



**Haiti Resilience & Agriculture Sector Advancement
(HRASA)
Request For Proposals (RFP)**

REQ-CHN-23-0014

Baseline Enumerators Study

Issue Date: February 13, 2022

WARNING: Prospective Offerors who have received this document from a source other than the Haiti Resilience & Agriculture Sector Advancement (HRASA) published on the jobpaw website, should immediately contact Hrasa_procurement@dai.com and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any amendments to this solicitation will be issued and posted on the jobpaw website. Offerors are encouraged to check this website periodically.

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate corruption, bribery, collusion or conflicts of interest. Any requests for payment or favors by DAI employees should be reported as soon as possible to ethics@dai.com or by visiting www.dai.ethicspoint.com. Further, any attempts by an offeror or subcontractor to offer inducements to a DAI employee to influence a decision will not be tolerated and will be grounds for disqualification, termination and possible debarment. See provision No. 9 for more details.

Synopsis of the RFP

RFP No.	REQ-CHN-23-0014
Issue Date	February 13, 2023
Title	Indicators Baseline Survey.
Issuing Office & Email/Physical Address for Submission of Proposals	Haiti Resilience & Agriculture Sector Advancement (HRASA) 44, Rue des Antilles, Pipo Ville, Mombin Lataille, Cap-Haitien Hrasa_procurementBID@dai.com
Deadline for Receipt of Questions	February 27, 2023, at 11:59 P.M.
Deadline for Receipt of Proposals	March 07, 2023, at 11:59 P.M.
Point of Contact for questions only	Hrasa_procurement@dai.com <u>PLEASE NOTE THAT THE EMAIL ADDRESS FOR RECEIPT OF QUESTIONS AND THE EMAIL ADDRESS FOR RECEIPT OF PROPOSALS ARE DIFFERENT</u>
Anticipated Award Type	Firm Fixed Price Purchase Order
Basis for Award	An award will be made based on the Trade Off Method. The award will be issued to the responsible and reasonable offeror who provides the best value to DAI and its client using a combination of technical and cost/price factors.

Interested Offerors may obtain a full copy of the RFP which contains detailed instructions for preparation of the proposal. The RFP may be collected from the address and/or contact person above.

1. Introduction and Purpose

1.1 Purpose

DAI, the implementer of the USAID, Haiti Resilience & Agriculture Sector Advancement, invites qualified offerors to submit proposals to supply and deliver Indicators Baseline Survey in support of program implementation. The goal of HRASA is to increase individual, household, and communities' resilience through strengthened, well-functioning and inclusive markets. With a focus on market-based solutions, activities will be centered in two Resilience Focus Zones (RFZ): one in the Southern Les Cayes region and the other in the North-North East-Central Plateau region. These targeted zones are then subdivided at communes and section communal level.

HRASA will pursue three integrated objectives, each linked to outcome indicator(s), to accomplish its goal: 1. Increased market system efficiency; 2. Increased private sector investment and engagement across the market systems; and 3. Increased household and community ability to recover from shocks and stresses. HRASA will build on USAID's decades of investment in the Haitian agricultural sector and catalyze the resourcefulness and innovation of Haitian market system actors to transform agricultural market systems so that they are more competitive, inclusive, and resilient—ultimately advancing Haiti's food security, sustainable economic development, and self-reliance.

During the first year, HRASA will work with five commodities issued from four categories, which are: onions and peppers as a group representative of the vegetables category, rice representative of the cereal category, manioc (cassava) representative of the roots and tubers category, and poultry (meat) representative of poultry category.

Haiti's agricultural market system has been unable to sustainably lift smallholder farmers out of poverty or adequately incorporate youth and women into viable economic activities. Various inter-related root causes contribute to this problem by hindering the competitiveness, inclusivity, and resilience of Haiti's agricultural market systems.

Baseline diagnostics completed during the beginning of 2022 assessed the constraints and the opportunities of the market system. It revealed that shocks and stresses, like social-political tumult and turbulence, armed violence and gang conflicts in Port-au-Prince, constant threat of hurricanes and earthquakes, the recent COVID-19, and other climate and agricultural shocks, have had a negative impact on Haitian commodities-based market system. These impacts affect largely the production and the availability of the product for consumers.

Project stakeholders

Stakeholders benefiting from USG assistance through HRASA project include smallholder farmers, youth, women and private sectors. Smallholders are ones who hold a limited amount of arable land or units of livestock. Private sector includes any privately led agricultural enterprise managed by a for-profit company.

Scope of work

Survey objective(s).

The main objective of the survey is to establish baseline indicator values for project annual monitoring and inform the management on project performance. HRASA will conduct a baseline study and establish a baseline in all the locations in line with the result framework indicators, focusing on household and community resilience and all HRASA commodities selected for activity implementation: Rice, Poultry

(meat), Cassava, and vegetables (onion and peppers). Therefore, the specific objectives of this scope of work are:

- Collect baseline data for indicators in HRASA Activity Monitoring, Evaluation and Learning Plan (AMELP),
- Explore gender issues in relation to indicators,
- Assess farmers baseline resilience capacity to recover from shocks and stresses taking into account adaptive, informative and absorptive capacities,
- Provide recommendations based on findings on refining or setting Activity indicators and targets

Geographic scope of survey

Data collection will take place in the South Department and North-North East-Centre Department in selected communes:

- North East Department : Mont-Organisé, Carice, Vallière, Capotille, Terrier-Rouge, Perches, Fort-Liberté, Ferrier, Ouanaminthe, Sainte-Suzanne, Caracol, Trou-du-Nord,
- North Department : Ranquitte, La Victoire, Pignon, Saint-Raphaël, Plaine-du-Nord, Acul-du-Nord, Limonade, Quartier-Morin,
- Central Department : de Hinche, Cerca-la-Source and Cerca-Carvajal ; and
- South Department : Chardonnières, Port-à-Piment, Roches-à-Bateau, Arniquet, Port-Salut, Saint-Jean-du Sud, Chantal, Torbeck, Camp-Perrin, Les Cayes.

Methodology

To meet the above objectives, the baseline assessment will review existing secondary information and collect primary qualitative and quantitative data from key market actors.

Secondary Research

Contractor will first conduct a desk review of project documents and secondary research on the market systems in Haiti, including gender and youth analyses. This will enable the contractor to get a preliminary understanding of the current environment for men, female, and youth producers and their communities in the target areas.

Data Collection with Producers

The contractor will collect quantitative, producer-level data with a statistically relevant sample of producers in each value chain and each region. The producer interviews will explore practices, sales, investment, assets, resilience capacities, gender and youth inclusion and access to services.

Data Collection with Communities

The contractor will conduct structured interviews with community leaders in a statistically relevant number of communities in each region to understand what services are available to farmers in the community, how the community supports farmers in the face of shocks, differences across men, women and youth and any other information they may provide on the state of resilience in their community.

Key Tasks

The following activities will be carried out by the contractor for the baseline assessment:

Review of Documents: Undertake a review of the Activity documents and other relevant documents that are available at the time, including, but not limited to, the following:

- Contract Scope of Work with USAID
- Any relevant assessments on the Haiti economy and sectors
- Any relevant Government of Haiti documents or reports
- Monitoring, Evaluation and Learning Plan
- Year 1 Workplan

Development of methodology and data collection tools: The contractor, in close collaboration with HRASA, will do the following:

- Develop a methodology to carry out the baseline assessment, including a sample frame, sampling technique and sample sizes for both quantitative and qualitative data collection. Discussions will be held with USAID for final review.
- Develop data collection tools for quantitative or qualitative data collection with producers, community leaders, and other key stakeholders
- Based upon a reading of the program documents, propose any additional topics or issues for analysis prior to conducting the baseline; and
- Develop and submit an inception report that includes all of the above for review and approval by HRASA

Field Data Collection:

- Plan and coordinate the necessary logistics to collect the data in accordance with the selected methodology.
- Pre-test, edit, translate, finalize the survey instruments, using electronic data capture if feasible.
- Identify, train and orient enumerators and data collection team.
- Carry out the fieldwork using own transportation, including for household surveys, focus group discussion with producers, and interviews with community leaders and other key informants.

Data entry, analysis and reporting:

- Enter, clean, synthesize, analyze, and interpret qualitative and quantitative data using approved data analysis packages, as needed.
- Develop outlines of the 1) baseline report for review and approval by HRASA
- Prepare a draft 1) baseline report that addresses the objectives outlined in this SOW and make recommendations for the project.
- Prepare the final baseline report that includes revisions based on feedback on the draft reports.
- Develop a PowerPoint presentation of baseline findings and present and submit to and stakeholders, as arranged by.

1.2 Issuing Office

The Issuing Office and Contact Person noted in the above synopsis is the sole point of contact at DAI for purposes of this RFP. Any prospective offeror who fails to register their interest with this office assumes complete responsibility in the event that they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

1.3 Type of Award Anticipated

DAI anticipates awarding a Firm Fixed Price Purchase Order. This subcontract type is subject to change during the course of negotiations.

2. General Instructions to Offerors

2.1 General Instructions

“Offeror”, “Subcontractor”, and/or “Bidder” means a firm proposing the work under this RFP. “Offer” and/or “Proposal” means the package of documents the firm submits to propose the work.

Offerors wishing to respond to this RFP must submit proposals, in English, in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror’s risk. If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged.

Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. DAI shall in no case be responsible for liable for these costs.

Proposals are due no later March 07, 2023, at 11:59 P.M Haiti local time to be submitted to via procurement email Hrasa_procurementBID@dai.com. The RFP number and title of the activity must be stated in the subject line of the email, the cost and technical proposals shall be submitted in a single email. Late offers will be rejected except under extraordinary circumstances at DAI’s discretion. All proposals submitted in hardcopy shall be sealed and labeled with the RFP Number. **Submission of Proposals in French will be accepted.**

The submission to DAI of a proposal in response to this RFP will constitute an offer and indicates the Offeror’s agreement to the terms and conditions in this RFP and any attachments hereto. DAI reserves the right not to evaluate a nonresponsive or incomplete proposal.

2.2 Proposal Cover Letter

A cover letter shall be included with the proposal on the Offeror’s company letterhead with a duly authorized signature and company stamp/seal using Attachment B as a template for the format. The cover letter shall include the following items:

- The Offeror will certify a validity period of 180 days for the prices provided.
- Acknowledge the solicitation amendments received if there is.
- Address and phone number of the Offeror

2.3 Questions regarding the RFP

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email or in writing to the Issuing Office as specified in the Synopsis above. No questions will be answered by phone. Any verbal information received from a DAI or (insert Project Acronym) employee or other entity shall not be considered as an official response to any question regarding this RFP.

Copies of questions and responses will be distributed in writing to all prospective bidders who are on record as having received this RFP after the submission date specified in the Synopsis above.

3. Instructions for the Preparation of Technical Proposals

Technical proposals shall be sealed in a separate envelope from cost/price proposals and shall be clearly labeled as “VOLUME I: TECHNICAL PROPOSAL”.

Technical proposals shall include the following contents

1. Technical Approach - Description of the proposed services which meets or exceeds the stated technical specifications or scope of work. The proposal must show how the Offeror plans to complete the work and describe an approach that demonstrates the achievement of timely and acceptable performance of the work.
2. Management approach – Description of the Offeror’s staff assigned to the project. The proposal should describe how the proposed team members have the necessary experience and capabilities to carry out the Technical Approach.
3. Past Performance –Provide a list of at least three (3) recent awards of similar scope and duration. The information shall be supplied as a table, and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract, description of any problems encountered and how it was resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization. See Attachment F.

3.1 Services Specified

For this RFP, DAI is in need of the services described in Attachment A.

3.2 Technical Evaluation Criteria

Each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below. Cost/Price proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost/price, when combined, are considered more important than cost/price factors.

Evaluation Criteria	Evaluation Sub-criteria	Maximum Points
Technical Approach	Methodology, prior satisfactory performance	40%
Proposed personnel (see Annex 3)		40%
Financial proposal	Cost competitiveness and value	20%
Total Points		100%

4. Instructions for the Preparation of Cost/Price Proposals

4.1 Cost/Price Proposals

Cost/Price proposals shall be sealed in a separate envelope from technical proposals and shall be clearly labeled as “VOLUME II: COST/PRICE PROPOSAL”.

Provided in Attachment C is a template for the Price Schedule, for firm-fixed price awards. For cost-reimbursable or time & material awards, the offeror shall provide a fully detailed budget. Offerors shall complete the template including as much detailed information as possible.

These services are eligible for TCA exemption under the DAI prime contract. The Subcontractor is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.

5. Basis of Award

5.1 Best Value Determination

DAI will review all proposals, and make an award based on the technical and cost evaluation criteria stated above and select the offeror whose proposal provides the best value to DAI. DAI may also exclude an offer from consideration if it determines that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities required to perform the work required.

Evaluation points will not be awarded for cost. Cost will primarily be evaluated for realism and reasonableness. DAI may award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price.

DAI may award to an Offeror without discussions. Therefore, the initial offer **must contain the Offeror's best price and technical terms.**

5.2 Responsibility Determination

DAI will not enter into any type of agreement with an Offeror prior to ensuring the Offeror's responsibility. When assessing an Offeror's responsibility, the following factors are taken into consideration:

1. Provide evidence of the required business licenses to operate in the host country.
2. Evidence of an Unique Entity ID (SAM) explained below.
3. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).
4. Having adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI.
5. Ability to comply with required or proposed delivery or performance schedules.
6. Have a satisfactory past performance record.
7. Have a satisfactory record of integrity and business ethics.
8. Have the necessary organization, experience, accounting and operational controls and technical skills.
9. Have the necessary production, construction and technical equipment and facilities if applicable.
10. Be qualified and eligible to perform work under applicable laws and regulations.

6. Anticipated post-award Deliverables

Upon award of a subcontract, the deliverables and deadlines detailed in below table will be submitted to DAI. The Offeror should detail proposed costs per deliverable in the Price Schedule. All of the deliverables must be submitted to and approved by DAI before payment will be processed.

Timeframe and Deliverables

An illustrative baseline assessment timeline is provided below. The contractor can propose a timeline that is reflective of the expected duration of the tasks to meet the needs of the baseline assessment as described in this SOW

Timeframe and Deliverables ¹	Timeline/Submission deadline
Review of documents and preparation of preliminary methodology for discussion	TBD
Inception meeting to answer questions and discuss methodology, sampling, etc.	TBD
<p>Deliverable 1</p> <p>Develop, present and finalize Inception Report including:</p> <ul style="list-style-type: none"> ● assessment and research question, ● methodology, ● data collection tools (hard copies and DAI Collect programmed forms) ● report outline <p>All in consultation with and with approvals from relevant HRASA activity leads and USAID</p>	TBD
<p>Deliverable 2</p> <p>Carry out baseline including: enumerator training, data collection using mobile collect/sampling, data cleaning</p>	TBD
Weekly field reports (during field work) addressing difficulties, key constraints and lessons learned, including data quality results	Weekly/Continuous
Collect data which represent 50% of the survey sample size	
Collect data and routinely upload raw digital data to DAI's server and clarify any information as necessary	TBD
<p>Deliverable 3</p> <p>Collect data which represent 50% of the survey sample size</p>	TBD
Data analysis and draft report	
<p>Deliverable 4</p> <p>Presentation/validation workshop (including lessons learned section)</p>	TBD
<p>Deliverable 5</p> <p>Final report (questionnaires included as Annexes), and raw and clean assessment datasets</p>	TBD

¹ Additional information on the baseline and data collection is found in Annex 2

7. Logistics and Reporting

The Consulting Firm will be responsible for all logistics. Once approved, plane tickets, transportation from airport to hotels and per diem could be billed to the client.

Reporting relationships

The contractor should report to the project COP or designee.

Language on future use of data

Within the scope of work, language should be included to the following effect: "The completed data set will be the sole property of USAID. The contractor may not use the data for its own research purposes, nor license the data to be used by others, without the written consent of USAID."

8. Selection Requirements

Required

Contractor must have in-depth knowledge and experience in carrying out baseline, especially in agriculture sectors, with experience conducting data collection in Haiti.

- Minimum of 5-7 years' work experience in conducting baselines of agricultural development programs.
- Evidence of success in completing similar assessments in terms of size, design, and rigor;
- Proven record of excellent management, leadership, decision-making and interpersonal skills;
- Experience carrying-out baseline studies and others;
- Strong qualitative and quantitative research and analytical skills; experience collecting quantitative and qualitative data;
- Experience using mobile data collection platforms;
- Knowledge of research design and sampling;
- Knowledge of the context in Haiti and the geographic scope of the study;
- Excellent French and Creole language and writing skills; ability to hire experienced researchers that are fluent in the local languages and experienced in data collection from producers
- Experience in assessing resilience capacities;
- Previous experience in baseline and data collection in USAID programs.
- Good knowledge of Haitian agricultural systems;
- Previous experience in data collection in USAID programs;
- Proven record of excellent management, leadership, decision-making and interpersonal skills;
- High capacity for and preparing quality written products within set timelines.

Preferred

- English language skills and writing
- Familiarity with the Market System Development (MSD) Approach;

Proposal outline

Bidders are requested to provide separate technical and detailed cost proposals.

A suggestive format for the technical proposal is outlined below:

- a. Background and Executive Summary: Brief background about the objectives of the study should be included in the proposal along with brief description of proposed methodology for carrying out the baseline, including the proposed sampling strategy
- b. Work plan: The proposal should clearly mention details of each and every activity. The timeline and person(s) responsible for each activity should be clearly stated.
- c. Survey design/sampling plan: The proposal should provide information on the overall survey design, covering an overview of the treatment of all of the items
- d. Training: The proposal should state who will be responsible for training interviewers and supervisors, and should describe the topics covered, expected duration, and logistic and administrative support needed.
- e. Field team: There should be a clear indication in the proposal of the proposed personnel and their responsibilities (Curriculum Vitae included in the annex)
- f. Quality control mechanisms during data collection: The proposal should provide a section that details the mechanisms that will be put in place to ensure data quality, clearly specifying steps for data validation. This section may also include supervisory mechanisms for data quality and the role of field editors.
- g. Data cleaning, data analysis and report writing: The proposal should provide details on the analyses that will be carried out and the person/people responsible for data cleaning, analysis and the writing of the summary report.
- h. Contractor Expertise: This section of the proposal should highlight past experience of the contractor in conducting similar surveys, preferably with complex sample designs and in developing countries. The section should mention names, qualifications, and experiences of all persons who would be involved in various aspects of conducting the survey.
- i. Progress updates: This section of the proposal should clearly indicate the mechanism that will be used to communicate with the Feed the Future survey manager in providing regular updates on field activities, coverage rate, data entry status, etc.
- j. References: at least two references

Detailed Cost Proposal: No budget values are specified. The cost proposal should be itemized with brief narrative explanation of the line items. Applicable taxes should be included.

9. Obligations Of Key Participants in Survey

It is useful to detail the obligations of each party in the survey to set realistic expectations and accountabilities.

HRASA responsibilities

Technical Direction: The HRASA MEL Director and Chief of Party (COP) will provide overall technical direction and acceptance of all Consulting Firm deliverables for this SOW.

HRASA Management and Support to the Consulting Firm

- HRASA will provide the consulting firm with relevant project information and documents to facilitate planning and implementation.

- Review and approve the proposed methodology in consultation with USAID
- Facilitate the work of the contractor with participants and other local stakeholders.
- Answer day-to-day enquiries, monitor the daily work of the contractor, and flag concerns.
- HRASA will revise data collection guides provided by the Consulting Firm for any update, with support and approval from HRASA.
- HRASA will provide insights and supervise the process of the training on data collection tools, technology, and sampling.
- HRASA will provide guidance for the schedule and target sample size to complete.
- HRASA will provide data quality control and conduct spot checks of the Consulting Firm's work.
- Provide technical oversight in the review of all deliverables.
- Provide timely comments on any draft reports.

Contractor/Consulting Firm Responsibilities

- The consulting firm will inform HRASA in a timely fashion of progress made and of problems encountered
- The consulting firm will implement the activities as expected, and, if modifications are necessary, bring them to the attention of HRASA staff before enacting any changes
- The Consulting Firm will work closely with the HRASA team to ensure adherence to travel schedules and to troubleshoot any field implementation challenges.
- The Consulting Firm is expected to communicate any security restrictions that may impede their work.
- The Consulting Firm is expected to adhere to all updated safety guidelines and restrictions for COVID-19 and identify solutions that may arise in consultation with HRASA.

Lessons Learned

The lessons learnt through the data collection exercise shall be documented and shared with HRASA team. The documentation of these lessons will be vital for reflection, growth, and continued improvement.

10. Payment Terms and Conditions

This procurement will be deliverable based. Upon approval of each deliverable, the Consulting Firm will be paid a percentage of the fixed fee.

8. ADDITIONAL INFORMATION

- Consulting Firm shall abide with WHO and Government of Haiti COVID-19 SOPs.
- Consulting Firm shall be required to sign and abide to DAI/HRASA Safeguarding Policy (which includes prevention of sexual exploitation and abuse, and behavior protocols)
- Consulting Firm shall abide with USAID beneficiary data privacy/management policies

Ethical Considerations, Confidentiality and Proprietary Interests

The Consulting Firm needs to apply standard ethical principles during the course of the assignment. It may need to submit the survey protocol to the concerned institutions (Ministry of Social Affairs for example) for ethical review and approval prior to initiating fieldwork. Some of these must deal with confidentiality of interviewee statements when necessary, refraining from making judgmental remarks about stakeholders.

The incumbent shall not, either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the service without prior written consent by the HRASA. Proprietary interests on all materials and documents prepared by the contract holder under this assignment shall become and remain properties of DAI/HRASA.

ANNEX 1: HRASA ACTIVITY INDICATORS REQUIRING BASELINES

- Percentage participant farmer households with improvement in targeted resilience capacities
- Value of annual sales of farms and firms receiving USG assistance (EG.3.2-26)
- Yield of targeted agricultural commodities among program participants with USG assistance [EG.3-10]: rice, cassava, onions, peppers, poultry (eggs, meat)
- Number of individuals in the agriculture system who have applied improved management practices or technologies with USG assistance [EG.3.2-24]
- Number of youth and women with participation in agricultural market systems
- Number of new farmers with access to private-sector-led extension services with USG assistance
- Percent of participant farmer households with increased asset ownership as a result of USG assistance
- Number of participants with new or improved access to market and risk readiness information

ANNEX 2: ADDITIONAL BASELINE AND DATA COLLECTION INFORMATION

a) Suggested survey design/sampling plan

- A two-stage cluster method will be implemented. For each of the targeted communes, agricultural commodities value chains will be considered, which will indicate the area where we will pick all the producers (participants or not) of our targeted values chains. The population of these producers which will be our universe will be retrieved either via the Haiti - agricultural census, or via the count of buildings with satellite imagery. In each of the agricultural commodities value chains zones, a spatial random sampling will be computed to determine the size of the sample.

- Surveyors are likely to interview household farmers who do not meet our value chain criteria. To handle this uncertainty, surveyors will ask if the respondent is a producer of targeted value chain, if not they will move to the next household. To prevent enumerators from being overlapped, spatial surveyors' zones will be determined in advanced of glowing in the field.

- We will identify and screen whether enumerators have conducted interviews within their area of survey. It may be the case that enumerators choose households which have not been predetermined in the

sampled area, thus hampering the randomness and the properties underlying the sampling strategy. Under such a scenario, the Supervisor will require that the enumerator return to his zone for interviewing.

b) Questionnaire development

- Designs of questionnaire instruments will be developed and implemented by the baseline contractor closely with HRASA team. The questionnaire will be pilot tested during the training of the enumerators and supervisors to ensure it serves the purposes of obtaining and preserving the quality of data.
- A pilot survey will also be done as a means to testing how well respondents understand and respond to the questions and instructions. It also will provide a clear indication of how well interviewers understand the questionnaire and follow the questions.
- In addition to mobile data collection forms developed with “DAI Collect”, Supervisors will provide a printed summarized field data manual to enumerators which will give instructions on how to conduct quickly the survey.
- The questionnaire should be designed to facilitate the disaggregation (by gender, age, commodities, etc.) of the data accordingly to the PIRS (see AMELP).

c) Equipment and logistics

- Each enumerator will be equipped, by the Contractor, with one Android Smartphone (SIM included), one GNSS receiver if GPS sensor of the phone does not provide a two (2) meters accuracy, one jacket and one surveyor cap.
- Supervisors will ensure that all necessary materials, including working Android Smartphone, backup batteries, are available to enumerators in a timely manner and work properly. The list of items prior to deployment will be available.

d) Data collection

- Recruitment of interviewers and supervisors will be managed by the baseline contractor
- Obtaining consent of a household farmer is a very important part of the study. Supervisors must ensure that interviewers read the consent form aloud to household farmers.
- A manual of procedures outlining the steps and procedures necessary to obtain and preserve quality data will be developed.
- The contractor will train field enumerators and supervisors. An Enumerators’ and Supervisors’ Guide will provide training materials for these field officers. Enumerators will undergo post training test and will be

observed in mock interviews. The passing score is set at 90 percent. Enumerators who obtain a score between 70 and 89% may be retrained as needed.

- All data collected should be disaggregated according to the PIRS, by gender, age, commodities, geographic area, etc. (See AMELP).

e) Data entry and data cleaning

- Data entry will be managed by “DAI Collect” Mobile Application. Logic will be programmed into the forms to prevent unacceptable data from being recorded from the outset. When Android Smartphone has access to internet the collected data will be synchronized and transmitted to the DAI server automatically. Only key staff or authorized personnel will have rights to access the data stored on the server.

- Enumerators will be aware that missing data (fields and observations) affect the quality of the collected data and limits the data analysis. Large gaps render the data somewhat useless. Therefore, enumerators will task themselves to complete all necessary fields. In the case of absent fields, the entire observation may be voided. Finally, data stored on the server will be cleaned by the HRASA GIS and Database Specialist through Exploratory analysis (outlier, missing data) using statistical packages.

- Regularly, procedures will be employed to identify influential or unusual fields in the datasets. These include using z-scores via Hotspot analysis, among other techniques. Data quality checks will follow the in relation with data consistency and coherence.

f) Data analysis, production of estimates, and report writing

- The Baseline contractor will be responsible for undertaking the data analysis of the survey. Data analysis will be performed by using a statistical software package, which will be programmed to produce estimates along with test statistics and confidence intervals. The analysis will start with a description of the data through the use of frequencies and means. The household is the unit of analysis for this survey data. The data will be examined in four steps including:

1. Graphical examination
2. Deciding what to do with missing values
3. Identifying outliers
4. Checking the statistical assumptions

- A descriptive and exploratory analysis will be performed for graphical examination closely with HRASA team. As part of the descriptive portion of the analysis, the report will include some comparisons per variables (males vs. females, age, actors, etc.) as part of a disaggregation process showing some variations based upon actors' characteristics. To explore the relationship between two variables, the study will employ scatterplots, boxplot whereby the pattern of points will characterize the type of relationship. Cross-sectional analysis will show findings disaggregated by key variables.

- There will be a graphical examination of single variables. This step will begin with the production of a series of histograms, frequency of occurrence, to visualize the data. A normal curve can be added over the histograms to examine normality. Most common type of visualization will include graphs, pie and bar charts. Suitable symbols or line characterization should be used when several data sets are displayed on the same graph. A combination of graphical and tabular presentations may be used to good advantage.
- The baseline contractor is responsible to investigate the causes of missing data and whether they will influence the analysis
- The baseline contractor is responsible for addressing a methodology for analysis testing. Statistical Analysis Validity will go through the test of the null hypothesis
- The gathered data will be aggregated and reported to measure indicators. The data will flow through a set of data management and reporting procedures which start with the design of the survey, the questionnaire, the training of key personnel, the administration of the questionnaire, the transmission and the safeguarding of the data.
- The supervisors will verify at least 10% of the questionnaires completed within their enumeration area and will submit to the Contractor's key staff a brief report on the status of each enumerator work. This will document and explain items with unusual answers and the recurrent issues to be addressed immediately.
- Contractor's key staff is responsible for weekly reporting, which will be accomplished by submittal to the HRASA Staff. The weekly reports will document and summarize the data. The summaries will provide some frequency distribution of key variables and a summary of missing data. These reports will provide detailed explanation of any discrepancies and the resolution or remediation measures adopted. In addition, the logs of the submitted surveys including the time they have been sent to the server will be documented.
- At the end of the data collection, all questionnaires will be duly submitted and aggregated in the Database server. There will be routine checks to uncover marked differences between expectations with respect to data patterns or variability in the reported data.

g) Mode of data collection

The preferred mode of data collection is the following: DAI Collect using android smartphones

or other computer-assisted collections. For instance, KoboToolbox, ODK, or other preferred platforms to be agreed upon with DAI.

ANNEX 3: JOB DESCRIPTIONS FOR KEY SURVEY TEAM MEMBERS

SURVEY TEAM LEADER

- Postgraduate degree from a recognized university in areas of, project management, project monitoring and evaluation, or other relevant field of study
- Minimum of 5 years of experience in a senior management position

- Prior experience leading at least two large-scale, household surveys (preferably in resource-constrained environments)
- Demonstrated expertise in managing budgets, staff, logistics, contracting, and other support staff issues
- Excellent interpersonal, presentation, and communication skills, and a demonstrated ability to deliver a high-quality product
- Prior professional experience in country or region preferred
- Fluency in French required; fluency in relevant local language an advantage. English speaking is also an advantage.

SENIOR SURVEY SPECIALIST

- Postgraduate degree from a recognized institution in areas relating to survey methodology, statistics, monitoring and evaluation, or social sciences research
- Minimum of 5 years of experience managing large-scale surveys
- Experience designing and leading the implementation of large-scale, clustered, multistage household surveys (preferably in resource-constrained environments)
- Experience developing survey inception reports, and in managing the administrative, logistical, and budgetary functions of large-scale surveys
- Experience developing, overseeing translations of, pre-testing, and finalizing survey instruments
- Experience in developing survey training materials and data collection manuals (for supervisors and interviewers)
- Expertise analyzing complex survey data (including calculating sampling weights); strong knowledge of at least one statistical software package (SAS, SPSS, STATA, etc.)
- Experience presenting survey results to high-level project stakeholders
- Writing survey reports and data visualization
- Prior experience with surveys with similar purpose, mode, and populations strongly preferred
- Prior professional experience in country or region preferred
- Fluency in French required; fluency in relevant local language an advantage. English speaking is also an advantage.

FIELD OPERATIONS MANAGER

- Undergraduate degree from a recognized institution
- Minimum of 3 years of experience conducting large-scale surveys
- Experience supervising fieldwork for large-scale household surveys
- Experience recruiting, training, and managing field supervisors and interviewers
- Experience coordinating field logistics, schedules, and equipment
- Experience managing data quality control in the field during survey implementation
- Strong interpersonal skills, ability to solve problems when confronted with roadblocks during survey fieldwork
- Prior professional experience in country

- Fluency in French required; fluency in relevant local language also required.

11. Inspection & Acceptance

The designated DAI Project Manager will inspect from time to time the services being performed to determine whether the activities are being performed in a satisfactory manner, and that all equipment or supplies are of acceptable quality and standards. The subcontractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the DAI Chief of Party as a result of such inspection.

12. Compliance with Terms and Conditions

General Terms and Conditions

Offerors agree to comply with the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment G.

Prohibited Technology

Bidders MUST NOT provide any goods and/or services that utilize telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate thereof, in compliance with FAR 52.204-25.

Source and Nationality

Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries.

Geographic Code 937: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries: excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at:

<http://www.usaid.gov/policy/ads/300/310maa.pdf> and
<http://www.usaid.gov/policy/ads/300/310mab.pdf> respectively.

Geographic Code 935: Goods and services from any area or country including the cooperating country, but excluding Prohibited Countries.

Geographic Code 110: Goods and services from the United States, the independent states of the former Soviet Union, or a developing country, but excluding Prohibited Countries.

DAI must verify the source and nationality of goods and services and ensure (to the fullest extent possible) that DAI does not procure any goods or services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. OFAC sanctioned countries may be searched within the System for Award Management (SAM) at www.SAM.gov. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. Goods may not transit through or be assembled in comprehensive sanctioned origin or nationality countries nor can the vendor be owned or controlled by a prohibited country. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.

By submitting a proposal in response to this RFP, Offerors confirm that they are not violating the Source and Nationality requirements of the goods or services being offered and that the goods and services comply with the Geographic Code and the exclusions for prohibited countries outlined above.

12.1 Unique Entity ID (SAM)

There is a **mandatory** requirement for your organization to provide an Unique Entity ID (SAM) to DAI. Without an Unique Entity ID (SAM), DAI cannot deem an Offeror “responsible” to conduct business with and therefore, DAI will not enter into a subcontract/purchase order or monetary agreement with any organization. The determination of a successful offeror/applicant resulting from this RFP is contingent upon the winner providing an Unique Entity ID (SAM) to DAI. Offerors who fail to provide Unique Entity ID (SAM) will not receive an award and DAI will select an alternate Offeror.

All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above **are required** to obtain an Unique Entity ID (SAM) prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason.

For those required to obtain an Unique Entity ID (SAM), see Attachment D - Instructions for Obtaining an Unique Entity ID (SAM)- DAI'S Vendors, Subcontractors

For those not required to obtain an Unique Entity ID (SAM), see Attachment E: Self Certification for Exemption from Unique Entity ID (SAM) Requirement

13. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. **DAI does not tolerate the following acts of corruption:**

- Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a DAI employee, Government official, or their representatives, to influence an award or approval decision.
- Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by an offeror or subcontractor to influence an award or approval decision.
- Any fraud, such as mis-stating or withholding information to benefit the offeror or subcontractor.
- Any collusion or conflicts of interest in which a DAI employee, consultant, or representative has a business or personal relationship with a principal or owner of the offeror or subcontractor that may appear to unfairly favor the offeror or subcontractor. Subcontractors must also avoid collusion or conflicts of interest in their procurements from vendors. Any such relationship must be disclosed immediately to DAI management for review and appropriate action, including possible exclusion from award.

These acts of corruption are not tolerated and may result in serious consequences, including termination of the award and possible suspension and debarment by the U.S. Government, excluding the offeror or subcontractor from participating in future U.S. Government business.

Any attempted or actual corruption should be reported immediately by either the offeror, subcontractor or DAI staff to:

- Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328
- Hotline website – www.DAI.ethicspoint.com, or

- Email to Ethics@DAI.com
- USAID's Office of the Inspector General Hotline at hotline@usaid.gov.

By signing this proposal, the offeror confirms adherence to this standard and ensures that no attempts shall be made to influence DAI or Government staff through bribes, gratuities, facilitation payments, kickbacks or fraud. The offeror also acknowledges that violation of this policy may result in termination, repayment of funds disallowed by the corrupt actions and possible suspension and debarment by the U.S. Government.

13.1 Attachment B: Financial Proposal Cover Letter
[On Firm's Letterhead]

<Insert date>

TO: Click here to enter text.
Development Alternatives, Inc.

We, the undersigned, provide the attached proposal in accordance with **RFP**-Click here to enter text.-Click here to enter text. issued on Click here to enter text.. Our attached proposal is for the total price of <Sum in Words (\$0.00 Sum in Figures) >.

I certify a validity period of Click here to enter text. days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

Offeror shall verify here the items specified in this RFP document.

We understand that DAI is not bound to accept any proposal it receives.
Yours sincerely,

Authorized Signature:
Name and Title of Signatory: Click here to enter text.
Name of Firm: Click here to enter text.
Address: Click here to enter text.
Telephone: Click here to enter text.
Email: Click here to enter text.

Company Seal/Stamp:

14. Attachment C: PRICE SCHEDULE SHOULD BE IN A SEPARATED EMAIL LISTED BY ACTIVITY

Item Number	Description of Activity	Unit	Quantity	Unit Price	Total Price
1					
2					
3					
GRAND TOTAL IN Click here to enter text.					
GRAND TOTAL IN UNITED STATES DOLLARS					\$

Delivery Period: [Click here to enter text.](#)

14.1 Attachment F: Past Performance Form

Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee.

#	Project Title	Description of Activities	Location Province/ District	Client Name/Tel No	Cost in US\$	Start-End Dates	Complete d on schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable)
1									
2									
3									
4									
5									

14.2 Attachment G: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded 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 Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Business Size and Classification(s) – The Bidder certifies that is has accurately and completely identified its business size and classification(s) herein in accordance with the definitions and requirements set forth in FAR Part 19, Small Business Programs.
8. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
9. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
10. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
11. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
12. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

14.3 Attachment J: Proposal Checklist

Offeror: _____

Have you?

Submitted your proposal to DAI in a sealed envelope to the address (electronic or mailing) as specified in General Instructions above?

Does your proposal include the following?

Signed Cover Letter (*use template in Attachment B*)

Separate Technical and Cost proposals individually sealed and labeled as Volume I and Volume II respectfully.

Proposal of the Product or Service that meets the technical requirements as per Attachment A

Response to each of the evaluation criteria

Documents use to determine Responsibility

Past Performance (*use template in Attachment F*)