REQUEST FOR PROPOSALS

Project:	**KOIS Invest Refugee Livelihoods DIB Evaluation in Jordan**
Phase:	Baseline and Endline
Funder:	KOIS
RFP Release Date:	Tuesday, May 5, 2020, 17.00 Eastern Time
Deadline for Questions:	Wednesday, May 13, 2020, 17.00 ET
Answers to Questions:	To be released by Thursday, May 14, 2020, 17.00 ET
Deadline for Proposals:	Tuesday, May 19, 2020, 9.00 ET
Contact:	Lisette Anzoategui – lanzoategui@socialimpact.com Mike Duthie – mduthie@socialimpact.com
Annexes	Annex A: Budget Template

I. Project Background

Activity Summary: Impact and process evaluation in Jordan

Social Impact (SI) is seeking to be contracted by Belgium-based impact investment intermediary KOIS Invest as an independent evaluator to undertake an impact and process evaluation on the three-year scale-up of Near East Foundation (NEF) livelihoods program, which targets refugees and vulnerable populations in Jordan and Lebanon.

Following a positive feasibility study in 2017, KOIS has designed a Development Impact Bond to provide multiyear financing to livelihood programs which benefit both refugees and host populations in the context of the Syrian crisis. This first-of-its-kind 'Refugees DIB' aims to significantly contribute towards shifting the needle in favour of inclusive and sustainable approaches to the economic empowerment of refugees. The DIB will create evidence for refugee livelihoods programs in vulnerable economy contexts and will share its learnings.

The first tranche of the 'Refugees DIB' will finance a micro-enterprise trainings and grants program by Near East Foundation in Jordan over three ½ years.

Program Goal: The long-term impact goal of the program is to sustainably improve the ability of households to meet basic needs and to improve confidence, bargaining power, and agency among women.
SI seeks identify a firm to support data collection consisting of an in-person quantitative survey conducted in multiple waves with three cohorts of program participants.

Table 1. Program Description

Country	Jordan
Areas of implementation	Urban and peri-urban areas hosting a large proportion of refugees
Beneficiaries	Up to 5,625 women and youth most impacted by multiple social, physical and economic vulnerabilities (30% Refugees, 70% Jordanians)
Program duration	Approximately 39 months starting in June 2020 3 months inception period + 3 annual cohorts
DIB duration	June 2020 - April 2024
Metrics triggering investor returns	Primary: surviving businesses at 10 months Secondary: increase in household consumption at 24 months

Geographic Coverage

The DIB's five program implementation locations will be chosen among the following eight locations:

- Amman Governorate: **Al-Qwasmeh and Al-Hashmi** (147,173 refugees; 31.93N, 35.96E; 31.97N, 35.95E)
- Zarqa Governorate: **Zarqa city and Azraq** (139,686 refugees; 32.07N, 36.08E; 31.88N, 36.83E)
- **Rusaifeh Governorate** (26,255 refugees; 32.01N, 36.03E)
- Irbid Governorate: **Irbid city and Kuforsoum** (182,167 refugees; 32.50N, 35.86E; 32.68N, 35.79E)
- **Jerash Governorate** (26,255 refugees; 32.27N, 35.89E).

The program, and data collection, aims for an equal number of beneficiaries in each location. Data collection will occur in all geographic locations selected.

II. Scope of Work

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

Data Collection Activities

For the quantitative household survey, the sample will be participants in the program and a list of sampled participants will be provided to the subcontractor by SI. A summary of data collection activities is included below in Table 2.

Table 2: Summary of Data Collection Activities

Activity	Description	Sampling Strategy	Duration	Total Sample Size
Quantitative household survey	Modules on consumption, savings, business ownership/operations, self-esteem, bargaining power, women's empowerment, respondent characteristics, and program implementation.	Household surveys will be conducted at three times for cohort one (baseline in Month 3 and follow-ups in Months 19 and 34), once for cohort two (Month 34 combining the 10 month follow-up with the consumption measurement 24 months after cohort one), and twice for cohort three (follow-ups in Months 34 and 43).	130 minutes	2,358 surveys total (393 respondents per cohort, with data collection repeated six times)

Frequency of Data Collection

NEF's livelihoods program is expected to run for 3 years, with anticipated launch in June 2020. As currently envisioned, the program will be rolled out across 3 cohorts, with the first trainings beginning in September 2020 and subsequent cohorts starting every 12 months thereafter. Each training period will be preceded by a 3 months inception phase which will be focused primarily on planning and participant screening/recruitment. Once all participants of a given cohort have been selected, business skills and vocational training and cash grant disbursements will occur on a rolling basis over a 6-month period, with final cash disbursements scheduled 9 months from the date of cohort inception. Once all training and cash disbursements are complete, the program will focus the remaining 5 months on the provision of supplementary services including networking groups, coaching sessions, organization of markets/bazaars, and/or participant monitoring.

The proposed evaluation timeline is detailed in Figure 1 below. Only respondents from cohort 1 will form a panel, with the same respondents being visited at subsequent waves of data collection for that cohort. Data will be collected in four waves with sample size and approximate dates as follows:

- Wave 1: Cohort 1 (August 2020)
    - 393 respondents
- Wave 2: Cohort 1 (December 2021)
    - 393 respondents
- Wave 3: Cohort 1, 2, and 3 (March 2023)
    - 1,179 respondents
- Wave 4: Cohort 3 (December 2023)
    - 393 respondents

Figure 1. Timeline for data collection activities

Evaluation Stage	Activity/Task/Deliverable	Workplan																																													
		DIB Year 1												DIB Year 2												DIB Year 3												DIB Year 4											
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
Implemen-tation	Cohort 1																																																
	Cohort 2																																																
	Cohort 3																																																
Stage 2. Data Collection and Implementation	Develop protocols and instruments		X																																														
	Draft Questionnaires, Training Manuals																																																
	Summary of Pre-Test			X																																													
	Final Questionnaires, Protocols, Manuals			X																																													
	Data collection - Household survey:																																																
	-Cohort 1																																																
	-Cohort 2																																																
	-Cohort 3																																																

Key:
Deliverable
Activity
Fieldwork
Grant distribution

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 Jordan. 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).

Quantitative: 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 each wave of 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**: The Subcontractor will be responsible for contacting selected respondents and arranging time for interviews. This includes tracking the same individuals over time.
- **Interviews**: Interviews will be face-to-face using tablets (provided by the subcontractor) 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 130 minutes. Questions that include an "other" option, will 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.

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 in Jordan.

KEY PERSONNEL:

Key Personnel	Qualifications
Team Leader (1)	- 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 Jordan. - 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 Jordan. - Fluency in written and spoken English.
Manager/Supervisor (1)	- 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 in Jordan.

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 Jordan. 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 provided during data collection 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 2,358 respondents including replacements. Any amount less than 90% of this total will trigger a negotiated budget reduction.
- **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

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.

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 Jordan.

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 protocols and instruments finalized, final instruments translated & back-translated, manuals and training materials submitted	4	
5	Enumerator Training for quantitative survey completed Pilot & Training Report	7	
6	Wave 1: Final, clean datasets (including QA from SI) Bi-weekly reports	14	40%
7	Wave 2: Final, clean datasets (including QA from SI) Bi-weekly reports	80	
8	Wave 3: Final, clean datasets (including QA from SI) Bi-weekly reports	140	
9	Wave 4: Final, clean datasets (including QA from SI) Bi-weekly reports	176	
10	Final Report on quantitative and qualitative data collection	176	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 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 Jordan and experience with collecting data on economic outcomes (particularly consumption expenditures and business ownership). 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 (30%)**: 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 (40%)**: Demonstrated, successful experience conducting similar activities in comparable settings, as specified in the Scope of Work, including a survey in Jordan. 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.

<u>BASIS FOR AWARD</u>
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 "KOIS Livelihoods Evaluation – RFP data collection – Questions"

Please send to <u>all</u> email addresses in the "Contact" field on page 1 by the deadline for questions. Late submission of questions will be considered on a case by case basis by the SI project team.

PROPOSALS

Technical Proposals: Bidders will submit technical proposals, using the page limitations described below. Material that exceeds the page limitations will not be reviewed or scored by SI. Technical proposals will <u>not</u> 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).

- <u>Technical Approach</u>: 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.
- <u>Personnel</u>: 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.
- <u>Past Performance</u>: 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. <u>**Bidders are requested to clearly indicate costs for each wave of data collection.**</u> 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.

<u>Submission</u>: Please use subject line "KOIS Livelihoods Evaluation – RFP data collection proposal submission". Please send to <u>all</u> email addresses in the "Contact" field on page 1 by the deadline for proposals. Late submissions will not be accepted.