

Request for Proposal (RFP) - Nepal EGRP-RFP-FY19-P006

Amendment #1

Commodity/Service Required:	Endline Assessment of Early Grade Reading Program (EGRP)
Type of Procurement:	One Time Purchase Order
Type of Contract:	Firm Fixed Price
Term of Contract:	December 01, 2019- April 15, 2020
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
Original Date of Issue of RFP:	Tuesday, July 23, 2019
Date Questions from Supplier Due:	Wednesday, July 31, 2019 11:00 a.m. Nepal Standard Time email procurement@np-egrp.rti.org <u>Note</u> :- Q&A will be posted on RTI website
Pre-submission conference on RFP	Thursday, August 01, 2019, 10:00 to 11:00 AM at EGRP meeting hall, Lazimpat.
Date Proposal Due:	Thursday, August 22, 2019, 11:00 a.m. Nepal Standard Time
Approximate Purchase Order effective date to Successful Bidder(s):	December 01, 2019

Method of Submittal:

Hard Copy of proposal along with the soft copy in a CD or pen drive.

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:

The Selection Committee
RTI-USAID Early Grade Reading Program
House no. 46/64, Uttar Dhoka, Lazimpat,
Kathmandu, Nepal.

Bidder's quote must be printed on the **organization's** letterhead, signed, stamped, dated and must include all items and/or services. In addition, each and every pages of the proposal documents needs to be signed and stamped by the authorized person in order to be considered for evaluation.

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 with “Nepal EGRP-RFP-FY19-P006, **Amendment #1**” Proposal for **Endline Assessment of Early Grade Reading Program (EGRP)**.

List of inner envelopes

- Envelop 1:- Eligibility Requirements (legal documents, audit reports, tax clearance and experiences, as specified in attachment “B”)
- Envelop 2:- Technical proposal (as specified criteria in attachment “A”)
- Envelop 3:- Cost proposal (detail budget and budget narratives, as specified criteria in attachment “B”)

The **organization** that meets the minimum eligibility criteria will only be considered for further evaluation. The financial proposal of only those **organizations** that score a minimum of 42 points out of 70 (60%) in technical proposal evaluation will be opened.

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-FY19-P006, Amendment #1
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Attachments to RFP:

1. Attachment “A” – Scope of Work (SoW)
2. Attachment “B” – Instructions to Bidders/Sellers
3. Attachment “C” – Steps to obtain DUNS number (exceeding \$25,000)
4. 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 or for commercial items: http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf (hereinafter the “Terms”). Supplier’s delivery of products, 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/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

Attachment A:

Commodity Specifications or Statement of Work Statement of Work (SOW)

This RFP Amendment#1 is being issued because changes need to be made to the original RFP document. The changes are highlighted with italic font. The changes can be summarized as below:

- The term “firm/company” has been replaced by “organization” and “sub-contractor” has been replaced by “winning bidder or bidder”*
- The dates of “Table 9: List of Deliverables and payment schedule” have been corrected on page #16.*
- The missing payment installment for “Payment Schedule” has been updated on page # 16.*

EGRP ENDLINE ASSESSMENT

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

Context

The USAID-funded Early Grade Reading Program (EGRP), a five year program (2015- 2020) provides technical assistance (TA) to the Government of Nepal to implement the National Early Grade Reading Program (NEGRP). NEGRP is a program of the Government of Nepal (GoN) which has been implemented from the fiscal year (FY) 2014/15. The program focuses primarily on improving the reading skills of the students in early grades, especially in Grade 1-3 of primary level (Ministry of Education¹, MoE², 2015).

EGRP provides technical support to the GoN to achieve the goals of the GoN's National Early Grade Reading Program (NEGRP³, 2015). While supporting the GoN's program, EGRP has two major goals: a) Reading skills improved and b) GoN services strengthened. To achieve these goals, EGRP has been collaborating to implement activities aligned with the three intermediate results (IRs):

1. Improved EGR instruction
2. Improved national and district EGR service delivery
3. Increased family and community support for EGR

With the technical support of EGRP, the Curriculum Development Center (CDC) has developed sets of instructional materials known as Teaching, Learning Materials (TLMs) and Supplementary Reading Materials (SRMs). The materials have been rolled out in all the

¹ The Ministry of Education is now called Ministry of Education, Science and Technology.

² Ministry of Education. (2015). *National early grade reading program (2014/15- 2019/20): Program document.*

³ Early Grade Reading Program. (2015). Program Document.

community schools, including religious schools such as Madarasa, Gumba and Gurukul, in 16 program districts⁴. Technical support was provided to the Human Resource Development Division (HRDD) of the Center for Human Resource Development (CEHRD) (formerly National Center for Educational Development (NCED) to develop and implement teacher training modules focused on Early Grade Reading (EGR) instruction. CEHRD-HRDD has already accredited the 15-day EGRP module as a Teacher Professional Development (TPD). Similarly, EGRP is supporting the roll out of Teachers' Professional Support (TPS) training modules. Through this training, Head Teachers (HTs) or Basic Level In-charge (Primary In-charge) and Resource Persons (RPs) are trained on TPS so that they can provide ongoing mentoring supports to EGR teachers. EGRP has also been providing technical support to the GoN to develop and revise existing policies in support of the EGRP. Further, EGRP has worked collaboratively with local non-government organizations (NGOs) to implement community mobilization activities.

EGRP conducted its Baseline assessment in 2016 and Midline in 2018, as part of an external impact evaluation. Now, the program is nearing the end, and EGRP will conduct its Endline assessment in the beginning of 2020. The Endline will capture data from students, teachers, classrooms, head teachers, parents and School Management Committees (SMC) from both program and control districts⁵. To measure the impact of the program, comparative analysis will be made between the program and control districts.

Scope of Work

For the Endline assessment, EGRP will hire an organization. The scope of work (SoW) for this activity for the winning bidder includes coordinating all data collection activities and associated field logistics support for the Endline assessment activities of EGRP.

The Endline assessment will help to measure EGRP outcomes against the Performance Monitoring Plan (PMP) indicators by using tablet-based instruments: Early Grade Reading Assessment (EGRA) and Education Management Efficiency Survey (EMES), 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, Myagdi and Sunsari** (six Control districts) districts in Nepal. Manang and Mustang were excluded due to the sampling framework adopted for the external evaluation. The SoW for the winning bidder includes hiring qualified Assessors/enumerators, supporting the Assessors/enumerators training, developing a thorough data collection field plan, coordinating all electronic data collection activities using tablets, and providing field logistics support for the EGRP's Endline assessment. This will involve heavy engagement in supporting all phases of the assessment in the sampled schools in the 20 (treatment and control) districts.

⁴ EGRP program districts (16): Dhankuta, Saptari, Parsa, Bhaktapur, Rupandehi, Kaski, Manang, Mustang, Banke, Bardiya, Dang, Surkhet, Dolpa, Kailali, Kanchanpur, Dadeldhura

⁵ Control districts (6): Bara, Doti, Kapilvastu, Kavre, Maygdi, Sunsari

The winning bidder will administer the EGRA and EMES survey tools as per the agreed sampling strategy in 20 districts of Nepal. The assessment will assess the reading ability of students in Grades 1, 2, and 3 and capture data related to school infrastructure, classroom instruction, classroom status, teachers, head teachers, parents and SMC member's practice, perception, belief and ideas related to early grade reading. A list of sampled schools is provided in Annex A. The winning bidder will lead, support and coordinate all assessment activities, as follows.

Hiring of Assessors

The total number of Assessors for the Endline data collection is estimated to be 125, consisting of 25 teams of 5 Assessors, including three EGRA Assessors, one EMES Assessor and one team Supervisor. EGRP will accept only those Assessors who reach an acceptable score on the Assessor Accuracy Measure (AAM) assessment (80% for EMES classroom observation and 90% for EGRA – discussed further below), administered during the training. So, the winning bidder will need to recruit for training an additional 10% Assessors (N=13) as a reserve for contingencies. During data collection, in each school a team of five Assessors will work together. The responsibility of Assessors for each school is as provided in Table 1 below.

Table 1: Number and Responsibility of Assessors in a Team

SN	Number	Responsibility
1	3	EGRA Assessors
2	1	EMES Assessors
3	1	Supervisor of the Team
Total	5	

The winning bidder will hire the 138 (125 + 13) Assessors by a week before the kick-off of Assessor’s Training. EGRP team will provide the criteria of selection of Assessors, including child-friendly survey skills, gender balance and language requirements. Based on the sample size of the assessment, the Assessors will be selected from main language groups namely Tharu, Awadhi, Maithili, Bhojpuri, Doteli, etc. as required (see Table 2 for more details). The tentative deadline for Assessor hiring is December 25, 2019.

Assessors' Qualification

The Assessors should at least have a Bachelor’s degree. The most competent assessors will be selected as supervisors during the Endline 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 fluency in English. 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 team supervisor must have prior experience of enumerating large-scale surveys. Preference will be given to persons having experience in child-friendly educational assessments and surveys. While selecting the Assessors and Supervisors, the winning bidder should give priority to Assessors who worked for EGRP's Midline survey, if available. In the group of three EGRA Assessors per team, at least two Assessors should be native or fluent in the local language such as Tharu, Awadhi, Maithali, Bhojpuri, Doteli etc. However, EMES Assessor and team leader can be Nepali language speaker. While selecting the Assessors, the winning bidder should try to ensure gender balance in a team. Table 2 presents the minimum number of second language native speakers or fluent speakers, by language that the winning bidder will need to hire for the Endline assessment.

Table 2: Number of Assessor for the Survey by District with Respect to Native Language

SN	District	Local Language	No. of Assessors Fluent in the Local language
1	Dhankuta	Nepali	3
2	Sunsari	Maithali	2
3	Saptari	Maithali	2
4	Bara	Bhojpuri	2
5	Parsa	Bhojpuri	2
6	Bhaktapur	Nepali	3
7	Kavre	Nepali	3
8	Kaski	Nepali	3
9	Myagdi	Nepali	3
10	Rupandehi	Awadhi	2
12	Kapilvastu	Awadhi	2
13	Dang	Awadhi/ Tharu	2
14	Banke	Awadhi	2
15	Bardiya	Awadhi/ Tharu	2
16	Surkhet	Nepali	3
17	Kailali	Nepali	3
18	Kanchanpur	Nepali	3
19	Dadeldhura	Doteli/ Nepali	2
20	Doti	Doteli/ Nepali	2

This means, for example, the team of five working in Sunsari should have at least two EGRA Assessors who are fluent in Maithali. Same is applicable for other districts.

Assessor Training

The training of Assessors will be conducted in two phases, as described below.

First Phase Training

In the first phase 55 Assessors will be trained in EGRA (50 + 5 reserve). At the end of this phase, 25 of these Assessors will be selected to work as the Team Supervisors during the data collection. The remaining Assessors will primarily work as the EMES Assessors during the Endline assessment and support EGRA Assessors as and when required. As mentioned, the

winning bidder should try to explore the availability of the Assessors who were involved in the midline. This phase of training will be 4 days, including a half-day practice school visit (see more details under “School Visits” below). The tentative dates of first phase training will be January 5-8, 2020.

Second Phase Training

The second phase training will be simultaneously conducted in two separate groups, including the 55 trained in the first phase, plus all additional Assessors hired (totaling 138). The Assessors who were already trained in EGRA in the first phase (N=55) will be trained in EMES and the remaining Assessors (N=75+8=83) will be trained in EGRA during Phase 2. As the number of EGRA Assessor is large, the group may be divided into two groups depending on the availability of EGRA trainers. EGRP will train or manage trainers to facilitate both EGRA and EMES assessment training sessions during both phases. The second phase will be a six-day training, include two half-day school visits (see below). The tentative dates of second phase training are January 10-15, 2020.

The EGRA and EMES Assessors will be placed into teams based upon the AAM scores, language of the Assessors and Assessor’s home location.

Training Logistics and Support

The winning bidder will provide all required managerial and logistics support to conduct the trainings. This includes booking and management of appropriate halls (at least two halls for first phase, and at least two halls + 1 break-out room for second phase), projectors, internet facilities, stationery and other supplies (Annex B) to conduct the training. The training/workshops will be held in Kathmandu.

As stated, the Assessor Training/Workshops is currently anticipated to be held in January 2020 (tentative date January 5-15, 2020), the purpose of the workshop is to prepare Assessors to conduct data collection, work as a team, and also to prepare Supervisors to provide oversight and support to teams during the data collection period. EGRP will support the winning bidder to select Supervisors based on their qualification and AAM results during the training. During the EMES training, a few dedicated sessions will be provided to the Supervisors.

Participants will include winning bidder staff, government officials, EGRP, USAID, MEL Project staff and 50 EMES Assessors including team Supervisors, 75 EGRA Assessors and 13 additional Assessors (contingency). The winning bidder will be responsible for all workshop logistics, venue arrangements (such as meeting rooms at hotel conference center with audio/visual equipment), catering (daily lunch and 2 times tea/coffee and cookies breaks), excellent internet facilities for practice and appropriate supplies (including markers, flipcharts, water, paper, and pencils -if not part of hotel meeting package), name tags, kit bags, photocopying, etc. (see Annex B for full list of training and data collection supplies), as well as travel, and per diem payments. The winning bidder will communicate through EGRP to the appropriate government authorities, regarding agenda, participation, invitation, and confirmation.

In addition to logistics for training halls, mentioned above, the winning bidder will be responsible for organizing and coordinating school-visits during the two phases of training, as well as a 2-day “Dry-Run” data collection practice in schools after completion of the training. These are described below.

School Visits

The Assessor Training/Workshop will also include a half-day practice school visits during the first phase and two half-day practice school visits during the second phase training, for which the winning bidder shall arrange all logistics, in close coordination with EGRP. Schools will be selected in easily accessible locations from the training venue that can accommodate the number of Assessors being trained. The winning bidder should manage at least five schools for the first phase of training and at least seven schools for the second phase. During the school visits, 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 winning bidder shall arrange permissions and notifications, with support from EGRP, 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 from the schools to be selected for the data collection and thus can be selected from Lalitpur and Kathmandu districts.

Assessor Evaluation/Selection

During the training, two rounds of the Assessor Accuracy Measure (AAM) will be conducted for both EGRA and EMES Assessors. Assessors who score 90% or above for EGRA, and/or 80% or above for EMES, may be selected for deployment as the Endline Assessors. If the total number of Assessors who score above 80/90% is more than the number needed for deployment, those with lower scores will be considered “in reserve” in case any Assessor is unable to complete data collection in the field (in case of illness or other emergency), and the winning bidder may otherwise deploy them for field monitoring/support. Specific support will be provided to the targeted Assessors in each language, if they fail to achieve the required AAM.

Dry Run/ EGRA and EMES Practice

After the completion of training, Assessors will be deployed to schools in or near Kathmandu to simulate live data collection. This will be a two-day event (mirroring data collection to take place in the sampled districts/schools). As with the half-day data collection during training, the winning bidder will be responsible for school selection and communication in coordination with EGRP, and will be fully responsible for all logistic arrangements for the 2-day “dry run”. The tentative dates of the event will be January 16-17, 2020. This exercise will ensure that the data collection teams will experience a simulation of actual data collection – allowing for trouble-shooting and resolution of questions/problems before field-level data collection begins.

Assessment Instruments

Early Grade Reading Assessment (EGRA)

EGRP will prepare the EGRA instrument and render it using “Tangerine” on tablets (which will be provided by EGRP, as noted below) to be used during training and data collection. Grade 1-3 students of 292 different schools 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, Myagdi and Sunsari districts. Along with EGRA, a Student Interview Tool will be administered to each of the sampled student.

Education Management Efficiency Survey (EMES)

The EMES consists of seven different tools listed below.

- a) School Information Form
- b) Classroom Observation Form
- c) Classroom Inventory Form
- d) Teacher Interview Form
- e) Head Teacher Interview Form
- f) Parents Interview Form
- g) SMC Member Interview Form

Both EMES and EGRA surveys will be conducted in all sampled schools. The tools have been developed and tested previously. EGRP will provide the tools and install them in each tablet before the field work. Each tool will be executed as per the guidance of USAID’s Informed Consent Guidelines.

Data Collection

Data Collection Plan

The winning bidder will prepare a field-level data collection plan, which will take into account travel time and any holidays/school closures, and submit to EGRP a week before the first phase of training. As stated, this plan will involve 25 teams of 5 Assessors considering local language skills, spending 1-2 days in each school depending on school size (see “Work Requirement” section below for more details). During data collection planning, the winning bidder will work with EGRP to verify that all sampled schools are open and have grades 1-3 students. EGRP will provide support for the development of the plan before deployment, and will provide support during data collection. However, the winning bidder is primarily responsible for ensuring that the plan will allow for data collection to be completed before March 3, 2020 comfortably, and for addressing any problems encountered in the field.

Before field work commences, EGRP will support the winning bidder to obtain government permissions and letters needed for relevant offices and schools during fieldwork. The winning bidder is responsible to ensure that all teams have received copies of the said letters (in addition to all other data collection supplies/equipment noted under Annex B). While in the field, Supervisors and data collection teams will coordinate with EGRP regional office teams (in program districts) and relevant government authorities, and will be responsible for contacting schools to ensure that they will be open and ready for the teams’ arrival on the scheduled dates.

Sample

A total of 292 schools (same as the Baseline and Midline, school list provided in Annex A) from 20 districts will be the sample schools for the Endline data collection. If, for any reason, any school on the list cannot be visited (such as - no student in grades 1-3, school closure/merger), the winning bidder will work with EGRP in advance of data collection to substitute another school (note: EGRP only will be responsible for identifying substitute/replacement school – the winning bidder cannot select substitute schools).

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 Endline EGRA and student information collection is given below:

Table 3: Sample Size (Class level)

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

To select the sample students from a class, EGRP will provide a sampling strategy table (sampling matrix) and train the Assessors to select the appropriate sample from the schools.

In addition to EGRA assessment of students, a comprehensive EMES assessment will be carried out which includes interview with teachers and school head teachers, teacher/classroom observations, parents and SMC members’ interview and school inventories. EMES data will be collected from all 292 schools. The summary of EMES data collection for each school is given below:

Table 4: EMES Tools

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)
7	SMC Interview	1-interview (1 member of SMC preferably SMC chairperson)
8	Parents’ interview	Interview with grade two parents ⁶

Teacher’s Role

During the Endline data collection in each school, one teacher (preferably grade two teacher)

⁶ If grade two parents are not available, grade three parents should be interviewed

and the head teacher (altogether 2) will play facilitating role. When the team arrives at school, the Team Supervisor will be expected to introduce the team and build rapport with the teachers and head teacher to create a positive environment for building rapport between Assessors and students. The assessment team and teachers will mutually work to make sure the smoothness of the EGRA and EMES study. More details on how Team Supervisors and teams can ensure smooth assessment will be included in the training.

Work Requirement

Based on the experiences of Baseline/Midline data collection in 2016/2018, the winning bidder is advised to allocate 2 working days for EGRA/EMES data collection in each sample school. However, if there are 24 or less students in total in grades one to three, the assessment can be completed within a day. The Table below summarizes the tentative estimate of the assessment team and requirements.

Table 5: Assessment Duration (Tentative)

SN	Tool	Estimated time
1	EGRA and Student Form	25 minutes per student
2	School Information Form	7 minutes per school
3	Classroom Observation	90 minutes per school in program schools and 45 minutes in control schools
4	Classroom Inventory	15 minutes per school
5	Teacher's Interview	20 minutes per school
6	Head Teacher Interview	25 minutes per school
7	SMC Member Interview Form	7 minutes
8	Parents Interview Form	7 minutes

Table 6: Assessment Plan (Number of students in grade one to three is 24 or less)

School visit responsibility (Number of students in grade one to three is 24 or less)	
Number of team members	Five
Day	One
Role of Supervisor	Lead and supervise the team+ Support EGRA and EMES Assessors+ Collect data by using School Information Form + Head Teacher Interview
Peer of EGRA Assessor ⁷	Quick Check 1 (Preferably grade two students)
Role of EGRA Assessor-A	EGRA + Students Interview of 8 students
Role of EGRA Assessor-B	EGRA + Students Interview of 8 students
Role of EGRA Assessor-C	EGRA + Students Interview of 8 students
Role of EMES Assessor	Collect data by using Classroom Observation + Classroom Inventory+ Teacher Interview + Parents Interviews + SMC Member Interview

Table 7: Assessment Plan (Number of students in grade one to three is 25 or more)

School visit responsibility (Number of students in grade one to three is 25 or more)
Day: One

⁷ Peering of EGRA Assessors should be on rotation basis.

Number of team members	Five
Role of Supervisor	Supervise the team+ Support EGRA and EMES Assessors+ Collect data by using School Information Form
Peer of EGRA Assessor	Quick Check 1 (Preferably grade two students)
Role of EGRA Assessor-A	EGRA + Students Interview of 6 students
Role of EGRA Assessor-B	EGRA + Students Interview of 6 students
Role of EGRA Assessor-C	EGRA + Students Interview of 6 students
Role of EMES Assessor	Collect data by using Classroom Observation + Classroom Inventory+ Teacher Interview

Day: Two

School visit responsibility (Number of students in grade one to three is 25 or more)	
Role of Supervisor	Supervise the team+ Support EGRA and EMES Assessors
Role of EGRA Assessor-A	EGRA + Students Interview of 6 students
Role of EGRA Assessor-B	EGRA + Students Interview of 6 students
Role of EGRA Assessor-C	EGRA + Students Interview of 6 students
Role of EMES Assessor	Collect data by using Head Teacher Interview+ Parents Interviews+ SMC Member Interview

Effort Calculation

The following shows the general picture of total effort calculation

Table 8: Effort Calculation (General)

School Day	292 School	2 days in each school	Total= 584	
Classes	292 School	2 days in each school	3 Classes	Total = 1752
Supervisor Person-day	1 Supervisor	292 schools	2 days	Total= 584
EGRA Assessor Person-day	3 Assessors	292 schools	2 days	Total= 1752
EMES Assessor Person-day	1 Assessor	292 Schools	2 days	Total 584

In addition to this effort calculation presented in table 8, travel days and public holidays should be taken into account for the smooth data collection. Similarly, the efforts of the winning bidder team members for monitoring visits for quality survey administration, IT supports etc. should be considered while calculating the efforts for the assignment.

Use and Storage of Tablet Devices

EGRP will provide tablets to the winning bidder to collect the data. During training and data collection, the tablets will be the responsibility of the winning bidder, who will sign an Equipment User Agreement (Annex C) and ensure the tablets are securely stored and inventoried. However, the winning bidder shall purchase device and data package such as 3G-SIM to be used to transmit the data from the tablets to the cloud for the training, dry run and data collection purpose.

Between training workshops and data collection, the winning bidder will lead logistics and operational organization for data collection and EGRP will oversee the re-download/update of Tangerine® of all assessment electronic data collection tools to all tablets prior to the start of data collection, ensure that all Assessors, and Supervisors who will use the tablets have signed the Equipment User Agreement Form (Annex C), read user guidelines as per Annex D, and submitted a copy of all signed User Agreement Forms to EGRP. The winning bidder must also maintain a Tablet Inventory based on the format provided in Annex E, and submit to EGRP along with signed Equipment User Agreement Forms.

Data Collection and Field Supervision

Approximately one week after the training workshop, data collection will commence. EGRP anticipates the data collection to take place over no more than six weeks in January- February, 2020. Approximate dates for EGRA/EMES data collection are January 23 to March 3, 2020. Exact dates will be determined in conversation with EGRP. The selected Assessors and Supervisors will form teams considering gender and language skills required with each team visiting schools as per the plan. EGRP will coordinate and support monitoring visits of GoN officials during the field work at central and province level. The winning bidder will be responsible for managing monitoring visits of GoN officials at district level and local level.

The winning bidder will have the responsibility of oversight on the ground for data collection. winning bidder 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 that they can remain available to support other teams under their supervision. This is particularly important for the IT/Tangerine Master Trainers who will 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 EGRP will follow up on any changes to data collection that are needed. EGRP will perform daily spot checks to ensure data are being uploaded regularly and appropriately. 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 from the winning bidder s will need to enter these data. All paper based data entry should be completed within 1 week of the end of data collection on the ground.

The winning bidder shall be available to answer any questions that arise out of the daily spot checks from EGRP and provide technical clarifications as and when necessary to support the data processing and analysis phase during the data collection period and following the conclusion of data collection.

The winning bidder 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, informed consent and child protection, 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 winning bidder will also ensure appropriate, secure storage of all tablets.

The winning bidder shall be responsible for identifying, testing, and purchasing all data transmission equipment such as 3G SIM and data package and other internet packages. The tablets for data collection will be provided by EGRP, but the winning bidder will be required to purchase all data transmission equipment to be used by the data collection teams. 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). For example, the winning bidder may arrange dedicated fast internet in addition to 3G data package during the training and use appropriate network data package based on the location and coverage of the data collection. The winning bidder should produce a proper plan of data transmission before the training starts.

Period of Performance

The period of performance for the identified winning bidder for the activity will be from approximately December 01, 2019 through April 15, 2020. All work must be scheduled to be completed within this timeframe. Any modifications or extensions if needed will be based on mutual agreement.

Place of Performance

The winning bidder for the EGRP Endline Assessment shall 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, Myagdi and Sunsari (six Control districts) districts. Besides these districts, schools from Kathmandu and Lalitpur will be the place of performance of dry run (practice).

Timeline

The following is an illustrative timeline of when the activities are anticipated to take place during the Endline Assessment 2020.

Endline Assessment Plan (Tentative)

Table 9: Assessment Plan (Timeline)

SN	Estimated Date	Event
1		<ul style="list-style-type: none"> • Bid Award/ PO
2	December 1-25, 2019	<ul style="list-style-type: none"> • Assessor Hiring • Internal Planning (It may include planning for: training, logistics, venue, and coordinating with government bodies and Schools etc.) • Rendering, customization and installation of tools in Tablets using Tangerine® software • Tablet requests by the winning bidder
3	December 26 – January 4, 2020	<ul style="list-style-type: none"> • Prepare and submit field mobility plan
4	January 5-8, 2020	<ul style="list-style-type: none"> • Assessor Training (First Phase) • Tablet handover to the winning bidder
5	January 10-15, 2020	<ul style="list-style-type: none"> • Assessor Training (Second Phase) • Finalization of schools list, coordination with schools/ Govt. agencies
6	January 16-17, 2020	<ul style="list-style-type: none"> • Dry run/ practice
7	January 18-22, 2020	<ul style="list-style-type: none"> • Preparatory works and travel days
8	January 23- March 3, 2020	<ul style="list-style-type: none"> • Endline data collection • Monitoring
9	March 3-9, 2020	<ul style="list-style-type: none"> • Data entry (if paper based data collected happened as a contingency plan)
10	March 8-22, 2020	<ul style="list-style-type: none"> • Preliminary report preparation and sharing by winning bidder <i>(The report of the winning bidder includes only the process including logistics arrangement from the Assessor hire to the data collection)</i>
11.	March 22 – April 15, 2020	<ul style="list-style-type: none"> • Finalization of the report by winning bidder after incorporating feedback from EGRP/USAID • Tablets and accessories handover to EGRP

Deliverables

Below is a list of the anticipated deliverables for the Endline assessment.

Table 9: List of Deliverables and payment schedule

SN	Deliverable description	Dates
1	a) Approved list of hired Assessors b) Written confirmation of EGRA/EMES training venue location c) Approved strategy of data transmission	December 27, 2019
2	a) Approved data collection plan including Assessors mobility and monitoring plan of the winning bidder s b) Training completion report including training attendance record	January 14, 2020
3	a) Completion of data collection activities Brief summary report submitted that includes Supervisor logs and hard copies of all signed informed consent forms	March 9, 2020
4	a) 2019/20 data collection signed return inventory of all tablets and peripheral equipment b) Summary of data collection field work	April 15, 2020

Payment Schedule

#	Deliverables	Payment terms
1	Written confirmation of EGRA/EMES training-venue location.	20% upon submission of activities completion report stated in No. 1, 2 and 3.
2	List of selected EGRA/EMES Assessors.	
3	Data collection plan submitted.	
4	Training/workshops daily attendance records and completion report accepted.	20% upon submission of training completion report.
5	Supervisor’s status update report (log) of each week accepted.	40% upon submission of activities completion report as stated in No. 5, 6 and 7
6	Completion of data collection activities accepted	
7	Activities completion report submitted and accepted.	
8	Tablets returned with signed inventory form and peripheral equipment accepted.	20% upon submission of final project completion report as stated in No. 8 and 9 in view of Acceptance Criteria and requirements outlined below.
9	Final project completion report accepted.	

Acceptance Criteria

Acceptance of all deliverables will reside with EGRP. EGRP will ensure the completeness of each stage or deliverable of the Endline data collection and that the scope of work has been met. Once a milestone is completed and the winning bidder provides their report/deliverable for review and approval, EGRP will either sign off on the approval for the work to continue to the next phase, or reply to the winning bidder in writing advising what tasks must still be accomplished.

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

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

Other Requirements

The winning bidder shall utilize the attached forms in Annex A, B, C, D and E as specified by the above scope of work. Any deviation from these forms shall be discussed in advance with EGRP and must be approved.

Annex A: List of Sample Schools for Endline Data Collection

Sn	District	Former VDC/Municipality	School	School_Code
1	Banke	Basudevpur	Ni Ma V Kanthipur	570050001
2	Banke	Belbhar	Bhrikuti Pra V	570060003
3	Banke	Betahani	Pashupati Ss Naurigaudi	570080004
4	Banke	Bhawaniapur	Ma V Bhawaniapur	570090002
5	Banke	Ganapur	Pra V Kapasi	570120001
6	Banke	Kamdi	Madrassa Darul Islah	570190007
7	Banke	Kanchanpuri	Jaya Durga Pra V	570200008
8	Banke	Kohalpur	Bal Pra V	570250011
9	Banke	Manikpur	Bhawani Pra V	570270002
10	Banke	Matehiya	Namuna Pra V	570280006
11	Banke	Nepalgunj N.P.	Bal Mandir Pra V	570320005
12	Banke	Nepalgunj N.P.	Dhambhojhi Uchha Ma V	570320014
13	Banke	Saigaun	Pra V Badaiya	570410003
14	Banke	Udarapur	Pra V Rajanawa	570460002
15	Bara	Amritgang	Shree Bautimai Pra Vi Mahuwahi	700240005
16	Bara	Babuain	Shree Janjati Ni Ma Vi Babuain	330040003
17	Bara	Bishunpurwa	Nathuni Pra V	330050001
18	Bara	Chhata Pipra	Pra V Gamhargawa	700130017
19	Bara	Dahiyar	Pra V Dahiyar	330530004
20	Bara	Dumarwana	Jana Kalyan Pra V	60390002
21	Bara	Hardiya	Pra V Bakhataura	330770002
22	Bara	Hardiya	Shree Trevdev Ne Ra Pra Vi Charmohana	330780001
23	Bara	Itiyahi	Ma V Itiyahi	330520014
24	Bara	Kabahigoth	Pra V Santagunj	330920002
25	Bara	Kakadi	Pra V Kakadi	500260004
26	Bara	Kalaiya N.P.	Namuna Ni Ma V	500400006
27	Bara	Kalaiya N.P.	Nepal Bal Mandir Pra V	500400014
28	Bara	Kalaiya N.P.	Shree Ne Ra Pra Vi Rampur	500400031
29	Bara	Karaiya	Pra V Bajani	430030004
30	Bara	Laxmipur Kotwali	Pra V Kotwali	330630002
31	Bara	Narahi	Pra V Anuina	330900003
32	Bara	Nijh gadh	Gauri Shankar Uchha Ma V	240160001
33	Bara	Nijh gadh	Sarbajanik Ma V	240170003
34	Bara	Piparabirta	Shree Ne Ra Pre Vi Kachanpur	330150003
35	Bara	Prasurampur	Pra V Awarahiyagoth	330210007
36	Bara	Sisahaniya	Boudimai Pra Vi	330240003
37	Bardiya	Badalpur	Nepal Rastriya Ni Ma V	580010001
38	Bardiya	Baganaha	Kisan Secondary School Bankatti	580020006
39	Bardiya	Belawa	Jana Jagriti Pra V	580040005
40	Bardiya	Belawa	Jeevan Jyoti Ma V	580040006
41	Bardiya	Belawa	Laxmi Ma V	580040008

Sn	District	Former VDC/Municipality	School	School_Code
42	Bardiya	Belawa	Namuna Pra V	580040012
43	Bardiya	Belawa	Madrassa Gaushia Talimul Kuran	580040013
44	Bardiya	Dhadhawar	Sahid Pra V	580080003
45	Bardiya	Dhadhawar	Yubak Ni Ma V	580080004
46	Bardiya	Gola	Nepal Rastriya Ni Ma V	580100001
47	Bardiya	Gulariya N.P.	Ma Ka De Ma V	580110006
48	Bardiya	Gulariya N.P.	Bhanu Bhakta Pra V	580110007
49	Bardiya	Gulariya N.P.	Krishna Sar Pra V	580110017
50	Bardiya	Gulariya N.P.	N R Shambhusharan Ma Vi	580110021
51	Bardiya	Gulariya N.P.	Kotahi Ma V	580110025
52	Bardiya	Kalika	Jaya Kalika Ni Ma V	580130010
53	Bardiya	Khairi Chandanpur	Geruwa Pra V	580140004
54	Bardiya	Mahamadpur	Himalaya Pra V	580160010
55	Bardiya	Naya Gaun	Navajyoti Pra V	580210004
56	Bhaktapur	Balkot	Bal Binayak Pra V	260020002
57	Bhaktapur	Bhaktapur N.P.	Bageshwori Uchha Ma V	260030069
58	Bhaktapur	Madhyapur Thimi N.P.	Bal Premi Ma V	260120042
59	Dadeldhura	Alital	Ganesh Ni Ma V	730020012
60	Dadeldhura	Belapur	Tripura Sundari Pra V	730060009
61	Dadeldhura	Bhageswor	Uma Mukteshwar Ni Ma V	730080007
62	Dadeldhura	Sirsha	Kailpal Pra V	730210008
63	Dadeldhura	Sirsha	Kalika Pra V	730210017
64	Dang	Dharna	Janata Pra Vidangigaun	560060002
65	Dang	Gadhawa	Bal Buddhi Pra Vi Khabarikhutti	560090010
66	Dang	Ghorahi N.P	Shubha Prabhat Secondary School Ghorahi	560390020
67	Dang	Ghorahi N.P	Uchha Ma V Rajhena	560390028
68	Dang	Loharpani	Bal Bikash Pra Vi Timile	560210004
69	Dang	Purandhara	Srijanshil Pra Vi Kuireni	560270017
70	Dang	Rajpur	Ni Ma Vi Dulaiya	560280013
71	Dang	Saigha	Sunali Pra Vi Damti	560300005
72	Dang	Tulsipur N.P.	Pra V Ranagaun	560400010
73	Dhankuta	Belhara	Marg Devi Pra V	70050004
74	Dhankuta	Bhirgaun	Gyanoparjan Ni Ma V	70060007
75	Dhankuta	Chhintang	Aniwarya Nisulka Ni Ma V	70110009
76	Dhankuta	Pakhribas	Pancha Kanya Pra V	70300002
77	Dolpa	Tripurakot	Mahakal Pra V	620230001
78	Dolpa	Tripurakot	Him Jyoti Pra V	620230005
79	Doti	Chhatiwan	Kaphlkatteswor Mav	60120019
80	Doti	Daud	Adhbeswori Prv	330530001
81	Doti	Dipayal Silgadhi	Kalika Sarbajanik Pra V	430090003
82	Doti	Dipayal Silgadhi	Punyodaya Pra V	430110006
83	Doti	Lana Kedaeswor	Shibaje Ni Ma Vi	500100001

Sn	District	Former VDC/Municipality	School	School_Code
84	Doti	Latamandau	Masta Pra V	330760004
85	Doti	Nirauli	Krishna Ni Ma V	700170005
86	Doti	Pachanali	Mahadev Prv	700340009
87	Doti	Pokhari	Nabjoti Prv	700060004
88	Doti	Tikhatar	Janta Prv	330460006
89	Doti	Tikhatar	Kuthakot Prv	330480005
90	Doti	Tikhatar	Rameswor Ne Ma V	330490003
91	Kailali	Baladevipur	Dakshinkali Pra Vi Bela	710030012
92	Kailali	Basauti	Janata Ni Ma V Utter Kataine	710020002
93	Kailali	Bouniya	Ram Janaki Pra V	710050010
94	Kailali	Dododhara	Narayan Ni Ma V Beluwa	710110007
95	Kailali	Geta	Bhagawati Rastriya Pra V	710140004
96	Kailali	Geta	Nawa Jyoti Ni Ma V	710140014
97	Kailali	Godawari	Shiva Pra V	710150017
98	Kailali	Joshiपुर	Khairani Prive	710180018
99	Kailali	Joshiपुर	Chota Lal Prive	710180019
100	Kailali	Munuwa	Moti Ma V	710260004
101	Kailali	Pandaun	Malika Ni Ma V Pandaun	710300003
102	Kailali	Patharaiya	Kalika Ni Ma V Purbkhairiphata	710310009
103	Kailali	Pratappur	Saraswati Uchha Ma V	710340003
104	Kailali	Sadepani	Badatodo Ni Ma V	710370004
105	Kailali	Sugarkhal	Rastriya Uchha Ma V Ruinikot	710400017
106	Kailali	Tikapur N.P.	Pragatisil Bidya Mandir Pra V	710420034
107	Kailali	Udasipur	Janata Pra V	710430003
108	Kailali	Urma	Janjoti Pra V	710440012
109	Kanchanpur	Baise Bichawa	Pasupati Pra V	720010009
110	Kanchanpur	Beldandi	Raulesher Uchha Ma Vi	720020001
111	Kanchanpur	Beldandi	Kanchan Pra V	720020009
112	Kanchanpur	Chandani	Pashupati Ni Ma Vi	720030005
113	Kanchanpur	Chandani	Malika Pra V	720030011
114	Kanchanpur	Daijee	Ganesh Ni Ma Vi	720040012
115	Kanchanpur	Dekhabhuli	Baijnathbaljoti Ni Ma Vi	720050008
116	Kanchanpur	Kalika	Araniko Ni Ma Vi	720080004
117	Kanchanpur	Krishnapur	Rastriya Uchha Ma V	720090002
118	Kanchanpur	Krishnapur	Kalika Ma V	720090010
119	Kanchanpur	Krishnapur	Bandevi Ni Ma Vi	720090013
120	Kanchanpur	Krishnapur	Chandra Surya Pra V	720090029
121	Kanchanpur	Mahendranagar	Baijnath Uchha Ma Vi	720110001
122	Kanchanpur	Mahendranagar	Siddhanath Ni Ma Vi	720110019
123	Kanchanpur	Mahendranagar	Siddhanath Uchha Ma Vi	720110047
124	Kanchanpur	Mahendranagar	Purna Uchha Ma Vi	720110049
125	Kanchanpur	Mahendranagar	Jhilmila Pra V	720110055

Sn	District	Former VDC/Municipality	School	School_Code
126	Kanchanpur	Mahendranagar	Yuwabarsa Ma V	720110061
127	Kanchanpur	Mahendranagar	Maheshwor Ma V	720110062
128	Kanchanpur	Mahendranagar	Mahakali Ni Ma Vi	720110067
129	Kanchanpur	Mahendranagar	Sarswati Niketan Pra V	720110119
130	Kanchanpur	Parasan	Krishna Pra V	720120009
131	Kanchanpur	Pipaladi	Krishna Ni Ma V	720130009
132	Kanchanpur	Rampur Bilaspur	Janajoti Uchha Ma Vi	720150001
133	Kanchanpur	Rampur Bilaspur	Tribhuwan Uchha Ma Vi	720150002
134	Kanchanpur	Suda	Ghatal Uchha Ma Vi	720190001
135	Kapilvastu	Ajigara	Buddha Jyoti Pra V	330890003
136	Kapilvastu	Barakulpur	Kisan Pra V	60260016
137	Kapilvastu	Bhalawad	Gautam Buddha Pra V	240420001
138	Kapilvastu	Bhalubari	Pra V Butahaniya	700400005
139	Kapilvastu	Birpur	Pra V Motinagar	430060006
140	Kapilvastu	Chanai	Ni Ma Vi Dakahiya	60110006
141	Kapilvastu	Fulika	Ne Ra Pra Vi Badki Khairati	700330004
142	Kapilvastu	Fulika	Janata Ni Ma V	700330006
143	Kapilvastu	Gotihawa	Kotigram Ni Ma Vi	700100002
144	Kapilvastu	Hariharpur	Saraswati Pra V	500730002
145	Kapilvastu	Hariharpur	Pra V Khairahaniya	500730006
146	Kapilvastu	Jayanagar	Pra V Badahara	60360008
147	Kapilvastu	Lalpur	Pra V Sitalapur	500040001
148	Kapilvastu	Mahendrakot	Janajyoti Ni Ma Vi Birpur	240280003
149	Kapilvastu	Mahendrakot	Ganga Jyoti Ma V	240280005
150	Kapilvastu	Manpur	Phulkali Pra V Derawa	700450006
151	Kapilvastu	Thunhiya	Rangilal Ma Vi Sadawa Thuniya	430030003
152	Kaski	Bhadaure Tamagi	Bahadur Uchha Ma V	400040007
153	Kaski	Chapakot	Pancha Koshi Ni Ma V	400060001
154	Kaski	Dhikurpokhari	Durga Bhawani Adarsha Ni Ma V	400100007
155	Kaski	Lekhnath N.P.	Gogan Uchha Ma V	400220030
156	Kaski	Lekhnath N.P.	Himalya Ni Ma V	400220058
157	Kaski	Machhapuchchhre	Himalaya Danfe Pra V	400250002
158	Kaski	Miajuredada	Narayan Ni Ma V	400280010
159	Kaski	Pokhara N.P	Jana Priya Uchha Ma V	400320018
160	Kaski	Pokhara N.P	Masina Pra V	400320098
161	Kaski	Pokhara N.P	Rastriya Uchha Ma V	400320101
162	Kaski	Pokhara N.P	Vindhyabasini Uchha Ma V	400320143
163	Kaski	Pumdibhumdi	Okhle Danda Bhumdikot Ma V	400330013
164	Kaski	Puranchaur	Dhara Pra V	400340006
165	Kaski	Siddha	Janata Ma V	400410004
166	Kaski	Thumakodada	Dhruba Uchha Ma V	400430002
167	Kaski	Thumakodada	Sitaram Uchha Ma V	400430003

Sn	District	Former VDC/Municipality	School	School_Code
168	Kavre	Chyamran Besi	Chan Devi Pra V	240180007
169	Kavre	Falate Bhumlu	Sarada U Ma Vi	240240002
170	Kavre	Gairi Bisauna Deupur	Bramhayani Ma V	240440005
171	Kavre	Kalati Bhumidanda	Indra Devi Ni Ma V	240120003
172	Kavre	Kavre Ni-chandeshwori	Binayak Bal Ni Ma V	240540005
173	Kavre	Khahare Pangu	Dumbar Pra V	430240005
174	Kavre	Khanalthok	Janhit U Ma Vi	60510014
175	Kavre	Kushadevi	Kusha Devi U Ma Vi	240430003
176	Kavre	Kushadevi	Surya Jyoti Ni Ma V	240430005
177	Kavre	Methinkot	Janak U Ma Vi	240230016
178	Kavre	Nagre Gagarche	Khanda Devi U Ma Vi	430400002
179	Kavre	Nayagaun Deupur	Mahakali Uchha Ma V	60450013
180	Kavre	Patleket	Hanuman Uchha Ma V	240360005
181	Kavre	Patleket	Kali Devi Ma V	240370005
182	Kavre	Pokhari Chauri	Jagriti U Ma Vi	240660010
183	Kavre	Ravi Opi	Seti Devi U Ma Vi	240460001
184	Kavre	Saping	Kali Devi Pra V	240520012
185	Kavre	Saping	Seti Devi Ni Ma V	240520013
186	Kavre	Sikhar Ambote	Gramotthan Pra V	430330001
187	Kavre	Tukucha Nala	Mahankal Pra V	240520009
188	Kavre	Ugratara Janagal	Jana Jyoti Ma Vi	240410003
189	Myagdi	Arman	Sarada Pra V	240840004
190	Myagdi	Arman	Srijana Pra V	240840005
191	Myagdi	Arman	Sishu Kalyan Ma V	240840007
192	Myagdi	Baranja	Araniko Pra V	240810007
193	Myagdi	Baranja	Pakher Pra Vi	240820005
194	Myagdi	Bima	Shiva Pra V	240850003
195	Myagdi	Bima	Malika Pra V	240850004
196	Myagdi	Chimhola	Amar Ma V	240500002
197	Myagdi	Dagnam	Janata Ma V	240530005
198	Myagdi	Dana	Gyan Prakash Uchha Ma V	240680002
199	Myagdi	Dana	Suba Pra V	240680005
200	Myagdi	Devasthan	Partinarma Pra V	240560005
201	Myagdi	Ghara	Mukti Marg Uchha Ma V	240780001
202	Myagdi	Ghatan	Bhawani Pra V	240640004
203	Myagdi	Kuhun	Balodaya Ni Ma V	240600001
204	Myagdi	Kuhun	Manakamana Pra V	240610003
205	Myagdi	Kuhun	Siddha Santi Mavi	240610007
206	Myagdi	Kuhun	Jana Awaj Pra V	240610010
207	Myagdi	Lulang	Lamsung Ma Vi	240660011
208	Myagdi	Muna	Dhaulagiri Ni Ma Vi	240860005
209	Myagdi	Patleket	Bidhyodaya Ni Ma V	240530003

Sn	District	Former VDC/Municipality	School	School_Code
210	Myagdi	Pulachaur	Bal Jagrit Pra V	240730002
211	Myagdi	Pulachaur	Dimba Pra V	240730006
212	Myagdi	Pulachaur	Jana Kalyan Ma V	240750001
213	Myagdi	Pulachaur	Warnath Pra V	240770005
214	Myagdi	Rakhu Bhagawati	Siddhartha Gyan Mandir Pra V	240600005
215	Myagdi	Rakhu Bhagawati	Deurali Pra V	240600008
216	Myagdi	Ratnechaur	Upallochaur Pra Vi	240390007
217	Myagdi	Ruma	Gorakshya Ni Ma Vi	240690002
218	Myagdi	Ruma	Jana Jagriti Pra V	240690006
219	Myagdi	Ruma	Gyan Bikas Pra Vi	240690007
220	Myagdi	Ruma	Rastriya Ma V	240700002
221	Parsa	Belwa	Sharda Pra V	340110001
222	Parsa	Birwaguthi	Pra V Haradaspur	340210005
223	Parsa	Gadhi	Pra V Belwa	340270003
224	Parsa	Govindapur	Pra V Gobindpur	340300001
225	Parsa	Jagaranathpur	Ni Ma V Shuhapur Sohari	340350001
226	Parsa	Jeetpur	Bitto Mahato Janata Ma V	340380001
227	Parsa	Lahawarthakari	Pra V Shyampur	340410005
228	Parsa	Langadi	Kali Prasad Lakhe Ma V	340440002
229	Parsa	Mirjapur	Pra V Bhaluwahiya	340530003
230	Parsa	Nirmal Basti	Pra V Shikaribas	340570007
231	Parsa	Panckrukhl	Sunil Kumar Harlalka Pra V	340580005
232	Parsa	Pokhariya	Jilla Uchngal Uchha Ma V	340620003
233	Rupandehi	Asurena	Asuraina Pra V	490040002
234	Rupandehi	Butawal N.P.	Kanti Uchha Ma V	490140017
235	Rupandehi	Karauta	Ramnagar Jhagarahwa Pra Vi	490340007
236	Rupandehi	Kerbani	Kotahi Ni Ni Ma V	490350005
237	Rupandehi	Lumbini	Maya Devi Pra V	490380003
238	Rupandehi	Sadi	Dhaulagiri Ni Ma Vi	490580002
239	Rupandehi	Siddharth Nagar	Paklihawa Ma V	490630019
240	Rupandehi	Tilottama Np	Prabhat Ni Ma Vi	490330005
241	Saptari	Aurahi	Pra V Bathanaha	150020002
242	Saptari	Bodebarsaien	Pra V Jajar	150240001
243	Saptari	Boriya	Narendra Memorial Janata Sec	150250001
244	Saptari	Dhanagadi	Saraswati Pra V	150320001
245	Saptari	Didhawa	Gayatri Ja Ra Pra Vi Dighwa	150350002
246	Saptari	Fatepur	Ra Ni Ma V Sakhubani	150390003
247	Saptari	Goithi	Bhagwati Radha Ni Ma V Goithi	150430001
248	Saptari	Hariharpur	Ja Ni Ma V Hariharpur	150460009
249	Saptari	Inarwa	Pra V Bhagwanpur	150480011
250	Saptari	Jagatpur	Pra V Jagatpur	150510001
251	Saptari	Jamunimadhepura	Sarada Pra V	150520002

Sn	District	Former VDC/Municipality	School	School_Code
252	Saptari	Joginiya-5	Madrassa Riyajul Jannah	150560004
253	Saptari	Kabilash	Pra V Kabilas	150570001
254	Saptari	Khadgapur	Amaraiya Public Sch Five	150630002
255	Saptari	Khojpur	Pra V Meghawari	150640004
256	Saptari	Khoksarparbaha	Ni Ma V Kanakpatti	150650001
257	Saptari	Ko.madhepura	Pra V Ko Madhepura	150660001
258	Saptari	Kushaha	Ma Ja U Ma V Kusha	150690001
259	Saptari	Lohajara	Pra V Budhewa	150720002
260	Saptari	Manraja	Mahendra Chunn U Ma V Manraj	150820001
261	Saptari	Patthargada	S L P U Ma V Pathargada	150920004
262	Saptari	Patthargada	Pra V Sakhuwagoth	150920005
263	Saptari	Portaha	Kankalani Ma V	150950007
264	Saptari	Prasabani	Shyam Pra V	150960001
265	Saptari	Rajbiraj N.P.	Pra V Raj Devitole	150970008
266	Saptari	Rajbiraj N.P.	Raj Devi Ma V	150970018
267	Saptari	Trikola	Pra V Navanagar	151150003
268	Sunsari	Aekamba	Parwati Ni Ma V	430190008
269	Sunsari	Amahibelaha	Mahendra Pra V	500490005
270	Sunsari	Aurabarni	Janata Pra V	500360002
271	Sunsari	Barahachhetra	Adarsha Uchha Ma V	240180002
272	Sunsari	Chhitaha	Koshika Loktantra Pra V	700480003
273	Sunsari	Dharan N.P.	Sahid Smriti Ma V	60330004
274	Sunsari	Ghuskee	Ni Ma V Ghuskeehat	330610006
275	Sunsari	Itahari N.P.	Janata U Ma V	240130002
276	Sunsari	Narshinhatappu	Dalit Pra V	700460001
277	Sunsari	Panchakanya	Singha Devi Pra V	60390001
278	Sunsari	Panchakanya	Sikshya Jyoti Pra V	60390008
279	Sunsari	Paschim Kasuha	Jagdish Pra V	500520001
280	Sunsari	Rajganj Sinuwari	Janata Pra V	700310008
281	Sunsari	Singiya	Rajeshwori Pra V	60160006
282	Sunsari	Sonapur	Pashupati Pra V	430410004
283	Sunsari	Sripurjabdi	Motiram Pra V	330990002
284	Surkhet	Bidyapur	Jeebanjoyti Pra V Jajura	590050009
285	Surkhet	Chhinchu	Bhawani Ni Ma V	590090009
286	Surkhet	Dahachaur	Sumar Nepal Rastia Pra V Pipaldanda	590100002
287	Surkhet	Ghumkhahare	Surya Joyti Nimavi Aapgaira	590180003
288	Surkhet	Jarbuta	Nepal Rastriya Higher Secondary School Gagretal	590220006
289	Surkhet	Latikoili	Nera Ni Ma Vi Bamekhola	590290001
290	Surkhet	Rakam	Nera Pra V Rithabot Rakam	590400002
291	Surkhet	Sahare	Saraswati Pra V	590430006
292	Surkhet	Salkot	Gyanodaya Pra V	590440011

Annex B: Training and Data Collection Supplies

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

Item	Units
Name tags	1 per each participant of the training
Bag-pack	1 per trained Assessor, and Supervisor going into the field
Clear bag for data collection paperwork and back-up EGRA protocol	1 per each participant of the training
EGRA and student interview tool print copy	12 per each trained EGRA Assessors
EMES print tools	5 per each EMES Assessors
Stimuli file with stimulus	1 per each participant of the training
Notepad	1 per each participant of the training
Pens	1 per each participant of the training
Pencils	2 per each participant of the training
Erasers	2 per each participant of the training
Ruler (Scale- 1 foot)	1 per each participant of the training
Pencil sharpener	1 per each participant of the training
3G-SIM cards for modems for data transfer	1 per Assessor participating in the training
3G-Data package	Sufficient to use during the training, dry run and the actual data collection
Internet service during the training	Sufficient bandwidth to run 150 tablets at a time
Markers	1 pkt per training venue
Stapler and box of staples	1 per training venue
Power strip/multi-plug	2 per training venue
Masking tape	2 per training venue
Printed Materials	As needed

Annex C: Equipment User Agreement



Equipment User Agreement Form
Early Grade Reading Assessment
Nepal Pilot Study and Mid Line Assessments

POLICY ON EQUIPMENT FOR ASSESSORS

1.0. Purpose and procedure: EGRP/ RTI management has established this operational policy and procedures to ensure that equipment under use during the program implementation is used and handled safely; and that they are always secure. This policy applies to use and handling of specific equipment by Assessors within the EGRP. The equipment in reference is: Samsung Galaxy tablets and associated data transmission equipment.

The equipment is bought through the generous funding by USAID and are therefore properties of USAID, under the custody of EGRP.

2.0. Custody and responsibility: [Contractor *Project Manager*] of [Contractor] will maintain an up to date inventory of the equipment with details of serial number, color, make and any other relevant identification and the Assessor responsible. RTI shall provide a copy of the format for maintaining these records.

The Assessor will be responsible for full custody of the equipment for the duration of service. On issuance of the equipment, each Assessor will sign this document against the items handed over to him/her.

3.0. Use: The equipment is highly portable and therefore requires additional care and protection. The equipment is to be used **only** for official EGRP activities. The tablets should be used to document proceedings and happenings during the assessments and any other relevant event as directed.

The Assessor must take proper care of individually assigned equipment and ensure that each of them is effectively used, that the device is charged, and that any issues with the devices are quickly reported.

4.0. Risk management: When equipment is damaged, missing, or stolen, the Assessor/Assessor Supervisor or other individual responsible for the tablet must *immediately notify both their Supervisor and [winning bidder focal person] in writing by email ([winning bidder @email.com] within a period of 24 hours. [winning bidder@email.com] will then*

ensure that the information is reported to EGRP COP and *Assessment Coordinator* within 24 hours in writing by email jfonseca@rti.org, urai@np-egrp.rti.org and smneupane@np-egrp.rti.org.

Additionally, the individual responsible for the tablet must report the theft or loss to the relevant police authority and obtain a police report, which must be sent by email to the individuals listed above - *[winning bidder focal person]*, *[EGRP COP]*, and *[EGRP Assessment Coordinator]*; this should be submitted within 3 days of the incident. The report is to be translated if not in the English language and both copies submitted to RTI.

5.0. Return of equipment: The equipment is to be handed over back to *[winning bidder Project Manager]* of *[Contractor]* on the following instances:

- When contract between the Assessor expires with the employer;
- On retirement from service;
- Upon request for the equipment by the EGRP
- On transfer to a non EGRP site;
- On resignation;

On submission of the equipment back to the *[winning bidder]* office through *[winning bidder focal person]*, the Assessor will sign off against a record under the custody of the EGRP's Inventory Recorder.

By signature on this form, the recipient accepts responsibility and financial liability for any loss or destruction of the assigned equipment resulting from negligence, improper use, or the failure to take reasonable precautions to safeguard the equipment against loss or destruction. Please refer to Appendix A below for rules surrounding proper care and storage of the tablets.

Certification

I agree with the policy:

Name of Assessor	
Serial Number	
Signature	
Date Received Tablet	
Date Returned Tablet	
Name of witness (winning bidder)	
Signature of the witness	
Date	

Annex D: Proper Storage, Transport and Use of Tablet

The Early Grade Reading Assessment will require the use of a tablet. Each tablet comes with a case, a cable, and a charger. The tablet is the sole property of USAID / EGRP and the Assessor will be checking it out only for the duration of the Endline project.

The Assessor takes responsibility for any damages or loss that happens on part of the Assessment.

The following actions constitute adequate care for the Samsung Galaxy Tablet and must be practiced by the assigned Assessor while the tablet is in his/her possession:

- Take care not to drop the device
- Keep the screen and device away from dust, food, and liquids
- Keep the device with self at all times. Do not leave the device unattended.
- when storing the tablet overnight, the device must be stored in a secure, locked space and kept out of sight. Do not leave the tablets lying on a table or a bed where they are easily seen by others and are susceptible to theft.
- Return the device and its components with no scratches or damage to *[contractor focal person]*
- Equipment not in use should be secured in a locked space
- While traveling on a public vehicle, do not place the equipment in a baggage intended to be checked-in. Always pack the equipment in a hand carry.

Any loss due to theft or suspected theft or robbery needs to be reported to local authorities within 24-hours of the incident. An official copy of the police report needs to be obtained. The report is to be translated if not in the English language and both copies submitted to RTI—specifically to jfonseca@rti.org, urai@np-egrp.rti.org and smneupane@np-egrp.rti.org.

In the event of loss/theft/damage to US Government Property, where the Assessor assigned to the device, did not follow the safe-keeping practices listed above, it constitutes negligence on behalf of the Assessor and he/she will be responsible for the expenses required to fix / replace the device.

In the event of loss/theft/damage to a US Government Property despite the assigned Assessor having exercised due care and was not negligent with the US government property, he/she will not be held responsible for any damages or theft.

Annex E: Tablet Inventory Form

Early Grade Reading Assessment

Property

Inventory Schedule

Date: _____

Item No.	Description	Manufacturer	Model Number	Serial Number	Qty	Property Tag No.	Condition	Location and name of individual responsible	Date handed to Individual Responsible	Date Received back from Individual Responsible	Notes
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											

Add more cells as needed up to total number of tablets.

Pricing template

The cost proposal should include the detailed breakdown of each activity. All bidders are required to submit the budget narrative along with the financial proposal to provide rationale for proposed quantities and unit rates. Please indicate VAT amount separately.

Item #	Activity	Quantity	Unit of Measure	Unit Fixed Price (Each)	Total Fixed Price (Each)	Lead Time Availability (Number of Days)
1						
2						
3						
Total Value						

NOTE: Please do not write the cost (price) in the above table. Bidder are required to develop a proper budget template that covers all the required cost for this assessment.

By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.

Signature:

Title:

Date:

Attachment B: Instructions to Bidders/Sellers

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

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

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

USAID

RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements.** All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ/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 Seller’s proposal shall include the following:
 - (a) The solicitation number: Nepal EGRP-RFP-FY19-P006, Amendment #1
 - (b) The date and time submitted:
 - (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:
 - (d) Validity period of Quote:
 - (e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.
 - (f) If RTI informs Seller that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) “EAR99” of the U.S. Department of Commerce Export Administration Regulations (EAR), then Seller must provide

RTI the correct ECCN and the name of Seller’s representative responsible for Trade Compliance who can confirm the export classification.

- (g) Lead Time Availability of the Commodity/Service.
 - (h) Terms of warranty describing what and how the warranties will be serviced.
 - (i) 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.
 - (j) Payment address or instructions (if different from mailing address)
 - (k) Acknowledgment of solicitation amendments (if any)
 - (l) 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)
 - (m) **Special Note:** *The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.*
4. **Forms:** Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP.
5. **Questions Concerning the Procurement.** All questions in regards to this RFP to be directed to at this email address:

The Selection Committee RTI-USAID EGRP
procurement@np-egrp.rti.org

The cut-off date for questions is

Wednesday, July 31, 2019, 11:00 AM Nepal Standard Time
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6. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller shall deliver the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ/RFP. The Seller shall immediately contact the Buyer’s Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Seller.
7. **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) Packing List
 - (c) 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/POterms>, http://www.rti.org/files/PO_FAR_Clauses.pdf, or http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf. Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be

considered in the evaluation process.

9. **Alternative Proposals:** Sellers are permitted to offer “alternatives” should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
10. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
11. **Evaluation and Award Process:** The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ/RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to RTI. For the purpose of this RFQ/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 Sellers. Therefore, the Seller’s initial offer should contain the Seller’s 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 **organization** 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.

1. Eligibility Requirements:

A. Legal Registration Documents

- **Organization** registration certificate
- A copy of PAN/VAT registration certificate
- Tax clearance of the year 2074/75 B.S.

B. Experience

- Two (2) reference letters from previous or current clients for similar nature of surveys (including phone number, location, name of contact persons and email address) within the last five years.

C. Financial Capacity

- Audited financial accounts – last 2 years (2073/74 and 2074/75 B.S.), including Profit & Loss and Balance Sheet.
- Evidence of minimum turnover of NRs. 5,000,000 (Rupees Five Million) in last 2 years

D. Other Document: Signed copy of this RFQ document

E. DUNS & Bradstreet Number (a nine character unique number). The federal government has adopted the use of DUNS numbers to track how federal money is allocated. DUNS number identifies your organization, which is mandatory for proposal submission.

- Note: - This process can take much longer than two business days. It is advised to apply immediately if bidders are interested in submitting proposals. The detail instructions and steps to obtain DUNS number is given in attachment C.

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

2. Technical Proposal:

Bidders are required to prepare technical proposal considering the following points (as specified in Attachment A, Scope of Work):

1. **Summary of relevant work experience** in education sector surveys.
2. **Company profile:** a brief description of your organization, 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 high quality 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 team member. Please attach CVs of one (1) team leader and other two (2) key personnel to lead the survey.

3. Financial Proposal:

Please submit a cost proposal along with your proposal that includes the necessary information as described in the deliverables. Bidders need to submit budget narrative along with cost proposal that justifies proposed quantity and rate for this survey as specified in Attachment A, Scope of Work.

The evaluation factors comprise of the following criteria:

(a) PRICE - Maximum Weight – 30 Points

Cost proposal will be evaluated on the basis of the most effective rates for surveys, and completeness of their price schedules in line with the technical proposal covering all activities outlined in the Scope of Work.

(b) PAST PERFORMANCE - Maximum Weight – 15 Points

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

(c) TECHNICAL CONTENTS – Maximum Weight – 30 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

12. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.

13. **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 Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 120 days after submission.

14. **Representations and Certifications.** Winning suppliers 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.

15. **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. You may report a suspected violation anonymously.

Acceptance:

Seller agrees, as evidenced by signature below, that the seller's completed and signed solicitation, seller's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: *(Seller Company Name)*

Signature: _____

Title:

Date:

ATTACHMENT C: STEPS TO OBTAIN DUNS NUMBER (exceeding \$25,000)**ORGANIZATION INSTRUCTIONS****PURPOSE OF THIS STEP:**

The federal government has adopted the use of DUNS numbers to track how federal money is allocated. DUNS number identifies your organization.

This process should take no more than 2 business days.

WHAT IS A DUNS NUMBER & WHY DO I NEED TO OBTAIN ONE?

The **Data Universal Number System (DUNS)** number is a unique nine-character number that identifies your organization. It is a tool of the federal government to track how federal money is distributed. **Most large organizations, libraries, colleges and research universities already have DUNS numbers.**

Ask your administrator or chief financial officer to provide your organization's DUNS number. If your organization is **based in the U.S.**, a DUNS number can be requested by phone or online.

Webpage for phone number: http://fedgov.dnb.com/webform/pages/reqDuns_phone.jsp

If your organization is located **outside the United States**, you can request and register for a DUNS number through the following web site.

Webpage for registration: <http://fedgov.dnb.com/webform/displayHomePage.do>

This is the information you will need to have available in order to obtain the DUNS number. (If your organization does not already have one):

- Legal Name of organization
- Name of the organization CEO
- The primary type of business your company engages in (NCIA/SIC CODE)
*To obtain this code please go to www.naics.com/search.htm
(Also see list attached)*
- Any other name your business might be recognized by, i.e. doing business as (DBA)
- Physical organization address (city, state and zip code)
- Mailing address if separate from headquarters
- Telephone number
- Name of the primary contact person and his or her title
- Number of employees at your location
- Is this a home-based business?

If your organization does not have a DUNS number, use this Dun & Bradstreet (D&B) online registration process to receive one free of charge.

NOTE: Obtaining a DUNS number places your organization on D&B's marketing list that is sold to other companies. You can request not to be added to this list during your application.