**Request for Proposal (RFP)**

**CONSULTANTING FIRM/INSTITUTION FOR CONDUCTING BASELINE SURVEY**

[**WorldFish**](http://www.worldfishcenter.org/welcome-worldfish)is an international, nonprofit research organization that harnesses the potential of fisheries and aquaculture to strengthen livelihoods and improve food and nutrition security. Globally, more than 1 billion people obtain most of their animal protein from fish and 800 million depend on fisheries and aquaculture for their livelihoods. WorldFish is a member of [CGIAR](http://www.cgiar.org/), a global research partnership for a food-secure future. 

1. **BACKGROUND**

WorldFish is an international, non-profit research organization that harnesses the potential of fisheries and aquaculture to reduce hunger and poverty. In the developing world, more than 1 billion poor people obtain most of their animal protein from fish and 250 million depend on fishing and aquaculture for their livelihoods. The WorldFish mission is to strengthen livelihoods and enhance food and nutrition security by improving fisheries and aquaculture. We pursue this through research partnerships focused on helping those who stand to benefit the most—poor producers and consumers, women and children.

Enhanced Coastal Fisheries in Bangladesh II (ECOFISH II) is an on-going project funded by the United States Agency for International Development (USAID). Jointly implemented by WorldFish and the Department of Fisheries (DOF), ECOFISH II has been built upon the previous work of the original ECOFISH-BD project regarding hilsa shad and other coastal fish production in the Meghna River ecosystem. ECOFISH II is working to reduce the impacts on the natural resources and fishing communities along the Teknaf–Cox’s Bazar peninsula from the influx of over a million Rohingya refugees. It is also reducing the impact of the Naf River fishing ban on host communities in Teknaf. ECOFISH II is scaling up lessons learned from the previous project while expanding interventions for improving the livelihoods of fishing communities and enhancing biodiversity conservation in the artisanal fisheries of the Bay of Bengal. The ongoing conservation activities in the lower Meghna sanctuaries and the improved management of the Nijhum Dwip marine protected area (MPA) are remained as integral parts of the project.

**Goal:**

The overarching goal of ECOFISH II is improved social and ecological resilience of coastal fisheries to secure equitable food, nutrition and income benefits for fisheries communities. In line with the results framework of USAID, the specific objectives or Intermediate Results (IRs) and Sub-IRs of the activity are:

* IR1: Improved management and governance of natural resources that form the foundation of fisheries
  + Sub-IR1.1: Improved science outputs for decision-making (ecosystem health assessed; biodiversity assessed and conserved; fisheries dynamics monitored).
  + Sub IR1.2: Improved adaptive co-management and fisheries governance (co-management institutions strengthened; EAFM mainstreamed and strengthened; fisheries governance improved).
  + Sub IR1.3: Improved policy support (HFMAP implementation ensured; MPA legal framework formulated; Hilsa Conservation Fund and Payment for Ecosystem Services introduced in two landing stations based on consensus of stakeholders. Try-nation (Bangladesh, India & Myanmar) hilsa workshop will be organized to formulate transboundary legal framework.
* IR2: Improve equity and resilience of food, nutrition and livelihood benefits
  + Sub-IR 2.1 Improved livelihood resilience of coastal fishing communities (Livelihood capacity and options diversified; women’s access to finance improved; access to improved technologies and market linkages strengthened).

**Expected outputs**

* Livelihood of 15,000 artisanal fishing communities in ZOR and MPA improved and fisherwomen economically empowered
* Ecosystem health improved in the Teknaf–Cox’s Bazar coasts and the Nijhum Dwip MPA
* New MPA in the Teknaf-St. Martin’s Island delineated
* Biodiversity of fish, crustaceans and megafauna in the Naf estuary and Teknaf–Cox’s Bazar artisanal waters assessed.
* Spawning season of major commercial marine fishes identified
* Adaptive co-management introduced and institutionalized
* Citizen Science-based digitized fish catch monitoring introduced
* Marine seaweed, green mussel and crab farming practiced and market linkage established
* Fisherwomen led safe dry fish production from pelagic small fish enhanced

The ECOFISH II project want to carry out the baseline study to collect the information against the indicators for the period of implementation. Thus, WorldFish is going to **hire a survey/research firm** for **30 days** under ECOFISH II to conduct the survey which is expected to be conducted from mid- August to mid-September **2020**.

1. **PURPOSE OF BASELINE STUDY**

The main objective of this study is to collect and analyze existing situation of social and ecological resilience of coastal fisheries and food, nutrition and income benefits for fisheries communities in ZOR and MPA areas that satisfy the set of indicators.

1. **RATIONALE FOR THE BASELINE STUDY**

ECOFISH II has identified indicators both standard and custom along with targets in its Program Description (PD) and Monitoring, Evaluation and Learning (MEL) plan, though the baseline for those proposed indictors are unknown. Some baseline information are available which are not updated or ready to use at this moment. So, to create actual benchmarks, a baseline study is required to come up with baseline value for each of the indicators outlined in the PD or MEL plan. The baseline value will guide ECOFISH II to measure its’ achievements and outputs over the period of implementation. This will also help devise appropriate monitoring tools for MEL of the project interventions.

1. **LIST OF INDICATORS**

| **#** | **Performance Indicators by Intermediate Results** |
| --- | --- |
| **Sub-IR 1.1: Improved science outputs for decision-making** | |
| **1** | Number of species newly appeared or reappeared or improved in fishers catch on the Cox’s Bazar coasts as a result of USG assistance |
| **2** | Percentage increase in hilsa - and other important marine species abundance (CPUE) on Cox’s Bazar coast supported by USG assistance |
| **Sub-IR 1.2: Improved adaptive co-management and fisheries governance** | |
| **3** | Number of hectares of biologically significant areas showing improved biophysical conditions as a result of USG assistance. |
| **4** | Number of hectares of biologically significant areas under improved natural resource management as a result of USG assistance |
| **5** | Number of people trained in sustainable natural resources management and/or biodiversity conservation as a result of USG assistance. |
| **6** | Number of fishing households practicing better fisheries management |
| **7** | Percentage of USG-assisted organizations with improved performance |
| **Sub-IR 1.3 Improved policy support** | |
| **8** | Number of laws, policies, or regulations that address biodiversity conservation and/or other environmental themes officially proposed, adopted, or implemented as a result of USG assistance |
| **Sub-IR 2.1: Improved livelihood resilience of coastal fishing communities** | |
| **9** | Number of people with improved economic benefits derived from sustainable natural resource management and/or biodiversity conservation as a result of USG assistance |
| **10** | Number of households with increased household food and nutrition security (Household Dietary Diversity and Food Consumption Score) as a result of USG assistance |
| **11** | Number of households with improved well-being and diversified sources of income as a result of USG assistance |
| **12** | Number of people with increased gaining employment from sustainable fisheries management |
| **13** | Number of youths with access to improved technologies and market links in ZOR sites because of USG assistance |

Additionally, there are some qualitative information outlined in the PD which require the baseline status as well, for example:

1. To what extent do fisheries compliance and biodiversity conservation improve CPUE in the MRE and ZOR?
2. What level of engagement across different stakeholders ensures successful adaptive co-management institutions?
3. Are fisher households that diversify their livelihoods outside fisheries more food secure?
4. To what extent do women members of CSGs take fewer loans from predatory microfinance providers than women who are not members?
5. What extent of fisher households obtain access to improved technologies and market links?

The survey firm will collect the qualitative information with pre-designed questionnaire from the ECOFSIH II facilitated firms and fishing communities and stakeholder. The firm will set the quantitative targets for those five indicators based on the analysis of the collected qualitative information.

1. **SURVEY AREA AND TARGET GROUP:**

The Activity has designed a resilience impact evaluation framework to assess the impact and effectiveness of ECOFISH II interventions in achieving the main objective of strengthening the resilience of the ZOR and MRE ecosystems and local communities depending on fishery resources.

This study will cover 1 district (Cox’s Bazar) in ZOR and 3 districts (Noakhali, Patuakhali and Bhola) in MPA sites. Under Cox’s Bazar districts, two Upazilas (Teknaf and Ukhyia) and for MPA 3 Upazilas (Hatia, Charfashion and Rangabali) will be included.

The maximum sample size of this study might be 12,00 and target group of this study will be artisanal fisher and other actors who are involved in fisheries activities.

1. **METHODOLOGY**

The hired survey firm will have to apply statistically acceptable qualitative and quantitative methods to conduct the baseline survey; which should satisfy USAID requirements. The consulting firm needs to consider the following aspects in designing the study-

* Survey area
* Sampling design
* Survey tools development
* Training for data collection team
* Field work plan
* Data collection method, management and analysis
* Reporting

1. **RESPONSIBILITY OF THE FIRM**

**Inception Meeting:** Thefirm should organize an inception meeting to get an overview about ECOFISH II. Discussions regarding sharing Activity documents, survey plan and timeline, proposed methodology, survey area, training for data enumerator, indicators, experience about past surveys challenges, online data collection system, etc. need to be conducted in the meeting. The meeting should give a very brief idea about the Activity and survey.

**Documents Review:** The firm supposed to collect all required documents from the Activity staff and should allocate 2/3 days to review all collected documents.

**Survey Plan Submission:** Based ondiscussions during the inception meeting and reviewed documents, the firm should submit a comprehensive and complete plan along with statically acceptable methodology for both qualitative and quantitative data. Timeline and key responsible person/s should be mentioned in the plan as appropriate.

The survey plan should include:

* Sampling plan by types of participants
* Plan for survey team composition, responsibilities and hiring process
* Training plan for enumerators
* Movement and field data collection plan
* Data quality and supervision plan
* Data collection and management plan
* Context of analysis and reporting plan

**Survey Tools Preparation:** Data collection tools development is a very critical and important part for any survey. The firm should declare resource person/s who will fully be involved in tools development process. Data collection tools need to be prepared for different target groups as mentioned earlier, and the tools should be finalized based on the pre-test result. The tools should be prepared in both Bangla and English language.

**Manual/Guideline:**  It is very important to have specific guidelines for different stages of a survey implementation process in order to make common understanding among survey team. The followings are the suggested areas:

1. Guidelines for different data collection tools
2. Training manual comprises basic understanding on aquaculture relates the survey tools, and field survey process
3. Guideline on survey supervision
4. Precise responsibilities of survey staff by category
5. Guideline on data entry and cleaning process

**Training:** Proper training for survey team is pre-requisite for quality data collection.The firm will be responsible to train survey team members (e.g., data enumerators, supervisors, quality controller, etc.) on data collection tools, survey methods, field test, feedback and how to collect data using digital devices like mobile or Tab. Providing basic knowledge on aquaculture relates the survey tools to the survey team should also be a core content of the training. The training facilitation team needs to combine diversified experts on aquaculture, MEL and survey methods.

**Field work:** The firm should have a complete and controlled management of data collection from the field. There should also have a very step by step process checking system in data collection. The firm would be responsible to ensure quality of the collected information from field, cross check with the validity of information collected and verify/revise wherever needed. The firm will share regular updates on the progress of field work with the MEL team of the Activity. Data quality management protocol should comply with USAID Data Quality Assessment (DQA) checklists and guidelines. The process about data collection, data quality assurance process, and error checking will have to be incorporated in the brief report as per deliverables specified in following section.

**Data collection and entry:** The firm should follow a complete Tablet/online based data collection and entry system. The system should include data validation and processing to maintain data quality.

**Data Analysis:** Based on the complete and clean database, the firm need to analyze the data and prepare report. The report needs to include all of the set indicators as per Performance Indicator Reference Sheet (PIRS) guided in the MEL plan. The firm will have to triangulate the collected baseline data with, the Fisheries Statistical Year Book published by Department of Fisheries (DoF) and reliable secondary data sources. Detailed data analysis methods and techniques must be shared with MEL team.

**Sharing Results:** The firm should present their preparation of initial results with the MEL team. Based on the feedback from MEL team, the firm should make further analysis.

**Report Submission:**

The firm needs to prepare a brief report based on the analysis (major output tables of all sections) and entire process of the survey should also be described in the report. First submission of the report will be treated as a draft. The final report expected to be submitted by the consulting firm based on the review of the report by MEL team.

**ECOFISH II TEAM MAY-**

* Assist as needed in designing the survey
* Provide relevant documents to the firm and questionnaire- both quantitative and qualitative
* Technical advice on tools preparation, guidelines, manual and for primary analysis of data and production of finest report
* Organize presentation on the study at inception meeting
* Feedback on draft report

1. **EXPECTED DELIVERABLES AND TIME PLAN**

The firm will be responsible to deliver the following schedule. Under the direction of the MEL team, they should carry out the following tasks within **30 day**s from the signing of agreement.

Level of Effort (LoE) illustrative table

|  |  |
| --- | --- |
| **Task** | **Expected required days** |
| Inception meeting with MEL team and design study | 1 |
| Literature review | 2 |
| Develop the study tools and sharing with WorldFish | 2 |
| Recruitments of the survey team | 1 |
| Provide training to the survey team | 2 |
| Pretesting of the study tools | 1 |
| Data collection | 15 |
| Data cleaning and uploading | Parallel to data collection period |
| Data analysis and sharing primary analysis | 3 |
| Draft report submission | 2 |
| Working on draft report and final report submission | 1 |
| **Total** | **30** |

**Deliverables**

* Copy of all of the developed documents like tools, guidelines and manuals
* E-copy of raw data sheet (Excel, SPSS and STATA with labeling of data, output tables of all sections) and “do” file for analysis
* Hard copy of the data sheet
* Copy of the presentations delivered during different meetings
* Final report includes, not limited to: executive summary, introduction, purpose of the survey, methodology, team composition, team responsibilities, baseline findings with values, triangulation methods, challenges, lesson learned, data limitation, recommendation, conclusion Annex: data collection tools

**Expected outcome from the baseline survey**

* A complete database of baseline/existing situation of fisheries in ZOR and MPA, which satisfies the results targeted under the Activity
* A brief report on existing situation of fisheries in ZOR and MPA that satisfies the results targeted under the Activity

1. **ELIGIBILITY**

**Profile of the bidder/ company**

* Registered as a legal entity or have relevant licenses under legal authorizations
* Experience in conducting survey/research in aquaculture and fisheries using Tablets
* Experience to work with electronic based data capture, monitoring and evaluation tools

**Profile of contractor’s project team**

The minimum qualification of three key experts will be-

* **MEL Expert/ Socio-Economist as Team leader:** PhD/Mastersfrom Agricultural Economics/Economics/Social science/Statistics from recognized university from the relevant background and should have 8-10 years of experience working with baseline/impact evaluation and solid understanding about USAID data requirement.
* **Data Management Expert:** Graduation from relevant subjectwith 3-5 years of experience in analyzing survey data, should have solid understanding about data quality complying with USAID standard

1. **REQUIRED DOCUMENTS**

**Major elements of technical proposal**

1. Qualification, technical expertise and profile of the Bidder company (see “Profile of Bidder/ Company”) and quality and quantity of similar works conducted for baseline survey in fisheries
2. Quality of proposed methodology and software solutions and modules: shows clear understanding of all goals
3. Technical aspects related to the requested activities defined above.

**Major elements of financial proposal**

For the evaluation of the best financial offer the following costs will be considered:

1. Total costs for defined and suggested activities
2. Additional costs e.g. for higher accuracy
3. Costs for optional components of the proposal (e.g. travelling costs)
4. Suggested payment conditions

**Payment Schedule:**

|  |  |  |
| --- | --- | --- |
| ***Deliverables*** | ***Payment Schedule*** | ***BDT Amount (%)*** |
| 1.Acceptance of proposal | 3rd week of August 2020 after the signing the contract | 25% |
| 2.Survey plan | 4th week of August 2020, after submitting the complete plan | 35% |
| 3.Final Baseline report | 2nd week of September, after receiving the report approved by USAID | 40% |
| *Note: Survey timeline might be changed; to be determined upon discussion with USAID* | | 100% |

**Legal documents**

It is mandatory for bidding organisations to submit documentary evidence demonstrating their legal, taxation and financial status. This includes:

* A certificate of incorporation (for individual companies, a trade license);
* Joint stock registration certificate (if applicable)
* An organisational organogram of key personnel, inclusive of the names of such personnel;
* Tax Identification Number (TIN);
* VAT registration number;
* Proof of a segregated account (providing the name and address of such an account);
* Other valid papers (Provided by Government institutions)
* The service provider must bear all Annual Income Tax (AIT)
* Percentage of VAT and total amount of VAT should be mentioned in the proposal.

**SUBMISSION DETAILS**

**Proposal to be submitted to:**

Interested consulting firm/Consultant(s) should submit the both technical and financial proposal by **15 August 2020***before 5:00 pm*to the email address mentioned below.

[procurement.wfbd@worldfishcenter.org](mailto:procurement.wfbd@worldfishcenter.org); or, [Sinthia.Shahrin@cgiar.org](mailto:Sinthia.Shahrin@cgiar.org) mentioning the title of solicitation in the subject line.

**Questions and Clarifications**

All questions and/or clarifications regarding this RFP must be submitted via email to Mr. A.B.M. Mahfuzul Haque (email: [A.Haque@cgiar.org](mailto:A.Haque@cgiar.org)) no later than **14 August 2020**. All correspondence and/or inquiries regarding this solicitation shall be used as reference the RFP in the subject line. No phone calls or in-person inquiries will be entertained; all questions and inquiries must be in written form.

The bidders must submit two (2) copies of each of the Technical and Financial proposal in 2 (two) separate sealed envelopes clearly marked on the envelope with “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” and the 2(two) envelopes shall then be sealed in an outer envelope bearing RFP Reference, subject, the address of WorldFish Proposer’s name and address. It must be taken care that the technical proposal must not mention any information related to financial proposal; otherwise the submission will be rejected. Upon delivery, applicants may request a stamped receipt confirming timely submission. Please note that incomplete proposals will not be reviewed.

**Validity of Offers**

Offers must remain valid for at least Ninety (90) calendar days after the offer deadline. Failure to submit complete and accurate information requested in the RFP could be a ground for disqualification of the award.