

## Request for Proposal (RFP)

Service Required:	Pilot Data Collection and Mid-line Assessment of Early Grade Reading Program (EGRP)
Type of Procurement:	One Time Purchase Order
Type of Contract:	Firm Fixed Price
Term of Contract:	November 2017- March 2018
Contract Funding:	AID-367-TO-15-00002
This Procurement supports:	USAID's Early Grade Reading Program (EGRP)
Submit Proposal to:	The Selection Committee RTI- USAID Early Grade Reading Program House no. 46/64, Uttar Dhoka, Lazimpat, Kathmandu, Nepal
Date of Issue of RFP:	Saturday, September 02, 2017
Date Questions from Bidder Due:	Tuesday September 12, 2017, 11:00 AM Nepal Standard Time
Pre-submission conference on RFP	Tuesday September 12, 2017, 14:00 to 16:00 PM at EGRP meeting hall, Lazimpat.
Date Proposal Due:	Monday October 09, 2017, 11:00 AM Nepal Standard Time
Approximate Date Purchase Order Issued to Successful Bidder(s):	November 16, 2017
<b>Method of Submittal:</b>	
Hard Copy of proposal along with the soft copy in a CD or pen drive.	
<p>Proposal documents should be submitted in a closed envelope with wax seal (laah chhap) and clearly marked with the solicitation number to the following address:</p> <p>The Selection Committee RTI-USAID Early Grade Reading Program House no. 46/64, Uttar Dhoka, Lazimpat, Kathmandu, Nepal.</p> <p>Bidder's Quote must be printed on firm/company's letterhead, signed, stamped, dated and must include all items and/or services. Also each and every page of the proposal documents needs to be signed and stamped by the authorized person in order to be considered for evaluation.</p> <p>The bidder must submit three (3) different envelopes containing i) minimum eligibility requirements, ii) technical proposal, and iii) financial proposal in response to this RFP. Each envelope should be clearly marked with 'minimum eligibility criteria', 'technical proposal' and 'financial proposal' as per its content and then put together in a larger envelope clearly marked</p>	

with “Nepal EGRP-RFP-FY17-P021 Proposal for **Pilot Data Collection and Mid-line Assessment of Early Grade Reading Program (EGRP)**.”

The firm/company that meets the minimum eligibility criteria will only be considered for further evaluation. The financial proposal will only be opened to the firm/company that scores minimum 42 points out of 70 (60%) in technical proposal evaluation.

The technical proposal should contain the detailed breakdown of activities. The bidders are requested to submit all the information in prescribed order and documentary evidence so that the evaluation committee can fairly evaluate all the proposals without any missing information. [please see attachment B for selection criteria]

The Bidder agrees to hold the prices in its offer firm for 120 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP.

Solicitation Number:

Nepal EGRP-RFP-FY17-P021

**Attachments to RFP:**

1. Attachment “A” – Scope of Work (SOW)
2. Attachment “B” – Instructions to Bidders
  - Annex A - Training, pilot, and data collection supplies
  - Annex B - List of sample schools
  - Annex-C- Budget Template
3. All PO Terms and Conditions are listed on our website at forth at:  
<http://www.rti.org/POterms>, [http://www.rti.org/files/PO\\_FAR\\_Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf) or for commercial items: [http://www.rti.org/files/PO\\_FAR\\_Clauses\\_Commercial\\_Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf) (hereinafter the “Terms”). Bidder’s performance of services, or issuance of invoices in connection with this purchase order establishes Bidder’s agreement to the Terms. The Terms may only be modified in writing signed by both parties.

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

## Attachment A Service Specifications or Statement of Work

### Statement of Work

#### EGRP PILOT DATA COLLECTION AND MID-LINE ASSESSMENT

The scope of work for this activity includes coordinating all electronic data collection activities and associated field logistics for pilot data collection and midline assessment activities for the Nepal Early Grade Reading Program (EGRP).

#### **Pilot Data Collection**

This will involve providing on the ground support for assessors and pilot data collection implementation, resulting in a sample of 240 grade two students from 20 schools from four different districts viz. Rasuwa, Lalitpur, Chitwan and Sarlahi (five schools from each district) in Nepal. It also includes the Education Management Efficient Survey (EMES) data collection from the same sampled schools.

The pilot will test the 2017 Early Grade Reading Assessment (EGRA) and EMES instruments. This testing will inform any necessary changes in the instruments for the midline in 2018. Any necessary changes will be made by EGRP following this pilot study assessment.

The firm shall coordinate all of the activities for the following:

- **Assessor hiring and training:** The required number of assessors for the pilot data collection is 20. However, the firm will be responsible for recruiting and hiring four additional assessors as the reserve. All the assessors will be trained to collect both EGRA and EMES data. For a school, team of five assessors will work. The responsibility of the assessors for each school will be given as:

SN	Number	Responsibility
1	2	EGRA Assessors
2	2	EMES Assessors
3	1	Supervisor of the Team

The firm will be responsible for securing a training venue, catering (at least one meal and two tea and snacks) and planning all logistical considerations for the eight days training. The training is tentatively planned for December 3 –10, 2017. The training will also involve two school visits during the training.

- **Pilot data collection:** Immediately following the training, assessors will be assigned to schools and for pilot EGRA/EMES data collection. Data collection will be conducted using tablets. The pilot data collection is tentatively planned for December 17-22, 2017. Randomly selected twelve learners from grade two will be assessed in 20 selected schools in four districts (five schools from each district). The firm is responsible for obtaining all relevant permissions to enter schools as well as communicating with the schools for planning purposes in advance of the data collection. EGRP will assist in the process. In all, 240 learners should be assessed.

### **Instruments**

- Early Grade Reading Assessment (EGRA) including the Student Questionnaire
- Education Management Efficiency Survey (EMES) Tool [EMES tool includes a) School information data form b) Head teacher interview guidelines c) Classroom observation tool d) Teacher interview guidelines e) Parents/ care-taker interview f) School management committee discussion guidelines g) Student interview guidelines ]

*Please note that during the specified timeline the scope of work may need to be modified at the request of any of the parties involved (including Ministry of Education, USAID, NEPAL EGRP, and the firm); appropriate modification of the budget may also be necessary.*

### **Teachers Role**

During the Pilot data collections, one teacher from grade two and the head teacher (altogether 2) of the school will play facilitating role. Teachers including head teachers from each school will help to create smooth environment to build up rapport between assessors and students. Further, they will facilitate for the smooth EMES data collection. Assessment team and teachers will mutually work to make sure the smoothness of independent EGRA and EMES study. Transportation/training allowances for the teachers should be provisioned by the firm.

### **Work Requirements**

The following section provides a list of activities that need to be completed. The activities provided in this section do not imply full-time engagement of the contractor, but rather provides a rough timeframe within which activities are expected to be completed.

### **Recruitment and selection of assessors**

Twenty four assessors should be recruited for the EGRP pilot data collection. These 24 assessors must attend the entire training. Of the 24 assessors, the top four will be selected to serve as supervisors during the pilot data collection. In total, 20 assessors will collect pilot data and remaining four assessors will be kept as the reserve assessors and should be used if replacements are required. The most competent assessors will be selected as supervisors during the mid-line data collection. All assessors should have experience in data collection, preferably in schools and working with younger children. It is also preferred that assessors have experience using technology for data collection such as tablets or mobile phones. Assessors should have English fluency. The training will be delivered by EGRP to assessors in English and Nepali. The tools and guidelines of the assessment will be in Nepali and the assessment will be conducted by the assessors in Nepali and/or local languages as appropriate.

The assessors hired by consulting firm should be familiar with the context of the survey districts/area and able to communicate in their local language. This should be clearly indicated in the technical proposal.

### **Permissions**

In advance of the pilot data collection the firm is required to obtain the relevant permissions to visit schools. Schools for the pilot data collection will be jointly selected by sub-contractor, NEPAL EGRP and the Education Review Office (ERO). EGRP will assist the process. This shall also include communicating with the schools in advance of the pilot date to inform them of the school visit.

## **Training**

Firm is required to secure a venue for the 8- day training event. The location of the training will be in Kathmandu. The training venue must have reliable internet connection (Wi-Fi) for all participants of the training, and a projector and screen will be required. The firm should plan for 40 participants (24 assessors, 3 firm staff, 5 Nepal EGRP staff, 3 observers from USAID and CAMRIS and 5 relevant government staff). Catering should also be included (at least one meal and two tea- breaks). Transportation/training allowances for the government official should be provisioned by the firm.

During the training there will be two school visits planned. The firm will select and obtain permissions to visit four primary schools (or the schools having early grades) located in proximity to the training venue. Participants of the training will be split into two groups and will conduct assessments in these schools as part of the training. Firm will secure and plan all logistics required for these school visits, include transportation for all participants to and from the schools from the training venue. It will be necessary for the firm to provide staff to support the event and provide onsite printing (as needed) as well as translation support.

NEPAL EGRP will supply the tablets for the activity, but the firm will be responsible for training materials and sufficient number of printing paper copies of the instruments and instrument booklets for each participant (see Annex A).

Officials from the Ministry of Education, Education Review Office and/or USAID may be invited to observe the training.

## **Pilot Data Collection**

Immediately following the completion of the training, assessors will conduct the pilot data collection. Four teams will be formed including 2 EGRA assessors and 2 EMES assessors, 1 supervisor and observers, will be deployed to 20 schools. Twelve learners from grade two will be assessed per school, for a total of 240 learners. Similarly, EMES includes school information sheet (1-form), Head teacher interview (1-interview), Teacher interview (1-interview with grade 1 Nepali teacher), class room observation (1-observation, grade 1 Nepali), Classroom inventory (1-form, grade 1), SMC interview (1-interview, 1 member of SMC (preferably Chairperson)), and Parents interview (interview with 2 parents). The team will use one school day per school for the assessment. The pilot data collection will be

undertaken for the total of five days. Sub- contractor will be responsible for contacting parents and SMC representatives and securing them for interviews. Interviews are to be conducted at the school. The firm is required to organize all logistics and material support for the pilot including transportation. During the pilot, ERO approved EGRA and EMES tools will be used.

**Assessment team:** A team of 6 will visit each school: 2 EGRA assessors, 2 EMES assessors and 1 supervisor and 1 observer. The observer will be from NEPAL EGRP/government. The supervisors will supervise the team and provide guidelines to their team. A checklist will be used to provide guidance and feedback to the assessment team at the end of every day. The checklist will be provided by NEPAL EGRP.

Day	Assignment	Students per day	Total Team	Total Students Assessed
One	Team of 2 EGRA assessors per school (test 12 children), Team of 2 EMES assessors per school (conduct EMES), 1 supervisor supervises the team	12	4	48
Two	Team of 2 EGRA assessors per school (test 12 children), Team of 2 EMES assessors per school (conduct EMES), 1 supervisor supervises the team	12	4	48
Three	Team of 2 EGRA assessors per school (test 12 children), Team of 2 EMES assessors per school (conduct EMES), 1 supervisor supervises the team	12	4	48
Four	Team of 2 EGRA assessors per school (test 12 children), Team of 2 EMES assessors per school (conduct EMES), 1 supervisor supervises the team children, Teachers classroom observation and supervise the team	12	4	48

Five	Team of 2 EGRA assessors per school (test 12 children), Team of 2 EMES assessors per school (conduct EMES), 1 supervisor supervises the team	12	4	48
Total Students Assessed				240

**Estimated Level of effort during the pilot data collection:**

School Day:  $20 \text{ (Schools)} \times 1 \text{ (Days)} = 20$

Classes:  $20 \text{ (Schools)} \times 1 \text{ (Days)} \times 1 \text{ (Classes)} = 20$

Supervisor person-day =  $1 \text{ (Supervisor)} \times 20 \text{ (Schools)} \times 1 \text{ (Days)} = 20$

Pupil Assessor Person-day =  $2 \text{ (Assessors)} \times 20 \text{ (Schools)} \times 1 \text{ (Days)} = 40$

EMES Assessor Person-day =  $2 \text{ (Assessor)} \times 20 \text{ (Schools)} \times 1 \text{ (Days)} = 40$

**Use and Storage of tablet devices:** Tablets will be used for electronic pilot data collection. Tablets will be provided by NEPAL EGRP. During the training and pilot data collection, the tablets will be the responsibility of the firm who will sign an equipment user agreement and ensure the tablets are securely stored and inventoried according to NEPAL EGRP instructions/guideline. However, the firm shall purchase the appropriate equipment such as 3G-SIM Cards so that data can be transmitted from the tablets (likely Samsung or similar tablets) to the cloud during the pilot data collection in the field. The 3G-SIM Cards must be appropriate for the smooth transfer of the collected data. This should be tested and verified well in advance of the data collection period.

During each day of pilot data collection, the firm shall lead logistics and operational organization of the pilot data collection, overseeing the daily upload of data from each assessor’s tablet.

Data must be uploaded daily to the cloud. Firm can prepare contingency plan to ensure the daily upload of the data in the cloud.

**Acceptance Criteria**

For Nepal EGRP the acceptance of all deliverables will reside with the NEPAL EGRP. The team will ensure the completeness of each stage or deliverable of the project and that the scope of work has been met.

Any discrepancies involving completion of project tasks or disagreement between NEPAL EGRP and the sub-contractor will be referred to both organizations’ contracting offices for review and discussion.

**Schedule/Milestones for 2017 pilot data collection**

The main deliverables of the firm for the piloting work will be as follows:

Number	Deliverable description	Date
1	Written confirmation of training venue location. Confirmation (names) of assessors to participate in the training accepted.	November 29, 2017
2	2017 EGRA Pilot Training completion report along with workshop daily attendance records, accepted.	December 14, 2017
3	All pilot data (both EGRA and EMES) uploaded and all tablets returned to EGRP. Final report of pilot data collection, accepted.	December 28, 2017

**Other Requirements**

The firm shall utilize the attached form in Annex A, as specified by the above scope of work. Any deviation from this form shall be discussed in advance with NEPAL EGRP staff and must be approved.

### **Midline Training and Data Collection**

Measurement of EGRP outcomes against the PMP performance indicators will be measured during midline assessment using EGRA and EMES instruments for Grade 1, 2, and 3 in Banke, Bhaktapur, Kanchanpur, Kaski, Saptari (five cohort 1 districts), Bardiya, Dadeldhura, Dang, Dhankuta, Dolpa, Kailali, Parsa, Rupandehi, Surkhet (nine cohort 2 districts), Bara, Doti, Kapilvastu, Kavre, Maygdi and Sunsari (six control districts) districts in Nepal. The scope of work for the firm includes coordinating all electronic data collection activities and associated field logistics for the Nepal EGRP's performance evaluations (Grades 1-3). This will involve providing training of assessors and implementing data collection in the sample of schools in the 20 districts.

The firm shall administer the EGRA/EMES as per the agreed list of schools (sampled during the baseline) in 20 districts of Nepal. The assessment will assess students in Grades 1, 2, and 3. The list of sample schools is presented in **Annex B**.

The firm shall lead, contribute and coordinate all of the activities for the following:

- The 8-day EGRA/EMES Training Workshop to be held in January 2018, the training will prepare and develop 80 assessors on EGRA/EMES tools and tablet administration procedures. Approximate dates for the training is January 22 – 29, 2018. The training will be conducted in Kathmandu.
- Near the end of the training one day dry run of the assessment will take place in which all assessors will be deployed to test in schools for the day followed by debriefing and experience sharing.
- The field data collection in 20 district will follow after the training. A schedule for data collection will be developed including the travel plan and school visit plan. Supervisors will oversee and support the assessors during data collection. Approximate timeline for data collection is expected during February 1-28, 2018.
- Data must be uploaded on a daily basis, with all data uploaded no later than 1 week following the conclusion of the data collection period.

**Instruments**

**EGRA**

Grade 1-3 learners will be assessed using the EGRA tool in Banke, Bhaktapur, Kanchanpur, Kaski, Saptari, Bardiya, Dadeldhura, Dang, Dhankuta, Dolpa, Kailali, Parsa, Rupandehi, Surkhet, Bara, Doti, Kapilvastu, Kavre, Maygdi and Sunsari districts in 292 different schools.

**EMES**

The EMES comprises: a) School information data form b) Head teacher interview guidelines c) Classroom observation tool d) Teacher interview guidelines e) Parents/ care-taker interview f) School management committee discussion guidelines g) Student interview guidelines. EMES will be conducted in the same sample schools for the 20 different districts.

**Sample**

Total of 292 schools (same as the baseline) from 20 districts will be the sample schools for the mid-line data collection. For the EGRA data collection, students from grade one, two and three should be assessed. The criteria for the selection for the number of students for the mid-line EGRA and Student Information Collection is given below:

Condition	Grade One	Grade Two	Grade Three
Number of students are less than or equal to 12	All students	All students	All students
Number of Students more than 12	12 randomly selected students	12 randomly selected students	12 randomly selected students

In addition to EGRA assessment of students, a comprehensive EMES assessment will be carried out which includes interview with Teachers and school heads, teacher/classroom observations, parents and SMC member’s interview and school inventories. From entire 292 schools, EMES data should be collected. The detail of EMES data collection is given below:

SN	Tool	Number/ Frequency
1	School information	1 –form
2	Head-teacher interview	1-form
3	Teacher interview	1-interview with grade 2 Nepali teacher
4	Class-room observation	1-class room observation (grade 2 Nepali class)
5	Classroom inventory	1-form (grade 2)
6	SMC Interview	1-interview (1 member of SMC preferably SMC chair-person)
7	Parents’ interview	Interview with two parents

### Teachers Role

During the Mid-line data collections, one teacher from each grade (grade one, two and three) and the head teacher (altogether 4) of the school will play facilitating role. Teachers including head teachers from each school will help to create smooth environment to build up rapport between assessors and students. Further, they will facilitate for the smooth EMES data collection. Assessment team and teachers will mutually work to make sure the smoothness of independent EGRA and EMES study. Transportation/training allowances for the teacher should be provisioned by the firm.

### Work Requirements

The following section provides a list of activities that need to be completed, along with an illustrative timeline. The timeline provided in this section does not imply full-time engagement of the contractor, but rather provides a **rough timeframe** within which activities are expected to be completed.

#### **Activities for the 2018 Midline:**

##### **1. Assessor Training Workshop**

###### **Workshop:**

The assessor training/workshop is anticipated to be held in January 2018. The purpose of the workshop is to prepare assessors to conduct data collection, and also to prepare supervisors to provide oversight and support to teams during the data collection period.

It is anticipated that the training will be a workshop in a central location for all selected participants (dates and venue to be decided in consultation with Nepal EGRP). The training/workshop is anticipated to be for 8 days. Following the conclusion of the training there will be a pre-test day where all selected assessment teams will be deployed to local schools to simulate a live data collection. This exercise will ensure that that data collection teams have at least 1 practice day in school that will mimic a full data collection day. This will be the last opportunity to test the data collection plan the firm has prepared and make final adjustments to the tools. Approximate dates for training are January 22-29, 2018 in Kathmandu. In consultation with EGRP, the firm will determine the total number of EGRA and EMES assessors needed. An additional 10% should be trained, as only the best data collectors will be selected for the data collection. Based on the experiences of baseline data collection in 2016, it is realized that 2 working days need to be allocated for EGRA/EMES data collection in each school. The table below summarizes the tentative estimate of the assessment team and requirements.

<b><i>2- Day School Visit Proposal: Assessment Team Make and Data Collection Responsibility. 2-Day, 1 Team, 1 School</i></b>						
Schools	# of Members	Supervisor	Pupil Assessor-1	Pupil Assessor-2	Pupil Assessor-3	EMES Assessor
292	5-member team for two days	<b>Day 1:</b> Support and Supervision of Pupils and EMES Assessors	<b>Day 1:</b> Student Interview + EGRA of 6 Students	<b>Day 1:</b> Student Interview + EGRA of 6 Students	<b>Day 1:</b> Student Interview + EGRA of 6 Students	<b>Day 1:</b> a) Classroom Observation b) Classroom Inventory Teacher c) School Information data form

						d) Teacher Interview
		<b>Day 2:</b> Support and Supervision of Pupils and EMES Assessors	<b>Day 2:</b> Student Interview + EGRA of 6 Students	<b>Day 2:</b> Student Interview + EGRA of 6 Students	<b>Day 2:</b> Student Interview + EGRA of 6 Students	<b>Day 2:</b> a) Head Teacher Interview b) SMC member interview c) Parents/ Caretaker interview

**Estimated Effort calculation**

School Day: 292 (Schools) × 2 (Days) = 584

Classes: 292 (Schools) × 2 (Days) × 3 (Classes) = 1752

Supervisor person-day= 1(Supervisor) × 292 (Schools) × 2 (Days) = 584

Pupil Assessor Person-day = 3(Assessors) × 292 (Schools) × 2 (Days) = 1752

EMES Assessor Person-day = 1(Assessor) × 292 (Schools) × 2 (Days) = 584

EGRP will lead the training and the firm will provide 2 assistant trainers. The assistant trainers will be selected from the pilot group of data collectors. They will serve as the lead EGRA and EMES trainers for the training activity.

**Participants will include:** Firm staff, government officials, adequate number of assessors +10% extra and 5 NEPAL EGRP technical trainers. The firm shall be responsible for all workshop logistics, venue arrangements (such as meeting rooms at hotel conference center with audio/visual equipment), catering (daily lunch and tea breaks), and supplies (including markers, flipcharts, water, paper, and pencils (if not part of hotel meeting package), name

tags, kit bags during school visits, photocopying, etc. – see **Annex A** for full list of training and data collection supplies), as well as travel, and per diem payments. The firm shall communicate through the appropriate communication channels regarding agenda, participation, invitation, and confirmation. Transportation/training allowances for the government official should be provisioned by the firm.

### **School visit**

The Assessor Workshop will also include two half-day practice school visits, for which the firm shall arrange all logistics, again in close coordination with EGRP staff. Schools will be selected near the venue location that can accommodate the numbers of assessors being trained. During the school visit, the participants will have a chance to practice administering EGRA/EMES in an authentic setting. They will also gain an understanding of the realities the assessors will face in the field. The firm shall arrange permissions and notifications to visit the schools for the purpose of practicing and testing the instruments, as well as arrange logistics such as transportation and materials. These schools must be different to the schools selected for the data collection.

### **Use and Storage of tablet devices**

Tablets will be used for the training and for electronic data collection. Tablets will be provided by Nepal EGRP. During training and data collection, the tablets shall be the responsibility of the firm who will sign an equipment user agreement and ensure the tablets are securely stored and inventoried according to Nepal EGRP instructions. However, the firm shall purchase device such as 3G-SIM to be used to transmit the data from the tablets (likely Samsung or similar tablets) to the cloud. This should be tested and verified well in advance of the data collection period.

Between the training workshops and data collection, the firm shall lead logistics and operational organization for data collection and Nepal EGRP will oversee the re-download/update of Tangerine® of all assessment electronic data collection instruments to all tablets after post-pilot revisions have been made prior to the start of data collection.

After a week of the training workshop data collection will commence. Nepal EGRP anticipates the data collection to take place over no more than four weeks in February 1-28,

2018. Approximate dates for EGRA/EMES data collection are February 1-28, 2018. Exact dates will be determined in conversations with Nepal EGRP. The selected assessors and supervisors will form teams with each team visiting one school per day.

The firm shall have the responsibility of oversight on the ground for data collection. Firm staff shall serve as field monitors during the data collection period. Each field monitor will be assigned to oversee data collection teams, visiting at least one team each day of the week. While visiting one team of assessors, the field monitor must be reachable by phone so they can remain available to support other teams under their supervision. This is particularly important for the IT/Tangerine Master Trainers who shall be assigned to oversee assessors in more centrally located places so that communication does not become a barrier.

Data will be uploaded daily from the field and Nepal EGRP will follow up on any changes to data collection that are needed. Nepal EGRP staff will perform daily spot checks to ensure data are being uploaded regularly and appropriately. Nepal EGRP will also provide feedback and advice as necessary to ensure data is of the highest possible quality. If any paper assessments are necessary during data collection due to failed tablets, data entry specialists will need to enter these data. All data entry shall be complete within 1 week of the end of data collection on the ground.

The firm shall be available to answer any questions that arise out of the daily spot checks from Nepal EGRP statisticians and analysts and provide technical clarifications to Nepal EGRP where necessary to support the data processing and analysis phase during the data collection period and following the conclusion of data collection.

The firm shall be responsible for the logistics and operations for data collection, including clear routing plans for all teams and field monitors (contractor field monitors), travel arrangements for all assessors and oversight staff, distribution of supplies, daily upload of data and recharging of tablets, daily count of numbers of schools and students to meet data collection plan, and manage payments for per diem, remuneration and assessor travel. The firm shall also ensure appropriate, secure storage of all tablets.

The firm will be responsible for identifying, testing, and purchasing all data transmission equipment. The tablets for data collection will be provided by Nepal EGRP, but the firm will

be required to purchase all data transmission equipment such as 3G-SIM to be used by the data collection teams to ensure data is reliably uploaded daily to the cloud. The data transmission technology will need to be available during the Assessor Training Workshop. The type of technology might vary depending on the location of the team (for example, more remote teams might require different technologies than more urban teams). The firm will require to produce a plan illustrating the selected data transmission technology for all teams, the process for selecting and assigning the data transmission technology solution(s) to each team, and evidence that the solution has been tested and is ensured to work reliably before the start of the training workshops.

### **Quality Assurance**

USAID's will assign MEL project for the quality assurance of entire process including training, data collection and data transfer and data cleaning.

The entire process will be closely monitored by USAID, EGRP and MEL.

### **Period of Performance**

The period of performance for the identified firm for the pilot activity will be from November 2017 to March 2018. All work must be scheduled to be completed within this timeframe. Any modifications or extensions will be requested through Nepal EGRP and vendor contracting officers for review and discussion.

### **Place of Performance**

The identified firm for the Nepal EGRP pilot will perform all work within Nepal in Banke, Bhaktapur, Kanchanpur, Kaski, Saptari (five cohort 1 districts), Bardiya, Dadeldhura, Dang, Dhankuta, Dolpa, Kailali, Parsa, Rupandehi, Surkhet (nine cohort 2 districts), Bara, Doti, Kapilvastu, Kavre, Maygdi and Sunsari (six control districts) districts.

**Schedule/Milestones**

**Below is a list of the anticipated deliverables**

<b>Number</b>	<b>Deliverable description</b>	<b>Date</b>
1	Written confirmation of EGRA/EMES Venue location. Communication and confirmation of prior EGRA assessors' availability accepted.	January 25, 2018
2	Data collection plan submitted.	February 2, 2018
3	Trainer Workshop daily attendance records. Brief summary report accepted.	February 5, 2018
4	Completion of data collection activities accepted. Brief summary report submitted that includes supervisor logs.	March 10, 2018
5	2017/18 Data collection signed return inventory of all tablets and peripheral equipment accepted. Summary of data collection field work accepted.	March 15, 2018

**Timeline**

**The following is an illustrative timeline of when the activities are anticipated to take place during the Pilot Study and 2018 Mid-line Survey.**

**Pilot Data Collection and Mid-Line Survey Planning (Tentative)**

**Pilot Study**

SN	Date	Event
1	November 16, 2017	Bid Award/ PO
2	Up to November 29, 2017	Assessors Hire  Internal Planning  Planning may include: Training, Logistics, Venue, and Coordinating with government bodies and schools for piloting etc.  Tablet Requests from contractors
3	December 2, 2017	Tablet Handover to the contractor
4	December 3 – 10, 2017	Assessor Training  Finalization of schools list Coordination with Schools/ Govt. Agencies
5	December 11-16, 2017	Preparatory works and Travel Days
6	December, 17-22 2017	Pilot Study  Monitoring
7	December 23-27, 2017	Data Entry (if paper based data collected happened as a contingency plan )

8	December 23 2017- January 17, 2018	Data Cleaning, analysis and testing and Report Preparation
9	January 17 – 21, 2018	Tool Revisiting and make necessary changes (if pilot data collection indicates to do so)

### Midline Assessment

SN	Date	Events
12	January 22 -29, 2018	Installation of EGRA and EMES Tools (Revised) in Tangerine Software in 120 Tablets
13	January 8-30, 2018	Planning, Communication at different levels (central, regional, district, school) for midline
14	January 30, 2018	Tablet Handover to the contractor
15	January 15- 20, 2018	Assessors Hire for Mid-line
16	January 22- 29, 2018	Assessor Training (a five day training)  Preparation of Action Plan for the assessment (mapping, team responsibility, coverage, visit plan)
17	February 1-28, 2018	Mid-line Assessment (EGRA/ EMES)  Monitoring
18	February 27 - March 7, 2018	Data Entry (Contingency)  Tablet Handover

## Payment Schedule

### For Pilot Data Collection

#	Deliverables	Payment terms
1	Written confirmation of EGRA/EMES Venue location. Communication and confirmation of prior EGRA assessors availability accepted	10% of the total project
2	Data collection plan submitted.	
3	2017 Trainer Workshop daily attendance records. Brief summary report accepted.	
4	Completion of data collection activities accepted. Brief summary report submitted that includes supervisor logs.	10% of the project
5	2017 pilot data collection signed return inventory of all tablets and peripheral equipment accepted. Summary of data collection field work accepted.	

### For Mid-line data collection

#	Deliverables	Payment terms
1	Written confirmation of EGRA/EMES Venue location. Communication and confirmation of prior EGRA/EMES assessors availability accepted	20% of the project
2	Data collection plan submitted.	
3	2018 Trainer Workshop daily attendance records. Brief summary report accepted.	
4	Completion of data collection activities accepted. Brief summary report submitted that includes supervisor logs.	40% of the project
5	2018 Data collection signed return inventory of all tablets and peripheral equipment accepted. Summary of data collection field work accepted.	20% of the project

### **Acceptance Criteria**

Acceptance of all deliverables will reside with EGRP. EGRP will ensure the completeness of each stage or deliverable of the project and that the scope of work has been met. Once a milestone is completed and the firm provides their report/deliverable for review and approval, the Project Manager (in consultation with the Principal Investigator and Project Coordinator) will either sign off on the approval for the work to continue to the next phase, or reply to the firm in writing advising what tasks must still be accomplished.

Once all project tasks have been completed, the project will enter the closure stage.

Any discrepancies involving completion of project tasks or disagreement between RTI and the chosen vendor will be referred to both organizations' contracting offices for review and discussion.

### **Other Requirements**

The firm shall utilize the attached form in Annex A as specified by the above scope of work. Any deviation from this form shall be discussed in advance with Nepal EGRP staff and must be approved.

**Annex A. TRAINING, PILOT, AND DATA COLLECTION SUPPLIES**

**These supplies are required to be procured by the contractor and ready for each training and data collection event.**

Item	Units	Notes
Name tags	1 per each participant	For each training event
Kit bags	1 per trained data collection team	Large enough to fit all of one team’s materials during data collection
Bags	1 per trained assessor, and supervisor going into the field	Large enough for one person’s materials
Clipboard	1 per trained assessor, and supervisor going into the field	
Clear bag for data collection paperwork and back-up EGRA protocol	1 per trained assessor, and supervisor going into the field	For pilot and main data collection
Notepad	1 per trained assessor, and supervisor going into the field	
Pens	1 per trained assessor, and supervisor going into the field	
Pencils	1 per trained assessor, and supervisor going into the field	

Erasers	1 per trained assessor, and supervisor going into the field	
Pencil sharpener	1 per trained assessor, and supervisor going into the field	
Folder for workshop materials	1 per trained assessor, and supervisor going into the field	
3G-SIM cards for modems for data transfer	1 per assessor	
Markers	4 per training venue	
Stapler and box of staples	1 per training venue	
Power strip/multi-plug	1-2 per training venue	
Masking tape	2 per training venue	
Printed Materials	As needed	

## Annex: B

### List of Sample Schools for Mid-line Data Collection

SN	district	municipality	School	school_code
1	Kapilvastu	Chanai	Ni Ma Vi Dakahiya	60110006
2	Doti	Chhatiwan	Kaphlkatteswor Mav	60120019
3	Sunsari	Singiya	Rajeshwori Pra V	60160006
4	Kapilvastu	Barakulpur	Kisan Pra V	60260016
5	Sunsari	Dharan N.P.	Sahid Smriti Ma V	60330004
6	Kapilvastu	Jayanagar	Pra V Badahara	60360008
7	Sunsari	Panchakanya	Singha Devi Pra V	60390001
8	Bara	Dumarwana	Jana Kalyan Pra V	60390002
9	Sunsari	Panchakanya	Sikshya Jyoti Pra V	60390008
10	Kavre	Nayagaun Deupur	Mahakali Uchha Ma V	60450013
11	Kavre	Khanalthok	Janhit U Ma Vi	60510014
12	Dhankuta	Belhara	Marg Devi Pra V	70050004
13	Dhankuta	Bhirgaun	Gyanoparjan Ni Ma V	70060007
14	Dhankuta	Chhintang	Aniwarya Nisulka Ni Ma V	70110009
15	Dhankuta	Pakhribas	Pancha Kanya Pra V	70300002
16	Saptari	Aurahi	Pra V Bathanaha	150020002
17	Saptari	Bodebarsaien	Pra V Jajar	150240001
18	Saptari	Boriya	Narendra Memorial Janata Sec	150250001
19	Saptari	Dhanagadi	Saraswati Pra V	150320001
20	Saptari	Didhawa	Gayatri Ja Ra Pra Vi Dighwa	150350002

21	Saptari	Fatepur	Ra Ni Ma V Sakhubani	150390003
22	Saptari	Goithi	Bhagwati Radha Ni Ma V Goithi	150430001
23	Saptari	Hariharpur	Ja Ni Ma V Hariharpur	150460009
24	Saptari	Inarwa	Pra V Bhagwanpur	150480011
25	Saptari	Jagatpur	Pra V Jagatpur	150510001
26	Saptari	Jamunimadhepura	Sarada Pra V	150520002
27	Saptari	Joginiya-5	Madrassa Riyajul Jannah	150560004
28	Saptari	Kabilash	Pra V Kabilas	150570001
29	Saptari	Khadgapur	Amaraiya Public Sch Five	150630002
30	Saptari	Khojpur	Pra V Meghawari	150640004
31	Saptari	Khoksarparbaha	Ni Ma V Kanakpatti	150650001
32	Saptari	Ko.madhepura	Pra V Ko Madhepura	150660001
33	Saptari	Kushaha	Ma Ja U Ma V Kusha	150690001
34	Saptari	Lohajara	Pra V Budhewa	150720002
35	Saptari	Manraja	Mahendra Chunn U Ma V Manraj	150820001
36	Saptari	Patthargada	S L P U Ma V Pathargada	150920004
37	Saptari	Patthargada	Pra V Sakhuwagoth	150920005
38	Saptari	Portaha	Kankalani Ma V	150950007
39	Saptari	Prasabani	Shyam Pra V	150960001
40	Saptari	Rajbiraj N.P.	Pra V Raj Devitole	150970008
41	Saptari	Rajbiraj N.P.	Raj Devi Ma V	150970018
42	Saptari	Trikola	Pra V Navanagar	151150003
43	Kavre	Kalati Bhumidanda	Indra Devi Ni Ma V	240120003

44	Sunsari	Itahari N.P.	Janata U Ma V	240130002
45	Bara	Nijh gadh	Gauri Shankar Uchha Ma V	240160001
46	Bara	Nijh gadh	Sarbajanik Ma V	240170003
47	Sunsari	Barahachhetra	Adarsha Uchha Ma V	240180002
48	Kavre	Chyamran Besi	Chan Devi Pra V	240180007
49	Kavre	Methinkot	Janak U Ma Vi	240230016
50	Kavre	Falate Bhumlu	Sarada U Ma Vi	240240002
51	Kapilvastu	Mahendrakot	Janajyoti Ni Ma Vi Birpur	240280003
52	Kapilvastu	Mahendrakot	Ganga Jyoti Ma V	240280005
53	Kavre	Patleket	Hanuman Uchha Ma V	240360005
54	Kavre	Patleket	Kali Devi Ma V	240370005
55	Myagdi	Ratnechaur	Upallochaur Pra Vi	240390007
56	Kavre	Ugratara Janagal	Jana Jyoti Ma Vi	240410003
57	Kapilvastu	Bhalawad	Gautam Buddha Pra V	240420001
58	Kavre	Kushadevi	Kusha Devi U Ma Vi	240430003
59	Kavre	Kushadevi	Surya Jyoti Ni Ma V	240430005
60	Kavre	Gairi Bisauna Deupur	Bramhayani Ma V	240440005
61	Kavre	Ravi Opi	Seti Devi U Ma Vi	240460001
62	Myagdi	Chimhola	Amar Ma V	240500002
63	Kavre	Tukucha Nala	Mahankal Pra V	240520009
64	Kavre	Saping	Kali Devi Pra V	240520012
65	Kavre	Saping	Seti Devi Ni Ma V	240520013
66	Myagdi	Patleket	Bidhyodaya Ni Ma V	240530003

67	Myagdi	Dagnam	Janata Ma V	240530005
68	Kavre	Kavre Ni-chandeshwori	Binayak Bal Ni Ma V	240540005
69	Myagdi	Devasthan	Partinarma Pra V	240560005
70	Myagdi	Kuhun	Balodaya Ni Ma V	240600001
71	Myagdi	Rakhu Bhagawati	Siddhartha Gyan Mandir Pra V	240600005
72	Myagdi	Rakhu Bhagawati	Deurali Pra V	240600008
73	Myagdi	Kuhun	Manakamana Pra V	240610003
74	Myagdi	Kuhun	Siddha Santi Mavi	240610007
75	Myagdi	Kuhun	Jana Awaj Pra V	240610010
76	Myagdi	Ghatan	Bhawani Pra V	240640004
77	Kavre	Pokhari Chauri	Jagruti U Ma Vi	240660010
78	Myagdi	Lulang	Lamsung Ma Vi	240660011
79	Myagdi	Dana	Gyan Prakash Uchha Ma V	240680002
80	Myagdi	Dana	Suba Pra V	240680005
81	Myagdi	Ruma	Gorakshya Ni Ma Vi	240690002
82	Myagdi	Ruma	Jana Jagriti Pra V	240690006
83	Myagdi	Ruma	Gyan Bikas Pra Vi	240690007
84	Myagdi	Ruma	Rastriya Ma V	240700002
85	Myagdi	Pulachaur	Bal Jagrit Pra V	240730002
86	Myagdi	Pulachaur	Dimba Pra V	240730006
87	Myagdi	Pulachaur	Jana Kalyan Ma V	240750001
88	Myagdi	Pulachaur	Warnath Pra V	240770005
89	Myagdi	Ghara	Mukti Marg Uchha Ma V	240780001

90	Myagdi	Baranja	Araniko Pra V	240810007
91	Myagdi	Baranja	Pakher Pra Vi	240820005
92	Myagdi	Arman	Sarada Pra V	240840004
93	Myagdi	Arman	Srijana Pra V	240840005
94	Myagdi	Arman	Sishu Kalyan Ma V	240840007
95	Myagdi	Bima	Shiva Pra V	240850003
96	Myagdi	Bima	Malika Pra V	240850004
97	Myagdi	Muna	Dhaulagiri Ni Ma Vi	240860005
98	Bhaktapur	Balkot	Bal Binayak Pra V	260020002
99	Bhaktapur	Bhaktapur N.P.	Bageshwori Uchha Ma V	260030069
100	Bhaktapur	Madhyapur Thimi N.P.	Bal Premi Ma V	260120042
101	Bara	Babuain	Shree Janjati Ni Ma Vi Babuain	330040003
102	Bara	Bishunpurwa	Nathuni Pra V	330050001
103	Bara	Piparabirta	Shree Ne Ra Pre Vi Kachanpur	330150003
104	Bara	Prasurampur	Pra V Awarahiyagoth	330210007
105	Bara	Sisahaniya	Boudimai Pra Vi	330240003
106	Doti	Tikhatar	Janta Prv	330460006
107	Doti	Tikhatar	Kuthakot Prv	330480005
108	Doti	Tikhatar	Rameswor Ne Ma V	330490003
109	Bara	Itiyahi	Ma V Itiyahi	330520014
110	Doti	Daud	Adhbeswori Prv	330530001
111	Bara	Dahiyar	Pra V Dahiyar	330530004
112	Sunsari	Ghuskee	Ni Ma V Ghuskeehat	330610006

113	Bara	Laxmipur Kotwali	Pra V Kotwali	330630002
114	Doti	Latamandau	Masta Pra V	330760004
115	Bara	Hardiya	Pra V Bakhataura	330770002
116	Bara	Hardiya	Shree Trevdev Ne Ra Pra Vi Charmohana	330780001
117	Kapilvastu	Ajigara	Buddha Jyoti Pra V	330890003
118	Bara	Narahi	Pra V Anuina	330900003
119	Bara	Kabahigoth	Pra V Santagunj	330920002
120	Sunsari	Sripurjabdi	Motiram Pra V	330990002
121	Parsa	Belwa	Sharda Pra V	340110001
122	Parsa	Birwaguthi	Pra V Haradaspur	340210005
123	Parsa	Gadhi	Pra V Belwa	340270003
124	Parsa	Govindapur	Pra V Gobindpur	340300001
125	Parsa	Jagaranathpur	Ni Ma V Shuhapur Sohari	340350001
126	Parsa	Jeetpur	Bito Mahato Janata Ma V	340380001
127	Parsa	Lahawarthakari	Pra V Shyampur	340410005
128	Parsa	Langadi	Kali Prasad Lakhe Ma V	340440002
129	Parsa	Mirjapur	Pra V Bhaluwahiya	340530003
130	Parsa	Nirmal Basti	Pra V Shikaribas	340570007
131	Parsa	Panckrukhl	Sunil Kumar Harlalka Pra V	340580005
132	Parsa	Pokhariya	Jilla Uchangel Uchha Ma V	340620003
133	Kaski	Bhadaure Tamagi	Bahadur Uchha Ma V	400040007
134	Kaski	Chapakot	Pancha Koshi Ni Ma V	400060001
135	Kaski	Dhikurpokhari	Durga Bhawani Adarsha Ni Ma V	400100007

136	Kaski	Lekhnath N.P.	Gogan Uchha Ma V	400220030
137	Kaski	Lekhnath N.P.	Himalya Ni Ma V	400220058
138	Kaski	Machhapuchchhre	Himalaya Danfe Pra V	400250002
139	Kaski	Miajuredada	Narayan Ni Ma V	400280010
140	Kaski	Pokhara N.P	Jana Priya Uchha Ma V	400320018
141	Kaski	Pokhara N.P	Masina Pra V	400320098
142	Kaski	Pokhara N.P	Rastriya Uchha Ma V	400320101
143	Kaski	Pokhara N.P	Vindhyabasini Uchha Ma V	400320143
144	Kaski	Pumdibhumdi	Okhle Danda Bhumdikot Ma V	400330013
145	Kaski	Puranchaur	Dhara Pra V	400340006
146	Kaski	Siddha	Janata Ma V	400410004
147	Kaski	Thumakodada	Dhruba Uchha Ma V	400430002
148	Kaski	Thumakodada	Sitaram Uchha Ma V	400430003
149	Kapilvastu	Thunhiya	Rangilal Ma Vi Sadawa Thuniya	430030003
150	Bara	Karaiya	Pra V Bajani	430030004
151	Kapilvastu	Birpur	Pra V Motinagar	430060006
152	Doti	Dipayal Silgadhi N.P	Kalika Sarbajanik Pra V	430090003
153	Doti	Dipayal Silgadhi N.P	Punyodaya Pra V	430110006
154	Sunsari	Aekamba	Parwati Ni Ma V	430190008
155	Kavre	Khahare Pangu	Dumbar Pra V	430240005
156	Kavre	Sikhar Ambote	Gramotthan Pra V	430330001
157	Kavre	Nagre Gagarche	Khanda Devi U Ma Vi	430400002
158	Sunsari	Sonapur	Pashupati Pra V	430410004

159	Rupandehi	Asurena	Asuraina Pra V	490040002
160	Rupandehi	Butawal N.P.	Kanti Uchha Ma V	490140017
161	Rupandehi	Tilottama Np	Prabhat Ni Ma Vi	490330005
162	Rupandehi	Karauta	Ramnagar Jhagarahwa Pra Vi	490340007
163	Rupandehi	Kerbani	Kotahi Ni Ni Ma V	490350005
164	Rupandehi	Lumbini	Maya Devi Pra V	490380003
165	Rupandehi	Sadi	Dhaulagiri Ni Ma Vi	490580002
166	Rupandehi	Siddharth Nagar N.P.	Paklihawa Ma V	490630019
167	Kapilvastu	Lalpur	Pra V Sitalapur	500040001
168	Doti	Lana Kedaeswor	Shibaje Ni Ma Vi	500100001
169	Bara	Kakadi	Pra V Kakadi	500260004
170	Sunsari	Aurabarni	Janata Pra V	500360002
171	Bara	Kalaiya N.P.	Namuna Ni Ma V	500400006
172	Bara	Kalaiya N.P.	Nepal Bal Mandir Pra V	500400014
173	Bara	Kalaiya N.P.	Shree Ne Ra Pra Vi Rampur	500400031
174	Sunsari	Amahibelaha	Mahendra Pra V	500490005
175	Sunsari	Paschim Kasuha	Jagdish Pra V	500520001
176	Kapilvastu	Hariharpur	Saraswati Pra V	500730002
177	Kapilvastu	Hariharpur	Pra V Khairahaniya	500730006
178	Dang	Dharna	Janata Pra Vidangigaun	560060002
179	Dang	Gadhawa	Bal Buddhi Pra Vi Khabarikhutti	560090010
180	Dang	Loharpani	Bal Bikash Pra Vi Timile	560210004
181	Dang	Purandhara	Srijanshil Pra Vi Kuireni	560270017

182	Dang	Rajpur	Ni Ma Vi Dulaiya	560280013
183	Dang	Saigha	Sunali Pra Vi Damti	560300005
184	Dang	Ghorahi N.P	Shubha Prabhat Secondary School Ghorahi	560390020
185	Dang	Ghorahi N.P	Uchha Ma V Rajhena	560390028
186	Dang	Tulsipur N.P.	Pra V Ranagaun	560400010
187	Banke	Basudevpur	Ni Ma V Kanthipur	570050001
188	Banke	Belbhar	Bhrikuti Pra V	570060003
189	Banke	Betahani	Pashupati Ss Naurigaudi	570080004
190	Banke	Bhawaniapur	Ma V Bhawaniapur	570090002
191	Banke	Ganapur	Pra V Kapasi	570120001
192	Banke	Kamdi	Madrassa Darul Islah	570190007
193	Banke	Kanchanpuri	Jaya Durga Pra V	570200008
194	Banke	Kohalpur	Bal Pra V	570250011
195	Banke	Manikpur	Bhawani Pra V	570270002
196	Banke	Matehiya	Namuna Pra V	570280006
197	Banke	Nepalgunj N.P.	Bal Mandir Pra V	570320005
198	Banke	Nepalgunj N.P.	Dhambhojhi Uchha Ma V	570320014
199	Banke	Saigaun	Pra V Badaiya	570410003
200	Banke	Udarapur	Pra V Rajanawa	570460002
201	Bardiya	Badalpur	Nepal Rastriya Ni Ma V	580010001
202	Bardiya	Baganaha	Kisan Secondary School Bankatti	580020006
203	Bardiya	Belawa	Jana Jagriti Pra V	580040005
204	Bardiya	Belawa	Jeevan Jyoti Ma V	580040006

205	Bardiya	Belawa	Laxmi Ma V	580040008
206	Bardiya	Belawa	Namuna Pra V	580040012
207	Bardiya	Belawa	Madrassa Gaushia Talimul Kuran	580040013
208	Bardiya	Dhadhawar	Sahid Pra V	580080003
209	Bardiya	Dhadhawar	Yubak Ni Ma V	580080004
210	Bardiya	Gola	Nepal Rastriya Ni Ma V	580100001
211	Bardiya	Gulariya N.P.	Ma Ka De Ma V	580110006
212	Bardiya	Gulariya N.P.	Bhanu Bhakta Pra V	580110007
213	Bardiya	Gulariya N.P.	Krishna Sar Pra V	580110017
214	Bardiya	Gulariya N.P.	N R Shambhusharan Ma Vi	580110021
215	Bardiya	Gulariya N.P.	Kotahi Ma V	580110025
216	Bardiya	Kalika	Jaya Kalika Ni Ma V	580130010
217	Bardiya	Khairi Chandanpur	Geruwa Pra V	580140004
218	Bardiya	Mahamadpur	Himalaya Pra V	580160010
219	Bardiya	Naya Gaun	Navajyoti Pra V	580210004
220	Surkhet	Bidyapur	Jeebanjoyti Pra V Jajura	590050009
221	Surkhet	Chhinchu	Bhawani Ni Ma V	590090009
222	Surkhet	Dahachaur	Sumar Nepal Rastia Pra V Pipaldanda	590100002
223	Surkhet	Ghumkhahare	Surya Joyti Nimavi Aapgaira	590180003
224	Surkhet	Jarbuta	Nepal Rastriya Higher Secondary School Gagretal	590220006
225	Surkhet	Latikoili	Nera Ni Ma Vi Bamekhola	590290001
226	Surkhet	Rakam	Nera Pra V Rithabot Rakam	590400002

227	Surkhet	Sahare	Saraswati Pra V	590430006
228	Surkhet	Salkot	Gyanodaya Pra V	590440011
229	Dolpa	Tripurakot	Mahakal Pra V	620230001
230	Dolpa	Tripurakot	Him Jyoti Pra V	620230005
231	Doti	Pokhari	Nabjoti Prv	700060004
232	Kapilvastu	Gotihawa	Kotigram Ni Ma Vi	700100002
233	Bara	Chhata Pipra	Pra V Gamhargawa	700130017
234	Doti	Nirauli	Krishna Ni Ma V	700170005
235	Bara	Amritgang	Shree Bautimai Pra Vi Mahuwahi	700240005
236	Sunsari	Rajganj Sinuwari	Janata Pra V	700310008
237	Kapilvastu	Fulika	Ne Ra Pra Vi Badki Khairati	700330004
238	Kapilvastu	Fulika	Janata Ni Ma V	700330006
239	Doti	Pachanali	Mahadev Prv	700340009
240	Kapilvastu	Bhalubari	Pra V Butahaniya	700400005
241	Kapilvastu	Manpur	Phulkali Pra V Derawa	700450006
242	Sunsari	Narshinhatappu	Dalit Pra V	700460001
243	Sunsari	Chhitaha	Koshika Loktantra Pra V	700480003
244	Kailali	Basauti	Janata Ni Ma V Utter Kataine	710020002
245	Kailali	Baladevipur	Dakshinkali Pra Vi Bela	710030012
246	Kailali	Bouniya	Ram Janaki Pra V	710050010
247	Kailali	Dododhara	Narayan Ni Ma V Beluwa	710110007
248	Kailali	Geta	Bhagawati Rastrya Pra V	710140004
249	Kailali	Geta	Nawa Jyoti Ni Ma V	710140014
250	Kailali	Godawari	Shiva Pra V	710150017

251	Kailali	Joshiapur	Khairani Prive	710180018
252	Kailali	Joshiapur	Chota Lal Prive	710180019
253	Kailali	Munuwa	Moti Ma V	710260004
254	Kailali	Pandaun	Malika Ni Ma V Pandaun	710300003
255	Kailali	Patharaiya	Kalika Ni Ma V Purbkhairiphata	710310009
256	Kailali	Pratappur	Saraswati Uchha Ma V	710340003
257	Kailali	Sadepani	Badatodo Ni Ma V	710370004
258	Kailali	Sugarkhal	Rastriya Uchha Ma V Ruinikot	710400017
259	Kailali	Tikapur N.P.	Pragatisil Bidya Mandir Pra V	710420034
260	Kailali	Udasipur	Janata Pra V	710430003
261	Kailali	Urma	Janjoti Pra V	710440012
262	Kanchanpur	Baise Bichawa	Pasupati Pra V	720010009
263	Kanchanpur	Beldandi	Raulesher Uchha Ma Vi	720020001
264	Kanchanpur	Beldandi	Kanchan Pra V	720020009
265	Kanchanpur	Chandani	Pashupati Ni Ma Vi	720030005
266	Kanchanpur	Chandani	Malika Pra V	720030011
267	Kanchanpur	Daijee	Ganesh Ni Ma Vi	720040012
268	Kanchanpur	Dekhabhuli	Baijnathbaljoti Ni Ma Vi	720050008
269	Kanchanpur	Kalika	Araniko Ni Ma Vi	720080004
270	Kanchanpur	Krishnapur	Rastriya Uchha Ma V	720090002
271	Kanchanpur	Krishnapur	Kalika Ma V	720090010
272	Kanchanpur	Krishnapur	Bandevi Ni Ma Vi	720090013
273	Kanchanpur	Krishnapur	Chandra Surya Pra V	720090029
274	Kanchanpur	Mahendranagar	Baijnath Uchha Ma Vi	720110001

		N.P.		
275	Kanchanpur	Mahendranagar N.P.	Siddhanath Ni Ma Vi	720110019
276	Kanchanpur	Mahendranagar N.P.	Siddhanath Uchha Ma Vi	720110047
277	Kanchanpur	Mahendranagar N.P.	Purna Uchha Ma Vi	720110049
278	Kanchanpur	Mahendranagar N.P.	Jhilmila Pra V	720110055
279	Kanchanpur	Mahendranagar N.P.	Yuwabarsa Ma V	720110061
280	Kanchanpur	Mahendranagar N.P.	Maheshwor Ma V	720110062
281	Kanchanpur	Mahendranagar N.P.	Mahakali Ni Ma Vi	720110067
282	Kanchanpur	Mahendranagar N.P.	Sarswati Niketan Pra V	720110119
283	Kanchanpur	Parasan	Krishna Pra V	720120009
284	Kanchanpur	Pipaladi	Krishna Ni Ma V	720130009
285	Kanchanpur	Rampur Bilaspur	Janajoti Uchha Ma Vi	720150001
286	Kanchanpur	Rampur Bilaspur	Tribhuwan Uchha Ma Vi	720150002
287	Kanchanpur	Suda	Ghatal Uchha Ma Vi	720190001
288	Dadeldhura	Alital	Ganesh Ni Ma V	730020012
289	Dadeldhura	Belapur	Tripura Sundari Pra V	730060009
290	Dadeldhura	Bhageswor	Uma Mukteshwor Ni Ma V	730080007
291	Dadeldhura	Sirsha	Kailpal Pra V	730210008
292	Dadeldhura	Sirsha	Kalika Pra V	730210017

## Attachment “B”

### Instructions to Bidders

1. **Procurement Narrative Description:** The Buyer (RTI) intends to purchase services identified in Attachment A. The Buyer intends to purchase the services (based on deliverables identified in a Statement of Work). The term of the agreement shall be from Award Date to the Delivery date of the bidder unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” bidder based on conformance to the listed specifications, the ability to service this contract, and price. If an agreement is established as a result of this RFP, bidder understands that services indicated in the scope of work (Attachment A) are an estimate only and RTI does not guarantee the purchase of any service listed.
2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**, located at

<b>RTI- USAID Early Grade Reading Program House no. 46/64, Uttar Dhoka, Lazimpat, Kathmandu, Nepal</b>
--

who has a purchase requirement in support of a project funded by

<b>USAID</b>
--------------

RTI shall award the services (if exercised by RTI) to bidder by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements.** All bidders will submit a proposal which contains offers for all items and options included in this RFP. All information presented in the bidder’s proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFP may result in bidder’s offer being deemed non-responsive. Bidders are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFP by the time and date specified in the RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFP after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the RTI Procurement Officer. The bidder’s proposal shall include the following:
  - (a) The solicitation number: Nepal EGRP-RFP-FY17-P021
  - (b) The date and time submitted:
  - (c) The name, address, and telephone number of the bidder and authorized signature of same:
  - (d) Validity period of Quote: 120 days.

- (e) A technical description (understanding of assignment, proposed methodologies, implementation plans with timeline, research instructions etc.) being offered are sufficient detail to evaluate compliance with the requirements in the solicitation.
- (f) Lead Time Availability of the Service.
- (g) Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested.
- (h) Payment address or instructions (if different from mailing address)
- (i) Acknowledgment of solicitation amendments (if any)
- (j) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)

4. **Questions Concerning the Procurement.** All questions in regards to this RFP to be directed to

The Selection Committee  
RTI-USAID EGRP

at this email address:

[procurement@np-egrp.rti.org](mailto:procurement@np-egrp.rti.org)

The cut-off date for questions is (*insert date*).

Monday October 09, 2017, 11:00 AM Nepal Standard Time

- 5. **Notifications and Deliveries:** Time is of the essence for this procurement. Bidder shall deliver the services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFP. The Bidder shall immediately contact the Buyer's Procurement Officer if the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Bidder.
- 6. **Documentation:** The following documents will be required for payment for each item:
  - (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
  - (b) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)
- 8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in [www.rti.org/poterm](http://www.rti.org/poterm)s, <http://www.rti.org/POterms>, [http://www.rti.org/files/PO FAR Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf), or

[http://www.rti.org/files/PO\\_FAR\\_Clauses\\_Commercial\\_Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf). Payment can be made via wire transfer or other acceptable form. Bidders may propose alternative payment terms and they will be considered in the evaluation process.

9. **Inspection Process:** Each delivery shall be inspected prior to final acceptance. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
10. **Evaluation and Award Process:** The RTI will award an agreement contract resulting from this solicitation to the responsible bidder whose offer conforms to the RFP will be most advantageous to RTI based on the technical and financial proposal. The award will be made to the bidder representing the **best value** to the project and to RTI. For the purpose of this RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating, and selecting the “best value” awardee. RTI intends to evaluate offers and award an Agreement without discussions with bidder. Therefore, the bidder’s initial offer should contain the best terms from a price and technical standpoint. However, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

### **SUBMISSION REQUIREMENTS**

Interested organizations should provide all the required information indicated below, in English, typed in a Microsoft Word compatible program, single-spaced with a 12-point Times New Roman font and one inch margins.

*Note: The team of assessors hired by consulting firm should be familiar with the context of the survey districts/area and able to communicate in their local language. This should be clearly indicated in the technical proposal.*

#### **1. Eligibility Requirements:**

- Firm/ company registration certificate
- A copy of PAN/VAT registration certificate
- Tax clearance of the year B.S. 2072/73
- Audited financial accounts – last 3 years, include Profit & Loss and Balance Sheet.
- At least one evidence of experience of similar nature projects, including preparing and managing large scale surveys in education sector Nepal.
- Evidence of experience of conducting at least one school based survey in Nepal in last five years.
- Evidence of minimum turnover of NRs. 10,000,000 (Rupees Ten Million) in last three years

Only bidders that meet the eligibility requirement as mentioned above will be eligible for further evaluation.

## 2. Technical Proposal:

1. **Summary of relevant work experience** including relevant technical experience, relevant experience working in Nepal, especially experience of school based survey.
2. **Company profile:** a brief description of your company, including its date and location of incorporation, number of years of work experience relevant to this RFP.
3. **Technical Approach:** please describe how your organization plans to mobilize human resources and manage logistics to hire assessors, train the assessors, make field visits, collect the data and use technologies for the instant upload of data in the cloud. Also include the implementation plan and contingency plan.
4. **Key Personnel:** please specify which personnel are key to the project implementation and a short biographical statement on each. Please attach CVs of two (2) key personnel.

## 3. Financial Proposal:

Please submit a pricing schedule along with your proposal that includes the necessary information as described in the deliverables. Please use the attached budget template Annex-C.

**The evaluation factors comprise of the following criteria:**

**(a) PRICE - Maximum Weight – 30 Points**

Lowest evaluated ceiling price.

**(b) PAST PERFORMANCE - Maximum Weight – 20 Points**

Proposals will be evaluated on their response to the information requested including how closely past experiences matches the proposed work to be performed as defined in the scope of work.

**(c) TECHNICAL CONTENTS – Maximum Weight – 25 Points**

Proposals will be evaluated on how well the organization demonstrates technical strength and its ability/availability to conduct the activities and to communicate results.

**(d) Qualification and Experience of Proposed Personnel – Maximum Weight- 25 Points**

Proposals will be evaluated on suitability and level of expertise of the personnel selected to conduct the activities.

**Total weightage – 100 Points**

11. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful bidder within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.
12. **Validity of Offer.** This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Bidder in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 120 days after submission.
13. **Representations and Certifications.** Winning bidder under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over \$10,000.
14. **Anti- Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to [ethics@rti.org](mailto:ethics@rti.org). You may report a suspected violation anonymously.

**Acceptance:**

Bidder agrees by submitting RFP, that bidder's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.