

REQUEST FOR PROPOSALS

Project:	OTI Colombia Evaluation
Phase:	Baseline
Funder:	USAID/OTI
RFP Release Date:	Tuesday, February 18, 2020, 17.00 Eastern Time
Deadline for Questions:	Tuesday, February 25, 2020, 17.00 ET
Answers to Questions:	To be released by Thursday, February 27, 2020, 17.00 ET
Deadline for Proposals:	Tuesday, March 3, 2020, 9.00 ET
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Annexes	Annex A: Budget Template

I. Project Background

Activity Summary: Quantitative and qualitative data collection for baseline survey in Colombia

The United States Agency for International Development (USAID)/Office of Transition Initiatives (OTI) Colombia Program aims to advance peace implementation by helping the Government of Colombia (GOC) install its own flexible, rapid response capacity to achieve quick wins; jump start peace implementation in the most critical national security geography in accordance with prioritization done by GOC; and provide punctual, strategic technical assistance to three levels of government.

Program Goal: Colombia Transforma's goal is to contribute to the irreversibility of the peace process by catalyzing the implementation of the accord. The program has two primary objectives:

1. Increase government entities' commitment of resources to implement the peace accord.
2. Advance bottom-up implementation of the peace accords in critical areas.

USAID/OTI has contracted EnCompass LLC, with its sub-partner Social Impact (SI), to complete a baseline assessment of the Colombia Transforma Program. Encompass and SI are procuring a firm to support baseline data collection consisting of an in-person quantitative survey, qualitative interviews and focus groups, and collection of certain administrative municipal indicators.

Objectives of the evaluation

In support of the program objectives, the program will implement small infrastructure projects (e.g., rehabilitation of community centers, schools, sports facilities, and improvements to critical tertiary road infrastructure). Through trial and error, CT developed a methodology for implementation that came to be known as the “tripartite model.” In this model, the municipal government, community members, and the CT team participate in the planning, design, and management of infrastructure projects, and provide support in the form of skilled or unskilled labor. The *Juntas de Acción Comunal* are the key local partners at the community level in this model.

As the program enters its next phase (July 2019 – February 2022), the CT program team seeks systematic and rigorous evidence on the impacts of the tripartite model on social cohesion, the relationship between community members and government officials, and actual and perceived efficacy of communities to manage local development.

Geographic Coverage

The CT program will be implemented in Bajo Cauca de Antioquia, Catatumbo, and Tumaco regions/departments of Colombia. The program team will identify municipalities within these regions to implement the tripartite model through a consultative process with OTI, local leaders, and other stakeholders using pre-specified criteria. These criteria include qualitative impressions of municipal and community factors such as: historic and current presence of armed groups, presence of illicit crops, historic lack of state presence, prioritization by Colombian government (should be a PDET and Zonas Futuro municipality), and the presence of other international donors. The selection of specific *veredas* from these municipalities to implement the tripartite model will be identified as the implementation of the program begins. Because we will not have a complete list of *veredas* where the program will be implemented at the beginning of the data collection process, to achieve a large enough sample, we plan to randomly select *veredas* from the program municipalities as treatment areas (prioritizing *veredas* identified by the program team as receiving treatment or likely to receive treatment).

Table 1: Geographic coverage of the Transforma Colombia Program

Catatumbo Region of Norte de Santander:	Pacific Coast Nariño Department:	Bajo Cauca Region of Antioquia:
1. Ocaña	1. Tumaco	1. Caucasia
2. Tibú	2. Roberto Payan	2. El Bagre
3. El Tarra	3. Maguí Payan	3. Nechí
4. Teorama	4. Barbacoas	4. Tarazá
5. Convención		5. Cáceres
6. La Playa de Belen		6. Zaragoza
7. Hacarí		
8. San Calixto		
9. Abrego		
10. El Carmen		

This Request for Quotation (RFQ) describes an evaluation to assess whether CT successfully achieves its goals. The evidence from these evaluation activities is critical to track progress, inform course corrections, and maximize the effectiveness of this model.

II. Scope of Work

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

Data Collection Activities

This subcontract will consist of the following activities:

Activity	Description	Total Sample Size
Community Member and Leader Survey	60 – 100 veredas	1,200 – 2,000 respondents*
Focus Group Discussions	2 focus groups per region	6 focus groups
KIIs	20 total per region (community members/ leaders and municipal staff)	60 interviews

*See Table 2 for details

Quantitative Data Collection

The quantitative component will measure the extent to which changes have occurred in relevant outcomes and how they relate to the CT program. The lines of enquiry for this survey include perceptions of social cohesion, citizen–state relationship, self-efficacy, etc.; understanding of vulnerabilities in the communities; understanding of existing modes of state–society relationships. Sampling will be focused on rural areas (*area rural disperso*) at the *vereda* level. We will need surveys of approximately 15 community members and 5 community leaders per community (or 20 total surveys per community). The Subcontractor will be provided a list of particular *veredas* to sample. The offer should present cost estimates for three potential sample size scenarios as follows:

Table 2: Sample size scenarios

	Veredas	Respondents
Scenario #1	60	1,200
Scenario #2	80	1,600
Scenario #3	100	2,000

The subcontractor shall undertake a field work exercise for the survey for a period of approximately 2 months and starting field work no later than 2 months after signing a contract. The data collection phase shall be supervised by SI, including staff in Washington DC and accompanying subcontractor on site visits.

Preparations for Quantitative Data Collection

Subcontractors will be required to undertake several activities in preparation for data collection. This will include:

- **Inception Report:** The Subcontractor shall present a Draft Inception Report to Social Impact. The Draft Inception Report shall outline the state of the subcontractor’s mobilization, including the deployment of both human and material resources (team composition); phases of work including submission dates for key deliverables; and detailed calendar of work (Gantt chart). The report should provide a detailed methodology, detailed work plan involving the schedule of activities and detailed tasks, deliverables including the starting time and duration of each, phasing and interrelations. Edits maybe required based on SI feedback, which will be provided within five business days of receipt.
- **Comment on data collection protocols:** Subcontractor will review and provide feedback on SI’s data collection protocols, to ensure that they are properly contextualized, and to ensure that SI has properly considered likely eventualities.
- **Comment on instruments:** SI will provide the instrument to Subcontractor for review. As with the protocols, Subcontractor will review and provide feedback on SI’s data collection instrument, and suggest revisions as needed for context, flow, translation, or other aspects.
- **Develop manuals for field staff:** Subcontractor and SI will collaboratively develop comprehensive manuals for field staff. SI must have a chance to review and approve final manuals at least 5 business days before the start of training. The manuals that will be developed for this activity will include: (1) Field Manual for Supervisors and Quality Assurance and (2) Field Manual for Enumerators and Outreach. These manuals will include security protocols for supervisors and enumerators to ensure safety in conducting fieldwork given the potential risks for operating in Colombia. This should include options for adapting survey procedures as possible in the face of challenging conditions
- **Translate and Back-Translate instruments:** Translations must be completed by a team of two concurrently, reconciling any differences afterward. Back-translations must 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.

- **Obtain local research clearances and permits:** Subcontractor will work with SI 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 in order to enter specific sites in order to collect data (e.g. local government letters of introduction).
- **Clean sampling frame:** SI will not provide the Subcontractor with sample frame. The Offeror should propose a feasible sampling approach to conduct the survey. The Subcontractor will be required to undertake outreach efforts to complete the sample frame.

Pretesting, Training, and Piloting

- **Pretesting:** Subcontractor 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 sample of units not part of the sample frame for the data collection, prior to training.
- **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. 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 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.
- **Piloting:** Piloting will be done as part of training. 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 focus on the tool itself. Following piloting, it is not expected that major changes to the tool will be needed. Piloting must be done on a sample not part of the sample frame for the data collection.

Field work

- **Outreach:** It is expected that the Subcontractor will need to dedicate considerable time and energy to contacting interviewees, arranging interview times, and following-up with them. Surveys should be conducted with community members and leaders, with a particular focus on members and leaders of the *juntas de acción comunal*, *consejos comunitarios*, or other relevant community organizations.
- **Interviews:** Interviews will be face-to-face using tablets and electronic data capture. SI prefers Open Data Kit (ODK) and Survey CTO although we are open to alternatives. In the case of difficult interviews (e.g., extremely remote interviews or interviewees failure to make

themselves available during agreed to times) some interviews may be conducted over the phone. The survey itself can be expected to last approximately 45 minutes and will include a small number of open-ended questions that will require transcription and coding. Questions that include an “other” option, will also require some recoding.

Quality Assurance

Subcontractors will be required to conduct quality control, at minimum following the requirements listed below. SI will be conducting independent quality assurance for the duration 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.

Led by Subcontractor:

- Daily team debriefs: Check-ins with the interviewers and field staff 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: Supervisors will check their teams’ forms before they are submitted to the server, to ensure completeness and spot-check for errors.
- Accompaniment: Subcontractor will ensure that at least 5% of interviews are directly observed by a supervisor or other senior member 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 Social Impact.
- 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% 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 10% of the total sample, using a back-check tool developed by Social Impact. Back-check surveys must not be made available to enumerators. Back-checks must be conducted by separate teams from the enumerators, and the Subcontractor is expected to work collaboratively with SI to determine the allocation of back-checks throughout data collection (e.g. all enumerators must have 10% of their surveys back-checked within the first two weeks, and thereafter back-checks may be specifically targeted to certain interviews or enumerators).

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. SI will be

responsible for programming in ODK and for contracting with Survey CTO for use of a secure server. If the Subcontractor prefers to use another software package, then the Subcontractor will have to assume these responsibilities. This should be clearly laid out in the technical proposal.

- Social Impact will conduct independent weekly quality checks of the data downloaded directly from the server, 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.
- 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.

Respondent Protection & Data Security

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

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

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

Personnel and Staffing Plan

Bidders should provide CVs for required team members (key personnel) positions as listed below, which meet the minimum qualifications. In this section, bidders should also describe their recruitment strategy for other field staff, and should specify the total number of enumerators and supervisors that will conduct the activity along with the proposed supervisor to enumerator ratio (SI recommends, as best practice, a ratio of no more than 5 interviewers to 1 supervisor).

The Subcontractor is expected to provide appropriate experts who will bring inputs as per the work program. The proposed team shall consist of at least the key experts listed in the table below. (These must be experts from which a significant time input in the project is expected, or whose contributions are crucial for the consultancy). Additional staff and staffing requirements should be proposed by the Subcontractor as necessary and based on the Subcontractor's proposed methodology and approach to the assignment. All Experts employed are expected to be fluent in Spanish.

The proposed team shall consist of at least the following key personnel with the specializations and experience listed below (these must be experts from which a significant time input in the project is expected, or whose contributions are crucial for the project implementation). Key personnel must have experience conducting surveys of vendors/enterprises in Colombia.

KEY PERSONNEL:

Key Personnel	Qualifications
Team Leader (1)	<ul style="list-style-type: none"> - A minimum qualification of a master’s degree in Economics, Statistics, or a related field in Social Sciences. - 5-10 years of relevant experience in survey and focus group design, managing and conducting surveys/studies in Colombia. - At least four (4) years of demonstrated ability to lead and manage a multi-disciplinary team and experience in large-scale survey implementation and data collection. - Experience in survey planning, fielding, and reporting. - Extensive experience in using MS Office, statistical applications, electronic data capture software, and statistical software (STATA and SPSS) including developing data entry applications. - Excellent communication skills and experience in working with a wide range of individuals in government, the private sector, and civil society. - Experience in implementation of at least one similar project involving a survey of businesses in Colombia. - Fluency in written and spoken Spanish.
Manager/Supervisor (1)	<ul style="list-style-type: none"> - A minimum of a bachelor’s degree in a related field. - At least 2-3 years of experience in implementing large survey/research design and implementation. - Expertise in the logistics of conducting multi-regional surveys, including ensuring transportation for enumerators. - Expertise in ensuring data quality and protocol compliance in the field. - Excellent electronic data capture software and hardware skills. - Experience in implementation of at least one similar project involving surveying individuals at the <i>vereda</i> level in Colombia. - Fluency in written and spoken Spanish.

Bidders should describe their approach to ensure that well-qualified interviewers are hired. Interviewers should have relevant interviewing experience in household interviewing, especially using similar instruments to this evaluation. Recruitment and staffing procedures should be

outlined in the technical proposal, along with contingencies for staff replacement, should the need arise, during data collection.

CVs for professional staff other than the key personnel (e.g., field supervisors, administrative and/or support staff, enumerators) are not examined during the evaluation process. However, the name of the proposed experts, their input and position, shall be indicated both in the technical and in the financial proposals (please note that the financial proposal shall indicate the fee rate of these experts as well). Survey enumerators should have previous experience conducting survey research in Colombia. A university-level qualification for enumerators will be desirable. Data collection teams should also include schedulers who could assist survey teams in setting up interviews with difficult to reach survey respondents. Staffing procedures should be outlined in the technical proposal, along with contingencies for staff replacement, should the need arise, during data collection.

Deliverables and reports

Subcontractors will be required to submit the following deliverables and reports. Social Impact will provide report templates as guidance to the Subcontractor following award. Timely reporting is a requirement.

- **Inception Report:** The inception report will follow SI's template and should build upon the proposal to include a description of project management, project start-up, training and piloting, outreach and data collection, quality assurance, risk mitigation, reporting, and a workplan. Along with the inception report, the subcontractor should submit comments on all SI protocols and instruments.
- **Manual(s):** Manuals should expand upon SI guidance and provide detailed guidance for all personnel (e.g., interviewers and supervisors)
- **Bi-weekly Reports:** These reports should follow SI's template and include updates on progress, quality control measures, challenges encountered, and actions taken to address.
- **Training & Pilot Report:** This report should follow SI's template and entail a summary report of the training and piloting, including the training agenda, training participants and statement of readiness for each participant, a summary of changes to the instrument and changes to protocols based on piloting, and pilot data.
- **Data:** Complete data for 854 baseline firms and replacements. Any amount less than 90% of this total will trigger a negotiated budget reduction.
- **Endline vendors survey outreach database:** A final database consistent with the outreach protocol detailing outreach efforts and information.
- **Final Report:** The subcontractor shall submit a final data quality report. The final report should follow SI guidance and include meta data and a summary of the primary challenges and responses profiled in the biweekly reports. To also include detailed information about 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.). This should be a natural extension of the bi-weekly reports.

Data

SI will have access to data through the Survey CTO. Given that some cleaning and recoding is required then the subcontractors should submit the dataset submitted in STATA (*.dta) or SPSS (*.sav), with a strong preference for STATA. The subcontractor will format datasets including variable names and labels in English and store and transfer data according to standards agreed upon with SI. The subcontractor’s data cleaning and management methods should be transparent and replicable. All endline 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.

Throughout the data validation process, the Subcontractor will submit a populated Data Response Template that documents corrections made during data cleaning. The Subcontractor will complete the template on a bi-weekly basis in order to enable SI HQ staff to make real time corrections to the data. The template will be in the format of a Microsoft Excel spreadsheet provided by SI, and will include the inputs outlined in the table below:

Variable to be changed	Current value	Corrected value	Reason for changing/ thought process	Method of validation (back check, error log response, etc.)	Unique Id	Enumerator name
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The cleaned data submitted by the Subcontractor should have data entry errors corrected and qualitative response questions recoded, specifically for this survey questions with “Other, specify” response options will need to be recoded.

Qualitative Data Collection

The subcontractor will conduct field interviews with 60 individuals, including community members, community leaders, and municipal staff (and mayors, as possible). Interviews will last approximately 1 hour each and follow a set list of interview questions. The subcontractor will also conduct 6 focus groups (approximately 15 participants per session), with 2 sessions in each of the three regions. Interview and focus group recordings and notes will be transcribed and corrected before being provided to SI.]

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 subcontractor should include throughout its proposal a summary of experience in quantitative and qualitative work from other similar projects and lessons learned that will ensure effective, efficient, and high quality baseline data collection. This should cover aspects of project management, project start-up, training and piloting, outreach and data collection, quality assurance, risk mitigation, reporting, and a workplan. 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 with populations/locations as those in this scope of work. At least two of these reports should include surveys in Colombia.

III. Deliverables & Payment Schedule

The Subcontractor will submit invoices according to the payments listed below. Weeks are estimated, and relative to contract signing. Submission dates for each deliverable invoiced and SI approval dates should be specified on the invoice. Invoices cannot be submitted prior to SI accepting deliverables/milestones in writing. SI requires up to 30 days to process invoices. Bidding firms should ensure adequate cash flow to carry out this SOW while meeting their financial obligations to staff. Bidders may propose moderately revised payment schedules.

Number	Deliverables / Milestones	Week (est.)	Percent of payment
1	Signing of contract	1	
2	Kick off meeting	1	
3	Inception report with work plan	2	30%
4	All quantitative and qualitative protocols and instruments finalized, final instruments translated & back-translated, manuals and training materials submitted	4	
5	Enumerator Training for quantitative and qualitative survey completed Pilot & Training Report	6	
6	Endline datasets (50% complete) Bi-weekly reports	12	40%
7	Final, clean datasets (including QA from SI) and transcripts for qualitative data Bi-weekly reports	20	
8	Final Report on quantitative and qualitative data collection	21	30%
Total			100%

The Subcontractor shall be expected to be available during the entire duration of the services and shall be responsible for management of the services. This includes supervision and management of the data collection, liaising with the SI and other parties, office management, and ensuring quality control of services. As part of project management, a number of meetings between SI and the subcontractor may be scheduled at any point in time. The Subcontractor shall produce minutes of all proceedings. The Subcontractor shall submit all the deliverables to the Social Impact Team Lead for approval.

All final reports shall be submitted electronically. Reporting may be submitted in Spanish. All documents should be submitted in Microsoft Word. Spreadsheets should be submitted in Microsoft Excel. Any digital photo files should be submitted in JPG format. Any presentations should be submitted in Microsoft PowerPoint. The survey dataset should be submitted in either



STATA (*.dta file) or SPSS (*.sav file), with a strong preference for STATA. Any other format(s) must be agreed upon by SI. The contract number shall be placed on each report. In addition, each report shall be accompanied by a letter or other document that identifies the report.

The Subcontractor should note that payment of fees for the services is linked to approval of individual deliverables by Encompass/Social Impact. The Subcontractor should note that all reports will be considered draft until they are reviewed and approved by Social Impact.

IV. Selection Criteria

The bidder should have a strong track record of large-scale survey data collection in Colombia and experience with surveying businesses. The bidder 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. Awards will be made using a best value approach described in the basis for award section below. Selection will be made on the scoring criteria listed below listed in order of importance. However, Offerors should strive to be as economical as possible in their offers. Social Impact will weigh the following factors to evaluated offers:

- **Technical Proposal (40%):** Compliance with requirements of scope of work; understanding of data collection activity requirements; innovative approaches presented if applicable.
- **Personnel (30%):** Compliance with required qualifications and overall demonstrated experience of the personnel presented.
- **Past Performance (30%):** Demonstrated, successful experience conducting similar activities in comparable settings, as specified in the Scope of Work, including a vendor/enterprise survey in Colombia. This experience should reflect institutional capacity, not just that of individual team members. The Offeror's past performance will be assessed for relevant work in the management and implementation of large-scale data collection.
- **Cost:** Compliance and alignment with technical scope of work; competitiveness; value.

BASIS FOR AWARD

Award will be made by SI to the responsible offeror(s) whose proposal(s) represents the best value to SI after evaluation in accordance with all evaluation factors in this solicitation. The best value determination will be made by comparing the differences (strengths, weaknesses, and risks) in the value of the non-cost factors with the differences in the cost proposal. In making this comparison, SI is more concerned with obtaining technical capability superiority rather than the lowest overall price. However, SI will not issue an award to an Offeror who presents a significantly higher overall price to achieve only slightly superior technical capabilities. SI will make this assessment through the development of a trade-off analysis.

If SI determines that competing technical proposals are essentially equal, cost/price factors may become the determining factor in source selection. Conversely, if SI determines that competing cost/price proposals are essentially equal, technical factors may become the determining factor



in source selection. Further, SI may award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price. All evaluation factors other than cost or price, when combined, are significantly more important than cost or price.

SI reserves the right not to make an award, if in the opinion of the SI none of the submissions would provide satisfactory performance at a cost that is considered fair and reasonable and/or economically feasible.

V. Submission Instructions

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

QUESTIONS

Please use subject line “OTI Colombia – RFP baseline data collection Questions”

Please 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 by the Encompass/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).

- Technical Approach: no longer than ten (10) pages. The proposal should include a description of (1) project management, (2) project start-up, (3) training and piloting, (4) outreach and data collection, (5) quality assurance, (6) risk mitigation, (7) reporting, and (8) a workplan.
- Personnel: no longer than two (2) pages summarizing key personnel qualifications and experience within the technical proposal along with a description of the approach for recruiting other field staff for the data collection activity; CVs for key personnel should be included in the technical proposal, and altogether shall not exceed eight (8) pages.
- Past Performance: Three (3) past performance reports, not exceeding three (3) 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 requested to submit a separate budget for each of the three sample size scenarios.** 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 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 “OTI Colombia Evaluation – RFP baseline data collection proposal submission”. Please send to all email addresses in the “Contact” field on page 1 by the deadline for proposals. Late submissions will not be accepted.