**REQUEST FOR PROPOSALS**

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| --- | --- |
| **Project:** | **Haiti Early Reading Program Impact Evaluation** |
| **Phase:** | Endline – Qualitative data collection  |
| **Funder:** | United States Agency for International Development (USAID) |
| **Contract Type:** | Firm Fixed Price |
| **RFP Release Date:** | Monday, February 3, 2020, 12:00 PM ET |
| **Deadline for Questions:** | Thursday, February 6, 2020 8:00 AM ET |
| **Answers to Questions:** | To be released by Friday, February 7, 12:00 PM ET |
| **Deadline for Proposals:** | Thursday, February 13, 2020, 10:00 AM ET |
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| **Annexes** | Annex A: Budget Template (see attachment) |

# 1. Project Background

**Description of Program:** To address flaws in national-level curriculum and teacher training and strengthen the implementation of evidence-based early grade reading instruction in Haitian schools, in 2017 the United States Agency for International Development (USAID) launched a new program known as the Early Reading Project (ERP). Under ERP, USAID works with the LAC/READS program and its partner (FONHEP); UND, and UNICEF to implement a streamlined and enhanced early grade reading program.

ERP is a two-year intervention in the first two grades of primary school in up to approximately 450 public, community, and semi-private Haitian schools. The ERP program has the following three objectives:

1. Improve the MENFP’s capacity to implement and eventually scale reading reform
2. Improve teachers’ ability to teach early grade reading
3. Improve students’ early grade reading outcomes

This impact evaluation is intended to assess the effectiveness of the ERP intervention on early grade reading among grade 1 and grade 2 students in targeted schools as compared to their peers in non-targeted homologous schools.

The primary stakeholders for this evaluation include the Ministry of Education and Professional Training (MENFP), USAID/Haiti, the Early Reading Project implementing partners (the LAC/Reads program, UNICEF, UND, and UNOPS), and other donors and entities active in Haiti’s education sector (the World Bank, JICA, IDB, World Vision), and a variety of NGOs and religious affiliations devoted to improving learning in Haitian primary schools. The program is currently being implemented in the departments of Artibonite, Ouest, Grand’Anse, Sud, Sud-Est, Nord, and Nord-Est.

USAID has contracted Social Impact’s (SI) Haiti Evaluation and Survey Services (ESS) project to design and implement an independent evaluation of its Early Reading Program (ERP) project. The evaluation is being implemented over two and a half years and will be comprised of three discrete data collection events: baseline (fall 2017), midline (spring 2019), and endline (spring 2020). This procurement is solely for the endline data collection phase.

**Evaluation Approach:** The evaluation is a pre-post, longitudinal statistical matching design that involves collecting and analyzing baseline, midline, and endline data on program participants and comparing the performance of these participants to a comparison group. This design provides a measure of change in students’ academic achievement in participating schools regarding the primary learning indicator of reading/literacy. Learning tests will be administered to children in grades 1 and 2 in school, supplemented by qualitative data to better explain/understand key findings from quantitative data. The proposed methodology will utilize the following quantitative and qualitative tools: a school-based learning test for students (EGRA) including a short questionnaire on student characteristics, a school-based survey for directors, a classroom observation tool, focus group discussions (FGD) with parents, and key informant interviews (KII) with Ministry of Education (MoE) officials and teachers. These tools will be utilized in communities, schools, and other locations across all departments (refer to the sampling plan in the table below). The total sample size for the evaluation is 8 FGDs and 48 KIIs. This procurement is solely for the qualitative data collection (i.e. the FGDs with parents, and KIIs with MoE officials and teachers). Data collection will occur in the departments of Artibonite, Ouest, Grand’Anse, Sud, Sud-Est, Nord, and Nord-Est. The period of performance for endline data collection will be upon signing through June 30, 2020.

The sections that follow further detail the scope of work and technical requirements for this assignment, as well as guidelines for proposal submission.

# 2. Scope of Work

ESS is seeking to subcontract a Haitian firm that is experienced in carrying out high-quality evaluations to implement qualitative data collection for this impact evaluation. Subcontractors must submit proposals which demonstrate a clear understanding of the assignment, address all aspects of the scope of work detailed in the following sections, and clearly demonstrate their ability to complete the work within the timeframe without sacrificing quality, explicitly discussing any relevant trade-offs to be considered as part of the technical approach. Note that **this RFP is for the qualitative data collection for endline only as outlined below, and a separate RFP has been released for the quantitative portion of the methodology**. Subcontractors are welcome to submit proposals for both.

Technical proposals should be organized into three sections: Technical Approach, Personnel, and Past Performance. Requirements for each section are described below.

#  2.1 TECHNICAL APPROACH

**Subcontractors must describe their ability to access all relevant departments and communes in Haiti.** There are a total of seven departments covering many communes that are part of the sample (see Table 2 below). Subcontractors must describe the extent to which they will be able to reliably enter, sample, and conduct the survey in these locations. Subcontractors must also describe their approach to obtaining all relevant permissions from local government, communities, or other entities, in order to ensure that they can reliably and safely administer the survey and comply with the sampling methodology. This must include any specific challenges anticipated with proposed mitigation strategies.

**The FGDs are expected to take no more than 1.5 hours, and KIIs are expected to take no more than 1 hour.** Subcontractors must specify in proposals the anticipated number of discussions and interviews that can be conducted per facilitator/interviewer per day given anticipated travel and logistics. The Subcontractor will be responsible for adhering to the sampling plan and documenting all contact attempts and any non-response and/or refusal.

**All activities will be recorded, transcribed in Creole, and finally translated into English.** Subcontractor must include a plan for ensuring timely submission of audio files, transcriptions and translations to ESS. Transcription and translation should begin during data collection, not after. The proposal should include plans to mitigate any risks with not receiving transcriptions and translations in a timely fashion.

**There will be one round of data collection** – an endline launched in May 2020. Given the number of FGDs and KIIs that can be completed per day per facilitator/interviewer, Subcontractors must specify the proposed team size in order to complete the assignment in no more than three weeks of data collection. Subcontractors must include a GANTT chart as part of the technical proposal.

**Technical proposals should further describe any other potential challenges anticipated in successfully implementing the survey within the specified timeframe, as well as proposed ways to mitigate these challenges.** This could include challenges, risks, or limitations related to seasonality, holidays or observances, difficulties in identifying intended respondents, known limitations in the Subcontractors’ proposed sampling approaches, or others.

**In addition to responses to the technical requirements described above, Subcontractors must also demonstrate a clear understanding of ESS’s requirements for fieldwork preparation as well as quality control**. Subcontractors must describe their approach to fulfilling these requirements as part of the technical proposal. Each of these is described in detail below.

## 2.1.1 Data Collection Activities

The subcontract will consist of the following activities:

### **Focus Group Discussions**

The Subcontractor will carry out FGDs with mothers and fathers of students in targeted schools. FGDs with mothers and fathers of students provide meaningful programmatic insight on ERP at the community and school levels. Prior to all FGDs, participants will be asked to consent to participation in the research activity, and sign a consent form. All FGDs must also be accompanied by a roster noting the age, gender, and location, but not the names, of all participants. The Subcontractor will also transcribe all interviews from digital voice recordings and translate them into English.

### **Key Informant Interviews**

As part of the evaluation, there are key informant interviews with teachers and key MENFP personnel to understand changes brought about by ERP programming. KIIs will be carried out with MENFP officials across the seven departments, with two completed in each of the seven targeted departments and six completed at the central level, for a total of 20 MENFP official KIIs. Four teachers per department will be selected for KIIs, for a total of 28 teacher KIIs. Teacher and MENFP KIIs should be stratified by sex to the extent possible (e.g. half male, half female). Prior to KIIs, informants will be asked to consent to and sign a consent form.

### **Sampling for Qualitative Events**

Sampling for parent FGDs and teacher KIIs will go through a two-stage sampling procedure:

1. First, ESS will sample the schools to receive parent FGDs and teacher KIIs from a list of the treatment schools participating in the evaluation. A total of 36 schools will be sampled across the 7 departments and in the communes displayed in Table 2. Additional backup schools will be sampled as well in case any initial schools refuse to participate. The Subcontractor will be given the list of sampled and backup schools prior to data collection to arrange logistics. Approximately 60 percent of schools sampled will be rural, and 40 percent urban.
2. Secondly, upon arrival at a school, the Subcontractor will sample parents or teachers via different methodologies.
	1. For FGDs with parents, male and female parents will be selected to participate in FGDs separated by sex, with 8-10 participants in each FGD. The Subcontractor should work with the school director to facilitate the selection of FGD participants. This may result in a purposive sample, whereby parents are not randomly selected to participate but are rather chosen by the school director due to convenience or availability. To the extent possible, the Subcontractor should seek to have parents of students (boys or girls) in both grades 1 and 2, though the number may not be exactly equal. It is strongly encouraged that parents are sampled at a minimum of two treatment schools in the community. A list of all nearby treatment schools will be provided to the Subcontractor to facilitate this process. A school will be chosen to hold either a fathers or mothers FGD, but not both.
	2. For KIIs with teachers, the Subcontractor will randomly sample one teacher in grade 1 or grade 2 to interview at a sampled school. Each department will have four total KIIs, which should happen in four separate schools and should be stratified by gender (e.g. 2 female and 2 male teachers) to the furthest extent possible.

For KIIs with MENFP officials, the Subcontractor will be expected to interview 2 departmental-level officials per department for a total of 14 KIIs. In addition, the Subcontractor will be expected to interview 6 central-level officials for a total of 6 KIIs. A list of potential MENFP officials to reach out to may be provided to the Subcontractor. The tables below show the full expected sample sizes of all qualitative events, as well as their distributions across department, commune, and urban/rural setting.

**Table 1: Qualitative Sampling Plan**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Population** | **Estimated Duration** | **Artibonite** | **Ouest** | **Grand’ Anse** | **Nord** | **Nord-Est** | **Sud-Est** | **Sud** | **Total** |
| **Mothers’ FGD** | Mothers of students | 1.5 hours | 0 | 1 | 1 | 0 | 1 | 1 | 0 | **4** |
| **Fathers’ FGD** | Fathers of students | 1.5 hours | 1 | 1 | 0 | 1 | 0 | 0 | 1 | **4** |
| **Teachers’ KII** | Grade 1 and grade 2 teachers | 1 hour | 4 | 4 | 4 | 4 | 4 | 4 | 4 | **28** |
| **Total events** | **5** | **6** | **5** | **5** | **5** | **5** | **5** | **36** |
| **Total events in rural communities** | 0 | 3 | 3 | 3 | 4 | 4 | 3 | **20** |
| **Total events in urban communities** | 5 | 3 | 2 | 2 | 1 | 1 | 2 | **16** |
| **Activity** | **Population** | **Estimated Duration** | **Artibonite** | **Ouest** | **Grand’ Anse** | **Nord** | **Nord-Est** | **Sud-Est** | **Sud** | **Total** |
| **MOE KII**  | Department level MOE officials | 1 hour | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 14 |
| **MOE KII** | Central level MOE officials | 1 hour | - | 6 | - | - | - | - | - | 6  |

Qualitative data collection with parents and teachers will be carried out at urban and rural schools in some but not all of the following communes (Table 2), according to the sampling carried out by ESS. Once the schools are sampled by ESS, the Subcontractor is expected to submit a reasonable plan for where to conduct qualitative data events. The final list of schools and communes will be provided to the Subcontractor at a later date, prior to contract signing.

**Table 2: Targeted Geographic Locations**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Department** | **Ouest** | **Artibonite** | **Grand’ Anse** | **Nord** | **Nord-Est** | **Sud-Est** | **Sud** |
| **Commune** | Carrefour; Port-au-Prince; Arcahaie; Cabaret | St. Marc | Abricots; Anse d'Hainault; BeaumontBonbon; Chambellan; Corail; Dame-Marie; Jeremie; Les Irois; Moron; Pestel; Roseaux | Borgne; Cap-Haitien; Dondon; Limbe; Milot; Pilate; Plaisance; Port-Margot; Quartier-Morin | Capotille; Caracol; Carice; Ferrier; Fort-Liberté; Mombi Crochu Mont-Organisé; Ouanaminthe; Sainte Suzane; Terrier-Rouge; Trou-du-Nord; Vallières | Anses-à-Pitres; Belle-Anse; Grand- Gosier; Thiote | Aquin; Arniquet; Camp Perrin; Cavaillon; Chantal; Chardonnieres; Coteaux; Les Anglais; Les Cayes; Maniche; Port-a-Piment; Port-Salut; Roche-A-Bateau; Saint Louis du sud; St Jean du Sud; Tiburon; Torbeck |

## 2.1.2 Preparations for Data Collection

Subcontractors will be required to undertake several activities to prepare for fieldwork, as described below. Subcontractors must describe their approach to each in the technical proposals.

**Comment on Protocols/Instrument:** ESS will provide instruments and protocols to Subcontractor for review. Subcontractor will review and provide feedback on ESS’s data collection instruments, and suggest revisions as needed for context, flow, or other aspects. The protocols that ESS has developed for this activity will be shared during contract negotiation. Note that ESS will provide instrument versions in an appropriate timeframe for the Subcontractor to review and provide commentary. Protocols will include FGD and KII guides.

**Translate and Back-Translate:**Subcontractors must specify their approach to translation and back-translation in the technical approach, to ensure that tools are adequately contextualized, but in a way that retains the intended concepts/meanings. Translations should be completed by the subcontractor, reconciling any differences afterward. Back-translations should be completed by a third party, who was not involved in any way in the translations. ESS will review back-translations and ask Subcontractor to make changes to the structured instrument translations as needed based on the results. The subcontractor will be responsible for translation and back-translation of the existing Creole instrument and English, as well as back-translation for any new questions added to the existing Creole instrument.

**Develop manuals for field staff:** The Subcontractor and ESS will collaboratively develop comprehensive manuals for field staff covering sampling, the various tools, professional and ethical conduct in the field, and all relevant data collection protocols and procedures, including quality control. ESS must have a chance to review and approve final manuals at least 5 business days before the start of training. In some cases, ESS may develop draft manuals, that will then be provided to the Subcontractor for review and further input. The manuals that will be developed for this activity include at least an interviewer manual and a supervisor manual.

**Obtain relevant permissions:** Subcontractor will work with ESS to submit applications for local research clearances as needed (e.g. local IRB or research clearance body), as well as obtain any relevant permissions needed to enter specific sites to collect data (e.g. local government letters of introduction). ESS will inform the subcontractor as soon as the information is available on what type of clearance or permits are required.

**Pre-testing:**The Subcontractor will be required to conduct pretesting for all data collection instruments (French and Creole). Pretesting is focused on the flow, translation, and logic of the instrument. Pretesting should be done on a sample of parents and teachers not part of the sample frame for the data collection, prior to training. Subcontractors must include a day of pre-testing as part of their GANTT chart in the technical proposal. Following the pre-test, ESS and the Subcontractor will convene to discuss any edits needed to the tool prior to enumerator training. The location and number of pre-test interviews will be discussed between the selected firm and ESS following award.

**Training:** Training will take place prior to data collection. There will be one training for all facilitators, interviewers and supervisors, and other staff prior to the start of data collection. ESS recommends 3-4 days of training, including piloting. Subcontractors are required to specify the recommended duration and content of field staff training as part of the technical approach. Subcontractors 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 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 ESS will attend the training and may test interviewers/facilitators as needed and may require, at their discretion, replacement of staff deemed to be performing inadequately in training or in the field.

**Piloting:** Piloting will be done as part of training, with all enumerators at training participating in the activity. It is focused 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 tools. Following piloting, it is not expected that major changes to the tool will be needed but minor adjustments can be made based on any challenges faced or lessons learned during piloting. Subcontractors should describe their approach to piloting, including how it will monitor interviewer performance during piloting, the expected number of pilot interviews to be conducted, and the timing of the debriefing following the pilot.

2.1.3 Quality Assurance

Subcontractor will be required to conduct quality control, at minimum following the requirements listed below. ESS will be conducting independent quality assurance for the duration of this activity. Subcontractor will be required to respond in a timely manner to ESS questions regarding data quality control and other measures of data quality assurance.

* *Daily team debriefs:* Subcontractors will be expected to coordinate daily debriefs among interview teams 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.
* *Accompaniment*: Subcontractors will be expected to conduct accompaniment (supervisor direct observation of interviews) for 50% of all interviews. All FGD facilitators and KII interviewers should be directly observed at least once during the first week of data collection. Supervisor accompaniments will be documented through an accompaniment form developed by ESS, and further customized for this activity with input from the selected firm. Subcontractors should describe their overall approach to accompaniment (i.e. direct observation) of interviewers throughout data collection.
* *Review of transcripts and translation:* Senior staff/supervisors should review the first batch of transcribed audio to ensure near verbatim transcription from audio to Creole. The first two transcriptions of each transcriber (if multiple transcribers are used) should be reviewed for accuracy. Similarly, translations from Creole to English should be reviewed for accuracy. ESS will review translations and will ask the Subcontractor to edit or redo translations if the quality is not found to be satisfactory.

## 2.1.4 Respondent Protection & Data Security

Subcontractors must also describe in their technical proposals how they will ensure adequate protection of respondent’s confidential and private information during data collection and data security. This includes physical safeguarding of devices and data; or any password-protected, permission-restricted, encrypted, or other methods of protecting data. Subcontracts are required to abide by ESS’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 ESS to better contextualize the protocol (without modifying ESS’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).

# 2.2 Personnel and Staffing Plan

The second section of the technical approach is Personnel & Staffing Plan.

**Subcontractors must describe the qualifications of their proposed key personnel against the requirements listed below** (see Table 3) and must provide CVs for key personnel only as part of the technical proposal. Subcontractors must describe the specific field presence and travel expected of their key personnel during the duration of the data collection activity.

**Subcontractors must describe their approach to ensure that well-qualified facilitators and interviewers are hired.** Facilitators should have relevant experience in conducting focus group discussions, and interviewers should have relevant experience conducting key informant interviews, preferably with central and department-level ministry officials. Recruitment and staffing procedures should be outlined in the technical proposal, along with contingencies for staff replacement, should the need arise, during data collection.

**Subcontractors must also describe their recruitment strategy for other field staff and should specify the total number of FGD facilitators, KII interviewers, notetakers and supervisors that will conduct the activity.** Subcontractors should state in the technical proposal what their minimum qualifications are for facilitators, interviewers, notetakers, supervisors, and other field staff, and must also state which (and how many) of the field staff proposed for the activity are full-time, part-time, repeat hires with previous experience, etc. Any other positions deemed essential for the successful implementation of the activity should be listed here as well along with required qualifications, approach to recruiting qualified individuals to fill the position(s), and their proposed responsibilities as part of the IE.

Table 3: Personnel and Required Qualifications

|  |  |
| --- | --- |
| **Personnel** | **Qualifications** |
| **Team Leader (1)** **Key Personnel** | Required 5-10 years of relevant experience managing qualitative data collection exercises in Haiti. Advanced degree in social science or related field preferred. Experience conducting managing qualitative activities in topics related to education preferred. Experience with donors or multi-lateral clients also preferred. Fluency in French required, and English fluency preferred. |
| **Field Managers/ Supervisors (2-3)****Key Personnel** | Required 5 years of relevant experience managing qualitative data collection exercises in Haiti, including conducting quality control and managing survey teams. Degree in social science or related field preferred. Experience with donors or multi-lateral clients is highly preferred. Fluency in French required, and English fluency preferred. |
| Focus Group Facilitators  | Required 3 years of relevant experience conducting focus group discussions in Haiti  |
| Key Informant Interviewers  | Required 3 years of relevant experience conducting key informant interviews in Haiti; experience interviewing government ministry officials essential |
| Notetakers | Have at least one relevant experience taking notes for qualitative data collection events in Haiti. Experience with transcription from audio to Creole is also strongly preferred. |

# 2.3 Past Performance

The third section of the technical proposal will be Past Performance. Subcontractors must submit at least **three (3) past performance reports** describing relevant experience to the IE, preferably in education related projects. Each past performance report must include at minimum an overall description of the scope of work, period of performance, the results of the activity, the budget of the activity, and contact information for a reference from that assignment. ESS reserves the right to contact references provided in these past performance reports. Examples of some specific past performance that ESS wants are related to demonstrated experience in conducting data collection in the education sector and/or at schools, demonstrated experience interviewing high-level government ministry officials, and demonstrated experience collecting data in Haiti. Experience conducting FGDs and KIIs are essential. Subcontractors should also have qualifications in audio transcription and Creole-English translation. 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, with methodologies and populations/locations similar to those in this scope of work. Experience working with US Government preferred, but not required.

# 3. Reporting and Deliverables

Subcontractors will be required to submit the following reports: **Inception Report, Weekly Reports; Pretest Report; Training & Pilot Report and Final** **Report.** ESS will provide report templates as guidance to the Subcontractor following award. Subcontractors will also be required to provide the following deliverables:

* Audio recordings of FGDs and KIIs
* Transcriptions of FGDs and KIIs from audio to Creole
* Translations of Creole transcriptions to English
* Summary notes (taken by a notetaker) from FGDs and KIIs

The Subcontractor is encouraged to use a secure, encrypted method to store the audio files, such as a cloud-based server. Given the time intense nature of audio transcription and translation, it is strongly recommended that the Subcontractor propose a plan to begin transcription and translation activities concurrent with data collection as events are completed rather than wait until the end of data collection.

The Subcontractor will submit invoices according to a payment schedule to be determined following award.

**While communication between ESS and the Subcontractor may be conducted in French, all deliverables should be submitted in English.**

Table 4. Timeline

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestone** | **MAR** | **APR** | **MAY** | **JUN** |
| **9** | **16** | **23** | **30** | **6** | **13** | **20** | **27** | **4** | **11** | **18** | **25** | **1** | **8** | **15** |
| Subcontract signing  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Inception Report and Work Plan |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Protocol/Instrument Review |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Translation and Back Translation |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Finalization of Fieldwork Manuals |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Pretest |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Interviewer Training and Pilot Tests |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Training and Pilot Test Report |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Data Collection |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Transcriptions/Translations |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Final Transcriptions/Translations and Audio |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Final Data Collection Completion Report |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

# 4. Scoring Criteria

The Subcontractor should have a strong track record of conducting high-quality qualitative data collection in Haiti. The Subcontractor should have a qualified team of local staff and be able to provide adequate logistical resources to organize, train, deploy, and supervise them in the field. Selection will be made on a best value tradeoff process based on the criteria listed below. The technical quality of proposals will be weighted the most. However, Subcontractors should strive to be as economical as possible in their offers.

The award will be made to a responsible Subcontractor whose offer follows the RFP instructions, meets all the specifications, and is judged to be the most advantageous. ESS will weigh the following factors to score proposals.

**Technical Proposals will be scored based on:**

* Ability to access all relevant departments and communes in Haiti
* Approach to minimizing refusals & non-response
* Overall approach to fieldwork preparations & facilitator/interviewer training
* Approach to quality control before, during, and after data collection
* Clear capability for on-time delivery in rapid timeframe, especially regarding transcriptions and translations
* Mitigation strategies for any anticipated challenges, risks, limitations
* Qualifications and experience of key personnel
* Quality of overall team composition (e.g. total staff, team size, clarity of roles/responsibilities)
* Past experience working on surveys of similar scope (required), and ideally of similar subject matter (preferred)
* Demonstrated past experience conducting FGDs and KIIs required
* Demonstrated past experience conducting interviews with high-level ministry officials required

**Cost Proposals will be scored based on:**

* Overall competitiveness of rates and unit costs
* Reasonableness of other cost inputs
* Transparency of calculations
* Completeness of budgets

The Subcontractor must furnish adequate and specific information in its proposal. A proposal may be eliminated from further consideration before a detailed evaluation is performed if the proposal is considered obviously deficient as to be totally unacceptable on its face or which prices are inordinately high or unrealistically low. In conducting its evaluation of proposals, ESS may seek information from any course it deems appropriate to obtain or validate information regarding a Subcontractor’s proposal.

Subcontractors are reminded that ESS is not obligated to award a contract on the basis of lowest proposed cost or highest technical evaluation score. Although for this procurement technical proposal and past experience and personnel are weighted more important than cost relative to deciding who might best perform the work, cost factors and ESS’s prime recipient budget must also be considered. Therefore, after the final evaluation of proposals, ESS will make the award to the Subcontractor whose proposal offers the best value to ESS, and the USAID.

# 5. Questions

**Please use subject line “Haiti ERP – Qualitative Endline Data Collection RFP Questions” and send to all 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, and ESS reserves the right not to answer questions received after the deadline. Answers to questions and any amendment to the RFP made as a result of this process will be sent to all Subcontractors without reference to the name of any specific Subcontractor that asked the question.

**Questions and the final Technical and Financial Proposals must be submitted in English.**

# 6. Proposal Submission

## TECHNICAL PROPOSALS

Subcontractors must submit technical proposals, that comply with the following requirements:

Table . Technical Proposal Page Limitations

|  |  |
| --- | --- |
| Technical Proposal Component | Page limitation |
| 1. TECHNICAL APPROACH
 | **4.5 pages** |
| 1. PERSONNEL
 | **1.5 pages** in technical proposal describing proposed personnel, plus a total of **4 pages CVs** *(no more than 2 pages PER proposed member of key personnel)* |
| 1. PAST PERFORMANCE
 | **3 pages**  |
| TOTAL (including CVs) | **13 pages total** |

Subcontractors may not use annexes or appendices to circumvent page limitations. Material that exceeds the page limitations will not be reviewed or scored by ESS. ESS may disqualify bids that are non-compliant with the page limit requirements. Technical proposals must not include any cost or financial information.ESS may disqualify bids that include financial information in the technical proposal.

## COST PROPOSALS

Cost proposals shall consist of a budget in Excel with traceable, transparent formulas and must include notes/assumptions related to budget inputs. Subcontractors are required to use the budget template provided in Annex A. Costs must be presented in USD.

**The data collection firm should budget for transcription and translation of FGD and KII audio to English.**

Subcontractors are also required to submit a budget narrative (Word or PDF, **3-page maximum**) summarizing key assumptions and inputs in the budget.

The Subcontractor must propose costs that it believes are realistic and reasonable for the work in accordance with the Subcontractor’s technical approach. All cost and financial data should be fully supported, complete in detail, and organized in a manner that facilitates review and permits cost analysis.

## SUBMISSION

**Please send technical and cost quotations in a single email as attachments. Please use subject line “Haiti ERP – Qualitative Endline Data Collection Proposal Submission" and send to all email addresses in the “Contact” field on page 1 by the deadline for proposals.**

**Late submissions will not be accepted. The final Technical and Financial Proposals must be submitted in English.**

## TERMS AND CONDITIONS

This is an RFP only. Issuance of this RFP does not in any way obligate ESS or USAID to award a subcontract, nor does it commit ESS or USAID to pay for costs incurred in the preparation and submission of a proposal.

1. The anticipated type of contract to be awarded under this solicitation is a Firm Fixed Price (FFP) Contract. For the purposes of cost analysis, Subcontractors must propose a cost in accordance with technical specifications.
2. Alternative proposals will not be considered.
3. Any proposal received in response to this solicitation will be reviewed strictly as submitted and in accordance with the evaluation criteria specified above in Section 4.
4. The person signing the Subcontractor’s proposal must have the authority to commit the Subcontractor to all the provisions of the Subcontractor’s proposal.
5. The Subcontractor should submit its best proposal initially as ESS intends to evaluate proposals and make an award without discussions. However, ESS reserves the right to conduct discussions should ESS deem it necessary.
6. Quotes must include taxes and any other applicable fees. Offers must remain valid for at least sixty (60) calendar days after submission.