ANNEX 1: TECHNICAL PROPOSAL TEMPLATE

|  |  |
| --- | --- |
| **LIRNE*asia* Beyond Access Asia Phase 1: Technical Proposal –Summary details** | |
| **Bidder (Authorized Entity) information** |  |
| **Company name** |  |
| **Registered address** |  |
| **Contact person** |  |
| **Email** |  |
| **Mobile number** |  |
| **Collaborating entity 1 information** |  |
| **Company name** |  |
| **Registered address** |  |
| **Survey platform/software being used for the project (e.g., Survey Solutions, ODK, ,etc)** |  |
|  |  |

1) The Consultant’s Organization

|  |
| --- |
| **Brief profile about firm leading the bid (Authorized Entity), indicating clearly the presence of legally incorporated offices under the prevailing laws in Nepal, if applicable. No more than 1 page. Please attach scanned copies of Bidder and/or Collaborating Entity’s country valid and current business registrations.** |
|  |
| **Brief profile of the first Collaborating Entity indicating clearly the presence of legally incorporated offices under the prevailing laws in Nepal, if applicable. Any prior collaboration with Authorized Entity (if applicable) to be included. No more than ½ a page.** |
| (Duplicate for each Collaborating Entity. Maximum of 3 Firms, including Authorized Entity allowed) |

|  |  |
| --- | --- |
| ***For Collaborations only:* Exact role and tasks to be performed by each Entity included in this Bid.** | |
|  | **Tasks** |
| Authorized Entity: <Insert Firm Name> | … |
| Collaborating Entity 1: <Insert Firm Name> | … |
| Collaborating Entity 2: <Insert Firm Name> | … |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Field strength and field strategy** | | | | | |
|  | | | | **Nepal** | |
| Firm undertaking fieldwork (name) | | | |  | |
| Number of full-time fieldwork staff | | | |  | |
| Number of part-time fieldwork staff | | | |  | |
| Number of temporary fieldwork staff to be recruited for the project | | | |  | |
| Minimum qualifications and experience for recruiting fieldwork staff (specify supervisor/interviewers separately, and permanent/temporary if different): | | | |  | |
|  | **No. of field teams** | **No. of supervisors** | **No. of interviewers** | | **Details of training of field staff; how training will be conducted; number of days; by whom; language of training; how Consultant will ensure consistency in training across countries, etc.** |
| **(specify permanent vs temporary)** | | |
| **Nepal** |  |  |  | |  |

|  |  |
| --- | --- |
| **Access to national enumerator maps for identification of selected Enumerator Area boundaries:** | |
|  | **Nepal** |
| **Does the Bidder or Collaborating Entity(ies) have the ability to a list o EAs/CEBs in selected sample locations (Annex4-5) ?**  **If ‘yes’, please specify**   1. **from what year the census maps are; and** 2. **if either entity has used the same for sampling in past research.** |  |
| **Does the Bidder or Collaborating Entity(ies) have the ability to access national census enumerator area (EA / CEB) maps (not necessarily each and every map, but the ability to obtain them, or the shape files, or GIS coordinates, or any other means of identifying boundaries of EAs from the NSO for the selected enumerator areas?**  **If ‘yes’, please specify**   1. **from what year the census maps are; and** 2. **if either entity has used the same for sampling in past research.** |  |

***2) Bidder’s Experience***

Please provide details of previous experience in carrying out survey work that:

1. Is nationally representative in the study country.
2. Targets households and disabled households, particularly in rural settings
3. Includes listing of households or disabled households has been conducted on the field with random sampling from the compiled list in a pre-defined sample locations (including details of size of area that was listed, what was listed, how many, method used, purpose, etc)
4. Uses census enumerator area/block maps, to identify census enumeration area/block boundaries
5. Deals with the topics of mobile and internet use among a variety of populations
6. Demonstrates experience in conducting CAPI-based surveys on a large scale

In the case of a consortia bid, work carried out by the Authorized Entity (i.e. lead partner in consortia) as well as Collaborating Entities may be listed to demonstrate required experience.

Complete the table below using 1 row per example/assignment. **Please provide no more than 10 examples, ensuring a minimum of two examples.**

**NOTE: Row sizes are fixed; text exceeding the maximum cell space will not be shown, and therefore not read by evaluators.**

|  | **Project name** | **1)Client**  **2)Start date**  **(MM/YYYY)**  **3)Completion date**  **(MM/YYYY)**  **4) Approx. USD project value** | **Study topic/sector** | **Country/ study locations** | **Target population and coverage (indicate if national representation)** | **Sampling method (indicate if field listing conducted, and what was listed)** | **Survey type (F2F, online, phone, etc)** | **Sample size** | **Data entry method (CAPI/**  **PAPI)** | **Additional details**  **(if any; 20 words or less)** | **Type of Contract (principle /JV/ Subcontracted) and specific role/tasks assigned** | **Full time employees assigned (indicate field staff separately)** | **Part time employees assigned or hired/temporary field staff** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| E.g. | Teleuse@BOP4 | 1. IDRC 2. 04/2011 3. 08/2011 4. > USD 400,000 | Mobile and internet access | India, Pakistan, Bangladesh, Sri Lanka, Thailand, Indonesia (Java only) | SEC D & E population aged 15-65 (nationally representative, 95% CI, ±3-7% error margin) | Multi-stage cluster random sampling (including household listing) | F2F | 6 country total -11,000 | CAPI | Objective to measure access and use, and identify barriers to same. | Principle. Fieldwork and data-entry/ cleaning subcontracted, responsible for all else: Q’naire & sample design/sampling/field checks/ monitoring/data analysis/report writing. | 10 (4 core team + 6 field supervisors). | 30 interviewers. |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |  |  |  |  |

***3) Key Personnel / Team***

**3.1 Team Structure:**

Provide the names of persons that will fill the roles that are mandatory (one person may take up more than one role). Add other roles and describe responsibilities as desired. **Note that proposed Overall Team Leader shall be the Client’s primary contact person for the full duration of the Study, shall be a permanent employee of the firm leading the bid and handling contracting (i.e. of the Authorized Entity) and shall not be replaced or removed from this role for the entire duration of the Study without explicit authorization of the Client. Other senior staff that will provide broad guidance and advice should be listed separately.**

|  |  |  |  |
| --- | --- | --- | --- |
| **ROLE** | **Name of proposed Team Member, organization, and proposed physical location during the Study** | **Years of Survey experience** | **Tasks Assigned** |
| 1. Team Leader (Client’s primary contact person for duration of assignment) |  |  |  |
| 1. Field Manager |  |  |  |
| 1. Etc. (add as appropriate) |  |  |  |
|  |  |  |  |
|  |  |  |  |

**3.2 Key personnel/team member qualifications**

For the (1) Team Leader, please provide details of qualifications and previous experience that demonstrate competency in carrying out specified/assigned tasks below. Separately please provide details for (2) Field Managers; (3); and up to two more (total of four team members/country) for key personnel.

|  |
| --- |
| **Team Leader (No more than 1 page):** |
|  |

|  |
| --- |
| **Field Manager (no more than ½ page) :** |
| (duplicate up to total of 4 team members/ country; no more than ½ page for Field Manager and other team members) |

**4) Approach, methodology and quality assurance**

**NOTE: All bids shall include consideration, costing and Gantt Charts for the Client Methodology as a default; if the Bidder has strong justification to propose an alternative method, then details of this method (Methodology B) should be provided in the following relevant sections.**

Client Methodology (Methodology A; mandatory)

The Client Methodology is detailed in Section 3.2 of this RFP (Client Methodology). Complete the form below, indicating clearly the following (with respect to both the household/individual and disabled households/individual segments):

1. Concerns about the given methodology and any anticipated problems with suggested solutions
2. Recommendations as to identifying selected village/ward boundaries in any country
3. Details of survey platform that will be used, confirming whether online access to Client staff, or a suitable alternative as specified will be given to monitor fieldwork progress.

Methodology B (optional):

**If** the Bidder wishes to propose an alternate methodology which can achieve the study objectives (national representation of all target groups, with random sampling and known probability of selection[[1]](#footnote-1) at every stage of selection), while ensuring precision of results and cost-effectiveness, this method should be detailed in the box provided giving justification while addressing the below points:

1. A detailed commentary including the pros and cons of the proposed Methodology B, and why it is superior to Methodology A (Client Methodology), including trade-offs involved in data quality, representativeness, cost, time and other applicable dimensions.
2. Anticipated problems with suggested solutions
3. Commentary should also address the impact of any changes (if at all) to the Client Methodology on the calculation of sample weights.
4. Proposed sample size, level of precision, and other dimensions (if different to Client Methodology)

**No more than 2 pages of comments and discussions on each proposed methodology will be read.**

|  |
| --- |
| **Methodology A (Client Methodoloty)**  **Discussion and comments on proposed Client Methodology. No more than 2 pages.** |
|  |

|  |
| --- |
| **Methodology B (optional)**  **- Alternate methodology proposed by Bidder, if at all , with justification. No more than 2 pages.** |
|  |

|  |
| --- |
| **Quality control procedures. Please specify the quality control mechanisms that will be taken for the Study at all stages; strategies to ensure security of data, avoid loss of data on the field and any other foreseeable risks that may affect data quality should be detailed. No more than 1 page.** |
|  |

**5) Proposed schedule illustrated in a Gantt chart**

The time required for finalizing and formatting the questionnaire, translating questionnaire into relevant local languages, piloting (field testing) of questionnaires and making subsequent changes, obtaining local permissions/authorizations to conduct fieldwork, training of field staff, carrying out survey implementation (including one day for listing on the field in each Enumerator Area, and 1 day for survey implementation), data entry and clean up, data analysis and top line presentation to Client are minimum activities that must be included in the time line. If an alternative methodology (Methodology B) has been proposed, a separate Gantt chart should be provided for that methodology.

|  |
| --- |
| **Gantt Chart for Client Methodology (Methodology A)** |
|  |

(Duplicate above table if alternative methodology is proposed [optional])

6**) Responsibilities of the Client**

Please indicate any responsibilities of the Client which the Bidder foresees.

|  |
| --- |
| **Responsibilities of the Client** |
|  |

1. to enable calculation of sample weights [↑](#footnote-ref-1)