

Request for Proposal (RFP)

Reference Number and Title: Ref No. 202403. USAID Host and Impacted Community Resilience Activity (HICRA) Baseline Survey

RFP Issue Date: October 20, 2024

Proposal Submission Deadline: November 03, 2024

Contracting Entity: Friends in Village Development Bangladesh (FIVDB)

Place of Performance: Dhaka, Bangladesh

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Bidders are encouraged to read this RFP and all attachments in its entirety paying specific attention to the instructions and requirements. Issuance of this RFP does not in any way obligate FIVDB to award a contract, nor does it commit FIVDB to pay for costs incurred in the preparation and submission of a proposal. All recipients of this RFP shall treat all information and details included herein as private and confidential.

SECTION 1: Introduction and Eligibility of Bidders

Introduction

Friends in Village Development Bangladesh (FIVDB) is leading the USAID Host and Impacted Community Resilience Activity (HICRA) awarded in June of 2024. FIVDB is seeking to procure the services of a survey firm/research organization to conduct a baseline survey in HICRA's targeted area.

Please respond to this email at hicra.procurement@gmail.com to confirm your interest in submitting a technical and financial proposal for completing the work described below. All questions and/or clarifications regarding this RFP must be submitted via email to hicra.procurement@gmail.com with copy to: kanizshahela@gmail.com no later than October 25, 2024 with the subject heading "HICRA Baseline Survey Proposal Ref No. 202403." Final technical and cost proposals are due November 03, 2024 to hicra.procurement@gmail.com with copy to: kanizshahela@gmail.com with the subject heading "HICRA Baseline Survey Proposal Ref No. 202403." FIVDB has the right to select one, two or no applicants for this assignment. No phone calls or in-person inquiries will be entertained; all questions and inquiries must be through email communication.

This document provides a brief overview of the activity and the context, followed by expected requirements of the baseline study.

Eligibility of Bidders

This RFP is open to entities that are deemed capable of implementing the scope of work, with a solid record of integrity and business ethics, and that meet the eligibility requirements stated in this Section.

Bidders that submit proposals in response to this RFP must meet the following requirements:

- 1) Be a non-government entity (for-profit and non-profit companies, non-governmental organizations (NGOs), etc.) legally registered under the laws of Bangladesh for Bangladesh local organizations. For international organizations, registration in Bangladesh is not required.
- 2) Have demonstrated capacity and expertise to successfully implement the terms of reference
- 3) Have completed the required representations and certifications incorporated in this RFP
- 4) Be willing to comply with relevant donor rules and regulations and FIVDB requirements.
- 5) Bidders and proposed products must be of Source and Nationality designated in the 937 authorized Geographic Code, as described in Section 5 "Source of Funding and Authorized Geographic Code."
 - a. Nationality refers to the place of legal organization, ownership, citizenship, or lawful permanent residence (or equivalent immigration status to live and work on a continuing basis) of suppliers of commodities and services.

Note: FIVDB will not award a contract to any firm that is debarred, suspended, or proposed for debarment by the U.S. Government, or who proposes to do business with firms or firms' principals who are debarred, suspended, or proposed for debarment, in the performance of the requirement of this activity.

SECTION 2: Scope of Work

FIVDB will evaluate all proposals received in response to this RFP in accordance with the evaluation criteria described in this document.

This RFP contains the following Annexes:

- Annex A: Conflict of Interest Disclosure
- Annex B: Format of CV to be used for Personnel (one document per person)
- Annex C: Financial Proposal template
- Annex D: USAID Contract Provisions

BACKGROUND

Organizational Background

Friends in Village Development Bangladesh (FIVDB) is a non-governmental organization focused on the development of disadvantaged communities. FIVDB's vision for Bangladesh is that it becomes a vibrant society based on justice, equity, democracy, and environmentally sound principles. Its mission is to give disadvantaged women, men, and children greater voice, reduce their vulnerability, increase their use of citizenship rights and help them enhance their quality of life. FIVDB combines grass-roots service delivery, community mobilization and advocacy in its strategy. Since 1981, FIVDB has provided educational, livelihood and social development opportunities for community members.

HICRA Background

The United States Agency for International Development (USAID)'s Host and Impacted Community Resilience Activity (HICRA) is the largest localization initiative supported by USAID in Bangladesh. FIVDB leads a consortium with DevWorks International, Helen Keller International, Christian Aid, International Initiative for Impact Evaluation (3ie) and Nature Conservation Management (NACOM) as technical partners, and ASHIKA Development Associates, ANANDO, and Bolipara Nari Kaylan Somity (BNKS) as implementing partners. HICRA's implementation period is initially until September 30, 2026, with a contingent renewal period until June 11, 2029.

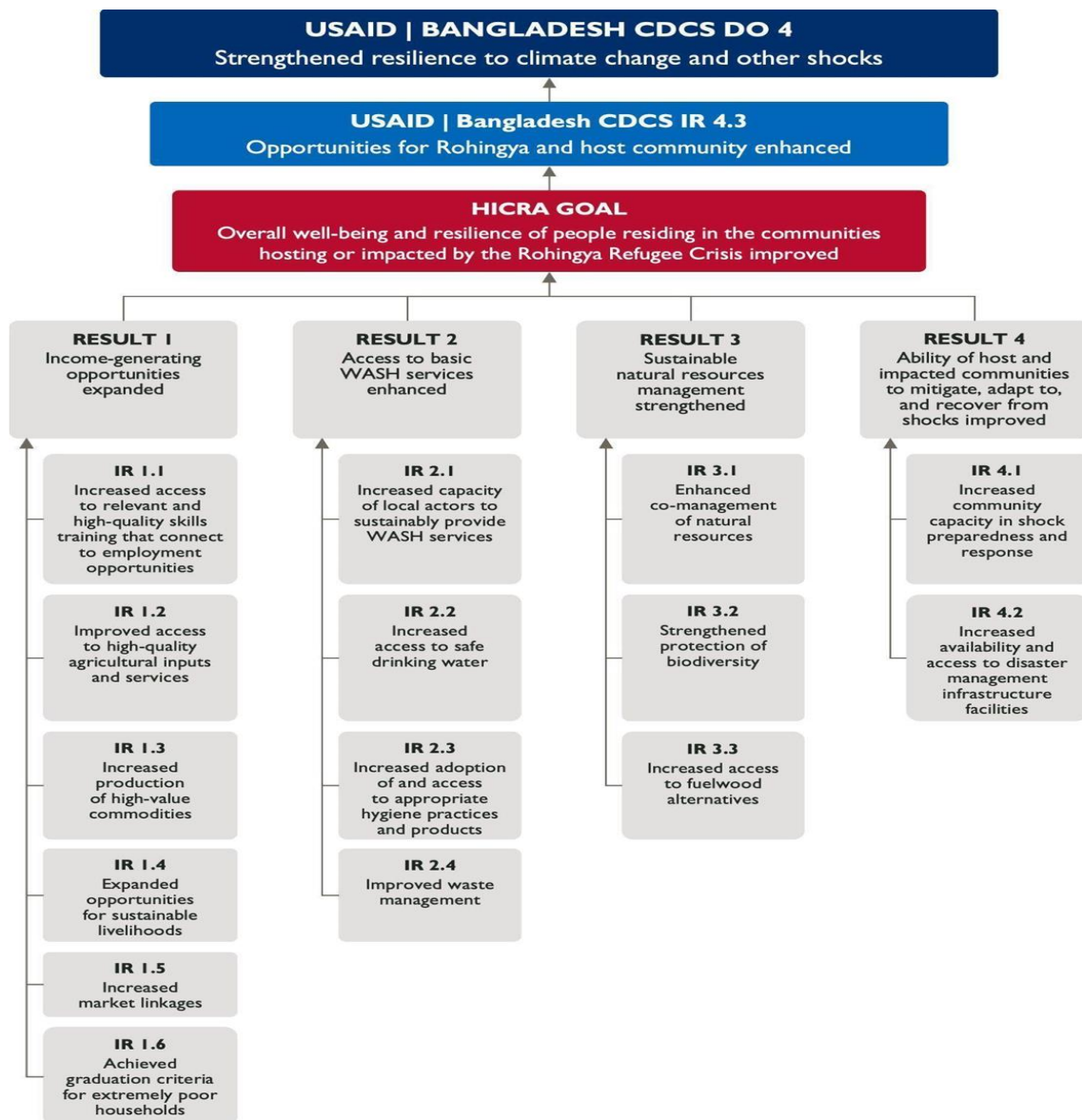
HICRA's targeted areas - Cox's Bazar and the Chittagong Hill Tract (CHT) districts of Bangladesh - are among the lowest ranked in Bangladesh for education, skills training, food security, poverty, and agriculture productivity. The entire region has emerged as a climate-disaster hotspot. Erratic rainfall, seasonal and flash floods, tidal surges, cyclones, landslides, and droughts continuously result in loss of crops, houses, and lives. The influx of 700,000 Rohingya refugees in 2017 in Cox's Bazar, coupled with the large increase in humanitarian assistance, has also created or exacerbated social and economic challenges for host and impacted communities in this region. The situation has further deteriorated due to intensifying inflation, depressed local wages, and distorted market systems. Access to jobs, finance, drinking water, and government services have all been strained due to the refugee crisis, in addition to the depletion of natural resources, groundwater and forests. This ongoing situation poses significant challenges for the communities directly

responsible for hosting the refugee camps and the regions surrounding the Rohingya camps. The resulting social tensions and growing resentment among the host community towards Rohingya amplify the complexity of the situation.

Results Framework

The HICRA Results Framework (Figure 1) is aligned with the USAID/Bangladesh Country Development Cooperation Strategy CDCS 2020–2027 and contributes to *Development Objective (DO) 4: Strengthened Resilience to Climate Change and Other*

Figure 1: HICRA’s Results Framework



Shocks, with interventions directly contributing to DO 4 IR 4.3: *Opportunities for Rohingya and Host Community Enhanced*, and Sub-IR 4.3.1: *Food security and nutrition improved* and Sub-IR 4.3.2: *Sustainability of the Rohingya response enhanced*.

HICRA’s goal is to improve the overall well-being and resilience of people residing in the communities hosting or impacted by the Rohingya refugee crisis. This will be accomplished by assisting poor, ultra poor, and other households, while safeguarding the surrounding natural environment, to achieve the following four Intermediate Results (IRs):

- Result 1: Income-generating opportunities expanded
- Result 2: Access to basic water, sanitation and hygiene (WASH) services enhanced
- Result 3: Sustainable natural resources management (NRM) strengthened
- Result 4: Ability of host and impacted communities to mitigate, adapt to, and recover from shocks improved

HICRA's Strategic Approach

HICRA's approach emphasizes inclusion and empowerment of vulnerable populations including women, ethnic minorities, and youth, and is grounded in the following key principles:

- Understanding and tailoring interventions to the local context;
- Building local capacity;
- Ensuring conflict-sensitive approaches to foster humanitarian-development-peace coherence; and
- Helping vulnerable households permanently overcome multidimensional poverty with new or expanded livelihoods.

HICRA supports community-based groups while also working at the institutional level, and improves well-being through interventions designed to increase climate-smart agricultural production practices, private sector engagement, income generating activities, WASH, NRM, and resilience capacities. The Activity is designed to achieve sustainable results and increase local ownership of HICRA interventions in host and impacted communities affected by the Rohingya refugee crisis.

OBJECTIVE OF THE BASELINE STUDY

The main objective of this population-based baseline survey is to assess the pre-intervention conditions in the HICRA areas with regard to poverty and related to selected performance indicators. This will enable program indicators to inform appropriate monitoring tools to be used and provide the basis for comparing and measuring change over time until the end of HICRA's initial base period. This survey will also provide insights into addressing key learning questions to support activity implementation, as well as to support informed decision-making across the life of the Activity.

Specifically, the consulting firm will gather baseline data following a disaggregated approach where applicable for the following impact and outcome indicators:

- Prevalence of poverty: Percent of people living on less than \$2.15/day 2017 PPP (impact indicator, aligns with EG-j) – disaggregated by gendered household type
- Number of people gaining access to a basic drinking water services (outcome indicator, aligns with HL.8.1-1)
- Number of people gaining access to a basic sanitation service (outcome indicator, aligns with HL.8.2-2)
- Number of individuals participating in group savings, microfinance or lending (outcome indicator, aligns with EG.4.2-7)
- Number of farmers and others who have applied improved technologies or management practices is known (outcome indicator; aligns with EG 3.2-24)

- Measurement of access to food, based on the Household Food Insecurity Access Scale (HFIAS) (aligns with EG-e)
- Percent of participants with access to formal safety nets (aligns with RESIL-e)

The following data are needed from the survey respondents to understand HICRA’s demographics and contextualize the analysis:

- Household members (desegregated by age, sex, education, religion, ethnicity)
- Access to land (ownership, lease, traditional systems), size and category
- Productive asset ownership
- Type of income activities household is engaged in by profession and family member
- Type, source and quantity of cookstove
- Sanitation facilities – by type

The baseline survey will provide insight on population-level pre-intervention conditions and changes with respect to impact and outcome indicators in the Cox’s Bazar and the CHT districts.

Separate from this baseline survey, the HICRA team plans to conduct additional assessments and develop strategies related to private sector engagement, resilient livelihoods, WASH, NRM, disaster risk reduction (DRR), and gender and inclusive development, which will provide complementary data to the baseline survey – and enable more in-depth analyses of pre-intervention conditions, barriers and opportunities for HICRA to ultimately reach the Activity goal and objectives. The HICRA technical team will guide the consulting firm so as not to duplicate efforts.

Survey Area

HICRA’s area of intervention is the four districts of Cox’s Bazar, Khagrachari, Rangamati, and Bandarban, with the latter three districts comprising the region known as the CHT.

Based on available data and an initial set of criteria for selection, HICRA has prioritized 20 upazilas (out of 35) for implementation during the base period of the HICRA award (June 2024-September 2026) taking into consideration population, needs, likelihood of the planned interventions to have the highest impact, and security. Within the 20 upazilas, HICRA has prioritized 80 of the 195 unions for implementation of the Ultra Poor Graduation (UPG) Approach. The 80 prioritized unions will be considered the primary sampling units (PSUs) for the HICRA baseline survey, and the sample size must be based on this geographical coverage area.

Figure 2: Initial selection criteria:

- Host and impacted areas
- Concentrated populations with high poverty rates
- High rates of food insecurity
- Poor WASH indicators
- Communities surrounding protected areas
- Has remaining protected forest areas, especially with existing new protected areas
- At high risk of cyclones and other hazards, per climate vulnerability index;
- High potential for agricultural productivity but lacking access to irrigation, inputs, and market links; and
- Security

Target Participants

Relevant to this baseline survey, HICRA’s intended participants are mentioned in the table below by results areas and targets for base period (Figure 3). These Activity participants include members of primarily poor (90,000) and ultra-poor (24,000) households.

Figure 3: Illustrative HICRA Activity Participant Targets by Result Area

Result Area	Activity Participants by Related Milestones	Base Period Target
Result-1	Youth trained in job development skills	4,680
Result-1	Homestead Food Production (HFP) participants trained in improved agricultural technologies and linked with local service providers (LSPs)	90,000
Result-1	Income Generating Activity IGA participants trained, business plans developed and provided with startup	6,400
Result-1	Ultra Poor Graduation (UPG) households provided with consumption grants and asset grants	24,000
Result-2	People gaining access to basic drinking water services	65,000
Result-2	People gaining access to a basic sanitation service	65,000
Result-2	Households with access to fecal sludge disposal services	7,500
Result-3	Households oriented on "use and safety", provided with improved cookstoves and linked with local providers	6,750

Unique participants targeted by intervention are likely to be overlapping with other interventions. However, the 24,000 UPG and 90,000 EHFP (village-level homestead food production group) members will be 114,000 unique participants. While EHFP members or other members of their households may be in one or more of the other interventions – and counted toward those milestones, the UPG participants who will receive similar benefits under UPG, e.g., vocational or IGA training, will not be counted toward those types of milestones, but will be counted toward other milestones such as those receiving access to basic sanitation or water, for example.

METHODOLOGY AND DATA COLLECTION PLAN

The consulting firm selected to carry out the baseline survey will propose a methodology, which may require refinement during the survey development process. The consulting firm’s technical proposal should outline a detailed design of the baseline survey, including sampling size determination and sampling strategy, survey instruments, pre-testing methodology, data collection plan and instruments, data quality control plan, data analysis plan, timeline, baseline report finalization, and the overall execution plan in consultation with the HICRA team. Mobile devices with geo-location features (GPS coordinates) should be used for real-time survey data collection (e.g. KoboToolbox) and data sets should be easily transferable.

HICRA will provide insight on program needs, geographical areas to be surveyed, etc. to ensure effective data collection. HICRA will also review and approve deliverables including: the survey questionnaires to ensure they meet HICRA’s baseline needs, the inception report, the draft baseline report(s), and the final baseline report.

Desk Reviews

The consulting firm will initially conduct a desk review of key documents and secondary literature. This desk review will help the research team understand the Activity's context and data needs to help shape the design of surveys and interview questions.

Data Collection

HICRA is expected to work with ultra poor households, poor households, and other non-poor households within the 20 upazilas targeted. This includes UPG villages and non-UPG villages. The consultant is expected to propose a statistically significant sample size and sampling approach considering USAID population-based sampling guidelines, which will be agreed upon at the inception phase. The proposed approach entails determining a representative sample size of the entire population living within HICRA's implementation area. The baseline survey will require further sub-sampling of households based on intervention coverage (e.g., homestead production, water, latrine, etc.). The sampling proposal should ensure representativeness of different households' members/participants (men, women, youth, farmers, non-farmers, etc.) The firm will determine an appropriate sample size that is statistically representative (at least 95% confidence level). The consulting firm will design quantitative data collection tools using the results of the desk reviews and based on HICRA's data needs.

Research Instruments

Standard tools will be used to conduct the baseline survey. These tools need to be written in both English and Bengali. They may be developed in Bengali and be translated into English for contractor review, donor reporting, Ethical Review Board submission, etc. or vice-versus. They will also need to be delivered in the appropriate indigenous languages relevant to the households being surveyed. The applicant must describe how they will follow local government research ethics, USAID's (US Government) research policy and safeguarding of survey participants.

Data Quality

The firm will develop a comprehensive data quality assurance plan for the survey. A full description of data quality control measures and the results of the quality control must be included in the draft and final technical reports. Quality control should be conducted throughout the survey area and the distribution of controls should be proportional to the sample distribution in terms of the district.

Data Analysis

The consulting firm will analyze the quantitative data using appropriate statistical packages (SPSS, Stata, PowerBi, etc.). The consulting firm will disaggregate results as required by respective USAID indicators, and definitions per the Performance Indicator Reference Sheets (PIRS) which can be found in the HICRA MEL plan. The firm will record all processing, analysis steps and syntaxes, and include them in the deliverables.

All indicator values from the baseline will include actual value and confidence intervals where applicable. The consulting firm will explain the factors that may be most associated with the outcome indicators using appropriate regression analyses methods. This will help the Activity implementation team better design and/or adapt strategies to specifically address relevant factors that impact the values.

Baseline Report

Following data collection, the consulting firm will compile and analyze data. The report will be supported with illustrations, tables, graphics, and pictures as necessary to present overall findings of the report. Internationally accepted indicator measurements and HICRA-defined PIRS (performance indicator reference sheets) will be followed for analysis. A high-quality baseline report must be submitted that effectively communicates to both program staff and other national and international stakeholders.

RESPONSIBILITY OF THE SURVEY FIRM/RESEARCH ORGANIZATION

Major Activities and Deliverables

Inception Meeting: The firm will organize an inception meeting to obtain an overview about HICRA. Discussions regarding sharing Activity documents, survey plan and timeline, proposed methodology, survey area, training for data enumerators, indicators, experience from past surveys (mainly challenges, online data collection systems, etc.) will be covered in the meeting.

Documents Review: The firm will conduct a thorough review of existing documents and data from the HICRA operating region to inform final design of the baseline survey.

Ethical Consideration: Protocol for compliance with USAID Research Policy, Institutional Review Board (IRB) approval, and safeguarding of survey participants.

Inception Report and Survey Plan Submission: Based on discussions from the inception meeting and desk review, the firm will submit an **inception report** along with a comprehensive and complete **survey plan** that includes statistically accepted methodology for collecting data. Timeline and key responsible person(s) should be mentioned in the plan as appropriate. The consulting/research firm must receive approval of the survey plan before beginning field work.

The survey plan should include but is not limited to:

- Sampling plan by types of participants
- The roles and responsibilities of each member of the survey team
- Plan for survey team composition, responsibilities and hiring process
- Training plan for enumerators
- Movement and field data collection plan
- Data quality and supervision plan
- Data collection and management plan
- Limitations, risks, assumptions and mitigation strategy
- Context of analysis and reporting plan

Survey Tools Preparation: The development of data collection is a very critical and important part of any survey. The tools will be prepared in both the Bangla and English language.

Manual/Guideline: It is very important to have specific guidelines for different stages of a survey implementation process in order to ensure common understanding among survey team. The followings are being suggested:

- Guidelines for different data collection tools
- Training manual for basic understanding of survey tools and field survey processes
- Guideline on survey supervision
- Precise responsibilities of survey staff by category
- Guideline on data entry and cleaning process

Training: Proper training of the survey team is a pre-requisite for quality data collection. The firm will be responsible to train survey team members (e.g., enumerators, supervisors, quality controller(s), etc.) on data collection tools, survey methods, field test, feedback and how to collect data using mobiles/tablets. The HICRA MEL team and implementing partners will provide a basic introduction of the Activity.

Pre-testing and reflection of the questionnaires (paper and electronic versions), survey tools, and the data collection procedures need to be undertaken before the actual survey is rolled out. A complete training package for the training of enumerators should be approved by HICRA before the training.

The training will cover the following, but not limited to:

- Objectives and purpose of the baseline survey;
- Ethical considerations and safeguarding participant's information;
- Household/participant selection for interview;
- Understanding the meaning of each question, practicing asking questions, and recording of responses accurately;
- Data collection procedures, accurate completion of questionnaires and interview checklists;

Field work: The firm will be responsible for managing data collection in the field. The firm should ensure quality of data collected, cross check the validity of information collected and verify/revise where needed. The firm will share regular updates on the progress of field work with the HICRA MEL team. The processes related to data collection, data quality assurance processes, and error checking will need to be incorporated in the baseline survey report as per deliverables.

Data Collection and Data Quality: The firm should utilize an online/real-time data collection system. The system will allow for data validation and processing to maintain data quality. The quality control plan should include a 5% **back-check**¹ including re-

¹ Back-check includes on-spot verification of collected data (that are critical in nature) with the respondent after completion of the survey by the supervisor

interview, 10% **spot-check**² and 100% **post-check**.³ Relevant findings/statistics should be presented showing the interview/re-interview results, out-layers checking, and related improvement plan.

Data Analysis: Based on the complete and clean database, the firm will analyze the data and prepare a baseline report. The report will include the set of indicators as specified above as per Performance Indicator Reference Sheet (PIRS) guided in the MEL plan. Detailed data analysis methods and techniques must be shared with the MEL team.

Sharing Results: The firm should present initial findings to HICRA. Based on the feedback, the firm should conduct further analysis of the plan.

Report Submission: The firm will prepare a survey report (no more than 20 pages excluding appendices) based on the analysis; the entire process of the survey will also be described in the report. First submission of the report will be treated as a draft. The final report will be submitted by the consulting firm based on the review of the report by HICRA. The report must undergo several rounds of review by relevant technical and program colleagues (including the HQ-based staff of HICRA Consortium Partners, and USAID as appropriate).

The baseline final report will include but will not be limited to an: executive summary, introduction, purpose of the survey, methodology, team composition, team responsibilities, baseline findings with values, pre-intervention conditions, triangulation methods, challenges, lesson learned, data limitation, recommendation, conclusion, and data collection tools as an annex(es).

PowerPoint Presentation Submission: The firm will prepare a PowerPoint presentation of the results for a presentation workshop.

Data Submission: An electronic copy of the raw and cleaned data set, data dictionary/codebook, edit rules, and syntax for data analysis, including variable transformations should be submitted. The following should be submitted along with deliverables: i) raw data set in MS Access and/or CSV formats; ii) rules applied for cleaning data; iii) data dictionary/codebook; iv) syntax for all data analysis and variable transformations; v) final data set that includes cleaned data, sampling weights at each stage, final sampling weights, and all derived indicators; vi) sampling weights used to tabulate the results, and vii) fully transcribed data from recordings of interviews and focus group discussions, along with the sounds files for the recordings. The program files should clearly identify sections or module names used in the questionnaire and should follow the same order as the survey questionnaire so the HICRA staff can generate the same results. Copies of all documents - tools, guidelines and manuals - should also be submitted.

QUALIFICATIONS AND REQUIREMENTS OF THE CONSULTANCY

The firm should be able to demonstrate:

² Spot-check includes on-spot observation of the enumerator, with particular focus on data collection and data entry process, including response/feedback from respondent by the supervisor

³ Post-check includes off-site review, correction, and validation of collected data in consultation among the enumerators and supervisors

- Registration as a legal entity or possess relevant licenses under legal authorizations
- At least seven (7) years' experience in conducting multi-sectoral survey/research encompassing poverty, graduation, WASH, DRR, NRM, market systems, etc.
- At least seven (7) years' experience in conducting multi-stakeholder consultations – leading large surveys for USAID, FCDO, UN or other donor-funded projects and writing technical reports, conducting both qualitative and quantitative research with a strong understanding of research design and statistical analysis tools and methods.
- List of baseline studies/assessments produced over the past five (5) years.
- Experience working with electronic-based data capture, monitoring and evaluation tools
- Experience working in Bangladesh
- Subject area familiarity preferred in the following areas: livelihoods, income-generation, and food security; gender, youth and social inclusion; natural resource management; water, sanitation and hygiene; disaster risk reduction; climate-smart agricultural productions; market systems; and private sector engagement.

Profile of Contractor's Project Team

The consulting firm may include a team leader and relevant subject matter experts, statisticians/analysts, survey supervisors and enumerators who speak the **local dialect** and understand the nuances in the target districts where HICRA will be implemented. The proposal should provide details about the number of people that will be deployed to various survey sites. The majority of the subject matter experts should be Bangladeshi. All team members will have extensive experience in conducting studies of similar complexity, size, and value.

The minimum qualification of key experts will be:

Team leader: Graduation with a social science degree from a recognized university with a relevant background; should have 8-10 years of experience (preferably previous work on a USAID-funded project and solid understanding of USAID data requirements).

Subject Matter Experts: Master's/Ph.D. from relevant fields with 5-8 years of relevant experience and explicit knowledge about the respective sectors.

Data Management Expert: Graduation with a degree related to data management; 3-5 years of experience in analyzing survey data; should have solid understanding of USAID data quality compliance standards.

EXPECTED DELIVERABLES AND TIME PLAN

Period of Performance

The study is to be carried out over a period of approximately 7 weeks, beginning on or about November 4, 2024, with field work and draft report completed by December 16, 2024, and final report submitted on December 23, 2024. Timely delivery is of topmost priority and need; the firm must plan to ensure timely completion of the assignment.

Payment Schedule

The payment process will be done following HICRA's financial policy and will be included in the contract. HICRA has the right to penalize a proportion of the payment (I% per day) due to failure of not meeting the timeline and/or the quality of the deliverables (addressing feedback during review process).

The following practice will be followed for payment:

- ***First instalment:*** 30% after submission and approval of the inception report, Institutional Review Board (IRB) approval, and survey plan.
- ***Second instalment:*** 30% after submission and approval of the data collection tools (English and Bangla) incorporating pre-testing and feedback, manual/guideline for quality data collection, training package for survey team.
- ***Final instalment:*** 40% after submission and approval of the final report with all final data analyses and annexes, PowerPoint presentation, and data file and syntax.

Issuance of this RFP does not constitute an award commitment on the part of the HICRA nor a commitment to pay for costs incurred in the submission of a proposal. HICRA reserves the right to accept or reject any proposal and cancel the solicitation process and reject all proposals at any time prior to the award without incurring any liability to the affected bidders and any obligation to inform the affected bidder on the grounds. HICRA reserves the right to amend the RFP, if deemed necessary.

SECTION 4: Application Process

Interested and qualified firms/research organizations are encouraged to apply. Please submit a technical and financial proposal in two separate documents.

The Technical proposal and the Financial proposal (altogether “proposal”) must be submitted separately. The Bidder should not include any cost data in the Technical proposal.

The proposal should be concisely presented and structured, and should explain in detail the Bidder's availability, experience and resources to provide the requested services.

Proposals that are incomplete or do not address these criteria may not be considered in the review process. All proposals **must be submitted in English.**

Both the Technical Proposal and Financial Proposal must be submitted with a **Cover Letter** which must include the following information and must be signed and stamped by an authorized representative of the Bidder organization:

- i. Date of Submission of the Proposal
- ii. Term of proposal validity (minimum 60 days)
- iii. Name of the company/organization (if applicable)
- iv. Name and title of authorized representative of organization
- v. Type of company/organization
- vi. Address
- vii. Telephone
- viii. E-mail

- ix. Bidders must also submit a signed Conflict of Interest Declaration Form (Annex A). This form will be assessed to establish whether the Bidder has any present or potential future conflict of interest according to the definition in Annex A. If the conclusion is reached that any conflict of interest declared by the Bidder could have a negative impact on the Bidder's ability to perform the Service, FIVDB may decide to reject the submitted proposal. Failure to accurately complete the Conflict-of-Interest Declaration Form may also lead to the rejection of the submitted proposal.

It is mandatory for bidding research firms/organizations to submit documented evidence demonstrating their legal, taxation and financial status. This includes:

- A certificate of incorporation (for individual companies, a trade license);
- Joint stock registration certificate (if applicable);
- An organizational organogram of key personnel, inclusive of the names of such personnel;
- Tax Identification Number (TIN);
- VAT registration number;
- Proof of a bank account (providing the name and address of such an account);
- Other valid papers (provided by government institutions).

Part 1: TECHNICAL PROPOSAL

The Technical proposal should be in the English language, typed in Microsoft Word, Arial font 11, single-spaced, with each page numbered consecutively. Tables may have 10 font. Graphics do not count towards page limit.

1) Technical approach

The technical approach must describe the proposed approach to achieving the program objectives and must address the following:

- a. **Organizational capacity:** Experience in conducting complex, multi-dimensional large-scale research. A track record of previously completed assignments with others (e.g. USAID, FCDO, UN system organizations, iNGOs)
- b. **Understanding of the assignment:** Overall methodology, sample size, sampling design and distribution, overall work management, timeline, field plan, data collection steps, quality control and supervision process, standardization of measurement tools
- c. **Experience of team leader & team composition:** Background, qualification of the team leader, survey team, analysis team, statistical background, experience in analyzing data and large scale datasets.
- d. **Report outline, analytical approach, presentation:** Overall outline of report, statistical tests, presentations, approach to present implications, inferential statistics/logistic models on outcome variable etc.
- e. **Use of innovative and advanced techniques:** Use of innovative technology and advanced techniques for data collection, analysis, presentations, quality control, and performance observations.
- f.

Part 2: FINANCIAL PROPOSAL

This contract will be issued as a firm fixed price contract with payment made against deliverables and services/products. FIVDB will only issue payment via electronic payment methods and all bank accounts must be in the name of the company/organization only.

As part of the Financial Proposal, Bidders must include a detailed budget, submitted in **Microsoft Excel**, with formula, in USD (The conversion rate USD/BDT will apply from OANDA for Bangladeshi lead organization on the payment date) with an accompanying budget narrative, submitted in Microsoft Word, describing the basis for the listed cost elements. Supporting information should be provided in sufficient detail to allow a complete analysis and determination of reasonableness of each cost element. Bidders are required to include and clearly label **all** costs deemed necessary to complete the work called for hereunder.

The pricing in the financial proposal must include applicable tax and VAT rates. Tax and VAT will be deducted (Instead VAT coupon will be issued) from the contract amount according to Government of Bangladesh rules and regulations. Financial proposals will be reviewed for completeness and freedom from calculation errors. The evaluation committee will also evaluate the reasonableness of the costs and the cost-effectiveness of the budget and determine if the costs reflect a clear understanding of the project requirements.

The survey firm/research organization will provide the smartphones and mobile application to be used for data collection, human resources and all necessary field equipment. The survey firm/research organization will be responsible for obtaining office equipment and computers for survey management, as well as arranging and paying for transportation, lodging, and equipment for the fieldwork. The budget for covering logistical and administrative costs should be clearly specified in the proposal.

SECTION 4: Evaluation Criteria and Basis for Award

The survey firm/research organization will be selected through a bidding/interview process undertaken by HICRA's Procurement Department. Interested firms need to submit both financial and technical proposals in separate documents.

1. **Technical proposal.** The technical aspects of the proposal carry 70% of the evaluation score.
2. **Oral presentation.** The oral aspect of the proposal carries 10% of the evaluation score.
3. **Financial proposal** The financial aspects of the proposal carry 20% of the evaluation score.

The technical, oral and financial aspects of the proposal will be evaluated as highlighted below:

Main Area/Sub-Areas	Score
Technical part – 70% (passing score of 42)	
Organizational capacity	
– Experience in conducting complex, multi-dimensional large-scale research. A track record of previously completed assignments with others (e.g. USAID, FCDO, UN system organizations, iNGOs)	10
Understanding of the assignment	
– Overall methodology, sample size, sampling design and distribution, overall work management, timeline, field plan, data collection steps, quality control and supervision process, standardization of measurement tools	25
Experience of team leader & team composition	
– Background, qualification of the team leader, survey team, analysis team, statistical background, experience in analyzing data and large scale datasets.	20
Report outline, analytical approach, presentation	
– Overall outline of report, statistical tests, presentations, approach to present implications, inferential statistics/logistic models on outcome variable etc.	10
Use of innovative and advanced techniques	
– Use of innovative technology and advanced techniques for data collection, analysis, presentations, quality control, and performance observations.	5
Oral part – 10%	
Oral presentation	
– In-person or virtually presenting the overall survey approach, sampling, field planning and related aspects by the proposed team leader, and responding to technical queries	10
Financial part – 20%	
Financial proposal	20
Total	100

[NB: A minimum passing score of 60% will be required for the technical part]

The procurement will follow HICRA policies e.g. formation of an independent evaluation selection committee, evaluation of the submitted proposals, and scoring based on merits. Selected survey firm(s) may be contracted to provide a presentation (remote is acceptable) of the proposal by the team leader detailing the methodology, operational plan, and other aspects of the proposal (budget, flexibility, addressing different operational issues, etc.). After the presentation, the highest scoring survey firm will be requested to submit an updated proposal (related revisions/ adjustments). The selected survey firm must bear in mind that HICRA is a multi-party consortium program where several stakeholders are involved. A dynamic team with flexibility and ready to accommodate different needs/advice of the concerned party should be accommodated during the survey.

SECTION 5: Source of Funding and Authorized Geographic Code

Any award resulting from this RFP will be financed by USAID funding and will be subject to U.S. Government and USAID regulations. The authorized USAID geographic code for this RFP and any resulting contract is Code 937. A description of this code is available in USAID's Automated Directives System, ADS 310 (<http://www.usaid.gov/policy/ads/300/310.pdf>). All commodities and services supplied

under any award resulting from this RFP must meet this geographic code in accordance with the US Code of Federal Regulations (CFR), 22 CFR 228.

SECTION 6: Proposal Validity, Submission Deadline and Instructions

Proposals should have a 60-day validity period from the proposal submission date, as provided in the Cover Letter.

The bidders must submit one (1) copy of each of the technical and financial proposals as two (2) separate attachments clearly marked as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” with “HICRA Baseline Survey Proposal Ref No. 202403” as the subject line of the e-mail. Both the technical and financial proposals must be submitted by November 03, 2024 before 5:00 pm to hicra.procurement@gmail.com with copy to: kanizshahela@gmail.com with “HICRA Baseline Survey Proposal Ref No. 202403” as the subject line of the e-mail.

A full proposal submission will include the following documents, all of which must reference the RFP number as stated on the cover page of this document:

- Cover Letter
- Technical proposal
- Financial proposal
- Conflict of Interest Disclosure Form (Annex A)
- USAID Contract Provisions if applicable
- Copies of Bidder legal registration documents
- Other pertinent information relevant to the proposal submission

QUESTIONS: No verbal questions will be entertained, either in person or via telephone. However, FIVDB will take written questions about this RFP until October 25, 2024. Any questions related to this RFP should be addressed to hicra.procurement@gmail.com with copy to: kanizshahela@gmail.com with “HICRA Baseline Survey Proposal Ref No. 202403” as the subject line of the e-mail. In order to ensure fairness, FIVDB’s response to all questions deemed relevant will be communicated to all potential Bidders, ensuring the original requestor’s anonymity.

SECTION 7: Negotiations

Best offer proposals are requested. It is anticipated that an award will be made solely on the basis of the original offers received. However, FIVDB reserves the right to conduct discussions, negotiations and/or request clarifications prior to awarding a contract. Furthermore, FIVDB reserves the right to conduct a competitive range and to limit the number of bidders in the competitive range to permit an efficient evaluation environment among the most highly-rated proposals. Highest-rated bidders, as determined by the technical evaluation committee, may be asked to submit their best prices or technical responses during a competitive range. At the sole discretion of FIVDB, bidders may be requested to conduct oral presentations. If deemed an opportunity, FIVDB reserves the right to make separate awards per component or to make no award at all.

SECTION 8: Terms of the Solicitation

1. Issuance of this RFP does not constitute an award commitment on the part of FIVDB, nor does it commit FIVDB to pay for costs incurred in the preparation and submission of a bid.
2. Attached files are an integral part of this RFP.

3. FIVDB may contact Bidders to confirm contact person, address, bid amount and to confirm that the proposal was submitted for this solicitation.
4. False Statements: Bidders must provide full, accurate and complete information as required by this solicitation and its attachments.
5. Conflict of Interest Disclosure: In Annex A Bidders must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in FIVDB having to re-evaluate selection of a potential Bidders.
6. Right to Select/Reject: FIVDB reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability. FIVDB also reserves the right to reject any or all proposals received without explanation.
7. Reserved rights: All RFP responses become the property of FIVDB and FIVDB reserves the right in its sole discretion to:
 - a. To disqualify any offer based on Bidder's failure to follow solicitation instructions;
 - b. To waive any deviations by Bidders from the requirements of this solicitation that in FIVDB's opinion are considered not to be material defects requiring rejection or disqualification or where such a waiver will promote increased competition;
 - c. Extend the time for submission of all RFP responses after notification to all Bidders;
 - d. Terminate or modify the RFP process at any time and re-issue the RFP to whomever FIVDB deems appropriate;
 - e. Issue an award based on the initial evaluation of offers without discussion;
 - f. Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.
8. Bidders and its proposed personnel shall disclose any factors that could limit the organization's ability to independently perform the services such as relationship with counterpart employees, past employment, etc.

ANNEX A: Conflict of Interest Disclosure

FIVDB Code of Conduct & Ethics Policy: In accordance with the FIVDB Code of Conduct and Ethics Policy, FIVDB requires full and open disclosure when dealing with procurement. As such, FIVDB employees must avoid any conflict of interest or the appearance of a conflict of interest. FIVDB employees must at all times provide full disclosure of their actions or relationships with prospective vendors, contractors, or consultants. FIVDB employees shall not solicit, request, accept, or agree to accept any gift from a vendor or prospective vendor.

FIVDB reserves the right to reject any or all quotes when considered to be in the best interest of the organization and/or the people it serves. All parties submitting a proposal in response to this Request for Proposal are obligated to disclose the existence of any actual or possible conflict of interest relating to every country included within their proposal in the attached *Conflict of Interest Declaration Form*.

Failure to fully disclose such information could lead FIVDB to reject a proposal. If a party has no conflict to declare for any of the countries covered in their proposal, they may submit one form, listing all of the countries covered.

“**Conflict of Interest**” means a situation in which an Bidder, or an Affiliate (as defined below), or a sub-contractor (if any) of an Bidder, has interests (financial, organizational, personal, reputational or otherwise) that would or may appear to make it difficult for an Bidder to fulfill its obligations to FIVDB in its role as the vendor in an objective, independent and professional manner, or a situation in which it is reasonable to foresee that such an interest would arise. A Conflict of Interest may arise in the following circumstances, which are not exhaustive:

- i. a Bidder has been, or is involved in the design of a proposal or request for funding that has been, or will be submitted to FIVDB;
- ii. a Bidder has been, or is involved in the provision of advice to an entity that is a Principal Recipient or a Sub-recipient;
- iii. a Bidder has been, or is involved in, or has provided advice in relation to the procurement of goods and/or services by a Principal Recipient and/or a Sub-recipient;
- iv. a Bidder has been, or is involved in the provision of auditing services to a Principal Recipient and/or a Sub-recipient; or
- v. a Bidder has submitted an expression of interest, tender, bid or otherwise indicated interest in providing services of any nature to a Principal Recipient or a Sub-recipient that remains valid at the time of, and for the duration of the term of this Contract.

“**Affiliate**” means a business concern, individual or other entity that, directly or indirectly: (i) controls or can control a Bidder; (ii) is controlled by, or can foreseeably be controlled by, a Bidder; or (iii) along with a Bidder, is controlled by, or can foreseeably be controlled by, the same third party.

Bidder Conflict of Interest Declaration Form

Please check one box below, as appropriate:

<input type="checkbox"/>	The Bidder hereby declares that it has read and understood the Conflict of Interest rules set forth in the Request for Proposals (RFP) and warrants that no Conflict of Interest exists on the part of the Bidder or an Affiliate of the Bidder, with regard to the services to be performed under the RFP. The Bidder hereby agrees to comply with the Conflict of Interest rules set forth in the Request for Proposals (RFP).
<input type="checkbox"/>	The Bidder wishes to disclose a real or potential Conflict of Interest situation(s) and propose mitigating action(s). <i>Note: if this box is checked, please describe in an attachment, in detail, the situation and present a proposed mitigation plan / arrangement for consideration by FIVDB.</i>

Bidder:

Signature:	
Printed Name:	
Title:	
Date:	

ANNEX B: Format of CV to Be Used for Personnel (One Document Per Person)

Name:		
Title:		
Nationality:		
Home Office Address:		
Professional Qualifications:		
Relevant work experience, including the duration and responsibilities:		
References:		
<i>Name:</i>	<i>Name:</i>	
<i>Position:</i>	<i>Position:</i>	
<i>Organization:</i>	<i>Organization:</i>	
<i>E-mail:</i>	<i>E-mail:</i>	
<i>Address:</i>	<i>Address:</i>	
<i>Telephone:</i>	<i>Telephone:</i>	
<i>Relationship:</i>	<i>Relationship:</i>	
Certification: I declare that the information provided in this CV is accurate and hereby authorize FIVDB to undertake whatever inquiries FIVDB may consider reasonable and necessary in the course of the assessment process, in relation to the information in this curriculum vita relating to my suitability for the position for which I have been nominated.		
Signed:		Date:

ANNEX C Financial Proposal Format

DETAILED BUDGET BREAKDOWN WORKSHEET

Please complete the budget worksheet to provide details of costs. Applicants may edit the budget worksheet as necessary to provide accurate details of cost.

Cost Element	Unit Cost	Quantity	Total Cost
			Unit Cost x Quantity
		Total	

Principal's Signature

*Please add rows if required.

ANNEX D: USAID Contract Provisions

Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

By signing below, the Bidder agrees to comply with these requirements, as applicable, in the event an award is made by FIVDB.

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

- (A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- (B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be affected and the basis for settlement.
- (C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
- (D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction,

completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

- (E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- (F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
- (G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- (H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- (I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee

of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

- (J) §200.322 Procurement of recovered materials. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

By signing below, the Bidder agrees to comply with these requirements, as applicable, in the event an award is made by FIVDB.

Bidder:

Signature:	
Printed Name:	
Title:	
Date:	