



Expression of Interest

For Prequalification of Organizations/Firms

'Provision of professional services to conduct need-based household surveys under USAID's Research for Decision Makes (RDM) Activity' of icddr,b
Ref : icddr,b/SCM/EOI/2018/05 ; Dated: 24th Jan 2018

Dear Sir/Madam,

icddr,b, is inviting organization/NGO(s) for participating in an Express of Interest call to conduct local or national level surveys which will help generate health related evidence to facilitate policy formulation and program planning. To this end, icddr,b is looking for a potential survey firm to partner with who will support carrying out household surveys either locally or across the country throughout the project period (Till May 2022).

The purpose of this assignment is to manage all aspects of household survey to be carried out either locally or country-wide as and when required depending on the scope of surveys to be conducted during the period of the RDM Activity.

The proposal receiving process will be conducted through email to supplychain@icddrb.org within 7th February 2018.

icddr,b looks forward to receiving your proposal and thank you in advance for your interest in icddr,b procurement opportunities. This letter is not to be construed in any way as an offer to contract with your company/institution.

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Sincerely,
Qayyum Khan Mahbub
Sr. Manager, SCM, icddr,b

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1. BACKGROUND

icddr,b, with support from USAID has been implementing a five-year implementation research project titled “USAID’s Research for Decision Maker’s (RDM) Activity” with an overall objective to generate evidence and promote the use of evidence in policy and planning for effective implementation of the 4th Health, Population and Nutrition Sector Program (HPNSP) of Bangladesh. The project will carry out implementation research studies to advance the application of both new and previously-evaluated approaches into sustainable and high impact interventions in five thematic areas: maternal, newborn and child health (MNCH), family planning (FP), tuberculosis (TB), nutrition and universal health coverage (UHC). The project will also be engaged in high-level policy dialogues with the Government of Bangladesh (GoB), USAID and other development partners to promote evidence- based health strategy, policy and program development.

2. PURPOSE OF THIS ASSIGNMENT

The purpose of this assignment is to manage all aspects of household survey to be carried out either locally or country-wide as and when required depending on the scope of surveys to be conducted during the period of the RDM Activity.

3. EXPECTED DELIVERABLES

Following are the expected deliverables: Household listing (where required), training of the data collectors, pre-test questionnaires, finalize training manual, print and proof reading of the questionnaire, household listing tools and manuals, data collection and supervision, quality control, data entry and cleaning, delivery of a clean data set etc.

4. REQUESTED INFORMATION OR DOCUMENTS FOR ASSESSMENT:

- I. Profile of the organization/ firm
 - Name of the organization
 - Contact details of the organization (address, phone number, email address etc)
 - Copy of registration certificate or equivalent document
 - Copy of trade license or equivalent document
 - Copy of Tax/VAT registration or equivalent document
 - Tax payer identification number
 - Governance and management structure of the organization

Express of Interest (icddr,b/SCM/EOI/2018/05) USAID’s Research for Decision Maker’s (RDM) Activity

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- II. What are the infra-structures available within the organization? (Not more than 1 page)
- III. Name of three key personnel with qualification, designation, experience and his/her role within the organization; (Not more than 1 page)
- IV. Number of employees available within the organization (Full time, part time, Consultants and Volunteers);
- V. Total working experience related to conducting health related household surveys only; (Not more than 2 pages)
- VI. Summary of health related household surveys conducted within last three years using the below table:

Survey Title	Survey Period	Funded by	Total sample size	Local or national level survey	Value of the survey (BDT)

- VII. Briefly explain the challenges faced and mitigation strategies followed while conducting household surveys in the last three years; (Not more than 1.5 page)
- VIII. Enclose two best survey reports completed within last three years;
- IX. Enclose last tow year's audited financial statements/reports of your organization.

Notes: Interested organizations are requested to provide one set of the above mentioned information/documents for assessment. Responses should be made as per the guideline below:

- i. Typed in one side of A4 size page
- ii. Use font Times New Roman (Size 12)
- iii. Line Space-Single
- iv. Page margin: 1 inch all around.

Provision of Professional Services to conduct Need-based Household Surveys under
USAID's Research for Decision Makes (RDM) Activity' of icddr,b

EOI Ref. icddr,b/SCM/EOI/2018/05

Date : Jan 24, 2018

icddr,b with support from USAID is undertaking a five-year implementation research project titled "USAID's Research for Decision Maker's (RDM) Activity" is issuing an request for Expression Of Interest (EOI). The EOI document contains all the necessary information for interested Offerors.

EOI Document can be downloaded from the below web address :

<http://www.icddrb.org/work-with-us/tender-notice>

Proposals should be submitted through email no later than February 7, 2018 COB.

icddr,b reserves the right to accept or reject all/part proposals without assigning any reason whatsoever.



icddr,b

Senior Manager, Procurement
supplychain@icddrb.org

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Qayyum Khan Mahbub
Senior Manager, Procurement
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