



## Request for proposals

### Household data collection for an impact evaluation in Bengaluru

**Invitation date: 23 February 2021**

**Deadline for applications: 22 March 2021**

#### 1. About 3ie

The International Initiative for Impact Evaluation (3ie) promotes evidence-informed equitable, inclusive and sustainable development. We support the generation and effective use of high-quality evidence to inform decision-making and improve the lives of people living in poverty in low- and middle-income countries. We provide guidance and support to produce, synthesise and quality assure evidence of what works, for whom, how, why and at what cost. 3ie is registered as a non-governmental organisation in the United States. It has offices in New Delhi, London and Washington, DC.

#### 2. Background

The Collective Impact (CI) initiative is an H&M Foundation supported three-year initiative in Bengaluru, India, that aims to improve the lives of waste pickers in the city. Waste pickers have traditionally been neglected and interventions aimed at improving their living conditions have been far and few. The CI initiative seeks to address this issue holistically through its novel multi-sectoral approach that targets waste pickers' systemic exclusion and restores their right to a life with dignity.

3ie is conducting an impact evaluation to understand if and how the CI approach worked to improve the lives of waste pickers and their families. This impact evaluation will require multiple rounds of data collection, primarily an extensive survey of households spread across slums in Bengaluru. 3ie seeks to hire a data collection firm to conduct a baseline survey among the waste picker population of Bengaluru.

#### 3. Scope of work

The data collection firm will be required to undertake activities towards collection of high-quality data, following international best practices and protocols. An indicative list of tasks is presented below. The final scope of work will be determined during contract finalisation.

- Conduct a household listing exercise for drawing the baseline survey sample.
- Hire enumerators and conduct enumerator training prior to data collection. Refresher training may be undertaken during data collection to ensure data quality.

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- Translate survey modules provided by 3ie into Kannada and Hindi (or any other language as maybe required).
- Develop electronic data collection modules to be run on handheld electronic devices allowing for real-time data transfer to digital servers for storage and management. 3ie may provide specifications as needed. The modules should have built-in checks for data accuracy and completeness as it is entered and uploaded to servers.
- 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.
- Revise and adapt data collection modules, while working in collaboration with 3ie, based on findings from the pilot test.
- Develop protocols for ethical data collection procedures and safeguards.
- Obtain IRB approval in collaboration with 3ie.
- Develop a field plan to interview households in the study sample as per timelines specified by 3ie. This would entail organizing transportation for all enumerators.
- Manage and supervise data collection, including detailed and continuous monitoring, regular review, and back checking, to ensure the data quality, accuracy, and completeness. 3ie can organize its own checks to assess data quality. In case there are quality issues, re-surveys would be undertaken at no additional cost to 3ie.

Following is a tentative list of modules to be included in the household survey:

- Household demographics (e.g. age, sex, education, occupation [formal and informal], disability of individual household members; religion, ethnicity, and caste of households);
- Household income, asset, and type of housing;
- Financial literacy and financial inclusion;
- Social security;
- Life and entrepreneurial skills;
- Empowerment: household decision-making; self-efficacy of female household members; domestic violence; gender norms and attitudes;
- Education: quality of learning environment for children at the household level; enrolment/ dropout rate in schools; and
- Access to health, water, and sanitation facilities.

The data collection firm should hire both male and female enumerators and have experience in managing household surveys requiring male-female enumerator pairs.

## 4. Eligibility

To be eligible for selection, all applicants need to meet the minimum requirements outlined below:

- Only legally registered organisations and/or consortia of registered organisations, no individuals, may apply.
- For-profit organisations are eligible to apply, but the indirect cost recovery is limited to 10 per cent of direct costs.
- The data collection firm should be based in India, with experience of working in south India and in urban areas.
- Relevant and extensive experience in conducting large-scale household surveys and in administering modules indicated in the scope of work.

- Demonstrated experience and expertise in conducting computer-assisted personal interviewing (CAPI) preferably with SurveyCTO, including managing all aspects of programming, data entry, ethical data storage and management, and data quality assurance.
- 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.

## 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 **first week of April**. The partner will start the survey within two weeks after signing the contract and would be expected to complete all contracted work to 3ie’s satisfaction in not more than four months.

## 6. Institutional arrangements

The data collection firm will report directly to the evaluation team of 3ie and seek approval on pre-identified activities and deliverables.

The partner will be required to provide weekly written or oral progress reports to the evaluation team.

## 7. 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, highlighting the policies and practices in place to ensure collection of quality data.
- Details on systems employed to ensure confidentiality, storage, and protection of personally identifiable information.
- Proposed team and management structure and a description of the personnel roles and responsibilities.
- Duty of care policies and procedures, and risk identification and mitigation plans
- The financial proposal and budget using the 3ie budget template, available at the [LINK](#). Please indicate the unit cost of administering one survey of 120 mins duration, using two sample size scenarios of (i) 1,500 households and (ii) 4,000 households, for the purpose of costing. The final sample will be communicated after the listing exercise and the costing will be pro-rated.
- A work plan describing how the partner will complete the scope of work outlined above in the indicated time frame.
- The qualifications, methods and work plan should not exceed 15 pages, using 11pt Arial font, 1.15-line spacing and 1-inch margins.

## 8. Selection

All eligible proposals will be reviewed by a 3ie panel. The technical proposal 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 proposal will be assessed on previous experience of executing similar projects, and team expertise and qualifications.

Shortlisted agencies may be invited for a presentation of their proposal. 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.

## 9. Submission

Please submit complete proposals by email to [cii1@3ieimpact.org](mailto:cii1@3ieimpact.org). The last date for submission of proposals is **22 March 2021**. Only complete submissions meeting the eligibility requirements will be considered. 3ie will only contact shortlisted firms.