



Request for proposals

Household and enterprise data collection for three impact evaluations in India

Invitation date: 23 March 2021

Deadline for applications: 6 April 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

3ie's [Swashakt Evidence Programme](#) was launched with support from the Bill & Melinda Gates Foundation, and aims to generate evidence on the potential of women's collective enterprises to improve women's economic empowerment in India. The programme is supporting implementation and evaluation of projects that aim to enhance sustainability, scalability and returns of women's collectives in farm, non-farm and service enterprises. Grants under this programme include funding to support the implementation and evaluation of interventions for a period of up to three years.

The Swashakt team is conducting impact evaluations of three projects to understand the enablers and barriers for setting up and scaling women's economic collectives, and how these collectives impact the lives of the women. The evaluations will require multiple rounds of data collection, including an extensive survey of women, men and enterprises spread across project villages. The three projects are being implemented in different geographies:

- Project A: Andhra Pradesh and Telangana
- Project B: West Bengal, Odisha and Rajasthan, and
- Project C: Desert regions of Rajasthan.

Through this call, 3ie seeks to hire data collection firms to conduct baseline surveys for the three projects. Data collection will include travel to remote regions of Rajasthan (Jaisalmer, Kota, Bikaner and Jodhpur), West Bengal (Uttar Dinajpur and Alipurduar), Odisha (Kandhamal), Andhra Pradesh (East Godavari, Srikakulam, Krishna, Guntur) and Telangana (Narayanpet). Selected firms may be considered for midline and endline data collection if they demonstrate a high standard of work during the baseline data collection.

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3. Scope of work

The data collection firm will be required to undertake activities towards the 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 before data collection. Refresher training may be provided during data collection to ensure data quality.
- Translate survey modules provided by 3ie into Hindi/Telugu/Bangla/Odia (or any other local language, as may be 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.
- Pilot and 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 in collaboration with 3ie based on findings from the pilot.
- Develop protocols for ethical data collection with safeguards that align with the 3ie [safeguarding policy](#) and protocols on data collection and storage of identifying information, as may be recommended.

Module	Components	Approximate time required.
Household Information (men)	<ul style="list-style-type: none"> - Age, sex, occupation, caste, religion - Educational status of HH members - Household income, asset, type of housing - Institutional linkages - Expenditure, savings, debt - Non-farm enterprises at the household level 	40 mins
Women's module	<ul style="list-style-type: none"> - Groups and Networks - Physical mobility - Safety Issues - Self-efficacy - Agency at the household, community, enterprise level - Ownership of personal assets - Exposure to mass media 	40 mins
Time use	Time spent on: <ul style="list-style-type: none"> - Paid activities 	30 mins

	- Unpaid activities (like household chores; work in family-run enterprise; caregiving; social and leisure activities)	
Additional time		20 minutes (male + female)

- Obtain IRB approval in collaboration with 3ie.
- Develop a field plan to interview women, men and enterprises in the study sample as per timelines specified by 3ie. The data collection would entail organising transportation for all enumerators.
- Manage and supervise data collection, including detailed and continuous monitoring, regular review, and backchecking, to ensure the data quality, accuracy, and completeness. 3ie can organise its own checks to assess data quality. In case there are quality issues, resurveys will be undertaken at no additional cost to 3ie.

The tentative list of modules to be included in the baseline survey is as follows:

Note: The data collection firm should hire both male and female enumerators and have experience in managing 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, not 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 India and in rural areas, preferably in the project states of Andhra Pradesh, Telangana, Odisha, Rajasthan or West Bengal.
- The data collection firm may apply for one or more projects. If applying for more than one project, please submit separate proposals for each.
- Relevant experience in conducting high quality large-scale household surveys and in administering modules indicated in the scope of work, particularly surveys on [women's empowerment](#), [social capital](#) and [time use](#).
- 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 firm must have sufficient expert staff on board, including skilled male and female enumerators and supervisors, 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 the **first week of May**. The partner will start the work within two weeks of signing the contract and would be expected to complete all contracted work to 3ie's satisfaction in no more than four months.

6. Institutional arrangements

The data collection firm will report directly to 3ie's evaluation team and seek approval on pre-identified activities and deliverables. Key deliverables will include, but not be restricted to:

- all identified data, clearly labelled,
- the codebook, and,
- a report on the challenges faced in the field and implications for data quality.

The partner will be required to provide weekly written or oral updates to the evaluation team. The partner will develop a monitoring system that tracks the progress of data collection and share the progress data with 3ie as requested.

7. Proposal format

Please use the proposal template provided in the [appendix](#) below. The template details the proposal materials that need to be submitted as part of the application process.

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 the team's 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 completed proposals by email to ep1@3ieimpact.org with the subject line "Swashakt Data Collection Proposal".

Please use the application template appended below and include only the required documents in your proposal package.

The last date for submission of proposals is 6 April 2021. Only complete submissions meeting the eligibility requirements will be considered. 3ie will contact only shortlisted firms.

For any queries, please write to ep1@3ieimpact.org.

Appendix: Application template

Proposal for household and enterprise data collection for impact evaluations in India

1. Organisational information

i. Complete legal name of applicant organisation:	
ii. Is the applicant organisation legally eligible to receive grants from organisations in other countries and from 3ie?	<input type="checkbox"/> Yes <input type="checkbox"/> No
iii. Legal form of applicant organisation:	
iv. Country in which applicant organisation is legally registered:	
v. If registered in India, please provide registration details:	
vi. If you are a non-profit seeking grant funding under this call, please provide FCRA registration details:	
vii. Full postal address of the applicant organisation:	
viii. Website address of applicant organisation (if applicable):	
ix. Contact person for this application (only one, please): a. Name: b. Title: c. Phone number: d. Email address:	
x. Individual authorised to sign the agreement documents: e. Name: f. Title: g. Phone number: h. Email address:	

2. Project(s) interested in (check the boxes as relevant)

- (a) Project A: Telangana and Andhra Pradesh
- (a) Project B: West Bengal, Odisha and Rajasthan
- (b) Project C: Rajasthan

3. Recent experience

Please list three most recent and relevant data collection you have been involved in:

S.no	Project name	Year	Clients	Sample size	States	Total cost of project	Did this project include interviews with women?
1							<input type="checkbox"/> Yes <input type="checkbox"/> No
2							<input type="checkbox"/> Yes <input type="checkbox"/> No
3							<input type="checkbox"/> Yes <input type="checkbox"/> No

4. Proposed team and management structure and a description of the personnel roles and responsibilities (add as many rows as required).

S.no.	Project (A or B or C)	Name	Role in team	Core competency
1				
2				
3				
4				
5				

5. Please indicate the approximate number of enumerators who will be recruited for each project you have applied for. Leave rows blank for projects that are not relevant.

Project	Approximate number of enumerators to be recruited	Any comments
A		
B		
C		

6. Please enclose the following (click on the checkbox while sending us your package):

Required documents	Enclosed?
I. A note detailing systems employed to ensure policies and practices in place to ensure ethical collection of quality data and confidentiality, storage, and protection of personally identifiable information.	<input type="checkbox"/>
II. Policies and procedures relating to enumerator safety (e.g. Duty of care).	<input type="checkbox"/>

<p>III. A work plan (separate for each project applied for) describing how the partner will complete the scope of work outlined above in the indicated time frame. Please include a note detailing risk identification and mitigation plans.</p> <p>The workplan highlighting qualifications and methods should not exceed 15 pages, using 11pt Arial font, 1.15-line spacing and 1-inch margins.</p>	<input type="checkbox"/>
<p>IV. The financial proposal and budget using the 3ie budget template available for download here.</p> <p>Please indicate the unit cost of administering two questionnaires – one to men (60 mins) and one to women (90 mins) using a sample size of 4,000 married couples per project for the purpose of costing.</p> <p>Each project will have a sample of around 100 villages.</p> <p>In your budgeting, please include travel to the remote rural project locations mentioned earlier in this document in the costing for the chosen project(s).</p>	<input type="checkbox"/>