



Request for Proposal (RFP) for Data Collection for USAID's Strengthening Communities Through Integrated Programming (SCIP)- Zambézia

1. PROPOSAL DETAILS SUMMARY

ISSUE DATE: Wednesday, April 17, 2019
QUESTIONS DUE: Friday, April 26, 2019
SUBMISSION DEADLINE: Tuesday, May 7, 2019, 5pm EST

Interested Offerors must email a separate Technical (word document) and Cost Proposal (attached template) to akhachatryan@ecodit.com, achatting@ecodit.com, mdavila@socialimpact.com, and hdentz@socialimpact.com. The technical proposal should be no longer than 10 pages. CVs and other annexes are excluded from the page count.

Contract Type: Fixed Price.

2. PURPOSE

The selected Offeror will conduct high quality data collection in the form of qualitative interviews with stakeholders, structured observations and water quality testing of water points, and a short household survey including structured observations to evaluate the USAID-funded Strengthening Communities Through Integrated Programming (SCIP) activity in Zambézia province Mozambique. The primary purpose of the evaluation is to assess whether the SCIP activity's water, sanitation and hygiene (WASH) related outcomes were sustained several years after the project ended.

3. QUOTATION INSTRUCTIONS

The Offeror shall submit its best technical approach following the requirements set out on Sections 5 and 6 as well as its best price as per the following requirements:

- The Offeror must present budget costs in USD in at least two columns, one inclusive of Value Added Tax (VAT) and the other exclusive of VAT.
- The Offeror may also present costs in the national currency in addition to USD.
- In case of price discrepancy between the unit price and subtotal price, the unit price shall prevail
- The rates quotes shall be for complete services inclusive of all taxes and charges for service contingent to the work
- Ecodit has the right to increase or decrease the requirement for services mentioned in this RFP



- Payment term: 30 days
- Proposal validity: net 30 days from date of submission
- Relevant costs incurred in Mozambique may be eligible for VAT reimbursement. The reimbursement process would be the responsibility of the Offeror; Ecodit would provide the necessary paperwork to demonstrate reimbursement eligibility.

4. BACKGROUND

Social Impact (SI) is a sub-contractor to ECODIT on the Water Communications and Knowledge Management (CKM) Project, a five-year task order under the Water and Development IDIQ (WADI) supporting the work of USAID’s Water Office in the Bureau for Economic Growth, Education and Environment (E3/W). A key SI role in the CKM project is to conduct a series of performance evaluations (PEs) of closed USAID-funded WASH projects to further USAID’s understanding of the extent to which the achievements of their WASH activities have been sustained, and reasons why these outcomes and activities have or have not been sustained.

SI is currently designing an ex-post evaluation for the WASH component of the SCIP activity. SCIP’s WASH component, which was implemented by the World Vision International between 2009-2015, aimed to improve sustainable access to hygienic practices and increase the use of clean water and sanitation facilities in Zambézia Province, Mozambique. This ex-post evaluation will examine the long-term sustainability of SCIP’s approach to improve water supply and sanitation.

The field data collection is scheduled to occur from approximately June 21 – July 30, 2019.

The selected Offeror will be hired and managed by ECODIT but will work under the technical direction of Social Impact during preparation, data collection, and analysis.

4.1. Evaluation Questions

The evaluation questions may undergo modification but will be similar to the following which were drawn from the SCIP framework:

Drawing on the SCIP framework, this evaluation will answer the following questions:

Water

1. What is the present level of service at water points (WPs) installed or rehabilitated by SCIP three years after activity close in terms of functionality, water quantity, quality, accessibility, and reliability?
 - a. To what degree are community members using activity-sponsored WPs relative to other water sources, for which purposes and why?
2. What factors influenced sustainability of water services?
 - a. How effective have governance and management activities of the community-based



water committees been since project close.

Sanitation and Hygiene

3. To what extent have households (HHs) been using, performing maintenance on, and replacing (as needed) their latrines in SCIP communities?
 - a. What factors contributed to use, maintenance, and replacement of HH latrines?
 - b. Which of the two implementation models (sanitation and hygiene or a combination of WASH) was the most sustainable?
4. To what extent are SCIP promoted handwashing stations, or other models, used today?
 - a. Which factors influenced sustainability of handwashing behaviors?

WASH Sustainability

5. To what extent have SCIP’s efforts to build Community Leadership councils (CLCs) organizational capacity contributed to sustainability of WASH interventions?
 - a. To what extent are women continuing to participate in management and governance structures put in place under SCIP.

4.

5. Scope of Work

The selected Offeror will recruit and train enumerators and interviewers with SI guidance and support, complete all logistical planning and coordination, conduct all data collection noted below according to SI protocols and best practices, complete regular data quality assurance, compile and clean quantitative data in clearly labeled databases, compile clear qualitative notes and audio recordings, provide verbatim transcription and translated qualitative data in English based the recordings and communicate regularly and promptly with SI on work plan progress and challenges.

5.1. Sample Size

Social Impact will be responsible for sample selection and will provide the final sampled locations and individuals to interview as well as alternates to the Offeror. The Offeror must collect data in a to-be-determined number of districts in Zambézia Province according to the anticipated sample sizes described in the table below. Note that the number of villages or interviews does not correspond directly to the number of qualitative respondents because some interview types (key informant interviews versus group interviews) are to be determined.

DATA COLLECTION ACTIVITY	APPROXIMATE SAMPLE SIZE	
Quantitative Data Collection Activities	Villages	Respondents
Structured observations at WPs	175	N/A
Water quality testing at same WPs	175	N/A
Household survey and observation of latrines and handwashing stations	75	600
Qualitative Data Collection Activities	Villages/locations	Respondents



District government officials	6	~-12
Community leader group interview	~12	~50
Water committee group interview	~12	~50
CLC group interviews	~8	~36

Note: all qualitative data collection will be within a subset of villages chosen for quantitative data collection.

5.2. Data Collection Methods

The selected Offeror will conduct data collection in the form of qualitative interviews with stakeholders, short household surveys (including observation of latrines and handwashing materials), water point observations, water quality testing, and, where possible, collect administrative records in selected districts. SI will develop all data collection instruments but will seek data collection firm input to improve clarity and contextual appropriateness. The Offeror should collect all data electronically where appropriate. GPS coordinates are required for all visited water sources and households, and photos are required for all observations. The data collection methods are as follows:

5.2.1. Quantitative Data Collection Methods

Water Point Structured Observation and Water Quality Testing: The Offeror will conduct data collection at 175 water points in 175 villages. The observation tool will capture function (e.g. if water points dispense any water), flow rate, stroke rate, leakage tests, fill time, and observed risk of contamination among other indicators. A photo of the water point and GPS point will be required.

At each water point the Offeror must follow specific protocols to collect water samples and complete testing and data recording for *E. coli* and, if feasible, arsenic, fluoride, iron and other potential tests. SI will provide training and water quality testing materials (including coolers). *E. coli* will be tested using the Aquagenx compartment bag test¹ Most Probable Number method. The Offeror must process *E. coli* and fluoride samples in a central location after returning from data collection following strict sterile method protocols. The Offeror must read *E. coli* samples 24-48 hours after processing.

- Estimated duration per water point visit: 1 hour (45 minutes observation and 15 minutes water sample collection).
- Additional time will be required to process samples upon return from data collection.

Household (HH) Survey and Structured Observation Latrines/Handwashing Stations: The Offeror will complete a survey with a female head of household to assess their household's water, sanitation, hygiene practices and experience with the SCIP activity. If the female head of HH is not available, the Offeror will speak to another HH member. The Offeror must obtain informed consent prior to

¹ Details on the testing process are available online: <http://www.aquagenx.com/how-to-use-the-cbt/>



completing each interview. The survey will also include brief observation of latrine and handwashing station (if they exist), which must be photographed and have GPS taken. The short survey will be conducted at 8 households in each of 75 villages, representing 600 total households. Within each sampled village, the Offeror must use systematic sampling methods (i.e. “random walk”) to select 8 households using a skip pattern proportionate to the village size.

- Estimated duration per HH visit: ~35 minutes, excluding time spent walking to reach each household

5.2.2. Qualitative Data Collection Methods

SI will provide qualitative interview guides that include key learning objectives for each interview. The Offeror must follow qualitative interviewing best practices to listen and probe appropriately to best achieve all learning objectives. The Offeror must designate an interviewer and dedicated note taker for each interview. All interviews must be audio recorded, with permission from respondents. The Offeror must obtain informed consent prior to completing each interview.

Key Informant or Group Interviews with District Level Government Stakeholders

The Offeror will seek the District Service for Planning and Infrastructure key staff’s insight related to their perception of the government’s policy framework, sector involvement (oversight, financial support, technical support), their roles, views on the SCIP in general and related to WASH project, and sector-wide challenges and opportunities relating to village-level water, sanitation and hygiene sustainability factors. The Offeror will also seek secondary water quality data at these meetings. The *Water Quality Testing* section below describes the process.

- Estimated duration per interview: 60-90 minutes.

Key Informant or Group Interviews with Community Members: The Offeror will follow structured qualitative interview guides to seek the perspectives of community members on SCIP activity implementation, the community’s retention of WASH behaviors, WASH norms, and sustainability of water supply infrastructure and sanitation activities. In addition, the offeror will seek their thoughts on the SCIP project’s village-level governance and other topics that emerge from interviews with USAID, implementers, and regional officials.

- Estimated duration per interview: 60-90 minutes

Group Interviews with Water Committees (WC) and Health/Sanitation Committees (HC)

The Offeror will conduct group interviews with WC and select HC members using a mixed-methods guide. If possible, two to four members will participate in each interview. If female committee members exist, the Offeror will seek their participation. The interview guides will have a mix of semi-structured and structured questions and, if possible, will include questions based on a review of the association’s records. In water community interviews the Offeror will seek to understand key aspects related to water points user details, water quality, governance (including relationship with local government), operations, maintenance, and financial stability. If a water point is no longer functional or the association no longer exists, the Offeror will attempt to interview former WC or HC members to



understand why. In sanitation and hygiene communities the Offeror will seek to understand SCIP implementation, sanitation and hygiene management, and governance structures.

- Estimated duration per interview: 60-90 minutes

Group Interviews with Community Leadership Councils (CLC)

The Offeror will conduct group interviews with CLCs using a mixed-methods form. Topics discussed will include their role related to water, sanitation and hygiene at the community level and how they interact with water and sanitation committees and larger governance structures within the district. These interviews will be clustered around the communities that are being visited for the community member and water committee and health/sanitation committee interviews.

- Estimated duration per interview: 60-90 minutes

5.3. Instruments

SI will design all data collection instruments and associated oral informed consent scripts (listed for reference below).

- Qualitative Interview Guides (key informant interview, group interviews).
 - The water committee/CLC interview guides use mixed methods (open and close ended questions) and should be programmed along with the quantitative instruments.
- Water Point Structured Observation Form
- Household Survey and Structured Observation Forms
- Water Quality Testing Forms
- Tracking Form - Other WASH Activity in the Communities Visited
- Qualitative Note Taking Form
- Back Check Data Collection Form

5.4. Specific Responsibilities of the Offeror

The Offeror should have a strong track record of survey work and data collection in Mozambique. The Offeror must describe methods for working around the likely challenges that will arise with data collection in remote locations where security issues may arise. The Offeror should also address any challenges that may arise stemming from the recent natural disaster that impacted Zambezia. The Offeror should have a qualified team of data collectors from Mozambique with fluency in languages commonly spoken in Zambezia and be able to provide adequate logistical resources to organize, train, deploy, and supervise enumerators/facilitators in the field.

The selected Offeror will be responsible for completing the following deliverables:

DELIVERABLE	APPROXIMATE TIMELINE
Detailed work plan	5 business days after contract award
Detailed training agenda	At least 1 week prior to training
Data collection protocol manuals for enumerators and	Draft at least 1 week prior to training,



supervisors (following SI guidance)	to be finalized within 1 day after training.
Translated and back-translated Household Survey and community qualitative interview guides in relevant local languages. All relevant data collection instruments programmed, and bench tested	At least 3 days prior to training
Pilot dataset and report	Dataset due 1 day after pilot. Report due 4 days after pilot.
Raw datasets for a) Water point observations and water point water quality results, b) Household Survey/observation results, and c) quantitative components of committee mixed methods interviews	No later than 3 days following conclusion of data collection. Preference for receipt of raw data on a rolling basis through electronic server access.
Clean, labeled datasets and codebooks for a) WP observations and WP water quality results, b) Household Survey/observation results, and c) quantitative components of committee mixed methods interviews	2 weeks following conclusion of data collection
Qualitative interview data, cleaned and annotated notes and audio recordings, including all metadata	2 weeks following conclusion of data collection. Preference for receipt on rolling basis.
Weekly Status Reports	Weekly beginning 1 week prior to data collection
Data Quality Report	3 weeks following conclusion of data collection

- Work Plan:** The Offeror is responsible for developing a detailed work plan and schedule to include staffing and roles and responsibilities of each person, facilitator training, instrument pilot testing, data collection, data entry/transfer, and data quality control. The work plan should detail *how* the Offeror plans to prepare for training, develop training guides for supervisors, implement data collection protocols developed by SI that provide explicit instructions for carrying out the surveys, key informant and group interviews, water quality testing, and structured observations, and a plan to provide oversight to ensure facilitators and supervisors can successfully complete their duties with high quality. The work plan should outline any areas for which the Offeror requires support from SI.
- Clearances:** The Offeror is responsible for identifying and liaising with all necessary official authorities to gain permission and clearances to access participants and sites in the selected evaluation areas. Where possible, the Offeror will be expected to contact necessary officials (district officials, local government institutions, village chiefs) for any other permissions needed. The Offeror will be required to keep documentation of all requests, approvals, and



correspondence between relevant parties and provide copies to Social Impact, upon request. The Offeror will be expected to maintain positive, professional relationships with all local stakeholders and report any challenges therein immediately to Social Impact.

- **Translation:** The Offeror will arrange for translation and back-translation of surveys (note question numbering must be identical between the two versions), interview, data collection forms, informed consent, and structured observation guides. The Offeror is responsible for ensuring the quality of the translation, by verifying that the translator(s) possess(es) adequate credentials for the work and ensuring independence between the translation and back-translation staff. The Offeror will be responsible for cross-checking the back-translation with the original wording and addressing any necessary clarifications. The Offeror will be responsible to arrange for translation of detailed interview notes. In all cases, the Offeror will be responsible for reviewing the final wording of all data collection instruments to ensure that they are culturally and linguistically appropriate.
- **Staffing:** The Offeror should propose a team of well-qualified personnel that possess relevant experience in data collection management, dataset management, data quality oversight, enumeration, facilitation, and note-taking skills as appropriate to quantitative or qualitative data collection or oversight roles.

The Offeror must designate a qualified Research Coordinator who will be responsible for preparing and managing all activities specified in the Scope of Work. Specific responsibilities include being the primary point of contact with the SI team, revising data collection instruments and protocols, facilitating enumerator training, organizing and managing all data collection events, overseeing data management and cleaning, and adhering to aforementioned quality assurance protocols. The Research Coordinator will be considered Key Personnel.

Recruitment and staffing procedures should be outlined in the proposal and work plan, along with contingencies for staff replacement, should the need arise, during data collection. Ideally, the same staff will be able to carry out the quantitative and qualitative data collection once trained. If this is not feasible explain why. Field personnel are expected to adhere to the highest standard of ethical behavior.

- **Pilot Testing:** The Offeror should coordinate with SI to plan and conduct at least one round of pilot testing to test the interview and structured observation guides and ensure enumerators are fully prepared to complete data collection. SI will participate in the pilot testing process. Following the pilot, the Offeror should submit a brief report from the pilot that includes: dates and location of pilot, staff administering pilot, number of respondents/participants, respondent/participant identification procedures, length of each session, the full pilot dataset, refusal rates, challenges implementing sampling or protocols, and any suggested changes in the



instruments or protocols based on the results of the pilot. The Offeror must provide sufficient time for pilot testing, re-training based on lessons learned and launch of data collection activities. The length of the pilot test should be no shorter than two days.

- **Data Collection Training:** The Offeror will be responsible for providing all data collection staff with adequate training, including an agreed upon number of days of practice administering surveys, facilitating interviews, conducting water quality testing, and conducting observations prior to beginning data collection. SI staff will participate in the training. The Offeror is responsible for screening and re-training any recruits who do not demonstrate adequate understanding of or adherence to proper data collection protocols by the end of training. No facilitator is to be sent to the field until he/she has demonstrated sufficient understanding of the interview and structured observation guides and protocols. Representatives of SI may assist with the training and may test facilitators as needed and may require, at their discretion, replacement of facilitators deemed to be performing inadequately in training or in the field. The Offeror should develop a training manual in English and Portuguese to be reviewed by SI prior to training. The Offeror should print one copy of the training manual for each of the enumerators/facilitators. The Offeror will ensure that staff have appropriate language proficiency for the regions where work will be undertaken. The Offeror should specify training plans for supervisors as well as enumerators/qualitative interviewers. The training location and should be specified in the proposal. The training should last three days PLUS one day for supervisor training.
- **Sampling:** The Offeror is responsible for visiting all locations specified by SI. No location should be replaced without prior authorization from SI. The Offeror is responsible for ensuring that interview participants selection is being done in accordance with the specified sampling procedure and, where applicable, correctly and consistently applying rules of replacement. Any issues that are identified should immediately be reported to SI. The Offeror will be responsible for contacting respondents ahead of time (where appropriate) and arranging interviews/location (if needed).
- **Quantitative Data Collection:** The Offeror will be responsible for collecting specified data using either paper based or electronic methods depending on the data collection instrument type. SI has a strong preference for electronic data collection for quantitative data and invites Offerors to describe any in-house capabilities for programming surveys electronically, including details about software platforms used (Open Data Kits is preferred but not required); equipment available for electronic data collection; and enumerator experience with electronic data collection.

All electronic data collection must have a backup paper instrument for staff to use in case of electronic data collection challenges in the field. All question numbers in the electronic version



must match the paper version. The Offeror is responsible for acquiring the necessary hardware and software and for programming the instruments. Software should include adequate consistency checks, allow sufficient space to adequately capture all open-ended responses, constrain numerical responses to the appropriate range of values, and meet all other technical requirements. The Offeror must test all electronic data collection instruments before submitting to SI for bench testing and ensure that electronic and paper surveys match (numbering and phrasing). The Offeror must maintain a log of all issues and resolution of issues found during bench testing. SI must approve the software and programmed instruments. The Offeror must provide a plan for ensuring that all electronic data collected is uploaded and how they will provide upload reports to SI.

If Offeror proposes only paper-based data collection, the procedure for data entry and quality verification must be specified in the proposal.

Informed consent should be obtained from all respondents. SI will provide data collection tools and informed consent documents. The Offeror will not make changes to these documents unless approved by SI.

- **Qualitative Interview recording.** The Offeror is expected to obtain permission from interview participants to record the discussions. Regardless of whether the respondent agrees to be recorded, the Offeror should be prepared to take detailed notes. All notes must be properly secured and backed up to protect participants' identities and prevent data loss. Verbatim transcription and translation to English of all interviews is required. All recordings, notes, transcriptions, and translations *must* be transferred to SI and follow transfer procedures set forth by SI; the Offeror may *not* retain any data collected for this evaluation.
- **Confidentiality:** The Offeror should follow standard confidentiality protocols in addition to any additionally specified confidentiality measures, including:
 - Document procedure for ensuring the privacy of participants during each interview and ensuring the confidentiality of all collected data. Identifiable data should be accessed by the fewest possible parties, and only those with a need to access such information;
 - Ensure informed consent is documented by each respondent prior to start of the interview, including a record of refusals (and reasons, where possible to collect);
 - Ensure a unique respondent ID number is attached to identifying information and survey responses;
 - Ensure no identifying information (beyond sex, age and province) is collected with the data.
- **Incentives:** Where applicable, incentives should be discussed and approved by SI to ensure they compensate for respondent time without coercing or influencing responses. Respondents



should ideally be unaware of the receipt of any incentive until after the interview is complete. In-kind incentives are recommended over cash incentives.

- **Quality Assurance:** Data Quality Assurance processes are expected to occur in the field, in real-time, during data collection and during data entry and in delivery of datasets. The Offeror is expected to provide significant oversight of facilitators in the field. Specifically, the Offeror must provide on-site management of facilitators that is sufficient to observe the activities of the interviews, identify problems in their facilitation, and correct those problems. The Offeror will be responsible for implementing quality monitoring processes. The offeror should carry out back check surveys of ~10 % of all surveys. The Offeror will follow a back check protocol provided by SI and ensure that there is adequate time allocated to training supervisors or staff who are not enumerators on procedures and instruments.
- **Reporting Responsibilities:** SI requests that the Offeror work collaboratively with SI throughout the data collection process. This includes weekly updates on the progress of data collection and immediate updates on any issues that arise prior to adjusting any plans or protocols. The weekly status reports should include the following sections: activities completed, upcoming activities, and challenges faced and mitigation strategies pursued. If there are extreme challenges the Offeror will be available as needed to discuss and address them with SI. All reports should be submitted in English.
- **Qualitative Datasets:** Qualitative data should be provided with all relevant accompanying documents, all metadata (location, GPS coordinates, maps, interview tabulations) included. In addition to original recordings and collection materials, final qualitative documents, detailed notes in English, and reports should be provided in a clean format with clear notes or comments where appropriate, and documentation of any deviation from the original protocol. Consistent formats should be used, as with the interim datasets, in the delivery of all final datasets between sets of quantitative and qualitative data. SI will provide the notes submission format.
- **Quantitative Datasets (including structured observation and water quality forms):** The Offeror will use appropriate software to clean and format datasets (including water quality) 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 Offeror 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 Offeror's data cleaning and management methods should be transparent and replicable



(e.g. documented in a Stata .do file). 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. Offerors should specify in their proposals which data processing and cleaning software they intend to use.

- **Data Quality Report:** The Offeror should deliver a data quality report with the final dataset. This should 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.). Data quality reports should include at least the following information:
 - Data source
 - Sample size
 - Sample size of pilot(s)
 - Dates of pilot(s)
 - Dates of data collection
 - Minimum education/experience of facilitators/field staff
 - Training time provided to field staff
 - Names and Number of facilitators
 - Number of supervisors
 - Supervisor to facilitator ratio
 - Number and percent of randomly selected survey responses audited by the firm
 - Average number of interview conducted per facilitator per day
 - Electronic or paper data collection
 - [If paper] Double entry (yes/no)
 - [If paper] Percent of GI notes entered audited by firm
 - [If electronic] List of validations programmed into survey
 - [If electronic] List of post-administration quality checks performed on raw data
 - Summary of data checks performed
 - Back check survey dataset

6. STRUCTURE OF PROPOSAL

6.2. Technical Proposal

The technical proposal should be no longer than 10 pages and contain the overarching sections listed below.

- Understanding of the scope of work
- Technical approach
- Management approach
- Past performance



Annexes, which are not part of the page count, should include:

- Detailed work plan of activities
- CVs of key personnel and other proposed team members
- Contact information of three references

Submissions should use 11 point font size (any style), single space. Graphics and tables should not be smaller than 8 point font size (any style).

6.3. Cost Proposal

The technical proposal must be submitted on the template provided as an attachment to this RFP. The Assumptions Column (Column G) is required. There is no page limit for the cost proposal.

Annexes should include:

- Budget notes – on the budget notes, please indicate where transportation or other costs are shared between qualitative and quantitative data collection activities (if applicable).

7. SCORING CRITERIA

Technical Approach – 25%

The Offeror shall submit a document no longer than eight pages detailing the process by which the requirements of the Scope of Work will be completed. The narrative should describe, in detail, the steps through which the Offeror will ensure successful timely enumerator recruitment, enumerator training, water quality sample collection and testing according to rigorous protocols, completion of systematic sampling of households, ability to locate and travel to specified villages, data cleaning, assurance of data quality. Additionally, the technical approach should elaborate on the proposed team composition and the management structure by which team members will communicate internally and with the Social Impact evaluation team. Specifically, the reviewers will focus on the explanation of the process by which enumerators are identified, trained, and overseen in the course of data collection.

Past Performance – 15%

The Offeror shall submit a document no longer than two pages detailing similar work completed in the recent past. This experience should reflect institutional capacity, not that of individual team members. Of particular importance is relevant work in the management and implementation of data collection, including surveys and qualitative interviews. Prior experience working on WASH evaluations is a strong plus, and experience with USAID-funded projects is preferred, though not required. Ecodit will reach out to the references provided by the Offerors. The responses will factor into this scoring criteria.



Personnel – 10%

The Offeror will be scored on the technical and managerial expertise of the Research Coordinator. The offeror will submit the CVs for its proposed personnel. The Coordinator is expected to take full responsibility for preparing and managing the activities specified in the Scope of Work. Specific responsibilities include being the primary point of contact with the Social Impact team, revising data collection instruments and protocols, facilitating enumerator training, organizing and managing all data collection events, overseeing data management and cleaning, and adhering to aforementioned quality assurance protocols.

The Coordinator will be considered Key Personnel, meaning that their continued participation is required for the continuation of the subcontract. If the Coordinator were to leave the project for any reason, the Offeror would have to propose an alternate candidate subject to the approval of Social Impact. If the applicant does not meet the criteria for this position, the subcontract will be terminated. Additional personnel deemed necessary to the completion of the Scope of Work will be considered if substantiated with CVs.

Cost – 50%

The Offeror shall submit a budget using the provided template outlining, to outline the anticipated costs to the assignment. The Offeror must ensure Ecodit and SI can understand the breakdown of specific costs.

Relevant costs incurred in Mozambique may be eligible for VAT reimbursement. The reimbursement process would be the responsibility of the Offeror; SI would provide the necessary paperwork to demonstrate reimbursement eligibility. Please present budget costs in USD in at least two columns, one inclusive of VAT and the other exclusive of VAT. The Offeror may also present costs in the national currency in addition to USD.

Proposals that meet minimum technical requirements will be reviewed for the cost-effectiveness, adequacy, and realism of the proposed budget. The Offerors must submit budgets using the budget template provided in Annex A.

8. SELECTION PROCESS

The evaluation committee will be composed by members of Social Impact, who will issue a recommendation to ECODIT based on the above-mentioned evaluation criteria. ECODIT will then make a final determination, conduct negotiations, and issue a contract to the selected firm.



9. ANNEXES

Annex A: Budget Template

See attachment.