### Request for Proposal (RFP) – Nepal EGRP-RFP-FY20-P003

<table>
<thead>
<tr>
<th>Service Required:</th>
<th>Study 2: Study on Teacher Motivation in the Early Grades</th>
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</thead>
<tbody>
<tr>
<td>Type of Procurement:</td>
<td>One Time Purchase Order</td>
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<tr>
<td>Type of Contract:</td>
<td>Firm Fixed Price</td>
</tr>
<tr>
<td>Term of Contract:</td>
<td>3 Months</td>
</tr>
<tr>
<td>Contract Funding:</td>
<td>AID-367-TO-15-00002</td>
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<tr>
<td>This Procurement supports:</td>
<td>USAID’s Early Grade Reading Program (EGRP)</td>
</tr>
</tbody>
</table>
| 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: | Thursday, November 14, 2019 |
| Date Questions from Supplier Due: | Wednesday, November 20, 2019, 11:00 AM Nepal Standard Time at procurement@np-egrp.rti.org  
Note: Question and answer will be posted on RTI Website |
| Pre-submission conference on RFP | Thursday, November 21, 2019, 10:00 to 11:00 AM Nepal Standard Time (NST) at EGRP conference room |
| Date Proposal Due: | 11:00 AM NST, Wednesday, December 04, 2019 |
| Approximate Date Purchase Order Issued to Successful Bidder(s): | Wednesday, December 11, 2019 |

### Method of Submittal:

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

Proposal documents should be submitted in a closed envelope with wax seal (laahchhap) 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 organization’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 will submit one technical proposal and one cost proposal in response to this RFP,
and a separate envelope containing all necessary documents specified under the "Eligibility Requirements". Each envelope should be clearly marked with ‘Technical Proposal’, ‘Cost Proposal’ and ‘Eligibility Requirements’ as per its content and then put together in a larger envelope clearly marked with “Nepal EGRP-RFP-FY20-P003” Proposal for “Study 2: Study on Teacher Motivation in the Early Grades”.

<table>
<thead>
<tr>
<th>List of inner envelopes</th>
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<tbody>
<tr>
<td>Envelop 1:- Eligibility Requirements (legal documents, audit report, tax clearance and experience letters, as specified in attachment “A”),</td>
</tr>
<tr>
<td>Envelop 2:- Technical Proposal and soft copy</td>
</tr>
<tr>
<td>Envelop 3:- Cost proposal (detail budget, budget narrative and soft copy)</td>
</tr>
</tbody>
</table>

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 with 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-FY20-P003 |

**Attachments to RFP:**

1. Attachment “A” – Service Specifications
2. Attachment “B” – Instructions to Bidders
3. Annex 1 – Timeframe
4. Annex 2 – Budget Narrative Template
5. All PO Terms and Conditions are listed on our website at forth at: [http://www.rti.org/POterms](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

Study on Teacher Motivation in the Early Grades

1. Background

The Early Grade Reading Program (EGRP) is a five-year project (2015-2020) funded by the United States Agency for International Department (USAID) to provide technical support to the Government of Nepal, Ministry of Education, Science and Technology (MOEST) to implement its National Early Grade Reading Program (NEGRP) which has been implementing to improve the reading skills of all community school students in grades 1 to 3. The project mainly focuses on improving the reading skills of early grades (1-3) students through technical and financial support to Ministry of Education, Science of Technology (MOEST) and its Central Line Agencies (CLAs) through improving reading instruction, improving national and district early grade reading service delivery, and increasing family and community support for early grade reading.

EGRP has been implementing the program interventions in a phased manner in 16 districts of Nepal. In the first phase, EGRP was implemented in 6 districts (cohort 1) as high intensity districts which received more inputs compared to the remaining 10 districts (low intensity Cohort II districts) however, these districts under low intensity category have also received minimum inputs from the program. In second phase EGRP reversed the intensity of the inputs. High intensity district of the first phase became low intensity district and low intensity districts become high intensity districts based on inputs they received.

Since the program has been focusing on improving the quality of education through improving reading skills of the children, the program has been supporting on developing and distributing Teaching Learning Materials (TLMs), Supplementary Reading Materials (SRMs), teacher professional development, teacher ongoing professional support, development of print rich environment in the classrooms and capacity development programs for Head Teachers, SMC/PTA members, and education personnel at local level. The program intends to achieve positive effects of the interventions with broad access and use of learning and teaching materials. The baseline and midline EGRA results also indicated that access to materials, including students’ access to Nepali-language textbooks and workbooks, and additional children’s reading materials, and teachers’ access to teaching guidelines, materials, and curriculum obviously will impact on the program results. It depends heavily on the state of teacher motivation that enhances teachers morale, self-efficacy, professional conduct and performance.

This TOR for the study on teacher motivation in early grades has been developed to offer support to the government to conduct a teacher management study on teaching personnel in the early grades in the target districts on issues related to motivation which may impact early grade reading instruction, such as absenteeism or incentives, in collaboration with MOEST/CEHRD (IR 2.1.9) followed by dissemination meetings and discussions of policy options and potential implications of different approaches of teacher management (IR 2.2.5), and support GON to implement policies or an action plan for addressing teacher management issues related to motivation and support districts to implement policies ties to career ladder and professional development opportunities as part of their EGRP action plan (IR 2.3.5).
2. Purpose and Objectives

2.1 Purpose
The main purpose of this study is to find out the factors of EGR teacher motivation in the EGRP districts.

2.2 Objectives
The specific objectives of the study are: clearer

2.2.1 to identify the status of EGR teacher’s motivation in EGRP districts,
2.2.2 to find out the contributing factors (intrinsic and extrinsic) of teacher motivation,
2.2.3 to explore the consequences of motivating factors in teaching learning processes in early grades,
2.2.4 to recommend suggestive measures to motivate EGR teachers.

3. Scope of Work
The scope of work (SOW) of this study in broad terms includes the following:

3.1 Review the existing government policies provisions (including Acts, Regulations, Policies, Plans, Programs and strategies) for teacher motivation,
3.2 Review of the existing literature relevant to teacher motivation,
3.3 Facilitate the consultative workshop of technical working group organized by EGRP in coordination with CEHRD (HRDD) on teacher motivation in the early grades for refining study design, methodology and tools,
3.4 Carry out the study on teacher motivation in the early grades as per work plan,
3.5 Prepare draft report on teacher motivation in early grades,
3.6 Collaborate with EGRP to facilitate a workshop, in coordination with CEHRD (HRDD), to discuss the study findings and to identify potential strategies for addressing teacher motivation issues and
3.6 Revise the draft report on teacher motivation in the early grades, incorporating the strategies suggested for addressing problems of teacher motivation and other comments obtained from the workshop and prepare final report and submit to EGRP.

4. Deliverables
The main deliverables of this study will be:

4.1 Sharing of study plan, including fieldwork plan and instruments, to be submitted and approved by EGRP before beginning fieldwork.
4.2 Finalization of study plan, including fieldwork plan and instruments, to be submitted and approved by EGRP before beginning fieldwork.
4.2 Draft study report on teacher motivation in the early grades.
4.3 Submission of final study report to EGRP.
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<th>SN</th>
<th>Deliverable description</th>
<th>Dates</th>
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<tbody>
<tr>
<td>1.</td>
<td>Sharing of study plan, fieldwork and instrument to TWG</td>
<td>4th week of December, 2019</td>
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<td>2.</td>
<td>Preparation of field work</td>
<td>1st week of January, 2019</td>
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<td></td>
<td>• Hired study team and team leader</td>
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<td>• Developed and finalized study tools and fieldwork plan</td>
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<td>with EGRP approval</td>
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<td>3.</td>
<td>Completed field work</td>
<td>4th week of February 2020</td>
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<td>a. Completed team members orientation on tools</td>
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<td>b. Completed all field works</td>
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<td>4.</td>
<td>Analysis and draft reporting</td>
<td>2nd week of March, 2020</td>
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<td>a. Submitted transcribed data</td>
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<td>b. Presented initial key findings to EGRP</td>
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<td>c. Prepared full draft report and shared with</td>
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<td>EGRP, GON and stakeholders</td>
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<td>d. Submission of final report</td>
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5. Technical Working Group

Technical Working Group (TWG) consists of technical members representing from Human Resource Development Division (HRDD) CEHRD, Education Review Office (ERO), Curriculum Development Centre (CDC), Ministry of Education, Science and Technology (MOEST) and external study experts. The TWG will coordinate amongst the central level agencies (CLAs) and provide technical support to the winning bidder in all phases; such as designing, carrying out the study and finalization of the report. EGRP will facilitate all phases of the study in coordination with CEHRD (HRDD) to make the winning bidder enable to produce deliverables.

6. Population and Sample of the Study

Population for this study consists of all central level agencies, districts, Local Education Units and schools of 16 EGRP districts.

6.1 Selection of Districts

The winning bidder has to sample 6 districts amongst the 16 EGRP districts based on reasonable criteria representing from cohort I and II districts covering 3 echo-belts.

6.2 Selection of Local Education Units

The winning bidder has to select LEUs to make basis for sampling schools in each district. For this purpose the LEUs in the district have to be stratified based on aggregated achievement in CB-EGRA. For this, the firm has to define a range of schools in consultation with the officials of EGRP and CEHRD. For example, the total number of LEUs has to be classified with respect to: (i) LEU
having higher achievement score in CB-EGRA, (ii) LEUs with Moderate achievement score in CB-EGRA, and (iii) LEUs with a lower achievement score in CB-EGRA in each district. From each category, one LEUs should randomly be selected as a sample LEU. Thus, 3 LEUs from each district will be selected

### 6.3 Selection of Schools and teachers

The winning bidder has to select the sample schools within the selected LEUs based on the achievement score in CB-EGRA. For this, all schools in selected LEUs should be classified under (i) High performing schools (ii) Moderately performing schools, and (iii) Low performing schools categories. The firm should select 2 schools randomly from each category of schools. This approach will demand 6 schools from each sample LEU that will make 18 sample schools (3 LEUs x 6 schools = 18 schools/district) in each sample district.

In 6 EGRP districts, the number of early grade teachers in 108 sample schools will be 324 (three teachers per school 108x3 = 324 teachers). In addition, Head teachers, members of School Management Committee (SMC) and Parents Teacher’s Association (PTA) representing from sample schools will be the key informants for this study. The winning bidder has to determine the number of key informants based on the study evidences to generate the information adequately required for the study.

### 7. Source of Data

The sources of data for this study will be primary and secondary. Secondary data will be available at central offices, district office, LEUs and schools. The sources of primary data will be the early grade teachers of sample schools and key informants.

#### 7.1 Review of Documents and relevant Literature

The winning bidder will review relevant study and literature, including relevant international literature and study/reports from Nepal. Within Nepal, the firm should obtain relevant documents from MOEST, its line agencies (CEHRD, CDC and ERO) and other organizations. The winning bidder has to review the documents and has to prepare a review chapter of the study corresponding to the objectives and deliverables foreseen. After completion of the review, The winning bidder has to present the review findings to the Technical Working Group (TWG) for discussion and feedback. S/he has to update the review chapter incorporating the comments obtained from the TWG that will be base for further planning of the study.

### 8. Methods of Data Collection

The winning bidder has to collect data on teacher motivation from early grade teachers using teacher questionnaires. The data from central offices, district offices, LEUs and schools will be collected through: (i) interview (ii) focus group discussion (iii) formal and informal consultative meetings (iv) interactions with selected key informants on specific concerns of the study as per need.

### 9. Data Analysis

The winning bidder will analyze data by using appropriate statistical tools and methods with justification.
10. Performance Period

The expected period of performance for this study will be Mid-December, 2019 to Mid-March, 2020 (3 months).

11. Reporting Requirement

11.1 Briefing Meeting

The winning bidder will provide fortnightly briefings on the progress on achievement of the deliverables of the study. EGRP representatives and TWG members will attend the briefing meetings. The winning bidder will prepare a brief of the progress that will cover:

(a) Progress towards achieving the deliverables with respect to the work plan.

(b) If any difficulties occur, their explanation and description how they will be resolved in achieving the deliverables.

11.2 Completion of the Study

After completion of the study, the winning bidder will submit the final study report to EGRP. Then the winning bidder will make a presentation of the study report to technical working group TWG). The winning bidder will be responsible to manage the logistics and catering services for TWG meetings, sharing sessions for finalizing study tools, draft report and final report.

12. Time of frame

The tentative timeframe of the study is presented in the Annex 1.

Eligibility Requirement:

This RFP is applicable to bidders registered in Nepal. The bidders must submit the following documents for minimum eligibility. Only bidders meeting the minimum eligibility will be considered for technical and financial evaluation.

1. Organization registration certificate
2. A copy of PAN/VAT registration certificate
3. Latest tax clearance certificate (B.S. 2075/76)
4. Latest audit report of the firm/ company (B.S. 2075/76)
5. Letters from at least two (2) previous or existing clients certifying the firm's past work experience in Nepal
6. Organization profile
7. Signed copy of this RFP
Pricing template

The cost proposal should include the detailed breakdown of each activity. All bidders are required to submit the budget narrative (Annex 2) along with the financial proposal to provide rationale for proposed quantities and unit rates. Please indicate VAT amount separately.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Activity</th>
<th>Quantity</th>
<th>Unit of Measure</th>
<th>Unit Fixed Price (Each)</th>
<th>Total Fixed Price (Each)</th>
<th>Lead Time Availability (Number of Days)</th>
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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 s/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

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RTI- USAID Early Grade Reading Program
House no. 46/64, Uttar Dhoka, Lazimpat, Kathmandu, Nepal
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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-FY20-P003

(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, implementation plan with timeline 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 (potential bidders or suppliers) 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

<table>
<thead>
<tr>
<th>The Selection Committee</th>
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<tr>
<td>RTI-USAID EGRP</td>
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at this email address:

**procurement@np-egrp.rti.org**

The cut-off date for questions is

**Wednesday, November 20, 2019, 11:00 AM 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/potermes](http://www.rti.org/potermes),
   [http://www.rti.org/POterms](http://www.rti.org/POterms),
   [http://www.rti.org/files/PO_FAR_Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf), or
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 cost 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.

The evaluation factors comprise of the following criteria:

- **PRICE** - **Maximum Weight – 30 Points**
  Cost proposal will be evaluated on the basis of the most effective rates and completeness of price schedules in line with the technical proposal covering all activities outlined in the scope of work.

- **PAST PERFORMANCE** - **Maximum Weight – 15 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.

- **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.

- **QUALIFICATION AND EXPERIENCE OF PROPOSED PERSONNEL** – **Maximum Weight- 25 Points**
  Proposals will be evaluated on suitability and level of expertise of the personnel selected to conduct the activities.

  **Total weightage – 100 Points**

11. **Award Notice**. A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful 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: ________________________________________________________________
## Annex-1

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<tr>
<th>Time in weeks</th>
<th>1 Dec</th>
<th>2 Dec</th>
<th>3 Dec</th>
<th>4 Dec</th>
<th>1 Jan</th>
<th>2 Jan</th>
<th>3 Jan</th>
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<th>1 Feb</th>
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<th>4 Feb</th>
<th>1 Mar</th>
<th>2 Mar</th>
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<tr>
<td>Bidder selection, Tools development, and finalization</td>
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<td>Coordination and field work preparation</td>
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</tr>
</tbody>
</table>
**Annex -2**

**Budget Narrative Template**

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Early Grade Reading Program (EGRP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Organization</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Period of Project</td>
<td></td>
</tr>
<tr>
<td>Budget Currency</td>
<td></td>
</tr>
</tbody>
</table>

Please describe rational for unit costs proposed in the financial 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.