

Request for Proposals:
Data Collection Services in Haiti
Project Santé-USAID

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Project	<i>Public Opinion Polls</i>
Program Implementer	CARIS foundation
Evaluation Implementer	Haiti Evaluation Survey Services (Haiti ESS)
RFP number	SOL_HESS_2019_003
USAID Office	USAID/Haiti Health Team
Active Geographic Regions	Nationwide (10 geographic departments)
RFP Release Date:	Thursday September 26, 2019
Deadline for Questions:	Friday October 04, 2019
Answers to Questions:	To be released by Monday October 07, 2019
Deadline for Proposals:	Monday October 21, 2019, 17:00 ET
Contact:	Louisena Louis, llouis@socialimpact.com Wesner Antoine, wantoine@socialimpact.com
Annexes	Annex A: Summary of Relevant Capability, Experience, and Past Performance Annex B: Proposed Data Collection Team and Resumes Annex C: Disclosure of Conflict of Interest Form Annex D: Budget Template

EVALUATION PURPOSE

The United States Agency for International Development (USAID)/Haiti has requested that Social Impact's (SI) Haiti Evaluation and Survey Services (HESS) conduct a midterm evaluation of the Santé Activity. This evaluation will assess the impact of the United States Government investments through Santé since its launch in December 2017. In particular, the Santé midterm evaluation data will guide the ongoing implementation of the four-year project as it will provide a benchmark that will be used to measure programmatic impact, and subsequently help uncover potential weaknesses in program implementation and lead to improvements. Key stakeholders implicated include USAID/Haiti, the United States Department of State, CARIS Foundation, its partners, USG contractors and grantees, the Government of Haiti (GoH), and other donors.

BACKGROUND

Santé aims to achieve the following goals:

- ✓ Increasing utilization of quality, essential health services of the Ministry of Health (Ministère de la Santé Public et de la Population\Parcours Educatif de Santé [MSPP\PES]) at facilities and within the community by establishing a sustainable quality of service culture that reinforces local decision-

making, accountability, local consumer/community engagement and health provider engagement; Strengthening local management and operational capacities to deliver health services through systems planning, coordination and standard setting; facilitating certain sites' readiness to become direct USAID recipients; to strengthen local management and operational capacities to deliver health services, Santé will continue to assist the sites to provide a comprehensive range of Educational Health Paths (Parcours Educatif de Santé [PES]) services that meet the population's needs through accountable and efficient management. Santé will continue to provide support to the Direction Departmental de la Santé (DDS) to strengthen basic equipment and supplies needed based on budgets and work plans provided by each DDS and approved by the MSPP;

- ✓ Strengthening the existing systems for the implementation of a results-based financing (RBF) strategy that assists sustainable changes throughout the health system;
- ✓ Supporting increased transfer responsibility for financing the system to MSPP/GOH;
- ✓ Build the capacities of local entities;

Santé is one of the most important projects in Haiti in terms of service delivery approach. The project is supporting a catchment population that is estimated to be 4,344,584, which accounts for 47 percent of Haiti's population.

SCOPE OF WORK

SUMMARY OF ACTIVITY TO BE EVALUATED

Santé aims to bolster Haiti's health system and expand essential healthcare. These interventions are focused on integrated maternal and childcare to Haitian families, including immunization, reproductive health, nutrition services, and HIV prevention, care, and treatment throughout Haiti's ten geographical departments.

Santé aims to achieve these following goals:

I-Increased quality and utilization of services - Facility

- Strengthen linkages between community and facility through site advisory groups.
- Assess the quality/time utilization for PES, specifically Reproductive, Maternal, Newborn and Child Health (RMNCH), such as delivery procedures and protocols for each component to identify opportunities for offering a high-quality Private Equity (PE) and a functioning referral system.
- Ensure Family Planning (FP) services, compliance with U.S. Regulations and coverage through mobile clinics – including USAID regulations
- Identify quality improvement and clinical risk management in the role of RMNCH and youth health.
- Enhance the RMNCH continuum of care approach by using mobile technology.
- Site data collection systems to be linked to existing national data collection systems to allow targeting of resources and services.
- Emergency coverage with vehicles, national and regional ambulance services for the network – 24-hour plan.
- Emergency phone lines will be made available.
- Clear protocols for referring emergency patients.

- Continuous enhancement of the Agents de Santé Communautaire Polyvalents (ASCP) capacity to maximize network of community providers and health promotion.
- Utilization of data to drive interventions in the community, with integrated case management.
- Establish systems to track lost patients.
- Implement continuous quality improvement approaches to align site readiness to national standards for Result Base Financing (RBF).
- Strengthen management of Non-Governmental Organizations (NGO)-run sites.

2-Increase community engagement and positive health seeking behaviors – Community

- Create site/community advisory group as advocacy ‘champions’ to engage strong and influential partners within the Ministry of Health (MOH) and other relevant ministries and sectors -women’s affairs, finance, education, planning and development; key NGOs; international development partners; medical professionals; and civil society representatives
- Ensure active community and partner’s participation by engaging them in the planning, implementation, monitoring, evaluation and feedback process.
- Define sensitization and mobilization activities with community members. Consider group discussions to address stigma, gender relations and best methods of communications.
- Community mobilization activities must ensure that its members are motivated and influenced to take action or support initiatives that are beneficial for themselves – through village gatherings, village health days, popular theatre, youth/women’s/fathers’ groups, and print and electronic media.
- Working with local communities to establish health service priorities and to build awareness and ownership of any new directions in health service provision.
- Promoting self-directed problem identification and early service seeking behaviors.
- Reducing HIV infection in Adolescent Girls and Young Women community activities education in schools, community groups
- One task for Stockpile Services Advance Group (SSAG), will be to develop a community-based emergency transport strategy considering local public and private sector assets and capacity.
- Support/scale up existing community-based FP distribution and linkages to facilities.
- Promote community-level and site-based prevention and treatment education to ensure that Sexually transmitted infection\Reproductive Tract Infections (STI / RTI) awareness is raised including the role of untreated STIs/RTIs in infertility, pregnancy complications and HIV infection.

Evaluation questions

1. To what extent and in what ways are the original Activity design and assumptions still relevant? In addressing this question, special attention should be given to the relevance or functionality of the National and Regional advisory boards.
2. To what extent and in what ways is SANTE effectively balancing achieving its original objectives and addressing current concerns and requests of key stakeholders, especially USAID/Washington, USAID/Haiti and the Government of Haiti?
3. To what extent and in what ways have SANTE’s interventions been effective in achieving key results, especially increasing access to health services? The evaluation should consider client and key

stakeholder satisfaction as well as other measures of access to and successful delivery of health services.

4. To what extent and in what ways is SANTE planning for the transition of its activity to the Ministry of Health? In addressing this question, the Evaluation Team should consider the project capacity building and hand over plan?

Data Collection Activities

The subcontract will consist of the following illustrative activities:

Clearances

The offeror will be responsible for identifying and liaising with the necessary authorities to gain permission/clearances to legally perform all tasks specified in this RFP. The offeror will be required to keep documentation of all requests, approvals, and correspondence between relevant parties and provide copies to ESS. The offeror will be expected to maintain positive, professional relationships with all local stakeholders and report any challenges therein immediately to ESS.

Focus Group Discussions (FGDs)

The offeror will organize FGDs with Activity beneficiaries in selected intervention areas. FGDs will provide meaningful programmatic information and insight on the effectiveness of Santé activities at the community level. The offeror will carry out these FGDs in selected departments where Santé was implemented. ESS anticipates approximately 30 FGDs, 3 per department. The offeror will be responsible for scheduling events, mobilizing staff, providing refreshments to participants, leading FGDs following the approved instruments, and recording and securing data. The Offeror will submit detailed summary notes in French to ESS, as well as audio recordings of each FGD.

Key Informant Interviews (KIIs)

As part of the evaluation, there will be key informant interviews with health center and hospital medical staff where the Activity is implemented, including with the Departmental Direction of Health (DDS) head, communal health managers and any other relevant local authorities able to provide useful information in the context of the midterm evaluation. ESS anticipates approximately 30 KIIs in total, with 3 per department. The offeror will also conduct KIIs with some Activity partners in the intervention areas. The offeror will use approved instruments to conduct all KIIs, and record and submit detailed notes for each in French or English to ESS, as well as audio recordings of the events.

During the training, the offeror needs to pre-test the questionnaires internally to ensure the instrument's soundness. The offeror will pilot the instrument using an experienced facilitator and interviewers. Each facilitator, interviewer and supervisor who participates in the pilot is expected to conduct FGDs or KIIs with a minimum of 3 people. The offeror will pilot the questionnaire in communities like the ones selected for fieldwork, but not in the communities targeted for data collection.

After piloting is complete, the offeror will conduct debriefing sessions, in which any difficulties or problems with the FGD and KII instruments and procedures will be identified. The Contractor will communicate any proposed changes to ESS, and the questionnaire(s) will be modified after approval by the client.

The offeror will deliver to ESS a final English version of the questionnaire(s), reflecting all approved changes, one week before the start of data collection. The questionnaires cannot be changed once

fieldwork begins. The offeror shall provide detailed summary notes for each KII and FGD in either French or English. All notes must be anonymized to protect the participants' identities.

Team composition For the FDGs & KIIs

Each team will have a facilitator or interviewer and notetaker. The minimum qualifications for each position are listed below. Offerors should specify the number of teams and deployment strategy required to complete the work.

Key Personnel	Qualifications
Facilitators /Interviewers	Required 5 years of relevant experience in qualitative data collection, in the health sector, managing FGDs and in-depth interviews in Haiti
Notetakers	Required 3 years of relevant experience in qualitative data collection exercises in Haiti

Survey

Sample Size

The offeror will also conduct a survey in the departments where the Activity is being implemented. The survey sample size for the Santé midterm evaluation shall be designed to represent the targeted communes where Santé has been implemented and provide statistics with +/- 4 percent margin of error and 95 percent confidence level. This will be a Santé beneficiary survey. Adults, male or female, residents of the commune that the clinics serve will be randomly chosen for surveys. The survey sample, based on ESS guidelines, should be designed to represent Haitian adults living in Haiti within the commune where the clinics benefiting from Santé are located. Surveys are expected to take an average no more than half an hour per person.

Survey Instrument

ESS will provide the survey questionnaire in English. The offeror will be responsible for translating the instrument into Creole and putting it into the proper format for android based systems for tablet-based data collection. The offeror will also be responsible for double-checking the translation against the original. The offeror should have their own data base system for receiving data from the field using an android based system.

The offeror will conduct pilot surveys prior to enumerator training to ensure the instrument's soundness, using experienced enumerators and/or supervisors. Each enumerator/supervisor who participates in the pilot survey is expected to conduct surveys with a minimum of 4 to 5 beneficiaries. The offeror will pilot the questionnaire in communes like the ones selected for fieldwork, but not in the communes targeted for the survey.

After completing the pilot, the offeror will hold debriefing sessions in which any difficulties or problems with the survey will be identified. The offeror will communicate any proposed changes to ESS and after approval the questionnaire will be modified.

The offeror will deliver to ESS a final English version of the questionnaire, reflecting all approved changes, within one week of the survey start. **The questionnaire cannot be changed once fieldwork begins.** The offeror will also deliver the final field version in Creole within two weeks of the survey start.

Survey Team Composition

Each survey team needs to have both supervisor(s) and enumerators. The offeror will propose in its technical proposal the team's composition, team number and deployment strategies to complete the assignment. They should also provide team members roles and responsibilities. Below ESS provides minimum qualifications for anticipated team positions.

The first day of training, the offeror shall give a basic logic and mathematics tests (exact details of the tests to be determined) to the survey team candidates and those who do not pass cannot attend the training.

The offeror must provide CVs for required team member (key personnel) positions as listed below, which meet the minimum qualifications. In this section, offerors should also describe their recruitment strategy for other field staff and should specify the total number of interviewers, facilitators and notetakers that will conduct the activity.

Key Personnel	Qualifications
Coordinator (1)	Required 5-10 years of relevant experience managing data collection exercises in Haiti
Supervisor ()	Required 3 years of relevant experience in data collection exercises in Haiti
Enumerator ()	Required at least six months of relevant experience in data collection exercises in Haiti

Training Requirements

The offeror will conduct training sessions in a central location. Participants shall include field coordinator, supervisors, and enumerators.

The offeror is responsible for leading the training sessions. The offeror will schedule sufficient workdays to thoroughly train the supervisors and enumerators in administering the questionnaire using android based devices. This training period may include piloting the survey instrument. More training days will be added if ESS sees that the enumerators need further training to be ready for fieldwork. ESS reserves the right to send representatives to observe the pre-fieldwork briefing/training and/or parts of the fieldwork. The offeror is required to test all supervisors and enumerators at the end of training to ensure that they are fully capable of conducting the surveys and fulfilling their responsibilities. The offeror will determine the final testing method prior to the training in consultation with ESS.

Draft supervisor and enumerator manuals will be provided to the client a week before training starts.

The offeror should indicate in its technical proposal what will be covered by training sessions for both supervisors and surveyors.

Logistics

- Survey Team
The offeror is required to provide each survey team with a car (with sufficient space for all team

members) and sufficient cell-phone credits during fieldwork. Survey team members should be ready to stay in the villages/communities overnight or longer when a commute from their central location is not efficient. The offeror must have safety protocols in place for the survey team members. ESS may request to review a logistics plan and safety protocols prior to the start of fieldwork.

- FGD/KII Team

The offeror is required to provide each FGD team with a car (with sufficient space for all team members) and sufficient cell-phone credits during fieldwork. FGD team members should be ready to stay in the villages/communities overnight or longer when a commute from their central location is not efficient. The offeror must have safety protocols in place for the FGD team members. ESS may request to review a logistics plan and safety protocols prior to the start of fieldwork.

Respondent Selection

The offeror will provide a systematic way to select respondents for the survey and FGDs in its technical proposal.

Survey Back-Checking Protocol

Whether it is an in-person or an electronic back check, ESS requires the offeror to closely monitor enumerators' work in the field. As this is a human science, and it is always possible that some misbehavior could take place in the field. The offeror must check all fieldwork carefully against documented minimum standards, and any cases that do not meet various quality control procedures (i.e., from back checking to statistical checking of all cases in the data file) will have to be removed from the final data file. If necessary, the offeror will go back to the field to collect additional surveys using proper procedures before the survey can be considered complete.

Quality Control: The offeror will implement quality control measures to ensure a high level of enumerator performance. A full description of these measures and the results of the quality control **must** be included in the final technical report. The offeror shall ensure that every respondent can be matched to a questionnaire and an enumerator.

For each verification conducted, a brief verification form should be completed. ESS may request to review these forms.

Field Log: Enumerators should always carry a field log in which they record relevant information on what happens in the field, such as contact and call-back details. The enumerator logs must supply enough information for an independent observer to locate the selected household and identify the respondent interviewed. (For example, the log might include a map of the relevant primary sampling unit with the selected households marked.) ESS may request to review these logs. A copy of a field log will be included in the delivery of materials to ESS.

The field log should also contain all the information required for calculating response rates. This log should include information on all attempted contacts. Information needed for response rate calculation includes:

- Total number of noneligible households (business only, vacant, no adult residents)
- Total number of no-contacts (no one available after three attempts)
- Total number of households where individual is selected, but not available after three attempts
- Total number of refusals when initial contact is made with household

- Total number of refusals from selected individual (contact made with household, but selected individual refuses to participate)
- Total number of survey terminations (survey begins, but never completed)

Field supervisors must provide a weekly report based on the information included in the field logs to the offeror's headquarters for each of the communities they visit. The offeror will then relay this information to ESS in a weekly report.

The Client's Field Manager(s): ESS may assign a field manager to accompany enumerators during training and fieldwork. The client's field manager may select the surveys he or she wishes to observe in any part of the surveyed area.

Data Processing Methods

The offeror will maintain a database into which data will be uploaded daily, as they are collected on the field. The offeror will share the database with ESS on a weekly basis. The offeror will create a codebook detailing the required variable names, variable labels, value labels, variable order, data type, and column width. Final data set must match the exact specification of the codebook provided. A final database will be submitted to ESS in both Excel and SPSS format.

ESS will only accept data as a completely labeled (both variables and values labeled in English) SPSS.sav file. Before surveys begin, the offeror shall inform ESS what android-based support system is being employed. ESS will work with the offeror directly prior the beginning of the fieldwork to test the questionnaire programming and ensure that it adheres to the original paper format.

The following describes requirements for datasets and other final deliverables including the technical report for the survey. ESS may have more specific details of these requirements and will inform/consult the offeror before training starts.

Respondent Protection & Data Security

Offeror is required to abide by Social Impact's respondent protection and data security protocols (to be provided upon award). Offeror will be given an opportunity to comment on the protocol and provide feedback that allows SI to better contextualize the protocol (without modifying SI's "required minimums").

All field staff will be asked to sign a non-disclosure agreement (to be provided upon award) signifying their understanding of ethical behavior in the field and proper handling of respondents' confidential and private information, including personally identifiable information (PII).

Offeror will ensure proper measures are taken in the field to monitor enumerators' behavior with respect to respondent protection and data security (including interviewing, handling of devices, etc.).

Quality Assurance

Data Quality Assurance processes are required to be implemented in real-time during all phases of this engagement: translation, pretesting, facilitators, enumerator and notes taker training, pilot testing, data collection, data entry/transmission, and development of all deliverables.

The offeror will indicate in its proposal all steps and activities to conduct quality control, at all stages during both qualitative and quantitative data collection.

ESS and SI Home Office Staff will be performing independent quality assurance, including, at a minimum, the following actions:

- Collaboration with Haiti ESS staff: The Haiti ESS will delegate a Team Leader (TL) and a Deputy Team Leader (DTL) to oversee data collection, provide guidance and support in the data collection process, and conduct additional quality assurance. The offeror should work closely with Haiti ESS staff, providing updated information about logistics, plans, and insights during their supervision visits.
- ESS and SI home office staff will conduct independent quality checks of the data downloaded directly from the server up to three times a week, summarizing any questions or feedback for the offeror from each check. The offeror will be required to respond to these questions within one business day of receiving them.

Reporting

The offeror will be required to submit eight (8) main deliverables, namely:

- **Workplan**: The offeror is responsible for developing a detailed work plan and schedule within one week of contract award. The document will detail the following: expected duration and sequencing of tasks, staffing/team composition, team roles/responsibilities, pilot testing approach, enumerator training approach and data quality assurance protocols. The Work Plan should outline any areas for which the offeror requires support from ESS.
- **Instrument Translations**: The offeror will submit translated versions of the instruments.
- **Training Manuals**: The manuals will cover roles, responsibilities, and protocols for enumerators, facilitators, notetakers, interviewers.
- **Training, Pre-Testing & Pilot Report**: This report will describe the activities undertaken during the training and piloting, and identify problems, solutions, and the way forward.
- **Weekly Status Reports**: This report will cover activities undertaken during the period, the challenges faced, strategies adopted to overcome such challenges, programming of upcoming activities for the next reporting period, and any identified risks related to upcoming activities.
- **Detailed Summary Notes of Each FGD**: After each FGD, the team needs to meet to write FGD reports, which consist of combined notes from the facilitator and notetaker enriched with details from the audio recordings. The detailed summary notes will cover the raw qualitative data, which will inform ESS about findings from the field. They must be in French, stay as close as possible to the verbatim notes, and contain as many quotes, explanations, and/or stories as possible. The notes must be anonymized to protect participant identities. The offeror must provide a separate spreadsheet that lists who participated in each FGD with basic demographic data like age, gender, etc. Summary notes must be uploaded **daily** to the server.
- **Detailed Summary Notes of Each KII**: After each KII the interviewer must write KII reports, consisting of a faithful reporting of what was said during the interview enriched with details from

audio recording. They must be in French, stay as close as possible to the verbatim notes, and contain as many quotes, explanations, and/or stories as possible. Summary notes must be uploaded **daily** to the server.

- **The complete survey database**, in both **excel** and **SPSS** format, with detailed data dictionary.
- **Audio recordings**: Audio recordings of each FGD and KII must be submitted to ESS as a backup file that supports the summary notes. Audio recordings must be uploaded **daily** to the server.
- **Final Report**: This report will describe the overall activities, limitations, challenges, any modifications to the data collection protocols, data quality process, identification of any data quality issues, results and lessons learned. The offeror is required to submit to Social Impact the data in electronic format together with the final report.

Social Impact will provide report templates as guidance to the Offeror following award.

Timeline

Tasks	Activities	Planned Date (approximate dates and exact dates will need to be confirmed)
Instrument review	Review the questionnaire and provide Creole translation of the questionnaire	October, Creole translation provided within 1 week after receipt of the final questionnaire from the Client
Training on Instruments and Field methods	Adapt, customize a training manual	The Offeror will send training manual to the client approximately 1 week before training starts.
	Submit final and customized manuals	October 2019
	Pilot test and adjust survey instrument	October 2019
	Provide training to supervisors and enumerators	October 2019
Fielding the Survey/FGD	Pretest by enumerators and begin fieldwork	November 2019
	Complete all household surveys	November 2019
Database preparation	Review and follow the client's standard SPSS database structure/format and guideline	November 2019
Data Management, Analysis and Reporting	Provide the client with the first dataset with 100 surveys for review	Within 1 weeks after fieldwork starts (first 100 HH data set - both raw data and SPSS format)
	Provide final complete dataset	Within 2 weeks after fieldwork is completed (Final Data set – both raw data and SPSS

		format)
	Provide the final technical report	Within 2 weeks after fieldwork is completed
	Provide fielded version of the questionnaire in local languages	Within 1 week after fieldwork is completed
	Provide final English version of the questionnaire	Within 2 weeks after fieldwork is completed

Past Performance

Bidders should submit a summary of the three (3) **most relevant** past performance reports, including contact information for references. SI reserves the right to contact references provided in these past performance reports. All past performance reports must be related to demonstrated relevant experience in conducting data collection in the health sector, successfully conducting data collection (both surveys and focus groups) and collecting data in Haiti. Experience working on USG activities is preferred, but not required. In case the offeror submits more than three past performances, ESS will only analyze the first three on the list, regardless of their relevance.

Personnel and Staffing Plan

offerors should provide CV's for all required team members (key personnel) positions, demonstrating that all proposed personnel meet the minimum qualifications. In this section, offeror should also describe their recruitment strategy for other field staff and specify the total number of enumerators and supervisors and interviewers/facilitators and notetakers that will conduct the activity along with the proposed supervisor to enumerator ratio.

Deliverables & Payment Schedule

Deliverables

- Translated questionnaire from English to Creole
- Training manual in French
- Questionnaire in proper format for android based system
- Weekly Fieldwork Status Report: The Offeror will provide ESS with weekly status reports when the fieldwork is launched. The status reports shall include the following counts for each cluster:
 - Total number of FGD attempted
 - Total number of households attempted
 - Total number of noneligible households (business only, vacant, no adult residents)

- Total number of no-contacts (no one available after three attempts)
- Total number of households where individual is selected but not available after three attempts
- Total number of refusals when initial contact is made with household
- Total number of refusals from selected individual (contact made with household but selected individual refuses to participate)
- Total number of survey terminations (survey begins but never completed)
- Total number of completed surveys
- Partial and final databases in excel and/or SPSS format (see specifications below)
- Provide a technical report

For the datasets, ESS specifically requests the following:

- Conduct quality checks of the final datasets based on the client's guidance including:
 - Verify that collected samples match sampling plan
 - Verify completeness of variables, labels and codes
 - Verify correct bases for each question and skip routines
 - Verify plausibility of frequency distributions
 - Verify that different datasets can be linked unequivocally
- Provide a dataset after first 100 household surveys are completed. The Client will review and provide feedback on the first 100 household surveys.
- Provide final dataset
- For all datasets, raw datasets must be submitted with clean datasets along with explanations of logic rules applied during the data cleaning process.
- Control sheet database

Please note that the deliverable schedule for the dataset is based on our current standard procedure in accordance with the project timeline and requirements. It is subject to adjustments to meet project needs.

The offeror will submit invoices according to the payment schedule listed below. Weeks are estimated, and relative to contract signing. Submission dates for each deliverable invoiced and ESS approval dates should be specified on the invoice. Invoices cannot be submitted prior to ESS accepting deliverables/milestones in writing.

Phase	Payment	Deliverables / Milestones	Week (TBD)	%
1: Prep	1	All protocols (manual) and instruments finalized; Final instruments translated and put in android supported format	2	40
2: Fieldwork	2	Enumerators/facilitator Training completed Pilot & Training Report(s)	4	30
3: Reporting	4	Final Reports and final database submission	12	30
Total	--	--	--	100%

Quotation Contents

Offerors must submit the following information and documents:

- Valid business license or patent
- Contact person, telephone, office address, and email
- Technical proposal, not exceeding 15 pages, in English, should content at least the following:
 - Introduction/understanding of the assignment
 - Training and Piloting strategies
 - Sampling (sample size, sampling strategies)
 - Data collection Preparation and strategies
 - Quality Assurance
 - Respondent protection and data security
 - Staffing Plan and approach
 - Timeline (Gantt chart)
 - Team Composition and Deployment Plan
 - Expected deliverables
 - Past Performance

In addition, the technical proposal shall include the following appendices (which do not count towards the page limit):

- Past performance showing data collection services provided in Haiti (Appendix A of the technical proposal)
- Data Collectors Qualifications: Please provide the qualifications of all key personnel that would be involved in providing the above services. (Appendix B of the technical proposal)
- Disclosure of Conflict of Interest for both the local firm and all key personnel (Appendix C of the Technical Proposal)
- Cost Proposal, which shall be submitted as a separate file from the technical proposal. The offeror shall submit its best price as per the following requirements:
 - Proposals must be in English
 - Offeror shall submit quotes in US Dollars (USD)
 - Offeror shall propose unit prices for events in Table I. Unit Prices shall include transportation to region, participants' travel fees, mobilizers' fees, refreshments, room rental for events, lodging and staff salaries.

- The rates quoted shall be for complete services inclusive of all taxes and charges for service contingent to the work
- ESS will establish the scope of the services mentioned in this RFP at the design phase and will request a full budget based on unit prices. However, ESS is anticipating a sample size in line with the sampling discussion above.
- Payment term: Net 30 days
- Proposals validity: Net 30 days from date of submission

Selection Criteria

All proposals received in response to this solicitation will be evaluated by the Haiti ESS bid review committee. Awards will be made on a best value basis. Haiti ESS will conduct a source selection based on the evaluation factors listed below. These factors will serve as the standard against which all proposals will be evaluated, and therefore those which Offeror should address.

Proposals will be evaluated according to the following criteria:

- i. Technical (50%) – Haiti ESS will consider the technical specifications of the offeror’s ability to provide the services listed in the “Description of Services Requested” section of the RFP;
- ii. Past Performance (20%) – Haiti ESS will consider Appendix A detailing past performance information (to be included in the technical proposal).
- iii. Personnel Qualifications (30%) – Haiti ESS will consider Appendix B detailing the qualifications of each offeror’s data collection team.

Offerors shall adhere to the timelines for questions and proposal submissions listed on the first page of this RFP. **Late submissions will not be considered.**

All questions, technical proposals, and Price proposals should be submitted electronically to Louisena Louis at llouis@socialimpact.com

Appendix A

Summary of Relevant Capability, Experience, and Past Performance

Include projects that best illustrate your experience relevant to this RFP or similar activities, sorted by decreasing order of completion date. Projects should have been undertaken in the past three years (i.e. 2016, 2017, and 2018). Projects undertaken in the past five years may be taken into consideration at the discretion of the evaluation panel.

Item #	Project Title and Description of Activities	Location	Client Name and Contact Information	Cost in USD	Completed on Schedule (Yes or No); if no, then explain
1					
2					
3					

Appendix B: Data Collection Team

Proposed data collection team and resumes

Appendix C: Pricing Template

See attachment “Appendix C: Data Collection Pricing Template”

Appendix D: Disclosure of Conflict of Interest

See attachment “Disclosure of Real or Potential Conflict of Interest for USAID Evaluations