**ANNEX 1: TECHNICAL PROPOSAL TEMPLATE**

|  |  |
| --- | --- |
| **LIRNE*asia-* Human Factors in the Information Disorder 2023:**  **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** |  |

***1) The Consultant’s Organization***

|  |
| --- |
| **1a) Brief profile about the firm leading the bid (Authorized Entity), indicating clearly the presence of legally incorporated offices under the prevailing laws in Sri Lanka, if applicable. No more than 1 page. Please attach scanned copies of Bidder and/or Collaborating Entity’s country valid and current business registrations.** |
|  |
| **1b) Brief profile of the first Collaborating Entity indicating clearly the presence of legally incorporated offices under the prevailing laws in Sri Lanka, 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) |

|  |  |
| --- | --- |
| ***1c) 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> | … |

|  |  |
| --- | --- |
| **1d) Field strength and field strategy** | |
| Firm undertaking fieldwork (name) |  |
| Number of employees |  |
| Number of employees (full time and part-time) to be work in the project |  |
| Details of training of field recruiters and moderators; how training will be conducted (in-person or remotely), content, number of hours, by whom, language of training etc.. |  |

***2) Bidder’s Experience***

Please provide details of previous experience in carrying out qualitative studies that:

* Targets particularly of varying socioeconomic backgrounds, including urban, rural and estate population
* Targets multi ethnic groups in Sri Lanka
* Includes data collection (primary data) in Sinhala and Tamil languages
* Includes data collection (primary data) in digital behaviors
* Includes data collection (primary data) in information disorder
* Deals with public sector offices in Ministries, Departments and Institutes in Sri Lanka
* Demonstrates the ability to quickly adapt to changing ground conditions and ensure project objectives are met
* Demonstrates experience in handling large scale qualitative data using computer assisted qualitative data analysis software (CAQDAS)

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** | **Data collection type (F2F, online, phone, etc)** | **Data collection tools (IDIs, FGDs, KIIs, Observation)** | **Sample size** | **Use of CAQDAS (If yes mention the name of the software)** | **Additional details**  **(if any; 20 words or less)** | **Type of Contract (principle /JV/ Subcontracted) and specific role/tasks assigned** | **Total number of employees assigned (full time, parttime, freelance, contract basis)** |
| E.g. | Mobile use and financial services | 1. XY Foundation 2. 04/2011 3. 08/2011 4. > USD 400,000 | Mobile and internet access | India | SEC D & E population aged 15-65) in Lucknow | F2F | FGDs | 100 | Atlas ti. | Objective to measure access and use, and identify barriers to use financial services | Principle. Research design, data collection, analysis and reporting | 10 (2 core team + 2 field supervisors). |
| 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 Research experience** | **Tasks Assigned** |
| 1. Team Leader (Client’s primary contact person for duration of assignment) |  |  |  |
| 1. Moderator/s |  |  |  |
| 1. Qualitative Data analyst/s |  |  |  |
| 1. Field Manager/s |  |  |  |
| 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 specific/assigned tasks below. In addition, please provide details of Moderator/s and Field Manager/s.

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

|  |
| --- |
| **Moderator- 1 (no more than 1 page) :** |
|  |

|  |
| --- |
| **Qualitative Data Analyst - 1 (no more than 1 page) :** |
|  |

|  |
| --- |
| **Field Manager - 1 (no more than 1/2 page) :** |
|  |

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

NOTE: All bids shall include consideration, costing and Gantt Charts for the Client Methodology.

|  |
| --- |
| **Methodology A (Client Methodology)**  **Discussion and comments on proposed Client Methodology.** |
|  |

|  |
| --- |
| **Quality control procedures. Please specify the quality control mechanisms that will be taken for the Study at all stages: Moderator training, Research participant recruitment, conducting discussions, data storage and data analysis.** |
|  |

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

The time required for finalizing discussion guides, Field staff/Moderator training, pilot test and making subsequent changes to discussion guide/s, research participant recruitment and getting appointments from Key Informants must be included in the time line.

|  |
| --- |
| **Gantt Chart for Client Methodology** |
|  |

6**) Risk mitigation and attention to research ethics in data collection**

Please describe risk mitigation measures and methods of addressing research ethic concerns in data collection.

|  |
| --- |
| **Risk mitigation and attention to research ethics in data collection** |
|  |

7**) Responsibilities of the Client**

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

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