

REQUEST FOR PROPOSAL

RFP Number:	RFP-2021-07
Issuance Date:	July 14 th , 2021
Deadline for Offers:	July 28 th , 2021 at 5 PM EDT
Deadline for Questions:	July 19 th , 2021 at 5 PM EDT
Description:	The purpose of this Request for Proposal (RFP) is to subcontract data collection services to conduct 60 in-person key informant interviews and 16 in-person focus group discussions across four communities in Nampula and Pemba (two each).
For:	USAID/OTI Mozambique Final Program Evaluation
Funded by:	United States Agency for International Development (USAID)/Office of Transition Initiatives (OTI) through EnCompass, AID-OAA-I-15-00021/7200AA19F00017
Implemented By:	Social Impact, Inc.
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Annexes:	Annex A: Budget Template



1. Background

Social Impact (SI) is a Washington, DC-area international development management consulting firm. SI's mission is to improve the effectiveness of international development programs to improve people's lives. SI provides a full range of management consulting, technical assistance, and training services to strengthen international development programs, organizations, and policies. SI provides services globally in the areas of monitoring and evaluation, strategic planning, project, and program design, organizational capacity building, and gender and social analysis. SI services crosscut all development sectors including democracy and governance, health and education, the environment, and economic growth. SI's clients include US government agencies such as USAID, the Millennium Challenge Corporation, and the US Department of State; bilateral donors; multilateral development banks; foundations; and non-profits. SI's website can be found at: <http://www.socialimpact.com/>

Project Overview

EnCompass, with direct funding from USAID, has contracted Social Impact to conduct the Final Program Evaluation of OTI/Mozambique's Tuko Pamoja (TP) program. TP has two objectives: (1) help vulnerable youth resist violent extremism (VE) influence more effectively and (2) increase positive engagement between local communities and the government. TP expects to achieve objective #1 by increasing the capacity of youth leaders to promote VE resilience among peers, and by reducing youth feelings of economic marginalization. TP expects to achieve objective #2 by increasing dialogue and information sharing between target communities and the local government, and increasing government responsiveness to community priorities. TP works in three zones: Pemba (Pemba, Montepuez), Coastal Cabo Delgado (Palma, Ibo and Metuge) and Nampula (Angoche, Ilha de Moçambique, Nacala Porto, Nacala- A- Velha, Memba). Each of these zone have a different strategy with varying degrees of prioritization across programmatic sub-objectives.

In connection with this Final Program Evaluation, SI is seeking proposals from responsible suppliers for the provision of data collection services to conduct 60 in-person key informant interviews and 16 in-person focus group discussions across four communities in Nampula and Pemba.

Sample Design

This evaluation will target two communities in Pemba and two communities in Nampala. The selection of these communities will be completed following interviews with USAID and the TP implementing partner. These will be conducted by SI staff and will occur following the data collection procurement. Within each of the four communities, the selected data collection partner will be expected to plan and execute all tasks necessary to complete 15 key informant interviews (KIIs) and 4 focus group discussions (FGDs). Across the four communities, this results in a total sample size of 60 completed KIIs and 16 completed FGDs. These interviews will target a range of community-level respondents, including program beneficiaries, community leaders, and government officials. The specific sampling approach for identifying KII and FGD respondents will be developed following interviews with USAID and EnCompass. These will be conducted by SI staff and will occur following the data collection procurement.

SI will provide the selected data collection partner with detailed sampling instructions in advance of

fieldwork. For KII respondents this will include a mix of individuals with contact information and respondent types, for which the data collection partner will be responsible for identifying individuals within each community (e.g., village leader). SI will send the data collection partner sampling parameters for each of the four FGDs, but they are expected to include at least one FGD with male youth beneficiaries and one FGD with female youth beneficiaries. The data collection partner will be responsible for identifying individuals within each community.

Data Collection

SI will develop English language instruments for all KIIs and FGDs. The data collection partner will translate these instruments into any necessary local languages and submit translated instruments to SI for review before commencement of fieldwork. A consent script written by SI must be read verbatim in advance of all interviews and respondent consent must be documented by the data collection partner.

The data collection partner will conduct a two day training will all field personnel to discuss research design, research ethics, security protocols/considerations, question-by-question review/discussion of all instruments, administration protocols for all instruments, field logistics, and communication plans. Additionally, all lead interviewers will practice each instrument at minimum two times in a role-play scenario under the supervision of data collection partner senior personnel. The training materials (e.g. agenda, handouts, etc.) will be shared with the SI team in advance to be reviewed by the SI evaluation team.

All KIIs and FGDs will be conducted in person, pending the continued improvement in COVID-19 and the absence of any major security restrictions. KIIs are expected to last 45-60 minutes. FGDs are expected to last 75-90 minutes. At minimum, all interviews must be attended by one lead interviewer/facilitator and one note taker. SI prefers that interviews be recorded to promote accuracy of transcriptions. However, given the security context the data collection partner may propose alternate approaches that balance respondent safety with accuracy of primary data and are consistent with the cultural context. Regardless of the approach taken to document the interviews, all transcripts/notes will be translated into English and submitted to SI.

All logistics associated with travel, lodging, and the conduct of the tasks outlined above shall be managed by the data collection partner.

Schedule

Fieldwork is expected to be completed over a four-week period. The estimated period of performance for fieldwork is August 23-September 24.

Tasks for Data Collection Partner

1. Translate instrument (including informed consent script) from English into all necessary local languages.
2. Advise SI on sampling design in advance of interviews.
3. With guidance from the team leader, train all interviewers on data collection instruments and research protocols.
4. Develop a fieldwork schedule and quality assurance plan.

5. Recruit, schedule and facilitate all KIIs and FGDs.
6. Maintain close communication with the SI evaluation team through weekly written updates and ad hoc calls (as necessary).
7. Upload translated (English) transcripts or detailed interview notes using a secure file transfer identified by SI.
8. Comply with all respondent protection and data quality assurance requirements as outlined by SI.

2. Proposal Instructions and Contents

Bidders should submit proposals using the page limitations described below. SI is looking for detail but also brevity and clarity of responses. Page numbers are given as recommended lengths for the sections below. However, bidders are welcome to submit slightly above or below the recommended page number in order to clearly and adequately address the requirements described throughout the RFP and bulleted below. NOTE: Information contained in the Technical Approach, Personnel, and Past Performance should not contain any cost- or price-related information.

Technical Approach:

- The offeror shall propose an approach completing tasks 1-5 itemized in the “Tasks for Data Collection Partner” section above. Specific attention should be paid to the training plan and the protocols for fieldwork, including the manner in which field teams will be deployed, will complete data collection tasks, how quality assurance will be managed, and how communication will be managed with the data collection partner central staff. Within the data collection approach, the offeror should identify sampling and/or interview methods that will minimize selection bias (i.e., who participates in interviews) and response bias (i.e., soliciting truthful and complete answers about potentially sensitive topics).
- The offeror shall propose an approach to methodically documenting interviews. As referenced above, SI prefers recorded interviews in order to facilitate transcripts. However, data collection partner and/or SI team may propose alternate approaches that promote respondent/interviewer security and accuracy of primary data. The offeror shall detail their proposed approach and include a rationale for this decision.
- The offeror shall propose the contingency plan to utilize remote data collection methods as a means of engaging the respondents in case the data collectors are unable to travel in-person because of security conditions or other events such as travel restrictions as a result of the pandemic.

Personnel:

- The offeror shall propose one key personnel to act as the Study Director. The CV for the Study Director shall be included in the proposal.
- The offeror shall outline minimum requirements for interviewers (e.g. education, years' experience, language skills, previous relevant technical background).

- The offer will include a brief description of the team composition (titles, brief roles and responsibilities) of all positions proposed. Specific consideration should be paid to clarifying the number and team composition of interviewers and note takers. SI welcomes bulleted lists and/or tables in this section.

Past Performance:

- The offer will include a brief description of institutional past performance on a few closely related activities. The offeror should prioritize experience in the targeted geographic area and work with youth respondents.

Respondent Protection and COVID-19 Safety

- All proposals must include a detailed plan to ensure the safety of all participants during all in-person work, including training and fieldwork, in accordance with any applicable local COVID-19 regulations.
- The offeror is required to abide by Social Impact’s COVID-19 protocols (which will be provided to the successful offeror upon award), respondent protection, and data security protocols (to be provided upon award). The offeror 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”). The offeror should be willing to make updates suggested by SI and/or the OTI team on the safety protocols after the execution of the award. The protocols are subject to change, contingent on security conditions and other events.

Cost: Annex A (attached)

- The anticipated mechanism for this procurement will be a firm fixed priced subcontract. All items, services, transportation costs, etc. must be clearly labeled and included in the total price. No other costs, taxes, and/or fees may be added later.
- The total proposed cost for all services for the full performance period must not exceed USD 40,000. This ceiling is not a guarantee; proposals which are deemed technically acceptable based on the criteria specified in Section 4 below will still be evaluated for reasonableness of proposed costs. Offerors are encouraged to provide competitive pricing.
- The offeror shall provide a detailed budget using the template provided in Annex A and attached to this solicitation for the youth sample and sectoral interviews. SI requires detailing of the number of days for each individual on the team and their daily rate in USD.
- The agreement under which this procurement is financed is not exempt from the payment of taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country. Therefore, offerors must include all applicable taxes, VAT, charges, tariffs, duties and levies in accordance with the laws of the Cooperating Country.

3. Deliverables and Payment Schedule

The Data Collection Partner will submit invoices according to the payments listed below.

Payment	Deliverables / Milestones	%
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1	Translated instruments	30
2	Finalized sample design (to be developed in collaboration with SI)	
3	Fieldwork schedule and quality assurance plan	
4	Interviewer Training	
5	Weekly written updates & ad hoc calls	70
6	Translated transcripts/interview notes	
		100%

4. Selection Criteria

Social Impact will make a best value selection, weighing the following technical factors in scoring proposals. The relative importance of each criterion is indicated below:

- **Technical Proposal (60%):** Comprehensiveness and technical quality of proposed approaches to Tasks 1-5, particularly regarding interviewer training, fieldwork protocols, and quality assurance practices; compliance with requirements of scope of work; understanding of data collection activity requirements (particularly sampling and data collection parameters).
- **Personnel (20%):** Overall demonstrated experience of the personnel presented (particularly the Study Director and interviewers), adequacy of staffing composition.
- **Past Performance (20%):** Demonstrated, successful experience conducting similar activities in comparable settings, as specified in the Scope of Work. This experience should reflect institutional capacity, not just that of individual team members.

Cost proposals will be reviewed and assessed separately from technical proposals on the basis of:

- Overall competitiveness of rates and unit costs
- Cost realism, reasonableness, and completeness of cost inputs
- Transparency of calculations
- Completeness of budgets

Social Impact 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 Social Impact’s prime recipient budget must also be considered. Therefore, after the final evaluation of proposals, Social Impact will make the award to the offeror whose proposal offers the best value to Social Impact, and the US Government.

5. Submission Instructions

Offerors are responsible for ensuring that their offers are received by SI in accordance with the instructions, terms, and conditions described in this RFP. Failure to adhere with instructions



described in this RFP may lead to disqualification of an offer from consideration.

A. Questions

Please use subject line “Project Name – [Name of Offeror] RFP Questions”

Please send to all email addresses in the “Contact” field on page 1 by 5:00 PM Eastern Daylight Time on July 19th, 2021. Late submission of questions will be considered on a case by case basis by the SI project team. SI project team will respond to all questions by 5:00 PM Eastern Daylight Time on July 23rd, 2021.

B. Proposals

Please use subject line “Project Name – [Name of Offeror] Proposal”

Please send to all email addresses in the “Contact” field on page 1 by 5:00 PM Eastern Daylight Time on July 28, 2021. Late submission of proposals will be considered on a case by case basis by the SI project team.

Best-offer proposals are requested. It is anticipated that award will be made solely on the basis of these original proposals. However, SI reserves the right to conduct negotiations with and/or request clarifications from any offeror prior to award. SI also reserves the right to cancel this RFP at any time.

Please note that in submitting a response to this RFP, the offeror understands that neither USAID nor EnCompass are a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to SI for consideration, as neither USAID nor EnCompass will consider protests regarding procurements carried out by implementing partners. SI, at its sole discretion, will make a final decision on the protest for this procurement.

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

C. Eligibility of Offerors

By submitting an offer in response to this RFP, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the US Government. SI will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the US Government.

6. Terms and Conditions

A. Offer Validity

Offers must remain valid for not less than thirty (30) calendar days after the offer deadline.

B. Best Offer Proposal

Best-offer proposals are requested. It is anticipated that award will be made solely based on these original proposals. However, SI reserves the right to conduct negotiations with and/or request



clarifications from any offeror prior to award.

C. Taxes and VAT

The agreement under which this procurement is financed does not permit the financing of any taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country. No such Cooperating Country taxes, VAT, charges, tariffs, duties or levies will be paid under an order resulting from this RFP.

D. Source and Nationality

All goods and services offered in response to this RFP or supplied under any resulting award must meet **USAID Geographic Code 937** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#). The cooperating country for this RFP is Mozambique.

Offerors may not offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any countries which are deemed ineligible by the US Government.

E. Prohibition of Terrorism

In addition, Offerors understand that US Executive Orders and US law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the offerors to ensure compliance with these Executive Orders and laws.

F. Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment (Aug 2020)

In accordance with US law and Section 52.204-25 of the Federal Acquisition Regulation, offerors must not use any prohibited technologies during the performance of work on the projects governed by this agreement.

G. Payment Terms

SI's standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFP and identified in the resulting award; payment will not be issued to a third party.

H. Additional Terms and Conditions

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).

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

By submitting a response to this RFP, the offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to SI for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. SI, at its sole discretion, will make a final decision on the



protest for this procurement.

This solicitation is subject to SI's standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request.

SI may cancel this RFP at any time.