

Request for Proposal (RFP)

For

Midline Socio Economic Survey in Two Research Union Councils of Tando Allahyar, Sindh under EU Funded-Sindh Union Council and Community Economic Strengthening Support (SUCCESS) Programme

December 26, 2019

Reference # RSPN/RFP/2019/002

The Rural Support Programmes Network (RSPN) invites proposal for implementing a follow up Mid line Socio Economic Survey in two Research Union Councils of District Tando Allahyar under EU Funded-Sindh Union Council and Community Economic Strengthening Support (SUCCESS) Programme as per the Terms and Conditions detailed in this RFP and the Terms of References (ToRs) attached as Annex-I (which is a part of RFP).

Terms and Conditions:

1. Submission of Proposals:

- a. The applicant must strictly adhere to all the requirements of this RFP. No changes, substitutions or other alterations to the rules and provisions stipulated in this RFP may be made or assumed unless it is instructed or approved in writing by RSPN in the form of Supplemental Information to the RFP.
- b. Any Proposal submitted will be regarded as an offer by the applicant and does not constitute or imply the acceptance of any Proposal. RSPN is under no obligation to award a contract to any applicant as a result of this RFP.
- c. **Submission of Proposal:** Eligible applicants shall submit their Technical and Financial proposals on the prescribed format in separate sealed envelopes, to be delivered through registered mail **not later than 1630hrs (PST) on January 27, 2020** and be clearly marked as “**Socio Economic Survey in Research Union Councils under EU Funded-Sindh Union Council and Community Economic Strengthening Support (SUCCESS) Programme**” to:

Mr. Asad Ejaz Khan

Admin & Procurement Officer-SUCCESS
Rural Support Programmes Network (RSPN)
3rd Floor, IRM Complex, Plot # 7,
Sunrise Avenue (off Park Road)
Near COMSATS University
Islamabad, Pakistan.
Tel: (92-51) 8491270-99

The full application/proposal should include:

- a. **Technical Proposal:** The proposal will be evaluated according to the evaluation criteria as laid out in the evaluation grid Annex - I (a). The contractor will submit the Technical Proposal using the proposal form given at Annex – I (b).
- b. **Financial Proposal:** The contractor will submit the financial proposal using the Budget template given at Annex – II. The Financial Proposal shall list all major cost components associated with the services. All major

outputs and activities described in the technical proposal must be priced separately. Any output and activities described in the technical proposal but not priced in the financial proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price. The financial proposal shall be **inclusive of all taxes, travel/lodging and all associated costs.**

- c. Copy of National Tax Number (NTN) certificate.
- d. A soft copy of all documents included in the Technical Proposal shall be provided in form of USB along with the hard copies in the sealed envelope(s). Incomplete or late applications/proposals will not be entertained.
- e. The name and mailing address of the applicant shall be clearly marked on left hand side of the envelope.
- f. The applicant must respond to all questions and provide complete information as advised in this RFP. Any lapse to provide essential information may result in disqualification of the applicant.
- g. **Language of Proposal:** The Proposal and all documents/correspondence relating to the Proposal shall be submitted in English language.
- h. **Currencies:** All prices shall be quoted in PKR (Pak Rupees).

2. Eligibility Criteria:

- a. Participation is open to all entities (participating either individually or in a group/consortium of contractors) which are registered, effectively established in Pakistan and meeting all the requirements detailed in this RFP are eligible to apply. The core personnel of the firm/entity shall have the expertise and technical experience of the previous assignments of similar nature and / or related services.
- b. The firm/entity should have valid National Tax Number (NTN).

3. **Clarifications:** For any clarifications or inquiries related to this RFP, the applicant shall contact Dr. Abdur Rehman Cheema, Team Leader Research, SUCCESS - RSPN through email at arehman.cheema@rspn.org.pk. Such queries must be received prior to 1500hrs on January 20, 2020. Any material questions that are received will be responded to in writing.

4. **Joint Venture, Consortium or Association:** If the applicant is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of submission of the Proposal, they shall confirm in their Proposal that: (i) they have designated one party to act as a legal entity, duly vested with authority to legally bind the members of the joint ventures jointly and severally, and this shall be duly evidence by an Agreement among the legal entities, which shall be submitted along with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between RSPN and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.

5. **Validity Period:** Proposal shall remain valid for a period of 60 days from the deadline for submission of Proposal. A Proposal valid for a shorter period shall be immediately rejected by RSPN and rendered non-responsive. In exceptional circumstances, prior to the expiration of the proposal validity period, RSPN may request the applicant to extend the period of validity of their Proposal. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.

6. **Withdrawal, Substitution, and Modification of Proposals:**

- i) The applicants are expected to have sole responsibility for taking steps to carefully examine in detail the full consistency of their Proposals to the requirements of the RFP, keeping in mind that material deficiencies in providing information requested by RSPN, or lack clarity in the description of services to be provided, may result in the rejection of the Proposal. The applicant shall assume the responsibility regarding erroneous interpretations or conclusions made by the applicant in the course of understanding the RFP out of the set of information furnished by RSPN.

- ii) An applicant may withdraw, substitute or modify its Proposal after it has been submitted by cancelling or editing their bid in the system.
- 7. **Confidentiality:** Information relating to the examination and evaluation of Proposals, and the recommendation of contract award, shall not be disclosed to the applicant(s) or any other persons not officially concerned with such process, even after publication of the contract award.
- 8. **Award of Contract:** RSPN reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected applicant of the grounds for RSPN's action.
- 9. **Contract signature:** The successful applicant shall sign and date the Contract and return it to RSPN within seven (07) days from the date of receipt of the Contract. Failure of the successful applicant to comply with the requirement of RFP shall constitute sufficient grounds for the annulment of the award, and RSPN may award the Contract to another applicant, or call for new Proposals.

Annex-I Terms of Reference (ToRs) - Midline Socio Economic Survey in Two Research Union Councils of Tando Allahyar, Sindh
Under EU Funded-Sindh Union Council and Community Economic Strengthening Support (SUCCESS) Programme

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1. BRIEF DESCRIPTION OF THE PROJECT

Sindh Union Council and Community Economic Strengthening Support (SUCCESS) Programme is based on the Rural Support Programmes' (RSPs) social mobilisation approach to Community Driven Development (CDD). Social Mobilisation centers around the belief that poor people have an innate potential to help themselves; that they can better manage their limited resources if they organise and are provided technical and financial support. The RSPs under the SUCCESS Programme provide social guidance, technical and financial assistance to the rural poor in eight districts of Sindh.

SUCCESS is a six-year (2015-2021) programme funded by the European Union (EU) and implemented by Rural Support Programmes Network (RSPN), National Rural Support Programme (NRSP), Sindh Rural Support Organisation (SRSO) and Thardeep Rural Development Programme (TRDP) in eight districts of Sindh, namely: Kambar Shahdaddock, Larkana, Dadu, Jamshoro, Matiari, Sujawal, Tando Allahyar and Tando Muhammad Khan. More information about the programme is available at <https://success.org.pk/>.

Under the research Component of the SUCCESS programme, a multi-year Randomised Control Trail (RCT) has been set up in testing the impacts of the SUCCESS Programme on access to information and services, and civic engagement; women empowerment; economic welfare; and social cohesion. The sample for the study comprises 2300 households in 23 Village Organisations (12 Village organisations (VOs) that are treated by the SUCCESS with the 11 VOs that are not yet treated by the SUCCESS) located in the two union councils namely Dad Khan Jarwar and Masoo Bozdar, in tehsil Chambar, district Tando Allahyar, Sindh where the National Rural Support Programme (NRSP) implements the SUCCESS interventions.

The treatment villages will receive the SUCCESS interventions early and others in the control group with a delay of 3 years calculated from the date of the first intervention (December, 2016) in treatment villages, called Phase-In Design. The interventions include social mobilisation including forming of three tier community institutions structure, Community Investment Fund (CIF), Income Generating Grants (IGG), Micro Health Insurance (MHI), Technical and Vocational Skills Training (TVST), and Community Physical Infrastructure (CPI).

Data for the estimation are provided by a set of household and female only surveys conducted in four different phases as followed:

Poverty score card survey: Administered between March and October, 2016 prior to any SUCCESS activity. The data from this survey were used to determine the sample, treatment and control assignment.

Baseline survey: Administered between June – September 2016.

Midline survey: Will be administered between February-March 2020.

Endline survey: Will be administered in the end of 2021 – early 2022.

RSPN with the technical support of University of Mannheim (UM) Germany is responsible for the design of the evaluation strategy and the survey instruments, and sampling strategy.

The purpose of this RFP is to engage a service provider (research institute, university, consulting firm) – hereafter named as “contractor” to implement the **Midline Survey** including preparation for field work and implementation of the household survey data collection, analysis and preparation of the survey report. The contractor shall work in close collaboration and discuss decisions on the design and methodology with RSPN.

2. SCOPE OF THIS CONTRACT

The selected contractor will be responsible to implement the **Midline Survey** including preparation for field work and implementation of the household survey data collection, analysis and preparation of the survey report according to the following sample households, survey instrument, phases and deliverables:

2.1. Sample Size

The sample for the study comprises 23,00 households in six revenue villages (23 Villages/settlements) located in the two union councils namely Dad Khan Jarwar and Masoo Bozdar, in *tehsil* Chambar, district Tando Allahyar, Sindh according to the following:

TABLE 1: SAMPLE HOUSEHOLDS, TEHSIL CHAMBAR, DISTRICT TANDO ALLAHYAR

Union Council Name	Revenue Village Name	Control Households	Treatment Households	Total Households
Dad Jarwar	Bail	100	300	400
	Bouchar	200	100	300
	Sahiki	100	200	300
	Thul	300	100	400
Massoo Bozdar	Kario Gulsher	100	400	500
	Sandki	300	100	400
Total		1,100	1,200	2,300

As the survey aims to collect panel data from the same household for whom the baseline data is collected in 2016. RSPN will provide the list of sample households with their basic identification information at the time of signing the contract to the selected contractor.

2.2. Survey Instrument

The survey instrument is development by RSPN with the support of its technical advisors from the University of Mannheim Germany. A draft version of the survey questionnaire is attached at Annex I (c), which the contractor can use as reference for planning purpose. The questionnaire is subject to changes and final version of questionnaire in will be shared with the selected contractor at the time of signing the contract by RSPN. The data will be collected using ODK platform (software) developed and tablet computers deployed by the selected contractor.

The primary respondent for the survey will be an adult female member of the household who is member of the community organisation in the treatment sample and any adult women household member in the control sample. Male member of the household can assist the respondent. Thus all the field data collection team need to be women. The average duration of each interview is expected to 40-60 minutes.

2.3. RESPONSIBILITIES OF THE CONTRACTOR

The selected contractor will be responsible for the following outcomes and deliverables:

2.3.1. Inception phase

1. Inception meeting of the contractor's team with RSPN Research team
2. Translate survey questionnaire into Sindhi
3. Develop and test the survey ODK (software) and arrange tablet computers for data collection

4. In-time recruit a qualified (at least graduates) and having experience of conducting similar surveys team of data collection team (women enumerators and supervisors). Prepare proper contracts for staff and share CVs with RSPN.
5. Prepare and print training material/manuals
6. Organise at least six days training of enumerators and supervisors including resource person, space, rooms, transport, and catering. Conduct re-trainings of field staff in case shortfalls are indicated by internal M&E/Operations staff of RSPN.
7. Run pre-testing of the survey tools (questionnaire and software Application) and training of enumerators with 30 interviews in another UC of the district Tando Allahyar (10 households before the training and 20 households after the enumerators training). Prepare a five pager report on the pre-testing phase.
8. Organise and implement additional enumerator training if pre-test leads to adjustments in the survey team.
9. Organise logistics for fieldwork including transport, accommodation, etc.
10. Develop Data Collection Plan according to the list of sample households (provided by RSPN). Select documentation that ensures that households can be identified for follow-up survey
11. Develop a customised real time dashboard to track the performance and quality of data collection on the following key indicators:
 - Targeted, completed and projected households on daily basis
 - Identify key indicators for consistency and accuracy of the data to ensure quality and share data on these indicators on daily basis with RSPN.
12. Prepare and submit a 20-page inception report based on the outputs and outcomes of the inception phase within one month of signing of the contract. The inception report should include a strategy to ensure staff retention and availability throughout the currency of the project.

2.3.2. Data Collection Phase

13. Arrange NOCs from provincial governments, local administration and concerned security agencies if required by the contractor.
14. Conduct door to door survey of the 23,00 selected sample household according to the list of sample households and tools approved during the inception phase.
15. Ensure daily productivity rate (other than exceptions brought in writing in knowledge of RSPN) as per the agreement.
16. Upload data on the server preferably on daily basis other than exceptions during which daily upload is not possible.
17. Share the survey data with proper labeling and coding with RSPN on daily basis.
18. Prepare clean dataset with proper labelling/coding in MS Excel or SPSS and submit to RSPN with 10 days of the completion of the data collection phase.

2.3.3. Data Analysis and Reporting

19. The selected contractor will prepare pre analysis plan with table of content of the report and output tables prior to the data analysis and share with RSPN for approval.
20. Upon the approval of the analysis plan populate the output tables with data
21. Prepare a draft report and share with RSPN for comments
22. Incorporate RSPN comments and finalise the report and share for approval

2.3.4. Monitoring and Quality Assurance

Share the customised real time dashboard to track the performance and quality of data collection on the following key indicators:

23. Targeted, completed and projected households on daily basis
24. Daily analysis of key indicators for consistency and accuracy and quality control
25. Conduct weekly field visits to gauge quality of enumeration, supervision and training by the key experts of the contractor and share their monitoring reports with RSPN.

26. Hold meetings to share field progress with RSPN Research team, on weekly basis and other meetings as directed by RSPN. Minutes of such meetings may be made part of the monitoring reports.
27. Maintain regular liaison with RSPN Research team at to get real time feedback on all activities.
28. Ensure quality of the data completeness, consistency and accuracy
29. Ensure quality of data analysis
30. Ensure quality of reports

2.4. Responsibility of RSPN

1. Provision of list of sample households
2. Provision of final questionnaire English version
3. RSPN will provide technical support in understanding the survey design, methodology, review the draft reports and provide feedback.
4. Monitoring: The monitoring and research team of RSPN will do spot checks during the data collection. The reports will be reviewed by the Team Leader Research, M&E team of RSPN and technical advisor of University of Mannheim, Germany to ensure quality of the report.
 - a. In addition to the above the following will be monitored in term of timeliness and quality.
 - b. Check the data quality
 - c. Timely submission and approval of assignment's inception reports
 - d. Well-timed finalisation of survey instruments including questionnaires in English and Sindhi
 - e. Formation of competent field survey teams as per assignment's methodology and scope of work along-with quality training held and undertaken the field testing of survey instruments including interview questionnaire/s
 - f. Timely developed and deployment of the survey application (software) to use survey instrument on tablet computers
 - g. Full understanding and handling of data entry program developed on study instruments by the survey field teams
 - h. A clean, verified and documented data set to be made available to the RSPN and University of Mannheim at time of submitting assignment's draft report.
 - i. Draft and final reports which include data overview, analysis, findings, conclusion and recommendations.
5. Review and comments on the data and reports submitted by the contractor
6. Approval of deliverables

2.4.1. Responsible persons at RSPN

1. The reports referred in the deliverables must be submitted to the Programme Manager SUCCESS RSPN identified in the contract. The Programme Manager, SUCCESS is responsible for approving the reports.
2. The Team Leader Research of SUCCESS will be the responsible person to manage the assignment and provide technical assistance to the selected contractor.

2.5. Reporting requirements

The contractor will submit the following reports in English in one original (hardcopy) and one soft copy:

2.5.1. Inception Report

Inception Report of maximum 20 pages to be produced one month after the signing of the contract, or before the start of data collection in the field whichever is early. In the report the contractor shall describe e.g. planning of the assignment, specification of the survey application (software), availability of tablet computers, hiring and training of the data collection team, analysis and finding of the pre-test, any difficulties encountered or expected in addition to the work programme and staff travel. The

inception report should include a strategy to ensure staff retention and availability throughout the currency of the project. The Contractor should not precede with his/her work unless the Contracting Authority sends comments on the inception report.

2.5.2. Clean Data Set

The contractor will provide complete, properly labelled and clean data set in MS Excel or SPSS to the satisfaction of the RSPN team.

2.5.3. Draft Survey Report

Draft final reports of maximum 150 pages (main text, excluding annexes) in the sample given at <https://success.org.pk/wp-content/uploads/2017/08/SocioEconomic-Baseline-Survey-Report-Final-Draft.pdf> to the contracting authority, RSPN. It is to be noted that in addition to the reporting of the results in control and treatment and PSC 0-23 and PSC 24 & above as shown in the template, the instant survey report and future reports will have additional column/s of previous year/s finding/s. The reports shall be submitted no later than one month before the end of the period of implementation of tasks. However, unlike the template, the instant and future report/s need to have graphical representation of the results along with data tables. The contractor is expected to use innovative tools to present data and analysis that can appeal to an ordinary but intelligent reader.

2.5.4. Final Survey Report

Final reports with the same specifications as the draft final report, incorporating any comments received from RSPN and University of Mannheim, Germany on the draft reports. The deadline for sending the final reports is 10 days after receipt of comments on the draft final report. The report shall contain a sufficiently detailed description of the different options to support an informed decision. The detailed analyses underpinning the recommendations will be presented in annexes to the main reports. The final report must be provided along with the corresponding invoice.

2.6. DELIVERABLES WITH TENTATIVE TIMELINES

The intended start date of the survey is **February 10, 2020** (Monday) and the period of implementation of the contract will be over 4 months. The deliverables with timelines are given below:

S. No	Deliverable	Projected Deadline ^a	Payment Schedule
1	Singing of contract	10-Feb-20	Nil
2	Approval of Inception Report	10-Mar-20	30%
3	Approval of Complete Clean Data	20-Apr-20	20%
4	Approval of Draft Survey Reports	10-May-20	30%
5	Approval of Final Survey Reports	30-May-20	20%
^a Note: The deadlines given here are tentative and subject to changes unless the contract is signed with the selected contractor			

2.7. REQUIREMENTS

2.7.1. Key experts

The following key experts are defined for the overall assignment and they must submit CVs and Statements of Availability. This team of key experts will be working for the overall survey assignment/contract and changing of the Key Experts will be subject to RSPN's approval.

Key expert 1: Team Leader (1)

Minimum of Master's Degree in Social Sciences, Project Management, or equivalent' from a recognised university is required. A recognised foreign Master's degree or PhD degree in any of these fields will be preferred.

Preferably 10 years of experience but a minimum of 5 years of experience in managing large scale surveys and evaluations/impact assessments in developing countries is required.

Strong understanding of rural economy and economic context in Pakistan

Published author (or at a minimum contributed to publications in local and/or international journals) will be preferred.

- Excellent and demonstrated skills in writing and presenting analytical reports in English. The team leader is expected to write the survey reports.
- Excellent communication and presentation skill
- Able to meet deadlines and work under pressure.

Key expert 2: Survey Expert (1)

Minimum of Master's Degree in Social Sciences, Research and evaluation or equivalent from a recognised University is required. A recognised foreign degree or higher degree or additional relevant certifications will be preferred.

A minimum of 5 years of designing and conducting large scale surveys and evaluation/impact assessment of development programmes is required. Higher Experience will get higher scores.

- Minimum of 5 years' experience in planning and implementing large scale socio-economic surveys.
- Excellent planning and team management skills preferred.
- Excellent communication and presentation skill preferred.
- Able to meet deadlines and work under pressure required.

Key expert 3: Data Analyst (1)

Minimum of Bachelor's degree or equivalent in Social Sciences, Statistics or computing from a recognised university is required. A foreign or higher degree and additional relevant certifications is preferred.

A minimum of 2 years' of doing analysis of large scale quantitative data is required. Additional experience in qualitative data analysis is preferred.

- Demonstrated skills and experience in data analysis software, for example SPSS, STRAT and MS excel is required.
- Demonstrated skills and experience in preparing cross-tabs, correlation analysis required. Experience of using regression analysis will be preferred.

Key expert 4: ODK software developer (1)

Minimum of Bachelor's degree or equivalent in software engineering, programming from a recognised university is required. A foreign degree or higher degree and additional relevant certifications are preferred.

A minimum of 2 years of developing software programmes is required. Higher relevant experience is preferred.

- Demonstrated experience of developing software applications for Computer Assisted Personal Interviews (CAPI) required.
- Demonstrated experience of developing analysis tables and dashboards is required.
- Experience in additional data base management, analysis and presentation tools is preferred.

[All experts must be independent and free from conflicts of interest in the responsibilities they take on.]

Field Data Collection Teams (Supervisors and Enumerators)

The data collection firm should demonstrate a pool of the data collection team (supervisors, enumerators) in project implementation area. CVs of the field data collection team is not needed. The contractor should add a list of team members indicating their education, qualification and experience of conducting survey relevant to the assignment in its technical proposal.

Other experts, support staff & backstopping

CVs for experts other than the key experts should not be submitted in the tender but the tenderer will have to demonstrate in their offer that they have access to experts with the required profiles. The contractor shall select and hire other experts as required according to the needs. The selection procedures used by the contractor to select these other experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience.

[The costs for backstopping and support staff, as needed, are considered to be included in the tenderer's financial offer].

2.7.2. Facilities to be provided by the Contractor

The contractor shall ensure that proposed team adequately supported and equipped. In particular, they must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion. This may include, laptop computers, stationery, office space, travel and accommodation, communication and internet connectivity.

2.7.3. Special Requirements

Under this assignment, the data collection exercise will be undertaken through Computer Assisted Personal Interviews (CAPI) technique by the survey field teams i.e. tablet computers with customised software. Therefore, the potential contractors having demonstrated experience of conducting any Computer Assisted Personal Interviews (CAPI) and/or MIS based quantitative/qualitative assignment such as field surveys, research, enrolment, etc. would be preferred during tendering process.

Annex-I (a) - Evaluation grid

	Description	Marks
Technical Proposal	Past experience of the firm relevant to the assignment	10
	Backstopping support from the firm to the proposed project team	05
	Proposed Implementation Strategy “approach and methodology for the assignment”	15
	Quality of Proposed project team for undertaking the assignment	50
	Total Marks for Technical Proposal	80
Financial Proposal	Total Marks for Financial Proposal	20
	Overall Score	100

Notes:

- This form is to be used by the members of the evaluation committee for reporting on their evaluation of the tenders received.
- This grid contains the type of elements that should be evaluated under each of the award criteria according the tendering specifications.
- Tender is assessed according to the following 3 technical award criteria (max. 80 points)
- The tenderer must obtain at least 50% of the maximum score for each award criterion and at least 70% of the overall score to qualify for the financial evaluation.

Evaluation Criteria	Maximum Score
i. Relevant Past Experience Contractor’s past experience in managing large scale survey using CAPI (Computer-Assisted Personal Interviewing) relevant to this survey. Supporting documentation to be provided: (List of surveys undertaken employing CAPI (Brief description of data variables; client name; geographical region; time period)	15
ii. Backstopping Support to the project team The arrangements for the provision of support facilities (back-stopping) that the contractor will provide to the team of key experts and field survey team during execution of the assignment contract.	05
iii. Implementation Strategy Contractor’s understanding of the services requested explaining how they propose to perform their tasks in order to ensure quality and timely delivery of the objectives and requirements set out under the tendering specifications.	10
iv. Quality of Proposed project team for undertaking the assignment	50
Key expert 1: Team Leader - Education/Qualification (60%), Work experience (40%)	10
Key expert 2: Survey Expert - Education/Qualification (60%), Work experience (40%)	10
Key expert 3: Data Analyst - Education/Qualification (60%), Work experience (40%)	10
Key expert 4: Software developer - Education/Qualification (60%), Work experience (40%)	10
Availability and quality of Pool of Survey Team (supervisors and enumerators) (Add list of team members indicating their education, qualification and experience of conducting survey relevant to the assignment)	10
v. Financial Proposal (Total Marks for Financial Proposal)	20
vi. Total Score (i+ii+iii+iv+v)	100

Annex I (b) Proposal Form

This document should be submitted on page size A4, in MS Word, font-Calibri Point 11 (single line spacing). Applicants should submit one complete set including the Proposal form and the supporting documents both in hard and soft copy.

Project title:			
Name of applicant :			
Category of entity: (Please ✓ relevant option)		<input type="checkbox"/> National	<input type="checkbox"/> International
Type of entity: (Please ✓ relevant option)	A:	<input type="checkbox"/> Public	<input type="checkbox"/> Private
	B:	<input type="checkbox"/> NGO	<input type="checkbox"/> Academic <input type="checkbox"/> Consulting
Legal status:			
Organisation’s registration number (Attach a Copy of the registration):			
Date of registration:			
Names of other associates (If any):			
NTN number:			
Project duration:			

SECTION A	TECHNICAL COMPONENT (NOT MORE THAN 15 PAGES EXCLUDING BUDGET and Work Plan)
1	Executive Summary (Not more than 1 page)
2.	Proposed Implementation Strategy (Not more than 10 pages)
3.	Project staffing and management (Not more than 1 page)
4	Back stopping support from the Survey Team (0.5 pages)
5	Applicants relevant experience and capacity statement (Not more than 2 pages)
6	Ethical considerations (0.5 page)
7	Work Plan: Proposed work plan Annex- I (b)(i)

SECTION B	ORGANISATIONAL PROFILE
Offices:	
Contact Person:	Cell phone: Telephone no: E-mail: Web address:
Address:	

SECTION C	SUPPORTING DOCUMENTS
	<input type="checkbox"/> C.Vs of key experts and personal proposed for the project on the format Annex – I (b) (ii)
	<input type="checkbox"/> Copy of lead organisation’s registration
	<input type="checkbox"/> Copy of National Tax Number (NTN) certificate
	<input type="checkbox"/> Organogram for the proposed project management
	<input type="checkbox"/> Copy of partnership agreements/ Letter of understanding (where applicable).

Name of the Head of the organisation:

Designation:

Signed (by head of organisation):

Date:

Annex – I (b) (i) : WORKPLAN TEMPLATE

S. No	Activity	Responsibility	Expected Date of Completion	Month 1				Month 2				Month 3				Month 4			
				w1	w2	w3	w4	w1	w2	w3	w4	w1	w2	w3	w4	w1	w2	w3	w4
INCEPTION PHASE																			
..																			
..																			
SURVEY IMPLEMENTATION/DATA COLLECTION PHASE																			
..																			
..																			
DATA ANALYSIS/ REPORT WRITING																			
..																			
..																			
Monitoring and quality control activities																			
..																			
..																			
Closeout																			
..																			
..																			

<p>ANNEX I (b) (ii) : FORMAT FOR CURRICULUM VITAE (CV) CVs should be no more than two pages and should be in the format below using Calibri font 10pt.</p>			
Title and Name:			
Position:			
Name of organisation:			
Contact details:			
Proposed role in this assignment:			
<p>Education and Qualifications Please provide your last three highest level of qualification or training course</p>			
Year	Institution/course attended	Qualification obtained	
<p>Work Experience Please provide details of the positions relevant to your proposed role that you have held for last 5-10 years starting with your present post and list others in reverse order.</p>			
Period	Position held and organisation	Main responsibilities and achievements	
<p>Languages: For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing</p>			
Language	Speaking	Reading	Writing
English			
Urdu			
Sindhi			
<p>Publications: Please provide details of any publications from last three years where you have been a main author. This can include peer reviewed papers and other documents relevant to the work of BRACED</p>			
Date	Authors	Title	Journal/publisher
<p>Reference: Please provide name and contact detail of one professional reference</p>			

Annex I (c) Draft Questionnaire

[Draft questionnaire](#)

[To be filled by a female enumerator or by both male and female enumerators](#)

Socio-Economic Survey (SES) Questionnaire

(Mid line survey – February 2020)

UNION COUNCILS DAD KHAN JARWAR AND MASSU BOZDAR, DISTRICT TANDO ALLAHYAR, SINDH

Sindh Union Council and Community Economic Strengthening Support
(SUCCESS) Programme

Rural Support Programmes Network

Consent Form

My name is [name of enumerator] and I am representing Rural Support Programmes Network. We are conducting a survey about socio-economic conditions of households and their access to public services [e.g.: drinking water, education, health facilities] in your area. The information we collect will help the National Rural Support Programme better understand the current socio-economic conditions of households and how access to public services affects the economic situation of households living in Sindh. There are no direct benefits to you for participating in this survey. However, the results of this survey will help the [name of RSP], government and other development organisation to develop programmes and policies for socio-economic empowerment of women and poor in Sindh.

Your household has been randomly selected for the survey, like many other households in this area. We will be asking questions about your household members, age, education, health, income and assets. We think that the whole discussion will not pose any risk to you and your household members. The interview usually takes about 60 minutes. Your answers will remain confidential and will be used anonymously in the survey report. The survey results will not mention any names of you or your household members. Your views are important and will help to improve the work and knowledge of National Rural Support Programmes and other organisations working for the development of Sindh.

We understand that sometimes some people choose not to participate in the survey for many reasons. You are free to choose whether or not to participate in this survey. If you do choose to participate, you are free to withdraw from the survey at any time. If you choose not to participate or you choose to withdraw, your decision will not adversely affect your position in community or relationship with National Rural Support Programmes working in your area.

Authorisation

I have understood the consent form and decided that I will voluntarily participate in the study described above. Its general purposes, the procedures, and possible risks and benefits have been explained to me.

The consent taken from (Name): _____ Signature (if literate):
_____ Date: _____

The consent taken by (Name, if illetrate): _____ -
_____ Date: _____

Consent verified by (Name): _____ Signature: _____
Date: _____

Note: If the respondent is not literate the enumerator will take verbal consent and the Field Supervisor verifies that a verbal consent was obtained, by signing this document. How signing will occur in case of electronically tablet.

A. Household Identification

1	Union Council	*[select from drop down] – pre-feed from Sample
2	Revenue Village /Deh	*[select from drop down]
3	Village (Settlement)	*[select from drop down]
4	Sample Rank	*[select from drop down]
5	Name of Household Head	*Pre-feed from sampling
6	Household Head CNIC	Pre-feed from sampling
7	Household Address	Open to write
8	Name of Respondent	Open to write
9	Sex of the Respondent	*[select from drop down*]
10	CNIC	Open to write with 13 digit, also should have an option if does not have CNIC
11	Is the respondent CO member?	1=Yes (skip next question) 2=No
12	If the respondent is not a CO member, name of the CO member	
13	Name of the Interviewer	*[select from drop down]
14	Name of the Supervisor	*[select from drop down]

B. Household Demography, Education and Work Status

[Read]

Next, I would like to talk with you about your household and household members. A household corresponds to a person or a group of persons (either related or not) who habitually live in one house—whether it is fully or partially occupied, share expenditure and who cook in one cooking pot. One household might be composed of one or more families. I would like to talk about all the household members that are currently present or left for short period of time (less than 6 months).

Number of household members (Please do not list guests or visitors):

Now please give the names of all members of your household. Start with head of the household and the following question one by one.

1. What is the name of the Household Member? _____
2. What is the [Name] Sex: 1= Male 2= Female 3=Transgender _____
3. What is [Name's] Relationship with the Household head? _____ 1=Head, 2= Husband/Wife, 3=Son/daughter, 4=Brother/sister, 5=Grandfather/mother, 6=Son/daughter in law, 7=Father/mother in law, 8=Brother/sister in law, 9=Father/mother, 10=Grandchild, 11=Nephew/niece, 12=uncle/aunt, 13=other relative, 14 Not related
4. What is the [Name's] Age in complete years? ____
5. Does the [Name's] have CNIC (if =. > 18yrs) or Birth Certificate, (if <18yrs)? Pre-feed not to offer CNIC if age <18? 1=Has Birth Certificate/CNIC; 2=Applied for Birth Certificate/CNIC, 3=No Birth Certificate/CNIC
6. What is the [Name's] Marital Status? 1= Unmarried, 2= Married, 3=Divorced,4= Widow, 5= Separated
7. If [Name] is married, what was your age the time of marriage in complete years?
8. If [Name and married woman] is pregnant? 1=Yes 2=No
9. If [Name and married woman] is pregnant, has she been vaccinated? 1=Yes, 2=No, 3=Partially 4=Don't know
10. Has [Name, married woman between age 12-51] has given birth to a child in the last 12 months? 1=yes 2=No
11. If Yes, was this birth attended by a medical professional (qualified mid wife or a doctor)? 1=yes 2=No
12. What is [Name's] highest education level? 99= Never Attended school and cannot read and write, 88= Never Attended School but can read and write one line in any language with understanding, 1= Primary School (Class 1-5), 2= Middle School (Class 6-8), 3= High School (Class 9-10), 4= College (Class 11-14), 5= Masters (Class 15-16), 6= Higher (over 16), 7=Professional Diploma/certificate, 8=Adult Literacy
13. If [name] age is 5-16 years, is she/he currently attending School? 1=Yes, 2= No, never attended is school, 3=No, dropped out of school
14. If [name] is currently attending school, in which type of educational institution, she/he is studying? 1= Govt., 2=Private, 3=Madrasah/Masjid/Maktab School, 4=Other Please specify
15. If [name] is not attending school, what is the reason for not attending school or for drop out? 1= Education is complete 2= Education is costly 3= School is far away 4=Has to help in household chores/grazing of livestock 5=Marriage/pregnancy 6=Teacher not available/sub-standard education 7= Don't believe education is useful 8=Parents do not permit 9= child is not ready/interested 10=Poverty 11=Incapacitated/disability 12=Other (please record)
16. What is [Name's] Work status? 1= Working (doing paid work against cash, kind or both), 2= Only Household Work; 3=Not working
17. If [Name] is working, what is the primary occupation? 1= Own farming, 2= Farm labour (cultivation/harvesting on contract/wages, cultivation on partnership/share cropper on others farm), 3= Livestock labourer (only), 4=Off-farm unskilled labour/mazdoor, 5=Off-farm skilled labour (driver, mason, carpenter, plumber etc), 6= Business/ trade, 7= Government Job, 8=Private Job, 9=Other (specify)
18. If [Name] is Not working what is the reason? 1=Unemployed (Looking for work but not finding one), 2=Student, 3=Old/ minor/retired, 4=Handicapped/incapability, 5= Pregnancy/ Temporary illness/injury, 6=Idle (not willing to work), 7= Learning to work, 8= Off season, 9=Calamity, 10=Not allowed to work due to social and cultural constraints, 11=Other

If [name] age is 0-24 months ask the following questions

19. Does [name] have EPI card? 1=Yes, 2=No, 3=Don't Know
20. If [respondent] has card, has [name] been vaccinated as per card? 1=Yes, 2=No, 3=Partially 4=Don't Know (enumerator to see the card and record response accordingly)
21. If [respondent] does not have card, has [name] been vaccinated according to memory? 1=Yes, 2=No, 3=Partially 4=Don't Know

C. Deaths in the household during last 12 months

Has any death occurred in the household in last 12 months? 1= Yes, 2= No

If Yes, then fill the following table if No skip to the next questions:

Deaths	Under 1 year	Over 1 but under 5 years	6-18 years	19-55 years	Over 55 years	Reason of Death
Males						
Females						

D. Access to information about local government and services

1. Do you [respondent] know the persons' name/family name/tribal name of at least one union council councillors of your union council? 1=Yes, No=2
2. Do you [respondent] know the persons' name/family name/tribal name of your union council chairperson? 1=Yes, No=2
3. Do you [respondent] know the persons' name/family name/tribal name of the district councillor? 1=Yes, No=2
4. Do you [respondent] know the office address of the Union Council Chairman? 1=Yes, No=2
5. Do you [respondent] know where to get a birth certificate? 1=Yes, No=2
6. Do you [respondent] know where to get a Computerised National Identity Card (CNIC)? 1=Yes, No=2
7. Do you [respondent] know the name/family name/tribe name of the headmaster/mistress of your area' girls or boys primary school? 1=Yes, No=2

E. Civic engagement

1. Did you [respondent] or anyone from your household discuss local community issues with someone from the community in the last 12 months? 1=Yes 2=No, 3= Don't know
2. Did you [respondent] or anyone from your household discuss political issues with someone from the community in the last 12 months? 1=Yes 2=No 3= Don't know
3. Did you [respondent] or anyone from your household visit or contact or visit local government representative in the last 12 months? 1=Yes 2=No=2 3=Don't know
4. Did you [respondent] or anyone from your household had a direct contact with a local councillor in the last 12 months? 1=Yes 2=No 3=Don't know
5. Did you [respondent] or anyone from your household discuss local community issues with an elected representative in the last 12 months? 1=Yes 2=No 3=Don't know
6. Did you [respondent] or anyone from your household discuss local community issues with a government such as Secretary Union Council in the last 12 months? 1=Yes 2=No 3=Don't know

F. Household Income

1. What was the household total income from non-farm activities in the last 12 months such as daily wages (includes paid farm work such as cotton picking or wheat harvesting, casual labour, mason work, driving, Job salary, mazdoori, pension, Zakat, BISP, Baitul Mal, Rental income from property, NRSP Income Generating Grant, any gift from family or friends etc.) = _____
2. What was the household total income from any business during the last 12 months= _____
3. What was the household total income from farm activities in the last 12 months:
Crops and by-products (sold)= _____
Cops (consumed) by-products = _____
Rental of Agriculture Machinery= _____
4. What was the household total income from livestock:
Livestock and by-products (sold)= _____
Livestock and by-products (consumed)= _____
Livestock and by-products (rented)= _____
5. Income from any other source during the last 12 months (not included already)= _____

G. Household Expenditure

CONSUMED shall cover goods and services actually consumed by the household and distinguished from total household purchases. Goods and services received on credit and in barter transactions and actually consumed as well as goods and services, paid for in cash, should also be included. Should also include unpaid but consumed. Business related consumption of the household should be excluded.

1. Food such as wheat, sugar, cooking oil, milk etc (in the last 2 weeks)= _____
2. Groceries such as soap, broom, utensils (during the last 1 month)= _____
3. Transport and Cooking Fuel (during the last 1 month)= _____
4. Health (during the last 1 month)= _____
5. Education (during the last 12 months)= _____
6. Clothing (during the last 12 months)= _____
7. Social Functions (during the last 12 months)= _____
8. House building/repair, Furniture purchase/repair (during the last 12 months)= _____
9. Animal shed building/repair(during the last 12 months)= _____

H. Household Assets (during the last 12 months)

Item	Yes/No	If yes, how	Unit (if applicable)	If sold enter amount	If not sold, current
1. Refrigerator					
2. Freezer					
3. Air conditioner					
4. Air cooler					
5. Fan (Ceiling, Table, Pedestal, Exhaust)					
6. Furniture and fixture e.g sofa, bed, table etc					
7. Gold, silver, stones and other jewellery					
8. What are the total savings held by your household at present (e.g. in a bank account, in cash, given as credit to others, in committees etc.)?					
9. Geyser (Gas, Electric)					
10. Washing machine/dryer					
11. Camera					
12. Cooking stove					
13. Cooking Range, Microwave oven					
14. Heater					
15. Cart/Trolley					
16. Bicycle					
17. Rickshaw					
18. Motorcycle/scooter					
19. Car / Vehicle					
20. Tractor					
21. TV					
22. Sewing/Knitting Machine					
23. Personal Computer/laptop					
24. Mobile Phones set					
25. Goat					
26. Sheep					
27. Cow					
28. Buffalo					
29. Bullock					
30. Chicken					
31. Cultivable agriculture land					
32. Non-agriculture land (in acres)					
33. House (including animal shed)					
34. Commercial buildings (Kanal, Sq. Feet etc.)					
35. Value of the business					
36. Any Other					
TOTAL					

I. Loans and Debts

1. Total amount of loan taken during the last 12 months= _____
2. Sources of loan:
Friends/relatives _____ Shopkeepers _____ Banks _____ Landlord _____ NGOs _____ Community Organisation under SUCCESS Programme _____ CIF under SUCCESS Programme Others _____
3. Loan taken was used for:
Borrow Friends/relatives _____ Repay Shopkeepers _____ Repay Banks _____ Repay Landlord _____ Repay NGOs _____ Repay Community Organisation under SUCCESS Programme _____ Repay CIF under SUCCESS Programme Social functions _____ Education _____ Business _____ Health _____ Livestock _____ Consumption _____ Machinery _____ Other _____

J. Household Facilities (availability and access)

1. How many rooms do you have in the house? _____
What is the main source of drinking water for the household? Bottled Water=1 Cart with small tank/drum=2 Filtration Plant=3 Hand Pump in the dwelling=4 Piped into dwelling=5 Piped Water piped into property=6 Private Borehole (with motor pump) =7 Protected Spring=8 Protected Well (include dugs well) =9 Public Borehole (with motor pump) =10 Public tap / standpipe=11 Rainwater collection=12 Surface Water (river or stream or dam or lake or pond or canal or irrigation channel) =13 Tanker Truck=14 Underground Water Tube well=15 Unprotected well (include dugs well) =16 Other=17 Which method is mostly adopted for treatment of drinking water at household level? No treatment =1 Boiling =2 Solar water disinfection (SODIS) =3 Chlorine tablets/drops =4 Mineral water =5 Filter water =6

2. Where do the household members go for their toilet needs? Fields / open places = 1 (if yes, skip next question) Communal latrine = 2 Others = 3 (specify)
3. What type of toilet is used by your household? Flush connected to public sewerage = 1 Flush connected to pit = 2 Flush conn. to open drain = 3 Dry raised latrine = 4 Dry pit latrine = 5
4. Do you have a garbage collection mechanism? 1=Yes 2=No (if yes, skip next question)
5. How is the garbage collected from your household and neighbourhood? Privately = 2 No formal system =2
6. What is the mechanism for solid waste disposal from household? Waste collected by sweeper and disposed off at a specific place =1 Waste is burnt at specific place outside of the house =2 Waste is burnt at specific place inside the house =3 Waste is disposed off at specific place by the household members =4 Waste is thrown outside the house (No specific place) =5
7. Do you have electricity in your house? 1=Yes, 2=No

K. Trust

Generally speaking, would you say that most people can be trusted or that you need to be very careful in dealing with people in your village? 1=Most people can be trusted 2=You need to be very careful

Items	Trust completely (1)	Trust somewhat (2)	Do not trust very much (3)	Do not trust at all (4)
How much do you trust on people of your village?				
In your opinion how much do people in this village trust each other in matters of lending and borrowing?				
How much do you trust local elected representatives to address local problems?				

L. Women in Decision Making Civic Engagement (Ask only from the adult female member of the household)

1. Who in your household decides to visit to family, friends and relatives? (see the box below for codes)	2. Who in your household decides to get medical advice or treatment for oneself? (see the box below for codes)	3. Who in your household decides to get medical advice or treatment for children? (see the box below for codes)	4. Who in your household decides to deal with children's school and teacher? (see the box below for codes)	5. Who in your household decides to make large household purchases? (see the box below for codes)	6. Who in your household decides to arrange marriage/Rishta of children? (see the box below for codes)	7. Who in your household decides to use contraceptive method? (Ask if she is currently married) Husband alone = 1 Woman herself = 2 Husband & woman jointly = 3 Never used the method = 4
Codes for Q.1, Q.2, Q.3, Q.4, , Q.5 and Q.6: Woman herself = 1, Head/Father of the household decides alone = 2, Head/Father in consultation with his/her spouse = 3, Woman in consultation with her in-laws = 4						

8. Do you believe that girls should get education like boys?	9. Do you believe that girls should be able to work and earn?	10. Do you believe that women should participate in all household decisions?	11. Do you believe that women should decide or have a say about her marriage?	12. Do you believe that women should decide or have a say on number of children?	13. Do you believe that women have right of inheritance?	14. Do you believe that its appropriate for women to discuss politics?	15. Do you believe that its appropriate for women to vote in election?	16. Do you believe that its appropriate for women to show/reveal her preferences for public good?	17. Do you believe that its appropriate for women to vote for candidate of her choice?	18. Do you believe that its appropriate for women to run for elections?
Yes = 1 No = 2	Yes = 1 No = 2	Yes = 1 No = 2	Yes = 1 No = 2	Yes = 1 No = 2	Yes = 1 No = 2	Yes = 1 No = 2	Yes = 1 No = 2	Yes = 1 No = 2	Yes = 1 No = 2	Yes = 1 No = 2

M. Overall Assessment (to be filled by the interviewer)

1	Result	1. Completed with selected household			2. Completed with replacement	
2	Behaviour of the respondent	1. Co-operative	2. Normal	3. reluctant/hesitant		4. non serious/talkative

Annex- II: PROJECT BUDGET TEMPLATE							
NAME OF ENTITY:		Please give legal registered name of the organisation					
PROJECT TITLE:		Please give the project title here					
BUDGET FROM:		Please give start and end date of the project (DATE/MONTH/YEAR - DATE/MONTH/YEAR)					
BUDGET AMOUNT:		Total Budget in PAK Rupees only					
No	Description	Unit	Unit Cost (Rs)	No. of Units	Frequency	Total cost (Rs)	Justifications/Budget Notes
1	Personnel Cost (including Key Experts, Supervisors, Enumerators and other proposed human resource working on the assignment)						
1.1						0	
1.2						0	
	<i>Sub-total Personnel Cost</i>					0	
2	Office Operational Costs (rental, travel, translation, etc.)						
2.1						0	
2.2						0	
2.3						0	
	<i>Sub-total Operational Cost</i>					0	
3	Training of data collection Team and Pre-testing Costs						
3.1						0	
3.2						0	
	<i>Sub-total (training Cost)</i>					0	
4	Overhead/Management Cost (XX% of the total costs 1+2+3)					0	
5	Total Costs					0	