



## Request for proposals Household data collection for an impact evaluation in northwest Bangladesh

**Invitation date: 22 April 2019**

**Deadline for applications: 6 May 2019, 23:59 IST**

### 1. About 3ie

The [International Initiative for Impact Evaluation \(3ie\)](#) is an international grant-making NGO promoting evidence-informed development policies and programmes. We are the global leader in funding, producing and synthesizing high-quality evidence of what works, for whom, why and at what cost. We believe that better and policy-relevant evidence will help make development more effective and improve people's lives.

### 2. Background

3ie is conducting an impact evaluation of a large-scale aquaculture programme in Rajshahi and Rangpur divisions in Bangladesh. The aquaculture programme will be implemented by [WorldFish](#), an international NGO with headquarters in Penang, Malaysia, under a separate contract with the funder.

This impact evaluation will require multiple rounds of data collection, primarily an extensive survey of approximately 4,000 households across approximately 170 villages in the two divisions. The survey will include a household-level roster with demographic, education, occupation and individual income information of the members. It will also cover household assets; individual time use in aquaculture and other economic activities; aquaculture knowledge; and the nutritional status and dietary intake of individual household members. It will include a variant of the [Women's Empowerment in Agriculture Index](#) survey that will require separate interviews with adult couples.

3ie is seeking a data collection partner to conduct the first of these household surveys (the baseline survey).

#### New Delhi

202-203, Rectangle One  
D-4, Saket District Centre  
New Delhi - 110017, India

[3ie@3ieimpact.org](mailto:3ie@3ieimpact.org)  
Tel: +91 11 4989 4444

#### London

c/o LIDC, 20 Bloomsbury Square,  
London WC1A 2NS  
United Kingdom

[3ieuk@3ieimpact.org](mailto:3ieuk@3ieimpact.org)  
Tel: +44 207 958 8351/8350

#### Washington, DC

1029 Vermont Avenue, NW,  
Suite 1000, Washington, DC 20005  
United States of America

[3ieus@3ieimpact.org](mailto:3ieus@3ieimpact.org)  
Tel: +1 202 629 3939

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### 3. Scope of work

The following descriptions are preliminary and indicative of 3ie's requirements. The final scope of work will be determined during contract finalisation. As of this call, the following essential activities have been identified for the data collection partner:

- Conduct initial enumerator training, and refresher training during data collection to ensure data quality;
- Develop, in accordance with 3ie's specifications, electronic data collection modules to be run on handheld electronic devices allowing for real-time data transfer to digital servers for storage and management;
- Translate survey modules provided by 3ie into Bangla and translate back into English for quality assurance;
- Translate all survey responses into English;
- Develop a plan for reaching all households in the study sample specified by 3ie;
- Be responsible for organising transportation and, when necessary, accommodation for all enumerators;
- Pre-test data collection modules to ensure the contextual and unbiased appropriateness of the questions and the technical functionality of the electronic platform and devices;
- After pre-testing, work with 3ie to revise and adapt data collection modules;
- Create built-in checks for data accuracy and completeness as it is entered and uploaded to servers;
- Manage and supervise data collection, including detailed and continuous monitoring, regular review, and back checking, to ensure the quality, accuracy, and completeness of the data collected;
- Follow a protocol—developed in collaboration with and approved by 3ie—for ethical data collection procedures and safeguards; and
- If necessary, perform selective re-surveys to replace data points found to have quality issues.

While not exhaustive, the following items have been identified as indicators to be included in the household survey:

- Household characteristics (e.g. age, sex, education, occupation — formal and informal— income, disability of individual household members; religion, ethnicity and caste of households);
- Household assets
- Household ownership of or access to (i.e. renting of) fish ponds;
- Participation of individual household members in aquaculture-related decision-making and in fish-rearing and fish-selling activities;
- Household members' interactions with local service providers (e.g. feed sellers);
- Aquaculture-related knowledge of individual (adult and adolescent) household members
- Health status of individual household members;
- Anthropometric information: height and weight of children and women in the household;
- Detailed recent food consumption by each household member;
- Household food security; and
- Empowerment (e.g. decision-making power, self-efficacy and so on) of female household members.

Different modules in the questionnaire will be designed for male and female household members, with consideration for adapting questions because of age where needed, and will need to be administered separately by male and female enumerators. Accordingly, the data collection partner should have sufficient number of male and female enumerators available, and should have experience in managing household surveys requiring male-female enumerator pairs.

#### **4. Eligibility and minimum requirements**

All applicants will meet these minimum requirements to be eligible for consideration:

- Only legally registered organisations and/or consortia of registered organisations, no individuals, may apply;
- The survey partner will be based in Bangladesh and have relevant and extensive experience in conducting large-scale household surveys;
- The partner will have demonstrated experience and expertise in conducting computer-assisted personal interviewing (CAPI), including managing all aspects of programming, data entry, ethical data storage and management, and data quality assurance;
- The partner will have demonstrated expertise in collecting data related to:
  - Household economic activities;
  - Health status, including anthropometrics;
  - Women's empowerment; and
  - Food consumption and dietary intake.
- The partner must have sufficient expert staff, including skilled male and female enumerators and supervisors, on board with full-time availability to work from the time of signing the contract with 3ie; and
- For-profit organisations are eligible to apply, but the indirect cost recovery is limited to 10 per cent of direct costs.

#### **5. Duration of work**

Preliminary work for the baseline survey—including development of electronic tools for data collection and enumerator training—is expected to begin immediately upon contract award, tentatively May 2019. The partner will start the survey within 14 weeks after contract signing and complete all contracted work to 3ie's satisfaction no later than two months. 3ie is seeking a partner who will be able to deliver all three anticipated survey rounds (in 2019, 2022, and 2023), provided the work at each stage is satisfactory.

#### **6. Institutional arrangements**

The service provider will report directly to a team led by the director of the 3ie evaluation office, assisted by an evaluation specialist in Delhi. The partner will regularly interact with the team throughout the project to seek approval on pre-identified activities and deliverables. The partner will provide weekly written or oral progress reports with the task team.

## 7. Recommended proposal format

Proposals will include the following information:

- A description of the organisation's experience and qualifications to carry out the proposed scope of work;
- A work plan describing how the partner will complete the scope of work outlined above, a description of personnel roles and project management structure, duty of care policies and procedures in place, and risk identification and mitigation plans;
- Financial proposal that indicates the all-inclusive fixed total contract price for the project and a budget using the [3ie budget template](#).
- Estimated timeline for the completion of main activities, as well as a breakdown of the costs
- The qualifications, methods and work plan should not exceed 15 pages, using 11pt Arial font, 1.15-line spacing and 1-inch margins.

## 8. Indicative budget

We expect proposed budgets to be in the range of USD 200,000 to USD 250,000. We will only consider proposals outside this range that include a substantive and compelling justification in the proposal. Please note that the number of households to be surveyed is approximately 4,000.

## 9. Selection

All proposals that qualify will be reviewed by a 3ie panel using a combined scoring method. The qualifications and methodology will be weighted a maximum of 70 per cent, and combined with the price offer, which will be weighted a maximum of 30 per cent. The technical part of the application will be assessed on the strength of the proposal that best fits 3ie's needs, as well as previous experiences of the provider in executing similar projects. 3ie may provide comments and request a resubmission if the proposal does not receive adequate scores. 3ie reserves the right to **not** award the contract in case no applicant meets the requirements.

## 10. Submission

Please submit complete proposals to Mark Engelbert at [mengelbert@3ieimpact.org](mailto:mengelbert@3ieimpact.org), with the subject line, 'Proposal for data collection in Bangladesh.' The last date for submission of proposals is **6 May 2019, 23:59 IST**. Only complete submissions meeting the eligibility requirements will be considered. 3ie will only contact shortlisted survey firms. Please direct any queries to [mengelbert@3ieimpact.org](mailto:mengelbert@3ieimpact.org).