**REQUEST FOR PROPOSALS (RFP)**

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| **RFP Number:** | 2024-3 |
| **Issuance Date:** | 8/7/2024 |
| **Deadline for Questions:** | 8/16/2024 (5PM EST) |
| **Deadline for Proposals:** | 8/30/2024 (5PM EST) |
| **Description:** | Data collection Services for USAID/Mali Strategy Baseline Survey |
| **For:** | USAID MONITORING, EVALUATION, AND LEARNING PLATFORM |
| **Funded By (Client):** | United States Agency for International Development (USAID)  720-688-23-C-000O2 |
| **Implemented By:** | Social Impact, Inc. |
| **Contact:** | 1. Joe [Amick jamick@socialimpact.com](mailto:Amick%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20%20jamick@socialimpact.com) 2. Lassine DIARRA [ldiarra@socialimpact.com](mailto:ldiarra@socialimpact.com) 3. Abigail Price [aprice@socialimpact.com](mailto:aprice@socialimpact.com) |
| **Geographic Code:** | 935 |

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# 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 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 2, SI will conduct USAID /Mali strategy Baseline survey that will be focus on household’s survey across USAID/Mali intervention areas in Mali. MEL Platform seeks the services of a Malian data collection firm to support the data collection at the field level.

# Scope of Work

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

# 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 to the instructions described in this RFP may lead to disqualification of an offer from consideration.

## **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.

## **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.

## **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 firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.

## **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 (05) experiences offering related products /services (In the format provided as Annex B)
* References – at least three (3) names 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.

## **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.

# 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** |
| Technical Approach, Methodology | |
| 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.

# Terms and Conditions

## **Offer Validity**

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

## **Best Offer Proposals**

Best-offer proposals are requested. It is anticipated that the 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.

## **Taxes and VAT (Value Added Tax)**

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.

## **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](https://www.gpo.gov/fdsys/pkg/CFR-2015-title22-vol1/pdf/CFR-2015-title22-vol1-part228.pdf). 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 manufactured or assembled in, shipped from, transported through, or otherwise involving countries deemed ineligible by the US 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.

## **Payment Terms**

SI’s standard payment terms are the next 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.

## **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

The United States Agency for International Development (USAID) Mali Mission requires the services of the Mali Monitoring, Evaluation and Learning (MEL) Platform, implemented by Social Impact, Inc. (SI), to carry out a Strategy Baseline Survey (SBS), or the Survey below, to measure the indicators that will allow USAID Mali to monitor the overall success of its Country Development Cooperation Strategy (CDCS) 2023 -2027. In specific terms, this survey will provide point estimates of key outcome indicators included in the Mali Mission's Performance Management Plan (PMP). Key stakeholders for this survey’s results include USAID Mali, Department of State, Office for Resilience and Food Security (RFS), United States Government (USG) implementing partners, the government of Mali and other donors.

USAID’s CDCS will contribute to Malian efforts to advance a more stable, peaceful, and resilient country. USAID will pursue this goal through an integrated approach across several Development Objectives (DOs). DO1: improved governance for stronger democratic institutions; DO2: solidified and deepened development gains (health, education, economic) in targeted areas, and Special Objective (SpO): improved outcomes across the Humanitarian-Development-Peace (HDP) nexus to save lives and increase resiliency. This strategic approach focuses on protecting and preserving prior development gains while enhancing collaboration and coordination across Humanitarian Assistance (HA) and Development Assistance (DA) investments to advance resiliency and stabilization.

The SBS will be conducted three times during the five-year period of the CDCS to monitor the evolution of relevant Development Objectives (DO) and IR indicators in locations where USAID implements its activities. More specifically, as mentioned in the Results Framework (RF) above, given that USAID implements its activities in different sectors, the survey will collect data for its Peace, Democracy and Governance (PDG) programs, Agriculture and Economic Growth programs~~.~~ (AEG), Education programs (EDU), Health programs (HL), and Humanitarian Assistance Activities (HA) for indicators,1 including but not limited to those listed below:

* Ind. 1.1.2: Percentage of households expressing confidence in their ability to improve their community.
* Ind. 1.3.1: Percentage of households rating service quality as “very good” or “good” for services supported by the U.S. government.
* Ind. 1.3.2: Percentage of households that access services supported by the U.S. government.
* Ind. 3.2.1: Percentage of U.S. government-supported households that report being able to provide for their household needs.
* Ind. 3.2.2: Index of household capacity to recover from shocks and stresses.
* Ind. 3.3.1: Household adaptive capacity index.
* Ind. 3.3.2: Household absorptive capacity index.
* Ind. 3.3.3: Transformative capacity index of households.

**Geographic area**

In this case, the geographic coverage of the SBS will extend throughout the country to reach those who benefit from USAID activities where they live. The following table lists the Communes where USAID activities are delivered to the population. USAID activities are currently implemented in 663 Communes, spread across all regions of Mali, except Kidal region. Social Impact (SI) expects the firm to produce a representative sample of USAID program areas to ensure the findings are relevant to USAID programming. See below this table for information purposes which gives the tentative distribution of the number of Communes by region.

Figure 1: Summary table of the sample for information purposes only

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Region** | **Number of Communes** | **Tentative Household Target Number** |
| ***1*** | *BAMAKO* | 6 | 30 |
| ***2*** | *GAO* | 3 | 20 |
| **3** | KAYES | 129 | 132 |
| **4** | KOULIKORO | 117 | 550 |
| **5** | Mopti | 108 | 400 |
| **6** | SEGOU | 113 | 130 |
| **7** | SIKASSO | 144 | 1000 |
| **8** | TOMBOUCTOU | 43 | 90 |
| **Grand Total** | | **663** | **2352** |

**Methodology**

A quantitative approach is required for this strategy baseline survey. The Malian 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 modes of quality assurance (e.g. co-enumeration, backchecks, and accompaniment), ensuring respondent protections, and implementing 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 SBS team 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) using SurveyCTO. The Malian data collection firm must provide the devices.  SI will provide the SurveyCTO license.

**Length:** Each survey will last approximately one hour.

**Informant:** Head of household or their partner/spouse,18 years old or older who can provide information on the household’s socioeconomic situation.

**Sampling:** Carrying out the SBS involves sampling the communes where USAID carries out its humanitarian and development activities at the household level, from which the baseline values of the relevant Development Objectives (DOG) and RI indicators will be collected and analyzed considering continued development gains.

The SBS will use a stratified three-stage cluster sampling (TSCS) method which selects randomly in the first stage; an enumeration area (cluster), in the second stage; a subset of smaller units within each cluster (households); and in the third stage, an adult, man or woman within the household. Communes

Based on the Raw Data Cluster and Household (INSTAT Mali Mars 2022 to be confirmed or adjusted), these assumptions produce an estimated total sample size (*n*) of 2134. Given 21 surveys per cluster, the survey shall sample at least 102 census enumeration areas (Cluster = 102) across the communes where USAID implements activities. Given the SBS will include an additional 10% buffer to protect against non-response and external factors, the estimated final adjusted sample should be as follow:

* ***Final Adjusted Clusters = 112 Census Enumeration Areas***
* ***Final Adjusted n = 2352 households***

***Or a total sample of 2352 households across 122 Census Enumeration Areas (EAs).***

**Instrumentation:**

The Strategy Baseline Team (SBST) will provide the survey questionnaire in English and French. The SBST 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.

The Malian data collection firm will be responsible for reviewing and providing feedback on the questionnaire, suggesting revisions for context, flow, or other aspects. The Malian data collection firm’s review shall also ensure that questions are properly contextualized, and that the SBST has carefully considered eventualities. The review should ensure that the questionnaire is worded such that the target households can easily understand questions and responses.

**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, coordination, 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 SBS Team, 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 (Scope of Work) 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 SBS Team, 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 SBST. The SBST 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 SBST 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 SBST 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 comprise classroom and 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 the training take place in two stages. First, the survey firm should train the field supervisors, which should last 2-4 days.  Second, the survey firm should train enumerators, which should last an additional 3-5 days, followed by a 1-day pilot and 1-day debriefing (described below). The training should take place in Bamako and other locations, 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 SBST will assist with the training, may test supervisors and enumerators as needed and may require, at their discretion, the 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 SBS Team and assist 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 take 3-5 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 SBST.
* *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 SBST 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 various 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). SBST 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 Malian data collection firm will provide a weekly report on case dispositions to SBS teambased on the logbook information.
* Communication: Throughout the fieldwork period the Malian data collection firm will meet twice per week with the SBST 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 by the SBS Team and collaboratively discussed before taking any remediation measures, which may require a subcontract modification.

# 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 5% of the total sample. The sample for the backchecks will be provided by the SBS team~~.~~ Back-checks will be administered using an instrument developed by the SBS team. Back-check surveys should not be made available to enumerators. Back-checks should be conducted by teams separate from the enumerators.

In addition, the SBS Team 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 SBST 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 confidential 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.

# Timeline and Deliverables

The overall period of performance will be from award through December 30, 2024. Data collection is expected to take 3 weeks starting September 14, 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:** The sample and the dataset with 2022 census data required will be provided by SBST.
3. **Fieldwork Schedule:** A document detailing the location 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. **Comments on instruments:** To be submitted within 2 weeks of subcontract award.
5. **Pre-testing:** To be submitted within 1 week of receiving SBST approval of the translated questionnaire.
6. **Training Manual:** Manuals for supervisors and enumerators to be submitted at least 1 week before enumerator training starts. 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, 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 Malian 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 and 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.

# 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. 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 quantitative methods and sampling.
* Should be proficient in English and French.
* Preferred qualifications include experience in large scale survey

**Statistician and Data Management Specialist (key personnel).** This person will manage the data collection platform, implement the survey on tablets/digital devices, and manage and check the data quality 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, Qualtics, 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. 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.

**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.

**Enumerators.** These individuals will be responsible for the 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.
* Should speak local language

# 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 SBS data collection task (including any technology) (maximum 2 pages)
3. Proposed approach to quality assurance (maximum 1 page)
4. Proposed personnel, include CVs maximum 4 pages with references
5. Description or outline of proposed, a) daily reports, b) daily tracker, and c) data collection report (maximum 1 page)
6. Management, security, and coordination, 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)

# 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 [enter currency]** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
|  | Add additional rows as needed |  |  |  |  |

1. 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 |  |  |

# Annex D: Financial Proposal Template

Offerors must submit their financial proposal **in Excel** utilizing the attached template.