



REQUEST FOR PROPOSALS FOR DATA COLLECTION SERVICES

Contract	USAID/Mali Monitoring, Evaluation, and Learning Platform
Activity	Data collection for the USAID/Mali Anka Jiko Baseline Study
RFP Number	2023-11
RFP release date	June 13, 2023
Deadline for questions	June 20, 2023
Deadline for submission of proposal and budget	June 27, 2023
Direct Submissions to	<ol style="list-style-type: none"> 1. Kari Nelson knelson@socialimpact.com 2. Alioune Watt awatt@socialimpact.com 3. Abigail Price aprice@socialimpact.com

1- Project Background

The United States Agency for International Development (USAID) /Mali Monitoring, Evaluation, and Learning (MEL) Platform is a five-year activity awarded to Social Impact, Inc. (SI) to provide technical and advisory services to design and carry out various monitoring, evaluation, and learning activities for USAID/Mali. The contract has 3 major components.

1. Third-Party Monitoring (TPM);
2. Evaluation Services and Surveys; and
3. Collaborating, Learning, and Adaptive Management and Communication Services.

Under Component 2, SI will conduct a Baseline Study (including both quantitative and qualitative data collection) of the Anka Jiko Activity in the water, sanitation, and hygiene (WASH) sector. SI seeks the services of a data collection firm to support the data collection at the field level.

2- Statement of Work

Activity Background

USAID/Mali's Anka Jiko activity is a five-year intervention (August 19, 2022 – September 18, 2027) to support access to sustainable water supply and sanitation services and to strengthen the enabling environment for sustainable delivery, operation, and maintenance of water and sanitation services (Contract # 72068822C00001). The Activity targets Sikasso, Bougouni, and Koutiala and its implementation is led by Tetra Tech ARD with support from subcontractors CARE International and SEGURA Consulting. The Activity's objective is to have 185,000 people gain access to new or improved water services and to have 35,000 people gain access to safely managed sanitation services.

The Activity's objectives will be achieved through two interrelated approaches. The first approach focuses on technical assistance and capacity-building to strengthen the ability of communes and water service providers to finance, operate with full tariff collection, maintain, and repair rural water infrastructure for the full design-life of the infrastructure.



The assistance also focused on the development and implementation of Strategic Sanitation Plans (Plan Stratégique d'Assainissement). The second approach aims to support communes through the process of design, contracting, construction, and/or rehabilitation of rural water infrastructure for domestic and productive uses and fecal sludge infrastructure. This Activity incorporates an integrated approach to community engagement, infrastructure development, and government and service provider capacity to ensure that the necessary political, social, economic, and administrative systems are in place to support water's equitable use and improved management of water and sanitation services.

The Anka Jiko Activity will be implemented in 60 communes in the regions of Sikasso, Bougouni, and Koutiala (there are an additional 6 "alternate" communes that may be incorporated into the activity in case of need). Annex B includes the full list of selected and alternate communes.

SI's role is to conduct a Baseline Study related to Anka Jiko's intended outcomes. The purpose of this Baseline Study is to serve as a reference point to assess the effectiveness of the Anka Jiko Activity at its midterm and endline. The Baseline Study will include both a quantitative intended-beneficiary household survey and qualitative data collection with key WASH stakeholders who will benefit from capacity-building efforts. The Baseline Study will also guide the implementation of the Activity as it will provide a benchmark that will be used to help improve problem diagnosis, alert stakeholders to changes in underlying assumptions, uncover potential weaknesses in program implementation, and provide a firm foundation for monitoring and evaluation (M&E). The baseline household survey and the follow-up midterm and endline performance evaluation surveys are intended to measure whether water and sanitation interventions have resulted in improved and sustainable access to water and sanitation services for households and communities in the target communes. The Baseline Study will focus on collecting data related to two core questions:

1. To what extent and in what ways has Anka Jiko increased access to new or improved basic drinking water and sanitation facilities?
2. To what extent has Anka Jiko contributed to improved institutional capacity to better manage existing systems and increase revenue? This EQ should focus on to what extent and in what ways relevant institutions are applying Anka Jiko training. The answer to this EQ will focus on the specific institutions, systems, and training on which Anka Jiko is working.

Data Collection Firm Request

To assist the SI baseline team (BT) in collecting data to respond to the study questions, SI seeks the service of a data collection firm to collect the following data (each of which are described in more detail below):

- Qualitative key informant interviews (KIIs) with 36-48 key sector actors (technical services, private companies, village leaders, commune leaders, etc), and
- Quantitative household survey with 1,800 households across all 69 communes (60 selected and 9 alternate).

Quantitative Survey: The data collection firm will be responsible for identifying and training all field personnel, planning and completing all tasks necessary for data collection, as well as operationalizing various quality assurance, respondent protection, and data security processes before, during, and after data collection (these are detailed in Section 5). All work will be performed under the supervision of the BT and SI. Below we describe the technical requirements necessary to complete the survey.

Mode: The survey will be administered face-to-face with the assistance of a handheld device (i.e., tablet (preferred) or large cellphone). The data collection firm must provide the devices.

Length: Each survey will last approximately one hour.

Informant: Any household member 18 years old or older who is knowledgeable about water, sanitation, and hygiene affairs in the household.

Sampling: The BT will be responsible for sampling. The sampling approach is stratified two-stage cluster sampling (TSCS) as described below.

The sample will be stratified by region (Bougouni, Koutiala, and Sikasso), type (selected and alternate), and population size (less than 2,000 inhabitants, between 2,000 and 10,000 inhabitants, and more than 10,000 inhabitants). As shown in the table below, this results in a total of 12 strata. Sample allocation across strata will be proportional to population size (PPS).

Proposed Stratification

Region	Type	Population Size	Strata
Bougouni	Selected	Less than 2,000 inhabitants	1
		Between 2,000 and 10,000 inhabitants	2
		More than 10,000 inhabitants	3
Bougouni ¹	Alternate	Less than 2,000 inhabitants	4
		Between 2,000 and 10,000 inhabitants	5
Koutiala ²	Selected	Less than 2,000 inhabitants	6
		Between 2,000 and 10,000 inhabitants	7
		More than 10,000 inhabitants	8
Sikasso ²	Selected	Less than 2,000 inhabitants	9
		Between 2,000 and 10,000 inhabitants	10
		More than 10,000 inhabitants	11

¹ There are no villages with more than 10,000 inhabitants in alternate communes according to the 2009 census. This might change once more recent population data is available.

² There are no alternate communes in Koutiala or Sikasso.

Within each stratum, the TSCS approach will proceed as follows:

- First stage: Select a set of census enumeration areas (sections d'énumération, SEs) from the Mali National Institute of Statistics (Institut National de la Statistique, INSAT). SEs will be the survey's primary sampling units (PSUs). A total of 120 PSUs will be randomly selected with PPS.



- Second stage: Within each selected SE, select 15 households using a random walk with random starting points approach. Enumerators will walk away from randomly selected starting points within selected SEs and attempt interviews at a set interval of buildings (e.g., attempt an interview every 4 or 5 buildings) until they reach the target number of households. The data collection firm will be responsible for submitting 15 complete interviews in each PSU, for a total of 1,800 households.

The data collection firm will be responsible for providing a dataset of 2019 census data needed to draw the sample organized as follows. Should this information not be available, data collection firms should indicate this in their proposal and indicate what is the most recent population projection data they could provide and the level (e.g., commune, village, SE) at which it is available.

Region	Commune	Village	SE	Total Population	Number of Dwellings	Number of Households

Instrumentation: The BT will provide the survey questionnaire in English and French. The BT will program the questionnaire on SurveyCTO. The data collection firm will use SI’s SurveyCTO server to upload data from the field using an android-based system. SI will provide access to the server and the programmed instrument. The data collection firm does not need to purchase a subscription nor program any instruments.

The data collection firm will be responsible for reviewing and providing feedback on the questionnaire, suggesting revisions for context, flow, or other aspects. The data collection firm’s review shall also ensure that questions are properly contextualized, and that the BT has properly considered likely eventualities. Reviewers should include senior staff and at least 3 enumerators (1 from each of the target regions). The review should ensure that the questionnaire is worded such that the target households can easily understand questions and responses.

Planning Tasks: The data collection firm will be responsible for the following planning tasks prior to fieldwork:

1. *Workplan:* The data collection firm shall develop a detailed work plan and schedule within 1 week of subcontract award. The document will detail key aspects of technical and managerial approaches, including the expected duration and sequencing of tasks, logistics, staffing/team composition, team roles/responsibilities, respondent sampling, data collection, data quality assurance protocols, data analysis, reporting, and security protocols. Finally, the document shall outline any areas for which the data collection firm requires support from the BT, the MEL Platform or SI.
2. *Clearances:* The data collection firm is responsible for identifying and liaising with the necessary local authorities to gain permission/clearances to legally perform all tasks specified in this SOW within the identified communes. The data collection firm will be required to keep documentation of all requests, approvals, and correspondence between relevant parties and provide copies to the BT, the MEL Platform or SI upon request. The data collection firm is expected to maintain positive, professional relationships with all local stakeholders and report any challenges therein immediately to the BT. The BT will obtain institutional review board clearance for this activity but requires one data collection firm staff to complete the Protecting Human Research Participants (PHRP) ethics training or

equivalent and provide the corresponding certificate of completion.

3. *Planning:* The data collection firm is responsible for all aspects of data collection planning. Note that data collection activities must be compliant with policies regarding local security concerns. Any changes to the fieldwork due to security concerns need to be communicated with BT as soon as possible.
4. *Comment on instruments:* The data collection firm will review and provide feedback on questionnaire as detailed in the Instrumentation subsection.
5. *Training Manual:* The data collection firm will develop comprehensive manuals for supervisors and enumerators and submit them to BT for review and approval.
6. *Staff Training:* The data collection firm must train all supervisors and enumerators prior to data collection. The training shall be comprised of classroom as well as practice sessions administering surveys. The data collection firm is required to specify the recommended sequencing, duration, and content of field staff training as part of the technical proposal. It is recommended that training last 3 days, followed by a 1-day pilot and 1-day debriefing (described below). The training should take place either in Bamako or Sikasso (bidders should include the proposed location in their proposal). It is further required that more supervisors and enumerators be trained than will be required for any data collection activity so top performers can be selected and a pool of backup supervisors and enumerators be ready in case of need. The BT will assist with the training, may test supervisors and enumerators as needed and may require, at their discretion, replacement of supervisors and enumerators deemed to be performing inadequately in training or in the field. The data collection firm must submit a report describing the activities undertaken during training, and piloting, and identifying problems, solutions, and the way forward within 2 days of the debriefing sessions following the pilot.
7. *Piloting and Debriefing Sessions:* 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 data collection. Every enumerator in training will be required to adequately complete at least 2 interviews under the supervision of a supervisor or other senior staff member. The data collection firm will organize all aspects of the pilots. After completing the pilot, the data collection firm will hold a debriefing session in which any difficulties or problems with the survey will be identified.
8. *Final Questionnaire Revisions:* Immediately following the debriefing sessions, the data collection firm shall submit any final proposed changes to the questionnaire to the BT and assist the BT as needed to implement any approved changes. Final adjustment must take place before the deployment of field personnel. Once the questionnaire is finalized, it cannot be changed.

Fieldwork Tasks: All fieldwork activities will last 3 weeks. The data collection firm must check all fieldwork carefully and any case that does not meet quality control procedures (described in the Quality Assurance section) will be removed from the final data file. The data collection firm will re-administer any interviews removed for non-compliance with quality assurance protocols with no additional compensation. The data collection firm will implement fieldwork adhering to the following guidelines and procedures:

- *Supervisors:* The data collection firm will maintain a minimum supervisor to enumerator ratio of 1 to 5.



- *Supervisor checks:* Supervisors will check their teams' forms before they are submitted to the server, to ensure completeness and spot-check for errors.
- *Daily team debriefs:* The data collection firm senior staff will schedule daily check-ins with supervisors and enumerators to review any challenges faced, allow for questions and clarifications, and provide feedback. These are especially important early in the data collection activity to ensure that proper interviewing habits are formed.
- *Accompaniment:* The data collection firm shall 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 the BT.
- *Co-enumeration:* The data collection firm shall co-enumerate at least 1 interview per interviewer during the first week 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. The data collection firm shall co-enumerate interviews for specific interviewers if requested by the BT in response to issues detected during data quality checks.
- *Callbacks:* If a household is non-responsive or a respondent is not available for an interview, enumerators must make at least 1 additional attempt before the household/respondent can be determined to be unavailable and replaced. The attempts must be at different times of the day (e.g., one in the morning and the other in the afternoon). All attempts must be clearly documented.
- *Logbook:* Enumerators should always record relevant information on what happens in the field, such as contact and callback details in a digital logbook (on tablet). BT will approve the logbook before it is used in the field and data will be uploaded to SI's server. The logbook should also contain all the information required for calculating response rates. This log should include information on all attempted contacts and visits. Information needed for response rate calculation for survey includes total numbers of the following:
 - Not-eligible buildings (if the building does not contain at least 1 residential unit)
 - Unknown eligibility buildings (if the enumerator is unable to determine if the building contains at least 1 residential unit)
 - Households that cannot be contacted (to which 1 subsequent contact attempt will be made)
 - Households who refuse to collaborate with the survey
 - Households without an eligible respondent present (to which 1 subsequent attempt will be made)
 - Households with eligible individuals that participate in survey
 - Refusals from eligible individuals (survey informant refuses to participate)
 - Survey terminations (survey begins, but never completed)

The data collection firm will provide a weekly report on case dispositions to BT

based on the logbook information.

- *Communication:* Throughout the fieldwork period the data collection firm will meet twice per week with the BT to discuss progress and issues. It is the Subcontractor’s responsibility to identify and communicate problems in a timely manner. 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 to the BT and collaboratively discussed before taking any remediation measures, which may require a subcontract modification.

Water Quality Testing

One of the key indicators that the survey will measure is household access to “safely managed water” as defined by USAID and the Joint Monitoring Programme.¹ To qualify as “safely managed” water access, the water must be available within the household’s compound and must be free from contamination from E. Coli and other known contaminants, such as fluoride and arsenic. The majority of households in the Anka Jiko communes do not currently have access to water that is delivered to their compound and therefore do not have access to “safely managed water.” However, where households do have water delivered within their compound, the data collection firm must also test the water for E. Coli, fluoride, and arsenic. SI will provide the testing kits and associated equipment as well as training to the team that will be conducting the water quality testing (formal laboratory equipment and training are not required). Because access to water within one’s compound is expected to be infrequent (less than 5% of households; thus no more than 100 households), SI recommends that bidders propose a dedicated team to conduct all water quality testing (which can be done on a separate day from when the survey is conducted). In addition to coverage of general data collection protocols, the water quality testing team will require at least 1 day of training with the BT on how to conduct and interpret the water quality test results. Digital photographs of water quality tests are required and shall be uploaded into the survey system.

Qualitative KIIs

To collect KII data in the identified communes, the data collection firm will mobilize, train and field a data collection coordinator, supervisors, and enumerators, under the supervision of the Evaluation Team and SI. The sampling details are presented in the table below. The final distribution, detailed locations, and updated numbers will be provided after the evaluation design phase. However, firms are invited to provide approaches and resources based on the table below. SI will select the communes where KIIs will be conducted (all communes will be selected from the 60 Anka Jiko communes listed in Annex B).

KII Sampling Approach

Region	Number of Communes Selected for Interviews	Number of Interviews Per Commune	Total KIIs
Sikasso	4	3-4	12-16

¹ <https://washdata.org/monitoring/drinking-water>

Bougouni	4	3-4	12-16
Koutiala	4	3-4	12-16
Totals	12 Communes	3-4 KIIs/Commune	36-48 KIIs

Each KII will last approximately 1 hour and must be conducted by a team of 2 interviewers. The data collection firm must contact and mobilize participants, facilitate the interview using the provided interview guides, record the interviews, and transcribe the interviews (in French).

Qualitative Interviewers and Supervisors must be given 3 days of training, in addition to a 1 day pilot test with 1 day for debriefing (similar in approach to the quantitative pilot).

5- Quality Assurance, Respondent Protection and Data Security

Overall Quality Assurance: The data collection firm must remain in daily contact with the SI team, providing verbal updates regarding progress and any challenges encountered, in addition to a written, weekly summary of that week's data collection activities in an agreed-on format that will be transferred to SI via email.

- **KIIs:** All KIIs must be conducted by a team of 2 interviewers. One interviewer will lead the interview while the other will take notes. With respondent permission, all interviews must be recorded. Additionally, at least 2 digital photos must be taken during each interview and shared with SI along with the weekly report – specific guidelines on photographs will be provided prior to data collection.

The Qualitative Supervisor must observe at least 1 interview conducted by each team of qualitative interviewers within the first week of data collection to ensure proper compliance and good interviewing technique. Supervisor shall provide remedial guidance and additional oversight as needed. Management staff from the data collection firm must conduct random spot checks of the recordings from 10% of all interviews to ensure proper implementation of the interview guides and good interviewing technique. All challenges encountered shall be summarized, along with corrective measures, in the weekly reports provided to SI.

- **Survey:** To ensure the quality of the survey data, the data collection firm shall conduct face-to-face back-checks on 10% of the total sample. The sample for the backchecks will be provided by the BT. Back-checks will be administered using an instrument developed by the BT. Back-check surveys should not be made available to enumerators. Back-checks should be conducted by teams separate from the enumerators.

In addition, the BT will conduct independent data quality assurance activities during the entire data collection period, including weekly quality checks on data downloads and cross-checks between original survey data and back-check data. As mentioned above, the data collection firm will readminister any interviews removed for non-compliance with quality assurance protocols with no additional compensation.

Respondent Protection and Data Security: The data collection firm is required to abide by SI's respondent protection and data security protocols (to be provided upon onboarding). The data collection firm will be given an opportunity to comment on the



protocol and provide feedback that allows the BT 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 by SI) signifying their understanding of ethical behavior in the field and proper handling of respondents' confidential and private information, including personally identifiable information (PII). The data collection firm will ensure proper measures are taken in the field to monitor supervisors and enumerators' behavior with respect to respondent protection and data security (including interviewing, handling of recording devices, etc.). The data collection firm will also be responsible for ensuring that detailed summary notes and other documentation do not include PII.

6- Timeline and Deliverables

The overall period of performance will be from award through September 30, 2023. Data collection is expected to take 3 weeks starting August 7th, with training and piloting conducted the week or so prior (the data collection firm should propose the precise schedule). This timeline will require rapid mobilization by the data collection firm, with data collection training anticipated within 2-3 weeks of contract signing. Proposals should clearly outline how the bidders plan to achieve this rapid mobilization.

The selected data collection firm will submit the following deliverables:

1. **Workplan:** Detailed work plan and schedule to be submitted within 3 days of subcontract award.
2. **Sampling data:** Dataset with 2019 census data required for BT to draw sample. To be submitted within 1 week of subcontract award.
3. **Fieldwork Schedule:** Document detailing locations that will be visited by each field team along with timeline information. To be submitted within 2 weeks of subcontract award and to be updated as needed during fieldwork.
4. **Comment on instruments:** To be submitted within 2 weeks of subcontract award.
5. **Pre-testing:** To be submitted within 1 week of receiving BT approval of the translated questionnaire.
6. **Training Manual:** Manuals for supervisors and enumerators to be submitted at least 1 week prior to the start of enumerator training. Separate manuals shall be provided for qualitative and quantitative teams.
7. **Training and Pilot Report:** To be submitted 2 days after the debriefing sessions following the pilot.
8. **Field Work Tracker:** The Field Work Tracker shall be accessible online to both the data collection firm and to SI and shall include daily updates regarding survey and interview attempts, call backs conducted, and surveys/interviews completed. The Tracker shall also include quality assurance checks conducted as well as the outcome and any resulting remedial steps taken to improve data quality. The final version of the Field Work Tracker shall be submitted 1 day after the end of data collection and include all data collection events, locations, required demographics, etc.
9. **Weekly Status Reports:** This report will cover activities undertaken during the

period, progress made, 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.

10. **Complete raw and clean quantitative databases and supporting code:** Databases must be provided in both excel and STATA format with a detailed data dictionary, in both English and French, within 1 week of the end of data collection. The clean dataset will include all revisions to the raw data file including those required by the BT and stemming from quality assurance checks outlined above. The clean dataset will also include English translations of all text responses, especially “other, specify” fields, which will be recoded into existing or new responses categories or left in the “other” category as appropriate and under the guidance of the BT. The datasets must be accompanied by a Stata do-file that transforms the raw dataset into the clean dataset.
11. **Final, cleaned interview transcripts, recordings, and photos:** The data collection firm shall submit all final, cleaned and quality checked interview transcripts (in French) within 1 week of when the interview was conducted. The transcript shall be accompanied by the voice recording of the interview as well as interview photos. Thus, the final interview transcripts shall be submitted to SI within 1 week of the end of qualitative data collection.
12. **Final Report:** This report will describe the overall activities, data collection activities attempted and completed, the outcome of all back check and data quality processes, any challenges encountered during data collection (and associated mitigation measures), any modifications to the data collection protocols, and any resulting limitations, data quality issues or resulting implications for data analysis. The report should also discuss lessons learned. To be submitted within 2 weeks of the end of data collection.

7- Personnel

To carry out the data collection activities, the data collection firm must provide the personnel listed below. CVs of key personnel must be included in the technical proposal. The proposal should also specify the recruitment strategy for other field staff and specify the number of supervisors and enumerators that will be trained and deployed for fieldwork. Firms can offer an alternative staffing approach with appropriate technical justification.

- **Survey Coordinator (key personnel).** This person will have direct oversight and management responsibilities for the entire baseline data collection effort (both qualitative and quantitative). This person will be responsible for overseeing day-to-day operations and overall quality control. Key qualifications include:
 - Should have a university degree in relevant field; master's degree is preferred.
 - Should have at least 10 years of experience managing quantitative survey data collection in Mali, including at least 1 large (N>1,500 face-to-face, tablet-assisted household survey).
 - Should have experience in both qualitative and quantitative methods and sampling.
 - Should be proficient in English and French.

- Preferred qualifications include experience in WASH.
- **Statistician and Data Management Specialist (key personnel).** This person will be responsible for managing the data collection platform, implementation of the survey on tablets/digital devices, as well as managing and checking the quality of the data as it is received from the field. This person will be responsible for creating the final, cleaned data set at the end of data collection. Key qualifications include:
 - Should have a university degree in relevant field.
 - Should have at least 5 years of experience designing and conducting surveys using Survey CTO, ODK, Qualtrics, or other survey platforms, and at least 2 years of experience using Stata.
- **Field Monitor.** This person will be responsible for training enumerators and supervisors (both qualitative and quantitative). They will also be responsible for direct supervision and oversight of field data collection. They must be in the field providing direct supervision and oversight of data collectors for the entire duration of data collection. Key qualifications include:
 - Should have a high school diploma
 - Should have at least 5 years of experience managing survey/data collection team in the field.
- **Quantitative Supervisors.** Under the supervision of the Field Monitor, these people will provide direct oversight and supervision of individual quantitative data collection teams. They will directly observe data collectors and provide them guidance for improvement and will be responsible for correcting any errors in protocol or best practices. Key qualifications include:
 - Should have a high school diploma
 - Should have at least 2 years of experience collecting survey data.
- **Qualitative Supervisor.** Under the supervision of the Field Monitor, these people will provide direct oversight and supervision of individual qualitative data collection teams. They will directly observe data collectors and provide them guidance for improvement and will be responsible for correcting any errors in protocol or best practices. Key qualifications include:
 - Should have a high school diploma
 - Should have at least 2 years conducting and managing qualitative data collection, such as interviews or focus groups.
- **Quantitative Enumerators.** These individuals will be responsible for direct collection of quantitative data. Key qualifications include:
 - Should have a high school diploma
 - Should have at least 1 year of experience collecting survey data.
- **Qualitative Interviewers.** These individuals will be responsible for direct collection of qualitative interview data. Key qualifications include:
 - Should have a high school diploma
 - Should have at least 2 years of experience conducting qualitative data



collection such as interviews or focus groups.

8- Proposal template

The data collection firm must submit a proposal and budget in English or French. The proposal must follow the following outline (maximum 7.5 pages, plus annexes):

1. Background (summarize the organization’s professional experience, the organization’s suitability based on the required and preferred qualifications, plus annex with three references) (maximum 1 page)
2. Technical approach to the Anka Jiko data collection task (including any technology) (maximum 2 pages)
3. Proposed approach to quality assurance (maximum 1 page)
4. Proposed personnel, include CVs for data collection coordinator and supervisors as an annex (maximum 1 page to describe the personnel approach, plus annex with the CVs)
5. Description or outline of proposed, a) daily reports, b) daily tracker, and c) data collection report (maximum 1 page)
6. Management, security, and logistics, including a plan for rapid mobilization (maximum 1 page)
7. Mobilization of stakeholders and beneficiaries and communication methods (maximum 0.5 page)
8. Draft work plan with key milestone and timelines (submitted as an annex)

10- Budget (see attachment Annex A for budget template and instructions)

11- Proposal Evaluation Criteria

The proposal evaluation panel will rely on the following criteria when reviewing proposals:

Criteria	Maximum Points
Past performance	10
Overall strength of the technical approach	25
Strength of the planned quality assurance approach	15
Ability to rapidly mobilize	15
Strength of the management and staffing plan	15
Cost Reasonableness	20
Total	100



Placeholder for: Annex A for budget template and instructions

Annex B: Selected and Alternate Communes

Region	Cercle	Communes	Total
Bougoni	Bougoni	<i>Selected:</i> Domba, Faragouran, Garalo, Koumantou, Ouroun, Sanso, Sibirila, Tiémala Banimonotié, Zantièbougou <i>Alternate:</i> Debelin, Dogo, Kéléya, Wola, Yinindougou	<i>Selected:</i> 9 <i>Alternate:</i> 5
	Kolondieba	<i>Selected:</i> Fakola, Kadiana, Kebila, Kolondieba, Kolosso, Nangalasso, Tousseguela <i>Alternate:</i> Farako	<i>Selected:</i> 7 <i>Alternate:</i> 1
	Yanfolila	<i>Selected:</i> Baya, Bolo Fouta, Djallon Foula, Djikiya-Koloni, Gouanan, Koussan, Sérémoussa Ani Samou, Wassoulou Ballé, Yallankoro Soloba <i>Alternate:</i> Gouandiaka, Sankarani, Tagandougou	<i>Selected:</i> 9 <i>Alternate:</i> 3
Koutiala	Koutiala	<i>Selected:</i> Fagui, Fakolo, Kafo Faboli, Kolonigue, Kouniana, M'Pessoba, N'Tossoni, Sinkolo, Tao, Zebala <i>Alternate:</i> None	<i>Selected:</i> 10 <i>Alternate:</i> 0
	Yorosso	<i>Selected:</i> Yorosso <i>Alternate:</i> None	<i>Selected:</i> 1 <i>Alternate:</i> 0
Sikasso	Kadiolo	<i>Selected:</i> Diou, Dioumatene, Fourou, Kadiolo, Loulouni, Nimbougou, Zegoua, <i>Alternate:</i> None	<i>Selected:</i> 7 <i>Alternate:</i> 0
	Sikasso	<i>Selected:</i> Benkadi, Blendio, Dembela, Finkolo Ganadougou, Gongasso, Kaboïla, Kapala, Kourouma, N'Tjikouna, Pimpèrna, Sanzana, Sokourani Missirkoro, Tiankadi, Wateni, Zanferebougou, Zangaradougou, Zaniéna <i>Alternate:</i> None	<i>Selected:</i> 17 <i>Alternate:</i> 0