

**Request for Proposals (RFP):  
Sri Lanka Educational Technology Survey**

7<sup>th</sup> July 2026



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[www.LIRNEasia.net](http://www.LIRNEasia.net)

## SRI LANKA EDUCATION TECHNOLOGY SURVEY

LIRNEasia is a regional, non-profit digital policy and regulation think tank. Its mission is “Catalyzing policy change through research to improve people’s lives in the emerging Asia Pacific by facilitating their use of hard and soft infrastructures through the use of knowledge, information and technology.”

This Request for Proposal (RFP) invites technical and financial proposals from research organizations to undertake the work described herein. A detailed description of the project is provided in this RFP to assist the Bidders in obtaining an understanding of the objectives of the project and to facilitate responsive proposals.

Proposals for the project must be *received* by LIRNEasia by **17.00 hrs Sri Lankan time on 14<sup>th</sup> July 2026**. Proposals (including technical and financial proposals) must be emailed to [info@LIRNEasia.net](mailto:info@LIRNEasia.net) with the subject header “<**FIRM NAME**> - **PROPOSAL FOR SRI LANKA EDUCATION TECHNOLOGY SURVEY:**” in PDF **and** an edit-enabled version (e.g., in Microsoft Word) version. In the event of any discrepancy between the PDFs and the editable version, the PDFs shall govern.

Short-listed bidders will be notified by **17<sup>th</sup> July 2026**.

Proposals received by LIRNEasia after the deadline may be rejected. LIRNEasia reserves the right to accept or reject any or all proposals without assigning any reason whatsoever. LIRNEasia will evaluate the proposals, and our decision shall be final and will not be subject to any form of appeal.

This RFP contains the following sections and annexes:

<b>Section 1</b>	Instructions to Bidders
<b>Section 2</b>	Project Description
<b>Section 3</b>	Scope of Work
<b>Annex 1</b>	Technical Proposal Template
<b>Annex 2</b>	Financial Proposal Template
<b>Annex 3</b>	Contract Template

## 1.0 INSTRUCTIONS TO BIDDERS

### 1.1. INTRODUCTION

#### 1.1.1 Definition of Terms

Unless otherwise specified, the following terms used in this document have the following meanings:

- *Authorized Entity or Consultant* means the firm that is signatory to the contract in event of successfully winning the evaluation process. The Client will entertain invoices from and make payments to the Authorized Entity. In case of multiple organizations joining together to bid for the RFP, one firm should be clearly designated as the Authorized Entity. The Authorized Entity or Consultant will be the primary point of contact for the Client.
- *Bidder* means the firm that files an application in response to this RFP; this Entity will be the single point of contact with the Client for the RFP process and handle subsequent negotiations leading to contracting should the bid be successful. In the case of multiple organizations combining to submit an application in response to this RFP, the single point of contact with LIRNEasia for the RFP process, and to handle subsequent negotiating leading to contracting should the bid be successful, will be the Authorized Entity.
- *Client* means LIRNEasia or another party contracted by LIRNEasia to manage the Study.
- *Collaborating Entity* means the collaborating firm(s) that the Bidder enters into a partnership with, for the purpose of conducting the study.
- *Proposal* means a set of a technical proposal and associated financial proposal submitted in response to this RFP.
- *RFP* means Request for Proposals.
- *The Study/Current Study* refers to the study which is the subject of this RFP: *Sri Lanka Education Technology Survey*.

#### 1.1.2 Scope of Work

The Client has issued this RFP to invite Proposals from potential Bidders to conduct a nationwide study of 'Sri Lanka Education Technology Survey' as described in Section 3.0 of this RFP.

#### 1.1.3 Cost of Preparation of Bids and Liability

The Bidder shall bear all costs associated with preparation and submission of the bid as specified in this RFP, regardless of the conduct or outcome of the proposal evaluation. The Client shall have no obligation to any Bidder to reimburse any costs incurred in preparing the proposals, whatever the result. Submission of a proposal in response to this RFP by a bidder will be interpreted by the Client as the Bidder's acceptance of this condition.

#### 1.1.4 Clarifications

Requests for clarifications of specific items of this RFP shall be directed by e-mail to [info@LIRNEasia.net](mailto:info@LIRNEasia.net), with the subject header "<FIRM NAME> - CLARIFICATION – Sri Lanka Education Technology Survey", on or before 17.00 hrs on 10<sup>th</sup> July, 2026. The Client will respond to all such requests by email. Both the clarification/questions and responses will be sent by email to all bidders and kept for records.

At any time prior to the deadline for the submission of the application, the Client may amend the RFP for any reason. All Bidders will be notified in writing (i.e., via email) of the amendments and all Bidders will be bound by the amendments. Bidders are required to acknowledge receipt of any amendment within one business day of such receipt by email. The Client will assume that the information contained in any amendment is taken into account in the Bidder Proposal.

## 1.2 PREPARATION OF THE PROPOSAL

### 1.2.1 General

Bidders are advised to examine all terms and instructions included in the RFP while preparing their Proposals. Failure to provide all the requested information will be at the Bidder's own risk and may result in the rejection of its Proposal.

Each Proposal shall consist of 2 components: 1) The Technical Proposal; and 2) The Financial Proposal.

### 1.2.2 Technical Proposal

The Bidder's Technical Proposal shall be submitted in the Technical Proposal Template provided with this RFP (Annex 1). Page limits indicated in the template must be strictly adhered to, as the evaluation committee will be instructed to stop reading below the indicated page or paragraph limit.

As part of the Technical Proposal Template, the Bidder must submit a scanned copy of the current (valid) Business Registration Certificate of the Authorized Entity in Sri Lanka, as well as that of the Collaborating Entity/entities (as applicable).

Also, as a part of the Technical Proposal, Bidders should include any suggested revisions to the template of the Contract that the Client will issue to the winning Bidder, provided in Annex 3. Bidders should carefully review it and clearly mark any sections which it does not agree with and/or suggested changes (i.e., exact language). All these should be provided as tracked changes in an MS Word format version of the Contract and sent as an Annex to the Technical Proposal. Non-submission of comments or suggested edits will be interpreted as the Bidder accepting the terms of the sample contract, which will form the basis of the Consultant's contract with the Client.

Any assumptions made by the Bidder in the formulation of its Technical Proposal should be clearly stated.

The Technical Proposal must be valid for a period no less than 8 weeks.

### 1.2.3 Financial Proposal

The Financial Proposal shall consist of the following documents:

1. A covering letter signed by the Bidder, clearly indicating the validity of the Proposal for a minimum of 8 weeks from submission; and
2. Cost for the Study as per the Financial Proposal Template provided in Annex 2.
  - o The cost need to be provided for the task as detailed in this RFP document.
  - o The cost breakdown to be provided based on the following headings
    - For the Survey Task: Scripting of the questionnaire, Fieldwork, Data processing and analysing, Project management
  - o All costs should be provided in Sri Lankan Rupees (LKR) and shall be inclusive of all taxes, duties, fees and other impositions as may be levied under the prevalent laws of the respective country where the Authorized Entity is registered. Payments shall be made in Sri Lankan Rupees (LKR) and the Client shall not be responsible for any currency fluctuations in the Consultant's foreign currency denominated costs during the study. Any assumptions made by the Bidder in the formulation of its Financial Proposal should be clearly stated.

The Client will strictly not entertain any price revisions during evaluation.

### 1.2.4 Format and Submission of Proposal

Bidders should prepare their bids in the format provided in this RFP. Bidders should electronically submit the proposal including both the Technical and Financial Proposals in PDF [portable document format] **and** an edit-enabled version (e.g., in Microsoft Word) version. In the event of any discrepancy between the PDFs and the editable version, the PDFs shall govern. Proposed changes to the template Contract shall be submitted as tracked changes in MS Word Format version of the Contract and sent as an Annex to the Technical Proposal.

### 1.2.5 Validity of Proposal

The Proposal (both Technical and Financial) must be valid for a minimum period of 8 weeks from the date of submission of the proposal. The Client will make every effort to complete negotiations within this period.

### 1.2.6 Confidentiality of Proposal

If a Bidder believes that any portion of the Proposal is to be treated in confidence, it shall identify such information clearly in the Proposal. The Client will make every effort to treat such documents in confidence to the extent possible and necessary, consistent with an open and transparent evaluation process.

### 1.3 EVALUATION OF PROPOSALS

The RFP is a fixed budget RFP. Thus, the Client will specify the minimum expectation (under Scope of Work) and the budget for the survey.

Evaluation of proposals and selection of the winning proposal will be based on the Client's assessment of the submitted Technical Proposal. The bidder's ability to meet the minimum expectations at the given budget and what the bidder can provide additionally will be considered in the evaluation.

The following table provides an indicative marking scheme for the evaluation of the Bidder's proposals.

**Table 1. Indicative marking scheme**

	Marking scheme
1. Profiles of Bidder and Collaborating Entities (if applicable) - <i>Submission of documents to show that the organisations have been legally incorporated in Sri Lanka or any other country and have been operating in Sri Lanka for at least three years</i>	5
2. Relevant experience of the Bidder and Collaborating Entities (if applicable) in previously having carried out the type of work described in Section 3, targeting the same populations in Sri Lanka. See below for details*	15
3. Demonstrated understanding of the Client Methodology and or pros/cons; recommended revisions/improvements (if any)	20
4. Qualifications of the proposed project team with weighting toward Team Leader's competencies, followed by the Field Manager's, quantitative data analysts and quantitative questionnaire scripter's experience and competencies – <i>Client expects the Bidder to provide (at a minimum) the names and the profiles of the persons who will be fulfilling the stated roles.</i>	15
5. Field strength of the Bidder (and the Collaborating Entities if the latter is to undertake the fieldwork) and field strategy (e.g., training plan, supervision of field staff, etc)	10
6. Quality control measures that will be employed by the Bidder to ensure highest quality data are obtained, including measures in place to deal with data loss risks (e.g., power/device/system failures) on and off-field	10
7. Contingency plans (Methodology B) for sudden disruptions to fieldwork	5
8. Ability to complete final deliverables within ideal timeframe provided	5
9. Risk mitigation and attention to research ethics in data collection	5
10. Quality of value additions the bidder can provide (in addition to the minimum expectations the Client has stated in this RFP)	10
Total	100

\*Relevant experience counts as:

- National-scale survey conducted in Sri Lanka, particularly within the education sector.
- Surveys targeting diverse respondent groups, including education officials, school principals, and teachers across varying geographic and institutional contexts.
- Research involving geographic segmentation of administrative units such as Educational Zones or Divisional Secretariat areas.
- Experience conducting census-based or complete enumeration surveys covering all units within a defined administrative framework (e.g., all zonal education offices within a national system).
- Research involving purposive selection of institutions or respondents based on pre-defined criteria, ensuring representation of relevant characteristics.
- Demonstrated ability to adapt to changing field conditions while maintaining data quality and meeting project objectives.
- Proven experience in conducting large-scale CAPI-based surveys, including managing field teams across multiple geographic areas (e.g., education zones).

The Client's decision will not be subject to appeal.

#### **1.4 NEGOTIATIONS**

Prior to the expiration period of Proposal validity, the Client will invite the selected Bidder for final negotiations. The aim of the negotiation shall be to reach agreement on all points, and initialize a draft contract to be finalized by the conclusion of negotiations. Changes agreed upon will then be reflected in the Technical Proposal and the Financial Proposal. The Client will consider all reasonable requests. However if significant variations to the standard contract are requested by a Bidder, the Client reserves the right to consider the Bidders proposal non-compliant to the RFP. If a successful negotiation is not possible with the selected Bidder, the next evaluated Bidder will be invited for negotiation, and so on.

#### **1.5 AWARD OF CONTRACT**

On the basis of the Financial Proposal and subsequent negotiations, the final contract will be agreed upon as a lump sum contract in Sri Lankan Rupees (LKR) with intermediate payments tied to the Client's acceptance of specific deliverables.

As already stated, the Contract template that the Client will issue to the Consultant is provided in Annex 3. Bidders should carefully review it and clearly mark any sections that it does not agree with suggested changes (exact language) provided as tracked changes in MS Word Format as an Annex to the Technical Proposal. The Client will consider all reasonable requests. However, if significant variations to the standard contract are requested by a Bidder, the Client reserves the right to consider the Bidders proposal non-compliant to the RFP.

**The selected Bidder is expected to commence the Study within a week of signing the Contract. Therefore, providing input on the Contract at this stage is essential. Changes to wording of the Contract will not be entertained at a later stage.**

## 2.0 PROJECT DESCRIPTION

### 2.1 BACKGROUND

The Client is a regional, non-profit digital policy and regulation think tank. Over the past fifteen years it has conducted several demand-side studies of information, knowledge and communication technology needs and habits of households, individuals, and businesses in South and Southeast Asia.<sup>1</sup> This includes the AfterAccess nationally representative surveys of ICT access and use in six Asian countries (including Sri Lanka in 2019)<sup>2</sup>, surveys to assess the socio-economic impacts of COVID-19 in Sri Lanka and India in 2021<sup>3</sup> and Social Safety Nets and State of Poverty in Sri Lanka<sup>4</sup>. Further, the Client has conducted several qualitative studies on marginalized communities, social safety nets, inclusive agriculture, digital rights and information disorder<sup>5</sup>. The evidence gathered through these research has allowed the Client to gain deep insight into these markets and make positive contributions to the policy processes and discourse. The proposed study is also expected to make similar contributions to the education sector in Sri Lanka.

Education systems worldwide are undergoing a significant transformation driven by digital technologies. In Sri Lanka, the government and development partners have invested considerably in EdTech infrastructure, including computer laboratories, smart classrooms, learning management systems (LMS), education management information systems (EMIS), and teacher training programs. Despite these investments, there is no clear evidence to what extent educational technology is actually being adopted and effectively used at the provincial, zonal, and school levels. Key questions related to EdTech utilisation, usability, quality and enabling environment remain unanswered.

Access to robust, evidence-based data on EdTech adoption across Sri Lanka is critical for effective policy making and resource allocation. Decision-makers at every level of the education system, from the Ministry of Education to school principals, require systematic evidence about the level of EdTech adoption, EdTech innovations, what is working, what constraints exist, and how low-resource adaptation is occurring.<sup>6</sup> Understanding these factors is essential to formulating meaningful policy responses and targeted interventions.

Over recent years, the client has built a strong body of knowledge on technology in education (EdTech) including Education Management Information Systems (EMIS) and AI. Building on the above and the Client's existing work in digital policy and ICT research, the client is now undertaking a comprehensive study on the current state of EdTech adoption, innovation, as well as factors that either enable or constrain the use of technology across Sri Lanka's education system ("The Study") in order to bridge the gap in evidence.

The Study involves a structured, multi-level survey. The first level will be a census of all provincial and zonal education authorities. This will be then followed up with a survey of schools from each education zone selected through a purposive sampling method. It aims to generate reliable evidence on the state of EdTech adoption and innovation in Sri Lanka, which can directly inform policy decisions by developing actionable insights that can lead to strengthening of capacity of national and provincial decision-makers to adopt appropriate EdTech solutions.

### 2.3 OBJECTIVES OF THE STUDY

The specific objectives of the study (i.e. this consultancy) are as follows:

1. To assess the current state of EdTech adoption (utilisation of EdTech tools for administration, teaching, and learning, assessments, and communication) across Sri Lanka.
2. To assess the EdTech innovations, including EdTech innovators across Sri Lanka.
3. To identify the enabling and constraining factors (including infrastructure, human resources, and support systems) for effective EdTech adoption across different education zones, school types, locations, and performance levels.
4. To understand EdTech perceptions among educational decision-makers (zonal directors) and users (school principals and teachers), and to assess data usage in educational decision-making through Education Management Information Systems and other Information Systems.

The detailed methodology is presented on Section 3.1 and 3.2.

<sup>1</sup> See also [www.LIRNEasia.net](http://www.LIRNEasia.net)

<sup>2</sup> <https://LIRNEasia.net/after-access>

<sup>3</sup> <https://LIRNEasia.net/covid>

<sup>4</sup> <https://LIRNEasia.net/ssnresources>

<sup>5</sup> <https://LIRNEasia.net/2021/10/misinformation-in-bangladesh-a-brief-primer/>

<https://LIRNEasia.net/2021/07/a-corpus-and-machine-learning-models-for-fake-news-classification-in-sinhala/>

<https://idl-bnc-idrc.dspace.direct.org/handle/10625/60954>

<sup>6</sup> [https://misinfoforeview.hks.harvard.edu/wp-content/uploads/2022/03/nguyen-\\_diasporic\\_communities\\_research\\_beyond\\_anglocentrism\\_20220324.pdf](https://misinfoforeview.hks.harvard.edu/wp-content/uploads/2022/03/nguyen-_diasporic_communities_research_beyond_anglocentrism_20220324.pdf)

The data collected will be used to:

- Work with partners and other stakeholders to design policies and targeted interventions to support EdTech adoption, utilization and address identified constraints.
- Inform policy and practice at national, provincial, zonal, and school levels based on robust survey evidence

### 3.0 SCOPE OF WORK

This section details the scope of the work to be conducted by the Consultant, including the proposed methodology that the Bidder should consider in its Proposal.

#### 3.1 SRI LANKA EDUCATION TECHNOLOGY SURVEY

A structured, multi-respondent survey will be conducted across all educational zones<sup>7</sup> in Sri Lanka, and across a purposive sample of schools<sup>8</sup> (3 schools from each zone) in Sri Lanka to assess EdTech adoption, innovations, enabling and constraining factors, and related themes as described below. The questionnaire covers the thematic areas described in the EdTech survey.

Two survey questionnaires will be provided by the Client and will cover the following thematic areas:

- **Questionnaire 1 for the Zonal Education Offices:**
  - Part 1: Identification
  - Part 2: EdTech adoption and innovations (EdTech for administration and EdTech for communication), covering usefulness, usability, and data quality
  - Part 3: Factors enabling or hindering EdTech adoption and innovation
- **Questionnaire 2 for the sample of schools:**
  - Part 1: Identification
  - Part 2: EdTech adoption and innovations (EdTech for administration, EdTech for teaching and learning, EdTech for communication), covering usefulness, usability, and data quality
  - Part 3: EdTech adoption and EdTech Innovation: enabling and hindering factors

*Note: The two questionnaires will be provided by the Client in English, Sinhala and Tamil languages.*

##### 3.1.1. TARGET POPULATION AND DEFINITIONS

The target populations of the Study are as below.

- For Questionnaire 1 - The Zonal Education Director and the Zonal ICT director at each Zonal Educational Office.
- For Questionnaire 2 - School Principal, a school staff member with extensive knowledge of education technology or educational data at each selected school

*Note: A staff member with extensive knowledge of education technology or educational data will likely be a Deputy Principal, ICT Teacher or a data officer as indicated by the School Principal*

##### 3.1.2 SURVEY METHODOLOGY

The method proposed for the project covers all the zonal education offices, and a purposive sample of schools (three per zone), targeting decision-makers and educators at each level as stated under 3.1.1. Two separate questionnaires will be used for the two levels as mentioned under 3.1.

###### 3.1.2.1 Sampling

The survey covers two levels of the educational system. The sampling approach for each level is as follows:

- a. Level 1 – Zonal Level: All zonal educational offices in the hundred (100) educational zones will be covered. In each zone, the Zonal Director of Education and the Zonal ICT Director will be interviewed as the two respondents using Questionnaire 1

The Client will provide the Consultant with the complete list of zonal education offices contacts before fieldwork commencement. The Consultant must adhere strictly to the respondent list provided.

<sup>7</sup> Total of 100 Zonal Educational Offices

<sup>8</sup> Total of 300 schools

- b. Level 2 – School Level: Purposive sampling will be performed at the school level. Three (3) schools will be selected per educational zone, giving a total of three hundred (300) schools. At each selected school, the School Principal, a deputy principal and an ICT teacher will be interviewed as respondents. The school selection will be made based on the Zonal Director’s recommendation.

The school selection will follow a structured purposive sampling approach based on school’s EdTech engagement. Prior to the school survey, the Zonal Director of each zone will be requested (as part of answering Questionnaire 1 (to nominate a minimum of 8 schools within each zone for each of the following three categories:

- Schools with active EdTech adoption
- Schools with moderate EdTech adoption
- Schools with limited or no EdTech adoption

From the nominations received in each category, the Client will randomly select one school per category, resulting in 3 schools per zone and 300 schools in total. The school selection criteria and the final confirmed list of selected schools must be approved by the Client before fieldwork commences.

*Note: Although multiple respondents will be interviewed at each level, only one questionnaire is to be completed per unit. At the zone level, the Zonal Director and the Zonal ICT Director will jointly contribute to a single questionnaire per zone. At the School level, the school principal and another school staff member will jointly contribute to a single questionnaire per school.*

In their proposals, Bidders shall raise any specific concerns about the Client Methodology detailed above, assess the pros and cons of the same in the current country context, and if absolutely necessary justify any suggested deviations.

### **3.1.2.2 Population / Sample size**

The total survey population is 400 educational units as follows:

- Level 1 – Zonal Educational Offices: 100
- Level 2 – Sample of Schools: 300 (3 schools per educational zone)

### **3.1.2.3 Completion Requirements**

Level 1 - Zonal Educational Offices: As a census covering all 100 educational zones, a 100% completion rate is required. All Zonal Directors and Zonal ICT Directors must be interviewed without exception.

Level 2 - Sample of Schools: A minimum of 300 schools (3 per zone) must be completed. No zone may have fewer than 3 completed school questionnaires.

## **3.2 CONTINGENCY PLAN / ALTERNATIVE METHOD OF CONDUCTING THE FIELDWORK IN THE CASE OF UNEXPECTED DISRUPTIONS TO FIELDWORK**

The Bidder must discuss the contingency plans for unexpected disruptions to fieldwork or other situations preventing fieldwork (i.e., face-to-face data collection) from being conducted after fieldwork has already commenced. This includes the possibility of government-imposed lockdowns or movement restrictions due to economic crisis, fuel shortages or similar situations, and/or other restrictions where the Client and Consultant mutually agree to stop/pause fieldwork. The Bidder should discuss how the remaining sample can be achieved whilst maintaining the best level of quality and coverage of the survey. The Bidder must discuss how the study objectives will be achieved in terms of coverage across all provinces, education zones, and schools. The Bidder must also discuss the implications on timelines, questionnaire content, and the cost of this methodology in the proposal as well. This, along with other relevant factors should be discussed as “Methodology B” in the relevant section in the technical proposal document.

## **3.3 TASKS**

This section details the tasks that would be expected of the Consultant selected for the Study.

### 3.3.1 Study and sample design and method

- a) The Consultant shall work closely with the Client to apply the sampling methodology that has been outlined in Section 3.1.
  - i) Technical Proposals shall include a discussion of any concerns about applying the Client Methodology, assess the pros and cons of the same in the current country context, and if absolutely necessary justify any suggested deviations.
  - ii) For the Survey:
    - a. Bidders should note that the Client's main requirement is a census coverage of 100 zones, and a purposive sample of 300 schools adhering to the criteria in Section 3.1.2. Selection probabilities.
    - b. The Consultant shall also be responsible for verifying the provided contact details of all zonal respondents, and for coordinating purposive school selection in consultation with zonal directors, as well as systematically documenting the process.
    - c. In the event that the sample must be re-drawn for the school sample (e.g., if the sample size were to be altered or the methodology were to be changed), the Client will re-draw the sample.
- b) The Consultant shall supply all necessary raw field data (covering all the education zones and the sample of schools from each zone)
- c) The Consultant shall provide a finalized fieldwork schedule along with location details to the Client as early as possible.

### 3.3.2 Research Instrument Finalization

Separate "Research Instruments" (survey questionnaire/s, consent forms etc.) are being prepared by the Client for the study. The survey questionnaires include modules to assess the level of EdTech adoption, utilization, EdTech innovations, innovators, and enabling and hindering factors for Edtech adoption.

- a) The Consultant shall work with the Client to localize, finalize and format the Research Instruments using its expertise and experience. The Consultant will complete the final scripting of the Research Instruments and convert them into CAPI/field-ready format.
- b) The Client will provide the Consultant with a draft version of the translated questionnaires (both Sinhala and Tamil). The Consultant shall review the translation and do any changes as required. The Consultant shall ensure that the translated versions are checked for consistency and ensure that the meanings have been correctly translated; to the best of its capabilities. The Consultant will share the final translated versions with the Client, who will have local language translations checked in parallel for consistency. The Consultant shall inform the Client in advance of the specific languages that will be used (if more than the national languages) to allow the latter to identify appropriate researchers from its network for translation checking.
- c) The translated Research Instruments shall each be pilot-tested among 6 zones and 8 schools selected by the client. The pilot testing should be carried out in a mix of both Sinhala and Tamil languages. The pilot testing shall be conducted at an appropriate point in time to be determined in consultation with the Client. Based on the pilot tests, the Consultant will prepare a short report on how the Research Instruments are working and indicating what changes are required ("Report of Pilot Tests"). If relevant, the Consultant will propose changes in the Research Instruments and will facilitate the raw pilot data to the Client, who may reserve the right to include any change in the Research Instruments. The Consultant will forward the finalized, formatted English language versions of the Research Instruments, as well as the local language versions to the Client and obtain approval prior to engaging in fieldwork.

### 3.3.3 Collection, Entry and Processing of Data

- a) The Consultant will recruit the respondents as stated under 3.1.2.1 and administer the Research Instruments in local languages and dialects.
- b) Data collection should be undertaken through face-to-face interviews with the relevant respondent in the respective local language/s and dialects in each geographical area as appropriate.

- c) The capture of data shall be done by electronic (CAPI) means. The Bidder should clearly indicate previous experience with institutional/organizational surveys and CAPI platforms. The Bidder is required to enable the Client access to monitor the data collection process ideally through an observer account on the survey platform in use; if not feasible, the Consultant must provide the Client with daily reports on fieldwork completion by location, including GIS locations indicated on a map. The ability to monitor the data collection by location process in real time is important, and the inability to do so will be a distinct disadvantage to the Bidder in the evaluation of their proposal.
- d) The Bidder shall also clearly detail what strategies are in place to avoid data loss in the event of power loss, device failure/loss, and any other foreseeable risks that may affect data quality.
- e) The Consultant shall be expected to obtain all necessary local permissions and authorizations to conduct field work in selected areas. The Client will assist through the provision of written request letters/letters of support for the Study if necessary, but the Consultant shall hold primary responsibility for obtaining necessary permissions. In this regard, the expected time taken for this process should be incorporated into the timeline that the Consultant provides. Any concerns on this or anticipated problems should be clearly stated by Bidders in their proposals.
- f) The fieldwork shall be conducted by field supervisors who have undergone training in Basic Code of conduct of Field Personnel, health and safety guidelines on how to conduct a survey safely during a pandemic and CAPI System, specific to the Research Instruments being used in this Study. Given that the respondents in this study are senior education officials, school administrators and school teachers, the field supervisors must have the necessary experience and professional competence to conduct interviews with the respondents. The Client may participate in the local training sessions and reserves the right to accompany the enumerator (i.e. field work supervisor) for any and all interviews.
- g) The total interview time is expected to be as follows:
  - i) Zonal level (Zonal Education Director and ICT Director): approximately 60 minutes each.
  - ii) School level (Principal and Teacher): approximately 60 minutes each.
- h) The Consultant holds the responsibility in adhering to the privacy requirements in the ethics of survey research, taking and sharing photographs, and handling respondent identification and contact information.
- i) Prior to the commencement of an interview, the respondent shall be informed of the items listed under Condition 6 in the General Contract (See Annex 3 for template contract), with written consent or verbal consent with audio recording obtained from the respondent to (1) proceed with the interview; (2) to photograph the office or school premises with the name board of the office and the school, but without capturing the faces of any individuals (adults or children/students) in the photographs; and (3) be contacted again for further research. If the respondent is unable to physically sign the consent form for any reason, alternative methods of obtaining proof of consent may be discussed and used as long as the Client approves. This informed consent will be recorded and included as three/four (as appropriate) separate variables in the respective datasets resulting from the surveys. Respondents who refuse consent to photograph the office or school premises and name board may still be interviewed, provided consent to conduct the interview is given (but no photographs may be taken).
- j) After obtaining consent to re-contact has been obtained as specified in 3.3.3.(i), Respondents' primary contact information will be recorded, along with sufficient alternative which may be used in the event that the respondent cannot be reached through the primary contact information. Contact information shall be treated as strictly confidential by the Consultant, and provided to the Client in a separate database/spreadsheet, "Respondent Contact Information Database". Upon completion of the final deliverables of the Contract, the Consultant shall not retain in their database (electronic or paper-based) any personally identifiable information of any respondent. Furthermore, this contact data is to be treated as highly confidential, and is not to be shared with any third party or non-project Consultant staff at any point in time, other than designated Client staff. The Client may choose to enact a non-disclosure agreement to this effect.

- k) The Consultant will ensure a completion rate according to the parameters set out in Section 3.3.5.
- l) The Consultant will capture a sample of the fieldwork process (two photographs of the office premises or school premises (without capturing any individuals/children) and the name board of the office or school visited) via high quality digital photographs sufficient to communicate visually an understanding of the research subjects, and surroundings/ context by the Client ("Field Photographs"). The Field Photographs must be clearly labelled to enable identification of the survey location, if possible, with GPS tags included. Written consent to take photographs must be obtained from respondents before they are photographed.
- m) During all stages of data collection, the Consultant shall keep the Client informed about progress and discuss any problems that are being encountered. **No deviations from the agreed sampling methodologies or other elements of the research design will be accepted unless the Client has authorized them in writing.** Such deviations must be documented (with justifications) in the final Methodology Note (See Section 3.3.7).
- n) The Client may accompany the Consultant's fieldwork team/s at any given moment at a location to be decided by the Client, with no more than 24 hours' notice, in order to conduct, monitor and supervise the data collection processes. The Consultant will be expected to:
  - i) Provide logistical support and coordination to enable this. Where additional costs are incurred, the Consultant will be reimbursed by the Client upon provision of original invoices.
- o) The Consultant shall enter and clean the datasets in SPSS format, with all variable names, labels and codes given in English, with the relevant question numbers clearly indicated.
- p) The consultant shall provide two separate datasets for Zonal departments of Education, and Schools. For all, Zonal Education offices, and Schools, the Consultant shall provide the "Contact dataset" separately, which includes the name, address, contact numbers and other personal information of the respondents. This should have a unique identifier which will link the contact dataset to the two main data sets.
  - i) Additional data captured through electronic means should also be provided in the final datasets, including but not limited to: start time, end time, date, GPS coordinates, interviewer ID.
  - ii) Note: The submission of a Technical proposal by the Bidder is considered as agreement in providing the above-stated datasets. (unless stated other-wise in the proposal)
- q) After the Consultant hands over the Contact Dataset and the Main Datasets, the Consultant will assist the Client with queries on the data and methodological details; the Consultant shall remedy any problems that subsequently arise with regard to the datasets as soon as possible.

#### 3.3.4 Coordination

- a) The Consultant's core project team proposed in the Consultant proposal should remain the same for the duration of the project. In the event that changes to the Consultant project team become necessary, the Consultant will inform the Client of any changes to the Consultant team in writing with justification before any such changes are made. The Consultant will take sufficient actions to ensure continuity in the project and avoid interruptions or delays in the delivery of the Services.
- b) The Consultant's project leader assigned to 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. This employee shall be the Client's primary contact person for the full duration of the Study.
- c) In the case where data collection is to be carried out by the Collaborating Entity, the Consultant shall coordinate the data collection and entry with its Collaborating Entity, and liaise with them to ensure consistency in all aspects of the study and adherence to all applicable quality control measures at all times. The Consultant shall be the **single** point of contact for the Client.
- d) The Consultant will work with the Collaborating Entity to quickly resolve any problems that arise.
- e) The Consultant should keep the Client informed of the general progress on survey implementation at a minimum of weekly updates, daily during the fieldwork period.

### 3.3.5 Quality and Penalty Clause

- a) The Consultant will ensure consistency in implementation and quality control across the country, including where fieldwork is to be conducted by a Collaborating Entity or any other contracted (third party) staff. The Consultant will be expected to deploy its own quality control mechanisms beyond those stipulated by the Client; such mechanisms should be elaborated on in the Bidder's Technical Proposal in the relevant space provided.
- b) Unless specifically approved by the Client, the Consultancy will not be considered to be complete if the required completion rates for either survey level are not met. For the Zone Level, the Consultancy will not be considered to be complete if the completion rate falls below 100% of the 100 educational zones. For the School Level, the Consultancy will not be considered to be complete if the completion rate falls below 95% of the selected schools. Penalties for completion rates below these thresholds are as per Table 4. If the Bidder has concerns about meeting these requirements, they should indicate this in their bid, indicating a feasible completion rate that they can commit to. The Consultant is expected to share the raw data used for calculating completion rates in the Methodology Note (See Section 3.4.7)
- c) Completed questionnaires will be discarded if fatal errors are identified during fieldwork quality checks. Fatal errors include failure to follow the questionnaire instructions or failure to adhere to the respondent selection procedures as specified. In the event of a discarded questionnaire, the Consultant is required to return to the relevant zone or school and complete a replacement interview. For the School Level, replacements will follow the procedure whereby the Client will designate one replacement school from the remaining nominations in the same EdTech adoption category as described under Section 3.1.2.1. The Consultant must prioritise completion of the initially selected school before requesting a replacement from the Client. The number of discarded and replacement questionnaires shall be reported to the Client in the Methodology Note (See Section 3.4.7).
- d) While it is expected that the Consultant performs a sufficient number of back-checks of interviews, the Client will also perform a number of random back-checks of its own, as such the Consultant is required to comply with this and provide the necessary information for this as specified in Section 3.3.3 (the Respondent Contact Information Database). The Consultant is therefore expected to provide the first 50% of the School Respondent Contact Information Database at the 50% data collection point and the balance at 100% data collection in a timely manner. The Consultant shall ensure relevant consent for data collection and use is obtained and recorded from respondents upon interview, as specified in Section 3.3.3.(i). Access to the selected respondent's data shall be made available to the Client for verification. The Client requires access to the daily updated dataset throughout the fieldwork period, including GPS location data, to enable ongoing monitoring and quality checks. Consultant is also expected to audio record the full interview as a quality control measure.
- e) There will be penalties attached to the contract between the Consultant and the Client that will be applied in the event of any of the occurrences given in Table 4. Penalties shall be applied where the relevant lapse in quality has occurred, and the penalty shall be calculated based on the Cost as per the Contract between the Consultant and the Client. Submission of a Technical proposal is taken as Bidder's agreement to adhere to this clause (unless specifically stated).
- f) The Client will conduct checks to observe whether the Consultant's field team is adhering to health and safety guidelines agreed upon in the Contract between the Consultant and the Client.

**Table 2: Penalties for lapses in quality**

Trigger	Penalty (% of Cost as per Contract)
Delayed delivery of any percentage of total datasets in excess of 10 business days from agreed deadline	1% per day delayed

Any unjustified non-compliance of data quality protocols is discovered (e.g., failure to conduct double data entry [where applicable], failure to follow questionnaire instructions, failure to make a minimum of three contact attempts to un-contacted zonal education offices or schools, lack of rigorous behaviour of enumerators during the data collection process, especially with regard to selection procedures failure to adhere to replacement procedures, etc.)	30%
Missing values exceeding 5%	20%
Falsification of data (one or more incidents/data points)	30%
Completion rate (number of completed interviews/total selected interviews) at Zone Level falls below 100%	5% per missing zone
Completion rate (number of completed interviews/total selected interviews) at School Level falls below 95%	2.5% per missing school

### 3.4.6 Initial Data Analysis and Top-line Presentation

- a) The Consultant shall perform an initial data analysis constituting descriptive statistics and cross tabulations. The main objective of this analysis will be to identify the main trends in the data and to ensure the quality of the data collected.
- b) The Consultant will be expected to make a top-line presentation (“Top-line Presentation”) based on this initial data analysis to the Client, to take place within 14 days of the completion of data cleaning and processing. The Top-line Presentation need not be comprehensive. The contents of the Top-line Presentation will be worked out in advance, in consultation with the Client.
- c) Once the Datasets has been handed over to the Client, and the Top-line Presentation has been done and related slide set (in editable format) has been handed over to the Client, the Consultant’s role in the rest of the analysis will be limited to responding to queries that the Client has on the data, as well as methodology.

### 3.3.7 Methodology Note

- a) After the completion of fieldwork, a detailed write-up of the research methodology that was implemented shall be provided by the Consultant (“Methodology Note”). All primary data (e.g. names of the educational zones, names of schools, and respondent designation breakdown) should be provided here.
- b) The Methodology Note shall describe any problems encountered in the implementation of the study and what remedial actions were taken. The Methodology Note shall describe any deviations in the methodology that was undertaken, the justifications for the same and implications on the data.
- c) The Methodology Note shall contain details on the quality metrics, *including but not limited to* the following:
  - a. Survey completion rates at both zone and school levels (with raw data)
  - b. Missing value rates
  - c. Number of replacement questionnaires due to fatal errors, along with zone-wise and school-wise details
  - d. Number of replacement questionnaires due to non-contactability of respondents, along with zone-wise and school-wise details
  - e. Number of back-checked interviews
- d) The Methodology Note will also provide a detailed list of all zonal education offices and schools where respondents were surveyed, as well as the number of respondents interviewed at each location. Where possible, locations should be indicated on a map. In addition, the Client may require GPS coordinates of each visited zonal office and school, which can be captured using commonly available GPS-capable phones or other technologies chosen by the Consultant.

### 3.4 Health and safety precautions and procedures

The Client expects the Consultant to follow basic health and safety guidelines issued by the government and local authorities throughout the project duration, i.e., throughout all activities. Proposals by the Bidders should contain information about the health and safety precautions being deployed by the Consultant.

### 3.5 DELIVERABLES

The following deliverables shall be made as part of the contract:

1. Report of Pilot Tests
2. Finalized, translated, field-ready research instruments in English, Sinhala, and Tamil
3. Signed or recorded verbal consent from every research participant
4. Data collection (as detailed in previous sections, adhering to 100% completion at zone level and 300 schools at school level), entry and cleaning
5. Spreadsheet with respondent details for both Zonal Education Offices and schools, including Name, Designation, contact number or email and Affiliated Institute
6. Finalized, cleaned school selection document, including the recommendations received from each Zonal Director and the final schools selected
7. Finalized, cleaned main datasets: 1) Zonal Dataset and 2) School Dataset (including consent variables)
8. Recordings of discussions (if recording is not available, detailed notes from the discussion or interview)
9. Field photographs (2 photographs of the name board and premises of each visited Zonal Education Office and school)
10. Top-line Presentation
11. Methodology Note (including section on quality metrics and health and safety measures taken (see Section 3.3.7))
12. Assistance with queries on data and methodology

### 3.6 BUDGET FOR THE STUDY

The maximum Client budget for this Study is LKR 6,000,000.00.

*Note: Bidders are encouraged to quote for an alternative option (if required). If suggesting an alternative option, the Bidder should provide the details and justification in the technical proposal and provide the corresponding cost in the financial proposal.*

This amount includes all of the Consultant's costs, i.e., is all-inclusive.

Payments shall be made in Sri Lankan Rupees (LKR).

### 3.7 TIMELINE & PAYMENT SCHEDULE

Bidders shall provide an estimated timeline for the Study with estimated completion dates, given in weeks from signing of the contract. Any special considerations (e.g., local festive periods, school closures/holidays or any other specific events that may take place, which might affect the research process) should be clearly indicated.

The ideal completion date for the Study (and all associated tasks and deliverables) shall be by 31<sup>st</sup> October, 2026, however if there are any unforeseen issues which arise such as national elections, timelines will be mutually agreed upon and adjusted accordingly.

The following is the payment schedule for the Study.

**Table 3. Payment schedule | Education Technology Survey**

<b>Deliverables/milestone</b>	<b>Ideal completion date based on current knowledge</b>	<b>Payment amount (% of contract value)</b>
Signing of contract	To be determined upon contract signing	30%
1. Report of Pilot Tests 2. Finalized, translated, field-ready research instruments in English, Sinhala, and Tamil	Week 2 from contract signing	10%
3. Data collection (as detailed in previous sections, adhering to 100% completion at zone level and 300 schools at school level), entry and cleaning	Month 2 from contract signing	20%
4. Finalized, cleaned school selection document, including the recommendations received from each Zonal Director and the final schools selected 5. Finalized, cleaned main datasets: Zonal Dataset and School Dataset (including consent variables)	Month 3 from contract signing	10%
6. Spreadsheet with respondent details for both Zonal Education Offices and schools, including Name, Designation, contact number or email and Affiliated Institute 7. Signed or recorded verbal consent from every research participant 8. Recordings of discussions (if recording is not available, detailed notes from the discussion or interview) 9. Top-line Presentation 10. Methodology Notes 11. Field Photographs	Month 3 from contract signing	30%
12. Assistance with queries on data and methodology	Although all final payments will have been made to the Consultant by this point, it is expected that the Consultant will continue to work with the Client by responding to queries if any thereafter.	

All payments are subject to the deliverables being approved for quality and content, and maybe thus altered, or withheld accordingly.

The consultant shall raise invoice only upon the Client approving a given deliverable(s).

The Client shall make payments no later than 14 days of receiving invoice from the consultant.