

REQUEST FOR PROPOSALS (RFP)

RFP Number:	SI_RFP_2024_01
Issuance Date:	July 24, 2024
Deadline for Questions:	July 31, 2024 (5PM UTC)
Deadline for Proposals:	August 8, 2024 (5PM UTC)
Description:	Provision of Data Collection Services
For:	USAID MONITORING, EVALUATION, AND LEARNING PLATFORM
Funded By (Client):	USAID Mali
Implemented By:	Social Impact, Inc.
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1. Background

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

SI's official home page is: <http://www.socialimpact.com/>

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 1, Operational context monitoring, SI will conduct a nationally representative Public Opinion (POP) of the Malian Population to track key contextual indicators for assumptions included in the Country Development Cooperation Strategy (CDCS) and to facilitate USAID's understanding of local perception and knowledge of the U.S. Government's assistance in Mali. SI seeks the services of a Malian data collection firm to support the data collection at the field level.

2. Scope of Work

The detailed Scope of Work is attached in Annex A of this RFP.

3. Submission Instructions

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

A. Questions

Questions regarding the technical or administrative requirements of this RFP may be submitted by the deadline and to the contact specified on page 1. Questions must be submitted in writing; **phone calls will not be accepted**. Questions and requests for clarification—and the responses thereto—that SI believes may be of interest to other offerors will be circulated to all RFP recipients who have indicated an interest in bidding.

Only the written answers issued by SI will be considered official and carry weight in the RFP process and subsequent evaluation. Any verbal information received from employees of SI, or any other entity should not be considered as an official response to any questions regarding this RFP.

B. Proposal Deadline and Protocol

Proposals must be received no later than the deadline and to the contact specified on page 1. Please reference the RFP number in any response to this RFP. Proposals received after the specified time and date will be considered late and may be considered only at the discretion of SI.

C. Eligibility

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

D. Technical Proposals

Offerors must submit the following as part of their technical proposal:

- Detailed Technical Proposal
- Resumes of Key Personnel
- Proposed Staffing Plan
- Past Performance – description of at least five (5) experiences offering similar products /services (In the format provided as Annex B)
- References – at least three (3) certificates of references and offeror’s consent authorizing SI to contact those references (In the format provided as Annex B).
- Offeror Profile and Capabilities, including a copy of official registration in Mali.

E. Financial Proposals and Notes

Offeror must submit a complete price/cost proposal in **Excel**, using the template provided as Annex D, clearly identifying any taxes or fees. The offeror must submit budget notes accompanying the financial proposal.

Proposals must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in dollars (\$).

4. Evaluation and Award

An award may be made to one or more responsible offeror(s) who follow the RFP instructions, meet the eligibility requirements, and is selected via a trade-off analysis judged to offer best value based on application of the following evaluation criteria:

Points	Evaluation Criteria
30 points	Technical Approach, Methodology
Key Personnel and Staffing Plan	
10 points	Proposed Staffing Plan
20 points	Qualifications of Key Personnel
Corporate Capabilities, Experience, and Past Performance	
20 points	Past Performance and References
10 points	Corporate Capabilities
Cost/Price	
10 Points	Proposed price/cost
Maximum Points: 100	

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

5. Terms and Conditions

A. Offer Validity

Offers must remain valid for not less than ninety (90) calendar days after the offer deadline.

B. Best Offer Proposals

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

C. Taxes and VAT

OPTION 1: If taxes/VAT/etc. are NOT reimbursable under the prime contract:

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

D. Source and Nationality

All goods and services offered in response to this RFP or supplied under any resulting award must meet **USAID Geographic Code** 935 in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#). The cooperating country for this RFP is specified on the cover page of this RFP.

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

E. Prohibition of Terrorism

In addition, Offerors understand that 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.

F. Payment Terms

SI's standard payment terms are net 30 days after receipt and acceptance of an approved invoice, and submission of deliverables if applicable. Payment will only be issued to the entity submitting the offer in response to this RFP and identified in the resulting award; payment will not be issued to a third party.

G. Additional Terms and Conditions

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

By submitting a response to this RFP, the offeror understands that SI's client is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full



explanations—to SI for consideration, as SI’s client will not consider protests regarding procurements carried out by implementing partners. SI, at its sole discretion, will make a final decision on the protest for this procurement.

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

SI may cancel this RFP at any time.

Annex A: Scope of Work

Activity Background

The POP will facilitate USAID/Mali's context monitoring by providing information about how U.S. Government (USG) assistance is perceived by citizens, and by tracking progress on indicators from the CDCS and other relevant outcomes.

The SI Team will develop POP instruments in close collaboration with USAID to track key context indicators. In addition to demographic and socioeconomic characteristics, potential topics include civic engagement, trust in government institutions, satisfaction with public services, perspectives on USG assistance, and security and conflict. SI has extensive experience using innovative approaches such as survey experiments, for measuring challenging topics related to conflict, good governance, corruption, and violent extremism.

The POP will be nationally representative and aim to survey approximately 1995 people using a multi-stage cluster design, whereby approximately 133 enumeration areas (EAs) are randomly selected from the most recent census data, 15 persons are selected within in each EA using a random walk, and then a respondent 18 years or older is selected from within person.

SI's role is to design the poll in collaboration with USAID/Mali, conduct the poll and analysis, and present and write up the results in a report. The purpose of this is to serve as a baseline study and a reference point to assess changes in Malian society overtime using context indicators related to its CDCS. The POP will include a quantitative questionnaire and collect information on a series of opinion-based questions, demographics, and other related indicators. The POP will also guide USAID/Mali by providing provide a benchmark that will be used to alert stakeholders to changes in underlying assumptions in the CDCS, uncover potential weaknesses in its overarching theory or change, and provide a Malian firm foundation for monitoring and evaluation (M&E). The POP will focus on collecting data related to 7 core areas:

1. Socioeconomic and Demographic Information
2. Civic engagement
3. Satisfaction with public services,
4. Perspectives on USG assistance, and
5. Freedom and Human Rights
6. Media Consumption
7. Conflict and security

Data Collection Malian firm Request

To assist the SI POP team (PT) in collecting data to respond to USAID/Mali's requirements, SI seeks the service of a data collection Malian firm to collect the following data (each of which are described in more detail below):

- Quantitative individual survey with approximately 1,995 People across approximately 133 enumerator areas based on the most recent census of INSTAT.

Quantitative Survey: The data collection Malian 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 PT and SI MEL platform staff. 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 Malian data collection firm must provide the devices.

Length: Each survey will last approximately 45 minutes.

Informant: A randomly drawn person member 18 years old or older who is a citizen of Mali.

Sampling: The PT will be responsible for sampling EAs. SI will select a nationally representative sample of respondents using a three-stage cluster-sampling approach to help ensure that the views and perspectives of all social groups are included.

The first stage will sample Enumeration Areas as defined in the most recent Census, with households sampled using a “random walk” procedure, and individual respondents selected randomly from within the sampled households.

SI will set the margin of error at +/- three percent to help ensure a high level of precision for the analysis. The power calculations assume the standard 95 percent significance and 80 percent power, along with a design effect of 1.7, for a binary survey question where $p=0.5$. Based on 2009 Census data, the resulting sample size for the survey is 1,995, with 15 respondents selected from each of 133 enumeration areas. Within each cluster, the sampling 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).
- Second stage: Within each selected SE, select households using a random walk, starting from random starting points. Enumerators will walk away from randomly selected starting points and attempt interviews at a set interval of buildings until they reach the target number of households. A quality assurance plan will be put in place to ensure enumerator selection is valid and that all geographical sections have an equal chance of selection (village and hamlet).
- Third stage: Sample individual respondents over 18 years of age randomly from within the sampled households. Within each household and prior to the interview, the Malian data collection firm shall create a list of all household members over 18 years of age and select randomly from that listing. This will ensure that the gender and other respondent factors in the sample are proportional to their presence in the population.

Region	Cercle	Commune	Village	SE	Total Population	Number of People

Instrumentation: The PT will provide the survey questionnaire in English and French. The PT will program the questionnaire on SurveyCTO. The Malian 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 Malian data collection firm does not need to purchase a subscription nor program any instruments.

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

1. *Workplan:* The Malian 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 Malian data collection firm requires support from the PT, the MEL Platform or SI.
2. *Clearances:* The Malian 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 Malian data collection firm will be required to keep documentation of all requests, approvals, and correspondence between relevant parties and provide copies to the PT, the MEL Platform or SI upon request. The Malian data collection firm is expected to maintain positive, professional relationships with all local stakeholders and report any challenges therein immediately to the PT. The PT will obtain institutional review board clearance for this activity but requires one Malian 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 Malian 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 PT as soon as possible.
4. *Comment on instruments:* The Malian data collection firm will review and provide feedback on questionnaire as detailed in the Instrumentation subsection.
5. *Training Manual:* The Malian data collection firm will develop comprehensive manuals for supervisors and enumerators and submit them to PT for review and approval.
6. *Staff Training:* The Malian 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 Malian 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 3-5 days, followed by a 1-day pilot and 1-day debriefing (described below). The training should take place in targeted regions, as

appropriate (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 PT 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 Malian 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 Malian data collection firm will organize all aspects of the pilots. After completing the pilot, the Malian 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 Malian data collection firm shall submit any final proposed changes to the questionnaire to the PT and assist the PT 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 up to 5 weeks. The Malian 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 Malian data collection firm will re-administer any interviews removed for non-compliance with quality assurance protocols with no additional compensation. The Malian data collection firm will implement fieldwork adhering to the following guidelines and procedures:

- *Supervisors:* The Malian 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 Malian 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 Malian 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 PT.
- *Co-enumeration:* The Malian 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 Malian data collection firm shall co-enumerate interviews for specific interviewers if requested by the PT in response to issues detected during data quality checks.

- **Callbacks:** If a person 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). PT 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:
 - Unknown eligibility person (if the enumerator is unable to determine if the person have at least 18 years old)
 - Person without an eligible respondent present (to which 1 subsequent attempt will be made)
 - Refusals from eligible individuals (survey informant refuses to consent)
 - Survey terminations (survey begins, but not completed)

The Malian data collection firm will provide a weekly report on case dispositions to BT based on the logbook information.

- **Communication:** Throughout the fieldwork period the Malian 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 with the PT and collaboratively discussed before taking any remediation measures, which may require a subcontract modification.

6. Quality Assurance, Respondent Protection and Data Security

Overall Quality Assurance: The Malian 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.

- **Survey:** To ensure the quality of the survey data, the Malian data collection firm shall conduct face-to-face back-checks on 8% of the total sample. The sample for the backchecks will be provided by the PT. Back-checks will be administered using an instrument developed by the PT. Back-check surveys should not be made available to enumerators. Back-checks should be conducted by teams separate from the enumerators.

In addition, the PT 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 Malian 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 Malian data collection firm is required to abide by SI's respondent protection and data security protocols (to be provided upon onboarding). The Malian data collection firm will be given an opportunity to comment on the protocol and provide feedback that allows the PT 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 Malian 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 Malian data collection firm will also be responsible for ensuring that detailed summary notes and other documentation do not include PII.

7. Timeline and Deliverables

Prior to the contract's award date the selected firm will be requested to attend a training hosted by the MEL Platform. The overall performance period will be from award through September 1st, 2024, to October 30, 2024. Data collection is expected to take 3 weeks starting September 10, 2024, with training and piloting conducted the week or so prior (the Malian data collection firm should propose the precise schedule). This timeline will require rapid mobilization by the Malian 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 Malian 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 PT 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 conducted and submitted within 1 week of receiving PT 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 Malian 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 one 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 one week of the end of data collection. The clean dataset will include all revisions to the raw data file including those required by the PT 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 PT. The datasets must be accompanied by a Stata do-file that transforms the raw dataset into the clean dataset.
11. **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 two weeks of the end of data collection.

8. Personnel

To carry out the data collection activities, the Malian 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>1000 face-to-face, tablet-assisted individual survey).
 - Should have experience in quantitative methods and sampling.
 - Should be proficient in English and French.
 - Preferred qualifications include experience in opinion polling.

- **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.

9. Proposal template

The Malian 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 POP data collection task (including any technology) (maximum 3 pages).
3. Proposed approach to quality assurance (maximum 2 pages).
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
1	Technical Approach, Methodology	30
2	Proposed Staffing plan	10
3	Qualification of Key Personnel	20
4	Past Performance and reference	20
5	Corporate Capabilities	10
6	Proposed price / Cost	10
Total		100

Annex B: Past Performance

1. Describe your experience relevant to this RFP or similar activities:

#	Description of Activities	Period of Performance	Location	Client Name	Total Contract Value [\$]
1					
2					
3					
4					
5					
	Add additional rows as needed				

2. Provide names of references and specify your consent authorizing SI to reach out to references:

#	Reference Name	Reference Contact Information	Relevance of the Reference to this RFP (how the reference is known to offeror)
1			
2			
3			
	Add additional rows as needed		