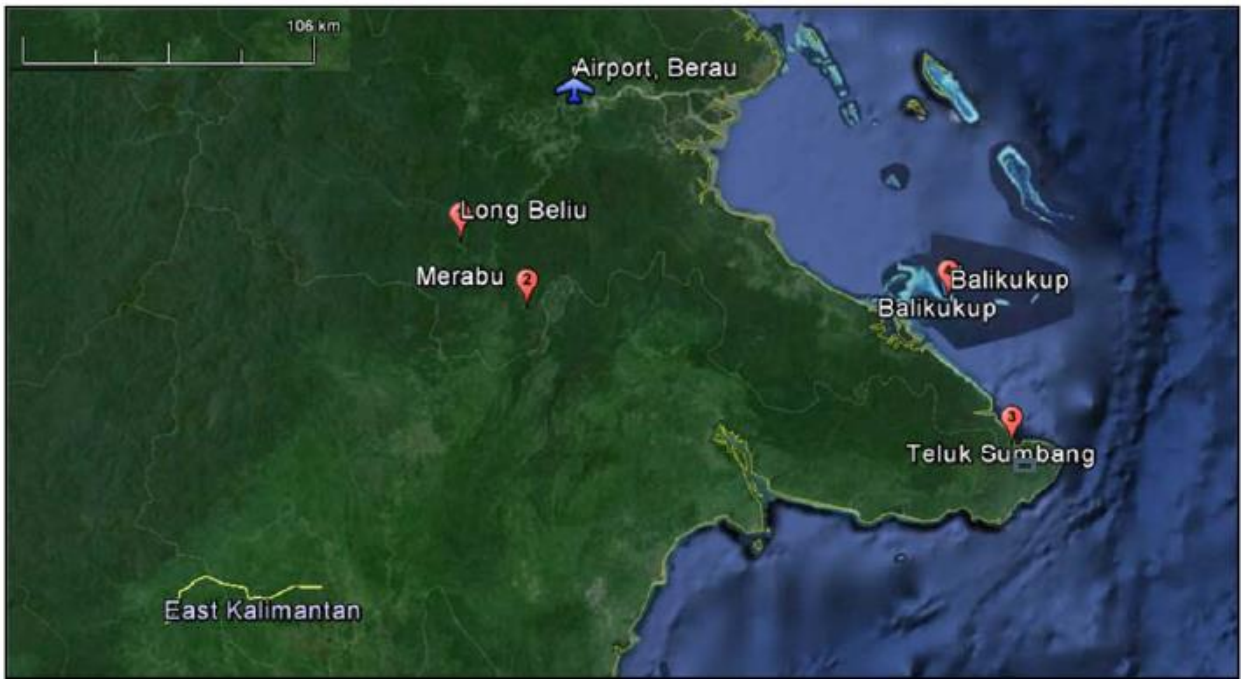
Project No.	Project Name	Implementer	Project Scope
W3A-33	Off-Grid Power Plants for 3 Villages in Berau Regency-East Kalimantan	PT. Akuo Energy Indonesia (AEI)	Connect 463 households across 3 villages to grids powered by 3 Solar Photovoltaic (PV) and 1 Micro-hydro facilities with a combined capacity of 1,671 kW. Establish Special Purpose Vehicle (SPV) in each village to manage new systems.
W3A-59	Solar Photovoltaic Distributed System in East Sumba	Advancing Engineering Consultants & Castlerock Consulting	Connect 909 households across 11 villages to grids powered by 11 Solar PV facilities with a combined capacity of 492 kWp[2]. Establish SPV in each village to manage new systems.

W3A-33 Grant Background

The Off-Grid Power Plants for three Villages in Berau Regency-East Kalimantan Project (W3A-33) targets three villages in the Berau Regency of the East Kalimantan Province: Teluk Sumbang, Long Beliu, and Merabu. All the households in Teluk Sumbang and Merabu (comprising 167 and 73 households, respectively) were planned to be connected to the new and/or upgraded power systems. In Long Beliu, 223 out of 251 total households were planned to be connected to the new power system. In all cases, the grantee planned to connect all households where a connection would be practical and feasible based on distance from the grid and socioeconomic conditions. Figure 1 displays the three villages selected for grant assistance, along with the originally considered fourth village.

[1] http://www.mca-indonesia.go.id/en/project/green-prosperity/green-prosperity-facility
[2] A kilowatt peak value (kWp) specifies the output power achieved by a Solar module under full solar radiation.

Figure 1: Map of Target Villages for W3A-33



At the issuing of this RFP, implementation for the project is completed. A summary of the main physical outputs from this project and their corresponding power capacities can be found in Table 2.

Table 2: W3A-33 Summary of Physical Outputs

Village (Desa)	Technology	Number of facilities	Capacity (kW)	Household connections
Teluk Sumbang	Solar PV, Micro-hydro	2	235	167
Long Beliu	Solar PV	1	821	223
Merabu	Solar PV	1	615	73
TOTAL		**4**	**1,671 kW**	**463**

W3A-59 Grant Background

The Solar PV Distributed System in East Sumba Project (W3A-59) targeted 909 households in the East Sumba Regency for electrification via connection to eleven, sub-village (or kampung) level solar PV micro-grid systems. These eleven systems are distributed across five villages: Tawui, Lailunggi, Praimadita, Tandula Jangga, and Praiwitu. The 909 households targeted included all the households in the eleven kampungs targeted across the five villages. Figure 2, below, displays the kampungs targeted by the project in the larger context of East Sumba.

Figure 2: Map of Target Sub-Villages for W3A-59

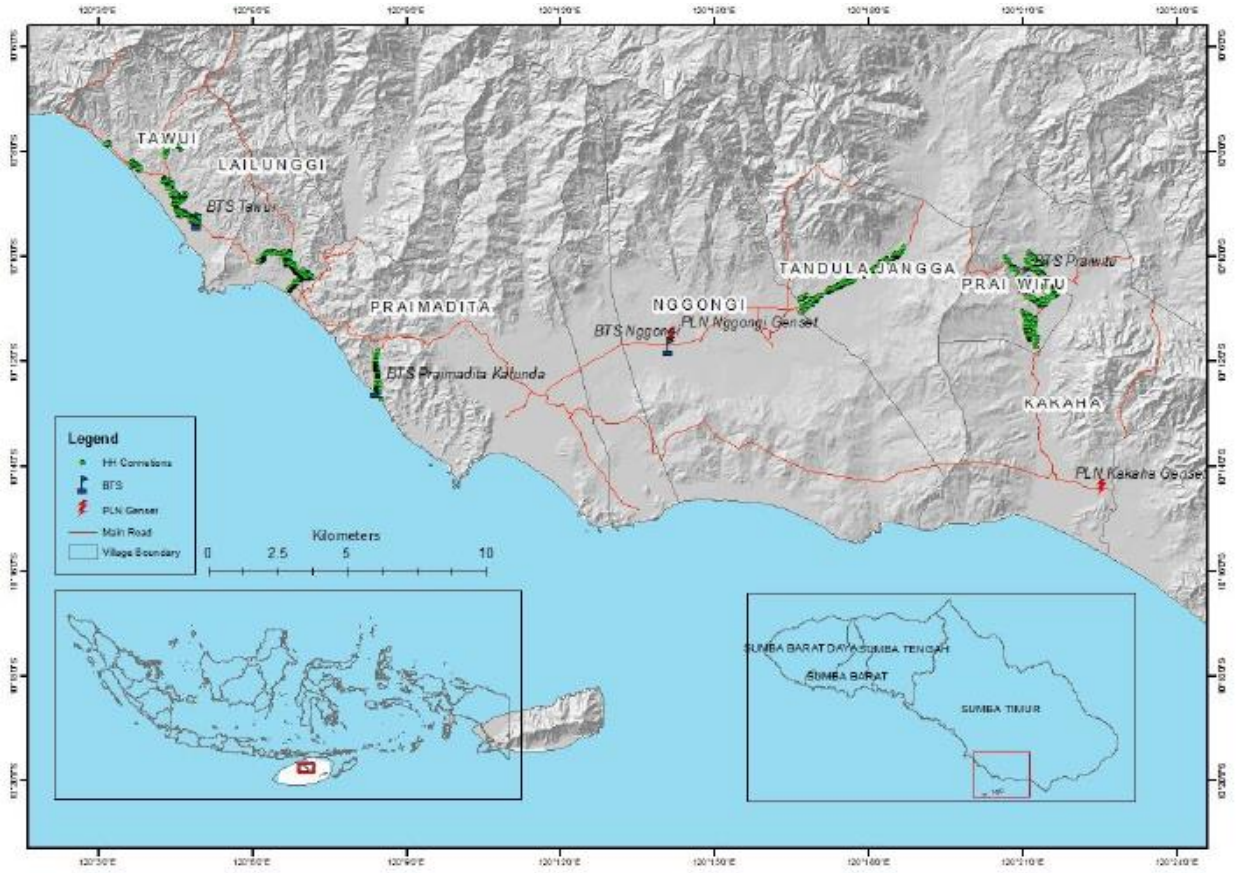


Table 3 summarizes the capacity and expected household connections of each of these facilities.

Table 3: W3A-59 Summary of Physical Outputs

Sub-Village (Kampung)	Technology	Number of facilities	Capacity (kW)	Household connections
Tawui Riyang	Solar PV	1	9	18
Tawui West	Solar PV	1	12	28
Tawui Northeast	Solar PV	1	7.5	17
Tawui North	Solar PV	1	12	27
Tawui South	Solar PV	1	99	209
Lailunggi	Solar PV	1	103.5	216
Rehi Jara	Solar PV	1	16.5	32
Tanah Rong	Solar PV	1	24	44
Tandula Jangga	Solar PV	1	75	136
Praiwitu North	Solar PV	1	103.5	136

Praiwitu South	Solar PV	1	30	46
TOTAL		**11**	**492 kW**	**909**

Evaluation Background

In summary, this evaluation aims, to the extent possible, to validate the program logic underlying the portfolio of community-scale renewable energy grants in the GP Grant Facility, doing so through a focused investigation of two specific grants: W3A-33 and W3A-59. It will simultaneously aim to measure impacts and compare and contrast how the grants operate, both in terms of how similar programs operate in different contexts within Indonesia and in terms of how programs with different approaches to electrification and community engagement operate. The evaluation is guided by four evaluation questions:

1.) How have energy consumption patterns changed among beneficiary households and businesses in response to the provision of a renewable source of electricity?
    a. What are the implications of these changes for household expenditures?
2.) Has the electricity provided through the RE infrastructure been used for economic purposes at the community or household level?
    a. Has the productive uses/profit-generating component of the grant been effective; and has it helped the SPV be sustained?
3.) To what extent do any changes in energy consumption patterns favor reduced GHG emissions?
    a. Are there any other ways in which the grants contribute to the objective of reducing or avoiding GHG emissions?
4.) Has the Special Purpose Vehicle been an effective intervention to improve community buy-in and sustainability of the infrastructure?

This evaluation will respond to these evaluation questions using a quasi-experimental impact evaluation design for the W3A-59 grant and a non-experimental pre/post performance evaluation design for the W3A-33 grant. The former will include survey data collection with households, enterprises, and village officials in treatment and comparison kampungs (sub-village settlement aggregations) while the latter will include survey data collection with households, enterprises, and village officials in treatment villages alone. The comparison kampungs for the W3A-59 grant include:

Sub District	Village	Sub village
Pinupahar	Wahang	Undut Maringging
	Wahang	Lumbuwudi
	Wahang	Laipabundu
	Wanggabewa	Matawailuri
	Ramuk	Rakamau
Paberiwai	Karera Jangga	Mauhani
	Karera Jangga	Prai Kalu

	Karera Jangga	Prai Maninggat
	Karera Jangga	Linggi Tana
	Winumuru	Winumuru
Matawai La Pawu	Wanggameti	Laironja
	Wanggameti	Pahulu bandil
	Karipi	Dusun 2
	Katikuwai	Pingi ailun
Ngadungala	Prau raming	Pada Djara
Mahu	La Hiru	Tara Amah
	La Hiru	Kalimbu Maramba

A baseline evaluation was conducted from October to November 2017. Baseline data collection for this evaluation took place in November 2017 and was implemented by SI in partnership with JRI Research. The Baseline Report can be viewed at: https://data.mcc.gov/evaluations/index.php/catalog/207. Interim and endline data collections will allow the evaluation to monitor progress from baseline conditions and report on program outcomes and impacts in the near- and long-term. SI intends for interim data collection to occur in March 2019 and endline data collection to occur in November 2020. As the RE infrastructure in each site was commissioned between November 2017 and March 2018, these data collection events correspond to 12-16 months of exposure to the new RE technology and 2.5-3 years of exposure, respectively.

II. Scope of Work

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

Each round of data collection will be comprised of two discrete household surveys—the first of which is a follow-up for a quasi-experimental impact evaluation including around 840 households in East Sumba, while the second is a follow-up for a non-experimental pre/post performance evaluation of up to 150 households in Berau. Surveys are anticipated to take approximately seventy-five minutes per household with similar instruments in both locations.[3][4] Thus, the total household sample size for the evaluation is anticipated to be 990 households. Households will be tracked from the baseline sample and the subcontractor will be provided with names, location (including GPS), and contact information for each sampled household to be provided within 5 days of contract signing.

[3] The estimated time excludes time required to track and identify the household.

[4] The instruments are similar enough that only one instrument must be programmed, with skip logic that can route over short sections that are only relevant in Sumba.

In addition to the household survey each district will include a short survey with village officials (28 in East Sumba, 3 in Berau) and an enterprise survey (up to 8 per community, 250 total).

No.	Survey and Duration Estimate	Targeted Respondent	Sample Size, by Regency and group
1	Household Questionnaire (75 minutes)	Community Beneficiaries (Households)	East Sumba ~840 HH in 28 kampungs (11 treatment, 17 comparison) Berau ~150 HH in 3 desas
2	Village Official (25 minutes)	Head of Village (Kepala Desa/Kampung)	East Sumba ~28 officials in 28 kampungs (11 treatment, 17 comparison) Berau ~3 desas
3	Enterprise (20 minutes)	Firms and/or informal community enterprises	East Sumba ~224 enterprises Berau ~24 enterprises

Data Collection Activities

This subcontract will consist of the following activities, summarized in Table 4. The subcontractor will collect data by tracking baseline households from treatment and comparison groups in East Sumba, and treatment households only in Berau. Village Official surveys will be conducted with the current Village Head at the time of surveying. Enterprise surveys will be conducted by tracking the enterprises that were surveyed at baseline. More details on the implementation of each survey can be found below.

Table 4: Data Collection Summary

Activity	Approximate Start Date (training)	Approximate End Date
Interim-Impact Evaluation in East Sumba (data collection)	February 2019	March 2019
Interim-Pre/Post Evaluation in Berau (data collection)	February 2019	March 2019
Interim-Impact Evaluation in East Sumba (data collection)	October 2020	November 2020
Interim-Pre/Post Evaluation in Berau (data collection)	October 2020	November 2020

Sampling was completed at baseline, and there will be no need to draw a new household sample for interim or endline data collection except to replace any households who cannot be tracked. SI will provide a list of potential replacement households in advance of data collection, in case any are needed. In some cases, the kampungs selected for the evaluation have 25 or fewer households. In these cases, all households in the kampung have already been sampled and replacements will be drawn from other kampungs selected for the study.

The household survey, which will be similar in Berau and Sumba though accounting for regional differences, covers all relevant dimensions of the household that might be affected by the new access to electricity or that might affect the adoption and usage of electricity. The socio-economic living conditions will be elicited ranging from background variables like age, household size, and educational status of adult members to variables that potentially change after electrification, for example employment status, educational investments of children and expenditures. A particular focus is on energy consumption and usage, i.e. different energy services, fuels, expenditures, and appliances. Moreover, the questionnaire probes into the activities related to energy usage, for example activities after nightfall, TV usage and appliances. Attention is dedicated to income generating activities.

The desired respondent is the person most responsible for decisions related to energy use and expenditures, likely the household head. If this person is unavailable, SI would permit the survey to be conducted with another adult household member who is involved in and informed of decisions related to energy use. Similarly, at baseline SI permitted households to respond as a group, if they desired, especially for modules where some household members may be more informed than the household member who is most responsible for decisions related to energy use and expenditures.

For the enterprise survey, the data collection subcontractor will track enterprises surveyed at baseline. Contact and location information (including GIS coordinates) will be available. If any of these enterprises must be replaced, the subcontractor should replace them purposively by asking village/kampung officials for reference to a local enterprise that uses electricity. If no such enterprise exists in the village/kampung, the subcontractor may proceed without replacing them in the sample. The enterprise survey asks about the nature of the enterprise, customer base, energy usage, employment, and production. It is expected to last an average of twenty minutes per enterprise. The desired respondent is the owner of the enterprise.

For the village official (kepala desa/kampung) survey the data collection subcontractor will survey whoever is the kepala desa/kampung at the time of the survey, which may not be the same as the kepala desa/kampung at baseline. The village official survey asks about demographic characteristics, socioeconomic characteristics, infrastructure, and public services/facilities in the village or kampung. This survey is expected to last an average of twenty five minutes per official.

Preparations for Data Collection

Subcontractors will be required to undertake a number of activities in preparation for data collection. These include:

- **Comment on data collection instruments and protocols**: Subcontractor will review and provide feedback on SI's data collection instruments and protocols (informed consent) to ensure that they are properly contextualized (to each area in Indonesia), and to suggest revisions as needed for context, flow, or other aspects. The instruments that SI has developed for this activity include quantitative household , enterprise and village official survey. Instruments will be provided upon signing of the contract and feedback must be provided within 10 business days of receiving instruments.

- **Develop manuals for field staff**: Subcontractor will lead the development of comprehensive manuals for field staff (enumerators, supervisors, etc). SI must have a chance to review and approve final manuals at least 5 business days before the start of enumerator and supervisor training. The manuals that will be developed for this activity include: Enumerator Manual and Supervisor Manual.
- **Translate and Back-Translate instruments**: Translations should be completed by a team of two concurrently, reconciling any differences afterward. Back-translations should be completed by a third party, who was not involved in any way in the translations. SI will review back-translations and ask Subcontractor to make changes to the instrument translations as needed based on the results.
- **Program instruments**: Once translated instruments have been validated through backtranslation, the subcontractor shall program them in a software of their choosing such that they can be delivered in an electronic fashion. Although programming can be completed by the subcontractor, it should be done under the supervision of SI and SI should have full access and permissions to the server where data will be stored.
- **Obtain local clearance**: Subcontractor will be solely responsible for obtaining relevant permissions needed from local entities in order to enter evaluation sites to collect data. Letters serving as approvals from these authorities should be used by Subcontractor during fieldwork to justify enumerator presence in local areas, particularly in comparison sites. SI will provide any support the Subcontractor requires to obtain these approvals.

Pretesting, Training, and Piloting

- **Pretesting**: Subcontractors will be required to conduct pretesting for all data collection instruments. Pretesting is focused on the flow, translation, and logic of the instrument. Pretesting should be done on a small sample of units not part of the sample frame for the data collection, prior to training. Subcontractor can propose these in any area throughout Indonesia, with justification.

- **Training**: Training will take place prior to data collection. Subcontractors are required to specify the recommended duration and content of field staff training as part of the technical approach, though we expect a comprehensive, multi-day training that includes field practice. Subcontractors shall describe in their technical proposal their approach to assessing enumerators' readiness to conduct data collection during and after the training. It is recommended that more enumerators than will be required for this data collection activity are trained, so that top-performers are selected, as well as to maintain a pool of back-up enumerators. No enumerator is to be sent to the field until he/she has demonstrated sufficient understanding of the protocols and instruments. 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. Subcontractor may propose training in any location, with justification.

- **Piloting**: Piloting will be done as part of training. It is focused on the entire process of data collection as a whole, 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 focus on the tool itself. Following piloting, it is not expected that major changes to the tool will be needed.

Quality Assurance

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 in a timely manner to SI questions regarding data quality control and other measures of data quality assurance.

SI expects 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. Bidders should include which software they intend to use for this effort as part of their technical proposal.

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. 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 5 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. 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 5 percent of the total sample, using a short back-check tool developed by Social Impact. Back-check surveys should not be made available to enumerators.
- Weekly summaries: Subcontractor will ensure weekly summaries of data quality control activities are submitted to SI in writing, 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 Social Impact:

- 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.
- Social Impact 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 2-3 business days of receiving them. Since SI intends the Subcontractor to conduct electronic data collection, we expect to receive data regularly 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 3-5 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

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, and should specify the proposed supervisor to enumerator ratio. 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 (East Sumba and Berau). Enumerators should have relevant interviewing experience in household interviewing, especially using similar instruments to this

evaluation (household surveys regarding energy usage and basic household characteristics) 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.

Reporting

Subcontractors will be required to submit the following reports for each round of data collection. Social Impact will provide report templates as guidance to the Subcontractor following award for each report type.

- **Work Plan and Inception Report:** The Subcontractor is responsible for developing a detailed work plan which outlines the timeline and process for staffing, enumerator training, pilot testing, data collection, data entry/transfer, and data quality control. The work plan should outline any areas for which the Firm requires support from SI.
- **Weekly/Bi-weekly Reports**: These reports should include the following sections: sampling, data quality assurance, measurement/instrument challenges, and requests for SI.
- **Pretest Report:** The pretest report should include the following sections: pretest process, general observations, and instrument specific observations.
- **Training and Pilot Report**: This report should include the following sections: description of activities, ensuring quality enumerators, piloting results, edits to the instrument, edits to the protocols, edits to manuals, data, and annexes.
- **Final Report and Dataset:** At the conclusion of each round of data collection, the Subcontractor will deliver a data quality summary. This will include information about challenges in data collection, any modifications to the data collection protocols, data quality process, identification of any data quality issues, as well as metadata about the final dataset (sample replacement, response rate, attrition, average duration of survey, etc.) SI will provide a further detailed outline upon award, but data quality reports will include at least the following information:
    - Data source
    - Sample size
    - Samper size of pilot(s)
    - Dates of pilot(s)
    - Dates of data collection
    - Number of enumerators
    - Number of supervisors
    - Number & percent of randomly selected survey responses audited by field supervisor
    - Number and percent of randomly selected survey responses audited by the firm
    - Average number of surveys conducted per enumerator per day
    - Summary of quality checks performed during fieldwork

    The Subcontractor will also submit a dataset, and format datasets including variable names and labels in English and store and transfer data according to standards agreed

upon with SI. In addition to the raw and cleaned datasets, the Subcontractor will provide a codebook (including variable name, label, description, type, option list (if ordinal), and number of responses) along with all schemes used for labeling and coding variables, linking identifiers between datasets, all algorithms used to format the dataset or address data entry or data quality, and other detailed metadata as proposed in the work plans or requested by SI. Always incorporate separate coding options for all applicable questions for other specify, not applicable, don't know, and refused coded as -96, -97, -98, -99 (or analogous coding system). The Subcontractor's data cleaning and management methods should be transparent and replicable. All interim and preliminary datasets should be verified and ready for an initial analysis to look for any obvious errors or need for improvement in data entry processes.

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 at least 500 households using electronic data collection, and demonstrated experience collecting data in remote areas of Indonesia. Experience working on a USG-funded evaluation and experience with surveys on household energy use are preferred but not required. This 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 according to the suggested payments listed below. Weeks are estimated, and relative to contract signing and the subcontract may suggest an alternative payment schedule. 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.

Round	Phase	Payment	Deliverables / Milestones	% per of total contract
Interim Contract				
Interim	1: Interim Prep	1	Inception report with work plan **Payment delivered upon approval of final work plan.**	5
Interim	2: Data Collection Start-Up	2	Enumerator training logistics and completion, training agenda, enumerator manuals (English and Bahasa Indonesia). Instrument piloting, translated/back-translated instruments and revisions report.	15

			Payment delivered upon approval of pilot dataset and pilot report.	
Interim	3: Quality Assurance	3	Completion of all required quality assurance oversight during data collection. **Payment delivered upon approval of data quality summary.**	10
Interim	4: Data Collection	4	Complete all survey instruments, back checks and re-interviews. Address all data quality concerns raised by SI. **Payment upon approval of final interim dataset.**	20
Endline Contract Modification				
Endline	5: Endline Prep	5	Inception report with work plan **Payment delivered upon approval of final work plan.**	5
Endline	6: Data Collection Start-Up	6	Enumerator training logistics and completion, training agenda, enumerator manuals (English and Bahasa Indonesia). Instrument piloting, translated/back-translated instruments and revisions report. **Payment delivered upon approval of pilot dataset and pilot report.**	15
Endline	7: Quality Assurance	7	Completion of all required quality assurance oversight during data collection. **Payment delivered upon approval of data quality summary.**	10
Endline	8: Data Collection	8	Complete all survey instruments, back checks and re-interviews. Address all data quality concerns raised by SI. **Payment upon approval of final endline dataset.**	20
Total	**--**	**--**	**--**	**100%**

The initial contract will include interim and endline data collection activities and scope of work. However, funding will only be obligated for interim data collection at the time of issue. The contract will be modified to commit funding for endline data collection upon good performance and the obligation of funding for endline data collection in SI's Prime Contract.

IV. Scoring Criteria

Selection will be made on a best value tradeoff process based on the scoring criteria listed below. Criteria are listed in order of importance. Cost will not be scored, but costs will be reviewed

separately for reasonableness, completeness, realism, and alignment with the offeror's technical proposal and considered in the final evaluation of best value. However, offerors should strive to be as economical as possible in their offers. All applicable firms are invited and encouraged to apply.

- **Past Performance**: Demonstrated, successful experience conducting similar activities in comparable settings, as specified in the Scope of Work. This experience should reflect institutional capacity, not just that of individual team members.
- **Technical Approach**: Compliance with requirements of scope of work; understanding of data collection activity requirements; innovative approaches presented if applicable.
- **Personnel**: Overall demonstrated experience of the personnel presented.

V. Submission Instructions

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

QUESTIONS

Please use subject line "MCC GP CBOG RE IE 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.

PROPOSALS

Technical Proposals: Bidders will submit technical proposals, using the page limitations described below. Material that exceeds 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).

- Past Performance: A minimal of three (3) past performance reports, not exceeding three (3) pages total, is required. It is optional to list additional relevant experience beyond that required with a 1-2 sentence description of each task.
- Technical Approach: no longer than six (6) pages including approach to recruitment of adequate personnel, approach for instrument validation and programming, approach to training, approach to field data collection including tracking baseline households and dealing with potential attrition, approach to DQA, and work plan.
- 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.

Financial Proposals: The financial proposal shall consist of a budget in Excel with traceable formulas and clear explanation of any assumptions made. Bidders are strongly encouraged (though not required) to use the budget template provided in Annex A to this RFP. Costs should be presented in USD. Bidders must include all applicable taxes in their offers.

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 subject line "MCC GP CBOG RE IE 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.