Request for Proposals:

Data Collection Services in Haiti

Project AREA - USAID

*Prepared by Haiti ESS*

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*Pétion-Ville, Haïti*

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| --- | --- |
| **Project** | *Feed the Future Appui a la Recherche et au Developpement Agricole (AREA)* |
| **Program Implementer** | *University of Florida* |
| **Evaluation Implementer** | Haiti Evaluation Survey Services (Haiti ESS) |
| **RFP number** | SOL\_HESS\_2021 |
| **USAID Office** | USAID/Haiti AREA |
| **Active Geographic Regions** | *AREA’s target area includes Kenscoff, Cul-de- Sac, and Matheux corridors.* |
| **RFP Release Date:** | July 6, 2021 |
| **Deadline for Questions:** | July 13, 2021 |
| **Answers to Questions:** | To be released by Friday July 16, 2021 |
| **Deadline for Proposals:** | Monday July 23, 2021 |
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**EVALUATION PURPOSE**

The United States Agency for International Development (USAID)/Haiti has requested that Social Impact’s (SI) Haiti Evaluation and Survey Services (ESS) conduct a performance evaluation of the AREA project. The purpose of the evaluation is to inform USAID/Haiti on potential future similar agriculture programming in Haiti. Specifically, USAID/Haiti seeks information on how to better engage higher education institutions in agriculture, how to support a local system to conduct applied research and how to support an extension system that would contribute to a more productive agricultural sector. To provide this information, the evaluation should shed light on the extent to which the activity approach to building capacity in applied research was successful in increasing the effectiveness of the research community and farm productivity as well as the extent to which the research-based approach was effective at identifying extension models that contribute to a more productive agriculture sector. Lessons learned and recommendations provided through the final report at the end of the evaluation process should indicate the long-term impacts, including activities that are deemed to be sustainable, identify existing gaps in the area of long-term capacity building in the agriculture sector. The primary stakeholders for this evaluation include USAID/Haiti, University of Florida, Louisiana State University, University of Illinois, local universities and other institutions which participated in the implementation of the project, and the Ministry of Agriculture.

**BACKGROUND**

The goal of AREA was to build the capacity of public and private institutions and organizations to provide results-oriented agricultural research and extension programs that are inclusive of all farmers, promote gender equity, and are appropriate for Haiti. AREA improved and expanded existing country-driven approaches to address food insecurity and under nutrition in Haiti. By strengthening and supporting Haitian public and private institutions operating in the agricultural sector, the project aimed to design, implement and evaluate research and extension activities that support the agricultural sector and pave a path to self-reliance. AREA also funded research activities to develop high-yielding varieties of key food security crops, identified the most effective way to introduce new production technologies, and ways to improve soil fertility in the Haitian context. Recognizing the critical role women play in the agricultural system, the project incorporated women into activities and developed new avenues for women’s participation. Lastly, AREA partnered with local universities and research centers to conduct research on corn, bean, and other critical food crops to increase yields. The research components also covered phytopathology, climate modeling, soil management, and postharvest technologies.

**SUMMARY OF ACTIVITY TO BE EVALUATED**

The overall goal of this Activity is to build the capacity of Haitian institutions to increase the availability of improved production technologies to farmers and the private sector through effective extension and development of an agricultural innovation system. The development of functional and sustainable systems to generate knowledge, create process and product innovation, and extend information to farmers requires building on existing models of success and forging linkages to the national and international efforts already in place in Haiti. The project worked to build and extend the capacity of government institutions and private organizations to improve their ability to serve the agricultural sector with research and extension programs that increase productivity in the target region.

The project includes three major components:

**Research:** AREA worked to increase the effectiveness of the research community in Haiti by improving the access and availability of scientific knowledge and technological innovations that lead to increased farm productivity. The Project’s three***-stage approach to building capacity in applied research*** leveraged existing resources, increased the number of scientists engaged in agricultural research, and provided research-based diagnostic services to producers.

**Extension**: Area investigated models that have been used to transfer technologies and information to Haitian farmers. The project implemented a research-based approach to identify effective extension models for different groups of farmers, including women farmers, that are essential to designing an equitable, sustainable and pluralistic system that can increase technology adoption rates. Effective extension services play a key role in farmer’s adoption of improved technology, which translates into higher yield and income for the farmers.

**Capacity Building through Higher Education*:*** The objective of the higher education activity is to increase the capacity of Haiti’s agricultural universities and improve the curricula so graduates can better achieve the needs of the country’s agricultural sector. AREA partnered with seven agricultural colleges across Haiti to develop an innovative higher education program to better prepare the next generation of university students who can improve Haiti’s agricultural sector. The project also worked with Land Grant Universities in the U.S. to provide master’s degree scholarships to future agricultural leaders.

# Evaluation questions

1. To what extent and in what ways did the AREA project improve applied agricultural research at local universities? In answering this question, the Evaluation Team (ET) should examine the immediate effectiveness and long-term sustainability of the approaches AREA used to build capacity in applied research.

1. AREA conducted and facilitated a variety of research, how was this information disseminated, and to what extent and how did various stakeholder’s take-up the research?
2. Based on AREA’s applied research and experimentation, what agricultural extension models (or aspects thereof) appear to be the most promising and why?
3. To what extent and in what ways did AREA’s interventions and training (both long and short term) increase/improve trainees’ ability to conduct applied agricultural research and promote effective agricultural extension activities?

# SCOPE OF WORK

ESS is seeking to engage a Haitian research firm as a Subcontractor who is well versed in collecting qualitative and quantitative data particularly pertaining to the agricultural sector. The Subcontract will be Firm Fixed Price with the anticipated period of performance starting in August 2021 and the data collection taking place nationwide, with more focus in the West department (Kenscoff, Cul-de-Sac, Matheux corridors). Precise dates will be communicated upon award.

This Request for Proposals (RFP) describes the specifications for the field data collection services required to complete the evaluation. The Sub-contractor will prepare a technical proposal that addresses all aspects of the data collection as detailed in each section below.

**Data Collection Activities**

***Overview of Focus Group Discussions (FGDs) and Key Informant Interviews (KIIs)***

The Subcontractor will conduct FGDs with beneficiary farmer organizations, farmers, students, universities, and local organization (sector producers, agribusinesses), and KIIs with farmer advisers.

These data collection events will take place at, Kenscoff, Matheux Corridors and Cul-de-Sac. The specific sampling plan will be determined based on the number farmer and local organizations that benefited from the Activity for each target area. The evaluation team will lead the sampling frame and plan development, with input from the Subcontractor. The Subcontractor will be required to coordinate with ESS, SI home office staff, and evaluation team on the design, planning, and implementation of the data collection. The Subcontractor will be responsible for the planning, facilitator/note-taker training, piloting, data collection implementation and logistics, data security, recordings, mobilizing people, providing technologies for remote data collection in the face of COVID-19 as appropriate. The Subcontractor will provide detailed summary notes in French for each data collection event.

The exact number of data collection sites, FGDs and KIIs will not be determined until after the Subcontract is awarded. As such, Bidders should prepare preliminary budgets that include in average 5 FGDs and 5 KIIs per target areas as suggested in the table below:

**Table 1. Anticipated number of FGDs and KII**

|  |  |  |
| --- | --- | --- |
| **Target areas** | **# FGDs** | **# KIIs** |
| Kenscoff | 3 | 5 |
| Cul-de-Sac | 6 | 7 |
| Matheux | 6 | 8 |
| Others | 5 | 5 |
| Total | 20 | 25 |

***Overview of Survey***

**Sample Size**

The Sub-contractor will also conduct a survey in the target areas where the Activity was being implemented. The survey sample size for AREA final performance evaluation shall be designed to represent the target areas where AREA has been implemented and provide statistics with +/-5 percent of error and 95 percent confidence level. This will be AREA beneficiary survey. Adults, male, or female who participated and or benefited in any way from this project will be randomly chosen for survey. The survey sample based on ESS guidelines, should be designed to represent beneficiaries living in the target areas of the Activity. The surveys are expected to take an average of no more than half an hour per person. The Subcontractor will be responsible for the planning, supervisor/enumerators/training, piloting, data collection implementation and logistics, data security, recordings, mobilizing people, providing technologies for remote data collection in the face of COVID-19 as appropriate.

**Survey Instrument**

ESS will provide the survey questionnaires in English. The Sub-contractor will be responsible for translating the instruments into French and Creole and putting it into the proper format for android based systems for tablet-based data collection. The Sub-contractor will also be responsible for double-checking the translation against the original. The Sub-contractor should have their own data base system for receiving data from the field using an android based system.

The Sub-contractor will conduct pilot surveys prior to enumerator training to ensure the instrument’s soundness, using experienced enumerators and supervisor. Each enumerator\supervisor who participates in the pilot survey is expected to conduct surveys with a minimum of 3 to 4 beneficiaries. The Sub-contractor will pilot the questionnaires in areas and beneficiaries like the ones selected for fieldwork, but not in the areas targeted and beneficiaries listed for the survey.

After completing the pilot, the Sub-contractor will hold debriefing sessions in which any difficulties or problems with the survey will be identified. The Sub-contractor will communicate any proposed changes to ESS and after approval the questionnaire will be modified.

The Sub-contractor will deliver to ESS a final English version of the questionnaire, reflecting all approved changes, within one week of the survey start. **The questionnaire cannot be changed once fieldwork begins.** The Sub-contractor will also deliver the final field version in French and Creole within two weeks of the survey start.

**Data Collection Tasks**

***Preparation***

**Clearances** – The Sub-contractor will be responsible for identifying and liaising with the necessary authorities to gain permission/clearances to legally perform all tasks specified in this RFP. The Sub-contractor will be required to keep documentation of all requests, approvals, and correspondence between relevant parties and provide copies to SI upon request. The Sub-contractor will be expected to maintain positive, professional relationships with all local stakeholders and report any challenges therein immediately to ESS.

**Planning** - The Sub-contractor is responsible for planning all FGDs, KIIs and survey in the field and identifying and organizing the FGD and survey participants, based on lists provided and sampling plan developed by the ET with input from the Sub-contractor. Note that data collection activities must be compliant with policies regarding restrictions due to COVID-19. All FGDs, KII and survey should be conducted virtually.

**Instrument Development –** The ET will assume primary responsibility for developing the data collection instruments. However, the Sub-contractor will be required to review and provide input on the instruments.

**Translation** – The Subcontractor will arrange for instruments translation and back-translation in French and Creole. The Subcontractor is responsible for ensuring translation quality, by verifying that translators possess adequate credentials. The Subcontractor will be responsible for reviewing the final wording of all data collection instrument translations to ensure that they are appropriate for the relevant respondent groups.

**Develop Manuals for Field Staff** –With input from ESS, SI home office staff, and the ET, the Sub-contractor will be responsible for developing comprehensive manuals for field staff. These will include manuals for facilitators and notetakers, supervisors and enumerators. ESS, SI home office staff, and the ET must have a chance to review and approve the final manuals at least five business days prior to the start of training.

**Staff Training** – All facilitators and notetakers are required to receive training prior to data collection. The training shall be comprised of classroom as well as practice sessions administering FGDs, KIIs and surveys, while respecting restrictions due to COVID-19. The Sub-contractor is required to specify the recommended duration and content of field staff training as part of the technical approach. The Sub-contractor shall describe in their technical proposal their approach to assessing facilitators, notetakers, enumerators, note and survey database readiness to conduct data collection during and after the training. It is recommended that more facilitators, notetakers, supervisors and enumerators be trained than will be required for any data collection activity, so top-performers can be selected, and a pool of back-up facilitators notetakers, supervisors and enumerators be ready in case of need. ESS and ET representatives will assist with the training, may test facilitators, notetakers, supervisors and enumerators as needed and may require, at their discretion, replacement of facilitators, notetakers, supervisors and enumerators deemed to be performing inadequately in training or in the field.

**Pre-testing** **–** Piloting will be done as part of staff training and will focus on the entire data collection process. This is meant to be a “real-life” practice of the data collection. The Sub-contractor should plan to conduct pilots. The Sub-contractor must describe their approach to pre-testing all instruments, and how they will ensure that no respondents from the study sample are included in pre-testing. The Sub-contractor must describe how many data collection events will be conducted during the pre-testing, where they will be conducted, and how they will coordinate with ESS to revise the instruments as needed based on the outcomes of the pretesting. After completing the pilots (FGD, survey, KIIs) the Sub-contractor will hold debriefing sessions in which any difficulties or problems with the survey will be identified. The Sub-contractor will communicate any proposed changes to ESS and after approval the questionnaire will be modified. The final version of the instruments will be produced, eventually integrating minor changes suggested during the pilot, and shared with ESS and the ET.

***Quality Assurance***

Data Quality Assurance processes are required in real-time during all phases of this engagement: translation, facilitator, notetaker, supervisors and enumerators training, pilot testing, data collection, and all deliverable development. Most critically, the Sub-contractor is required to provide significant oversight of facilitators, note-takers, supervisors, and enumerators during data collection. It is the Sub-contractor’s responsibility to identify and communicate problems in all phases of the engagement with ESS. Minor issues should be corrected on the spot, to the extent that they do not change the scope of services or cause an increase in costs. Larger problems should be raised with ESS and collaboratively discussed before taking any remediation measures, which may require a subcontract modification.

* The Sub-contractor will implement quality control measures to ensure a high level of enumerator performance. A full description of these measures and the results of the quality control must be included in the final technical report. The Sub-contractor shall ensure that every respondent can be matched to a questionnaire and an enumerator. For each verification conducted, a brief verification form should be completed. ESS may request to review these forms. The Sub-contractor must describe how they will conduct quality control during data collection, at minimum, following the requirements listed below.
* Daily team debriefs: Check-ins with the facilitators, note takers, supervisors, enumerators, 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.
* Facilitator checks: Facilitators will check their teams’ notes daily before they are submitted to the server to ensure completeness and spot-check for errors.
* Survey Back-Checking Protocol**:** Whether it is an in-person or an electronic back check, ESS requires the Sub-contractor to closely monitor enumerators’ work during field work. As this is a human science, and it is always possible that some misbehavior could take place in the field. The Sub-contractor must check all fieldwork carefully against documented minimum standards, and any cases that do not meet various quality control procedures (i.e., from back checking to statistical checking of all cases in the data file) will have to be removed from the final data file. If necessary, the Sub-contractor will go back to collect additional surveys using proper procedures before the survey can be considered complete.
* Logbook: Enumerators should always have a logbook in which they record relevant information on what happens in the field, such as contact and call-back details. ESS may request to review these logs. A copy of a field log will be included in the delivery of materials to ESS. The logbook should also contain all the information required for calculating response rates. This log should include information on all attempted contacts. Information needed for response rate calculation includes:
* Total number of non-eligible (wrong phone number or not beneficiaries)
* Total number of no-contacts (no one answers after three attempts)
* Total number of refusals when initial contact is made with beneficiary.
* Total number of refusals from selected individual (contact made with, but selected individual refuses to participate)
* Total number of survey terminations (survey begins, but never completed)

Supervisors must provide a weekly report based on the information included in the logbook to the Sub-contractor’s headquarters for each of the communities they visit. The Sub-contractor will then relay this information to ESS in a weekly report.

* **ESS and SI home office staff** will be performing independent Quality Assurance activities during the entire evaluation, including, at a minimum, the following actions:
  + Haiti ESS will delegate a Program Manager (PM) and a Program Director (PD) to oversee the overall evaluation process, including reviewing deliverables, providing guidance and support in the data collection process, and conducting additional quality assurance. The sub-contractor should work closely with Haiti ESS staff, providing updated information about logistics, plans, and insights during their supervision visits.
  + ESS and SI home office staff will conduct independent quality checks of the data downloaded directly from the server up to three times a week, summarizing any questions or feedback for the sub-contractor from each check. The sub-contractor will be required to respond to these questions within one business day of receiving them.

### **Respondent Protection & Data Security**

The Sub-contractor is required to abide by SI’s respondent protection and data security protocols (to be provided upon award). The Sub-contractor will be given an opportunity to comment on the protocol and provide feedback that allows ESS 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). The Sub-contractor will ensure proper measures are taken in the field to monitor facilitators’, note-takers’, supervisors’ and enumerators’ behavior with respect to respondent protection and data security (including interviewing, handling of recording devices, etc.). The Sub-contractor will also be responsible for ensuring that detailed summary notes and other documentation do not include PII.

### **Reporting**

The Sub-contractor will be required to submit 9 main deliverables, namely a (1) Work Plan (2) Instrument Translations, (3) Field Manuals, (4) Training, and Pilot Report, (5) Weekly Status Reports, (6) detailed summary notes of each FGD and KII, (7) audio recordings of FGDs and KIIs, and (8) a complete survey database and (9) Final Report.

General guidance is provided below. Social Impact will provide report templates as guidance to the Sub-contractor following award.

* **Work Plan**: The Sub-contractor is responsible for developing a detailed work plan and schedule within one week of contract award. The document will detail the following: expected duration and sequencing of tasks, staffing/team composition, team roles/responsibilities, pilot approach, facilitator and note-taker training approach and data quality assurance protocols. The Work Plan should outline any areas for which the Sub-contractor requires support from ESS.
* **Instrument Translations**: The Sub-contractor will submit translated versions of the instruments.
* **Field Manuals**: The manuals will cover roles, responsibilities, and protocols for facilitators and notetakers.
* **Training, Pre-test & Pilot Report:** This report will describe the activities undertaken during the training and piloting, and identify problems, solutions, and the way forward.
* **Weekly Status Reports**: This report will cover activities undertaken during the period, challenges faced, strategies adopted to overcome such challenges, programming of upcoming activities for the next reporting period, and any identified risks related to upcoming activities.
* **Detailed Summary Notes of each FGD and KII**: After each FGD and KII, the team needs to meet to write detailed summary notes, which consist of a faithful detailed report of what was said during the interview, enriched with details from audio recording such as examples, illustrations, explanations, and direct quotes. The summary notes will remain the raw qualitative data to inform ESS about findings from the field. They must be in French, stay as close as possible to the recordings, and contain as many quotes as possible. The notes must be anonymized to protect participants’ identities, and the Sub-contractor must provide a separate spreadsheet that lists who participated in each FGD and KII with basic demographic data like age, gender, etc. Summary notes must be uploaded **daily** to the server.
* **Audio-recording:** The audio recording of each FGD and KII must be submitted to ESS as a backup file that supports the summary notes. Audio recordings must be uploaded **daily** to the server.
* **The complete** survey **database**, in both **excel** and **SPSS** format, with detailed data dictionary.
* **Final Report**: This report will describe the overall activities, limitations, challenges, any modifications to the data collection protocols, data quality process, identification of any data quality issues, results and lessons learned. The Sub-contractor is required to submit to Social Impact the data in electronic format together with the final report.

Social Impact will provide report templates as guidance to the Sub-Contractor following award.

**Table 2: Timeline**

|  |  |  |
| --- | --- | --- |
| **Tasks** | **Activities** | **Planned Date (approximate dates and exact dates will need to be confirmed)** |
| Instrument review | Review the questionnaire, FDG and KII tools and provide Creole translation of the questionnaire, FGD and KII tools | Creole and French translation provided within 1 week after receipt of the final questionnaire from HESS |
| Training on Instruments and Field methods | Adapt, customize a training manual | The Sub-Contractor will send training manual to the client approximately 1 week before training starts. |
| Submit final and customized manuals | August 2021 |
| Pilot test and adjust survey instrument, FGD instrument | August 2021 |
| Provide training to Facilitators, note takers, supervisors and enumerators | August 2021 |
| Fielding the Survey/FGD/KII | Pretest facilitators, note takers, supervisors and enumerators and begin fieldwork | August 2021 |
| Complete all beneficiaries’ surveys, FGDs and KIIs | September 2021 |
| Database preparation | Review and follow the client’s standard SPSS database structure/format and guideline | September 2021 |
| Data Management, Analysis and Reporting | Provide the client with the first dataset with 50 surveys for review | Within 3 days after fieldwork starts (first 50 data set -both raw data and SPSS format) |
| Provide final complete dataset | Within 1 weeks after fieldwork is completed (Final Data set – both raw data and SPSS format) |
| Provide the final technical report | Within 2 weeks after fieldwork is completed |

# Personnel

Bidders must provide CVs for required team members (key personnel) positions as listed below, which meet the minimum qualifications specified. In this section, Bidders should also describe their recruitment strategy for other field staff and should specify the total number of facilitators, notetakers, supervisors and enumerators that will conduct the activity.

#### Table 3: Personnel

|  |  |
| --- | --- |
| Key Personnel | Qualifications |
| Coordinator (1) | Required 5-10 years of relevant experience managing qualitative data collection in Haiti |
| Facilitators () | Required years of relevant experience conducting FGDs/ and/or in-depth interviews in Haiti |
| Notetakers () | Required 3 years of relevant experience in qualitative data collection exercises in Haiti |
| Supervisor () | Required 3 years of relevant experience in data collection exercises in Haiti |
| Enumerators () | Required at least 3 years of relevant experience in data collection exercises in Haiti |

The field coordinator will oversee the interface with ESS, plan all the activities and author the reports.

# Proposal Submission Format

* **Eligibility**
  + By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. SI will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
* **Prohibition of Terrorism** 
  + In addition, Offerors understand that U.S. Executive Orders and U.S. 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.
* **Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment (Aug 2020)** 
  + In accordance with U.S. 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.

Bidders must submit the following information and documents:

* Valid business license
* Contact person, telephone, office address, and email
* **Technical proposal** 
  + Proposals must be in English and not exceeding 12 pages.
  + The bidder should demonstrate understanding of the SOW and provide technical specificity regarding the expected tasks.
* Proposal should provide specific approaches and strategies for fieldwork, including sound staffing plan and staffing approaches.
* **Price proposal**, which shall be submitted as a separate file from the technical proposal. The Bidder shall submit its best price as per the following requirements:
  + Sub-contractor shall submit quotes in US Dollars (USD)
  + The Bidder shall propose costs for events in Table 1.
  + The rates quoted shall be for complete services inclusive of all taxes and charges for service contingent to the work.
  + ESS will establish the scope of the services mentioned in this RFP at the design phase and will request a full budget based on the original budget. However, ESS anticipates needing 45 events total with 20 FGDs and at least 5 KIIs per target area (see Table 1) and a sample size in line with the sampling discussion above.
  + Payment term: Net 30 days
  + Proposal’s validity: Net 30 days from date of submission

## Evaluation Criteria

All quotations received in response to this solicitation will be evaluated by the Haiti ESS bid review committee. The contract shall be awarded based on the criteria listed in this RFQ. Haiti ESS will conduct a source selection based on the evaluation factors listed below. These factors will serve as the standard against which all information will be evaluated and identify the factors that the bidder should address. The quotations will be evaluated according to best value with the following criteria:

1. Technical (50%) – Haiti ESS will consider the technical specifications of the vendor’s ability to provide the services listed in the “Description of Services Requested” (data collection tasks) section of the RFP;
2. Past Performance (20%) – Haiti ESS will consider Appendix A detailing past performance information (to be included in the technical proposal).
3. Personnel Qualifications (30%) – Haiti ESS will consider Appendix B detailing the qualifications of each bidder’s data collection team.

This solicitation does not commit SI to award a contract or pay any costs incurred in preparing the quotation. SI reserves the right to accept or reject any or all quotations received or to cancel in part or in its entirety the solicitation when it is in SI’s best interest.

The Sub-contractor shall adhere to the timelines for questions and proposal submissions listed on the first page of this RFP**. Late submissions will not be considered.**

All questions, technical proposals, and Price proposals should be submitted electronically to Louisena Louis at [llouis@socialimpact.com](mailto:llouis@socialimpact.com) .

CC: [kfelizor@socialimpact.com](mailto:kfelizor@socialimpact.com)

CC: hgedeon@socialimpact.com

**ANNEX A**

**Summary of Relevant Capability, Experience, and Past Performance**

Include **three** projects that best illustrate your experience relevant to this RFP or similar activities, sorted by decreasing order of completion date. The projects should have been undertaken in the past three years (i.e. 2018, 2019, and 2020). Projects undertaken in the past five years may be taken into consideration at the discretion of the evaluation panel.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item #** | **Project Title and Description of Activities** | **Location** | **Client Name and Contact Information** | **Cost in USD** | **Completed on Schedule (Yes or No); if no, then explain** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

**ANNEX B**

**Proposed data collection team and resumes**

# Appendix C: Disclosure of Conflict of Interest

See attachment “Disclosure of Real or Potential Conflict of Interest for USAID Evaluations

**Please fill one form for each for the firm and each team member.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization Name** | | | |
| **Evaluation Position?** |  |  | Service Provider Team Leader  \_ Team member |
| **Evaluation Award Number** *(contract or other instrument)* | RFP #: SOL\_HESS\_2021 | | |
| **USAID Project(s) Evaluated** *(Include project name(s), implementer name(s) and award number(s), if applicable)* | AREA | | |
| **I have real or potential conflicts of interest to disclose.** |  |  | Yes No |
|  |
| **If yes answered above, I disclose the following facts:**  *Real or potential conflicts of interest may include, but are not limited to:*   1. *Close family member who is an employee of the USAID operating unit managing the project(s) being evaluated or the implementing organization(s) whose project(s) are being evaluated.* 2. *Financial interest that is direct, or is significant though indirect, in the implementing organization(s) whose projects are being evaluated or in the outcome of the evaluation.* 3. *Current or previous direct or significant though indirect experience with the project(s) being evaluated, including involvement in the project design or previous iterations of the project.* 4. *Current or previous work experience or seeking employment with the USAID operating unit managing the evaluation or the implementing organization(s) whose project(s) are being evaluated.* 5. *Current or previous work experience with an organization that may be seen as an industry competitor with the implementing organization(s) whose project(s) are being evaluated.* 6. *Preconceived ideas toward individuals, groups, organizations, or objectives of the particular projects and organizations being evaluated that could bias the evaluation.* |  | | |

I certify (1) that I have completed this disclosure form fully and to the best of my ability and (2) that I will update this disclosure form promptly if relevant circumstances change. If I gain access to proprietary information of other companies, then I agree to protect their information from unauthorized use or disclosure for as long as it remains proprietary and refrain from using the information for any purpose other than that for which it was furnished.

|  |  |
| --- | --- |
| **Signature** |  |
| **Date** |  |

# Appendix C: Pricing Template

See attachment “Appendix C: Data Collection Pricing Template