

Request for Proposal (RFP)

International Business Initiatives (IBI), the implementer of the USAID-funded Evaluation and Survey Services Plus (ESS+) Activity, invites non-governmental organizations and private companies (“subcontractors”) to submit proposals to conduct a Mid-Term Continuity of Learning, COL, activity to assess if the adaptations made to the program during Phase I still move the project towards its intended outcomes and objectives and are appropriate for the Haitian context.

1. RFP No.	RFP-2024-04-004
2. Issue Date:	October 10, 2024
3. The Buyer:	International Business Initiatives (IBI)
4. Title:	Continuity of Learning (COL) Mid-Term Evaluation
5. Deadline for Receipt of Questions:	October 16, 2024
6. Deadline for Receipt of Proposals:	October 25, 2024 Proposals received after this date and time will be considered late and will be considered only at the discretion of IBI.
7. Inquiries and offers should be directed to the following contact:	proposals@Haiti-ESSplus.com Questions must be submitted in writing to the email address above; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that IBI believes may be of interest to other offerors will be circulated to all RFP recipients who have indicated an interest in bidding. Only the written answers issued by IBI will be considered official and carry weight in the RFP process and subsequent evaluation. Any verbal information received from employees of IBI or any other entity should not be considered as an official response to any questions regarding this RFP.
8. Anticipated Award Type:	IBI anticipates awarding one Firm Fixed Price Subcontract. IBI will not pay for any cost incurred in the preparation and submission of an offer in response to this solicitation.
9. Basis of the Award:	This procurement will be conducted under full and open competition procedures, pursuant to IBI Procurement Policy. This is a “best value” procurement. Awards will be made to the responsible offeror whose offer represents the <i>best value</i> to the buyer against the stated evaluation criteria. Since this solicitation uses a trade-off process, if the buyer determines that competing offers are essentially equal, cost/price factors may become the determining factor in source selection.

	<p>The technical factors below are considered significantly more important than cost/price factors. These factors serve as the standard against which all technical information will be evaluated, and how price information will be evaluated.</p> <ul style="list-style-type: none"> ✓ Technical Approach ✓ Past Performance and Relevant Experience ✓ Key Personnel & Team Structure <p>The buyer may establish a competitive range of “finalists” and may request clarifying information or oral interviews to better assess the offer.</p> <p>The submitted technical information will be evaluated by a technical evaluation committee using the criteria shown above. The evaluation committee may include industry experts who are not employees of IBI. When evaluating the competing Offerors, IBI will consider the written qualifications/capability information provided by the Offerors, and any other information obtained by IBI through its own research.</p> <p>Following rating criteria will be used to evaluate proposals:</p> <p>Exceptional- Exceeds specified minimum performance and capability requirements in a way that is beneficial to IBI. A proposal must have more than one strength and no deficiencies to receive an "exceptional" rating.</p> <p>Good- Exceeds specified minimum performance and capability requirements. A proposal must have one or more strengths and no deficiencies to receive a "good" rating.</p> <p>Acceptable- Meets specified minimum performance or capability requirements. A proposal must have no deficiencies to receive an "acceptable" rating.</p> <p>Marginal- There is doubt regarding whether an aspect of the proposal meets specified minimum performance or capability requirements, but any such uncertainty may be correctable.</p> <p>Unacceptable- Fails to meet specified performance or capability requirements. The proposal has one or more deficiencies and is not correctable.</p>
10. Eligibility:	<ul style="list-style-type: none"> ✓ Be a non-governmental organization; is not controlled by a government, including any organization funded or owned by the state but otherwise functions as a private sector enterprise; ✓ Have or be able to obtain via SAM.gov a Unique Entity Identifier (UEI) number before the beginning of the contract¹;

¹ A Unique Entity Identifier (UEI) is a twelve (12) character ID that is assigned by the United States Government (USG) to recipients of USG funding. Offerors must have an active UEI or be able to obtain a UEI prior to receiving a subcontract resulting from this RFP. More information on obtaining a UEI can be found here: https://www.fsd.gov/gsafsd_sp.

	<ul style="list-style-type: none"> ✓ Be financially stable and have adequate financial resources (or the ability to obtain such resources) as necessary during the performance of the contract; ✓ Have the necessary management systems and ability to meet required management standards, including the processes and systems necessary to meet the reporting requirements and data security and protocols to ensure the quality of information and its management and dissemination; ✓ Must not have active exclusion in the SAM (http://www.sam.gov) or on a UN prohibited parties list; ✓ Must not appear on the U.S. Treasury's List of Specially Designated Nationals (SDN) and Blocked Persons for the Office of Foreign Assets Control (OFAC); ✓ Must not be on the United Nations Security Council (https://www.un.org/securitycouncil/content/un-sc-consolidated-list) Consolidated List of Sanctions.
<p>II. Offer Contents:</p>	<ul style="list-style-type: none"> ✓ Deadline is in Box 6 above. ✓ Offerors shall submit proposals electronically to the email address in Box 7 above. Offerors must submit their Technical Proposal and the Price Proposal via separate emails. The Technical Proposal may not contain any cost or price information. ✓ Offerors shall complete and submit: <ul style="list-style-type: none"> Technical Proposal (Email #1) <ul style="list-style-type: none"> - Signed and dated cover letter (See attachment A) - Technical Proposal - CVs for proposed personnel (See box 13 below) - Past Performance Information (See attachment D) - Evidence of Responsibility Statement (See attachment E) - A copy of the offeror's official registration or business license - Conflict of Interest Declaration- If the Offeror believes there to be any actual, potential, or perceived Conflict of Interest in its submission of a proposal, the Offeror must declare this and propose mitigation strategies. If the Offeror does not anticipate any actual, potential, or perceived Conflict of Interest, provide a signed certification. - Representations and Certifications of Offerors (See Attachment F of this RFP) Price Proposal (Email #2) <ul style="list-style-type: none"> - Signed and dated cover letter (See attachment A) - Price Proposal (See Attachment B: Detailed Budget & Payment Schedule) + budget narrative *There is no template for budget narrative, please carefully read box 14 below.

	<p>PDF and Excel document format must be used for submissions. If you do not receive email confirmation of receipt, please write to the email described in box 7 above. The subject line of proposal submission emails must reference the RFP number.</p>
12. Technical Specifications:	See Attachment C-Scope of Work.
13. Instructions to prepare Technical Proposal:	<p>The Technical Proposal is limited to ten pages, excluding the cover page and Annexes. IBI will not assess any information submitted above the page limit. Proposals must be submitted in English, standard letter sized (8.5" x 11" or 216mm x 297mm), single spaced, Times New Roman font not less than 12 points in size, with page margins of at least 1".</p> <p>Technical Approach</p> <p>This section must outline the offeror's proposed approach to completing the scope of work in a timely and high-quality manner. The technical approach should go beyond simply reiterating the scope of work and include information that demonstrates the offeror understands the schedule of activities and is able to successfully achieve the contract objectives. The offeror must include a suitable description of each activity explaining how it will be performed.</p> <p>Relevant Experience and Past Performance</p> <p>Using the past performance template (See attachment D) provide at least three previous relevant assignments of its experience in managing programs of a similar scale, scope, complexity, cost, and time. Performance must have been completed in the past five years. The experiences described below could be considered comparable:</p> <ul style="list-style-type: none"> ✓ Experience conducting similar research in an active conflict zone ✓ Experience with remote data collection/KIIs and/or FGDs in Haiti ✓ Experience conducting similar research in an active conflict zone ✓ Experience with remote data collection/telephone survey in Haiti <p>Experience with USAID programs is preferable but not required.</p> <p>Key Personnel & Team Structure</p> <p>The offeror must propose key personnel as outlined below. CVs for the positions should be included as an Annex to the technical</p>

	<p>proposal and should not exceed 5 pages in total. The offeror should also propose an overall team structure, in addition to the key personnel, to support the implementation of the Scope of Work. The team structure and proposed staff should provide relevant local context and knowledge of conducting help large scale telephone survey in Haiti</p> <p>Operations Coordinator (1)</p> <ul style="list-style-type: none"> ✓ Required 5-10 years of relevant experience in evaluation and monitoring and managing qualitative/quantitative data collection in Haiti and Experience in conducting FGD and KII for development projects is required. ✓ Required 3 years of experience in the Education sector or related field. ✓ Ability to speak and write in English at a professional level is required. <p>Facilitators ()</p> <ul style="list-style-type: none"> ✓ Required 3 years of relevant experience conducting FGDs/ and/or in-depth interviews in Haiti. ✓ Required 2 years in the Education sector. School teacher with degree in education/teaching experience and data collection experience is highly recommended. <p>Notetakers ()</p> <ul style="list-style-type: none"> ✓ Required 3 years of relevant experience in qualitative data collection exercises in Haiti.
<p>14. Instructions to prepare Price Proposal:</p>	<ul style="list-style-type: none"> ✓ The price proposal shall consist of a budget in Excel with traceable formulas and clear explanation of any assumptions made. Costs should be presented in USD. The offerors must use the budget template included in <p>Attachment B- Detailed Budget & Payment Schedule</p> <ul style="list-style-type: none"> ✓ Excel worksheets must not contain passwords, hidden or locked cells, or references to calculations not provided elsewhere in the proposal. Calculations and formulas must be used instead of lump figures wherever feasible. ✓ The price proposal should include the total fixed price offer, a detailed budget to support the total fixed price offer and proposed progress payment allocation for each of the progress milestones/deliverables listed in

	<p>Attachment C-Scope of Work</p> <ul style="list-style-type: none"> ✓ Offerors are also required to submit a budget narrative summarizing key assumptions and details to support those assumptions, including sources for budget estimates (current market value, current catalogue price, current vendor price quotes, etc.). Budget narratives should not exceed a total of five pages. ✓ Include insurance costs described in Box 15 below.
15. Insurance:	<ul style="list-style-type: none"> ✓ Offerors must include the cost of the following insurances in price proposals: DBA Insurance- For more information visit the website: https://www.starr.com/Insurance/Casualty/Defense-Base-Act/USAID---Defense-Base-Act ✓ General Liability Insurance- that covers the total amount of your price proposal.
16. Prohibited Technology:	<p>Offerors 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, Dahua Technology Company, Kaspersky Labs, and ByteDance Ltd., or any subsidiary or affiliate thereof, in compliance with FAR 52.204-25, FAR 52.204-23, and FAR 52.204-27.</p>
17. Authorized Geographic Code:	<p>Services offered under this RFP must comply with the authorized geographic code 937 (US, recipient Country and Developing countries as designated by the World Bank).</p>
18. Validity Period	<p>Proposals must remain valid for at least sixty (60) calendar days after the proposal deadline.</p>
19. Attachments:	<p>The following attachments are considered integral to this solicitation:</p> <ul style="list-style-type: none"> ✓ Attachment A-Cover Letter ✓ Attachment B-Detailed Budget & Payment Schedule (attached via email) ✓ Attachment C-Scope of Work ✓ Attachment D-Past Performance Information ✓ Attachment E- Evidence of Responsibility Statement ✓ Attachment F- Representations and Certifications

Statement of Work

Continuity of Learning-COL Mid-Term Evaluation

STATEMENT OF WORK- QUALITATIVE DATA COLLECTION

Continuity of Learning - COL

Background

In August 2022, The United States Agency for International Development (USAID) awarded International Business Initiatives Corp. (IBI) the Evaluation Survey Services Plus (ESS+) contract to support USAID/Haiti and its partners with evaluations, survey and study support, capacity building and learning events, and in-country Third Party Monitoring.

USAID/Haiti has requested that the ESS+ conduct a Mid-Term of Continuity of Learning activity, COL, to assess if the adaptations made to the program during Phase I still move the project towards its intended outcomes and objectives and are appropriate for the Haitian context.

The primary stakeholders for this Mid-Term include USAID/Haiti, Catholic Relief Services (CRS), the Government of Haiti (GoH), other donors, and other key development partners engaged in the education sector.

EVALUATION QUESTIONS

EQ1: How has CoL adapted to the evolving political and civil landscape in Haiti?

EQ2: How have student levels of resiliency, autonomy, and empathy changed as a result of SEL activities (grades 1-2)?

EQ3: How relevant and usable are decodable books (grades 1-2) and SEL books and activities (grades 3-4).

EQ4: What are teacher and school director perceptions of how summer camps and peer tutoring have affected learner performance, and their perceptions of school committees/PTAs overall?

EQ5: What (if any) changes in teacher and student knowledge and behavior have occurred as a result of WASH trainings, and what are the barriers and facilitators for these changes?

EQ6: What lessons were learned from the implementation of distance learning modalities and the partnership process when piloting the distance learning modalities in COL Phase I?

PERIOD OF PERFORMANCE

Ess+ is seeking to engage a data collection firm for the COL Mid-Term (hereinafter referred to as the subcontractor). The resulting subcontract will be a firm fixed price contract with an anticipated period of performance from October 2024 to February 2025. These specifications describe the technical requirements necessary to complete COL Mid-Term's qualitative data collection.

A timetable of the work can be found below:

TABLE 1: ANTICIPATED TIMELINE

Task/Milestone	Week (est.)	Expected Approximate Due Dates
Review and comment on instruments/instruments translation/Develop field manuals	1	Week of December 2, 2024
Data collection training and Piloting	1	Week of December 9, 2024
Data collection Weekly data report submissions Daily notes submissions	3-4	Week December 16, 2024
Final Report submission	2	Week of February 3, 2025

2-ACTIVITIES

Data Collection

The ESS+ Evaluation Team will lead the design of the COL Mid- Term, with input from the Subcontractor. As described in more detail below, the Subcontractor will be responsible for identifying and training facilitator/notes-takers and operationalizing various quality assurance processes before, during, and after data collection. The SOW contains data collection activities split into three parts: Focus Group discussions (FGDs) and Key Informant Interviews (KIIs) and Observation. Expected steps of activity implementation are outlined below.

TABLE 2: DISTRIBUTION OF DATA COLLECTION EVENTS

DEPARTMENT	FGDs	KIIs	Observation
West	6	22	20
South	6	22	20
North	6	22	20
Northeast	6	22	20
Grand'Anse	4	6	6
TOTAL*	28	94	66

* Total is contingent to the evaluation design. Those numbers could increase or decrease.

Focus Group Discussions (FGDs)

The Subcontractor will conduct FGDs with different categories of beneficiaries of the COL activity. FGDs will provide meaningful and detailed insight on effectiveness of COL in the schools where activity involved. Participants in the focus groups will be parents or teachers. Discussions will be conducted separately. Approximately six FGDs will be carried out per department.

The sub-contractor will be responsible for scheduling events, mobilizing staff, providing refreshments to participants, leading FGDs following the approved instruments, recording, and securing data. The notes must be anonymized to protect participant identities. The subcontractor must provide a separate spreadsheet that lists who participated in each FGD with basic demographic data like age, gender, etc. The sub-contractor will submit **detailed summary notes** in French to ESS+, **as well as audio recordings** of each FGD.

Key Informant Interviews (KIIs)

The sub-contractor will conduct interviews with school principals, MENFP departmental directors and teachers. A list of participants will be provided to the subcontractor to contact stakeholders for interviews. The subcontractor will submit to ESS+ a detailed summary notes of each KII in French, together with the audio recordings. Notes must be anonymized to protect the anonymity of the respondent. The subcontractor must provide a separate spreadsheet listing the people who are involved in each KII with basic demographic data such as age, gender, etc. Approximately 22 KIIs will be carried out per department.

Security Situation: Recognizing that security conditions are difficult, the ESS+ evaluation team will work with the subcontractor to determine general accessibility for planning purposes one to two weeks prior to the start of fieldwork and will revise its decisions as necessary before visiting the relevant department.

If a commune become inaccessible during the data collection period, the subcontractor shall request in writing that ESS+ provide an alternative commune and provide sufficient explanation to document the decision to USAID.

The subcontractor shall endeavor to complete data collection in relatively insecure or unstable areas within the first half of the fieldwork period, so that the field teams, subcontractor and ESS+ evaluation team have time to make any necessary adjustments to fieldwork plans.

Observation

The subcontractor will help the evaluation team assess 60 sampled CoL-supported schools. The assessment will at:

- 1) The availability of WASH materials in classrooms*
- 2) Use of WASH materials in classrooms (displayed, hygiene lessons)*
- 3) Observe WASH behaviors (Handwashing) by students*
- 4) Observe waste management by schools*

Planning tasks

- **Workplan:** Subcontractor shall develop a detailed work plan and schedule within three days of subcontract award. The document will detail key aspects of technical and managerial approaches, including the expected duration and sequencing of tasks, logistics, staffing/team composition, team roles/responsibilities, data collection, data quality assurance protocols, reporting, and security protocols. Finally, the document shall outline any areas for which Subcontractor requires support from ESS+.
- **Clearances:** Subcontractor is responsible for identifying and liaising with the necessary authorities to gain permission/clearances to legally perform all tasks specified in this SOW. Subcontractor will be required to keep documentation of all requests, approvals, and correspondence between relevant parties and provide copies to ESS+ Evaluation Team upon request. The subcontractor will be expected to maintain positive, professional relationships with all local stakeholders and report any challenges therein immediately to ESS+ Evaluation team. Clearances must be finalized before Facilitators/notes takers training can start.
- **Planning:** Subcontractor is responsible for all aspects of data collection planning, including identifying and organizing respondents based on lists provided by the ESS+ evaluation team with input from Subcontractor. Note that data collection activities must be compliant with policies regarding local security concerns. Any changes to the fieldwork due to security concerns needs to be communicated with ESS+ evaluation team.
- **Comment on data collection protocols:** Subcontractor shall review and provide feedback on ESS+ evaluation team data collection protocols, to ensure that they are properly contextualized, and to ensure that ESS+ evaluation team has properly considered likely eventualities.
- **Comment on instruments:** ESS+ evaluation team will provide instruments to Subcontractor for review. The subcontractor will review and provide feedback on all instruments, suggesting revisions for context, flow, or other aspects. Subcontractor's review shall also ensure that questions are properly contextualized and that ESS+ ET has properly considered likely eventualities. Subcontractor shall review the wording of all data collection instrument translations to ensure that they appropriate for the relevant respondent groups.
- **Double translate instruments with adjudication:** Subcontractor will arrange for all KII and FDG and observation instruments to be double translated with adjudication to French and Creole.
- **Training Manual:** Subcontractor shall develop comprehensive manuals for facilitators/ note takers with input from the ESS+ ET. The ESS+ Evaluation team must have a chance to review and approve the final manuals at least five business days prior to the start of training.
- **Staff Training:** All facilitators, note takers, are required to receive training prior to data collection. The training shall be comprised of classroom as well as practice sessions administering interviews. The subcontractor is required to specify the recommended sequencing, duration, and content of field staff training as part of the technical approach. The subcontractor shall describe in their workplan a training schedule and their approach

to assessing, facilitators/note takers to conduct data collection during and after the training. It is recommended that more facilitators/note takers be trained than will be required for any data collection activity, so top performers can be selected, and a pool of backup of facilitators/note takers be ready in case of need. ESS+ staff and ESS+ Evaluation Team representatives will assist with the training, may test, facilitators/note takers as needed and may require, at their discretion, replacement of facilitators/note takers deemed to be performing inadequately in training or in the field.

- **Piloting:** Piloting will be done as part of staff training and will focus on the entire data collection process. This is meant to be a “real-life” practice of data collection. Every facilitator/note taker that will participate in fieldwork will be required to adequately complete at least one FGD, two KIIs. Subcontractors should organize all aspects of the pilots. After completing the pilot, Subcontractor shall hold debriefing sessions in which any difficulties or problems with the FGD/KII will be identified, any clarifications needed in the protocols will be made, and any questions about the tools or process, in general, will be discussed and answered. Following the pilot, it is not expected that major changes to the tool will be needed. The subcontractor will communicate any proposed changes to ESS+ ET and after approval the tools will be modified. The final version of the instruments will be produced, eventually integrating minor changes suggested during the pilot, and shared with ESS+ Evaluation Team.

Fieldwork Tasks

The Subcontractor must check all fieldwork carefully against documented minimum standards, and any cases that do not meet various quality control procedures (described below) will have to be removed from the final data. Any KII/FGD for non-compliance with protocols will be readministered by the Subcontractor with no additional compensation.

Callbacks/visits: If a respondent is not available for an interview, Facilitators/notetakers must make at least four additional attempts before the respondent can be considered unavailable. Each of these four attempts must be at different times of the day and at least one should be made on a weekend. All attempts must be clearly documented.

Communication: Throughout the project, weekly meetings will be conducted between ESS+ ET and Subcontractor to discuss issues and the progress of the data collect. During fieldwork there should be meetings held twice a week. It is the Subcontractor’s responsibility to identify and communicate problems in all phases of the engagement with ESS+. Minor issues should be corrected on the spot, to the extent that they do not change the scope of services or cause an increase in costs. Larger problems should be raised to ESS+ ET and collaboratively discussed before taking any remediation measures, which may require a subcontract modification.

Quality Assurance

Subcontractor

Data Quality Assurance processes are required in real-time during all phases of this engagement. Most critically, Subcontractor is required to provide significant oversight of

facilitators/notetakers during data collection. Subcontractor shall implement quality control measures to ensure a high level of Facilitators/notetakers. A full description of these measures and the results of the quality control must be included in the final technical report. For each verification conducted, a brief verification form should be completed. ESS+ evaluation team may request to review these forms. Subcontractor shall describe how they will conduct quality control during data collection, at minimum, following the requirements listed below. The requirements apply to the face-to-face interview.

- Daily team debriefs: Subcontractor will schedule daily check-ins with facilitators/notes takers to review any challenges faced, allow for questions and clarifications, and provide feedback to the wider group. These are especially important early in the data collection activity to ensure that proper interviewing habits are formed.
- Facilitator checks: Facilitators will check their teams' notes daily before they are submitted to the server to ensure completeness and spot-check for errors by randomly listening to 5-10 minutes of recording and check against notes.
- Accompaniment: The Sub-contractor will ensure that at least 5% of interviews are directly observed with the first FGD and KII. This is to ensure that everything goes smoothly and that the notes are rich, detailed and conform to the data looked for by the evaluation team.

The Subcontractor must check all fieldwork carefully against documented minimum standards, and any cases that do not meet various quality control procedures will have to be removed from the list of notes. Any FGD/KII notes removed for non-compliance with protocols will be reprogrammed by the Subcontractor with no additional compensation.

ESS+ Evaluation Team

ESS+ will delegate a Program Manager (PM) to oversee the overall evaluation process, including reviewing deliverables, providing guidance and support in the data collection process, and conducting additional quality assurance. Subcontractor must work closely with Haiti ESS+ staff, providing updated information about logistics, plans, and insights during their supervision visits. ESS+ and Social Impact home office staff will perform independent Quality Assurance activities during the entire evaluation, including, at a minimum, the following actions:

- Independent weekly quality checks of the data downloaded directly from the server, summarizing any questions or feedback for Subcontractor from each check. Subcontractors will be required to respond to these questions within 1-2 business days of receiving them. In addition, ESS+ ET will program various quality control of the FGD/KII transcription notes. Evaluation Team will pay particular and close attention to the first transcriptions notes submitted, to ensure that questions have been properly asked, information researched collected and, above all, that the notes are rich and varied. The final set of quality control measures will be agreed by the ESS+ Evaluation Team and the subcontractor during preparations for data collection and finalization of the instruments. ESS+ will have data quality assurance teams out into the field to follow the implementation of data collection in the field.

- Independent analysis of notes, summarizing any questions or feedback for Subcontractor from each check. Subcontractors will be required to respond to these questions within 1-2 business days of receiving them.

Respondent Protection & Data Security

Subcontractor is required to abide by ESS+ respondent protection and data security protocols (to be provided upon onboarding). The subcontractor will be given an opportunity to comment on the protocol and provide feedback that allows the ESS+ Evaluation Team to better contextualize the protocol (without modifying ESS+ “required minimums”).

All field staff will be asked to sign a non-disclosure agreement (to be provided) signifying their understanding of ethical behavior in the field and proper handling of respondents’ confidential and private information, including personally identifiable information (PII). Subcontractor will ensure proper measures are taken in the field to monitor Facilitator/Notes Takers behavior with respect to respondent protection and data security (including interviewing, handling of recording devices, etc.). The subcontractor will also be responsible for ensuring that detailed summary notes and other documentation do not include PII.

PERSONNEL REQUIREMENTS

The Sub-contractor must hire well-qualified field manager, facilitators, and note-takers. Requirements for these positions are listed in the table below. Facilitators should have relevant experience conducting FGDs and KII in the field of education or related sector is required. All efforts should be made to ensure gender balance (50% female, 50% male) among facilitators and notes takers. And all team members must be fluent in Creole and French. The Sub-contractor should prepare contingencies for the replacement of staff, such as hiring more staff than needed, should the need arise.

The Subcontractor must provide CVs for required team members (key personnel) positions as listed below, which meet the minimum qualifications specified. Subcontractor should also describe their recruitment strategy. The ESS+ Evaluation team will consider alternate team compositions if Subcontractor identifies a stronger, more cost-efficient approach. The ESS+ evaluation team must approve the final composition and key personnel before the contract is awarded.

TABLE 4: KEY PERSONNEL

Key Personnel*	Qualifications
Coordinator (1)	<ul style="list-style-type: none"> • Required 5-10 years of relevant experience in evaluation and monitoring and managing qualitative/quantitative data collection in Haiti and Experience in conducting FGD and KII for development projects is required. • Required 3 years of experience in the Education sector or related field • Ability to speak and write in English at a professional level is required.
Facilitators ()	<ul style="list-style-type: none"> • Required 3 years of relevant experience conducting FGDs/ and/or in-depth interviews in Haiti.

	<ul style="list-style-type: none"> Required 2 years in the Education sector. Schools teacher with degree in education/teaching experience and data collection experience is highly recommended
Notetakers ()	<ul style="list-style-type: none"> Required 3 years of relevant experience in qualitative data collection exercises in Haiti

* Subcontractor can also add or one or two roles (e.g. field mobilizer) deems necessary

DELIVERABLES

Subcontractor will be required to submit nine main deliverables, namely a (1) Work Plan, (2) Instruments Revision, (3) Translations (4) Field Manual, (5) Training and Pilot Report, (6) Weekly Status Reports, (7) Summary notes, (8) Audio Recordings, (9) Final Report.

General guidance is provided below:

- **Work Plan:** Subcontractor is responsible for developing a detailed work plan. The contents of the document will be agreed with ESS+ Evaluation team after contract award and will, at minimum, detail the following aspects of data collection approach: expected duration and sequencing of tasks, staffing/team composition, team roles/responsibilities, pilot approach, facilitator and Note takers training approach and data quality assurance protocols. Subcontractor should submit a budget considering the sampling approaches. The Work Plan should outline any areas for which Subcontractor requires support from the ESS+ Evaluation team.
- **Instruments Revision:** Subcontractor will submit feedback and suggested revisions on all instruments in keeping with the requirements detailed above.
- **Double translate instruments with adjudication:** Subcontractor will arrange for all KII and FDG and observation instruments to be double translated with adjudication to French and Creole. Translations should be completed by a team of two concurrently, reconciling any differences afterward. The subcontractor is responsible for ensuring translation quality, by verifying that translators possess adequate credentials.
- **Field Manuals:** Subcontractor will develop comprehensive manuals for facilitators, note-takers with input from the ESS+ Evaluation team. The manuals will cover roles, responsibilities, and protocols for facilitators, notetakers in keeping with the requirements detailed above. The ESS+ evaluation team must have a chance to review and approve the final manuals at least three business days prior to the start of the training.
- **Training and Pilot Report:** All facilitators, note takers are required to receive training prior to data collection. 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, progress made, challenges faced, strategies adopted to overcome such challenges, programming of upcoming activities for the next reporting period, and any identified risks related to upcoming activities.
- **Detailed Summary Notes of each FGD and KII :** After each FGD, KII the team

needs to meet to write detailed summary notes, which consist of a faithful detailed report of what was said during the interview, enriched with details from audio recording such as examples, illustrations, explanations, and direct quotes. The notes must be in French, stay as close as possible to the recordings, and contain as many quotes as possible. The notes must be anonymized to protect participants' identities, and the Sub-contractor must provide a separate spreadsheet that lists who participated in each FGD and with basic demographic data like age, gender, etc. Summary notes must be uploaded **daily** to the server.

- **Audio-recording:** The audio recording 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.
- **Complete databases for the data collection activity (observation)** in both **excel** and **STATA** format, with detailed data dictionary with English translation for the open questions answers. The final datasets will include all revisions required by ESS+ Assessment Team stemming from QA checks outlined above. Subcontractor will provide English translations of all text responses, especially for “other, specify” fields, which will be recoded into existing or new responses categories or left in the “other” category as appropriate and under the guidance of the ESS+ Assessment Team.
- **Final Report:** This report will describe the overall activities, limitations, challenges, modifications to the data collection protocols, data quality process, identification of any data quality issues, results and lessons learned. The Subcontractor team is required to submit to ESS+ evaluation team the data in electronic support together with the final report.

I. GEOGRAPHIC LOCATION

The subcontractor will visit COL schools and communities in five departments (West, North, Northeast, South and Grand' Anse).