Request for Proposals:

Data Collection Services in Haiti

Project WATSAN - USAID

*Prepared by Haiti ESS*

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*Pétion-Ville, Haïti*

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| --- | --- |
| **Project** | *Water and Sanitation (WATSAN)* |
| **Program Implementer** | DAI Global, LLC |
| **Evaluation Implementer** | Haiti Evaluation Survey Services (Haiti ESS) |
| **RFP number** | SOL\_HESS\_2022 |
| **USAID Office** | Office of Infrastructure, Energy and Engineering (OIEE) |
| **Active Geographic Regions** | *WATSAN’s target area includes* Cap-Haïtien, Mirabalais, Croix-des-Bouquets (Canaan), Les Cayes, Jérémie, Ouanamithe, Pignon, Lascahobas, Belladère and Hinche |
| **RFP Release Date:** | January 26, 2022 |
| **Deadline for Questions:** | February 2, 2022 |
| **Answers to Questions:** | To be released by Friday February 2, 2022 |
| **Deadline for Proposals:** | Friday February 15, 202 |
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**EVALUATION PURPOSE**

In September 2021, USAID/Haiti requested Haiti Evaluation and Survey Services (ESS) to design and implement the final performance evaluation of the USAID Water and Sanitation (WATSAN) project. The purpose of this evaluation is to determine the effectiveness of the project in achieving its objectives (USAID Water and Development progress indicators). The evaluation will assess the project’s design and approaches used in order to inform future USAID/Haiti programming similar in scope. The evaluation will consider factors related to partnerships, capacity building, and sustainability to measure whether WATSAN interventions have improved local utilities and local actors’ capacity to provide households and communities with sustainable, improved access to water and sanitation services and to what extent the interventions have contributed to improved institutional capacity in the sector. The primary stakeholders for this evaluation include USAID/Haiti, DAI (Development Alternatives, Inc.) and its partners (Ayiti Nexus, Centre de Formation et d’Encadrement Technique-CFET, Zanmi Lasante, V3, and mWater and the National Directorate of Potable Water and Sanitation-DINEPA), the Government of Haiti (GOH), Non-Governmental Organizations (NGOs), Faith-based organizations (FBOs), private sector entities, and other donors and entities active in Haiti’s private sector (such as the Inter-American Development Bank-IADB, Spanish Aid and World Bank).

**SUMMARY OF ACTIVITY TO BE EVALUATED**

WATSAN project aims to support access to sustainable water supply and sanitation services, and strengthen the enabling environment for sustainable delivery, operation, and maintenance of water and sanitation services. The WATSAN interventions’ three main goals are to i) help 250,000 people get access to basic or improved water, ii) help 75,000 people get access to basic or improved sanitation, iii) lay the foundation for the sustainable increase in access to water and sanitation across Haiti. To achieve these goals WATSAN focuses on its core values of self-reliance, resilience, and the private sector approach.

The activity objectives and approaches are organized and divided into three components outlined below.

*Component 1: Increasing Access to Sustainable Water Services*

The Project activities under Component I are focused on providing basic water or improved water services to 250,000 people by building the capacity of the Technical Centres of Exploitation (CTEs) to provide water on a sustainable basis. While the main focus of the project is providing technical assistance to help the CTEs manage themselves on a cost recovery basis, WATSAN also funds infrastructure improvements that serve to make the systems more reliable and sustainable. Under component 1 the activity has three main tasks:

* Water Infrastructure Engineering Services
* Water Infrastructure Construction
* Technical Assistance for Water Service Providers

*Component 2: Increasing Access to Sustainable Sanitation Services*

The project activities under Component 2 are focused on providing basic or improved sanitation to 75,000 people by strengthening the capacity of small and medium enterprises (SMEs) to market sanitation products and by assisting DINEPA to reopen the fecal sludge management facilities in Les Cayes and near Canaan. In component 2 the activity has three main tasks:

* Support to Sanitation Enterprises
* Waste Treatment & Fecal Sludge Management Engineering Services
* Wastewater Treatment & Fecal Sludge Management Construction

*Component 3: Improving the Enabling Environment for Sustainable Implementation, Operation, and Maintenance of Water and Sanitation Services*

The project’s third goal is to lay the foundation for sustainable increases in access to safe water and sanitation. It is meeting this goal by building successes at the local level and then working through DINEPA (and other institutions) to share these on a larger scale, for instance by holding national events and publishing the lessons learned. Under component 3 the activity has two main tasks:

* Technical Assistance to National and Sub-National Governments
* Knowledge Dissemination & Learning

# Evaluation questions

1. **To what extent has WATSAN met its Task Order objectives to build governance capacity at multiple levels (national, regional, local) to improve sustainable water supply and sanitation service delivery?**
2. **How was the Enterprise Acceleration Fund utilized and to what extent did those grants support WASH enterprises (such as MSMEs, NGOs, and Bayakous) to move towards sustainable service delivery?**
3. **How effective was WATSAN’s approach of targeting the end of the sanitation value chain in improving the overall sanitation value chain?**

# 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 WASH sector. The Subcontract will be Firm Fixed Price with the anticipated period of performance starting in late February 2022 and the data collection taking place in ten comunes: Cap-Haïtien, Mirabalais, Croix-des-Bouquets (Canaan), Les Cayes, Jérémie, Ouanamithe, Pignon, Lascahobas, Belladère and Hinche. 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)/Group Interviews (GI)[[1]](#footnote-2)***

The Subcontractor will conduct FGDs with sanitation businesses and associations, Technical Centres of Exploitation (CTEs), Water Kiosks managers, Observatoire National de l’Eau Potable et de l’Assainissemen*t* (ONEPA), and KIIs with Enterprises Accelaration Fund grants supported organizations, Implementing Partners (IP), , Fecal Sludge Management (FSM) managers and users.

These data collection events will take place at the ten communes cited above. 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 Subcontractor will also record the sessions with consent to refer to when expanding notes.

**KII/GI/FGD Instrument**

ESS will provide the KII/GI/FGD questionnaires in English. The Sub-contractor will be responsible for translating the instruments into French and Creole. The Sub-contractor will also be responsible for double-checking the translation against the original. The sub-contractor will also pilot all the qualitative instruments. After completing the pilot, the Sub-contractor will hold debriefing sessions in which any difficulties or problems with the KII/GI/FGDS 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 data collection start. **The questionnaires 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 data collection start.

The exact number of data collection sites, FGDs and KIIs/GIs will not be determined until after the Subcontract is awarded. As such, Bidders should prepare preliminary budgets that include in average 24 FGDs and 19 KIIs/GIs as suggested in the tables below:

**Table 1. Anticipated number of FGDs**

|  |  |
| --- | --- |
| **Stakeholders** | **# FGDs** |
| Sanitation businesses and associations | 8 |
| CTEs[[2]](#footnote-3) | 7 |
| Water kiosks manger | 8 |
| ONEPA | 1 |
| Total | 24 |

**Table 2. Anticipated number of KIIs/GIs**

|  |  |
| --- | --- |
| **Stakeholders** | **# KIIs/GIs** |
| EAF | 7 |
| IPs | 5 |
| FSM | 4 |
| ONEPA | 3 |
| Total | 19 |

***Overview of Survey***

**Sample Size**

The Sub-contractor will also conduct a survey in the target areas where the Activity is being implemented. This will be CTEs staff survey. Seventy (70) CTEs staff will be randomly surveyed in the target areas[[3]](#footnote-4) where the Activity is being implemented. The survey sample based on ESS guidelines, should be designed to represent CTE staff 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 (pre-test) 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 CTE staff. The Sub-contractor will pilot the questionnaires with CTEs that are not in the sample frame.

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, 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/GIs and survey in the field and identifying and organizing the FGD and survey participants, based on lists provided and sampling plan developed by the ESS evaluation team (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/GI 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 (including consents) 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 consent, FGDs, KIIs/GIs 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.

**Piloting/Pre-testing** **–** Pre-testing and 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. The pretested questionnaire will be piloted. After completing the pilots (FGD, survey, KIIs/GIs) 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 in track 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 by randomly listening to 5-10 minutes of recording and check against notes.
* 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/GI, (7) audio recordings of FGDs and KIIs/GIs, 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/GI**: After each FGD and KII/GI, 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/GI 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. The sub-contractor also needs to translate all open ended answers into French and English when submitting the survey database.
* **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/GI tools and provide Creole translation of the questionnaire, FGD and KI/GII 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 | February 2022 |
| Pilot test and adjust survey instrument, FGD instrument | March 2022 |
| Provide training to Facilitators, note takers, supervisors and enumerators | March 2022 |
| Fielding the Survey/FGD/KII/GIs | Pretest facilitators, note takers, supervisors and enumerators and begin fieldwork | March 2022 |
| Complete all beneficiaries’ surveys, FGDs and KIIs/GIs | March 2022 |
| Database preparation | Review and follow the client’s standard SPSS database structure/format and guideline | April 2022 |
| Data Management, Analysis and Reporting | Provide the client with the first dataset with 20 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/quantitative data collection in Haiti. Also required 3 years of experience in the **WASH sector**. |
| Facilitators () | Required 3 years of relevant experience conducting FGDs/ and/or in-depth interviews in Haiti. Required 2 years in the **WASH sector**. |
| 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. |
| Field Mobilizer () | Required 1 year of relevant experience in facilitating implementation of data collection events (FGDs, KIIs and Survey) on the field. |

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 43 events total with 24 FGDs and at least 19 KIIs/GIs (see Table 1 and 2)and a survey with a sample size (70 respondents) 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 [kfelizor@socialimpact.com](mailto:kfelizor@socialimpact.com) .

CC: [llouis@socialimpact.com](mailto:llouis@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.**

# Appendix D: Pricing Template

See attachment “Appendix D: Data Collection Pricing Template

1. Note a KII is with one respondent, a GI uses a KII guide with 2-4 respondents and a FGD has 5+ respondents [↑](#footnote-ref-2)
2. In Seven communes : Les cayes, Jérémies, Ouanamithe, Hinche, Cap-Haïtien, Mirbalais, Croix-des-Bouquest. [↑](#footnote-ref-3)
3. In Seven communes : Les cayes, Jérémies, Ouanamithe, Hinche, Cap-Haïtien, Mirbalais, Croix-des-Bouquest. [↑](#footnote-ref-4)