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

Answers to clarification questions

1. On page 1 (address paragraph) the ToRs mention that we must submit the Technical proposal in word document. We would like to know if does it mean in edit format

   The proposal needs to be submitted in MS Word. We are unsure exactly what is meant by edit format but it refers to track changes under the review tab it is not necessary.

2. Which districts are going to be included in the sample? Will the selection include districts that were affected by cyclone IDAI?

   SI has not yet determined the final sample and therefore cannot specify which districts are included. We understand that the impacts of Cyclone Idai are an important consideration and that there are lasting impacts on the population and infrastructure. We will exclude inaccessible communities.

3. How will the selection of water points to be visited take place? Will the client provide a list, GPS coordinates and other relevant information to help identify the water points?

   Water points will be randomly selected from the data provided by the implementer. Note, water points were only installed in seven districts across Zambezia. The data from the implementer that SI will use does include GPS coordinates.

4. How many key informant or group interviews with community members are expected to be conducted? It seems that this information is not provided in the sample table.

   Thank you for your attention to detail. They are listed as community leader group interviews in the table but it should have stated community members group interviews. There will be ~12 community member group interviews.

5. We are assuming that all group interviews are taking place in the same selected villages, is this correct?

   Yes, this is correct. There will be 12 villages that will have interviews with community members and water /health/sanitation committees. The numbers have the approximate symbol next to them as there might be slight modifications to the design.

6. We would like to know in which language SI will provide the training materials (Portuguese or English)?

   The materials will be provided in English.

7. On page 4 the ToRs says that E. coli will be tested using the Aquagenx compartment bag test 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. When you say "after returning from data collection" it means at the end of each fieldwork day or at the end of the whole data collection process?

   The E. coli samples must be processed ideally within 6 hours of collection and at the latest 8 hours, so at the end of the day. Once water samples for E. coli testing are collected they are placed in coolers and have a cold chain process. Once processing takes place after returning from the field the samples will need to incubate at room temperature for 24-48 hours at which point they will need to be read. Instructions can be found on this webpage.

   Fluoride samples collected and do not have to be processed the same day, e.g. they could be processed once a week or up to ~20 days later. However, based on supply limitations they will need to be tested before the end of data collection at a pre-specified interval. This will depend on team size, supplies, and data collection locations. The frequency will be determined prior to the commencement of data collection.

   The processessing requires a specific laboratory or can be done by the project team by following Aquagenx usage procedures?

   The processing can be done by the test team once they are trained in processing and sterile technique. If the team has access to a lab that is helpful but not required.

8. On page 4 the ToRs says that 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. How will the respondents be selected at the community level? Will the Client provide a list of respondents or a listing process will be necessary in each survey community?

   SI will provide a method to randomly select households and alternate households for survey administration.

9. On page 8, the ToRs says that 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. Is this (translation and back-translation) required only for the template of data collection tools and informed consent form or also for the quantitative data collected?

   It is required for the qualitative and quantitative instruments as well as the informed consent.