



Shaping a more livable world.

To: Offerors

Date: April 28, 2023

From: Integrated Natural Resource Management (INRM) Activity; Implemented by DAI Global LLC

Subject: Request for Proposals (RFP) INRM-024: RESTORE Social Data Baseline Assessment

Due: 5:00PM Eastern Standard Time (ET) on **June 2, 2023**

Dear Offerors:

Enclosed is a Request for Proposals (RFP) to support the implementation of DAI's INRM project funded by the United States Agency for International Development (USAID). DAI invites you to submit a proposal for the work as described in the attached Statement of Work.

- I. **RFP Process and deadlines:** This solicitation will result in the award of a fixed price subcontract. We anticipate issuing a single subcontract for the implementation of this scope of work.
 1. Submission of Questions – Questions must be submitted no later than **5:00 pm ET on May 10, 2023** via email to INRM_Procurement@dai.com copying Stephanie_Schwartzkopf@INRMproject.com.
 2. Submission of Proposal – Proposal must be submitted no later than **5:00 pm ET on June 2, 2023** via email to INRM_Procurement@dai.com copying Stephanie_Schwartzkopf@INRMproject.com. The subject line of the email should be your organization name, followed by "Submission under INRM-024: RESTORE Social Data Baseline Assessment". Please certify in your submission email a validity period of 60 days for the price(s) provided and include your organization's Unique Entity ID. **The offeror will be required to have a Unique Entity ID so bidders are encouraged to apply now following the attached instructions if they do not already have an Entity ID.** Please limit file submissions to 10 megabytes or less. Proposals must be submitted in English.
- II. **Composition of Proposal:** Your organization's proposal should comprise (1) a Technical Proposal and (2) a Cost Proposal that should be prepared as separate files for independent evaluation, as follows below. Technical proposals should be submitted as a Word document of no more than seventeen (17) pages, 12-point font minimum. Submissions in Word or PDF are acceptable, although PDF is preferred along with an accompanying Word document. Please provide a copy of your cost proposal in Excel format.

Part 1 – Technical Proposal

The technical proposal is composed of the following three (3) sections:

1. **Technical Approach (6 pages)** – The offeror will detail their approach to fulfilling the accompanying Statement of Work (SOW). The approach will clearly indicate how the proposed activities will result in the successful completion of all deliverables and milestones.
2. **Past Performance (3 pages)**–Offerors must submit exactly three (3) past performance reports describing relevant experience to the RESTORE baseline. Each past performance report must include at minimum an overall description of the scope of work, period of performance, the results of the activity, the budget of the activity, and contact information for a reference from that assignment. This experience should reflect institutional capacity, not just that of individual team members. DAI reserves the right to contact references provided in these past performance reports.
3. **Personnel and Staffing (2 pages personnel and 6 pages for CVs)** – Offerors must describe the qualifications of their proposed key personnel against the requirements listed below and must provide CVs for key personnel as part of the technical proposal. The key personnel for this assignment include a Team Leader and Field Manager.
 - a. **Team Lead:** Required qualifications include 8+ years of relevant experience managing large-scale data collection exercises in West Africa. Advanced degree in social science or related field. Experience conducting surveys in topics related to RESTORE preferred, including conservation behavior, natural resource management, sustainable agriculture, and health. Experience with donors or multi-lateral clients also preferred. Fluency in English required.
 - b. **Field Manager:** Required at least 5 years of relevant experience managing large-scale data collection exercises in West Africa, including conducting quality control and managing survey teams for complex surveys. Master’s degree in social science or related field. Experience with US Government donors (USAID; MCC; Dept. of State), UN agencies (e.g. UNICEF), World Bank, and/or MICS and DHS surveys is highly preferred. Fluency in English is required.

Offerors must also describe their approach to ensure that well-qualified supervisors and interviewers are hired. Interviewers should have relevant interviewing experience in household interviewing, and electronic survey administration. Offerors must specify the total number of enumerators and supervisors that will conduct the activity along with the proposed supervisor-to-enumerator ratio. Offerors should state what their minimum qualifications are for enumerators, supervisors, and other field staff, and must also state what proportion of the interviewers and supervisors would be repeat hires with previous experience with the firm. Describe contingencies for staff replacement, should the need arise, during data collection.

Any other positions deemed essential for the successful implementation of the activity should be listed here as well along with required qualifications, approach to recruiting qualified individuals to fill the position(s), and their proposed responsibilities as part of the RESTORE baseline.

A cover page will be considered a non-counting page, should the offeror choose to include one. No additional annexes or documentation are requested now.

Part 2 – Cost Proposal

The contract type for the presumptive subcontract will be a Firm Fixed Price Subcontract, awarded by DAI Global, LLC. Please include your total proposed fixed price along with details for specific deliverable pricing. Cost proposals shall consist of a budget in Excel with traceable, transparent formulas and must include notes/assumptions related to budget inputs. Offerors are required to use the budget template provided. The template must not be substantively altered.

Offerors are also required to submit a Budget Narrative (Word or PDF, 3-page maximum) summarizing key assumptions and inputs in the budget. The Offeror must propose costs that it believes are realistic and reasonable for the work in accordance with the Offeror's technical approach. All cost and financial data should be fully supported, complete in detail, and organized in a manner that facilitates review and permits cost analysis. Budget narrative should include the costs for each data collection activity (GMA and farmer settlement listings, household survey, primary female decision maker survey, headperson survey, farmer survey, FGDs, and KIs) in order to ensure fair comparison.

Bidders must budget for DBA insurance as applicable. Please see AAPD-22-01 for more information on obtaining DBA and cost rates. Please limit file submissions to 10 megabytes or less.

As payment will be made from the United States, our understanding is that VAT is not applicable and should not be included in the cost proposal.

- III. **Evaluation of Proposal:** DAI will use best value determination for the award of this Request for Proposals. A best value determination means that, in DAI's estimation, the selected offer will provide the greatest overall benefit to USAID in response to the requirements stated in this RFP. 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 significantly more important than cost/ price factors. 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. Proposals will be evaluated against a stated number of factors, including the overall proposed approach, past performance, specific qualifications in the identified sectors and other evidence substantiating the bidder's ability to deliver, including budget and time frame considerations.
1. **Technical Proposal:** The Technical Proposal will be scored and evaluated separately from the cost proposal. Technical panel reviewers will evaluate offerors on the following factors, consistent with the offerors' technical proposal. The Technical Proposal will be evaluated against the following criteria:

a. **Technical Approach (40 Points):** This section will be evaluated based on the information presented in the technical approach. The offeror will be scored based on its presentation of a clear and thoughtful approach which reflects the requirements of the scope of work and incorporates the offeror's competencies. The technical approach should clearly set forth *how* offerors plan to develop inception, scoping and final reports. A timeline for carrying out the activity must be included. Specifically Technical proposals will be scored based on

- Adequacy and clarity of technical approach for baseline quantitative and qualitative data collection
- Approach to minimizing refusals & non-response
- Overall approach to fieldwork preparations & enumerator training
- Approach to quality control before, during, and after data collection
- Clear capability for on-time delivery
- Mitigation strategies for any anticipated challenges, risks, limitations

b. **Past Performance (30 Points):** This section will be evaluated based on information presented in the corresponding section of the proposal and any submitted examples of past performance. DAI is seeking a Subcontractor with past experience working on similar large-scale surveys and conducting electronic data collection

c. **Management Plan / Staffing Structure (30 Points):** This section will be evaluated based on the qualifications and relevant experience of proposed staff. Qualifications and experience of proposed key personnel as well as the quality of overall team composition. The proposals should present a clear delineation of the roles and responsibilities of each proposed staff, and the demonstrated efficacy and clarity of the management plan against the proposed milestone schedule.

2. **Cost Proposal:** Cost will be evaluated separately from the technical approach, with due consideration for realism, price reasonableness, and allowability consistent with US Government cost principles. Evaluation for this section will be dependent upon all information presented by the Offeror in their deliverable table and supporting cost information, as well as its alignment with the proposed technical approach.

IV. **Offeror's Agreement with Terms and Conditions:** The completion of all RFP requirements in accordance with the instructions in this RFP and submission to DAI of the technical and price proposals will constitute an offer and indicate the Offeror's agreement to the terms and conditions in this RFP and any attachments hereto. DAI is not required to accept and/or evaluate proposals that do not conform to the instructions of the RFP, and additionally, DAI may reject all proposals and not award a subcontract for this RFP. DAI reserves the right to award a subcontract without discussion and/or negotiation; however,

DAI also reserves the right to conduct discussions and/or negotiations, which among other things may require an Offeror(s) to revise its proposal (technical and/or price). By submitting an offer, Offerors agree to comply with the general terms and conditions for an award, including Representations and Certifications compliance. Offerors must provide full, accurate, and complete information in response to this solicitation. By submitting an offer, Offerors certify that they have not/will not attempt to bribe or make any payment to DAI employees in return for preference. Issuance of this RFP in no way obligates DAI to award a subcontract, nor does it commit DAI to pay any costs incurred by the Offeror in preparing and submitting the proposal. DAI reserves the right to award a subcontract to one organization or to issue multiple awards to different organizations based on the results of our evaluation.

Thank you,

DAI INRM Team

INRM_Procurement@dai.com

Attachment A: Scope of Work

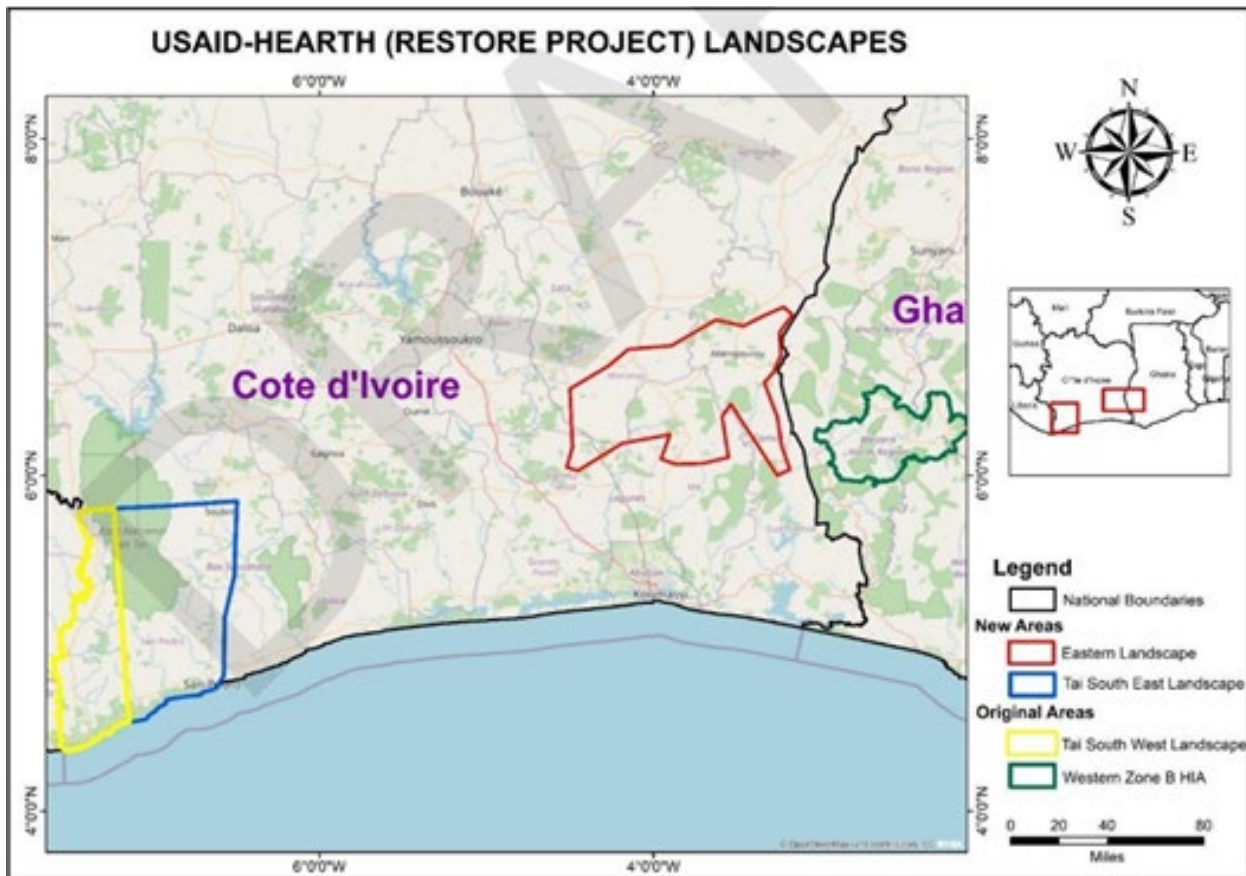
1. Background & Purpose

The United States Agency for International Development (USAID) has commissioned a team under the Integrated Natural Resource Management (INRM) Task Order to design and implement the baseline for an impact evaluation (IE) of the Resilient Ecosystem and Sustainable Transformation of Rural Economies (RESTORE) Activity in 2023. The purpose of the RESTORE Activity is to demonstrate a scalable and regionally replicable model for community-led governance, natural resource management, and biodiversity conservation that aligns with regional and government priorities in cocoa production landscapes in the Guinean forests of Ghana and Côte d'Ivoire. It aims to establish the technical capacity, policy implementation approaches, and economic incentives to bring cocoa producing families, governments, and private sector actors together in a joint endeavor to secure improved livelihoods from cocoa farming, alongside increased tree cover and a scalable contribution to national and corporate emission reductions targets.

RESTORE's specific objectives are:

- **Objective 1:** Increase tree cover on and off farm in the cocoa production landscapes.
- **Objective 2:** Enable effective and inclusive participatory governance for conserving forest and restoring degraded land in the landscapes.
- **Objective 3:** Build capacity and market incentives for farmers to apply climate-smart production practices and increase benefits from cocoa farming for women and young people.
- **Objective 4:** Facilitate economic diversification in cocoa farming communities, creating enabling conditions for economic and social empowerment of women and young people.

The RESTORE Activity will be established and supported in three selected target areas in the Guinean forest with one landscape in Ghana (Sui River Landscape) and two landscapes in Côte d'Ivoire (Eastern Landscape and Tai National Park Landscape).



DAI is responsible for the design and overall technical oversight of the RESTORE Impact Evaluation baseline and intends to subcontract the baseline human-subject data collection to a West African data collection firm. The objective of this request for proposals (RFP) is to solicit technical and cost proposals for this data collection.

The sections that follow further detail the scope of work and technical requirements for this assignment, as well as guidelines for proposal submission. Note that the parameters outlined in this scope of work represent the scope of work currently anticipated but is subject to adjustment. DAI may request updated cost proposals from top offerors based on final details of the scope and sample size to be confirmed in June, following initial review of technical and cost proposals.

2. Scope of Work

DAI is seeking to subcontract a firm able to work in both Cote d'Ivoire and Ghana that is highly experienced in carrying out large-scale household surveys to conduct baseline data collection between in August and September 2023. Offerors must submit proposals that demonstrate a clear understanding of the assignment, address all aspects of the scope of work detailed in the following sections, and clearly demonstrate their ability to complete the work without sacrificing quality, explicitly discussing any relevant trade-offs to be considered as part of the technical approach.

Technical proposals should be organized into three sections: Technical Approach, Personnel, and Past Performance. Requirements for each section are described below.

2.1 Technical Approach

Baseline data collection will include the following key activities: (1) settlement listing to confirm assumptions about settlement name, location and size estimation (NOT a household listing per settlement for sample frame); (2) quantitative surveys including household surveys, women's surveys, village leader surveys and (3) qualitative data collection including key informant interviews and focus groups.

Household/individual-level survey instruments will aim to collect data on agriculture and land, agroforestry and climate-smart agricultural practices adoption, conservation attitude and practice, food insecurity, nutrition and health, governance, collective action, resilience and socio-economic well-being (Including women's empowerment). Household and community survey information collected through the RESTORE IE's human/social data collection will also provide an opportunity to collect data on the individual factors that heighten the risk for viral zoonotic emergence, including human population density, cropland area, forest conversion, frequency of human interactions with wild animals, as well as cultural practices and behaviors, such as wild animal hunting and wild meat supply chains.

As the evaluation design is still being finalized, the number of surveys and interviews is subject to change prior to final award. At the time of the RFP release, DAI is unable to provide the exact location and number of the sampled settlements within the three RESTORE project landscapes. There will be two types of settlements in the sample: 1) settlements in cocoa-farm concentrated areas, and 2) settlements adjacent to Protected Areas such as national parks. The evaluation team is uncertain about the degree of overlap between these two types of settlements at the time of the RFP release (for example, some settlements may be both cocoa-farm concentrated and adjacent to Protected Areas). This information, as well as the distribution of sample settlements across the two landscapes in CDI, will be determined at the end of May. Thus, DAI would like offerors to provide proposals for two different scenarios as show in the below table, with Scenario 1 assuming no overlap, and Scenario 2 assuming significant overlap between the two types:

Data Collection Activity	Scenario 1: No overlap	Scenario 2: Significant overlap
Quantitative		
Settlement Listing	300 Settlements total: 150 in Ghana and 150 in CDI (In each country: 75 cocoa-farm concentrated and 75 PA-adjacent)	200 Settlements total: 100 in Ghana and 100 in CDI (In each country: 25 cocoa-farm concentrated and 25 PA-adjacent, 50 both cocoa-farm concentrated and PA adjacent)
Household Survey- 60 minutes	2250 (15 per cocoa-farm settlement)	2250 (15 per cocoa-farm settlement)
Household Survey- 45 minutes	2250 (15 per PA-adjacent settlement)	750 (15 per PA-adjacent only settlement)

Women's Survey – 30 minute	600 (15 in per settlement in select 40 cacao-farm settlements)	600 (15 in per settlement in select 40 cacao-farm settlements)
Community Leader Survey- 60 minutes	300 (1 per settlement)	200 (1 per settlement)
Qualitative		
Focus Group Discussions- 90 minutes	35	25
Key Informant Interviews- 60 minutes	35 (Landscape-level stakeholders)	25 (Landscape-level stakeholders)

Offerors' technical proposals must be structured into the following sections, addressing all required points described below.

2.1.1. Technical Approach

2.1.1.A. Fieldwork Preparations

Prior to the start of data collection, the Contractor will be required to complete the following tasks. Technical proposals must briefly describe the Offerors' approach to each, as well as any practical or logistical challenges or risks that would be encountered with proposed mitigation strategies.

- Review and comment on the content of the questionnaire
- Provide translation and back-translation from/to French/local language if appropriate. Back-translations must be completed by a third party, who is not involved in the forward translations. The Offeror should include in their proposal whether and what language translation is necessary/recommended as well based on the location of the program landscapes.
- Bug-test the electronic survey program and report issues to DAI
- Field and in-house pre-testing for all instruments/questionnaires prior to training
- Develop interviewer and supervisor manuals for all instruments/questionnaires
- Conduct interviewer training. Proposals must specify the recommended duration, location, and content of field staff training as part of the technical approach. This includes the approach to assessing interviewers' readiness to conduct data collection. DAI team members will attend the training in-person, first conducting a training-of-trainers for lead Offeror staff and then providing oversight throughout the interviewer training. It is recommended that more interviewers be trained than will be required for this data collection activity, so that top-performers are selected, as well as to maintain a pool of back-up interviewers.
- Pilot all instruments/questionnaires, with each interviewer administering at least 1 interview/survey outside the classroom/training setting to provide them with an opportunity to practice administration of the tool(s). Pilot should be conducted with households outside the baseline sample. Report any issues with questionnaire wording, flow, and programming to DAI immediately following this.
- Assess interviewer performance and select the final team.

- Translate and back-translate the final version of the questionnaire following any revisions as a results of pre-test and pilot.

2.1.1.B. Data Collection

Offerors should describe in depth as part of the technical proposal their procedures for conducting the following data collection activities. The training and data collection timeline considerations should include anticipation of how changes in the rainy season may affect the timeline.

2.1.1.B.1. Settlement Listing

The sampled settlements will be spread across the three program landscape areas: 1) Tai National Park Landscape (Côte d'Ivoire), (2) Beki-Bossematie Eastern CDI Landscape (Côte d'Ivoire), (3) Sui River Landscape (Western Zone B HIA) (Ghana) (see map provided above for location). The Offeror must conduct a listing exercise to identify and collect basic information of the sampled settlements within each landscape area. DAI will provide both a list of settlements and map of expected settlement location, but our remotely-gathered sources may be inaccurate. Hence, the ground-truthing listing exercise is required to create an accurate and complete list of all settlements in each area. DAI will program a short electronic form to capture basic information (GPS coordinates, estimated number of households, etc.) which should take no more than 10-15 minutes to complete for each settlement. A listing of all households in each settlement is not required at this stage. The settlement listing must be completed its entirety for each of the three geographic areas before other data collection can commence.

2.1.1.B.2. Household Survey

In each sampled settlement, 15 households per settlement will be randomly selected to complete household surveys. The target respondent will be the primary household decision maker. The surveys should take approximately 60 minutes in coca-farming concentrated settlements, 45 minutes in Protected Area- adjacent settlements, and 60 minutes in settlements that belong to both categories (The coca-farming concentrated settlements will receive an additional detailed module on coca-farming practices and yields). Data will be collected in an electronic form, to be programmed by DAI.

2.1.1.B.3. Women's Survey

In select 40 settlements, 15 women who are primary household decision-makers will be randomly selected to complete the women's survey, which includes the women's empowerment module which should be conducted alone with the respondent. The Offeror should advise contextually appropriate protocol to achieve this aim, including whether these modules should be conducted at the same time as the main household survey. The Women Surveys should take approximately 30 minutes and data will be collected in an electronic form, to be programmed by DAI.

2.1.1.B.4. Community Leader Survey

In each settlement, a community leader survey will be conducted with the local representative of the relevant chief/traditional ruler) for the area. One survey will be conducted for each settlement. The Community Leader Surveys should take approximately 60 minutes and data will be collected in an electronic form, to be programmed by DAI.

2.1.1.B.5. Focus Group Discussions

In addition, 25-35 focus group discussions (FGDs) will be conducted. The table below details potential FGD groups and is subject to change. FGDs should take approximately 90 minutes and will be conducted using a discussion guide provided by DAI. All FGDs must have a lead facilitator and a note-taker. FGDs must be recorded and transcribed verbatim, and transcripts translated into English.

Potential FGD groups	Number of Communities
Women's group	5
Farmer cooperatives	10-20
Land management board representatives	4-5
Natural Resource Governance Community representatives	4-5

2.1.1.B.6. Key Informant Interviews

Finally, 25-35 key informant interviews will be conducted. These Key Informants will be Leaders in Natural Resource Governance of Protected Area and Cocoa-farming areas in each landscape. KIIs should take approximately 60 minutes and will be conducted using an interview guide provided by DAI. All KIIs must have a lead facilitator and a note-taker. KIIs must be recorded and transcribed verbatim, and transcripts translated into English.

2.1.1.C. Data Quality and Monitoring

Offerors should describe in depth as part of the technical proposal their procedures for ensuring quality and monitoring interviewer performance throughout data collection. Required aspects of quality control include daily team debriefs, supervisor direct observation, accompaniments, and back-checks documented according to a tool or form developed by DAI and the firm collaboratively.

At minimum, this section must address measures taken to ensure that interviewers are properly trained and have adequate comprehension of the procedures and survey tool before starting data collection; measures to monitor, supervise, and course-correct the performance of interviewers during data collection; and corrective measures that will be taken in the event of any discrepancies or performance issues during data collection. Note that DAI may at its discretion request replacement of enumerators deemed to be performing inadequately in training or in the field.

DAI will be conducting its own independent quality assurance for the duration of this activity, including high-frequency checks. Subcontractors will be required to respond in a timely manner (no more than 5 business days) to DAI questions regarding data quality control and other measures of data quality assurance.

Firms will be required to reconcile any issues raised by DAI, as well as provide English translations for all text fields in the survey.

2.1.1.D. Confidentiality & Data Security

Offerors must also describe in their technical proposals how they will ensure adequate protection of respondent's confidential and private information during data collection and data security. This includes physical safeguarding of devices and data; or any password-protected, permission-restricted, encrypted, or other methods of protecting data. All field staff will be asked to sign a non-disclosure agreement signifying their understanding of ethical behavior in the field and proper handling of respondents' confidential and private information, including personally identifiable information (PII).

2.1.1.E. Challenges / Risks

Describe any other potential challenges anticipated in successfully implementing the survey not otherwise included above, as well as proposed ways to mitigate these challenges. This could include challenges, risks, or limitations related to seasonality, holidays or observances, difficulties in identifying intended respondents, known limitations in the offerors' proposed sampling approaches, or others.

3. Reporting and Deliverables

The subcontractor will be required to submit the following reports. DAI will provide report templates as guidance to the Subcontractor following execution of a subcontract.

- Inception Report and Comments on questionnaires: 1 week after contract signing
- Translations, Fieldwork manuals and Pre-test Report: 2 business days after completion of questionnaire pre-test
- Training and Pilot Report: following completion of training and the pilot survey
- Weekly Reports: throughout entirety of data collection
- Fieldwork Data Collection Report and Reconciliation of all Data Quality Checks completed: following completion of all data collection

4. Deliverables and Payment Schedule

The Subcontractor will submit invoices according to the payments listed below. Weeks are estimated, and relative to contract signing. Submission dates for each deliverable invoiced and DAI approval dates should be specified on the invoice. Invoices will not be processed prior to DAI accepting deliverables/milestones in writing.

Payment	Deliverables / Milestones	Week (Illustrative)	%
1	Inception Report Comments on Questionnaire(s)	1	15
2	Translations & Back-Translations Pre-Test Report Fieldwork Manuals	3	15

3	Enumerator Training and Pilot Completed All Remaining Fieldwork Preparations Completed	5	20
4	Weekly Reports Final Data Collection Completed	11	25
5	Final Fieldwork Data Collection Report Reconciliation of all Data Quality Checks	13	25
Total	--	--	100%

The subcontractor should budget for all costs associated with performing this work including any travel or other direct costs. Additionally, all deliverables should be in compliance with the INRM Branding and Marking Plan

Attachment B: Templates and Information

Budget Template

Terms and Conditions

Quick Start Guide for Getting a Unique Entity ID

INRM Branding and Marking Plan

DBA Information (see section IV Guidance)