Terms of Reference (ToR)

Nobo Jatra - 'New Beginning' Project II (NJP II) Humanitarian Assistance Office, USAID/Bangladesh World Vision Bangladesh (WVB)

Request for Proposal (RFP)
for
Participants Annual Sample Survey (PASS) -FY'24

Date: March 3, 2024

1   Background:

Nobo Jatra Project II (NJP II) is a 24 month (October 1, 2022 – September 30, 2024) project to sustain and solidify key service delivery systems that build the resilience of vulnerable populations in Bangladesh's Khulna division, covering 40 unions in Koyra and Dacope Upazilas (sub districts) in Khulna district and Shyamnagar and Kaliganj Upazilas in Satkhira district. NJP II builds on the learning and experience from the USAID funded Nobo Jatra Project (NJP) under Award AID-FFP-A-15-00012, providing continuation of support for selected service delivery systems; and leveraging established partnerships with the Government of Bangladesh (GoB) and the private sector utilizing established programmatic platforms. The project goal is "improved gender equitable food security, nutrition and resilience of vulnerable people within Khulna and Satkhira districts in Bangladesh."

Project overview:

– **Project Name:** Nobo Jatra Project II (NJP II)
– **Goal:** Improved gender equitable food security, nutrition and resilience of vulnerable people within Khulna and Satkhira districts in Bangladesh
– **Expected Results:** Improved nutritional status of children under five years of age, pregnant and lactating women (Intermediate Result 1) and Sustained gender-equitable agricultural production and economic growth (Intermediate Result 2)
– **Geographic Focus:** The NJP II project is implemented in 4 upazilas (sub-districts) within two districts in Southwest Bangladesh: Khulna district (Koyra & Dacope upazilas) & Satkhira District (Shyamnagar and Kaliganj upazilas).
– **Target Coverage:** Direct project participants for the life of award (LOA): 66,000

FY'24 Annual Monitoring Survey:

In FY23, NJP II conducted a Participants Annual Sample Survey -PASS (aka Annual Participant-Based Survey -PaBS) specifically focusing on 12 (Twelve) annual monitoring indicators for which progress data were not directly available from routine monitoring and activity reporting. As per the approved NJP II Activity Monitoring Evaluation and Learning MEL) Plan the project is engaging a third-party (herein referred to as contractor, consultants and/ or consulting firm/ organization) to conduct the PASS for FY24. The FY 24 PASS will follow survey design option 1 (two-stage sampling) with systematic probability proportion to size (PPS) for cluster sampling and fractional interval systematic sampling for selecting sample participants. In total approx. 2,130 participants will need to be surveyed for the selected indicators. This may be reduced if overlaps are factored.

2   Anticipated Time Frame of RFP

Activity	Date(s)
Release of RFP and associated documents	April 2, 2024
Submission Period for Questions to WV by Interested Applicants	April 3 – 7, 2024
WV Response to Applicants' Questions	April 5 -14, 2024
Proposals due to WV in response to RFP	April 18, 2024
WV Proposal Review Period (includes WV proposal clarification questions to applicants if necessary for review process)	April 20 – May 7, 2024
Consultant Selection Notification by WVB	May 12, 2024
Proposed Contract Start Date	May 19, 2024
Deliverables and Contract Completion	August 11, 2024

3   Evaluation Criteria

1. WV will evaluate proposals and select a consultant at its discretion. WV will utilize the evaluation categories listed below. Please note that WV reserves the right to modify its evaluation criteria by adding or deleting elements at WV's sole discretion.
2. WV will carefully evaluate all proposals received that it believes demonstrate significant alignment with WV's' goals and requirements.
3. Issuance of this RFP, the preparation and submission of proposals by respondents, and the subsequent receipt and evaluation of proposals by WV shall not commit WV to award a contract to anyone. Furthermore, in no event shall contacting a consultant for a presentation request, negotiations, or other questions related to this RFP be construed to create any legal obligations on the part of WV.

Evaluation points distribution

CRITERIA	POINTS
A) Technical Evaluation Criteria Overall Score (Total maximum possible score for technical proposal is 80 points as per below break-down)	80
A.1) Proposed methodologies (Quantitative and Qualitative) for FY'24 PASS/ PaBS indicators/ variables data collection, analysis and reporting including Indicator Summary Table (IST)	30
A.2) Firm/ Organization Experience ● Demonstrated experience with USAID/FtF PaBS Survey Guidelines ● Experience in successfully designing and managing large scale socio-economic and agriculture and nutrition, surveys for Title II development food assistance programs or similar scope and scale in Bangladesh ● Experience in application of mixed survey methods – quantitative and qualitative ● Expertise in handling large volumes of complex data sets and analysis. should be an authentic expert in data treatment, cleaning, processing, analyzing (descriptive, cross-tabulation, correlation, bivariate, multivariate and regression analysis, weighting, etc.) and conducting various statistical tests such as confidence intervals, tests of significance, p-value tests ● Expertise in developing sampling method according to FANTA and USAID PaBS survey requirements, applying standard processes	20
A.3) Survey Team Members Composition, Experience, Knowledge and Skills: (40 maximum possible points awarded for survey team composition, experience, and knowledge per the below break-down)	
A.3.i) Survey team leader who has designed and large scale, complex participant-based or household surveys (i.e., clustered, multistage surveys) using PaBS sampling guidelines and has a minimum of 10 years' previous survey-related experience. The survey team leader's experience must include prior experience in Bangladesh and she/he should possess professional fluency in both Bangla and English.	15

A.3.ii) A senior statistician (senior survey specialist) who has demonstrated experience (minimum of 10 years) and expertise in calculating sample sizes, designing surveys (including complex sample design), estimating indicators using weighting, and analyzing complex sample survey data	10
A.3.iii) Academic qualifications of contractor or core team	5
B) Presentation	20
Total	**100**

Note: There will be multiple stages of the selection process to get qualified firms/consultants for the technical proposals and presentation. The consulting firm(s) have to obtain a minimum of 60% score in each of the stages to proceed with the final selection.

4   The Scope of Work (SoW):

The survey will be carried out on a representative sample of participant households selected randomly to assess progress against targets/pre-defined annual monitoring indicators. The annual monitoring indicators selected for the survey include USAID/BHA, Feed the Future (FtF), and custom indicators. The estimated indicator values from this PASS will be compared to FY 24 project targets and where applicable to the FY23 PASS survey results too.

The survey will apply mixed methods, standard sampling, tools and processes having prior approval from NJP II. The Contractor will be required to apply face-to-face (F2F), pen and paper and online platforms (such as Kobo Toolbox) and widely accepted statistical software (SPSS and MS Excel) for the quantitative and qualitative surveys to collect, analyze and present required data/ survey results in an acceptable form/ software. The indicator values that are estimated from the PASS / PaBS and other sources for NJP II's first and second reporting year (October 2022 to September 2023 and October 2023 to September 2024) will be compared to target values of that reporting year and other data.

NJP II has developed an Activity Monitoring, Evaluation and learning (MEL) plan to track project progress against performance indicators for the entire two-year duration of the project (October 2022 – September 2024). Out of a total of 21 project indicators, 12 annual monitoring indicators are planned to be measured through the FY'24 PASS/ PaBS (see Table 1)

Table 1: NJP II PaBS / PASS Indicators

Indicator Number	Indicator No and its source	Indicators	Target for FY24	Sampling frame population for FY24
1	EG.3.2-26	Value of annual sales of producers and firms receiving USG assistance (RiA)	Bitter gourd (USD) : 1124436.24 Bottle gourd (USD): 120,370.85 Watermelon USD): 1,121,495.40 Duck (USD): 140,320.68 GIFT Tilapia (USD): 152576.75	7,084 VC [Bottle Gourd, Bitter Gourd, GIFT Tilapia (Fish-pond), Duck and watermelon)]

Indicator Number	Indicator No and its source	Indicators	Target for FY24	Sampling frame population for FY24
2	EG.3-10, -11, -12	Yield of targeted agricultural commodities among program participants with USG assistance	Bitter gourd (MT) : 373.59 Bottle gourd (MT): 1121.10 Watermelon (MT): 25,786.41 Duck (Number): 1,416,382 GIFT Tilapia (MT): 241.39	7,084 VC [Bottle Gourd, Bitter Gourd, GIFT Tilapia (Fish-pond), Duck and watermelon)]
3	EG.3.2-25	Number of hectares under improved management practices or technologies with USG assistance[IM-level]	1,791.05	18,132 (7,084 VC farmers +11,048 agriculture producer)
4	EG.3.2-24	Number of individuals in the agriculture system who have applied improved management practices or technologies with USG assistance	18,132	18,132 (7,084 VC farmers +11,048 agriculture producer)
5	Custom 1	Percentage of PLW who can identify appropriate timing and complementary foods for children under 2	65%	15,387 (5,074 Pregnant Women+10,313 Children Under 5)
6	Custom 4	Number of live births receiving at least four antenatal care (ANC) visits during pregnancy	10,313	10,313 Children Under 5
7	GNDR-4	Percentage of participants reporting increased agreement with the concept that males and females should have equal access to social, economic, and political resources and opportunities	55%	64,322 (5,074 Pregnant Women+10,313 Children Under 5+6,035 VC farmers +11,048 agriculture producer+19,372 UPG+11,431 AIGA)
8	RESIL-a	Ability to recover from shocks and stresses index [ZOI-level]	20%	64,322 (5,074 Pregnant Women+10,313

Indicator Number	Indicator No and its source	Indicators	Target for FY24	Sampling frame population for FY24
				Children Under 5+7,084 VC farmers +11,048 agriculture producer+19,372 UPG+11,431 AIGA)
9	RESIL-2	*Percent of participants receiving USG assistance who feel their households can recover from shocks and stresses [activity/implementing mechanism (IM) level]*	6% (need to confirm)	64,322 (5,074 Pregnant Women+10,313 Children Under 5+7,084 VC farmers +11,048 agriculture producer+19,372 UPG+11,431 AIGA)
10	HL.9.1-d	Percent of women of reproductive age consuming a diet of minimum diversity (MDD-W)	65%	64,322 (5,074 Pregnant Women+10,313 Children Under 5+7,084 VC farmers +11,048 agriculture producer+19,372 UPG+11,431 AIGA)
11	Custom 3	Percentage of community people who access nutrition, health and hygiene products	65%	64,322 (5,074 Pregnant Women+10,313 Children Under 5+6,035 VC farmers +11,048 agriculture producer+19,372 UPG+11,431 AIGA)
12	YOUTH-3	Percentage of participants who are youth (15-29) in USG-assisted programs designed to increase access to productive economic resources [IM-level]	70%	48,935 (19,372 UPG+11,431 AIGA+ 7,084 VC farmers +11,048 agriculture producer)

NJP II seeks the service of a qualified consulting firm/ organization to design and execute the PaBS/PASS for FY'24. The contractor will be selected through a competitive bidding process and will be responsible for organizing, managing and implementing the data collection, cleaning and aggregation activities following agreed upon PaBS/ PASS survey protocols and standards. WV will provide close oversight to the consulting firm/ contractor and ensure accountability of the firm to process data collection, cleaning and aggregation and delivery of high-quality data in accordance with the expectations of NJP II and USAID/Bangladesh. The consulting firm is expected to have extensive practical experience and expertise in conducting large-scale complex quantitative sample surveys in remote areas and similar projects

funded by USAID/ BHA or FtF, with preference given for prior experience with PaBS surveys in Bangladesh. The organization should understand the local demography, socio-economic context, culture, language, diversity and challenges where NJP II is implementing.

The contractor will be responsible for identifying and hiring competent interviewers (quantitative and qualitative) and field supervisors; organizing and leading the training of enumerators; arranging data collection field logistics; overseeing, supervising and conducting quality control of data collection; management and transmission of data from the field, and delivery of a final report and dataset to WV. The contractor (firm/consulting team) will also develop the field survey manual and survey protocols with guidance from NJP II's M&E team.

Eight of the 12 PASS Indicators, RESIL-a, RESIL-2, HL 9-1d, GNDR-4, EG.3.2-24, EG.3.2-25, EG.3.2-26 EG.3-10, -11, -12, and YOUTH-3 (Ref. Table 1) will require a greater level of effort to collect and analyze because they are standard indicators from the FtF Indicator Handbook. As a result, FtF PaBS sampling guidelines must be followed when collecting FY 24 results for these indicators. The contractor will have more flexibility when designing the data collection protocol for the remaining four custom indicators.

The results of the PASS will be used in the context of NJP II monitoring to ensure that project implementation is occurring as expected and that interventions are on track for achieving the intended outcomes and targets in the project participant population for FY24. The results of this survey will be used to inform the FY24 Annual Results Report as well as decisions about project strategies and further implementation and adaptation of similar types of intervention.

5   Survey Design/ Sampling Plan

Feed the Future (FtF) PaBS sampling guidelines will be used to develop the PASS sampling strategy for NJP II's annual monitoring survey. While the sampling guidelines are written for the FtF agricultural indicators, the guidance on sampling approaches and weights shall also be applied for other non-FtF indicators as appropriate.

A number of the 12 annual PaBS/PASS indicators are identified for estimating values on an annual basis. The sample size calculations are associated with each indicator type. Selecting the appropriate sampling formula and applying multiplicative adjustments to the initial sample size are critical to the survey design and sampling plan. The 12 indicators selected for PaBS / PASS are linked with several individual and combined sampling frames. Thus, the sample size estimation process has been considered accordingly. Following are the details on the sampling frame, final sample size and sampling methodology drafted for NJP II's FY'24 annual PaBS / PASS survey.

5.1   PaBS sampling frame:

Over the life of the award (LOA), NJP II is working with committee members, community groups and individual households and their members including women, children, and youth. The anticipated direct participant households include (but are not limited to) households that are participating in the Maternal Child Health and Nutrition (MCHN) project components and households that are participating in the Agriculture and livelihood project components (please see Annex I for a more detailed description of NJP II's project components). NJP II expects to reach 66,000 (Male-8,771, Female-57,229) individuals as direct participants from various sectors during FY'24 as detailed in Table 2 below.

Table 2: Type of participants

Type of Participants for FY'24	Number
Value Chain (VC) Participant*	7,084
Producer Group (PG) Participant	11,048

Health participant (Pregnant Mother)	5,074
Nutrition Participants (CU5)	10,313
Livelihood participants (UPG, AIGA)	30,803
Others (LSP, GSM, VA, lead and sub-lead farmer)	1,678
Total	**66,000**

*NJP II is promoting five (5) value chain commodities, such as Bottle Gourd, Bitter Gourd, Watermelon, Duck and GIFT Tilapia-Fish ponds to the five different groups of value chain farmers without overlap between the groups.

As per the FtF PaBS guidelines, the "Yield of Agricultural Commodities" indicator should be reported for all producers working within crop, livestock, or aquaculture production systems. Therefore, the participants covered by the "Yield of Agricultural Commodities" indicator are a subset of the participants covered by the "Number of Hectares under Improved Management Practices" indicator, who in turn are a subset of the participants covered by the "Value of Sales" indicator, who in turn are a subset of the participants covered by the "Number of Individuals Using Improved Management Practices" indicator.

5.2 Estimation of Sample Size

NJP II estimated sample size for the five value chain commodities applying the standard deviation from the previous (FY22/ FY23) Nobo Jatra and Nobo Jatra II PASS/ PaBS. The details of estimation and sample size calculation are given in **Table-3**. Sample participants have estimates from six sampling frames: frame one is for indicators 1-2 (EG.3.2-26 & EG.3-10, -11, -12 – from Agriculture Commodities); frame two is for indicators 3-4 (EG.3.2-25, EG.3.2-24,); frame three is for indicator 5 (Custom 1); frame four is for indicator 6 (Custom 4); frame five is for the indicators 7-10 (GNDR-4, RESIL-a, RESIL-2, HL.9.1-d, Custom 3) and the last (sixth) frame is for indicator YOUTH-3 in **Table-4.**

A two-stage cluster sampling procedure will be applied to select the sample households for the PASS/ PaBS. The clusters are composed of the project villages and will be selected using the Probability Proportional to the Size (PPS) method. For the purposes of PPS selection, 'size' of the cluster will be the total number of participant households from the two sampling frames (Agriculture and Combined all participants) within that cluster.

NJP II plans to report point estimates of indicators every year to compare the indicator achievement with the set targets over the LOA. The **Participant-Based Survey** Sampling Guide for Feed the Future Annual Monitoring Indicators[1] by Diana Maria Stukel, PhD was used to estimate sample sizes for the indicators.

Following are the formulas and calculations to estimate minimum required sample sizes for the indicators that appear in **Table 3**:

A. *Sampling formula to estimate sample size for the indicators*

$$n = \frac{N^2 \times Z^2 \times S^2}{MOE^2}$$

Where,

        Z = critical value from the normal probability distribution (95% confidence level: 1.96)

        N = total number of participants in the respective sampling frame

        S = standard deviation of the distribution of participant data as per FY22 PaBS

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[1] https://www.fantaproject.org/sites/default/files/resources/Sampling-Guide-Participant-Based-Surveys-Sep2018_0.pdf

MOE   = margin of error (p * target value of indicator)

B. *Sampling formula to estimate indicators with percent value:*

$$n = \frac{z_\alpha^2 \times p(1-p)}{\varepsilon^2}$$

Where,

Z_α = is the critical value for normal probability distribution at 95% confidence level = 1.96
P = Proportion of population with desired attribute
ε = Maximum desired sampling error = 5% = 0.05

When the initial sample calculated is greater than or equal to 5% of the participant population, a finite population correction factor should be applied: FPC = $1/(1+n_1/N)$, where n_1 is the initial sample size and N is the population size

In accordance with the FtF PaBS sampling guidelines, a design effect that accounts for cluster sampling as well as an estimated non-response factor will be applied to obtain an adjusted final sample size estimate.

Table 3: Overall sample size estimation for FY24 PaBS/ PASS

Formula that is based on a Total	N	max	min	S	P	MOE		CI	z	Initial	Ratio	Finite population correction needed?	Initial/N	Adj (1)	D	Adj (2)			
Indicator	Population of beneficiaries	Estimate of maximum(f or s)	Estimate of minimum (for s)	Standard deviation (s)	Acceptable percentage of error (for MOE)	Target value of indicator (for MOE)	Margin of error (for MOE)	Confidence level	Critical value (z)	Initial sample size	Of initial sample size to population size	Finite population correction needed?	Initial/N	Adjusted sample size (1)	Design effect	Adjusted sample size (2)	Non response rate	Sample size	Final sample (rounding)
Indicator # EG.3.2-26 & EG.3-10, -11, -12 (Sample Frame-1)																			
Bottle Gourd	1612		$0.00	8.69	5.00%	$50,223.10	2511.16	95%	1.96	116	7.30%	Yes	0.93	108	2	217	10%	238	240
Bitter Gourd	1284		$0.00	11.94	5.00%	$78,406.48	3920.32	95%	1.96	58	4.50%	No	1	58	2	116	10%	127	135
GIFT Tilapia (Fish-Pond)	1196		$0.00	8.68	5.00%	$64,943.76	3247.19	95%	1.96	39	3.30%	No	0.97	38	2	75	10%	83	105
Duck (Chicken-Poultry	2093		$0.00	9.33	5.00%	$122,696.00	6134.8	95%	1.96	38	1.80%	No	0.98	37	2	74	10%	82	105
Water Melon	899		$0.00	61.41	6.50%	$237,894.75	15,463.16	95%	1.96	49	5.40%	Yes	0.95	46	2	92	10%	102	105
Total																			632	690
Indicators # EG.3.2-25 and EG.3.2-24 (Sample Frame-2)																			
Total Agriculture participants	18132	4	0	0.67	9.00%	18132	1631.88	95%	1.96	213	1.00%	No	1	213	2	426	3%	439	440
Indicators # Custom 1 and Custom 4 (Sample Frame -3 & 4: Combined)																			
Health and Nutrition participants	15387		0	0.50	9.00%	15387	1384.83	95%	1.96	119	1.30%	No	1	119	2	238	5%	250	250
	10313		0	0.50	9.00%	10313	928	95%	1.96	119	1.30%	No	1	119	2	238	5%	250	250
Indicators # GNDR-4, RESIL-a, HL.9.1-d and Custom 3 (Sample Frame-5)																			
Combined Participants	64,322		0	0.50	9.00%	64,322	5789	95%	1.96	119	1.30%	No	1	119	2	238	5%	250	250
Indicators # YOUTH-3 (Sample Frame-6)																			

| Combined Participants (Youth) | 48935 | | 0 | 0.50 | 9.00% | 48935 | 4404 | 95% | 1.96 | 119 | 1.30% | No | 1 | 119 | 2 | 238 | 5% | 250 | 250 |

Indicators # 5 to 11 Table 1	
N = Total targeted participants in FY 2024	64322
Zα = is the critical value for normal probability distribution at 95% confidence level	1.96
P = Proportion of population with desired attribute	0.5
ε= Maximum desired sampling error = 7.5%	0.05
Initial sample size n1 (n1 is less than 5% of the total number of beneficiaries, so the finite population correction factor is not necessary	119
Design effect adjusted sample size (239 x 2)	250
The non-response rate is expected to be 5%, therefore the final sample size for those indicators would be 504 (Round for cluster sampling is 525)	250

The above table for sample estimation refers to the project indicators (IST) without factoring the overlapping. If the overlaps are considered, then the sample size will be 2,130 approx. However, interested consulting firms/ organizations are suggested to use the IST as guiding information. They are expected to submit their proposed sample estimation factoring the overlaps for IST indicators (Standard and Custom) for quantitative and qualitative methods with the EOI.

For the value chain indicators, a separate sample size calculation is necessary for each of the five value chain commodities.

5.3   Sampling Procedure

NJP II's M&E team will work with the contractor/consultancy firm to ensure that the process of selecting sample clusters and survey respondents which has been clearly defined in Section 9.3 and 9.4 of the FANTA Sampling Guide for Participant-Based Surveys (September 2018) is followed.

The sample cluster and survey respondent selection process and data collection protocol is outlined below:

Selection of Cluster:

Two hundred and forty-six (246) clusters (Bottle Gourd 59, Bitter Gourd 48, GIFT Tilapia (Fish-Pond) 52, Duck (Chicken/ Poultry) 67, and Water Melon 20 – with some overlaps) will be selected from the first sampling frame (Value chain). Then 249 clusters will be selected from the 2nd sampling frame (agriculture), and 500 clusters selected from the 3rd sampling frame (Health and Nutrition participants). The agriculture sampling frame and combined frame include 747 clusters from the list of Nobo Jatra II Project villages where different NJP II components are being implemented during the reporting year FY24, using the Probability Proportional to the Size (PPS) procedure. Overall, the survey will be conducted in 747 clusters (typically one cluster refers to one village).

Selection of Survey respondents:

Survey respondents will be selected before fieldwork is conducted using the method of fractional interval systematic sampling from a comprehensive list of participants using one of two variants of an equal probability method. There is no prescriptive formula for determining how many clusters to choose and how many participants to choose within each cluster, but there are competing concerns of what is most operationally expedient versus what is most statistically efficient. For statistical efficiency, FtF's recommendation (Sampling guide, page 54) of the smallest number of participants possible from each cluster was proposed, so that the largest number of clusters can be selected, with increased statistical efficiency and a decreased design effect. Cluster sampling frames are provided below:

The primary selection unit is the participant. This survey has six sampling frames as described in Section 5.2 above, The survey team will provide skip logic in the questionnaire for each of these groups where specific modules do not apply. Sufficient training and guidance must also be provided to enumerators to ensure that there is clear instruction on the sample frame and applicable modules for each household that is visited.

Table 4: Sample distribution at a glance for PaBS/PASS:

Indicator Number	Cluster	Indicators	Sampling Frame	# Sample Frame	# Sample Size
1.	Bottle Gourd-20, Bitter Gourd-15,GIFT Tilapia (Fish-Pond)-15, Duck (Chicken-Poultry)-15, Water Melon-15	EG.3.2-26 Value of annual sales of producers and firms receiving USG assistance (RiA)	7,084 VC [Bottle Gourd, Bitter Gourd, GIFT Tilapia (Fish-pond), Duck and watermelon)]	1	Bottle Gourd-240, Bitter Gourd-135,GIFT Tilapia (Fish-Pond)-105, Duck (Chicken-Poultry)-105, WaterMelon-105
2.		EG.3-10, -11, -12 Yield of targeted agricultural commodities among program participants with USG assistance	7,084 VC [Bottle Gourd, Bitter Gourd, GIFT Tilapia (Fish-pond), Duck and watermelon)]		

Indicator Number	Cluster	Indicators	Sampling Frame	# Sample Frame	# Sample Size
3.	35	EG.3.2-25 Number of hectares under improved management practices or technologies with USG assistance[IM-level]	18,132 (7,084 VC farmers +11,048 agriculture producers)	2	442
4.		EG.3.2-24 Number of individuals in the agriculture system who have applied improved management practices or technologies with USG assistance	18,132 (7,084 VC farmers +11,048 agriculture producers)		
5.	25	Custom 1 Percentage of PLW who can identify appropriate timing and complementary foods for children under 2	15,387 (5,074 Pregnant Women+10,313 Children Under 5)	3	452
6.	25	Custom 4 Number of live births receiving at least four antenatal care (ANC) visits during pregnancy	10,313 Children Under 5	4	452
7.	35	GNDR-4 Percentage of participants reporting increased agreement with the concept that males and females should have equal access to social, economic, and political resources and opportunities	64,322 (5,074 Pregnant Women+10,313 Children Under 5+6,035 VC farmers +11,048 agriculture producers+19,372 UPG+11,431 AIGA)	5	250
8.		RESIL-a Ability to recover from shocks and stresses index [ZOI-level]	64,322 (5,074 Pregnant Women+10,313 Children Under 5+7,084 VC farmers +11,048 agriculture producers+19,372 UPG+11,431 AIGA)		
9.		HL.9.1-d Percent of women of reproductive age consuming a diet of minimum diversity (MDD-W)	64,322 (5,074 Pregnant Women+10,313 Children Under 5+7,084 VC farmers +11,048 agriculture producers+19,372 UPG+11,431 AIGA)		

Indicator Number	Cluster	Indicators	Sampling Frame	# Sample Frame	# Sample Size
10.		Custom 3 Percentage of community people who access nutrition, health and hygiene products	64,322 (5,074 Pregnant Women+10,313 Children Under 5+6,035 VC farmers +11,048 agriculture producers+19,372 UPG+1143,1 AIGA)		
11.	35	YOUTH-3 Percentage of participants who are youth (15-29) in USG-assisted programs designed to increase access to productive economic resources [IM-level]	48,935 (19,372 UPG+11431 AIGA+ 7,084 VC farmers +11,048 agriculture producers)	6	250

5.4 Sampling Weights and Treatment of Non-Response

The formula used to calculate the sampling weights should be included as part of a data dictionary document. The contractor should ensure that standard procedures in developing sampling weights are followed according to FANTA's guidelines. A household non-response adjustment should be made to the sampling weights as part of the final weighting system that includes a description of how outliers will be addressed. Sampling weights and non-response information will be required to be submitted along with final sample sizes, cleaned datasets, data dictionaries and PaBS/PASS indicator estimates prior to the submission of the final narrative report.

6 Survey Questionnaires/ Tools (Quantitative method)

A structured questionnaire will be used for quantitative data collection based on the NJP II PASS/ PaBS indicators and other Environment Monitoring and Mitigation Plan (EMMP) Indicators and other information required as per WV NJP II, USAID and FtF requirements. The contractor/ consulting firm will work with the NJP II M&E and technical leads on updating the questionnaire, field testing and finalizing the questionnaire following USAID and FtF guidelines. Field testing should be carried out prior to the commencement of data collection. The survey form design will initially be based on the English-language version of the questionnaire incorporating skipping rules and other interview logic. Once the English version of the form is validated, a Bangla language version of the mobile-based form will be added and used as the default. Software in the mobile data collection device will allow enumerators to switch between languages, as necessary. The back translation of the Bangla questionnaires will be ensured prior to the start of the actual data collection.

6.1 Translation of Questionnaires/ Tools

The questionnaire and checklist should be translated into Bangla by the contractor. The system should allow the enumerators to use either the English or Bangla language versions at any time on the mobile/tablet data collection device adapting the questionnaire to the local context and if additional questions will be added or subtracted. All the numeric values should be inserted in English. Translation of the approved questionnaire instrument and manual from English into Bangla and subsequent translation of the questionnaire from Bangla to English with a second translator to ensure that it is accurately translated in Bangla is required. Necessary changes to the Bangla questionnaire will be made based on the translation.

Final Bangla and corresponding English questionnaires, manual and checklist will be reviewed and approved by WV.

After receiving requisite approvals, the questionnaire will be tested in the field by the surveyor with the oversight of NJP II's M&E team to ensure that the questionnaire is refined and adequately contextualized to meet the requirements of this RFP.

7   Fieldwork Operations

a.   Data Collection and Data Entry

Electronic devices or tablets and pen–paper will be used as part of data collection, complemented with both online and offline Android apps. The trained Interviewers will also be provided with paper forms to use in case of malfunction of devices. The use of mobile devices and an electronic questionnaire improves data quality by allowing data validation rules and consistency checks to be integrated as part of data collection. Mobile devices reduce data entry burden as data is entered at the interviewer level and records are uploaded to a cloud server using the built-in internet connectivity of the devices. Daily data uploading to the cloud server will ensure the regular data backup process. This will also allow the data analyst to review data consistency frequently and ensure the data are ready for analysis almost immediately after the completion of data collection from all sample participants.

b.   Data Quality Control

There will be a minimum of four data collection teams for the quantitative survey, with each team composed of five/six enumerators and one supervisor from the contracted consultancy firm/ organization. The contractor should consider facilitators for qualitative interviews during team prepositioning. The team supervisors are mainly responsible for monitoring data collection and progress, ensuring process and timelines, minimizing non-responses, quality control and overall team guidance. The field supervisors will review data from the mobile devices and hard copies daily to ensure data quality. The supervisors will also utilize additional data quality monitoring controls. One such control will be the re-interviewing of one surveyed household and other respondents/ sessions per day using tablets, based on a condensed survey which is limited to a subset of critical questions and recording the findings. Supervisors will verify that non-response households are unavailable, or truly opted out of participation.

The field supervisors will regularly collect all mobile/tablet devices from the interviewers and review all the interview records, question by question, and records of qualitative interviews. Cross-referencing of re-interview records with the original records collected by the enumerators will happen at this time. If necessary, the M&E field staff will edit the original data records and re-train interviewers. Finally, field supervisors will upload finalized data to the cloud server through a secure transmission and ensure transcription of the qualitative interviews.

The NJP II central M&E team, with support from the NJP II technical team and an external technical consultant, will also remotely monitor data consistency throughout the ongoing data collection process using data periodically downloaded from the cloud server. The M&E team, technical team and external consultant will be able to run frequency and cross tabulations by enumerator, cluster and participant category remotely. If they find any data inconsistency for a particular enumerator or cluster, they will immediately inform the data collection team so that they can make necessary adjustments during data collection. This will ensure data quality instantly from different levels of quality review as opposed to just depending on the team supervisors. Feedback will be provided to the field teams to ensure 100% data quality and accuracy of the data.

If the data collection method is paper-based, each interviewer will collect information using a paper based questionnaire and team supervisors will collect completed questionnaires from the team member for his/her review and uploading to the cloud server. In this process, the consultancy firm will involve a data entry operator to enter data into the cloud server from the paper-based questionnaire.

Real-time feedback systems will be established (by email, telephone, team meeting, and/or using social media) with the field teams to support data quality and adherence to timelines.

c. Human Resources for Fieldwork

Below is an indicative (not an inclusive) team composition model. The bidders' proposal should reflect the positions and specific roles and responsibilities of the team members and describe the educational qualifications, years of experience on similar jobs and USAID/ BHA/ FtF funded project(s), level of skills and competencies, and background for each member. The contractor must ensure that only qualified candidates are engaged for this survey. The composition and number of the team members has deliberately not been completely prescribed, allowing prospective contractors to propose a customized team composition that best meets the requirements of this RFP. The following team composition model is suggested as an initial guide.

- Survey Team Leader (Survey Expert) (1),
- Statistical Expert/ Data Analyst (1),
- Health, Hygiene and Nutrition (HHN) Experts (1)
- Agri and Livelihoods Experts (1)
- Qualitative Survey Expert (1)
- Qualitative Research Assistance (1)
- Field Survey Supervisor and Quality Control Officer (one per survey cluster),
- Data Editor (1 per team),
- Data Entry Operators (*applicable for paper-based data collection*)
- Enumerators (contractor shall propose the number of enumerators that will operate in each survey cluster).

Offerors should propose an appropriate number of Field Survey Supervisors and Quality Control Officers, data editors, data entry operators and enumerators (both qualitative and quantitative).

Team members must have experience in managing large scale socio-economic, agricultural, and sustainability, DRR, child and youth and health and nutrition, market system, VSL, quantitative and qualitative surveys for USAID food security/resilience programs or other programs of similar scope and scale in Bangladesh. The survey team must include a healthy mix of men and women; the survey requires local enumerators having technical skills and experience and clear understanding about the local context, geography and population dynamics and fluency in the local dialect and conversation. It is expected that the team will have members with experience and expertise in multiple technical and cross-cutting areas, such as:

Sound experience and expertise in designing and implementing large scale complex quantitative and qualitative surveys for multiple sectors applying mixed methods dealing with the complex data sets, data collection (on-line and pen-paper based methods) and analysis, applying standard processes, protocol and suitable software. Specific focus areas are:

- Demography, Socio economic, Food security, Agriculture
- Health Hygiene and Nutrition (HHN) and Maternal and child health nutrition
- Food security, resilience and livelihood strategies
- Social accountability and governance
- Environmental considerations and climate change adaptation
- Community participation
- Social inclusion and gender equality & equity
- Women's empowerment, youth and children
- Market-linkage and Value-chains
- VSLA and cooperatives
- Local service providers and Lead Farmers &

● Rights and Governance

> **d.**   **Survey Team Leader (Survey Expert):**

The team leader will be responsible for coordinating all survey activities, supervising the team, meeting all specified objectives, evaluating and monitoring systems, ensuring data quality and proper recording and analysis, collaborating with each partner, presenting the survey results, and submitting drafts and final reports according to the defined timeline. S/he must have a postgraduate degree (preferably in statistics, economics, social science) with a minimum of 10 years of proven project evaluation skills and be well-experienced managing large and complex surveys from design to implementation in the field. The survey expert should have expertise in quantitative survey design and implementation, guiding teams, controlling data quality, and reporting. The survey expert should also have extensive skills in sampling, designing survey instruments, enumerator training, conducting complex or multi-sectoral surveys, data analysis, and interpretation and reporting. S/he should be well conversant with applicable USAID, and FtF (Feed the Future) technical requirements for participant-based indicator data collection, USAID's Monitoring Toolkit, Evaluation Policy and other applicable guidance and requirements such as ADS 540 and ADS 579. S/ he should adhere with the Donor and WV applicable principles, policies, guidelines and regulations and ensure that all team members comply with them as well.

The survey team leader will be responsible for overall management of the survey, including coordinating and packaging the deliverables in consultation with team members. S/he will provide leadership to the team, finalize the survey design, coordinate activities, arrange meetings, consolidate individual input from team members, and coordinate the process of assembling the final report including recommendations. S/he will also lead the preparation and presentation of the key survey findings and recommendations to WV and key partners. The team leader will submit the draft report, after incorporating WV and USAID Mission comments; and submit the final report to WV.

The team leader should have strong communication skills in written and oral English and Bengali. S/he should have the ability to manage large teams with multi-disciplinary backgrounds in challenging contexts and the capacity to conclude the assignment meaningfully.

> **e.**   **Statistical Expert/Data Analyst:**

The Statistical Expert/Data Analyst must have, at minimum, a postgraduate degree (preferably in statistics, economics, social science) with a minimum of 10 years proven skills and experience in handling large volumes of complex datasets, socio-economic and anthropometric datasets, using the latest versions of SPSS, STATA, Anthro and/or MS Excel. S/he should be an authentic expert in data treatment, cleaning, processing, analyzing (descriptive, cross-tabulation, correlation, bivariate, multivariate and regression analysis, weighting, etc.) and conducting various statistical tests such as confidence intervals, tests of significance, p-value tests, and standard deviations that generate accurate outputs.

> **f.**   **Health, Hygiene and Nutrition (HHN) Experts:**

The Health, Hygiene and Nutrition (HHN) Expert should have a postgraduate degree in a relevant field with a minimum of 8 years of proven project evaluation skills and experience with particular focus on HHN. S/He should be well-experienced in managing large and complex HHN surveys from design to implementation in rural areas. S/He should have proven expertise and practical experience in quantitative and qualitative HHN surveys, designing and implementing HHN surveys, providing technical guidance to the teams, controlling data quality and preparing analytical reports in English. S/He should also have extensive skills particularly in developing HHN survey instruments, providing training to the enumerators, conducting HHN surveys, analyzing data, leading interpretation and preparing analytical reports in English. S/he should be well conversant with applicable USAID and FtF (Feed the Future) technical requirements for participant-based surveys, indicators' data collection, USAID's Monitoring Toolkit, Evaluation Policy and other applicable guidance and requirements such as ADS 540 and ADS

579. S/ he should adhere with the Donor and WV applicable principles, policies, guidelines and regulations and ensure that all team members comply with them as well.

g.   Agriculture and Livelihoods Experts:

The Agriculture and Livelihoods (A&L) Expert should have a postgraduate degree in a relevant field with a minimum of 8 years of proven project evaluation skills and experience with particular focus on A&L. S/He should be well-experienced in managing large and complex A&L surveys from design to implementation in rural areas. S/He should have proven expertise and practical experience in quantitative and qualitative A&L surveys, designing and implementing A&L surveys, providing technical guidance to the teams, controlling data quality and preparing analytical reports in English. S/He should also have extensive skills, particularly in developing A&L survey instruments, providing training to the enumerators, conducting A&L surveys, analyzing data, leading interpretation and preparing analytical reports in English. S/he should be well conversant with applicable USAID and FtF (Feed the Future) technical requirements for participant-based surveys, indicator data collection, USAID's Monitoring Toolkit, Evaluation Policy and other applicable guidance and requirements such as ADS 540 and ADS 579. S/ he should adhere with the Donor and WV applicable principles, policies, guidelines and regulations and ensure that all team members comply with them as well.

h.   Qualitative Survey Expert with analytical skills

S/he must have, at minimum, a postgraduate degree with 5 years' experience in the relevant field. S/he must have practical experience, strong design, planning and analytical skills, competencies and conceptual clarity on qualitative survey methodologies (FGD, IDI, KII and others) including sampling design, tools/ checklist and guideline development, with a demonstrated ability to provide training to team members, guide the team and analyze qualitative data, preferably using software, and prepare reports in English. S/ he should have team management, planning, and supervision experience, as well as an ability to resolve field problems, persuasiveness, and communication skills. S/he should have good problem identification and writing skills (English) in order to update/communicate the day-to-day field activities pertaining to the qualitative survey work. S/he should have strong experience and skills in systematic data testing/ review, both in the field and in the office. In particular, the Qualitative Survey Expert should have experience preparing concise analytical reports in English.

i.   Qualitative Research Assistant

S/he must have, at minimum, a graduate degree with 4 years' experience in the relevant field. S/he must have practical experience, strong design, planning and analytical skills, competencies and conceptual clarity on qualitative survey methodologies (FGD, IDI, KII and others) with a demonstrated ability to assist in providing training to team members, guide the team and analyze qualitative data. S/he should have good problem identification and writing skills (English). S/he should have strong experience and skills in systematic data testing/ review, both in the field and in the office. In particular, the Qualitative Research Assistant should have experience assisting with the preparation of concise analytical reports in English.

j.   Field Survey Supervisor and Quality Control Officer:

S/he must have, at minimum, a postgraduate degree with 5 years' experience in a relevant field. S/he must have practical experience and conceptual clarity on team management, planning, and supervision, as well as an ability to resolve field problems, persuasiveness, and communication skills. S/he should have good problem identification and writing skills (English) to update/communicate day-to-day field activities. S/he should have strong experience and skills in systematic data testing/ review both in the field and in the office. Experience preparing concise reports on socio-economic survey results is required.

S/he should be a good team player with strong leadership ability to uphold team spirit and an ability to work under pressure/hardship, respect for teammates and program participants, be a good listener and

possess strong interviewing skills and the ability to address and manage field problems. The individual should be familiar with regional/local context, culture and conversion units.

k.   Enumerators:

A bachelor's degree is required for enumerators with a graduate/master's degree being preferred but not mandatory. They should have minimum 5 years' experience in a relevant field, and previous experience in undertaking quantitative and qualitative socio-economic and agriculture-related surveys in hard-to-reach rural areas in Bangladesh. They should be good team players who can work under pressure/hardship in remote locations, display respect for teammates, program participants and stakeholders, be good listeners and possess strong interview skills as well as an ability to document survey data/ information accurately, good handwriting, and the ability to manage field problems. They should be familiar with regional/local context, culture, and conversion units and demonstrate fluency in the local dialect.

The enumerators should have experience with ICT based data collection through different online applications (ODK/Survey CTO/ KoboToolbox etc.). The enumerators should also be required to complete training with the consultant prior to administering the surveys in the field. The contractor should only engage enumerators who qualify in a post-training test. Thus, they should include an additional number of enumerators in the training to reach the required number after applying a standard screening process.

l.   Survey Team Training and Field Testing

Six days of training should be organized in Khulna district/division for the hired enumerators, M&E Field staff who will be conducting household interviews and other team members. The training session is primarily divided into two parts. During the first two days, the participants will receive theoretical instruction on the general rules of conducting surveys, sampling and a hard copy of the questionnaire. During the next two days, the training participants will practice using the actual questionnaire forms on the tablets with role-plays and mock tests followed by questions and clarification sessions and recap. After four days of classroom training, the participants will conduct field practice on day five. The tools will be adjusted after field practice and the final day of the training. Following are the specific topics that will be covered in the survey training:

- Brief program overview and the objectives of the surveys and other precaution steps, e.g., COVID-19
- General rules, ethical considerations, norms and guidance on surveying
- Survey methodology – team composition, sampling, sample participant selection process
- Detailed discussion of the questionnaire form (question-by-question)
- Use of questionnaire on the tablet and checklist
- Applying mock procedure to promote a clearer understanding of questionnaire contents
- Role play to refine techniques for asking sensitive questions
- Data quality, management and transfer &
- Dealing with unexpected challenges and situations

The contractor will develop a detailed survey plan showing specific tasks, timelines, deliverables, persons responsible, etc. and obtain consent from NJP II prior to beginning data collection for the FY'24 NJP II PASS/ PaBS. Pre-tested and adjusted tools and techniques will be shared with USAID/Bangladesh prior to the start of scheduled training for the PASS/ PaBS.

The firm / organization will arrange written tests for each and every participant and select only qualified enumerators to engage in the field survey.

The preferred mode of data collection is smartphone /tablet for the quantitative survey and pen-paper for the qualitative survey. Quantitative survey data will be updated to the central server through online and/or offline (with synchronization functionalities) methods and the dataset will be labeled properly and converted into an SPSS (latest version) database for data management and analysis. Validated data will be added to the main SPSS database daily. However, considering the practical context and rationale, NJP II may accept a paper-based PASS/ PaBS survey if proposed by the Contractor but electronic data is the ultimate requirement for the survey.

Qualitative data should be transcribed and analyzed using qualitative data analysis software.

7. Key responsibilities/functions

- Pertinent permissions, insurance, and other required permits
- Hiring of all qualified and competent team members for the survey. This includes– team leader, statistician, quality control officers, enumerators (including local women and men and required technical experts), data entry operators and editors, and all others;
- Organizing training and field exercises (field test must be done in program operation area);
- Designing data entry screen with intelligent control and testing;
- Finalizing Survey Questionnaires/ tools, checklists and manuals;
- Printing of all survey materials such as Survey Questionnaires, Manuals, lists of sampled villages and households, checklists, reports, and de-briefing materials;
- Generating computerized lists of sampled households and providing signed paper copies to all teams;
- Obtaining consent from the respondents prior to beginning the survey;
- All logistical arrangements including accommodation, food, and transport;
- The survey team must follow applicable BHA, FtF, FANTA, WV and other associated guidance, processes and requirements applicable for the participant sample survey and
- The survey team must follow BHA and WHO **Do No Harm** Policy for COVID-19, as well as applicable WV policy, during enumerator data collection / surveying training.

The contractor must follow the appropriate Performance Indicator Reference Sheets (PIRS) and approved NJP II MEL Plan when finalizing the survey instruments and methodology. In designing the instruments, the contractor must consider including all disaggregate levels required by WV, USAID/Bangladesh and applicable FtF policies/guidance. The data collection tools, sample selection, survey instruments, work plan and all other critical aspects pertaining to the survey should be finalized only after concurrence from WV NJP II management and USAID/Bangladesh

WV requires full access to observe and review training sessions, survey preparation, instruments, field interviews and measurements, electronic data, data analysis, team meetings and so on (if/ as needed by them at any point of the survey) and to suggest modifications, which the contractor should follow.

To comply with USAID's relevant ADS Chapters and other policies, such as the Open Data Policy, WV will post final, cleaned PASS datasets on USAID's Open Data portal/DDL platform. To comply, the contractor must submit the following to WV:

a. Raw data and the cleaned data files with all of the computed variables both in SPSS 24 and CSV formats;

b. SPSS (v24 or later) and STATA (v18 or later) outputs and syntax files and weighting files in Microsoft Excel;

c. A data dictionary and/or codebook - essentially a definition and description of any of the fields provided in the dataset and

d. A blank version of the informed consent form that is provided to survey respondents

e. Proof that survey respondents provided their informed consent to the contractor.

8   Key Tasks*

The consultancy firm (with support from a statistician and NJP II Coordinator - M&E and MIS) will prepare the sampling plan and sampling frame. The consultancy firm will deploy a number of survey teams in line with the field data collection schedule and number of survey locations. Movement from one Upazila to another should also be considered during the survey planning. The M&E team will monitor the data collection process and conduct a data quality assessment throughout the survey period. The selected contractor (external consultancy firm/ organization - third party) will be responsible to prepare and submit the following:

8.1   Sampling designs, frames and sample sizes (Quantitative and Qualitative), and sample units in compliance with USAID FtF guidelines and widely accepted standard systems and similar survey protocols

8.2   Preparation of an inception report and address feedback before starting the training and field works. The inception report should include, but not be limited to, a detailed plan, team composition (list of team members) with CVs of key personnel, sampling methodology, survey tools (questionnaire and checklist) and guidelines in English and Bangla, including consent forms that are finalized after field testing.

8.3   Hard copies of the questionnaires/ tools and checklist for backup support

8.4   Field survey manuals and protocols

8.5   A recruitment strategy for a skilled and experienced survey team (having a good combination of women and men members with strong background on quantitative and qualitative survey techniques and methods). This may include enumerators (data collectors/ facilitators), quality controllers, supervisors, data managers/ analysts, a team lead, quantitative and qualitative experts, DRR and gender specialists for training, field work, data analysis, reporting, etc. in accordance with the requirements of the RFP

8.6   Training for the enumerators, quality controller and supervisors – The training includes classroom training and field testing the tools before implementation.

8.7   Training materials and field procedure manuals that are translated into Bangla (if required)

8.8   Management of the logistical and administrative aspects of fieldwork

8.9   The implementation of a data collection process in the field that employs "Do No Harm" principles and follows all applicable safeguards;

8.10   Daily data collection that is supervised, monitored and then uploaded to the cloud server

8.11   Daily data quality assurance in the field, including supervisors providing regular feedback to the enumerators

8.12   The preparation of a field report, including highlights and challenges during field data collection, the number of villages surveyed, non-response rates, re-interview rates, data entry status, and proposed corrective actions, etc. Data cleaning and analysis, including generating final weighted PASS/ PaBS indicator values and data for use in WV's FY 24 Annual NJP II Performance Report submission to USAID/Bangladesh.

8.13   Indicator/ variable data in the Indicator Summary Table, following the disaggregation in the standard template.

8.14   A data analysis / tabulation plan, raw and cleaned datasets, all transcripts and hard copies of the survey forms and checklists

8.15   Incorporation of all the comments received from WV and USAID/Bangladesh as necessary.

8.16   Codebooks / data dictionaries, cleaned datasets, and blank versions of the informed consent form(s) for WV to submit to the DDL system

8.17   The contractor, throughout the process, must follow NJP II's cooperative agreement, approved activity MEL Plan, and PIRS as well as USAID's M&E principles and guidelines, ADS and other guidance as applicable / relevant.

8.18 A final report and presentation that are compliant with U.S. Government Section 508 requirements

8.19 Compliance with all donor and WV regulations, policies and procedures

8.20 Adherence to Do No Harm policy (WHO, BHA and WV) with respect to the COVID-19 pandemic situation for the duration of data collection / survey training and field data collection.

The above task list is neither inclusive nor organized on a priority basis.

9 Key Deliverables

The contractor is responsible for the following (but is not limited to) deliverables: However, below delivers are neither inclusive nor organized on a priority basis.

9.1 **Inception Report and Survey Plan:**

The contractor must submit an inception report to WV and obtain approval before survey implementation. The inception report should include a detailed survey plan, tools, guidelines, processes, methodology, tools, and report layout/content, including an Indicator Summary Table (IST), activity plan, and team composition (full list with qualifications, tasks and responsibilities and relevant experience of each and every individual proposed to work with the survey) in accordance with the requirements of the RFP. The report should have sections on methodology, figures, facts and findings – as well as qualitative and quantitative indicators. The design document should add specific details for methodology, tools, sampling frames (qualitative and quantities), sample respondents, including household listings, critical tasks, anticipated outputs, date-bound timelines, resource needs, and responsible person(s), and a contingency plan.

9.2 Data Treatment and Analysis Plan:

The consultancy firm must prepare a Data Treatment and Analysis Plan to address the following elements:

a. Database Management: indication of how and when data will be entered into the database, the software, development of data entry screens, including built-in intelligent controls to be used for data entry and how to minimize entry error. Double-data entry is required, if applicable; if a smartphone, or tablet is used to capture data, the name of the application and a strategy to regularly check data quality must be included so that any inconsistencies can be identified immediately, and corrective measures can be taken within a day.

b. Systematic Data quality check: examine inconsistencies and edits (data cleaning, checking missing values and outliers and fixing issues) planned to ensure logical consistency and coherence, as well as an indication of the software and data entry screen to be used

9.3 Field Procedure Manual:

The contractor must develop a field manual for data collection and precise definitions on technical terminologies to be used as part of the training materials for survey enumerators and supervisors. The field procedure manual will serve as reference material for staff conducting the survey. It should include instructions on how to sample dwellings within clusters, households within dwellings, and select individuals within households. The manual should also give recommended best practices for conducting interviews and dealing with specific challenging situations, e.g. households that refuse to participate, and provide a household and individual respondent non-response follow-up strategy. The manual should describe the roles and responsibilities of the enumerators, supervisors, and other field staff and contain a detailed explanation of how to administer each question in the questionnaire properly. This is required for quantitative and qualitative methods as applicable.

9.4 Quantitative Survey Instrument:

The contractor must review and update the draft instruments, which will take into account the instruments used in prior Nobo Jatra/ NJP II PASS/ PaBS. Additional questions can be added to the instrument if needed. The questionnaire must be adapted to fit the local context if additional questions will be added to the instrument. Translation of the approved questionnaire instrument and manual from English into Bangla is required.

9.5 Qualitative Survey Instruments & Sampling Strategy

The qualitative survey will provide more in-depth information on NJP II's interventions and indicators, effectiveness of service delivery, geographic context, diversity, people and socio-cultural constraints to achieving desired behaviors and outcomes.

The selected contractor must design the overall qualitative study approach, tools and sampling to collect and analyze qualitative data to answer the questions in line with intended and unintended changes and impacts. He/she must consider a variety of primary data collection methods, including:

- Key informant interviews (KII)
- In-depth Interviews (IDI)
- Focus Group Discussions (FGD)
- Pictures and observations
- Case stories and
- Evidence

The qualitative assessment should consider women, men, youth, girls, occupational groups and various forms of actors, such as project participants, producers, replicates, religious leaders, Local Service Providers (LSP), Gold Star Members (GSM), Village Agents (VA), Collection Point Management Committees (CPMC), Disaster Management Committees (DMC), volunteers, health facility representatives, lead and sub-lead farmers, Youth Clubs, Govt. Officials, local elected bodies, market actors and other stakeholders and committees.

The consultant will be required to provide WV with qualitative sample strategies, copies of the focus group discussion guides, key informant interview guides, and In Death Interview guides that it develops.

9.6 Data Sets:

Raw and cleaned datasets, data dictionaries/codebooks, edit rules, outputs and syntax for data analysis, including syntax for variable transformations, must be provided to WV in in a format that is consistent with submission requirements for USAID's Development Data Library.

9.7 Briefings:

Briefings are required for WV and the USAID Mission in Bangladesh. The consultancy firm will present findings, conclusions, lessons learned, and recommendations based on the completed FY24 PASS/ PaBS.

9.8 Draft Survey Report:

Draft Survey Report must contain an i) Executive Summary of 2 - 3 pages, and ii) a main report between 20-30 pages excluding executive summary and annexes. The main report should consist of methodology, survey results - data tables and charts, facts and findings and data interpretations, recommendations (1-2 pages) and a conclusion (1-page max.) The appendices and attachments must include survey tools, an IST with PASS/ PaBS results, and a list of survey locations and persons interviewed for qualitative surveys, datasets, etc. The draft report must be presented in English and

contain a presentation of the estimates and confidence intervals for all indicators (output, outcome and higher-level indicators) at the NJP II project level.

9.9 Final Survey Report:

This report must be in Standard English and include the IST, SAPQ, data sets, transcripts and other Annexes as applicable. The consultant will be expected to provide a powerpoint presentation from the survey report for purposes of report dissemination and for the WVB management team.

9.10 OWNERSHIP:

All products that are produced under this RFP, including surveys reports, tools, datasets, etc. will be the sole property of USAID and WV. The contractor shall not have any right to use the report, survey results, or collected data for its own research purposes, nor license them to be used by others, without the written consent of USAID & WV.

10 Timeline

The PaBS/PASS shall be undertaken between May 19, 2024 and August 11, 2024. All the deliverables including the final report must be submitted by August 11, 2024 (not negotiable).

Table 5: Anticipated PaBS/PASS FY'24 Timeline*

Key Activities	End date
Release of RFP and associated documents	April 2, 2024
Proposals due to WV in response to RFP	April 18, 2024
WV Proposal Review Period (includes WV proposal clarification questions to applicants if necessary for review process	April 20 – May 7, 2024
Provisional consultant/ contractor selection notification by WVB	May 12, 2024
Proposed contract start date	May 19, 2024
Contractor submits inception report	May 26, 2024
WV provides feedback to the contractor and approves after necessary modification	June 2, 2024
The contractor facilitates training for the survey team on survey tools and questionnaires and use of instruments including classroom training and field testing	June 2, 2024
Revision of tools / questionnaires, if required, and inputting of questionnaires into KOBO Toolbox for mobile data collection	June 9, 2024
Field data collection (Quantitative/Qualitative)	June 13 - 27, 2024
Contractor simultaneously performs data cleaning, transcription, processing, and analysis and generates indicator estimates	June 18 - 30, 2024
Contractor submit draft report (not negotiable)	July 7, 2024
De-briefing session	July 10, 2024
WV provides feedback to the contractor on draft report	July 24, 2024
Contractor submits final report with IST, Annexes, cleaned datasets and other deliverables to WV (not negotiable)	August 1, 2024
Submit the report to USAID local mission for the approval	August 11, 2024

This is an indicative timeline subject to adjustment considering the project requirements.

The Contractor shall report/ update the POC on its progress on a weekly basis through official email. S/He should address all the feed-back/ comments and suffice the Donor and WV's requirements (if any) even after end of the contract period,

11. Obligations of Key Participants in Survey

The Contractor should inform NJP II's Point of Contact (PoC) in a timely fashion on progress made and of problems encountered and how those are. Expected activity and implementation modifications should be brought to the attention of the survey manager before enacting any changes. WV will make available necessary documents to the contractor e.g. NJP II proposal, ToC, LF, IST, MEL Plan, PIRS, Updated Sampling frame, USAID/Bangladesh MEL requirements, Nobo Jatra II PASS/ PaBS information etc. The PoC will monitor the daily work of the contractor and flag concerns (if any). WV will review and approve the proposed methodology and provide technical oversight in the review of all deliverables, and also provide timely comments on any draft reports.

12 Proposal Submission

Interested consultancy firms/ institutions/ organizations should submit the following application to WV by April 18, 2024.

    I.   Cover letter with contact person
   II.   Minimum selection criteria for the enumerators
  III.   Fieldwork quality control assurance procedure
  IV.   Firm capacity statement, including documented past experience and references
   V.   Detailed work plan, including estimated number of days required for each activity.
  VI.   Detailed budget
 VII.   CVs for key personnel
VIII.   COVID-19 Do No Harm policy in English/Bangla
  IX.   3 survey reports, similar to the assignment that the firm/ organization conducted recently
   X.   Contingency Planning for ensuring data quality while collecting data in any adverse and unexpected challenging situation like COVID-19-affected communities, if any.

12.1   Conditions for Proposal Submission

● Interested bidders may submit proposals individually or as part of a consortium. The technical proposal must not exceed 25 pages, excluding all attachments and appendices.
● All responses and supporting documentation shall become the property of WV and will not be returned.
● WV ultimately reserves the right throughout this process to select any servicing option that best meets its business requirements regardless of this process.
● Respondent agrees to the following conditions in participating in this process:
● Neither issuance of this RFP nor receipt of proposals represents a commitment on the part of WV.
● WV will not be responsible for any costs incurred by respondents in the preparation of any materials or presentations relating to this process.
● Neither party shall use the name of the other in publicity releases, referrals, advertising, or similar activity without the prior written consent of the other.

13 Payment terms and conditions

The payment terms are as per World Vision procurement policies and guidelines, with stipulated payment deliverables as per the guidance below:

Milestone/ Deliverables	% of amount

Submission of inception report with detailed survey plans, data treatment and analysis plan, and field procedure manual	10%
Submission of 1st draft report with datasets, IST and all other required deliverables under 9.6, 9.7 and 9.8 (above)	30%
Submission of the final report with all other required deliverables in an acceptable manner and after having concurrence from USAID local mission	60%
Total	**100%**

Tax and Vat: applicable TAX and VAT will be deducted by WVB at the source.

14 Annexes

- Annex I: NJP II – Project's Brief Overview
- Annex II: Feed the Future Participant-based Survey Guidelines – Link is

https://www.fantaproject.org/sites/default/files/resources/Sampling-Guide-Participant-Based-Surveys-Sep2018_0.pdf

- Annex III: Approved MEL Plan – NJP II

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