

## Request for Proposals (RFP)

<b>Title</b>	<b>Socio-economic status of households and immunization rates: A household level survey in two districts of Sindh, Pakistan</b>		
<b>Ref #</b>	RDP/RFP/2210-I	<b>Contact details (RFP-related queries)</b>	<a href="mailto:procurement.pk@ird.global">procurement.pk@ird.global</a>
<b>Issuance Date</b>	January 30, 2023	<b>Submission Deadline</b>	February 16th, 2023

### 1. Background

#### *A. About IRD*

IRD Pakistan (Private Limited) is a global health delivery and research organization working in over 15 countries. IRD is based in Singapore and has country affiliate offices in Bangladesh, Indonesia, Pakistan, South Africa, UAE, and Vietnam. IRD aims to be the leading catalyst for improving the lives of vulnerable communities by building a network that shares ideas and innovations to create a global impact, significantly redefining healthcare for the underserved. The IRD team leverages process and technology innovations to bridge the global health delivery gap through scalable, cost-effective, and evidence-based high-impact solutions to introduce a change in the lives of more than 100 million people every day. We improve access to cutting-edge diagnostics testing, use behavioral and economic strategies to improve treatment adherence, and utilize open-source information technology platforms to enable efficiencies in order to scale up programs. For a complete profile, please visit our website at <https://ird.global>.

#### *B. Objective of the Project:*

IRD intends to contract a survey firm to conduct a household survey to collect data on the immunization status of children under the age of 3 and the socioeconomic characteristics of their households. The activity involves mapping and listing exercises prior to administering a full-scale household survey to get an approximate number of children under the age of 3 in the selected areas. There are two main objectives of administering the household survey. First, we want to document the vaccination status of children under the age of 3 in the selected areas, particularly those who never visit the vaccination centers or respond to outreach programs and understand the socioeconomic characteristics of these households. Second, it seeks to understand mechanisms of whether the cost and inconvenience of getting a child immunized contribute to low immunization rates; or is there deeper-seated hesitancy and misinformation about vaccines in areas with low vaccine take-up? The household survey will assist in the impact evaluation of the existing interventions and inform the

research design to test new interventions to improve immunization rates. These activities will be carried out in selected blocks of the Karachi East and Qamber districts of Sindh, Pakistan.

## 2. Scope of Work

### *A. Description of the Tasks*

As a part of this survey, the survey firm will be required to provide the following services:

- Survey questionnaire development assistance
  - The research team will translate and prepare the survey instrument on the electronic application for tablets (using SurveyCTO/ODK). The survey firm must conduct a detailed review of the instrument and provide a back translation to English and a set of written feedback to the research team before piloting.
- Piloting
  - Implementing two pilot surveys, with at least one held well in advance of the fieldwork, in close collaboration with the researchers to ensure respondents' willingness to answer specific questions, misinterpretation of questions, remove ambiguities and improve the structure of the survey. It is preferred to administer the pilot with at least 30 households per district in non-selected blocks from the two selected districts. The area to pilot the household survey will be approved by the research team.
- Recruitment and training
  - The firm will identify and recruit qualified male and female enumerators (sufficient to ensure a combination of male and female enumerators for mapping, listing, and survey activities). A total of up to five enumerators and one supervisor be part of one team. Because of the nature of some of the survey questions, female enumerators must conduct all interviews with women. The research team should approve the team composition decided by the survey firm.
  - The survey firm shall recruit sufficient enumerator teams and supervisors to complete the fieldwork in approximately three months (ideally, it should finish in 2.5 months).
  - The survey firm shall ensure that all staff recruited for the survey have extensive previous survey experience and fluently speak the local/regional language(s) required for interviewing respondents in their native tongue. The survey firm should first identify and discuss with the research team the language requirement of the field staff.
  - The survey firm will share the profiles of its enumerators well in advance of the training of enumerators for review and approval by the research team.
  - Every individual involved in the management and enumeration of the survey will be trained. The survey firm will cover travel and logistical costs for this.
  - For training its enumerators, the survey firm will be allowed to organize the training at the level of selected districts, but given that the research team shall also be participating in this training, the venues must be approved by the research team in advance for security clearance by IRD..

- Training of enumerators should take place in groups of no more than 20 enumerators, lasting at least four days, plus field practice and group debriefing sessions. The classroom component must include extensive mock interviews. The training will be organized and conducted by the survey firm's trainer and project manager (in coordination with the research team) and will be supervised by the research team. If the research team believes an extra day of training is required, they will again administer training on specific components. No enumerator will be allowed to carry out any survey activities if he/she did not participate in the initial training, so the firm should ensure that sufficient extra enumerators are recruited in each region to cover for enumerator dropout in advance and ensure additional recruitment and training is not required. The research team reserves the right to test and approve the enumerators during the training exercise. If enumerators do not pass the test, they will be trained further by the survey firm or dropped.
- The training must include at least five days of field training in non-selected blocks (with the last day of training to be conducted in the selected block). The field training site is to be identified by the survey firm and agreed to by the research team.
- After the training of enumerators, no further substitutions or additions of field team members are to be made without prior written approval from the Research team.
- Implementation of survey
  - Mapping: field team will prepare a location map illustrating the location of the cluster along with its boundaries, including instructions on how to get to the cluster and any information that can be used to find the cluster and its boundaries. Following identifying the cluster boundaries, the listing team will tour the cluster a second time to create the listing and draw the sketch map of the cluster. Sketch maps should illustrate all structures in a cluster, including mapping all residential and non-residential buildings (including features such as landmarks, e.g., rivers, roads; public buildings, e.g., parks, schools, or temples and streets or roads) using sequential order with clear instructions on how to proceed from one structure to another.
  - Household listing: the survey teams will go house-to-house to document the status of the dwellings and locate the households with children under the age of 3. The mapper and the lister should work together at the same time in the same area. They will first identify the cluster boundaries together, and then the mapper prepares the sketch map while the lister does the household listing. For the listing exercise, each household will take part in a short-listing survey based on 8 to 10 questions to document the status of the dwelling and record the number of children under the age of 3 with household identification information. This could also possibly be done through basic household roster exercises by listing family members. The field team will also record their own and neighbours' observations for the status of the dwelling and the presence of the child/children.

- Household survey: enumerators would then visit each household for a full-scale survey if it has at least one child under the age of 3 years. A household survey of approximately 25 to 30 pages (single-sided and approximately lasting 45 to 50 minutes), is to be administered to all households with a child under the age of 3. Households having more than 1 child will be surveyed for each child they have. Some part of the survey can be answered by the household head, but questions related to the child needs to be answered by the primary caregivers only.
  - Health-related questions regarding children and caregivers
  - Child's vaccination history
  - Household characteristics including assets and living conditions, households' energy use, water and sanitation
  - Caregiver's education and occupation
  - Caregivers and other family members' beliefs about vaccination
  - Knowledge and experience with immunization services
  - Trusted persons and community influencers in the neighborhood
  - Identification of other children in the neighbourhood
  - Lab in the field experiment to elicit present bias
- Revisits: Each and every dwelling present in the selected area would need to be visited, and the status of the dwelling and the number of children under the age of 3 need to be documented in the listing exercise. If any respondent is not available for the first visit, revisits will be necessary until the relevant respondent is available or the survey firm is able to capture the status. All households with children under the age of 3 would be required to be surveyed in the full-scale household survey. If the respondent is not available, the survey firm should ensure subsequent visits at a time convenient for the respondent. The enumerators should make at least three attempts at different times of the day and week to ensure respondents' availability.
- IRD monitoring: IRD's research team will have their team of supervisors monitoring the quality of data collected by the enumerators and the quality of supervision performed by the field manager and supervisors. These checks will be performed at random times, in a random sample of households, and with questionnaires determined by the research team. If any errors are shown to be systematic, the survey firm may be required to correct these mistakes throughout the entirety of the sample.
- Monitoring by survey firm: data checks will be conducted in a 5% random sample of households that the survey firm has already surveyed. The households to be revisited for this purpose will be selected so that the performance of all enumerators will be checked. The checks will be performed using a subset of the questionnaires (the questions will be selected by the research team). Suppose the research team finds a series of inconsistencies by one or several enumerator(s). In that case, the firm will need to identify the enumerator(s) who is (are) responsible for the questionnaires. The

research team and the survey firm will scrutinize all questionnaires completed by this (these) enumerator (s). Conditional on this scrutiny, the survey firm will either revisit the individuals from whom the erroneous data were collected and redo the entire survey(s) or re-survey all prior households surveyed by the enumerator(s). Conditional on the quality of the questionnaires (determined at the discretion of the research team), the research team may request the survey firm to put the enumerator on probation for 7 days. If his/her performance is still unsatisfactory after the probation period, the research team will be at liberty to dismiss the enumerator from the study.

- Additional Information
  - All survey instruments will be on tablets; the survey firm must provide and maintain tablets to a specification approved by the research team and ensure that enumerators upload their data daily to the server maintained by the research team. All enumerators must have their tablets ready during the training and days of fieldwork.
  - The survey firm will produce a weekly report and inform the research team about the data collection progress and all problems encountered during data collection. The research team will provide the required format for this report.
  - Follow-up surveys: the research team will design an additional two rounds of surveys lasting 25 minutes with 20% and 50% of the visited sample. The survey firm should provide an additional cost separate from the main budget for these additional rounds.

#### B. *Sampling Frame*

Our household survey would follow a stratified 2-staged sample design. Census blocks created for the Pakistan Population and Housing Census 2017 would make up the sampling frame. In the first stage, census blocks would be randomly drawn from each stratum. We plan to randomly select 45% of charges from each town of the district and then randomly select circles and enumeration blocks from each charge. These blocks would be used to create segments if a block has many households.

- The survey firm will administer a listing exercise in 4 towns across Karachi East and 7 talukas in Qamber.
- Across 4 towns from Karachi East, the research team will randomly select 35 blocks across circles and charges to conduct the listing exercise. From the 7 talukas in Qamber the research team will select 7 villages to administer the listing exercise.
- If the selected blocks are larger than 300 households, they will be divided into segments using a natural or clear variation with agreement with the research team.
- All the selected blocks will be enumerated using the research team's listing instrument. (The listing exercise for each dwelling will take approximately no more than 10 minutes based on 8 to 10 questions.)
- There are approximately total of 60,000 households from Karachi East and Qamber that will be required to be enumerated during the listing exercise.

- The full-scale households survey will then be administered in all enumerated households with children under the age of 3 which are expected to be 5,000 from Karachi East and Qamber.
- Note: We also expect to increase the sample till 7,000 households for the main survey so we request for additional costing for 2,000 households as well.

### **3. Data Confidentiality, Ownership, and Re-use**

All data and information collected or received under the agreement, including the documentation about the data and its collection methodology, should be treated as confidential and are the property of IRD Pakistan. The consulting firm must comply with IRD Pakistan security standards when handling all data and documentation and consult the research team in case of any questions. The consulting firm must protect the confidentiality of responding individuals participating in the data collection at all stages. The firm will not retain any of the data collected in this data collection activity beyond the duration of the contract period. The consulting firm must ensure that data or the documentation referred to above, collected or compiled, are not distributed for commercial or non-commercial purposes to third parties, nor will they be used by the firm, their staff, and/or consultants, or their sub-contractors for purposes other than those expressly stated in here, without the written approval of the IRD prior to, during, or after completion of the assignments.

### **4. Condition of Participation (Qualification of survey firm)**

The firm is expected to meet or exceed the following requirements:

- Demonstrated prior experience in household surveys – the firm must have knowledge of local formalities and customs in implementing household surveys and a 10+ year track record working with different researchers on diverse studies. Experience in data collection on health-related indicators and lab in-field experiments to elicit preferences is strongly preferred.
- Demonstrated capacity and experience in planning and organizing survey logistics (including local presence) to avoid additional costs.
- The firm must have access to a good network of experienced enumerators, supervisors, data auditors, and data managers. The names of the data managers and survey manager and their specific responsibility must be mentioned in the firm's offer.
- Previous experience in impact evaluation and a strong background in microeconomics, statistics, and econometrics. Strong references & feedback from three completed surveys in Pakistan.
- Demonstrated capacity for implementing electronic data collection using a SurveyCTO template, preferably CATI. This includes the capacity to adapt an already developed SurveyCTO template from English to the local language, troubleshoot problems as necessary, and manage data collected from the field using a server subscribed by the SurveyCTO company.
- Demonstrated strong capacity in data management; strong knowledge of the SurveyCTO application, ODK (the language behind SurveyCTO), and Stata.

- Demonstrated capacity to provide tablets that can effectively support the SurveyCTO application and any required accessories, such as chargers.
- A strong system for data quality control checks adapted to the particular features of in-person surveys and CATI features can be accessible by the research team without any restriction.
- IRD reserves the right to accept or reject any or all submissions and to withdraw the procurement process without assigning any reason or having to owe any explanation whatsoever at any time before the award of the Contract, thereby incurring no liability to the affected firm or any obligation to inform the affected firm.
- Participating firms must examine this document's instructions, terms, and conditions. Failure to furnish the information as required and consequent rejection on that basis will, in every respect, be at the individual firm's risk and cost.

## 5. Timelines

### A. *Tentative Schedule of Activities*

The survey will begin in early 2023 (the exact commencement date shall be determined). Please specify within the budget the number of days required to complete the survey and daily pay rates for all staff involved. The timeline given below should be used as a guide only, and preference will be given to firms that are able to complete the survey as quickly as possible without sacrificing quality. During contract negotiations, a final timeline will be defined in conjunction with the selected firm. However, given the uncertain weather and flood conditions, we are aware that there may be unexpected delays, so we request that each firm provides an addendum to the proposed survey plan and budget outlining the extra costs incurred in the event of delayed completion of the survey due to weather or external conditions. Conditions under which acceptable delays will be finalized and specifically defined in the contract during the contract negotiation with the selected firm.

- February-March 2023: Pre-testing of the survey; the first round of written feedback on the draft questionnaire to the research team; pilot of the survey instrument; the second round of written feedback on the draft questionnaire to the research team; finalized survey instruments back-translated into English (approved version by the research team).
- March 2023: training of enumerators completed.
- March-May 2023: mapping and listing area and a completed household survey (with a substantial amount to be completed before May 2023).
- July 2023: Final report

As defined during contract negotiations, any changes to the timeline must be agreed on by the research team and the survey firm. In collaboration with the research team, the survey firm will prepare a data-collection schedule that includes the dates on which each block will be surveyed and the enumerator team designated for that task. This schedule will also be used to develop a schedule for the research team's data checking and quality control.

### B. *List of Deliverables*

The survey firm is required to deliver the following:

- Inception report containing the overall implementation and logistical plan of the survey work.
- Training plan: to train the survey firm's enumerators and key staff members. The plan will include a list of training hubs and a proposed schedule for review and agreement by the research team. The training will take place in Karachi and Qamber (Larkana in case it is difficult to administer it in Qamber), and the survey firm should budget for its cost within their quote. District supervisors and managers will participate in this training.
- List and profiles of proposed key staff members of the survey firm, management team, and supervisors with their qualifications for review and approval by the client (no substitutions of the managers and supervisors will be allowed later).
- Recruit, train, and contract field staff.
- Profiles of all enumerators for review and clearance by the research team.
- Two rounds of written comments on draft survey instruments to the research team for revisions.
- Pilot the survey instrument for at least 30 households per district in their allocated areas.
- Finalized survey instruments' back-translated into English (approved version by the research team to be attached with the invoice).
- Training of the enumerators completed (attendance sheets to be shared as evidence) with testing and training in the field for at least five days in their allocated areas.
- Powerpoint slides to cover each survey protocol and each question based on the ODK tools and survey protocols developed and shared by the research team; this will be reviewed by the research team and revised by the survey firm with research team feedback.
- Schedule of the field activities- the schedule should mention the date of the survey activities in each district and region.
- Complete listing dataset - this will be uploaded by enumerators from their tablets directly to the server on a daily basis. The research team will maintain the server, but the management of the tablets and provision of technical assistance to the enumerators shall be the responsibility of the survey firm throughout the fieldwork. The survey firm shall be responsible for ensuring that the data submitted by their enumerators is accurately being submitted and uploaded to the server.
- Complete household survey dataset - this will be uploaded by enumerators from their tablets directly to the server on a daily basis. The research team will maintain the server, but the management of the tablets and provision of technical assistance to the enumerators shall be the responsibility of the survey firm throughout the fieldwork. The survey firm shall be responsible for ensuring that the data submitted by their enumerators is accurately being submitted and uploaded to the server.
- Monitoring backcheck data for 5% of interviews, using ODK format provided by the research team; observations to be backchecked will be selected by the research team. (This data will be



uploaded by enumerators/monitoring staff from their tablets directly to the server maintained by the research team on a daily basis throughout the fieldwork.)

- Weekly reports delivered on time and up to date.
- Recording of interviews for 1% of the total sample for review by the research team (only if we receive approval from IRB).
- Submission of a final progress report mentioning the details of the completed work and a comprehensive log of all answers to the queries from the research team resolved. Resolution of any final reporting issues or re-interviews required by the research team as per backcheck & re-interview. The research team expects their queries to be resolved/answered within two working days, but the final progress report will include a log of all of these queries.
- Cost adjustments in case the survey firm could not complete the target for any reason or increase in sample size.

*C. Budget, Contract Management, and Payment Schedule*

The contracted firm is expected to start work in February/March 2023 and complete the work by June 2023. The contract will end in August 2023 –after the scheduled completion of fieldwork and submissions. Payment for the survey work will come in instalments, conditional on the deliverables stated in Table 2. The survey firm will be considered to have failed to comply with this contract if, based on a random and representative sample, it is determined that: i) it is shown that 1% or more of the questionnaires that are presented were filled without the firm having contacted the target respondent or ii) it is shown that 1% or more of the questionnaire is inconsistently completed. In addition, the research team will use its right to conduct its own checks on 7 to 10% of the interviews (in addition to the proposed check-backs of the survey firm) to check data quality and protocol compliance.

<b>Table # 2: Deliverables and timeline</b>				
<b>Sr. No.</b>	<b>Activities</b>	<b>Deliverable/evidence to be submitted with invoice</b>	<b>Percentage of the payment</b>	<b>Month/timeline</b>
1.	Signing of contract	a. Signing of contract	5%	February 2023
2.	Inception report	a. Inception report b. Training plan and list of team members	5%	February 2023

3.	Completion of the trainings and field plan's submission	<ul style="list-style-type: none"> <li>a. Pre-testing of the survey</li> <li>b. Written comments on survey instruments</li> <li>c. Pilot of survey instrument</li> <li>d. Finalized survey instruments back-translated into English</li> <li>e. Training of enumerators completed.</li> <li>f. Schedule of the field activities to be shared.</li> </ul>	10%	February-March 2023
4.	Completion of 30% of target sample	<ul style="list-style-type: none"> <li>a. Mapping and listing exercise.</li> <li>b. 30% of the target sample interviewed and data uploaded.</li> <li>c. 30% of back checks and monitoring data successfully completed and uploaded.</li> <li>d. Weekly reports delivered on time and up to date.</li> <li>e. Recording of 0.33% of the total sample interviews.</li> </ul>	10%	March-April 2023
5.	Completion of 60% of target sample	<ul style="list-style-type: none"> <li>a. Mapping and listing of areas.</li> <li>b. 60% of the target sample interviewed and data uploaded.</li> <li>c. 60% of back checks and monitoring data successfully completed and uploaded.</li> <li>d. Weekly reports delivered on time and up to date.</li> <li>e. Recording of 0.33% of the total sample interviews.</li> </ul>	15%	April 2023
6.	Completion of 80% of target sample	<ul style="list-style-type: none"> <li>a. 80% of the target sample interviewed and data uploaded.</li> <li>b. 80% of back checks and monitoring data successfully completed and uploaded.</li> <li>c. Weekly reports delivered on time and up to date.</li> </ul>	15%	April-May 2023
7.	Completion of 95% of target sample	<ul style="list-style-type: none"> <li>a. 95% of the target sample interviewed and data uploaded.</li> <li>b. Back checks and monitoring data successfully completed and uploaded.</li> <li>c. Weekly reports delivered on time and up to date.</li> <li>d. Recording of 0.33% of the total sample interviews.</li> </ul>	15%	May 2023

8.	Completion of 99% of target sample	<ul style="list-style-type: none"> <li>a. 99% of the target sample interviewed and data uploaded.</li> <li>b. Back checks and monitoring data successfully completed and uploaded.</li> <li>c. Weekly reports delivered on time and up to date.</li> </ul>	15%	May 2023
9.	Submission of final progress report	<ul style="list-style-type: none"> <li>a. Submission of a final progress report.</li> <li>b. A comprehensive log of all answers to the queries.</li> <li>c. Resolution of any final reporting issues or re-interviews.</li> <li>d. Cost adjustments.</li> </ul>	10%	June- July 2023

## 6. Submission Details

Please adhere to the following instruction while submitting the proposal:

- Single Stage – Two Envelopes method will be used; the bids will be comprised of a single package containing separate envelopes for the ‘technical proposal’ and ‘financial proposal.’
- Proposals must include the complete address of the applicant’s office with the name, mailing address, and contact number of the person to be contacted regarding the proposal.
- Proposals must be submitted in English by February 16<sup>th</sup>, 2023 by 5 00 p.m. Pakistan Standard Time.
- Hard copies of both Technical and Financial proposals should be dispatched to the following address:

Procurement Department,  
 IRD Pakistan,  
 4th Floor, Woodcraft Building,  
 Plot 3 & 3-A, Sector 47,  
 Korangi Creek, Road, Karachi,

- The soft copy of the technical proposal (only) should be emailed to [procurement.pk@ird.gobal](mailto:procurement.pk@ird.gobal).
- The email’s subject and the submitted envelope should indicate the RFP reference number IRDP/RFP/2210-XX.
- Financial proposals submitted through email will not be considered eligible for the bidding process.
- Interested firms must send their queries via email to [procurement.pk@ird.global](mailto:procurement.pk@ird.global) by February 13<sup>th</sup>, 2023 by 5 00 p.m. IRD Pakistan will respond to queries within two (2) working days.

- Only selected/shortlisted firm(s) will be notified by IRD.

*A. RFP Submission Documents:*

The firms are required to submit the following information/documents in their proposal:

I. Firm's Profile:

- A brief profile (2 – 3 pager) of the organization, including capabilities and years of experience.
- Relevant project experience of the firm in the past 5 years (highly relevant experience -microeconomics, statistics, public and health policy management and econometric- may be cited from prior to 5 years; for newly formed firms highlight the relevant.
- A portfolio with relevant and similar work samples. Details of portfolio projects should be listed in the following format:

Project Description	Client	Time-Period	Current Status (Completed/On-going)

- Participating firms are expected to exercise their best professional independent judgement requirements of this EOI to ascertain whether additional clarification is necessary or desirable before responding.
- Copies of Income Tax and Sales Tax registration certificates, if applicable.
- SECP registration certificate, if any.
- Executive summary of the survey firm. Curriculum vitae & references with particular emphasis on strength of experience in microeconomics, statistics, health, public policy and econometrics and previous experience in impact evaluation of key personnel. These details should be listed in the following format:

S. No	Employee Designation	Expertise	Years of experience

II. Strategy:

The firm is expected to share a concise pitch that outlines:

- Team and staffing:
  - Total survey manpower, including details of the key personnel engagement.
  - Formation and composition of the team
  - Management and communication strategy at various levels of the team
  - Location of the key personnel during the listing and survey
  - Protocols for monitoring the staff
- Experience:

- Ability or experience in household surveys
- Capacity and experience in planning and organizing survey logistics
- Experience in achieving targets, especially with households
- Administering longer surveys with households (45 minutes)
- Lab in the field experiments
- Training:
  - Examples and tentative plan to administer training
  - Examples of training protocols
  - Examples and plan of training activities
  - Examples and plan for training in field for pilot
- Electronic data collection:
  - Capacity for implementing electronic phone data collection and management
- Feedback and pilot:
  - Details on piloting and providing feedback on instruments
  - Details on staff responsible for electronic data management
  - Details on staff responsible for training
  - Details on staff responsible for translation
    - Provide CVs for the relevant staff members
- Data storage and protection protocols
- Protocols for data:
  - A proposed detailed plan for data management
  - A proposed detailed plan for quality control
  - A proposed detailed plan for monitoring
  - A proposed detailed plan for back-checks and strategies
- Field activities:
  - Strategies to administer listing activities to complete the task efficiently and without compromising quality.
  - Strategies for revisits
  - Strategies to reduce refusals
  - Strategies in case there are refusals.
  - Plan to get the maximum response for listing as a first step (recommendations for questionnaire on the best response at the time of listing)
  - Strategy for completing the work on time
  - Past record of satisfactory and timely delivery of similar assignments

### III. Financial Proposal:

The financial proposal should be submitted with a detailed breakup in tabular format as outlined in the “Submission Details.”

- Itemized breakdown of budget categories (e.g. salary key personnel, training, data collection).
- Itemized breakdown of budgeted expenditures (e.g. salary enumerator, salary field manager, per diem enumerator, transport enumerator).
- Breakdown of expenses in units where applicable (e.g. month, number of personnel).

- VAT and Tax amounts and details where applicable.
- Expenses in both PKR and USD.

**7. Proposal Evaluation Process:**

- The proposal Evaluation Committee (PEC) will review all submitted proposals.
- Initially, only the envelope marked as ‘technical proposal’ will be opened, while the ‘financial proposal’ will remain in the custody of the Procurement Team without being opened. ‘Technical proposal’ will be evaluated independently of the price/cost of the proposal.
- After evaluating the ‘technical proposal,’ the ‘financial proposal’ of technically qualified bidders will be opened by PEC either on the same date or as per the availability of PEC. In contrast, financial proposals of technically unacceptable bids will be returned to suppliers unopened.
- No change in the content of a technical proposal will be allowed during the technical evaluation.
- The financial proposal found to be the lowest amongst the technically qualified proposals will be awarded the contract.

*A. Selection Criteria*

The Survey Companies will be evaluated against the criteria set out below:

<b>Table # 3: Selection Criteria</b>			
No.	Criteria	Sub Criteria	Scoring Value (in %)
1	Demonstrated knowledge and experience in conducting large household surveys in Pakistan and on socio-economic and health-related indicators	1.1. Strong capacity and experience in implementing large-scale in-person surveys preferably in Sindh, Pakistan and on socio-economic and health-related outcomes.	10
		1.2. Strong capacity and experience in using applications for electronic template development, data collection and management	10
		1.3. Strong protocol for data management and refusals	10
		1.4. Strong data quality control checks (including backchecks)	10

		1.5. Strong background in microeconomics, statistics, public and health policy management and econometrics and previous experience in impact evaluation	5
		1.6. Protocols and plan for training administration	10
	Subtotal		55
2	Infrastructural capacity	2.1. Capacity to provide tablets with all the required accessories, effective plan for replacement in the event of loss or damage of equipment. <i>Tablets compatible with Advanced CATI features is recommended.</i>	10
	Subtotal		10
3	Time frame for implementation (work plan)	3.1. Strong strategy for completing the work on time.	10
		3.2. Time needed to commence & complete the survey	5
	Sub total		15
4	Expertise and qualifications of staff	4.1. Curriculum vitae & references with particular emphasis on strength of experience in microeconomics, statistics, health, public policy and econometrics and previous experience in impact evaluation.	10
		4.2. Record of satisfactory and timely delivery of similar assignments	5
		4.3. Team composition	5
	Subtotal		20
Total			100