

icddr,b with support
from USAID is issuing a
Request for Proposals
(RFP) for field Data
Collection through
Household Survey

Pre-Bid:
6th Feb 2018,
2.30 pm – 4.00 pm

Bid Closing:
Feb 14, 2018 2:30PM

Icddr,b Supply Chain

30 January 2018

Letter of Invitation

Request for Proposals # icddr/SCM/OTM/2018/06

Dear Sir or Madam,

icddr,b with support from USAID is undertaking a five-year implementation research project "USAID's Research for Decision Maker's (RDM) Activity" is issuing a **Request for Proposals (RFP)**. The attached RFP contains all the necessary information for interested Offerors. With most proficient bidder, icddr,b will sign a Service Agreement for currently established scope.

Selected organization will require collecting field level data through household survey expected to be conducted in at in the intervention (Gurudaspur) and comparison area (Lalpur) in Natore district of Bangladesh.

This RFP does not obligate icddr,b to execute a contract nor does it commit icddr,b to pay any costs incurred in the preparation and submission of the proposals. Furthermore, icddr,b reserves the right to reject any and all offers, if such action is considered to be in the best interest of icddr,b.

Sincerely,



Qayyum Khan Mahbub
Sr. Manager, Procurement
Supply Chain & Facilities Management
icddr,b



Provision of professional services for field data collection under "USAID's Research for Decision Makers (RDM) Activity" project of icddr,b

Tender Ref. icddrb/SCM/OTM/2018/06

Date : Jan 31, 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 a **Request for Proposals (RFP)**. The RFP document contains all the necessary information for interested Offerors. With most proficient bidder, icddr,b will sign a Service Agreement for currently established scope.

Interested participants can download the RFP Documents from the below web address :
<http://www.icddrb.org/work-with-us/tender-notice>

Pre-Bid meeting will be held on **06th Feb 2018 at icddr,b**. Please see the bid documents for details of location.

Offerors shall submit their offers through hard copy printed documents. Offers must be received no later than **Feb 14, 2018 2:30 PM**. Please note, opening of bids is not considered as a Public Opening.

icddr,b reserves the right to accept or reject all/part proposals without assigning any reason whatsoever. This RFP invitation will also form a part of the contract and will be binding upon the tenderer.



Senior Manager, Procurement
Email : supplychain@icddrb.org

** Will be published on 31/01/2018 at daily "Prothom Alo"

A handwritten signature in black ink, appearing to be "W. S. D." or similar, with a long horizontal stroke extending to the right.

A handwritten signature in black ink, appearing to be "Abdullah", with the date "20/11." written below it.

A handwritten signature in black ink, appearing to be "M. Y.", with a checkmark-like stroke.

Request for Proposals

RFP # icddrb/SCM/OTM/2018/06

Provision of field data collection for a project titled “Scaling up of segmented-client approach for improving the use of long acting reversible contraceptive and permanent methods in Bangladesh” under USAID’s Research for Decision Maker’s (RDM) Activity of icddr,b

Contracting Entity:

icddr,b
68 Shaheed Tajuddin Ahmed Sharani
Mohakhali, Dhaka 1212

Funded by:

United States Agency for International Development (USAID)

Funded under:

Research for Decision Maker’s (RDM) Activity

Pre-Bid Meeting Schedule:

Date: 6th Feb 2018, 2.30 pm – 4.00 pm
Place: TRAction Conference Room, Level 5, icddr,b
68 Shaheed Tajuddin Ahmed Sharani, Mohakhali, Dhaka 1212

** Interested bidders must confirm their interest to participate in the Pre-Bid meeting at least one day before the meeting at supplychain@icddrb.org for prior approval and security clearances. icddr,b allows not more than two members from one organization.

** In your confirmation email, please mention Pre-Bid meeting participant/s name, company name and address, NID/Passport number and mobile number. Please bring along your NID/Passport/Driving License for access to icddr,b premises during Pre-bid meeting participation.

Bid Submission Location:

According to time mentioned in offer deadline section (1.2); please submit your proposal in the below addressed location:

icddr,b; Chiller Building, Ground Floor (Through Hospital Gate Entry);
Mohakhali; Dhaka 1212

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Section 1. Instructions to Offerors

1.1. Introduction

icddr,b in collaboration with Directorate General of Family Planning (DGFP) and other stakeholders is implementing this project which is supported by United States Agency for International Development (USAID) through its Research for Decision Makers (RDM) project. This project will scale up “segmented –client approach” activities to improve the family planning services in Bangladesh specially the utilization of long acting reversible and permanent methods (LARC/PM) in Bangladesh. The scaling up project aims to, (i) increase the use of LARC/PM through a client segmentation approach in the government family planning service delivery system, (ii) understand if the electronic messages tailored to the needs of segmented clients help improve acceptance and continuation of methods, (iii) increase client-worker contact through technology-based communication and electronic messaging system, (iv) assess the contribution of proactive follow-up in reducing discontinuation of LARC. The activities of this project began in October 2017 and will continue till September 2019.

icddr,b is going to implement the project activities which includes a set of interventions via the routine public FP service delivery system in two upazilas of Natore district (Gurudaspur and Singra). Another upazilla (Lalpur) from the same district will serve as comparison area. Interventions include (i) online couple registration and segmentation using automated algorithm, (ii) segment-specific counseling and services, (iii) pro-active follow-up of LARC/PM acceptors within 72 hours and 1 month of adoption. The effect of the interventions will be measured by collecting baseline and endline survey data from the intervention and comparison areas and by assessing the changes in selected family planning indicators like - modern contraceptive prevalence rate, use of intra uterine device (IUD), use of implant, use of permanent method (PM) and continuation of long acting reversible contraceptives (LARC).

The purpose of this Request for Proposal (RFP) is to determine the organization best suited to play this role. Offerors are invited to submit proposals in response to this RFP in accordance with **Section 1 Instructions to Offerors**, which will not be the part of the contract.

This RFP does not obligate icddr,b to execute a contract nor does it commit icddr,b to pay any costs incurred in the preparation and submission of the proposals. Furthermore, icddr,b reserves the right to reject any and all offers, if such action is considered to be in the best interest of icddr,b.

Unless otherwise stated, the periods named in the RFP shall be consecutive calendar days.

1.2. Offer Deadline

Offerors shall submit their offers through Hard copy printed documents. Offers must be received **no later than Feb 14, 2018 2:30 PM** addressing as follows:

Director, SC&FM

icddr,b

68 Shaheed Tajuddin Ahmed Sharani; Mohakhali, Dhaka 1212

Offerors are responsible for ensuring that their offers are received in accordance with the instructions stated herein.

Instructions for the Submission of Proposal

Separate technical and cost proposals must be submitted through separate envelopes no later than the time and date specified in 1.2. The proposals must be submitted to the point of place designated in page 2.

The Offeror must submit the proposal with up to 05 sections (50 page maximum limit).

Please note, Technical proposals must not make reference to pricing data in order that the technical evaluation may be made strictly on the basis of technical merit.

1.3. Requirements

To be determined responsive, an offer must include all of documents and sections included in 1.3.A and 1.3.B.

A. General Requirements

icddr,b shall not enter into a contract with any individual or organizations that have the following characteristics:

- Have active exclusions in the System for Award Management (SAM)
(<https://www.sam.gov>)
- Appear on the Specially Designated Nationals (SDN) and Blocked Persons List maintained by the U.S. Treasury for the Office of Foreign Assets Control, sometimes referred to as the "OFAC List"
(<http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>)
- Are listed in the United Nations Security designation list
(http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml)
- If, at any time, the organizations has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a contract under any fund;

icddr,b defines, for the purposes of this provision, the terms set forth below as follows:

- (a) *"corrupt practice"* means offering, giving, or promising to give, directly or indirectly, to any officer or employee of a Procuring Entity or other Recipient/governmental/private authority or individual a gratuity in any form, an employment or any other thing or service of value, as an inducement with respect to an act or decision of, or method followed by, a Procuring Entity in connection with the procurement proceeding;
- (b) *"fraudulent practice"* means a misrepresentation or omission of facts in order to influence a procurement proceeding or the execution of a contract to the detriment of the Client,

- (c) “*collusive practice*” means a scheme or arrangement among two and more organizations/consortiums with or without the knowledge of the Client (prior to or after proposal submission) designed to establish proposal prices at artificial, non-competitive levels and to deprive the Client of the benefits of free, open and genuine competition; and
- (d) “*Coercive practice*” means harming or threatening to harm, directly or indirectly, persons or their property to influence the procurement proceedings, or affect the execution of a contract.

icddr,b will use an online screening service (if required) to check the background of the participants.

icddr,b anticipates issuing a contract to a Bangladeshi registered company or organization, provided it is legally registered and recognized under the laws of Bangladesh and is in compliance with all applicable civil, fiscal, and other applicable regulations. Such a company or organization could include a private firm, non-profit, civil society organization, or university.

Companies and organizations that submit proposals in response to this RFP must meet the following requirements:

- I. Companies or organizations, whether for-profit or non-profit, must be legally registered under the laws of Bangladesh upon award of the contract.
- II. Firms operated as commercial companies or other organizations or enterprises (including nonprofit organizations) in which foreign governments or their agents or agencies have a controlling interest are not eligible as suppliers of commodities and services.

B. Required Proposal Documents

a. Cover Letter

The offeror’s cover letter shall include the following information:

- I. Name of the company or organization
- II. Type of company or organization
- III. Address
- IV. Telephone
- V. Fax
- VI. E-mail

- VII. Tax, VAT and Trade registration information
- VIII. Official bank account information
- IX. Submitted Bid Security Information
- X. Other required documents that shall be included as attachments to the cover letter.

b. Registration Information:

Copy of registration or incorporation in the public registry, or equivalent document from the government office where the offeror is registered.

- ☐ Copy of company tax and VAT registration, or equivalent document.
- ☐ Copy of trade license, or equivalent document.
- ☐ Evidence of Responsibility Statement, whereby the offeror certifies that it has sufficient financial, technical, and managerial resources to complete the activity described in the scope of work, or the ability to obtain such resources.
- ☐ Applicable documents listed in 1.3.A.

A sample cover letter is provided in Annex 1 of this RFP.

C. Technical Proposal

The technical proposal shall comprise the following parts:

- ☐ **Part 1:** Technical Approach, Methodology and Detailed Work Plan. This part shall not be exceeding 10 pages.
- ☐ **Part 2:** Management, Key Personnel, and Staffing Plan. This part shall be between 3 to 5 pages long, but shall not exceed 5 pages. CVs for key personnel should be included in an annex to the technical proposal and will not count against the page limit.
- ☐ **Part 3:** Corporate Capabilities, Experience, and Past Performance. This part shall not exceed 5 pages. (Separate annexure for this may be given as supporting evidence)

Part 3 must include a description of the company and organization, with appropriate reference to any parent company and subsidiaries. Offerors must include details demonstrating their experience and technical ability in implementing the technical approach/methodology and the detailed work plan.

Additionally, offerors **must include three past performance references** of similar work (under contracts or contracts with minimum value BDT50Laks each) previously implemented as well as contact information for the companies for which such work was **completed within last five years**. Contact information must include at a minimum: name of point of contact who can speak to the offeror's performance, name and address of the company for which the work was performed, and email and phone number of the point of contact.

icddr,b reserves the right to check additional references not provided by an Offeror.

The sections of the technical proposal stated above must respond to the detailed information set out in Section II of this RFP, which provides the background, describes the deliverables, and provides a deliverables schedule.

D. Cost Proposal

The cost proposal is used to determine which proposals represent the best value and serves as a basis of negotiation before award of a contract.

The price of the contract to be awarded will be an all-inclusive **fixed price Contract**. All cost information must be expressed in Bangladeshi Taka. **See Annex-2** for a sample cost structure.

The cost proposal shall also include a budget narrative that explains the basis for the estimate of every cost element or line item. Supporting information must be provided in sufficient detail to allow for a complete analysis of each cost element or line item. icddr,b reserves the right to request additional cost information if the evaluation committee has concerns of the reasonableness, realism, or completeness of an offeror's proposed cost.

Under no circumstances may cost information be included in the technical proposal. No cost information or any prices, whether for deliverables or line items, may be included in the technical proposal. Cost information must only be shown in the cost proposal.

The currency of this contract will be Bangladeshi Taka and cost proposals shall be submitted **in BDT**.

1.4. Source of Funding, Authorized Geographic Code, and Source and Origin

Any contract resulting from this RFP will be financed by USAID funding and will be subject to U.S Government and USAID Rules and regulations.

1.5. Chronological List of Proposal Events:

The following calendar summarizes important dates in the solicitation process. Offerors must strictly follow these deadlines.

RFP published	Jan 31, 2018
Pre-bid Meeting	Feb 6, 2018
Proposal Due Date	Feb 14, 2018
Contract Award (Estimated)	Feb 28, 2018

The dates above may be modified at the sole discretion of icddr,b.

1.6. Contract Award:

icddr,b will select the proposal for primary negotiation which obtain highest combining score based upon the evaluation criteria stated in this RFP.

1.7. Validity Period

Offerors' proposals must remain **valid for 180 calendar days** after the proposal deadline.

1.8. Terms of Contract

This is a request for proposals only and in no way obligates icddr,b to award a contract. In the event of contract negotiations, any resulting contract will be subject to negotiation.

1.9. Contract award

The contract may be awarded following negotiations by issuing a NOI (Notice of Indent) which will be followed by an official PO (Purchase Order) and a legal contract signing.

1.10. Penalty clause

In event that the offeror is unable to meet conditions for the Purchase Order and contract in particularly quality & timelines, Purchaser reserves the right to penalize the awardee at the rate of 10% of the awarded contract value.

If the awardee is unable to comply with the Purchase Order & Contract within agreed timeline, in addition to the Liquidated Damages, the Purchaser reserves the right to cancel the Purchase Order and forfeit the contract performance security.

1.11. Evaluation and Basis for Award

An award will be made to the offeror whose proposal is determined to be responsive to this solicitation document, meets the eligibility criteria stated in this RFP, meets the technical, management/personnel, and corporate capability requirements, and is determined to represent the best value to icddr,b.

This RFP will use Quality-Cost Based method for proposal evaluation.

Evaluation Criteria	Maximum Score
1. Technical Approach, Methodology and Detailed Work Plan	40
2. Management, Key Personnel, and Staffing Plan	30
3. Corporate Capabilities, Experience, and Past Performance	30
Total Technical Score	100

** Offeror who do not obtain 75% score on technical evaluation, will not be considered eligible for financial evaluation.

** Award recommendation will based on “Lowest Responsive”.

1.13. Bid & Performance Security:

- a. With technical proposal, Offeror shall submit **BDT10,000** as bid security (Refundable).
- b. Within Seven (7) days from the date of acceptance of the Notification of Intent (NOI), the successful Tenderer shall furnish the Performance Security in the form of a Bank draft, pay order or an irrevocable Bank Guarantee (valid until a date twenty eight (28) days beyond the Intended Completion Date) for an amount of **10% (Ten) percent of the total Contract Price**.

1.14. Invoice & Payment:

A Contractor providing Services under a Standing Offer Arrangement shall provide to the Ordering Officer a Tax Compliant Invoice showing the value of the Services completed.

Payment milestone could be as mentioned but not limited to:

Instalment	Milestone	Amount (% of total value)
1 st Instalment	After completion of staff training and submission of training report.	30%
2 nd Instalment	After completion of household listing, 1 st phase of data collection and progress report.	30%
3 rd Instalment	After collection of the final phase of data collection and progress report.	30%
Final Payment	After delivery of a cleaned data set, completion of the assignment and final report.	10%

icddr,b shall make payments within thirty (30) days of receipt of claims that are correct and in order for payment verified by service receiver. Failure by icddr,b to pay the amount payable at the due time will not be grounds to vitiate or avoid the Contract. Any pre-payment option is not allowed.

The payment of monies pursuant to this clause shall not be taken as evidence against, or as an admission by icddr,b that the Services have been executed in accordance with the Contract or the value thereof, but shall be taken to be payment on account only.

Failure by icddr,b to pay the amount by the due date will not be grounds to vitiate or avoid the contract.

1.15. Negotiations

icddr,b will award any contract solely on the basis of the original offers received. However, icddr,b reserves the right to conduct discussions, negotiations and/or request clarifications prior to awarding a contract.

Furthermore, icddr,b reserves the right to conduct a competitive range and to limit the number of Offerors in the competitive range to permit an efficient evaluation environment among the most highly-rated proposals.

“Lowest Responsive” Offerors, as determined by the technical evaluation committee, may be asked to submit their best prices or technical responses during a competitive stage. At the sole discretion of icddr,b, offerors may be requested to conduct oral/visual presentations. If deemed an opportunity, icddr,b reserves the right to make separate awards per component or to make no award at all.

Section 2: Scope, Objectives, Deliverables, and Deliverables Schedule

Scope under “Scaling up of segmented-client approach for improving the use of long acting reversible contraceptive and permanent methods in Bangladesh” project:

Survey implementation

The objective of the survey is to collect baseline quantitative data on socio-demographic background of MWRA (married women of reproductive age); their birth and reproductive history; contraceptive use (source, current practice, follow up received, and future plan for using contraception); client and provider interaction at in the intervention (Gurudaspur) and comparison area (Lalpur) in Natore district. As per the calculation, the sample size required for the household survey to detect change in the selected family planning parameters, the required sample size for household survey is 1,500 MWRA from each of the intervention and comparison upazilla (a total of 3,000 MWRA).

Study sites

In the first year of this implementation research, the intervention will be implemented in Gurudaspur upazila of Natore district. In 2nd year, the intervention will be scaled up in Singra upazilla of Natore district while Lalpur upazilla of the same district will serve as comparison area. However, the baseline survey will be conducted in Gurudaspur (intervention area) and in Lalpur (comparison area) upazilla only.

Under the scope of the work, the specific responsibilities of the agency include the following:

- To implement key aspects of the sampling strategy, including intensive household listing;
- To participate in the revision and finalization of all the questionnaires, including translation of the questionnaire into Bangla;
- To prepare data collection instruction manual (Bangla and English version) with operational guideline for listing, survey and supervisory staff on implementation of sampling strategy; conduction of household listing; survey data collection; monitoring and supervision; quality check activities; data entry, processing and editing ; reporting requirements for listing , survey and supervisory staff;
- To prepare field implementation manual for interviewers and supervisors (bangle and English version)
- To organize and conduct the pre-test of questionnaires;

- To document and report the pre-test results
- To prepare detailed work plan and timeline of all activities
- To print final questionnaires;
- To organize field work activities;
- To conduct the household listing
- To collect information from households and women using the survey questionnaire
- To recruit and organize training of the field work team (with the participation of icddr,b staff)
- To provide required ethics/human subject protection training to all staff involved in survey activities;
- To conduct field work with appropriate monitoring and supervisory and quality check activities;
- To conduct data entry, processing, and editing;
- To conduct appropriate quality checks at different stages of field work, data entry and data management process;
- To prepare preliminary and final datasets with appropriate documentation; and
- To draft a report describing all data collection and data management procedures, supervisor observations/comments, and limitations/problems encountered.

Following are the details of the activities that the agency is expected to carry out.

Household survey

A survey of MWRA between 15-49 years will be conducted in Gurudaspur and Lalpur upazilas in Natore District. As it has been described above minimum 1500 MWRA needs to be surveyed in each upazila (total 3000 MWRA). Under the Expanded Programme on Immunization (EPI) of Bangladesh, EPI has 24 clusters in each union with around 225 households in each cluster. Gurudaspur upazilla of Natore district has 6 unions under it and hence 144 (6x24) EPI sites. Similarly, the control upazilla Lalpur has 10 unions under it and 240 (10x24) EPI clusters. Based on the EPI clusters of households, eight clusters from each of the 6 Unions in Gurudaspur and five clusters from each of the 10 Unions in Lalpur will be randomly selected. A total of 98 clusters; 48 (6x8) from Gurudaspur and 50 clusters from Lalpur (5x10) will be randomly selected for household survey.

The selected firm will make a list of all the households from each of the selected clusters. Approximately a total of 34 households will be randomly selected from each of the

selected clusters to cover the required 3,332 households (34x98) and to record basic demographic and socioeconomic information of the household members. All currently married women of reproductive age of the selected households will be interviewed by female interviewers to collect their reproductive health and family planning information. An interview will take about one hour on an average. We expect that there will be around 3,150 currently married women who will be interviewed from the 3,332 households in the survey.

Table 1: Sample size for household survey (Approximate)

	Intervention area	Comparison area	Total
MWRA (15-49 years)	1575	1575	3150

The fieldwork responsibilities will include: household listing; administering individual-level instruments (per within-cluster sampling rules and interview procedures to be developed under the oversight of icddr,b).

Household listing

Once the primary sampling units (EPI clusters) have been selected, the survey agency will organize teams to visit all of these selected areas to list all the households within the area. For each household, the firm will complete census of MRWAs between ages 15 and 49 and record age and marital status. These lists will be used to select individual households with MRWAs aged 15-49 for interviewing. icddr,b will have the authority to supervise the household selection process. The survey agency will be responsible for organizing training for the listing teams in Dhaka for 3-4 days. Listers will be trained to find the selected enumeration areas, to fill the listing forms and to make sketch maps of the areas. The firm will develop the listing form in icddr,b prescribed format. The training will include practical exercises in the field to demonstrate proper procedures. The agency will develop a brief listing manual in English and Bangla for use in the lister training. This manual will be subject to review and approval by icddr,b. Listers will then work in teams and make lists of the names of the heads of all households living in the selected sample points, and make a sketch map of the area, according to the protocols in the listing manual. The listers can be male or female.

Survey tool

Data will be collected through a one to one interview by using a survey tool (Baseline Household Survey- MWRA questionnaire). The questionnaires will have sections that will collect socio-demographic information on MWRA and her husband; reproductive and birth history; contraception; client- provider interaction. It is expected that the Household Questionnaire will take about 45 minutes to administer.

icddr,b will provide the questionnaire in English. The consultant will be responsible for translating the questionnaires into Bengali and for arranging for back-translations from Bengali into English in order to verify the accuracy of the Bengali translation. All problems arising in the translation should be resolved before the pretest. The consultancy agency

will be responsible for pre-testing of the survey instruments outside the segments drawn in the sample. These pretests will occur under the supervision and guidance of icddr,b. At least 50 households and available MWRAs in these households will be interviewed in the pretest. The results of this pretest will be used to modify the survey instruments as necessary. All changes in the questionnaire after the pretest shall be decided after holding discussion with icddr,b. If necessary, the consultant will conduct follow-up pre-tests as per the instructions and under the guidance of icddr,b.

Other technical documents to be prepared by the consultancy firm for the survey include:

- Interviewers' and supervisors' manuals (English and Bangla)
- Household listing forms and,
- Interviewer and supervisor assignment sheets for fieldwork
- Detailed work plan and timeline of activities

The agency will be responsible for printing of listing form, survey questionnaires, interviewers' and supervisors' manuals under close coordination, direction and authorization of icddr,b.

Quality control of fieldwork

Quality control will be assured through supervision and monitoring of data collection teams during fieldwork. Team leaders will be responsible for the performance of their teams. In addition to the internal supervision of each field team (by the team leader), they will maintain close contact with the teams under their responsibility and with headquarters staff and survey manager. Field coordinators will carry out spot checking re-interview, editing, and troubleshooting and necessary quality control checks as per the implementation manual.

In addition, a set of data quality tables will be run at the central office on a weekly basis. These tables will be specially designed to detect systematic errors made by individual interviewers and specific interviewing teams. Data collection errors that will be detected will be discussed with the concerned interviewers and interviewing teams to ensure that the problem does not persist.

Data entry and processing

After field editing and correction in the field, the questionnaires will be sent to the consultancy agency's central office for logging in and supplementary editing prior to data entry. Data entry and editing is expected to commence approximately one week after the data collection begins and to be completed approximately one month after the end of the data collection. All data will be entered twice (100 percent verification) with discrepancies resolved through referral to the original questionnaire. Once all errors have been corrected, a copy of the clean data will be provided to icddr,b for further checking and tabulation.

Data entry, editing, cleaning and processing will be done using standard software and will be the responsibility of the consultant agency. The consultant will develop the software for data processing and to be approved by icddr,b. Data editing should include the checking of range, structure and a selected set of checks for internal consistency. All errors detected during machine editing should be corrected.

Data storage and access to data

The agency will ensure that collected data is properly stored and backed up ensuring it is not damaged and lost in any form. The agency will work closely with icddr,b and allow them the full access to the stored data. No data will be disclosed by the agency to any organization or individual at any stage of the data collection without consulting icddr,b.

Survey Team: Minimum Qualifications and Experiences

The agency will be responsible for implementing the day-to-day technical operations of the survey, including recruitment and training of enumerators, data collectors (as per specification of icddr,b), data entry and cleaning and the supervision of the office and field operations.

The consultant firm should have key professionals (Table 2) and other staff for implementation of the survey. However, consultant firm is highly encouraged to propose other cost effective option(s) offering value for money.

Table 2: Minimum qualification and experience for the key positions

Key Position	Education	Experience and Major Responsibilities
Team Leader (1)	University degree, PhD in Economics/ Statistics/Demography/Public Health/MBBS	<ul style="list-style-type: none"> • Should be a senior member of the implementing firm with considerable experience (at least 15 years) with surveys and be sensitive to the potential pitfalls of survey research. • Should have a strong sense of teamwork and cooperation. • Should be sufficiently free from competing responsibilities to devote a considerable time in the survey. • Should be available to work, in combination with other support staff, on the survey (including planning and training stages) to ensure full knowledge of the content of the survey and support for all the decisions that need to be taken. • Familiarity with icddr,b and USAID procurement and other rules. • Lead surveys focusing on family planning will be an added advantage
Survey Manager/ Technical Coordinator	University degree or MBBS. Post-graduation/ diploma in	<ul style="list-style-type: none"> • Considerable experience in survey research activities (at least 10 years) and must be senior enough to make decisions in absence of the team leader.

Key Position	Education	Experience and Major Responsibilities
(1)	public health/ Economics/ Statistics/ Sociology preferable	<ul style="list-style-type: none"> • Should be available to have primary responsibility for the day-to-day operations of the survey and be available to devote of his/her time to survey management and supervision. • Must play the role of the Survey Manager which extends beyond organizational and decision-making responsibilities and includes participation in the “hands-on” aspects of survey implementation. • Should be capable to take the charge of ensuring the completeness of the sample list, questionnaire design and finalization, pre-test, training of enumerators, training of data collectors, survey fieldwork and must be able to work efficiently in the central as well as in the field level and takes the authority to make changes in the field teams if necessary. • Should be flexible and poses an approachable personality to solve issues related to fieldwork, but at the same time be strict in expecting teams to collect high quality data. • Should be available full time during training, pre-testing and fieldwork to verify pre-test, main training and preparation for fieldwork and half-time to travel for supervision of the fieldwork. • Must be available to help resolve technical issues that might arise in the field, whereby the field teams might need guidance in resolving inconsistencies. • Following the collection of data, he/she should working with the data processing team to check for inconsistencies, and secondary editing of data.
Data Management Specialist/ Programmer/ Statistician (1)	Graduate in Statistics with technical expertise in the areas of programming and data processing system	<ul style="list-style-type: none"> • Should be knowledgeable about survey research. • Should have experience in developing data entry program and managing large databases. • Should be responsible for managing the data processing operation and for supervising the work of the data processing team (comprised of data entry personnel, IT expert, DP/IT assistants and office editors). • Should be responsible for finalizing the survey data set, and must therefore be capable to handle the secondary editing

Key Position	Education	Experience and Major Responsibilities
		<p>tasks.</p> <ul style="list-style-type: none"> • Should work very closely with the Survey Manager/Technical Coordinator during secondary editing and finalization of data sets. • Should be responsible for communicating with data collectors in the field if there are any issues related to data. • Should be available full time from pretest to finalization of data sets; • Should work very closely with icddr,b team thorough out the survey. • Should be responsible for implementing key aspects of the sampling strategy, including household mapping, listing and provision of information for sampling weight calculation for both project and non-project comparison areas;

Note: Data collectors should be a female with bachelor degree.

Deliverables:

- A copy of the final data collection questionnaires (Bangla version)
- A copy of the data collection instruction manuals (Bangla and English version)
- Detailed work plan and timeline of activities
- Listing manual
- Report on pre-testing
- Weekly reports on training activities
- Biweekly reports on field work preparations and progress
- Biweekly monitoring and evaluation report from supervisors
- Biweekly reports on data entry and processing progress, including reports of quality check results
- Weekly report on supervisor observations/comments, and limitations/problems encountered during the first month of the household survey and bi-weekly reports thereafter

- Cleaned and fully labeled data set (in a CD or pen drive) in STATA or other agreed upon software
- A copy of the codebook and any other data documentation
- Both soft and hard copies of questionnaire and all raw data
- Provision of secured storage of all completed questionnaires, electronic files and other materials produced by this activity;
- Financial invoice

Table 3: Time line of activities

Key Activities	March 2018		April 2018		May 2018	
	1-15	16-31	1-15	16-30	1-15	16-31
Prepare data collection instruction, filed implementation manual and other instruction materials	X	X				
Training of interviewers for survey		X				
Pre-testing and finalization of data collection tools		X				
Household listing			X	X		
Household and MWRA survey			X	X	X	
Data entry/data cleaning			X	X	X	X
Delivery of final cleaned data set						X

Annex 1:

Sample Cover Letter

[Offeror: Insert date]

Director, SC&FM
icddr,b
68 Shaheed Tajuddin Ahmed Sharani
Mohakhali, Dhaka 1212
Bangladesh

Reference: Request for Proposals # icddrb/SCM/OTM/2018/06

Subject: [Offeror: Insert name of your organization]'s technical and cost proposals

Dear Sir:

[Offeror: Insert name of your organization] is pleased to submit its proposal in regard to the above- referenced request for proposals. For this purpose, we are pleased to provide the information furnished below:

Name of Organization:

Type of Organization:

Taxpayer Identification Number:

VAT Number:

Address:

Telephone:

Bid Security ref. and date

Fax:

E-mail:

As required by section 1, 1.3, we confirm that our proposal, including the cost proposal will remain valid for 180 calendar days after the proposal deadline.

We are further pleased to provide the following annexes containing the information requested in the RFP:

I. Copy of registration or incorporation in the public registry, or equivalent document from the government office where the offeror is registered.

- II. Copy of company tax and VAT registration, or equivalent document.
- III. Copy of trade license, or equivalent document.
- IV. Evidence of Responsibility Statement.

Sincerely yours,

Signature

Annex 2:

Guide to Creating a Financial Proposal for a Fixed Price Contract

The purpose of this annex is to guide offerors in creating a budget for their cost proposal. Because the contract will be funded under a United States Government-funded project, it is important that all offerors budgets conform to this standard format. It is thus recommended that offerors follow the steps described below.

Step 1: Design the technical proposal:

Offerors should examine the market for the proposed activity and realistically assess how they can meet the needs as described in this RFP. Offerors should present and describe this assessment in their technical proposals.

Step 2: Determine the basic costs associated with each deliverable:

The cost proposal should provide the best estimate of the costs associated with each deliverable, which should include labor and all non-labor costs.

Under no circumstances any cost information can be included in the technical proposal. No cost information or any prices, whether for deliverables or line items, can be included in the technical proposal. Cost information must only be shown in the cost proposal.

Step 3: Create a budget for the cost proposal:

The budget period should follow the technical proposal period. A sample budget is shown on the following page.

Step 4: Write Cost Notes:

Cost proposal shall be accompanied by written notes that explain each cost line item and the assumption why a cost is being budgeted as well as how the amount is reasonable.

Sample Budget:

Offerors should revise the budget line items accordingly in response to the technical and cost requirements of this RFP.

To: Director, SC&FM
icddr,b
68 Shaheed Tajuddin Ahmed Sharani, Mohakhali
Dhaka 1212

Dear Sir:

We, the undersigned, offer to provide the consulting services for [*Insert title of assignment*] in accordance with your Request for Proposal dated [*Insert Date*] and our Technical Proposal. Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures*]. This amount is inclusive all regulatory levies **and VAT**. Respective VAT amount is shown in separate cost head in the cost proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

SUMMARY OF COST PROPOSAL

<i>Item</i>	Costs
	<i>In BDT</i>
Total Personnel Cost :	
Total Operational Cost	
VAT Amount :	
Grand Total :	

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Company Seal/stamp: _____

COST BREAKDOWN FOR PERSONNEL

Local Staff Cost Head	Number of Person	Number of days	Total Cost
Team Leader			
Survey Manager/Technical Coordinator			
Data Management Specialist/ Programmer/ Statistician			
Total Personnel Cost :			

- ☐ Key Professional Staff should be indicated individually; Support Staff should be indicated per category.

BREAKDOWN OF OPERATIONAL EXPENSES

N°	Description ¹	Unit	Number of Units	Total Cost
1	Per diem allowances			
2	Travel expenses			
3	Drafting, reproduction of reports			
4	Equipment, instruments, materials,			
5	Use of computers, software			
6	Office rent, clerical assistance			
7	Training cost for Data Collectors			
8				
9				
10				
11	Grant Total			

☐ All cost will be mentioned in BDT

Evidence of Responsibility Statement

1. Authorized Negotiators

Offeror will confirm their official negotiator and signatory for who are authorized to represent the offeror in negotiation of this offer in response to this RFP.

List Names of Authorized signatories:

1. (Name & Designation):
2. (Name & Designation):

These individuals can be reached at:

Address :
Telephone/Fax :
Email address :

2. Adequate Financial Resources

Offeror will submit evidence to proof their adequate financial resources to manage this contract, as established by audited financial statements for last three years (OR equivalent) with the proposal.

3. Adequate Human Resources

Offeror will submit evidence to proof their adequate human resources to manage this contract.

4. Record of Performance, Integrity, and Business Ethics

Offeror should confirm that they have no allegations of lack of integrity or of questionable business ethics.

5. Equipment and Facilities

Offeror should state they have necessary facilities and equipment to carry out the contract with specific details as appropriate per the contract SOW.

7. Eligibility to Receive Award

Offeror should state that they are qualified and eligible to receive an award under applicable laws and regulation and that they are not included in any list maintained by the US Government of entities debarred, suspended or excluded for US Government awards and funding. The Contractor should state whether they have performed work of similar nature under similar mechanisms for USAID.

8. Cognizant Auditor

Offeror should provide Name, address, phone of their auditors – whether it is a government audit

agency or an independent firm.

10. Acceptability of Contract Terms

Offeror should state its acceptance of the proposed contract terms.

11. Organization of Firm

Offeror should explain how their firm is organized on a corporate level and on practical implementation level, for example regionally or by technical practice.

Signature: _____

Name: _____

Title: _____

Date: _____