

# Request for Proposal (RFP)

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| Commodity/Service Required: | Technical services to coordinate an annual household survey  |
| Type of Procurement: | Service Contract |
| Type of Contract: | Fixed Price |
| Term of Contract: | Fixed duration |
| Contract Funding: | USAID |
| This Procurement supports: |  FTF KWA Project  |
| Submit Proposal to: | info@ftffirst.org  |
| Date of Issue of RFP: | August 24, 2022 |
| Date Questions from Service Provider Due: | August 26, 2022, at 1700 Hrs. (EAT) |
| Date Proposal Due: | August 30, 2022, at 1700 Hrs. (EAT) |
| Approximate Date Hire Order Issued to Successful Bidder(s): | **September 06,2022** |

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| **Method of Submittal:** |
| Email : info@ftffirst.org  |
| Respond via e-mail with attached document in MS Word / pdf format. The Bidder/Service Provider agrees to hold the prices in its offer firm for 90 days from the date specified for the receipt of offers unless another time is specified in the addendum of the RFP. |
| Solicitation Number: | **FTF-KWA-2022-08-23-01** |

### Attachments to RFP:

1. Attachment “A” – Commodity Specifications
2. Attachment “B” – Instructions to Bidders/Service Providers
3. All PO Terms and Conditions are listed on our website at forth at: <http://www.rti.org/POterms>, <http://www.rti.org/files/PO_FAR_Clauses.pdf> or for commercial items: <http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf> (hereinafter the “Terms”). Service Provider’s delivery of products, performance of services, or issuance of invoices in connection with this hire order establishes Service Provider’s agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders/Service Providers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

# Attachment A

**Terms of Reference**

## RTI International | Feed the Future Rwanda Kungahara Wagura Amasoko Household Annual Survey Draft Terms of Reference

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| **Project Name:** Feed the Future Rwanda Kungahara Wagura Amasoko  |
| **SCOPE:** Technical services to coordinate a household survey with household members within Feed the Future Rwanda Kungahara Wagura Amasoko’s geographic focus and targeted value chains (VCs)  |
| **TERMS OF REFERENCE** |
| **PROJECT SUMMARY**Feed the Future Rwanda Kungahara Wagura Amasoko is a five-year project working with and through the Government of Rwanda (GOR), the private sector, and associations to boost economic growth by increasing the country’s high-value agricultural exports such as coffee, tea, horticulture, spices and dairy products. Implemented by RTI International and its consortium of partners—JE Austin Associates (JAA), Dalberg Limited, LixCap, and Vanguard Economics—Kungahara Wagura Amasoko is co-creating solutions to support GOR’s on-going efforts to shift subsistence to commercia agriculture.The project aims to facilitate $300 million in new investments in the sector; create 1,000 jobs along the targeted value chains through generating additional productive employment, and; increase household incomes by at least 50% while gainfully integrating women, youth and people with disabilities into high-value agri-export value chains. |
| **PURPOSE OF ASSIGNMENT** Kungahara Wagura Amasoko is designed to address systemic challenges that are inhibiting Rwanda’s high-value agricultural export growth. By employing a market systems-based approach to facilitate change, the project hypothesizes that changes within and among these market actors will positively impact household-level farmers and producers within the agricultural VCs targeted in the Activity’s Zone of Influence (ZOI). This also means that household level actors (e.g., farmers, producers) are considered Feed the Future Rwanda Kungahara Wagura Amasoko‘s indirect beneficiaries, rather than direct project participants. The purpose of the survey is to determine quantitatively the project’s indirect outcomes at the household level. The annual survey will quantitatively assess the socio-economic condition at the household level, specifically household income (the pool of income streams of each household member within the targeted VCs), and the level of accessibility to productive economic resources. The survey will measure the income changes for FY2022 at the household level and will be a reference for future targets and constitute the basis to measure the project performance in future years. |
| **METHODOLOGY AND SAMPLING**The study design, methodology and sample size will be discussed and agreed with the project team and with the implementing partners before the execution of the survey. The firm will use a quantitative household survey to measure the changes of the project’s key indicators guided by the household baseline survey GPS coordinates and the same data collection tool will be used. The indicators are listed in the table belowIn addition, the firm will consider desk review of relevant project documents, geospatial mapping, and National Institute of Statistics of Rwanda data on household incomes within the Activity’s ZOI plus Nyagatare district to finalize the data collection approach.

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| **#** | **Name** | **Definition** | **Data to Collect** | **Disaggregation** |
| 1.6 | GNDR-2 Percentage of female participants in USG-assisted programs designed to increase access to productive economic resources | Counts the percentage of females participating in value chains under this Activity who have access to productive economic resources (e.g., land, housing, businesses/entrepreneurship, labor/human capital, machinery/factories/equipment credit; wage or self-employment; and income.) | Female within households, level of accessibility to productive economic resources (decision making), estimated value | Geography: ZOI, value chains, age-group, PWD |
| 1.7 | YOUTH-3 Percentage of participants in USG-assisted programs designed to increase access to productive economic resources who are youth (15-29) | This indicator measures the number of youths within sampled households’ participants in USG-assisted programs designed to increase access to productive economic resources. Based on the Feed the Future youth technical guide, working age youth ages 15-29. The productive economic resources that are the focus of this indicator are physical assets, such as land, equipment, buildings and, livestock; and financial assets such as savings and credit; wage or self-employment; and income. | Youth within households (15-29), level of accessibility (decision making), to productive economic resources, estimated value | Geography: ZOI, value chains, gender, age-group, PWD |
| 1.3 | Number of households with increased at least 50% income (custom) | Counts the number of households with at least 50% increase in net gross income within the activity’s targeted value chains. Income is defined as renumeration in cash for work done or produced through both formal and informal systems earned by the sum of productive members living in a household. Income includes wages earned from paid employment and earnings from self-employment as well as:1) All direct wages and salaries for time work or work done which are paid in cash,2) Remuneration for any time not worked which is also paid in cash: including annual vacation and other paid leave. 3) Any cash bonuses and gratuities, which are payments concerning year-end, seasonal and other one-time bonuses, share of profits bonuses. | Household income (the pool of income streams of each household member within the targeted value chain), employment, Change in incomes, Savings, Ability to meet basic personaland household expenses |  Geography: ZOI, value chains, income ranges, gender, age-group, PWD |

**Sample size**:Kungahara Wagura Amasoko team will work closely with the consulting firm to find out an estimated population under its interventions. To ensure that the sampled households interviewed for the annual survey are representative of the target, the total number of interviewed households sampled will be purposive and stratified by i) geographic focus (within the ZOI including disaggregation by urban, rural), ii) income/socio-economic group, and iii) targeted VCs. The firm will work jointly with the project to ensure the sample is representative of household members of ages 16 and above in targeted value chains in the ZOI:* East Province: Gatsibo, Kayonza, Ngoma, Bugesera and Nyagatare
* Northern Province: Burera, Gakenke
* Western Province: Rubavu, Nyabihu, Rutsiro, Ngororero, Karongi
* Southern Province: Nyamagabe, Nyamasheke

Kungahara Wagura Amasoko MEL Advisor will guide the successful firm to launch the annual household survey with a selection of households from the targeted value chains: horticulture and spices (French beans, snow peas, passion fruit, mushrooms, chilies), tea (green tea and organic tea) and coffee, animal products (dairy, hides, and skins), and new growth value chains such as essential oils and stevia.While the final sample will be determined with the project team, we anticipated that a confidence level of 95% and a margin of error of 5% are necessary to extrapolate the outcomes to the project’s targeted indirect beneficiaries. Using cluster-based sampling through optimal design, we estimate a sample of 28-30 households per district for an overall projected sample between 392 – 420. The final sample size will include a 15% attrition rate for an approximate sample of 451-483. The exact sample size will be determined based on the size of population in the ZOI. |
| **DETAILED ACTIVITIES**The following activities will be the responsibility of the successful applicant with the oversight, input, and guidance of the MEL Advisor. * **Preparatory phase:** Key documents of the project will be submitted to the firm together with draft questionnaires for the quantitative surveys. The Firm will:
	+ Work with anchor firms recommended by Kungahara Wagura Amasoko team to determine the households they source from.
	+ Complete a desk review of all relevant documentation
	+ In collaboration with the MEL Advisor, prepare a work plan protocol
	+ In collaboration with MEL Advisor finalize the methodology of the study, including but not limited to the finalization of the sample size across the selected ZOI + Nyagatare district and targeted value chains, with appropriate representation of women-headed households, and households with youth and people with disabilities participating in agricultural activities
	+ In collaboration with MEL Advisor, support refinement of the survey instrument
	+ Develop a training plan and training materials for enumerators incorporating the data collection ethics
	+ Develop and implement protocols for protecting enumerators and survey participants from transmission and spreading of COVID-19. At minimum, protocols will need to comply with RTI requirements and GoR COVID-19 regulations
	+ Program the survey instrument into a mobile data collection platform and a proposition to do data coding and data entry to be validated the project team. (There will be no paper-based data collection)
* **Field work**: Field work will take place in targeted value chains in the ZOI noted above. During the field work, and with the support of the project team the firm will:
	+ Train data collectors: Including field testing of the questionnaire.
	+ Pilot the data collection tool in one of Kungahara Wagura Amasoko districts.
	+ Supervise data collection: Ensure high-quality assurance throughout data collection along with strong consideration ethics, including daily update reports of progress and rapid identification of issues with proposed solutions.
	+ Supervise data entry.
* **Data analysis:** In collaboration with the data collection team and the project team, the firm will:
	+ Deliver the cleaned and the raw dataset in Excel, CSV format, including cleaning rules script file with detailed description of the cleaning steps taken.
* **Draft report**:
* Draft survey report; descriptive statistics summarizing the socio-demographic characteristics of subjects, mean (SD) or median (IQR) based on their normality distribution, frequency (percentage), comparison of means statistical tests and bivariate statistical analyses (e.g., correlations)
	+ Integrate comments from the team into the report.
	+ The consulting firm will address client feedback, if applicable
* **Final report:** The final report will take into consideration comments from the project team and partners. The final report must include the following sections:
	+ Executive summary
	+ Introduction
	+ Context (description of the project and the areas where it is implemented)
	+ Objectives of the annual study
	+ Methodology and limits to the methodology
	+ Analysis of the main results (per indicator)
	+ A summary of each indicator’s survey data
	+ Conclusions and recommendation

Responsibilities of Kungahara Wagura Amasoko MEL team:* Seeking the introductory letter from NAEB that will be used by enumerators in the field
* Supervise the training of enumerators to see if they are well trained on the tools and if they are familiar with the tools
* Supervise the data collection pilot and the actual data collection on the field

The annual household survey study will take place during the month of September 2022. The firm will submit a work plan and specific dates will be agreed at the beginning of the consultancy.  |
| **QUALIFICATIONS**Key qualifications required for the firm to conduct this assignment include demonstrated ability to; * Plan, manage and collect data ensuring quality and rigor in all data collection activities.
* Recruit and manage the household survey team through the period of performance.
* Train enumerators on data collection tools and use of mobile collection platform and GIS mapping and recording.
* Provide enumerators with tablets and GIS mapping gadgets to be used during the data collection.
* Collect data at household level, manage quality data input, provide daily updates on data collection within the zones of influence (see Sampling Section), and perform preliminary data cleaning and analysis.

A team leader with:* Advanced university degree (Master's) in Social Sciences, Statistics or a directly related technical field(s),
* 5 years of demonstrated experience conducting agricultural household surveys at the national and/ or international levels, using electronic/mobile data collection.
* Past experience in conducting assessments with Gender and Social Inclusion perspectives
* Experience in all aspects of conducting surveys, including developing sampling strategies, training enumerators, programming instruments.
* Demonstrated hands-on experience in a technical or supervisory/managerial capacity, cleaning data, and drafting reports.

A team of enumerators with:* Experience in data collection in districts and nationwide surveys (such as EICV, DHS, and similar household surveys)
* Experience in quantitative data collection as well as data entry
* Experience in using digital devices for data collection,
* At least 3 years of relevant experience
* Strong communication (written and spoken) skills in Kinyarwanda and English as well as interpersonal skills
* Willingness to work in rural areas
* GIS capabilities to track data collection locations
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| **Deliverables** | **Illustrative Date** | **Deliverable Amount (% of Budget)** |
| **Deliverable 1****Work plan**Work Plan report detailing the household annual survey methodology and design, sample size determination and sampling techniques with gender and social inclusion lens, data collection methods, plan for programming data collection instruments, plan for training of enumerators and anticipated training materials, an approach to quality control/assurance, ethical considerations, and plan for preliminary data analysis and presentation. This should also highlight the expected deliverables..The report should include the recommended COVID protocol to be applied during the survey. | 9 Sept 2022 | 10% |
| **Deliverable 2****Determine Kungahara Wagura Amasoko Population under its scope*** Supported by Kungahara Wagura Amasoko team, the firm will Work with anchor firms to identify the households /producers they source from.
 | 16 Sept 2022 | 10% |
| **Deliverable 3**Report on training of enumerators and supervisors, including training materials and pre-testing and piloting of mobile data collection platform | 23 Sept 2022 | 10% |
| **Deliverable 4**1. Report on household survey roll out including summary of daily reports and challenges within respective zones of influence
2. Outline for annual Preliminary Report
 | 30 September 2022 | 20% |
| **Deliverable 5** 1. Raw and cleaned dataset in a CSV format, with cleaning script files
2. Draft annual preliminary report
 | 7 October 2022 | 20% |
| **Deliverable 6**Final household annual survey Report, incorporating feedback from Feed the Future Rwanda Kungahara Wagura Amasoko team | 13 October 2022 | 30% |

##  Pricing/Financial Offer Form

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| **No** | **Item Description/Specifications**  | **Qty**  | **Unit Cost**  | **Total Cost**  |
| 1 | Work Plan report detailing the household annual survey methodology and design, sample size determination and sampling techniques with gender and social inclusion lens, data collection methods, plan for programming data collection instruments, plan for training of enumerators and anticipated training materials, an approach to quality control/assurance, ethical considerations, and plan for preliminary data analysis and presentation.  |  |  |  |
| 2 | Determine Kungahara Wagura Amasoko Population under its scope |  |  |  |
| 3 | Training of enumerators and one day Pilot |  |  |  |
| 4 | Actual data collection on the field in all districts  |  |  |  |
| 5 | Data cleaning, data analysis and report writing  |  |  |  |
|  | **Grand Total**  |  |  |  |

By signing this attachment, the bidder confirms he has a complete understanding of the terms of reference and fully intends to provide technical services that comply with the above listed deliverable.

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| Signature: |
| Title: |
| Date: |

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# Attachment “B” Instructions to Bidders/Service Providers

* 1. **Procurement Narrative Description**: The Buyer (RTI) intends to hire the consulting firm to provide Technical services to coordinate an annual household survey with household members within Feed the Future Rwanda Kungahara Wagura Amasoko’s geographic focus and targeted value chains (VCs) identified in Attachment A. The Buyer (RTI) intends to hire the services (based on deliverables identified in a Terms of Reference). The term of this agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer (RTI) intends to award to a single “approved’ Service Provider based on conformance to the listed deliverable, the ability to service this contract, and selling price. If an Ordering Agreement is established as a result of this RFP, Service Provider understands that deliverables indicated in the ToR attached (Attachment A) should be followed in the given timelines.
	2. **Procuring Activity**: This procurement will be made by **Research Triangle Institute (RTI International)**, located at

RTI International | SANLAM Towers, Second Floor, KN 67 Street, No. 10, Kigali, Rwanda

Who has a hire requirement in support of a project funded by;

USAID

RTI shall award the agreement to the Service Provider by a properly executed Hire Order as set forth within the terms of this properly executed agreement.

* 1. **Proposal Requirements**. All Service Providers will submit a quote/proposal which contains offers for all deliverables and options included in this RFP. All information presented in the Service Providers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFP may result in Service Provider’s offer being deemed non-responsive. Service Providers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFP by the time and date specified in the RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFP after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the RTI Procurement Officer. The Service Provider’s proposal shall include the following:

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| (a) | The solicitation number: |
| (b) | The date and time submitted: |
| (c) | The name, address, and telephone number of the Service Provider (bidder) and authorized signature of same: |
| (d) | Validity period of Quote/Proposal: |
| (e) | A technical description of how this assignment will be accomplished detailing the previous expertise conducting similar assignments. This may include previous service certificates, or other documents, if necessary. |
| (f) | Lead Time Availability of the Service. |

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| (h) | Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested.  |
| (i) | Payment address or instructions (if different from mailing address) |
| (j) | Acknowledgment of solicitation amendments (if any) |
| (k) | **Past performance information**, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information) |
| (l) | **Special Note:** *The Service Provider, by his response to this RFP and accompanying signatures, confirms that the terms and conditions associated with this RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.* |

* 1. **Forms:** Service Providers (potential bidders or Service Providers) must record their pricing utilizing the format found on Attachment “A”. Service Providers must sign the single hardcopy submitted and send to address listed on the cover page of this RFP.
	2. **Questions Concerning the Procurement**. All questions in regards to this RFP to be directed to

Vestine NYIRAHABIMANA

at this email address:

vnyirahabimana@ftfkwa.org

The cut-off date for questions is

August 26, 2022, at 1700 Hrs., (EAT)

* 1. **Notifications and Deliveries**: Time is of the essence for this procurement. Service Provider shall deliver the services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFP. The Service Provider shall immediately contact the Buyer’s Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Service Provider.
	2. **Documentation**: The following documents will be required for payment for each item:
		1. A detailed invoice listing Hire Order Number, Bank information with wiring instructions (when applicable)
		2. Packing List
	3. **Payment Terms**: Refer to RTI hire order terms and conditions found in [www.rti.org/poterms](http://www.rti.org/poterms), <http://www.rti.org/POterms>, <http://www.rti.org/files/PO_FAR_Clauses.pdf>, or <http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf>. Payment can be made via

wire transfer or other acceptable form**.** Service Providers may propose alternative payment terms and they will be considered in the evaluation process.

* 1. **Alternative Proposals**: Service Providers are permitted to offer “alternatives” should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
	2. **Inspection Process**: Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment. The RTI team will supervise how this assignment is being done including the field data collection.
	3. **Evaluation and Award Process:** The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Service Provider (bidder) whose offer conforms to the RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Service Provider representing the **best value** to the project and to RTI. For the purpose of this RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating, and selecting the “best value” awardee. RTI intends to evaluate offers and award an Agreement without discussions with Service Providers. Therefore, the Service Provider’s initial offer should contain the Service Provider’s best terms from a price and technical standpoint. However, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

The evaluation factors will be comprised of the following criteria:

* + 1. **PRICE**. Lowest evaluated ceiling price.
		2. **DELIVERY**. Service Provider provides the most advantageous delivery schedule.
		3. **TECHNICAL**. Items/Services shall satisfy or exceed the deliverables described in RFP Attachment A.
		4. **PAST PERFORMANCE** - Service Provider can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.

### OTHER EVALUATION CRITERIA.

N/A

* 1. **Award Notice**. A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful Service Provider within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.
	2. **Validity of Offer**. This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Service Provider in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for **90 days** after submission.
	3. **Representations and Certifications.** Winning Service Providers under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over $10,000.
	4. **Anti- Kick Back Act of 1986**. Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Quotation as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI’s Ethics Hotline at 1-877-212-7220 or by sending an e-mail to ethics@rti.org. You may report a suspected violation anonymously.

### Acceptance:

Service Provider agrees, as evidenced by signature below, that the Service Provider’s completed and signed solicitation, Service Provider’s proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: (*Service Provider Company Name*)

Signature: Title:

Date: