

RFP-SOT-2024-002
Request for Proposals

Leading from the Middle: Leadership for Foundational Learning in Rwanda.

RFP Release Date: February 14, 2024

Question Submission Deadline: February 23, 2024

Question Response Posted Deadline: February 28, 2024

Proposal Submission Deadline: March 14, 2024

Study Name: *Leading from the Middle: Leadership for Foundational Learning in Rwanda.*

Geographic Source: Any country including the place of performance but excluding any country that is a prohibited source. Rwandan-based firms are preferred.

Contract type: Deliverable-based fixed price contract

Approximate date contract issued to successful bidder(s): on/about March 25, 2024

Contract Funding: Bill & Melinda Gates Foundation

Submit proposal to: FLN@rti.org, please include solicitation number in subject line

Solicitation Number: RFP-SOT-2024-002

February 28, 2024 updates to the RFP:

This revised RFP includes several updates to the original RFP posted Feb. 14, 2024. Please read carefully, all updates have been highlighted in yellow throughout the document. A brief summary of changes follows:

We have revised the approach to the partnership and included a design collaboration as part of the inception phase. The inception phase will result in a detailed strategy for implementing the pilot and main stage data collection, a detailed project plan, and a finalized budget that reflects any inputs from the design phase.

The RFP has been updated with all changes highlighted in yellow:

1. Proposal submission deadline shifted 3 days earlier to **March 14, 2024** given the streamlining of submission requirements and proposed timeline for the work
2. Inclusion of a more robust inception and design phase.
3. Removal of requirement for a week-by-week work plan in the submission and reduction in page limits for technical approach section of the submission.
4. Adjustments to the timeline to reflect and earlier work start and increase in timeline for key activities.
5. Adjustments in Deliverables and Payments aligned with the changes noted above.

This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for **90 days** after submission.

The RFP is organized as follows:

1. Background
2. Overview of Study Design
3. Scope of Work and Deliverables
4. Summary of RTI Responsibilities

5. Proposal and Submission requirements
6. Past Performance References
7. Proposal Evaluation and Award Process
8. Proposed Timeline
9. Deliverables timeline and payments

1. Background

RTI International is an independent international non-profit organization dedicated to conducting innovative, multi-disciplinary research that improves the human condition. With a worldwide staff of more than 4,000 people, RTI offers innovative research and development and a full spectrum of multi-disciplinary services. Universities in North Carolina founded RTI in 1958 as a centerpiece of the Research Triangle Park.

With funding support from the Bill and Melinda Gates Foundation, RTI manages the Science of Teaching initiative—a 4.5-year program focused on improving foundational literacy and numeracy in sub-Saharan Africa. As part of this initiative, RTI is implementing a study titled *Strengthening the Role of Mid-Level Education Officials*. This study intends to build new evidence about how mid-level officials (district, sub-district education and/or other government actors) within education systems align with and support what school leaders and staff need to do to improve foundational learning. The focus of the study will be the mid-levels within education systems and their relationships and interactions with the other levels of the system to which they are subordinate and with the schools and teachers within their jurisdictions. This research is intended to serve as a public good, contributing to the emerging body of evidence on how education systems can support large-scale, substantive improvements in foundational learning. It builds on other BMGF-funded research under the Learning at Scale and Science of Teaching activities.

The provisional set of research questions to be addressed by the study include:

- What role can and should mid-level officials play to improve the quality of teaching and learning?
- What mechanisms are needed to shift expectations and official processes/procedures so that they align with and support these roles and priorities?
- What elements of the existing system allowed for, or worked against, this alignment and shifting of roles and expectations?
- What supports/interventions led to shifts in behavior/action of middle-level actors leading to improved school leadership and improved instruction and learning outcomes?

The study will include primary research using a case study approach and focus on a positive and comparative district. The study will be led by a small team of researchers and a county-level data collection firm.

The proposal will be open to organizations from all geographic locations, with a strong preference for Rwandan-based organizations. *We are not seeking applications from international firms without a presence in Rwanda who partner with a Rwandan-based firm to implement the work.*

Organizations should demonstrate the following preferred qualifications and experience:

1. Relevant direct experience collecting data in Rwanda, ideally at multiple levels of the education system, including the school level.
2. Experience fielding qualitative and quantitative data collection.
3. Expertise in instrument coding and deployment in SurveyCTO.

4. Comprehensive understanding of research quality standards, with a specific focus on data quality assurance.
5. Ability to field data collection with fluent Kinyarwanda-speaking teams.
6. Experience managing and cleaning quantitative datasets.
7. Strong processes for planning, budgeting and change management.
8. Ideally, experience engaging with district, school leadership and teachers during data collection

RTI will lead the overall research process, including the research design, sampling strategy, and development of data collection instruments and analysis and reporting. RTI will also provide support for training development and implementation as well as piloting and adaptation of instruments. The Offeror will provide inputs into the final design including a review of instruments and sampling. The Offeror will be responsible for all activities related to survey coding and testing, data collection including field planning, recruitment and training of data collectors, piloting and field-testing instruments, and supervision of data collection in compliance with best practice protocols. The Offeror will also ensure data quality assurance, and timely delivery/uploading of raw and cleaned data sets and field reports. Additionally, the data collection partner will assist RTI in securing the necessary data collection approvals at the national and local levels.

2. Overview of Study Design

The sample and data collection plan will be finalized in collaboration with the offeror. We anticipate a preliminary, limited sample qualitative round of data collection, a pilot phase, and a main stage data collection phase. For the purposes of proposal submissions, please use the sample and instrument details in Table 1 to develop your approach and budget. The district selection will be finalized with the government, but Offerors should budget for one district in Western province and one district in the Northern province for the purposes of their proposal and budget.

Table 1 District-based data collection provisional sample

Respondent	Instrument	Sample	Est. Duration	Total Sample
Vice Mayor for Social Affairs	Key Informant Interview (KII)	1 per district x 2	45 minutes	2
District Director of Education	Key Informant Interview (KII)	1 per district x 2	45 minutes	2
	District profile/org.	1 per district x 2	30 minutes	2
District Education Officer (Primary)	Survey	1 per district x 2	45 minutes	6
	KII	1 per district x 2	45 minutes	4
	Time Capture Survey/Records Collection*	1 per district x 2	60 minutes	8
District Planner (TBD)	KII	1 per district x 2	45 minutes	2
Sector Education Inspector	Survey	8-12 per district x 2	45 minutes	16 - 24
	KII	4-6 per district x 2	45 minutes	8 - 12
	Focus Group	1 per district x 4 participants x 2	60 minutes	8
	Observation/Coaching Records	8-12 per district x 2	60 minutes	16 - 24

	Time Capture Survey/Records Collection*	8-12 per district x 2	60 minutes	16 - 24
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There will be one wave of data collection activities in 4 schools associated with each of the 2 districts.

Table 2 School-based data collection provisional sample

Respondent	Instrument	Sample	Est. Duration	Total Sample
Head Teacher	KII	1 per school x 8	45 minutes	8
	School Profile	1 per school x 8	30 minutes	8
Teacher (G1/G2/G3)	KII	3 per school x 8	45 minutes	24
	Focus Group	1 per school x 4 participants x 8	60 minutes	32
Observation/Coaching Records	Data Entry Form	1 per school x 8	60 minutes	8

Table 3 REB/NESA data collection provisional sample

Respondent	Instrument	Sample	Est. Duration	Total Sample
Director (TBD)	KII	2	45 minutes	2
NESA District Inspectors	KII	1 per district	45 minutes	2
	School performance data	1 per district x 2		2

3. Scope of Work Discussion:

The Offeror will be responsible for all activities related to data collection including field planning, recruitment and training of data collectors, piloting and field-testing instruments, and supervision of data collection in compliance with RTI's protocols. The offeror will also have a significant role in finalizing the research design, sample and field plan as part of the inception phase. The offeror will also ensure data quality assurance, and timely delivery/uploading of raw and cleaned data sets and field reports. Additionally, the data collection partner will assist RTI in securing the necessary data collection approvals at the national and local levels. More specifically, the Offeror shall execute the following activities for the study:

- a. Participate in study design processes to finalize lines of inquiry, sample, and data collection plan.
- b. Provide feedback to RTI on instrument development
- c. Translate surveys, key informant interview guides and associated protocols
- d. Prepare data collection plans and protocols
- e. Code surveys and qualitative questions and protocols in SurveyCTO
- f. Pilot instruments and revise programs as necessary
- g. Provide all necessary tablets, data access and printed materials to implement the training and data collection successfully
- h. Recruit, train, and supervise enumerators
- i. Support country level ethics submission and approach and secure access to data collection sites (primary schools) with support from RTI and MINEDUC/REB.
- j. Field the data collection as outlined in the data collection plans and in accordance with agreed upon timelines
- k. Provide field reports and conduct trouble shooting during data collection

- l. Provide daily uploads of data collected to RTI
- m. Provide data cleaning and documentation

With this RFP, we are asking for a detailed technical approach, staffing plan and cost proposals, aligned with the specific activities and deliverables listed below. Section 5 provides explicit guidance on content for technical and cost proposals, as well as guidance on maximum length for each section.

Please reference Tables 1-3 above for detailed information on the sample and instrumentation and Section 8 for a high-level activity timeline.

Deliverables and Activities:

1. Inception and Design Phase

Deliverable 1.1: Virtual and in-person design and planning meetings with RTI, and follow-up conversations as required

Deliverable 1.2: Development of detailed timeline

Deliverable 1.3: Development of initial field plan for piloting and main stage data collection.

Deliverable 1.4: Delivery of detailed budget

2. Consultation on instrument development and translation of instruments

Deliverable 2.1: Review and written feedback on draft instruments developed by RTI with an eye toward:

- a. Validity in relation to research questions
- b. Mitigation of response biases
- c. Clarity of language and phrasing
- d. Relevant within the context
- e. Ethically acceptable
- f. Sequenced in a way that is logical and well-structured, with appropriate skip patterns, response options, etc. for the survey instrument
- g. That the length of the survey, interview, and focus group instruments length is in line with the agreed time targets.

Deliverable 2.2: Instrument Review Meeting (in-person or virtual) with RTI.

Deliverable 2.3: Translation of final draft instruments and protocols from English into Kinyarwanda and backtranslation of the same (note: tools should be programmed in both English and Kinyarwanda).

3. Provision of tablets and data collection software.

Full Computer-Assisted Personal Interviewing (CAPI) utilizing SurveyCTO will be used for all data collection activities, including quantitative and closed-ended instruments, and for storing and viewing the semi-structured protocols to be used for interviews and focus group discussions (FGD) all data collection activities. Offeror shall be responsible for providing appropriate Android tablets that support the data collection software for all enumerators and supervisory data collection staff.

Deliverable 3.1: Specifications submitted for the type of tablets and confirm the tablet hardware and operating system is compatible with the current version of SurveyCTO.

Deliverable 3.2: Provision of devices and associated materials (charging stations, memory cards, etc.) for CAPI survey implementation.

Please note: RTI cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company (“Covered Technology”). In response to this request for proposal, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive.

4. Coding/programming, testing and revisions of instruments and protocols

4.a Structured instruments (e.g., surveys, form capture) programmed into Survey CTO

The Offeror will be responsible for coding all surveys and other structured protocols and document capture forms into SurveyCTO. If necessary, the SurveyCTO license will be provided by RTI.

4.b Qualitative data collection protocols and loading into Survey CTO

For qualitative data collection, the Offeror will load the interview and FGD instruments (questions), together with the related instructions to data collectors and standard language for beginning and concluding interviews and FGDs, into Survey CTO for viewing/reference, along with fields for capturing other qualitative data such as found documents and media such as photographs, etc. Additionally, the Offeror will develop a) a system for recording and filing the audio for all interviews and FGD using the device, and b) all note-taking templates for capturing notes on paper during qualitative interviews and FGD (including for capturing the data collectors’ relevant observations and reflections), and for post-data collection note expansion/memos covering reflections, insights, and flagging potential biases, and for initial extraction/coding of major themes in relation to the research questions. The Offeror will also establish a system for organizing and cataloging initial notes and expanded notes/memos either within Survey CTO or another platform. Data collectors should use audio recordings of the interviews and FGD to check the accuracy of their notes and their understanding of what was said.

Offerors are also requested to propose an option for the transcription of all interviews and FGD recordings, and for translation of these transcripts from Kinyarwanda to English, with quality control for completeness and accuracy.

4.c Preparation for data collection piloting.

- a. Before the training of enumerators or instrument piloting takes place, the Offeror will test the Survey CTO code of each structured instrument to confirm the programmed tools map to the documented instrument including response options, skip logic and enumerator instructions. The Offeror will also check to see that all qualitative data collection and note-taking protocols filed in Survey CTO are accessible as planned. The Offeror will keep a log of all identified issues, consult with RTI on the same, and implement corrections. RTI will be allowed access to test the research instruments and participate in the process of ensuring the structured instruments are properly coded and all other protocols fully accessible. The process described above will be repeated as necessary until a training-ready version of the survey instrument is obtained.
- b. Post-training and post-pilot fixes. As necessary, post-training and post-pilot adjustments will be made prior to final deployment of the survey instrument in the field.
- c. Final sign-off. RTI will provide a final approval of all coded instruments prior to the start of data collection.

Deliverable 4.1: Data capture programs shared with RTI for review

Deliverable 4.2: Data capture programs revised as necessary, finalized and approved by RTI for piloting.

5. Piloting of instruments, programming revisions as necessary.

Offeror, in consultation with RTI, will be responsible for implementing instrument pilots in districts that are not included in the survey sample. The purpose of the pilot data collection is to test the reliability and validity of the tools and the comprehensiveness and soundness of associated protocols. A district not included in the study sample will be identified for the piloting.

The Offeror must identify strategies to pilot and adapt the instruments in accordance with the timeline indicated in Section 8 to enable data collection to begin no later than June 3, 2024. An iterative process should be employed, whereby the data collectors are trained, instruments are piloted and revised and then data collectors are retrained on the updated instrument prior to fielding the data collection.

The pilot should take place with the full range of respondents at the district and school level (see details below). The Offeror will lead the pilot data analysis and immediately shared with RTI for analysis and review. RTI, in consultation with Offeror, will make final decisions on instrument revisions.

Table 4 Pilot details

Respondent	Instrument/Protocol	Pilot Sample	Pilot Process
District Director of Education	KII	1	Cognitive lab/de-brief
	District profile data entry form	1	Collect records, check if form aligned
District Education Officer	Survey	2	Split administration with cognitive lab/de-brief, update response options
	KII	1	Cognitive lab/de-brief
	Time Capture Survey/Records Collection ¹	1	Orientation, capture and de-brief
District Planner (TBD)	KII	1	Cognitive lab/de-brief
Sector Education Inspector	Survey	3	Split administration with cognitive lab/de-brief
	KII	1	
	FGD	1	Cognitive lab/de-brief
	Observation/coaching records data entry form	4	Collect records at district, check if form aligned
	Time Capture Survey/Records Collection*	3	Orientation, capture and de-brief
Head Teacher	KII	2	Cognitive lab/de-brief
	School profile data entry form	2	Collect records at school, check if form aligned
Teacher (G1/G2/G3)	KII	2	Cognitive lab/de-brief
	FGD	1	Cognitive lab/de-brief

¹ There will be additional piloting of the time capture led by RTI to help inform the final design.

Observation/Coaching Records	Coaching records data entry form	4	Collect records at school, check if form aligned
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Deliverable 5.1: Submission of a Pilot Data Collection Plan

Deliverable 5.2: Implementation of Pilot Data Collection

Deliverable 5.3: Submission of cleaned pilot data set, analysis of pilot data, and detailed fieldwork report with challenges and recommendations

Deliverable 5.4: Instrument Revision meeting with RTI, follow-up discussions as required

Deliverable 5.5: Revised data capture programs for all instruments finalized and approved by RTI.

Deliverable 5.6: Updated training and data collection materials

Deliverable 5.7: Additional training with updated materials and instructions based on revised instruments and protocols.

6. All printed materials necessary for enumerator training and data collection.

In addition to provision of tablets for data collection, the Offeror will be expected to provide all other necessary printed materials to implement the training and data collection successfully. This may include materials such as training manuals, prompts, maps, data tracking sheets, etc.

Deliverable 6.1: Identify and prepare all printed materials needed for training and data collection.

7. Recruiting, training, and supervising enumerators.

The Offeror will provide suitable training facilities and all logistics necessary to support trainings and field tests for all data collection activities. The Offeror will recruit and competitively select a sufficient number of qualified field staff candidates to allow for trainees who will not successfully complete the training and for attrition during the training and field period. RTI staff will support the design and delivery of training emphasizing the data collection instruments, protocols and strategies for reliable data collection. All data collection staff must have excellent English and Kinyarwanda speaking and writing skills. The Offeror will be responsible for arranging the overall training agenda, in consultation with RTI, as well as all training on logistical issues and general fieldwork and enumeration training.

The training program should incorporate inter-rater reliability testing as appropriate and ensure an acceptable rate (as agreed between Offeror and RTI) is achieved before fieldwork commences.

Deliverable 7.1: Data collection team details with corresponding responsibilities and qualifications.

Deliverable 7.2: Training agenda and copies of proposed training materials submitted for review and approval by RTI, at least two weeks in advance of training

Deliverable 7.3: Enumerator, Supervisor and Field Manager training completed

Deliverable 7.4: (for applicable surveys) Results of IRR scores shared and approved by RTI

8. Support for submission and attainment of country-level ethics approvals (as necessary) and securing access to data collection sites (primary schools) with support from RTI and MINEDUC/REB. The Offeror will be responsible for contacting districts and schools and arranging access to district staff school staff in advance of the data collection for each of the five survey periods.

To facilitate access to schools, the Offeror will also be responsible for contacting the appropriate district and sector education offices and securing permission letters from them. RTI will provide written permission letters from Rwandan Officials. The Offeror will be given copies of these

letters of permission to support the more localized outreach.

Deliverable 8.1: Support for ethics approval submission.

Deliverable 8.2: Authorization to access sample districts and schools secured.

Deliverable 8.3: Data collection dates confirmed with district staff and schools.

9. Data collection planning and logistics

The Offeror will develop data collection plans that outline in detail all aspects of the field work to be conducted by the Offeror. The plans will be developed with guidance from RTI and should include the following:

- a. Final updated Activity Timeline Chart
- b. Composition of Field Teams, including the ratios between enumerators, supervisors and field managers, and descriptions of their roles
- c. Allocation of field teams to districts/sectors/schools
- d. Quality assurance processes

The data collection plan and planned level of resources/time should align with the following guidelines:

- Include sufficient field supervision for data collection teams.
- Include sufficient logistics, transportation, etc. to ensure an efficient and timely data collection.
- Use different, dedicated teams for quantitative data collection and for qualitative data collection (we are open to a combined team if the Offeror makes the case for this).
- For qualitative interviews and FGDs:
 - All interviews and FGD should be conducted by teams of two.
 - Each team member should review and expand their notes immediately following each interview/FGD to check for completeness and accuracy, using audio recording as necessary.
 - Paired teams should conduct a reconciliation process together after each KII or FDG, developing shared interpretations.
 - Teams should complete initial coding of key themes and extract points in relation to the research questions.

Deliverable 9.1: Written data collection plan approved by RTI.

10. Data security and quality control plan

The Offeror should include a data security and quality control process in its technical approach. RTI reserves the right to conduct its own quality assurance processes during data collection. The Offeror's validation methodology shall be subject to RTI approval.

Deliverable 10.1: Submission of data quality control plan, delineated by instrument, for RTI review

Deliverable 10.2: Approval of data quality control plan by RTI

Deliverable 10.3: Plan for and execution of appropriate treatment of Personally Identifiable Information (PII) and assignment of unique IDs for all respondents

Deliverable 10.4: Data securely backed-up each day

11. Implementation of Data Collection

The Offeror will field the data collection as outlined in the data collection plans and in accordance with agreed upon timelines. Staff schedules and school timetables will be utilized to schedule KIIs, FGDs and surveys. At the school level, the Head Teacher survey, Teacher KIIs and FGDs, and collection of school-based data (profile, coaching records) will take place within the same visit to the school.

Deliverable 11.1: Data collection teams fielded and adequately supervised as per agreed upon schedule and sampling plan.

12. Data uploads and field reports

Deliverable 12.1: Tablet data and recording uploads should be completed on a daily basis and data extracts provided to RTI within 24 hours of request. RTI will review on a regular basis the data for data quality review and to assess data collection progress.

Deliverable 12.2: Brief daily update on data collection activities and a verification that all tablet data has successfully uploaded.

Deliverable 12.3: Weekly fieldwork reports describing any incidents and challenges confronted during the week of reporting.

13. Data cleaning and documentation

Deliverable 13.1: All final raw (clean) quantitative datasets, in Stata .dta format

Deliverable 13.2: Final codebook (quantitative) with all variables properly named and labeled

Deliverable 13.3: All final qualitative data, recordings, and other data capture

Deliverable 13.4: Complete report for all training, piloting and data collection activities

Deliverable 13.5: Full transcriptions of all KII/FGD recordings with translations from Kinyarwanda to English [this should be budgeted separately as this may not be included in the final scope]

4. Summary Of Responsibilities Of RTI

RTI will be responsible for the following:

1. Organize an inception meeting soon after the award of the contract and participate in the subsequent meetings (to be organized by the partner).
2. Facilitate contact with RTI staff included as respondents.
3. Provide all data collection tools (including consent language) in Excel format.
4. Provide technical direction and timely approvals for the workplan, including for the preparation, training, piloting and field work phases.
5. Identify a list of sample districts, schools and respondents and support Offeror in securing the required approval from the school and local government authorities.
6. Provide technical support regarding the objectives of the study, the focus of the data collection and other details as part of the data collection preparation, training and delivery.
7. Provide all other necessary documents and/or guidance to the Offeror to support in the data collection and reporting process (e.g., relevant program documents, templates for deliverables, advice on data collection protocol, child protection policy, etc.)

8. Timely review and feedback on deliverables, and as relevant, approval of deliverables for Payment.
9. Content support for enumerator training.
10. Support in the field for pilot and main stage data collection.

5. Proposal Preparation and Submission Requirements

Proposals should be separated into two parts, a) Technical Proposal and b) Cost Proposal. Offerors are expected to examine the specifications, deliverables and instructions in the RFP and address each in their proposal. See table 5 for further proposal instructions.

Table 5 Proposal Submission Requirements

Content	Content Details (<i>Maximum page length or range</i>)
Technical Proposal	
Organization Details (2 pages max.)	<ul style="list-style-type: none"> Organization overview, including management structure. Summary of incorporation/legal status.
Offeror's Understanding (1 page max.)	<ul style="list-style-type: none"> Brief narrative outlining the Offeror's understanding of the proposed activities.
Relevant Experience (4 pages max.)	<ul style="list-style-type: none"> Development of large-scale data collection plans and execution of the same. Execution of research studies in Rwanda Recruitment and supervision of well-qualified enumerators. Enumerator training design and delivery. Pilot testing of instruments. Programing of instruments in SurveyCTO and fielding tablet-based data collection. Qualitative research, including focus group discussions and interviews. Securing access to education system actors and schools for data collection in a timely and appropriate manner. Data management and cleaning. <p><i>Project Summaries for up to 3 of the most relevant assignments in the last 3 years should be included at the end of this section.</i></p>
Comments and Suggestions (1 page max.)	List of observations or suggestions (if any) on the RFP and scope of work.
Technical Approach and Workplan (4-8 pages)	<p>Description of the Approach, Methodology & Workplan proposed by Offeror for successful execution of the activities listed in the RFP. More specifically, the Offeror's approach to:</p> <ul style="list-style-type: none"> collaborating with RTI on research design, data collection planning and preparation. fielding the data collection at the district and school level, while ensuring minimal disruption and maximum time and effort efficiencies. strategies for capture of qualitative data. working with district staff, school administrators, and teachers. recruiting and retaining sufficiently qualified data collectors. piloting and revising instruments.

	<ul style="list-style-type: none"> ensuring data quality, protection of data and PII and compliance with relevant respondent protection protocols. identifying, communicating and addressing barriers during planning and implementation of data collection. anticipated challenges for the above activities. <p>risk mitigation strategies for the above activities.</p>
Project Staffing and Management Plan (2-3 pages)	<ul style="list-style-type: none"> Identify the project staffing plan and structure, essential staffing, and the percentage of the time each will spend on this activity. Offerors should describe the proposed team structure in this section. Offerors should clearly specify their proposed training and data collection staffing plan, including oversight/supervisory structures. Offerors should include summary profiles of all candidates considered essential in this section. <p><i>Please include a resume (2 pages max.) for everyone considered essential for the successful implementation of this contract.</i></p>
Cost Proposal	
Budget Narrative	Narrative summary of the proposed budget including discussion and rationale for costing approach, major expenses, risks, and other considerations related to the budget.
Cost Proposal Details	The proposed budget and associated narrative will have sufficient detail to allow a detailed evaluation of the costs proposed, using the Budget template in Appendix A . Budgets should be submitted in U.S. Dollars . RTI reserves the right to request any additional information to support the proposed budget.

Following selection of the apparently successful applicant, RTI reserves the right to request due diligence documentation, which is not limited to but may include:

- A. Audited balance sheets and profit and loss statements for the last two complete years. If audited financial statements are not available, please provide copies of the unaudited financial statements.
- B. Unaudited balance sheets and profit and loss statements for the current year-to-date.
- C. Copies of any audit reports/findings, if any
- D. Organizational chart
- E. Copies of Insurance coverage (i.e. worker's compensation, general liability insurance, automobile insurance, etc.)

6. References

Offerors should include three organizational client references and contact information. Ideally, at least one reference should be a firm with international operations. References should have worked with your organization within the past five years on projects relevant to the activities and geographic area of work and activities outlined in this RFP.

7. Evaluation and Award Process

The selection committee will evaluate the proposals based upon their written technical and cost proposals. Each proposal will be evaluated first on the merits of the technical proposal. Those proposals that reflect sufficient quality in technical approach, work plan, staffing and management plan and organizational experience will advance to the cost proposal review. The award will be made to the

Offeror representing the **best value** to the project and to RTI. RTI intends to evaluate offers and award a contract without negotiations with Offerors. Therefore, the Offeror's initial offer should contain the Offeror's best terms from a price and technical standpoint. RTI reserves the right to conduct discussions if determined necessary by RTI.

8. Proposed Timeline

Table 6 Estimated contract timeline

Activity	Start	End
Selection and Letter of Authorization to work	March 18	March 22
Inception, Design discussions/finalization, workplan and final budget development	March 25	April 12
Instrument coding, translation and testing completed, enumerator training plan, final sample and data collection protocols, detailed field plan for pilot and data collection	April 15	May 10
Training completed, pilot implemented, and pilot data delivered, instruments and training updated based on pilot	May 13	May 31
Main stage data collection	June 3	June 21
Raw and cleaned quantitative data delivered, qualitative data and recordings delivered		June 28
Field report delivered		July 5
[Possible transcription and translation of all KIIs/FGDs]		July 19

9. Deliverable And Payment Timeline

Deliverables will be reviewed for quality and compliance with the requirements by RTI. Should a deliverable be found insufficient in terms of quality or completeness, RTI will provide written feedback and the opportunity to correct the deliverable by the Offeror within a reasonable timeframe. Table 7 below outlines the anticipated payment percentage and timeline for each deliverable, which will be finalized upon selection and award.

Table 7 Key deliverables, payments, and tentative timeline of the assignment

Deliverable	Description	Estimated Timeline	% of contract value
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1	<p>Inception phase that includes:</p> <ul style="list-style-type: none"> a. Feedback on overall design, instruments and protocols completed b. Detailed work plan with timing approved c. Detailed recruitment plan approved d. Support for country-level approvals completed e. Detailed budget approved 	March 25, 2024 – April 12, 2024	20%
2	<ul style="list-style-type: none"> a. Instrument coding, translation and testing completed b. Detailed enumerator training plan approved c. Final sample and data collection protocols approved d. Detailed field plan for pilot and data collection approved 	April 15, 2024 - May 10, 2024	30%
3	<ul style="list-style-type: none"> a. Training completed b. Provision of tablets and other supplies for data collection c. Pilot implemented and pilot data delivered 	May 13, 2024 - May 31, 2024	20%
4	<ul style="list-style-type: none"> a. Main data collection training completed b. Main data collection completed c. Field report delivered and approved d. Raw and cleaned quantitative data delivered e. Qualitative data and recordings delivered 	June 3, 2024- July 5, 2024	30%
5	[Possible transcription and translation of all KIIs/FGDs]	July 19, 2024.	TBD