



Shaping a more livable world.

To: Offerors

Date: April 1, 2024

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

Subject: Request for Proposals (RFP) INRM- 040: Resilience Focus Zone (RFZ) Climate Smart Agriculture (CSA) Research Activity

Due: 5:00PM Eastern Standard Time (ET) on **April 15, 2024**

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 firm fixed price subcontract between \$310,000 to \$340,000 USD for this work.
 1. Submission of Questions – Questions must be submitted no later than **8:00 am ET on April 9, 2024** via email to INRM_Procurement@dai.com copying Charlotte_Teeling@INRMproject.com and Stephanie_Schwartzkopf@INRMproject.com.
 2. Submission of Proposal – Proposal must be submitted no later than **5:00 pm ET on April 15, 2024** via email to INRM_Procurement@dai.com copying Charlotte_Teeling@INRMproject.com and Stephanie_Schwartzkopf@INRMproject.com. The subject line of the email should be your organization name, followed by "Submission under INRM-040: Resilience Focus Zone (RFZ) Climate Smart Agriculture (CSA) Research Activity". 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.

To ensure that you receive any amendments to this solicitation please email INRM_Procurement@dai.com copying Charlotte_Teeling@INRMproject.com and Stephanie_Schwartzkopf@INRMproject.com indicating your intent to bid.

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. 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.

Technical Proposal Component	Page limitation
1. TECHNICAL APPROACH	6 pages
2. PERSONNEL	2 pages personnel, plus 6 pages CVs
3. PAST PERFORMANCE	3 pages (1 page each)
TOTAL (including CVs)	17 pages total

Offerors may not use annexes or appendices to circumvent page limitations. 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. 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.

II. Geographic Eligibility

1. INRM's geographic code is 935. In accordance with ADS 310.3.1.1, revised February 6, 2012, Code 935 refers to any area or country including the recipient country, but not excluding any country that is a prohibited source. Further information can be found in ADS 310.
2. Organizations are welcome to submit proposals even if their headquarters are located outside of Mozambique, so long as the location is compliant with INRM's authorized geographic code as stated above and the organization is capable of performing work in Mozambique.

III.

Part 1 – Technical Proposal

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.

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

1. **Technical Approach**– 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. The offeror shall present clear details of their overall approach to fieldwork preparations & enumerator training; approach to minimize refusals and non-responses: approach to quality control before, during, and after data collection and mitigation strategies for any anticipated challenges, risks, and limitations.
2. **Past Performance**– Offerors must submit exactly three (3) past performance reports describing relevant experience to the RFZ CSA Research Activity. 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**– 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 Mozambique. Master’s degree in social science or related field. Experience conducting surveys in topics related to CSA, resilience, and cash transfers preferred, including CSA practices or cash transfers. 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 Mozambique, 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 is highly preferred. Fluency in English is required.

To support the **quantitative survey**, 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.

For the **qualitative interviews (focus group discussions, FGDs)**, offerors must also describe their approach to ensure well-qualified moderators, notetakers, and transcribers. The offerors should state what their minimum qualifications are for these three roles, the specific roles and expectations of these positions are outlined below. The offeror should outline how they plan to staff each listed role given their responsibilities and expectations.

- One Moderator to conduct the following activities:
 - Work with the Field Coordinator and with SI to schedule and/or recruit respondents and identify an appropriate venue for discussions.
 - Facilitate discussions according to the interview guides.
 - Provide input and review of notes taken by the Notetaker and work with the Notetaker to provide a summary of each discussion.
 - Review finalized English transcripts of discussion.
- One Notetaker to conduct the following activities:
 - Receive informed consent from respondents.
 - Record basic demographic details of respondents.
 - Take notes capturing both verbal and non-verbal (attitude/mood of respondents) responses to supplement FGD/KII audio recordings and transcriptions, notes should be electronically captured either during or after discussion.
 - Work with the Moderator to provide a summary of each discussion.
 - Ensure audio equipment is in good working order and recordings are of clear quality.
 - Provide review of finalized English transcripts of discussion.
- Transcriber: This role can be shared by the Moderator/Notetaker or be a separate individual who will listen to, transcribe, and translate to English written form all FGDs. All transcriptions should be reviewed by the Moderator/Notetaker for accuracy. See also the requirements for transcripts in the Quality Assurance section above which may influence the Subcontractor's proposed staffing structure. 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 RFZ CSA Activity.

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 should breakdown each deliverable's associated costs, including all labor and non-labor costs according to expected level of efforts to accomplish each deliverable according to the objectives as laid out in the SOW. Offerors are required to

use the budget template provided. The template must not be substantively altered. The budget should present cost for each data collection activity and the related deliverables separately (quantitative in-person surveys of households and FGDs) in order to ensure fair comparison.

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 explain the costs for each data collection activity.

Please note that DBA insurance is required for all labor outside of the United States.. 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.

Note that we will request the selected offeror to submit relevant cost justification documentation along with the price proposal including recent (redacted if necessary) contracts that substantiate the proposed labor rates or other direct costs included in the cost build-up.

IV. **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. 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 technical approach, past performance, personnel and other evidence substantiating the bidder's ability to deliver, including budget and time frame considerations. 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

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. Offerors must clearly demonstrate their ability to complete the work within the timeframe without sacrificing quality, explicitly discussing any relevant trade-offs to be considered as part of the technical approach. Offerors must NOT copy extensively from the SOW provided below, and points will be reduced for doing so.

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 demonstrated experience conducting similar large-scale surveys as conducting electronic data collection, e.g. leading quantitative in-person surveys of households and qualitative data collection of FGDs. This experience should reflect institutional capacity, not just that of individual team members. Of particular importance is relevant work in the management and implementation of data collection, with methodologies and with populations/locations as those in this scope of work.

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. The Offeror must ensure a diverse and gender-balanced enumeration team with demonstrated capacity to address gender considerations.

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.

To ensure fairness and comparability between Offerors' bids, budget, and budget narratives as part of the cost proposals must specify the costs for each data collection activity to facilitate fair comparison (quantitative in-person surveys of households and qualitative data collection of FGDs). Start-up, training/piloting, and overall management costs can be accounted for separately.

Bidders must budget for DBA insurance as applicable. Please see AAPD-22-01 for more information on obtaining DBA and cost rates.

- V. **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. To see a list of terms and conditions please go to this [link](#).

The selected offeror will be required to comply with all U.S. laws and regulations relating to anti-terrorism, including but not limited to those pertaining to ISIS-Mozambique (IS-M) and any other designated terrorist groups operating inside or outside Mozambique. The offeror will not provide or receive any assistance, including funds, goods or services, to or for the benefit of any entity or individual designated by OFAC as a Specially Designated Global Terrorist (SDGT), including but not limited to IS-M and certain individual leaders, or a Significant Foreign Narcotics Trafficker (SFNTK). The selected offeror will not knowingly provide material support or resources to any entity designated by the Secretary of State as a Foreign Terrorist Organization (FTO), including but not limited to IS-M. The term "material support" includes "any property, tangible or intangible, or service, including currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, and transportation, except medicine or religious materials. Additionally, OFAC sanctions prohibit transactions with any entity that is at least 50% owned by a sanctioned individual or organization, whether individually or in the aggregate, directly or indirectly

- VI. 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. DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate corruption, bribery, collusion or conflicts of interest. Any requests for payment or favors by DAI employees should be reported as soon as possible to ethics@dai.com or by visiting www.dai.ethicspoint.com. Further, any attempts by an offeror or subcontractor to offer inducements to a DAI employee to influence a decision will not be tolerated and will be grounds for disqualification, termination and possible debarment.

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

Statement of Work under RFP INRM-040: Resilience Focus Zone (RFZ) Climate Smart Agriculture (CSA) Research Activity

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 resilience and food security focused activities in Mozambique's Resilience Focus Zone (RFZ).

In 2022 USAID Mozambique launched a series of Resilience and Food Security related activities for which very intentional sequencing, layering, and integrating was a key component of their implementation strategies. One approach to layering is a geographic focus. Specifically, the majority of these new activities will be implemented in the newly identified Resilience Focus Zone (RFZ) of Zambezia and Nampula provinces. In addition, the Feed the Future Zone of Influence is expected to be designated within the RFZ, and thus the location where USAID's FTF portfolio aims to have the largest impact on poverty, hunger, and malnutrition. Two of these activities include:

1. RESINA

A five-year program working to improve resilience in 12 districts in Nampula and Zambezia through a market systems development approach integrating climate change adaptation. The activity is working with the private sector to increase availability of high-quality, climate-smart agricultural inputs and technologies.

2. Give Directly Resilient Food Security Activity (RFSA)

A Cash Transfer activity being expanded from Sofalato Nampula that will partner with RESINA to promote resilience and food security. Unconditional cash transfers will be delivered to households in agricultural communities of Mogovolas district in the Nampula province. The program aims to build economic resilience, empower women, and increase the adoption of climate-smart agricultural practices to enable more productive and resilient farming.

Using mobile money, Give Directly will deliver \$1,000 to 4,300 households at key moments in the agricultural calendar – before planting season (transfer in November), before harvest season (transfer in March), and transfer split evenly between the two seasons. Households will be free to choose which family member will receive the cash transfer, although the implementing partner will encourage them to select female recipients and engage in participatory decision making on spending. It is anticipated that increased household financial resources through Give Directly as well as increased availability of agricultural technology through RESINA will lead to adoption of improved farming practices. These methods are expected to increase the resilience of farming practices against environmental challenges, increase adoption of climate smart agricultural practices, and enhance the overall productivity and sustainability of agriculture in the region.

These two activities are ideally situated to learn about the impact of cash transfer on climate smart agriculture (CSA) technologies, resilience, and food security within the RFZ which is supported by data and evidence, not just anecdotes, and could inform future USAID activity designs. Comparisons between groups that receive the cash transfer at different key moments in the agricultural calendar will allow an opportunity to understand the effect of transfer timing on agricultural outcomes.

The following preliminary learning questions will be used to guide the research and they may be further refined.

1. How does the timing of cash transfers impact the adoption rate of targeted CSA approaches?
 - Targeted CSA technologies include no till agriculture, intercropping (with leguminous crops), crops storage, use of improved seeds, and potentially additional approaches.¹
2. How does the adoption of targeted CSA approaches impact agriculture outcomes?
 - Output, yields, and sales
 - Value of agriculture related financing and debt
3. How does the cash transfer impact off-farm activities and diversification of livelihoods?
4. How does the timing of cash transfers impact food security and resilience outcomes?
 - FIES and its individual components
 - Resilience Indicators (absorptive, adaptive, and transformative)
 - Savings and other household assets

The research team is working with USAID and the implementing partner of RESINA and Give Directly to design a randomized control trial (RCT) on the effects of cash transfers on food security, resilience, CSA practices, and agricultural outcomes. The recipients of Give Directly \$1,000 cash transfers will be randomly selected into three different groups to better understand how the timing of cash transfers impacts these outcome: (1) pre-planting cash transfer (November 2024), (2) at harvest cash transfer (March 2025), and (3) control group (transfer after the completion of endline data collection). This research will combine quantitative surveys of households in the Mogovolas district where RESINA and/or Give Directly are implemented, and qualitative data of male and female heads of households.

DAI is responsible for the design and overall technical oversight of the RFZ Impact Evaluation baseline and intends to subcontract the baseline human-subject data collection to a data collection firm based in Mozambique. 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.

¹ The details of the CSA technologies to be selected for the study will be determined in consultation with the implementing partners, however will likely will be similar to those listed.

2. Scope of Work

DAI is seeking to subcontract a firm able to work in Mozambique that is highly experienced in carrying out large-scale household surveys to conduct baseline data collection between July and August 2024. It is important to note that all data collection **must** be completed by **August 30th** because a small amount of cash will be sent to the cash transfer recipients in September. 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) quantitative in-person surveys of households, and (2) qualitative data collection of FGDs.

The household survey is expected to last approximately 90 minutes and will collect data on household spending and savings, assets, food security and resilience, climate-smart agricultural practices adoption, and agriculture outcomes. Surveys will be conducted in around 80 communities within the Mogovolas district.

Households will be organized into focus groups to discuss household spending and savings, assets, food security and resilience, climate-smart agricultural practices adoption, and agriculture outcomes. Male and female household members will be formed into separate focus groups. FGDs will be conducted in 14 communities out of the 80 communities sampled for the household survey.

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, quantitative and qualitative data collection will be conducted in around 80 communities within the Mogovolas district. DAI is unable to provide the exact number or the list of the communities sampled for the data collection within the Mogovolas district, but this list will be available prior to the final award.

Data Collection Activity	Anticipated Sample Size
Quantitative – in-person	
Household Survey- 90 minutes	2,000 (around 25 per community)
Qualitative	
Focus Group Discussions – 90 minutes	28 (1 female FGD and 1 male FGD in 14 communities)

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.

- Obtain local research clearances and permits from local entities, including a Mozambique-based Institutional Review Board (IRB) as needed, to enter the data collection area and collect data. Approval letters from these authorities should be used by the Subcontractor during fieldwork to justify enumerator presence in local areas.
- Review and comment on the content of the questionnaires.
- Provide translation and back-translation from/to Portuguese/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. Proposal must specify how the Offeror will ensure a gender-balanced enumeration team to address gender considerations, especially for the staff that will be leading the FGDs. In addition, local language spoken in the Mogovolas district should be considered for selecting the final team.
- Translate and back-translate the final version of the questionnaire following any revisions as a result of pre-test and pilot.

2.1.1.B. Data Collection

All data collection ***must*** be completed by **August 30th** because a small amount of cash will be sent to the cash transfer recipients in September. Offerors should describe in depth as part of the technical proposal their procedures for conducting the following data collection activities.

2.1.1.B.1. Household Survey

From the sampled communities, a total of 2,000 households will be selected by DAI to complete the household surveys. Around 25 households will be selected from approximately 80 communities. The households selected for the survey will be allocated to one of the three groups based on their timing of the anticipated cash transfer:

- 1) Households selected to receive cash transfer of \$1,000 in November 2024 (hereafter referred to as the 'November group')
- 2) Households selected to receive cash transfer of \$1,000 in March 2025 (hereafter referred to as the 'March group')
- 3) Household selected to receive cash transfer of \$1,000 later in Fall 2025 (hereafter referred to as the 'control group').

Households targeted for the survey will be selected prior to data collection based on the information gathered from the GiveDirectly team's enrollment process. From each household, target respondent will be the anticipated recipient of the cash transfers based on the GiveDirectly team's enrollment information. The surveys should take approximately 90 minutes and data will be collected in an electronic form, to be programmed by DAI.

2.1.1.B.2. Focus Group Discussions

In addition, a total of 28 FGDs will be conducted from 14 pre-selected communities. In each community selected for the FGDs, two FGDs will be arranged, one with only male household members and one with only female household members. The participants of the FGDs will be the anticipated recipients of the RFSA cash transfer. Fourteen with male household members and 14 with female household members. 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.

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.

For accompaniment, supervisors will achieve a minimum of 20 percent spot checks and 5 percent accompaniment of each enumerator with special focus during the first week of data collection. All interviewers should be directly observed by a Supervisor at least once during the first week of data collection. Observations will be summarized in an accompaniment form developed by DAI. Supervisors may re-conduct household surveys in the event that any enumerator is suspected of fraudulent behavior.

For back-checks, the Subcontractor will conduct back-checks on at least 10 percent of the total sample of household surveys, using a back-check tool developed by DAI. The Back-check survey is a subset of survey questions that will take 10 minutes to administer. Back-check surveys should not be made available to enumerators and back-checks should be conducted by separate teams from the enumerators. The Subcontractor is expected to work collaboratively with DAI to determine the allocation of back-checks throughout data collection.

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

All data collection ***must*** be completed by **August 30th** because a small amount of cash will be sent to the cash transfer recipients in September. 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
 - Inception Report must include at minimum detailed plans/protocols regarding staffing structure, permissions and clearances, equipment, training and piloting, data collection and fieldwork plans, quality assurance, risks and mitigation, and workplan with timeline.
- Translations & Back-Translations of questionnaires/guides, Fieldwork manuals and Pre-test Report: 5 business days after completion of questionnaire pre-test
 - English questionnaires/guides should be translated and back-translation from/to Portuguese/local language if appropriate. Back-translations must be completed by a third party, who is not involved in the forward translations.

- Pre-test Report to include at minimum description of site selection and sampling approach/household selection, general observations/issues/challenges, question-specific observations/issues/challenges, and outstanding requests for DAI.
- Fieldwork Manuals to include at minimum background information/context on the evaluation, sample selection/strategy, informed consent and respondent protections, performance and duties of interviewers, general interviewing procedures/best practices, data quality procedures, general concepts and definitions, and high-level walk through of the survey modules.
- Local research clearances and permits for data collection: 1 week before data collection
- Training and Pilot Report: following completion of training and the pilot survey
 - Report to include at minimum details regarding the field team training, including final schedules, and summary of steps that have been taken in fieldwork preparations, general observations/issues/challenges, question-specific observations/issues/challenges, final team composition and outstanding requests for DAI.
- Weekly Reports: throughout entirety of data collection
 - Weekly reports to include summary of progress in data collection and quality control for all field teams, issues/challenges and mitigation.
- Fieldwork Data Collection Report and Reconciliation of all Data Quality Checks completed: following completion of all data collection
 - Fieldwork Data Collection Report to include at minimum final count/description of all data collection activities completed, final count/description of all quality checks completed, final list of issues/challenges and mitigation.
 - Data Quality Checks includes at minimum addressing issues from accompaniments and back-checks, verifying/correcting outliers, translating any open text fields into English, logic/consistency checks and any other high-frequency checks determined during inception.

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	10
2	Translations & Back-Translations Pre-Test Report Fieldwork Manuals	3	10
3	Local research clearances and permits for data collection	5	15
4	Enumerator Training and Pilot Completed All Remaining Fieldwork Preparations Completed	5	20
5	Weekly Reports Final Data Collection Completed	13	20
6	Final Fieldwork Data Collection Report Reconciliation of all Data Quality Checks	15	25
Total	--	--	100%

The subcontractor should budget for all costs associated with performing this work including any travel or other direct costs.