

Request for Proposal (RFP) - Nepal EGRP-RFP-FY19-P008

Service Required:	Research on Public Awareness of Early Grade Reading
Type of Procurement:	One Time Purchase Order
Type of Contract:	Firm Fixed Price
Term of Contract:	5 (five) Months
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:	Wednesday, September 18, 2019
Date Questions from Supplier Due:	Tuesday, September 24, 2019, 2:00 PM, Nepal Standard Time email procurement@np-egrp.rti.org Note:- Q&A will be posted on RTI website
Pre-submission conference on RFP	Wednesday, September 25, 2019 10:00 to 11:00 AM at EGRP meeting hall, Lazimpat
Date Proposal Due:	Monday, November 04, 2019, 11:00 AM Nepal Standard Time
Approximate Date Purchase Order Issued to Successful Bidder(s):	December 02, 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 research 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.

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-P008" Proposal for "**Research on Public Awareness of Early Grade Reading**".

List of inner envelopes

- Envelop 1:- Minimum Eligibility Requirements (legal documents, audit report, tax clearance, signed RFP document and DUNS number as specified in attachment "A")
- Envelop 2:- Technical Proposal (as specified criteria in attachment "B")
- Envelop 3:- Financial Proposal (detail budget and budget narratives, as specified criteria in attachment "B")

Only bidders meeting the minimum eligibility requirement will be considered for technical evaluation.

The financial proposal will only be opened of the research 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-FY19-P008
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Attachments to RFP:

1. Attachment "A" – Service Specifications
2. Attachment "B" – Instructions to Bidders
3. Annex-1 – Calculation of Survey Sample Size of Parents and Teachers
4. Annex-2 – Budget Narrative



5. All PO Terms and Conditions are listed on our website 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"). Supplier's delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier'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

Description of Activity/Service:

Research on Public Awareness of Early Grade Reading

Introduction and Background

Over the past few years, the Government of Nepal (GON) has taken a remarkable step to “address the reading gaps” among its youngest learners by developing a comprehensive national strategy to improve early grade reading outcomes, through the National Early Grade Reading Program (NEGRP).

The USAID Early Grade Reading Program (EGRP) in Nepal builds on existing initiatives to support the Ministry of Education, Science and Technology’s (MOEST's) implementation, including scaling up, of the NEGRP.

In Project Years 2 and 3, EGRP began its social mobilization activity in six districts (Bhaktapur, Kaski, Banke, Saptari, Kanchanpur, Manang), referred to as Cohort I. In 2018 it expanded into 10 new districts (Dhankuta, Parsa, Mustang, Rupandehi, Dolpa, Surkhet, Dang, Bardiya, Dadeldhura, Kailali), referred to as Cohort II. The primary audiences of these activities are: parents (mothers and fathers) of students in grades 1, 2, and 3, including from minority populations, and classroom teachers of these early readers (grades 1-3). Secondary audiences include: family members (e.g., grandparents, caregivers, older siblings), and community stakeholders and gatekeepers such as: local NGOs, Parent Teacher Associations (PTAs) and School Management Committees (SMCs), district-based education officers, community leaders and influencers.

Social mobilization, public awareness and mass media activities include (areas of study):

- National and regional mass media (radio) Public Service Announcements (PSAs) for parents and teachers of early grade readers (grades 1, 2, and 3)
- National and regional radio programming, and its three components: teaching tips segments, guest reader segments, and radio drama series
- Training and mobilization of peer educators selected from parents of children in grades 1, 2, and 3
- Community education groups
- PTA and SMC meetings

- Social mobilization
 - Peer education training to parents
 - Establishment of reading corner at homes
 - Reading festival celebration involving local and community resource persons for EGR promotion
 - Parent-teacher conference
 - Mobile reading corner at community level
 - Locally developed reading materials at school level, mobilizing local and community resource persons for EGR promotion
 - District-level leadership campaign

Purpose

The overall objective of the study is to evaluate the effectiveness of social mobilization and public awareness activities of Early Grade Reading Program (EGRP) in Cohort II districts. The specific objectives are:

- a) To enumerate the reach (i.e. prevalence rate) of the public awareness activities on early grade reading
- b) To identify the level of awareness of key messages of early grade reading among primary and secondary audiences
- c) To rank the most effective message channels and messaging methods
- d) To explore the perception of parents and teachers with regard to the radio program and PSAs in promoting the importance of early grade reading

For consistency, EGRP will adapt and closely follow the similar study conducted in 2018 for Cohort I districts. This includes adapting the protocol, methodology, and instruments used in Cohort I districts to be applied in Cohort II districts.

Scope of Work

The scope of work (SOW) covers the following activities:

1. In collaboration with EGRP adapt the research methodology for the study. The methodology is designed to quickly gather data from primary and secondary audiences in Cohort II districts on awareness of key messages of early grade reading, sources of information (interpersonal communication with social mobilizers, media and news stories, radio programs, radio Public Service Announcement (PSAs), other parents, other teachers); and explore perceptions of parents and teachers with regard to the radio program and PSAs in promoting the importance of early grade reading. The assessment should identify which message channels were most effective in reaching the primary and secondary audiences, and provide a rank order of the most effective messaging method.

The methodology is a combination of qualitative and quantitative components and should include surveys, focus group discussion and short interviews with key audiences. EGRP will share a copy of the methodology and study instruments with the selected research firm/company.

2. Apply the protocol provided by EGRP that closely follows the study conducted in Cohort I districts.
3. A sample design of the key audiences in the six (6) districts viz. Dhankuta, Parsa, Mustang, Dang, Surkhet, and Kailali, is to be provided by EGRP. The sample mix is to include

Quantitative:

- a) Survey with 580 parents (mothers and fathers) of students in grades 1-3 in the six districts
- b) Survey with 348 teachers (female and male) of students in grades 1-3 in the same six districts (Teachers may include head teachers and EGR-trained teachers)

District-wise breakdown of the survey sample size of parents and teachers has been illustrated below:

District	Survey Sample Size	
	Parents (mothers and fathers)	Teachers (female and male)
Dhankuta	80	48
Parsa	140	84
Mustang	60	36
Dang	100	60
Surkhet	80	48
Kailali	120	72
Total	580	348

Note: Please refer to "*Annex-1: Calculation of Survey Sample Size of Parents and Teachers*" for a detailed break-down of the sample size per district by number of palika (local level) to be covered, and schools (SMC grant recipients and non-recipients) to be reached.

Qualitative:

- a) A total of six (6) Focus Group Discussions (FGDs) with parents (mix of mothers and fathers) of students in grades 1-3, i.e. one FGD per district [note: parents who have received/attended the peer education training are to be included as the FGD participants]

- b) A total of eighteen (18) Key Informant Interviews (KIIs) with the secondary audiences listed below in the same six districts
- i. Education Development and Coordination Unit (EDCU) / Local Education Unit (LEU) Heads
 - ii. Community Mobilization Officers (CMOs) from Local NGOs
 - iii. Parent representatives from Parent Teacher Association (PTA) / Teacher representatives from School Management Committee (SMC)

KIIs with EDCU Heads	3 nos.
KIIs with LEU Heads	3 nos.
KIIs with CMOs	6 nos.
KIIs with Parent Representatives from PTAs	3 nos.
KIIs with Teacher Representatives from SMCs	3 nos.
Total no. of KIIs	18 nos.

4. With EGRP adapt and finalize the study instruments
5. Submit an implementation timeline for this task. Schedule for approvals and reviews by USAID, MOEST/CEHRD, and EGRP before moving forward
6. Collect, tabulate and analyze the data (including cross-sectional data analysis about the audiences' preferred sources of information as well as their perceived effective message channels and messaging methods). Use computer tablets for collection of survey data and ensure EGRP's access to the survey database.
7. Make audio files of the interviews and FGDs available to EGRP within 48 hours.
8. Transcribe all the interviews and FGDs within seven days after they have been conducted, and submit to EGRP for review.
9. Prepare a draft report and data visualization of the findings within 20 days of the completion of the field work. The draft report is to include a literature review of public awareness campaigns for social and behavior change, with a focus on the findings that such campaigns typically have in the context of the mass media outreach for audiences' awareness.
10. Share findings with the MOEST/CEHRD, and stakeholders based on the draft report

11. Copy edit and finalize the report and submit to EGRP following USAID branding and marking guidelines

Product or Service Expectations (both if applicable):

RTI/EGRP is seeking to procure services of an appropriate Nepali research firm/company to conduct a study on the reach and effectiveness of its communication outreach in six of the ten program districts in Cohort II viz. Dhankuta, Parsa, Mustang, Dang, Surkhet, and Kailali. The study is expected to inform about the degree to which targeted messages are reaching the intended audience, which message channels and messages appear to be most successful, and audience reaction to the messages in terms of behavioral adoption/practice.

Deliverables, Timelines, Special Terms and Conditions:

The main deliverables will be:

#	Deliverables	Payment terms
1.	Detailed implementation plan and timeline for the study	1 st milestone Payment 30% (upon completion of these activities, accepted by EGRP)
	Finalized study instruments	
	Identification, orientation, and training of field data collectors who are proficient in the local language/s of the respective district/s where they have been deployed	
2.	Data collection with weekly updates on progress to EGRP, and if any issues to be resolved	2 nd milestone payment 30% (upon completion of these activities, accepted by EGRP)
	Uploaded audio files of all KIIs and FGDs	
	All KIIs and FGDs transcribed in English language	
3.	Analysis of the data	3 rd milestone payment 20% (upon completion of these activities, accepted by EGRP)
	Draft Report of the study in English language with data visualization	
	Revised draft report after incorporating EGRP's feedback	
4.	Meeting with stakeholders to share initial findings	4 th milestone payment 20% (upon completion of all activities,
	Prepare the final report after incorporating comments from the meeting	

	Sharing final report with the stakeholders	submission of the final report accepted by EGRP)
	Submission of the final report	
<p>The SOW covers what EGRP expects to be accomplished, however, having discussed with selected research firm/company if necessary minor adjustments will be made in the SOW. The SOW will be included in the official purchase order.</p> <p>The short-listed research firms/companies may be asked to make a brief presentation to discuss their proposal, past experience, timeline and results.</p>		

Minimum Eligibility Requirement:

The bidders must submit the following documents for minimum eligibility. Only bidders meeting the minimum eligibility will be considered for technical evaluation.

1. Research firm/ company registration certificate
2. Research firm/ company profile
3. A copy of PAN/VAT registration certificate
4. Tax clearance of the year B.S. 2074/75
5. Audit report of research firm/ company of B.S. 2074/75
6. Filled RFP format with all the required information provided and duly signed/stamped by the authorized representative.
7. 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.

Pricing template

The cost proposal should include the detailed breakdown of each activity. All bidders are required to submit the budget narrative using template Annex-2 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 study.

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

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 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 RFP, supplier understands that services indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase service 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 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- Nepal EGRP-RFP-FY19-P008
 - (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)
 - (k) **Special Note:** The bidder, by his response to this RFP and accompanying signatures, confirms that the terms and conditions associated with this RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.
4. **Forms:** Bidders must sign the single hardcopy submitted and send to address listed on the cover page of this RFP.
5. **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
- The cut-off date for questions is *(insert date)*.
- Tuesday, September 24, 2019, 2:00 PM, Nepal Standard Time
6. **Notifications and Deliveries:** Time is of the essence for this procurement. Bidder 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 RFP. The Bidder 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 Bidder.

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) 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/potermis, <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 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.
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:

Technical Proposal:

1. **Summary of relevant work experience** (3-4 pages), including relevant technical experience in qualitative and quantitative research, experience working in the six districts (Dhankuta, Parsa, Mustang, Surkhet, Dang, and Kailali) and experience managing studies of similar nature.

2. **Company profile:** a brief (1-2 pages) description of your company, including its date and location of incorporation, number of years of work experience relevant to this RFP, and its Nepali registration as a local company.
3. **Short list (at least three) of representative clients** in Nepal and brief description of the work completed for them.
4. **Three references** familiar with your company's work of similar nature in Nepal. Work should have been completed within the last five (5) years. Include contact name, email address, mobile phone number, and a website.
5. **Technical Approach:** please describe how your organization plans to perform the principle activities outlined in the Scope of Work (maximum 3 pages). In addition, please provide an implementation plan with a timeline.
6. **Key Personnel:** please specify which personnel are key to the project implementation and a short biographical statement on each. Please attach CVs of three (3) key personnel not exceeding three pages per CV.

Note: Assumptions: please include any assumptions that have been made in the preparation of your proposal.

Financial Proposal:

Please submit a pricing schedule along with your proposal that includes the necessary information as described in the deliverables. Bidders also need to submit budget narrative along with financial proposal that justify proposed quantity and rate for this survey as specified in Attachment A, Scope of Work. Please use the attached template Annex-2 for budget narrative.

The evaluation factors comprise of the following criteria:

(a) PRICE - Maximum Weight – 30 Points

Proposals will be evaluated on the clarity and comprehensiveness of their price schedules as well as their value. The main evaluation criteria of price will be cost realism.

(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 STRENGTH AND ABILITY – 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- 20 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 supplier 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 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.
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. You may report a suspected violation anonymously.

Acceptance:

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

By: *(Bidder 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 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

Annex-1

Calculation of Survey Sample Size of Parents and Teachers

District	No. of Palika to be covered	No. of Parents per Palika to be reached	Survey Sample Size of Parents	No. of schools per Palika to be covered	Total No. of schools to be covered	No. of SMC Grant recipient school to be covered	No. of non-SMC grant recipient school to be covered	Survey Sample Size of Teacher (3 nos. from each school)	Survey Sample Size of Teachers from SMC Grant schools	Survey Sample Size of Teachers from non-SMC Grant schools
Dhankuta	4	20	80	4	16	8	8	48	24	24
Parsa	7	20	140	4	28	14	14	84	42	42
Mustang	3	20	60	4	12	6	6	36	18	18
Dang	5	20	100	4	20	10	10	60	30	30
Surkhet	4	20	80	4	16	8	8	48	24	24
Kailali	6	20	120	4	24	12	12	72	36	36
Total Sample size	29		580		116	58	58	348	174	174

Annex -2

Budget Narrative Template

Project Title	Early Grade Reading Program (EGRP)
Name of the Research Firm/ Company	
Address	
Period of Project	
Budget Currency	

Please describe rationale for unit costs proposed in the finance proposal.

Budget Topics

1. Personnel/Remuneration
2. Study Activity
3. Travel and Transportation
4. Operation/Administrative

Note: Please feel free to add/change headings as per your financial proposal