



Request for Quotation (RFQ)

RFQ Number: Abt. 2021-004

Issuance Date: June 10, 2021

Deadline for Offers: June 19, 2021

Description: Survey firm to conduct KII and FGD Bangladesh Nutrition Activity (BNA)
For: Feed the Future Bangladesh Nutrition Activity (BNA)

Funded By: United States Agency for International Development (USAID),
Contract No. AID-388-18-CA-00005

Implemented By: Abt Associates Inc.

Point of Contact: BNAProcurement@abtassoc.com

Abt. Associates is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Abt. Associates expects suppliers to comply with our Standards of Business Conduct, available at <https://www.abtassociates.com>

Abt. Associates does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Abt. Associates are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Abt. Associates will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business.

Offerors responding to this RFQ must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Abt. Associates or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Abt. Associates prohibitions against fraud, bribery and kickbacks.



Please contact Ekramul Hossain F& A Director with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Abt. Associates US Office.

Section 1: Instructions to Offerors

Adherence to Instructions, Terms and Conditions: Abt Associates Inc. (Abt) invites qualified organizations to submit a technical and cost proposal for the “*Survey Firm to conduct KII and FGD Bangladesh Nutrition Activity (BNA)*” (Scope of Work in Part 3 of the attached RFQ). The anticipated period of performance of this project is end of July, 2021 to September 30, 2021.

- Proposals should be directly responsive to all items, terms, conditions, specifications, and other documents referred to in this RFQ
- Questions should be submitted no later than **June 15, 2021, 5:00 PM (BST)**
- Any information given to one prospective offeror concerning this solicitation will be furnished to all such offerors as an amendment of the solicitation
- Interested parties should submit their final proposals no later than **June 19, 2021, 5:00 PM (BST)**

Responding offerors are advised that this solicitation does not in any way obligate Abt to make a contract award or compensate the responding firms for any costs associated with the preparation and submission of their proposals. Additionally, Abt may award a subcontract without conducting negotiations; therefore, all proposals should be submitted initially using your most favorable terms. Abt reserves the right to award any resultant subcontract to other than the offeror submitting the lowest price proposal based on technical, quality, schedule priority or client request.

All communications regarding this RFQ should be addressed via email to BNAProcurement@abtassoc.com. Kindly advise Abt Associates, Inc., within two (2) business days of receipt of this RFQ of your intentions to respond.

1. Offerors are responsible for ensuring that their offers are received by Abt. in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration
2. **Offer Deadline and Protocol:** Offers must be received no later than 5.00 PM local Dhaka time on June 19, 2021 by only email to BNAProcurement@abtassoc.com

Please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of Abt Associates Inc.

3. **Terms of Reference:** Section 3 contains the specifications of the required items.

Please note that, unless otherwise indicated, stated brand names or models are for illustrative description only to provide a common reference point for all offerors in terms of specifications. Other brand names are acceptable provided they meet the salient technical specifications

4. **Quotations:** Quotations in response to this RFQ must be priced on a firm fixed-price, all-inclusive basis, including transportation and all other costs. All quotations must present VAT as separate



cost. Pricing must be presented in Bangladeshi Taka (BDT). Offers must remain valid for not less than sixty (60) calendar days after the offer deadline.

Offerors are requested to provide quotations on their official letterhead.

In addition, offerors responding to this RFQ are requested to submit a copy of their official registration or business license, TIN Number, Bank a/c information along with VAT Registration copy.

5. **Delivery:** As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.
6. **Source/Nationality/Manufacture:** All goods and services offered in response to this RFQ or supplied under any resulting award must meet USAID Geographic Code 937 in accordance with the United States Code of Federal Regulations (CFR), 22 CFR §228. The cooperating country for this RFQ is Bangladesh.
7. **Quality:** Quality of Service is required under this RFQ. In your offer, please advise how you will maintain the Quality of Service.
8. **Taxes and VAT:** In accordance with the agreement under which this procurement is financed, VAT and Tax will be deducted at source as per rules of Government of Bangladesh. Abt Associates Inc. will provide the successful offeror with a VAT coupon for VAT amount, VAT coupon will be issued upon submission of Mushok-6.3.
9. **DUNS Number:** Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Data Universal Numbering System (DUNS) number if selected to receive an award in response to this RFQ valued greater than or equal to USD\$30,000 (or equivalent in other currency). If the Offeror does not have a DUNS number and is unable to obtain one before proposal submission deadline, Offeror shall include a statement noting their intention to register for a DUNS number should it be selected as the successful offeror or explaining why registration for a DUNS number is not possible. Contact Dun & Bradstreet through this web form to obtain a number: <https://fedgov.dnb.com/webform>.
10. **Eligibility:** By submitting an offer in response to this RFQ, the offeror certifies that they are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Abt Associates Inc. will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
11. **Evaluation and Award:** Award will be made to the most advantageous offer.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. Abt. reserves the right to waive immaterial deficiencies at its discretion.



Best-offer quotations are requested. It is anticipated that award will be made solely on the basis of these original quotations. However, Abt Associates Inc. reserves the right to conduct any of the following:

- a. Negotiations with and/or request for best and final offer (BAFO) prior to award.
- b. Cancel this RFQ at any time. Please note that in submitting a response to this RFQ, the offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to the Bangladesh Nutrition Activity for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. Abt. Associates at its sole discretion, will make a final decision on the protest for this procurement.

12. Evaluation and Award Terms and Conditions: This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Abt Associates Inc. to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to Abt Associates Inc. standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request after awarding the contract. Please note the following terms and conditions will apply:

- (a) Abt. Associates Inc. standard payment terms are net 30 days after receipt and acceptance of service. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
- (b) Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
- (c) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFQ must ensure compliance with these laws.

Section 2: Offer Checklist

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ:

- Cover letter, signed by an authorized representative of the offeror
- Official quotation, including technical and financial proposal of offered service
- Copy of offeror's registration or business license/TIN/VAT number/Bank information
- Minimum 60 days quote validity confirmed.
- List of Key Personnel
- Similar Type of Work Experience with Name and Contact number of Client
- Organizational Profile

Section 3: Term of Reference:

I. Background:

The Bangladesh Nutrition Activity (hence after BNA/Activity) is a five-year, \$23 million project that will improve the nutrition and health of children under 5 years of age, pregnant and lactating women, and adolescents (10–18 years old) in the Feed the Future Zone of Influence, which comprises 21 districts in Barisal, Dhaka, and Khulna divisions, and the Zone of Resilience. It was awarded on October 1, 2018 and will end on September 30, 2023.

The Activity is managed by the Abt Associates Inc. and three other local partners in the district level. Abt Associates delivers overall technical, financial, and administrative leadership and oversight through long-term staff. National NGOs Dhaka Ahsania Mission (DAM), Jagorani Chakra Foundation (JCF), and Friends in Village Development Bangladesh (FIVDB) implement field interventions through technical staff in Barisal, Khulna, and Dhaka divisions respectively. They will build close relationships with government officials and local organizations. iDE guides the Activity's market-driven water, sanitation, and hygiene (WASH) interventions.

BNA's goal is to improve the nutrition and health of children under five, pregnant and lactating women and adolescents. BNA works in the ZOI (21 districts in Barishal, Dhaka, and Khulna divisions) and the Zone of Resilience (ZoR) (Cox's Bazar and Bandarban). BNA uses social and behavior change (SBC) and market systems development to promote practical behavior change and sustainably improve nutritional outcomes. BNA targets three nutrition entry points: consumer behavior, supply chains and environments.

By the end of BNA, community structures and market actors in 18 upazilas in six districts of the ZOI (not including the ZoR area) will have worked collaboratively with the Activity. An ambitious, highly facilitative process of behavior change will have supported and empowered the structures and actors. Households will have adopted improved behaviors related to agricultural production, consumption and WASH. Businesses will have established new ways of earning income and offering customers nutritious foods. Integrating these changes will synergize and sustain nutritional improvements for BNA's target populations

BNA uses a Market-Based Approach to Improve Nutrition that focuses on:

- To address dietary gaps and poor WASH behavior in Bangladesh
- Use SBC and market systems to improve nutrition and WASH outcomes
- Empower market actors to sustain target populations' nutritional improvement

2. Purpose of the assessment

BNA has passed half of the project duration in 2021, and currently it has been anticipating the midterm evaluation over the program activities in December 2021 contingent approval of USAID/Bangladesh. The findings of the study used as evidence of the progress that made by BNA as, yet which will be reflected in the upcoming quarterly reports. Thus, BNA intends to carry out a study applying mixed methods (qualitative and quantitative) to measure the (early sign of) impact over the stakeholders including market actors and community people due to the intervention of this Activity. The results of this study will be presented into the upcoming quarterly report to showcase

some of the early sign of impact of the project activities in the BNA intervention sites in Zone of Influence (ZOI).

The study will focus but not limited to the following areas:

- What is the impact of BNA interventions e.g., training, input support over the market actors includes: Food Vendor, AIR Vendor, MMC Committee Members/Business Association Members, Latrine Producers, Imam, Purohit (the religious leaders) including WASH, and Agriculture Input Retailers (AIR) who are being supported by the BNA or through its sub-awardees, grantees and Market Management Committee/Business Association?
- What is the tangible impact of the intervention over the community, means how much the BNA activities helped increasing the consumption of nutrition diverse and safe diets, social and economic empowerment of women and girls and water, sanitation, and hygiene behaviors which will help BNA to hit the objective as indicated in the Result Frame work *“Improved nutrition and health of Children under 5 years of age, pregnant, and lactating women and adolescent in the ZOI?”*

This study will also strive to know:

- How the BNA activities (e.g. RL training, FSA development) influenced gender-specific nutrient-rich food intake behavioral patterns at the community?
- Explore the evidence-based stories of the community to understand in pin accuracy about the community men and women’s capabilities in their physics (e.g. mobility, skills, infrastructure, institutions) and psychological aspects (e.g., beliefs/norm on food distributions among HH members, sex-wise preference on children’s food distributions, making decisions-on food choice)
- Capture the learnings/case/success stories (what worked better, and what not, and what are the underlying causes for them) produced due intervention of BNA?

3. Hiring Survey Firm

Abt Associates is hiring a **Local Survey Firm** to assist BNA collecting information for this study under Feed the Future Bangladesh Nutrition Activity. For completion of the project task, vendor need to engage skilled Data collection Enumurator and one Data Analysit conducting the impact assessment, other data collection as needed and FGD on the Growth Center in two remaining districts.

Key Responsibilities of the Data Enumerator (DE)

- Collecting the data from the Feed the Future ZOI (03 districts of southwest Bangladesh) through apps using TAB or structured questionnaire
- Conduct sample size survey, and Focus Group Discussion (FGD) as suggested by the BNA
- Capture notes of FGD and entering the data into prescribed format to be extended by BNA
- Ensure data cleaning, validating, and triangulating for quality assurance
- Ensuring field data quality through revisiting interviewees when required
- Reporting the progress activities in regular basis to the study lead MALS (Monitoring, Adaptation and Learning Specialist) and taking necessary steps for smooth operation of the survey

- Coordinate with Data collection enumerator's team for data collection
- Provide orientation on data collection tools and technique to the enumerator's for conducting the survey data collection properly
- Performing questionnaire finalisation on ODK, Field test and conducting the study assigned by the study lead MALS (Monitoring, Adaptation and Learning Specialist)

Necessary skills and qualifications of DE:

- Graduation in any discipline (preferably social science) from reputed university
- Explicit understanding with regards to different data collection methods and techniques (qualitative and quantitative)
- Experience in collecting data using Mobile-based application
- Ability to conduct, capture notes and enter into the template for study lead MALS (Monitoring, Adaptation and Learning Specialist)
- Good understanding of the local context
- Willingness to work in rural areas

Desired Skills and Qualification of DE

- Ability to work under pressure and tight deadlines
- Positive and can-do attitude towards tasks beyond the job description
- Committed and motivated
- Familiar with sample survey applying smart phone

Key Responsibilities of the Data Analyst (DA)

- Analyze survey data & prepare the data entry form
- Program the final survey questionnaires' on ODK/KoBo-Collect
- Check inconsistency and correct accordingly
- Produce the output tables for data visualization and reporting
- Coordinate with the DE(s) and study lead MALS (Monitoring, Adaptation and Learning Specialist) as needed for the data
- Performing analysis work for the study analysis purpose to the study lead MALS (Monitoring, Adaptation and Learning Specialist)

Necessary skills and qualifications of DA:

- Graduation in statistics, economics, social science or any discipline from reputed university
- Explicit understanding with regards to different data collection methods and techniques (qualitative and quantitative)
- Prior experience in program the survey questionnaire on ODK and handle bulk of data
- Good command in SPSS, STATA, R or any other statistical software
- Familiar with Mobile-based application

Desired Skills and Qualification of DA

- Ability to work under pressure and tight deadlines
- Positive and can-do attitude towards tasks beyond the job description
- Committed and motivated

- Familiar with sample survey applying smart phone

4. Requirements/Tasks

BNA plans to recruit a Survey firm to perform the following tasks:

- Serve as a service provider for conducting the Key Informant interview (KII) applying ODK/mobile-based application and Focus Group Discussion (FGD) in Farirpur, Khulna and Patuakhali
- Ensure the quality of data to be collected during the study
- Prepare the study report based upon the field findings
- Submit all raw and soft copy of the data to BNA once the survey is over
- See the Scope of work (SOW) of the assessment in Annex- for details

5. Professional support timeline

Initially, this is estimated that this initial contract will be delivered for a period of 3 months **(July-September 2021)** with a possibility of extension till the end of the project. The following is the deadline to accomplish the assignment- contingent upon COVID situation.

- ✓ **Training of the Enumerator: 29-30 June 2021**
- ✓ **Field Testing: 1 July 2021**
- ✓ **Data Collection: 02 July 2021 to 11 July 2021**
- ✓ **Submit Final Study Report: 20 July 2021**

6. Costs

- An all-inclusive per costs to be submitted by the vendor
- VAT Coupon will be provided by Abt Associates Inc.
- TAX will be deducted at source
- Payment will be made through bank transfer/cheque as agreed
- Abt won't bear any cost of the team members including **(food, lodging, travel, incidental and other)** to be engaged in this study

7. Eligibility Criteria of Survey Firm

The prospective service provider will need to demonstrate

- Demonstrate an understanding of the ToR
- Evidence of previous experience providing these required services

8. How to apply

Interested firm meeting the above requirements are requested to submit the Financial and Technical proposal to BNAProcurement@abtassoc.com by **19 Jun 2021**.

Annex:

Scope of Work (SOW) for Conducting assessment to measure the early sign of impact, Jun-Jul 2021

I. Background:

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2. Purpose of the study

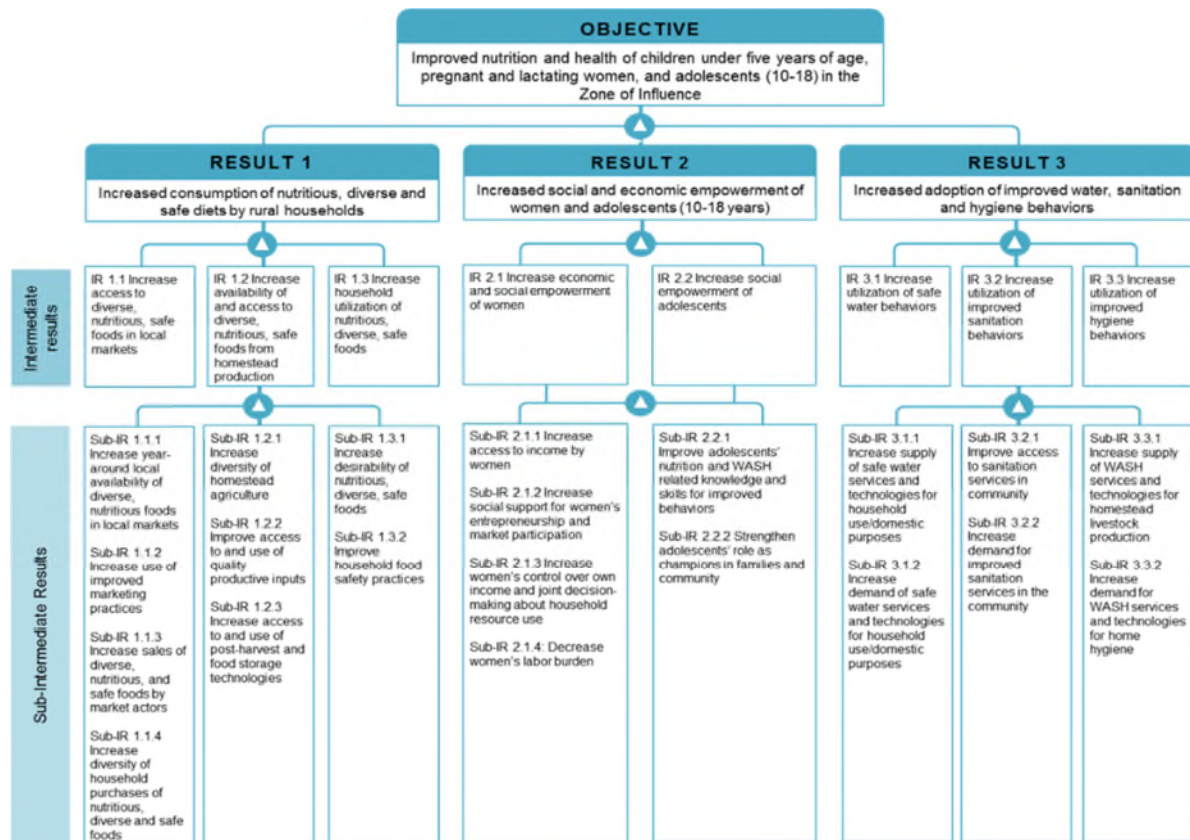
BNA has passed half of the project duration in 2021, and currently it has been anticipating the midterm evaluation over the program activities in December 2021 contingent approval of USAID/Bangladesh. The findings of the study will be used as evidence of the progress made by BNA and which will be reflected in the upcoming quarterly reports. Thus, BNA intends to carry out a study applying mixed methods (qualitative and quantitative) to measure the (early sign of) impact over the stakeholders including market actors and community people due to the intervention of this Activity. The results of this study will be presented in the upcoming quarterly report to showcase some of the early sign of impact of the project activities in the BNA intervention sites in Zone of Influence (ZOI). The study will focus but not limited to the following areas:

- What is the impact of BNA interventions e.g., training, input support over the market actors includes: Food Vendor, AIR Vendor, MMC Committee Members/Business Association Members, Latrine Producers, Imam, Purohit (the religious leaders) including WASH, and Agriculture Input Retailers (AIR) who are being supported by the BNA or through its sub-awardees, grantees and Market Management Committee/Business Association?
- What is the tangible impact of the intervention over the community, means how much the BNA activities helped increase the consumption of nutrition diverse and safe diets, social and economic empowerment of women and girls and water, sanitation, and hygiene behaviors which will help BNA to hit the objective as indicated in the Result Framework “*Improved nutrition and health of Children under 5 years of age, pregnant, and lactating women and adolescent in the ZOR*”?

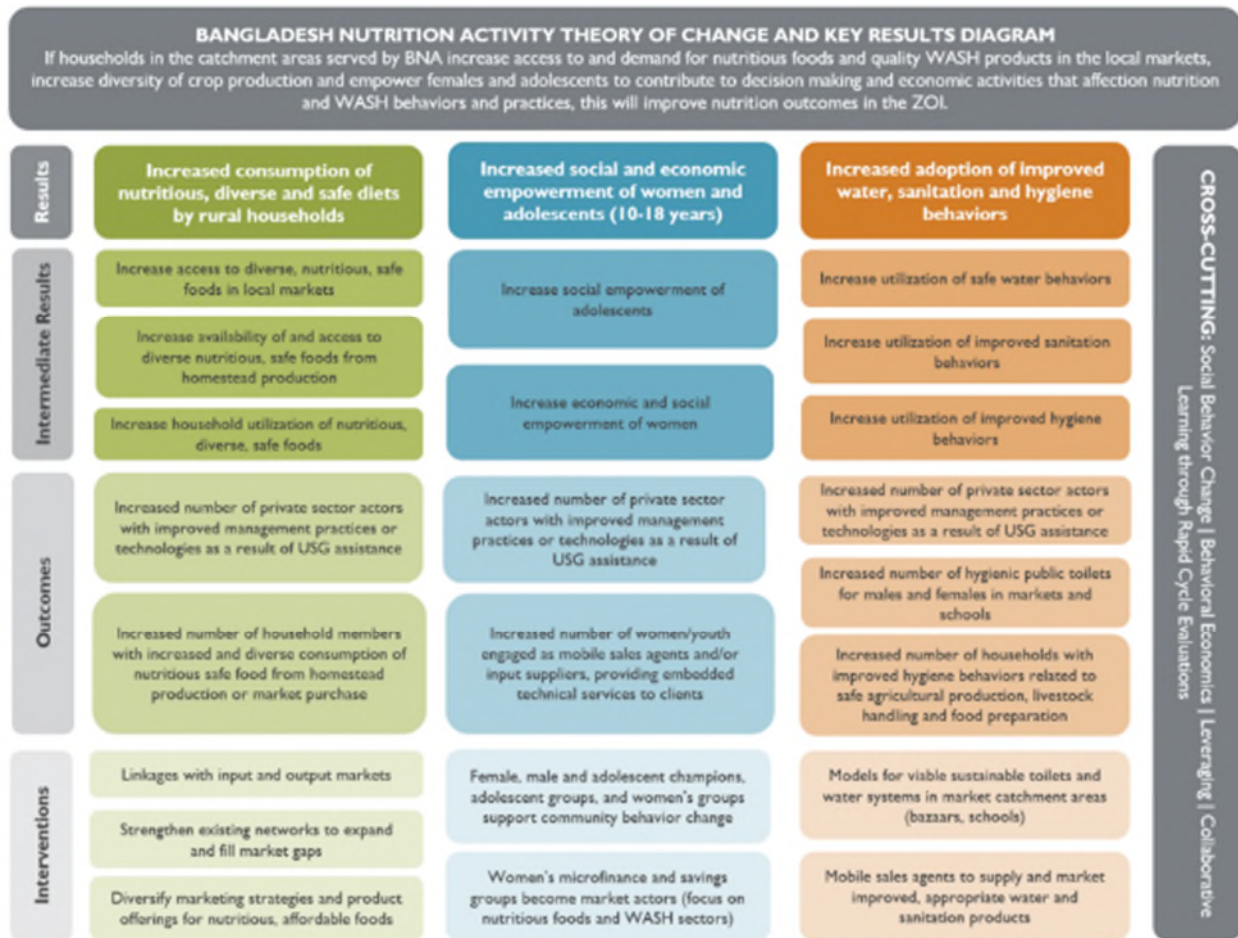
This study will also strive to know:

- How the BNA activities (e.g. RL training, LMSA development) influenced gender-specific nutrient-rich food intake behavioral patterns at the community?
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- What are the learnings (what worked better, and what not, and what are the underlying causes for them) produced due to the intervention of the BNA in the ZOI which will be used as basis for adaptive management?

3. BNA Result framework



4. BNA Theory of Change



5. An outline of the data collection approach with Methodologies:

The BNA/MEL team will develop the evaluation methodology, in cooperation with local survey firm and BNA Technical Leads (TL), focusing on the result matrix of the project and the objectives of the evaluation. The Research Team-RT (survey firm) will review and make use of the monitoring and evaluation data collected by BNA during the project period. The evaluation will follow a mixed methodology—both quantitative and qualitative data will be collected and analyzed. The RT (survey firm) will determine the appropriate sample size considering the homogeneity (gender, age, and educational medium) of the target population. The RT will work step by step approach to accomplish the whole assignment.

To carry out this study, the BNA/MEL plans to hire survey firm (Team Lead-TL, Data Enumerators-DE and a Data Analyst-DA) who will be back-stopped by MEL team members (specially with BNA-Monitoring, Adapting and Learning Specialist (MALS) along with Director Communication and Learning of BNA) based upon the SOW and understanding to employ a complementary suite of data collection methods (qualitative and quantitative), including:

5.1 Document Review:

The RT will receive debrief from the TL (s)/MEL team members to have a clear idea on the constraint, solution, targeted impact of the interventions carried in preceding years. They will review other relevant reports produced by BNA if needed to better understand the intended interventions (what, how, why) and the modality of work of the project.

5.2 Focus Group Discussions (FGD):

FGDs (small group of 6-8 people) will be used during fieldwork meetings with specific project beneficiaries to enable open discussion to gather semi-structured qualitative data. The pre-selected participants (balanced to the extent feasible by gender, age, and any other relevant factors) will discuss issues and concerns based on a list of key themes drawn up by the moderator. 03 FGD (02 with Women group and another will be with Adolescent group per upazila) will be conducted in each 06 upazila which will be selected upon discussion with local partners.

5.3 Sample Survey:

In addition to the FGDs and KIIs, the RT also will carry out a statistically accepted and stratified sample size survey while the assignment to assess the current status/progress of the supported beneficiaries as well as the expected impact over them due to the interventions of BNA. This survey will be done over the 09 Upazila under the 03 different districts e.g. Khulna, Faridpur and Patuakhali of ZOI. The hired enumerators (10 members) will conduct this sample survey under the direct supervision of the RT.

#	Method	#	Respondents	Upazila
1	FGD	18	Women and Adolescent Group of Community Households (2 with PLW and 01 Adolescent/Upazila)	2 Upazila from each district and 3 FGD in each selected Upazila
2	Sample-survey ¹	349	Food Vendor, Fish vendor, AIR Vendor, MMC /Business Association Members, Latrine Producers, Imam, Purohit, Priest, Folia, Homestead producer and LMSA-received training at early stage	09 Upazila (Old GCs) 3 upazila in each district

Particulars	Faridpur	Khulna	Patuakhali	Total	# of Sample
# of Food vendor-FV (male and female)	153	277	114	544	93
#of Fish vendor	0	51	80	131	22
# of AIR	33	72	57	162	28

¹ See the sample table for detail

# of MMC/BA (15 out of 27) 2 from each MMC equals 30 participants	10	10	10	30	30*
# of LP	13	20	17	50	9
# of Priest	0	7	0	7	3*
# of Imam	224	238	291	753	129
# of Purohit	15	23	23	61	10
Homestead Producer (HP)	64	0	0	64	11
LMSA/FSA	0	35	0	35	10*
Folia (Distributor)	0	30	0	30	10*
Total	512	763	592	1867	355

*Purposive sampling due to low population

5.4 Sample size calculation from the target Group:

The RL will collect the area-wise beneficiary list from BNA which will be used as a population to draw the sample size and follow a stratified random sampling technique to carry out the study.

5.5 Quantitative sample Distribution of the survey techniques:

RT is considering 95% Confidence Interval and 5% Margin of error here for addressing the mention objectives. RT will consider the following formula for sample size selection:

The sample size was calculated using the formula¹ in case of finite population,

$$n = \frac{Z^2 pqN}{d^2 (N-1) + Z^2 pq}$$

Where, N = Population (Known)
n = Sample size
Z = Standard normal variate and Z = 1.96 at 95% confidence interval
d = Standard error = .05 in 95% CI;
p = Probability of success = 0.5 at 50% success
q = 1-p.

95% confidence interval means whether we taken the hypothesis if the test value less than the actual value then we can say that 95% decision is correct, and 5% decision is not correct according to our hypothesis i.e. in the total 100 cases 95 is correct and 5 may be incorrect.

A total of **355** sample to be determined upon discussion with the client- will be interviewed through the convenience sampling from studied area on the focused issues by the RT. Specifically, these respondents will draw from the project supplied beneficiaries list.

In addition, the RT will track the **approx. 3,000** participants (customer) of the WASH market actors (Latrine Producers-LP/others) in the ZOI and prepare the list (including name, address, gender, age,

GPS, contact number) for the BNA activities.

Qualitative Sample Distribution:

Non-probability purposive sampling techniques will be employed for collection of qualitative data from the targeted project locations/stakeholders. The RT will collect the qualitative information through different tools and enumerators to help him by taking notes. To collect qualitative data from the target population, multiple research techniques will be utilized. Thus, it was possible to collect in-depth information against the study objectives and indicators. The RT will in brief carry out the following activities indicated in the LOE table to accomplish this assignment.

Situational Analysis		TL	DA	DE
A. Preparatory Work				
1	Receive debrief from TL (s) and document review	0	0	0
2	Development of assignment work plan (concurrent with document review and initial meetings).	0	0	0
3	Finalize preliminary interview instruments and share with TL(s) for feedback	0	0	0
4	Train the data enumerators of survey tools	2	0	2
5	Uploading the survey question on KoBo-Collect- if needed	0	1	0
6	Field testing, sharing the lesson learned to client and revising the survey tools, if needed	1	1	1
B. Data Gathering				
7	In-country information and data collection. Includes FGD, KIIs, and site visits for a sample survey.	11	0	11
C. Data Analysis/Drafting Report				
8	Data analysis in preparation for output tables and visualization	0	5	0
9	Analysis of data and draft of the draft assessment report taking assistance from MEL team members and Communication of BNA	3	0	0
10	Finalize report incorporating the feedback of the TL(s)	3	0	0
		20	07	14

6. A list of key activities including data collection and reporting:

6.1 Hiring survey firm and orient them

BNA will hire **local survey firm (TL, DE and DA)** who has explicit understanding in collecting qualitative and quantitative data. This firm will be working under the direction supervision of BNA/MALS, who will supervise the study backstopped by other MEL team members, throughout the study epoch. MALS in cooperation with survey firm and other MEL team members will orient the questionnaires, data collection process, methods and other to the enumerators.

6.2 Data collection:

In line with the study objectives and investigation areas given in the SOW, the methodology for data collection will be both quantitative and qualitative, using participatory techniques, and will include

structured/semi-structured questionnaires for data collection from the respondents of different categories.

6.3 Tools development/finalization:

The RT will develop in cooperation with MEL team the questionnaires (sample survey, and FGD) in collaboration with BNA/TLs following relevant global standards and guidelines and will be finalized after consulting the client. The research tools will be prepared in English and after finalization, it will be translated to **Bangla** language- if needed, the final tools will be pre-tested in the field before starting the data collection and adjusted. Once the survey tools finalized the Data Quality Management Specialist (DQMS) will upload the it onto the Open Data Kits (ODK) android/tab-based application.

6.4 Data Collection Method:

Before initiating the data collection process, the tools will be tested in the field to check the appropriateness, consistency, and responsiveness of the designed questions. Based on the field findings, the tools will be revised, and team members will be instructed accordingly. As the study design proposes, a collective method will be adopted for primary data collection where both quantitative and qualitative data will be collected from relevant stakeholders using structured/semi-structured tools, respectively.

6.5 Geographic Information System (GIS) integration

The enumerators will collect the Global Positioning System (GPS) points e.g. latitude and longitude of the target beneficiaries to the extent possible during the epoch of the data collection which will be used in generating the GIS map for the final report.

6.6 Data Analysis:

Data analysis will be done right after the study ends or as soon as the data is available from the field. The data will be analyzed using excel to generate tables, graphs, pie charts as needed, and for developing the draft report.

The data will be managed throughout the data collection period. The data will be labeled and scrutinized at regular intervals. The TL will work together to sort, clean, edit, and finalize the database. Any identified out of range and improbable values will require clarification from the respondents and may require a revisit/redo through a phone call. The TL will analyze the collected quantitative and qualitative and interpret to get detailed information on the target group in the target factories.

7. Triangulation

Collected data will also be triangulated with the FGD findings, to the extent possible, during the study epoch. The Data Analyst will treat the raw data to measure the status of the visited apparel factories.

By analyzing the data, the TL will reach out to a conclusion about the present situation and able to recommend better interventions and performance in the future. After data analysis, the team starts drafting the report. Feedback received from the client will be used in drafting and finalizing the report.

8. Quality Control Mechanism:

The TL (for the survey firm) is aiming to collect the information applying the ODK android/tab-based application, the survey firm will recruit well-reputed team members with explicit understanding as to mobile-based data collection approach and quantitative survey. The training will be conducted, and the tools will be thoroughly explained. The training will include a rigorous session on survey tools, mobile data collection techniques, and data processing for better understanding and minimizing the technical difficulties in the survey. The RT team will follow methodical procedures to ensure that the quality and validity of the data collected from the field is ensured to be optimum, and a robust checking mechanism in place at every critical point. For example, every day RT will check data instantly during the survey and after entering the data into the tablet by data other team members; he will also check the data before final submission into the server.

However, since the RT will conduct the semi-structured interviews and FGDs with relevant stakeholders, their experience and expertise relevant to the subject matters will assure quality in the collected data. They will check the quality and consistency of collected data on daily basis and take necessary steps if any deviation, discrepancy, or inconsistency is found.

9. Deliverables

There are 3 sets of key Deliverables components of this assignment, considering the purpose of the assignment and requirements to complete it to the right standards. These are:

- Raw data set of sample survey, and FGD
- GPS location
- Impact assessment Report
- Participant/customer list of approx. 3,000 (including name, address, gender, age, GPS, contact number)

10. Work plan and timeline-

	Illustrative to be adjusted upon field/other situation	Jun and July 2021					
	Description of proposed work	W-1	W-2	W-3	W-4	W-5	W-6
	A. Preparatory Work						
1	Receive debrief from TL (s) and document review						
2	Development of assignment work plan (concurrent with document review and initial meetings).						

3	Finalize preliminary interview instruments and share with TL(s) for feedback						
4	Train the data enumerators of survey tools						
5	Uploading the survey question on KoBo-Collect- if needed						
6	Field testing, sharing the lesson learned to client and revising the survey tools- if needed						
	B. Data Gathering						
7	In-country information and data collection. Includes FGD, KIIs, and site visits for a sample survey.						
	C. Data Analysis/Drafting Report						
8	Data analysis in preparation for output tables and visualization						
9	Analysis of data and draft of the draft assessment report taking assistance from MEL team members and Communication of BNA						
10	Finalize report incorporating the feedback of the TL(s)						

II. Staffing and Management Plan:

The table below depicts the role of each team members of this study

Task type	Roles and responsibility
Team Leader-I (TL)	<p>Communicate with clients & Lead the whole study</p> <p>Oversee the sample survey and FGD</p> <p>Developing the methodology with BNA Technical Leads</p> <p>Jointly work with client to prepare the study tools</p> <p>Train the enumerator</p> <p>Prepare draft and final report</p>
Data Analyst (DA)	<p>Analyse survey data & prepare the data entry form</p> <p>Program the final survey questionnaires' on ODK/KoBo-Collect</p> <p>Check inconsistency and correct accordingly</p> <p>Coordinate with DEs and TL as needed</p> <p>Produce the output tables for data visualization and reporting</p>

Enumerator	<p><i>Conduct sample survey</i></p> <p><i>Carry out survey, FGD, and capture notes for TL</i></p> <p><i>Enter the survey data and FGD into the prescribed template for TL</i></p> <p><i>Coordinate with the team for data collection</i></p> <p><i>Interpret the question properly for conducting interview</i></p> <p><i>Conduct interview as per plan through using questionnaire</i></p> <p><i>Assist DA to analyse the collected data if needed</i></p>
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12. **Survey Report submission:**

The RT will produce a draft narrative report (*into the prescribed format to be extended by BNA/MEL team*) included an executive summary, the purpose of the survey, methodology, team composition, findings, result organized by selected indicators, data limitation, data quality checking, and processing, recommendation, etc. This report including the final Excel file of all the raw questionnaire data will be submitted to the clients for review and feedback. Subsequently, RT will submit the final report incorporating the feedback within the stipulated time frame as indicated in the LOE table.

ANNEX 4:

****All prices must be in Bangladeshi Taka (BDT) ****

Item wise total cost (Fee + other direct cost + other indirect cost):

Advance Income Tax: (percentage and amount)

VAT: (percentage and amount)

Total cost including AIT and VAT:

Offer validity: _____

Payment Terms (if any): _____ Calendar days



Offer Cover Letter

The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:

To: Finance and Administration Director
Bangladesh Nutrition Activity (BNA)
Concord Bilkis Tower, Level-13
40/6, Gulshan Avenue, (Madani Road), Gulshan-2

Reference: RFQ No. Abt. 2021-004

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm and all motorcycles and after sale services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any Abt Associates Inc. or BNA project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in our proposal and all supporting documentation is authentic and accurate.
- We understand and agree to Abt Associates Inc.'s prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____

Company Telephone and Website: _____

Company Registration or Taxpayer ID Number: _____

Company VAT #:

Company DUNS Number: _____

Does the company have an active bank account (Yes/No)? _____

Official name associated with bank account (for payment): _____

Company Trade License/Registration document (Please attached a copy)

Bank Accounts Details Information (completed/signed/stamped by a representative authorized to sign on behalf of the offeror):

Sl.	Particulars	Information
1	Account Name:	
2	Account Number:	
3	Account Type:	
4	Name of Bank:	
5	Name of Bank Branch:	
6	Address of Branch:	
7	Bank Routing Number:	

Signature with seal:

Name:

Designation:

Date: