



Request for Proposals for Data Quality Assessment

REQUEST FOR PROPOSALS (RFP)

Project	USAID/ Mali Monitoring, Evaluation and Learning Platform
Funder	USAID/Mali
Cooperating Country	United States
RFP Number	2024-01
RFP Release Date	March 13, 2024
Deadline for Questions	March 27, 2024
Deadline for Proposals	April 10, 2024
Appendix	Appendix A Requirements
Direct Submissions	Abigail Price, aprice@socialimpact.com ; Jennifer Mandel, jmandel@socialimpact.com ; Caroline Roufosse croufosse@socialimpact.com

I. Project Background

Social Impact Inc. (SI) is a Washington, DC-area international development management consulting firm. SI's mission is to improve the effectiveness of international development programs to improve



people's lives. We provide a full range of management consulting, technical assistance, and training services to strengthen international development programs, organizations, and policies. We provide services globally in the areas of monitoring and evaluation, strategic planning, project and program design, organizational capacity building, and gender and social analysis. SI services cut across all development sectors including democracy and governance, health and education, the environment, and economic growth. SI's clients include government agencies; bilateral donors; multilateral development banks; foundations; and non-profits.

Social Impact is implementing the USAID/Mali Monitoring, Evaluation and Learning (MEL) Platform that provides technical and advisory services to design and carry out various monitoring, evaluation and learning activities to the USAID Mission, since November 2022.

The MEL Platform has three major components: 1) USAID/Mali monitoring support through a Third-Party Monitoring (TPM) mechanism; 2) Evaluation Services and Surveys; and 3) Collaborating, Learning and Adaptive Management and Communication Services. The MEL Platform assists USAID/Mali and its partners to generate empirical data and to foster learning and knowledge management through a participatory process to support stronger results and improve evidence-based programming. These efforts facilitate informed program management decisions, shape the longer-term strategic direction of programs and decision-making within the Mission, and enable USAID/Mali to comply with USAID's monitoring and evaluation guidance as mandated in the Automated Directives System (ADS), especially in ADS 201. The principal customers for this MEL Platform contract are USAID/Mali staff, other USG agencies, USAID implementing partners, Malian Government counterparts, and relevant offices in USAID/Washington.

Scope of Work

The Data Quality Assessment (DQA) expert consultant firm will work under the supervision of the MEL Platform Senior Evaluation Specialist in delivering a defined set of 19 performance indicators.

It is expected the consultant firm will provide seven (7) (5 full-time and 2 alternates) DQA experts that will assume concomitant DQA completion of an average of four (4) indicators within a twenty (20) days period to be completed by April 10, close of business, in compliance with USAID ADS 201 specific requirements. Needed background and applying reference materials will be provided to the 5 DQA experts by Social Impact by day 1, opening of business, of the consultancy. It is also expected that the consultant, will mobilize on a needed basis two (2) alternate full-time DQA experts to palliate any deficiency and unavailability of the up to five (5) assigned DQA experts, or any unforeseen surge effort need.

Responsibilities include:



It is expected that the authorized designed individual for this contract will manage the administrative tasks associated to this contract, including without being exhaustive:

- Diligent provision of required legal, financial, administrative, and technical documents, inclusive of intermediate and final deliverables.
- Prompt mobilization and discharge of selected DQAs experts.
- Immediate notification of issue encountered, inclusive of amiable resolution through hybrid and in-person communication and meeting.
- Issuance of invoice and proof of reception of payment.
- Issuance of closure of contract terms and conditions letter.

It is expected that each of the up to five assigned DQA experts (as well as of the alternate DQA experts on a need basis) will:

- Participate in-person in the DQAs work-completion weekly review with the MEL Platform Senior Evaluation Specialist.
- Participate in-person in a 2-hours induction briefing on the consultancy scope of work, reference materials, timeline, and deliverables.
- Conform with the consultancy work-schedule, protocol, and deliverable requirements.
- Conduct desk review of assigned indicators materials and produce the table of missing information and needed verifications by implementing partner at the various level of the reporting chain.
- Design the tailored verification questionnaire needed to evidence the quality of reported data by assigned indicator.
- Formalize the DQA visit schedule, including its agenda, introductory material, list of needed respondents and list of needed materials to be verified during the visit.
- Liaise with the concerned partner to confirm schedule and attendance of the site visit.
- Complete in-person needed data quality verification during the site visit under the leadership and facilitation of the USAID representative and MEL Platform Senior Evaluation Specialist.
- Compile findings of the site visits by indicator and complete draft version of the DQA checklist by indicator.
- Upon reception of the MEL Platform Senior Evaluation Specialist comments, amend and finalize the DQA checklist by indicator.
- Submit the final DQA checklist of assigned indicators.

Expected level of effort and deliverable by assigned DQA expert

Calendar	Task	LOE	Deliverable	Deadline
Day 1	Desk review of assigned PIRS and IPs materials	¼ day/indicator 2 days/IP	Table of missing information	Day 3
Day 4	Design tailored questionnaire	1 day/indicator	Tailored verification questionnaire	Day 7
Day 8	DQA visit schedule	½ day/IP	Confirmed DQA visit schedule participants and material	Day 9
Day 10	DQA visit	½ day/IP	Completed verification questionnaires and	Day 14

			supportive set of evidence	
Day 15	Draft completion of DQA checklist	1 day/indicator	Draft completed checklists	Day 18
Day 19	Finalization of DQA checklist	½ day/indicator	Final DQA checklist	Day 20
Day 20	Submission of DQA checklists	20 days/4 indicators	4 USAID compliant DQA completed checklists	Day 20
Day 1-20	Contract management	½ day/week	Contract supporting legal, financial, and administrative documents	Need basis

Consultancy contract payment scheme:

<i>Contract Phase</i>	<i>Satisfactory Performance</i>	<i>% of contract total cost</i>	<i>Payment Date</i>
<i>Day 1 to 9</i>	- 19 DQA Tables of missing information - 19 DQA Tailored verification questionnaires - 5 DQA Confirmed visit schedules, participants, and materials	25%	<i>Day 11</i>
<i>Day 10-18</i>	- 5 in-person DQA completed visits, verification questionnaires and supportive set of evidence - 19 Draft completed DQA checklists	35%	<i>Day 20</i>
<i>Day 19-20</i>	- 19 Final completed DQA checklists	40%	<i>The following day of USAID approval</i>

Qualifications:

- **Consultant Work Experience Requirement:**
 - Demonstrated experience in the satisfactory delivery of DQAs to USAID/Mali or its partners within the past five years for some of the Health, Gender, Youth and Science and Technology standard indicators.
- **Availability and commitment of the seven proposed DQA Experts**
 French Level III and English Level III (General Professional Proficiency) required.
 Full-time in person and on-line availability and mobility in Bamako between March 1 and 25, 2024.



- **Offer Budget requirement**

Synthetic budget table listing the daily fees inclusive of all charges in USD/CFA (using <https://www.oanda.com/currency-converter>) for the up to five proposed DQA experts, the two alternates proposed DQA experts, and for the authorized responsible person for this consultancy contract.

II. Submission Instructions

Applicants must submit the following as part of their proposal:

- Consultant registration proof, status, NIF and bank account number.
- Designation letter of the authorized responsible person for this consultancy.
- Table of completed DQAs in inverse chronological order, by year, client, contact detail of the client reference person, indicator name, responsible c
- Consultant name, total LOE, and USD/CFA cost value inclusive of all charges.
- Sample of the 3 most recent DQAs delivered by the above or some of the above category of indicator.
- English Curriculum Vitae/ Resume in inverse chronological order for each of the seven proposed DQA experts.
- Signed letter of commitment, capability, and availability for each of the seven proposed DQA expert, inclusive of the contract period of performance and for the following month, should the envisioned schedule of this contract change.

Applicants are responsible for ensuring that their offers are received by SI by the instructions, terms, and conditions described in this RFP. Failure to adhere to instructions described in this RFP may lead to disqualification of an offer from consideration.

Offer Deadline and Protocol

Apply here:

To apply please submit the above requirements to:

jmandel@socialimpact.com, aprice@socialimpact.com, croufosse@socialimpact.com

Closing date for application: April 10, 2024.

Applications are considered first come first serve.

Eligibility

By submitting an offer in response to this RFP, the Applicant 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.

Taxes and VAT

The agreement under which this procurement is financed is not exempt from the payment of taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country.



Therefore, Applicants must include taxes, VAT, charges, tariffs, duties, and levies in accordance with the laws of the Cooperating Country.

III. Evaluation

The selection will be made to responsible Applicants whose offer follows the RFP instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:

- Qualifications and Past Performance - 45 points: extent to which the offeror meets the required and preferred qualifications as demonstrated in offeror's CVs.
- Table of DQAs – 25 points:
- Price – 30 points: The overall cost presented in the offer.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFP, an offer may be deemed “non-responsive” and thereby disqualified from consideration. SI reserves the right to waive immaterial deficiencies at its discretion.

To learn more about Social Impact, please visit our website: <http://www.socialimpact.com>

SI is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.