

REQUEST FOR PROPOSALS

Project:	Haiti Water and Sanitation (WATSAN) Evaluation
Phase:	Baseline
Funder:	USAID
Ceiling:	TBD
RFP Release Date:	Wednesday, December 5, 2018, 09.00 ET
DEADLINE FOR QUESTIONS & EXPRESSIONS OF INTEREST:	WEDNESDAY, DECEMBER 12, 2018, 17.00 EST <i>NB: Firms are not required to express interest, but it is recommended in cases where the firm does not have any questions so that the firm may receive answers to questions asked by other bidders.</i>
Answers to Questions:	Released by Friday, December 14, 2018, 17.00 ET
DEADLINE FOR PROPOSALS:	MONDAY, JANUARY 7, 2019, 09.00 EST <i>NB: Late submissions will not be accepted.</i>
Contact: <i>Note: Questions and Submissions must be sent to all three email addresses.</i>	Danae Roumis: droumis@socialimpact.com Andrew Carmona: acarmona@socialimpact.com Jennifer Mandel: jmandel@socialimpact.com
Annexes	Annex A: Budget Template

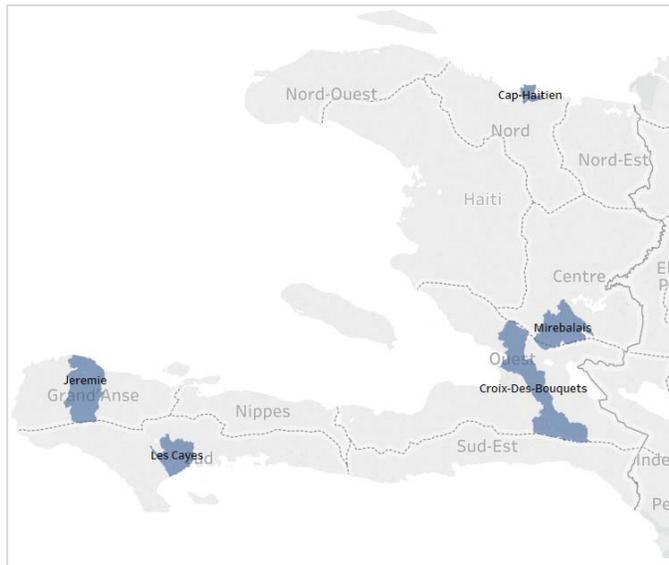
I. Project Background

Access to improved water services and sanitation facilities in Haiti remains among the lowest in the Western hemisphere.¹ Coverage of improved water services has declined over the past two decades, and progress toward improving access to basic sanitation has stagnated.² In support of enhancing access to improved water and sanitation in Haiti, USAID is supporting the WATSAN Activity.

The Water and Sanitation Activity (WATSAN) is a four- and half-year intervention to support access to sustainable water supply and sanitation services, and strengthen the enabling environment for sustainable delivery, operation, and maintenance of water and sanitation services. The Activity is targeting the urban areas of five communes including Cap-Haitien, Mirebalais, Croix-des-Bouquets (Canaan), Les Cayes, and Jeremie (Figure 1).

WATSAN will employ an integrated approach that combines development of water and sanitation *infrastructure*, builds the corresponding *capacity* to sustainably manage service delivery, and improves the *enabling environment* for sustainable implementation, operation, and maintenance of water and sanitation services. A key principle applied to the Haiti WATSAN Activity is to transition to longer-term, comprehensive interventions that build more sustainable capacity at the local and national levels to achieve the goal of reducing waterborne diseases in priority geographic areas. WATSAN is expected to provide 250 thousand people with access to new or improved water services, and 75 thousand access to basic or safely managed sanitation.

Figure 1: USAID/Haiti WATSAN selected communes



Evaluation Background

In May 2017, USAID awarded Social Impact (SI) the Haiti Evaluation Survey Services (ESS) contract to conduct baseline surveys, and mid-term and final evaluations for a wide range of projects currently being implemented throughout the country, with more emphasis around USAID’s development corridors of Port-au-Prince, Saint Marc, and Cap-Haitien.

In line with its institutional objectives of accountability and learning, USAID/Haiti has enlisted the ESS project to conduct a performance evaluation (PE) of the WATSAN Activity. Overall, the PE is intended to measure whether WATSAN interventions in the five communes have resulted in

¹ JMP water and sanitation updated baseline [report](#) (2017). National-level estimates for “at least basic” access.

² JMP Haiti Country File, available at: <https://washdata.org/data/country/HTI/download>

access to improved water and sanitation services in targeted communes. The baseline study will serve as a reference point to assess the impact of the WATSAN activities. It will also be used to help improve problem diagnosis, alert stakeholders to changes in underlying assumptions, and provide a firm foundation for monitoring and evaluation.

The baseline will set the stage for follow-up data collection as part of the PE, which will allow measurement of progress toward better access on improved water and sanitation. The baseline data will be a reference point for the midterm and final evaluations intended to help answer the three evaluation questions (EQ) below, particularly EQ1 and partly EQ3:

- EQ 1) To what extent and in what ways has WATSAN increased access to new or improved basic drinking water and sanitation facilities? This question should focus on the effectiveness of the original Activity design and implementation.
- EQ 2) To what extent has WATSAN contributed to improved institutional capacity to better manage existing systems and increase revenue? This question should focus on to what extent and in what ways relevant institutions are applying WATSAN training. the answer to this question will focus on the specific institutions, systems, and training on which WATSAN is working.
- EQ 3) To what extent does WATSAN Theory of Change (TOC) remain valid and relevant to the Activity's current objectives? The answer to this question will examine the assumptions underlying the TOC to see if they remain valid and will also assess whether the TOC remains relevant given the Activity's current goals and objectives.

To answer the above questions, the PE overall will employ a mixed-methods design with a mix of quantitative and qualitative approaches including document review, household surveys, key informant interviews, secondary data analysis, and direct observation as feasible. The baseline will be comprised of a quantitative household survey.

Purpose and Objectives of the RFP

This RFP focuses only on the baseline survey, which will be a structured, quantitative household survey administered to households in the target communes (Cap Haitian, Mirebalais, Croix-des-Bouquets (Canaan), Les Cayes, and Jeremie).

Based on currently available information, it is anticipated that the baseline will be implemented on a rolling basis between March and May 2019 as WATSAN identifies the specific locations within those communes in which it will work. The baseline survey will be primarily designed to capture the current status of two key outcome indicators for WATSAN, including:

- PL1. Households (%) using a *basic* drinking water
- PL2. Households (%) using a *basic* sanitation facility

ESS will require the services of a local Haitian firm to support baseline data collection efforts. Further details on the proposed activities and required qualifications of the firm are found in the Scope of Work section below. **Note that at this time, ESS is requesting a technical proposal and illustrative budgets based on the illustrative sample sizes presented within this solicitation. The successful bidder may be asked to revise their budget estimate once**

the final sample size is available, prior to award. Cost proposals/budget narratives must specify fixed versus variable costs – and the firm’s estimated per-survey unit cost – based on these given that the actual parameters of data collection may change.

II. Scope of Work

ESS is seeking to engage a Haitian data collection firm as a Subcontractor who is well versed in collecting quantitative data in the field in Haiti, particularly via household surveys and preferably in the WASH sector. The subcontract will be Firm Fixed Price (FFP) and we anticipate that surveys will be administered on a rolling basis between March and May 2019, in the five communes of Cap Haitian, Mirebalais, Croix-des-Bouquets (Canaan), Les Cayes, and Jeremie. Precise dates, locations, and sample sizes will be communicated upon award as they are still under development. **This RFP is for the baseline period only, with a period of performance of January – August 2019.**

This RFP describes the specifications for the field data collection services required to complete the survey. Subcontractors will prepare a technical proposal that addresses all aspects of the data collection as detailed in each section below.

Baseline Surveys

Baseline data collection will involve quantitative, in-person, household surveys in each of the selected communes.

Survey Duration & Administration: Surveys are anticipated to last up to 60 minutes. Firms will be expected to make at least three good-faith attempts to contact selected households and to document the result of all contact attempts, non-response, and refusals. Firms must specify in proposals the anticipated number of surveys that can be conducted per day given anticipated travel time between households in the targeted communes. Prior to fieldwork, ESS and the selected firm will agree to and document in writing the approach for making replacements in cases of refusal and non-response.

Electronic Data Collection: Surveys will be administered electronically using the SurveyCTO platform (built upon the Open Data Kit platform) and administered using hand-held tablets, and/or other Android mobile devices, which must be furnished by the firm. Firms should clearly demonstrate any relevant experience with electronic data collection in their technical proposals. ESS will be responsible for programming the electronic data collection tool; firms will not be asked to program the tools but must be able to demonstrate the ability to use the relevant mobile applications for collecting and managing data. Firms will be responsible for furnishing the required devices (e.g. tablets) to conduct the work.

Targeted Respondents: Targeted respondents include the head of household (if female) or otherwise the spouse/partner of the head of the household. In other words, the survey will target the female in the household that is presumed to have the most knowledge about water access and use in that household.

Data Collection Preparation Activities

Subcontractors will be required to undertake several activities in preparation for data collection, including those listed below. Technical proposals should include discussion of all key points related to these.

- **Comment on data collection instrument and protocols:** ESS will develop the baseline survey and data collection protocols, and the Subcontractor will review and provide feedback on the survey and data collection protocols to ensure that they are properly contextualized, and to ensure that ESS has properly considered likely eventualities.
- **Develop manuals for field staff:**
 - Subcontractor will develop comprehensive manuals for field staff, including enumerators and supervisors; ESS will review and provide feedback on these manuals. ESS must have a chance to review and approve final manuals at least 10 business days before the start of the enumerator training. In some cases, ESS may develop draft manuals that will then be provided to the Subcontractor for review and further input. ESS will provide a template for the Subcontractor to use in developing manuals, should it be requested. The minimum required manuals that will be developed for this activity include: (1) an enumerator manual, and (2) a supervisor manual. Each of those manuals will have detailed quality assurance and data management sections pertaining to the responsibilities of interviewers and supervisors. A detailed reference guide to the survey tool will be developed by SI, commented on by the Subcontractor, and will be included as an Annex to both of those manuals.
- **Translate and Back-Translate instruments:** ESS will provide the baseline survey questionnaire in English. The Subcontractor will be responsible for translating the instrument into French and/or Creole. Translations should be completed by the Subcontractor, specifically by a team of two people concurrently, reconciling any differences afterward. Back-translations must be completed by a third party, who was not involved in any way in the translations and without access to the original English version of the questionnaire. ESS will review back-translations and ask Subcontractor to make changes to the Creole version of the instrument as needed based on the results.
- **Obtain local research clearances and permits:** Subcontractor will work with ESS as needed to obtain any relevant permissions (e.g. national, local) needed in order to enter specific sites in order to collect data (e.g. local government letters of introduction).

Pretesting, Training, and Piloting

- **Pre-testing:** After translation of the instrument, and prior to enumerator training, the Subcontractor must be prepared to conduct a pre-test of the survey using experienced enumerators and supervisors (and/or the team lead and field manager) to test instrument wording, flow, logic, and duration. Pre-testing would occur in communes or areas similar to ones selected for fieldwork, but not in areas targeted for data collection. After completing the pre-test, ESS and the Subcontractor will hold a debriefing session, in which any difficulties or problems with the survey will be identified. ESS and the Subcontractor will collaborate to revise the instrument(s) as needed following the pre-test.

- **Enumerator training:** An enumerator training will take place prior to data collection. Subcontractors are required to specify the recommended duration and content of field staff training as part of the technical approach. ESS expects that the training will last approximately 6 days, including a pilot activity and adequate time for debriefing and wrap-up training sessions following the pilot. The Subcontractor will be required to recruit an appropriate number of qualified enumerators and supervisors and conduct all logistics necessary to host the training. Subcontractors shall describe in their technical proposal their approach to assessing interviewers' readiness to conduct data collection during and after the training, i.e. specifically how they will determine non-performing trainees. It is recommended that more interviewers be trained than will be required for this data collection activity, so that top-performers are selected, as well as to maintain a pool of back-up interviewers; non-performing trainees will not be selected as part of the main or back-up teams. No interviewer is to be sent to the field until he/she has demonstrated sufficient understanding of the protocols. Representatives of ESS will assist with the training and may test enumerators as needed and may require, at their discretion, replacement of enumerators deemed to be performing inadequately in training or in the field. As part of the technical approach, the Subcontractor should provide a brief and illustrative breakdown of the components/sessions of the enumerator training.
- **Piloting:** Piloting will be done as part of training. To ensure enumerator preparedness, appropriate contact strategy, and familiarity with the household and interviewee sampling process, the Subcontractor will conduct a pilot in communes similar to the ones selected for fieldwork, but not in those communities selected for full data collection. Each enumerator/supervisor who participates in the pilot activity is expected to conduct surveys with a minimum of 2 households. After completing the pilot, the Subcontractor will hold debriefing sessions, in which any difficulties or problems with the survey will be identified, any clarifications needed in the survey tool reference guide will be made, and any questions about the tool or survey process in general will be discussed and answered. The Subcontractor will communicate any proposed changes to ESS and after approval the questionnaire will be modified.

ESS will be present in the field to oversee the pre-test and "training of trainers" for enumerator training, during enumerator training and pilot, and during the first few days of data collection.

Data Collection

The Subcontractor will be responsible for proposing a logical and efficient data collection plan detailing the start and completion of all data collection activities within a specified range of dates between March and May 2019 (specific dates to be provided upon award). Data collection must include an appropriate quantity and ratio of enumerators, supervisors, and field managers. At minimum, the ratio of enumerators to supervisors must not exceed 5 to 1. Enumerators will be expected to complete a realistic number of household surveys per day, taking into account travel time, a maximum time of 75 minutes per survey, an 8-hour work day, and a 6-day workweek. The Subcontractor will be responsible for arranging all logistics with regard to lodging, per diem,



communication, and transport for enumerators, supervisors, and field managers; the subcontractor’s budget must be sufficient to cover the required logistics.

Sampling

ESS expects that the sample for the baseline survey shall be representative of the five targeted communes; the exact scope and desired representativeness of the survey, and thus the sampling method to be implemented, is currently under discussion. The exact methodology will be specified and discussed with the firm when final sample size calculations are available. Potential methods may include the random walk,³ selection using aerial maps, or other relevant approaches. Sample size calculation will be based on the ability to measure certain levels of change in access to basic drinking water and basic sanitation facilities due to USG interventions. Final sample sizes are under discussion and will be provided shortly after award.

Data collection is expected to be spread out over 9-10 weeks starting in April 2019. **Bidders are required to provide cost proposals according to the following illustrative schedule and illustrative sample sizes. Cost proposals/budget narratives must specify fixed versus variable costs – and the firm’s estimated per-survey unit cost – based on these given that the actual parameters of data collection may change.**

Commune	Illustrative Sample size & illustrative schedule	Wk.								
		1	2	3	4	5	6	7	8	9
Cap Haitian	500	█	█	█	█					
Mirebalais	500	█	█	█	█					
Croix-des-Bouquets (Canaan)	500				█	█	█	█		
Les Cayes	500						█	█	█	█
Jeremie	500						█	█	█	█

Quality Assurance

Subcontractors will be required to conduct quality control, following the minimum requirements listed below. ESS will be conducting independent quality assurance for the duration of this activity. Subcontractors will be required to respond in a timely manner to ESS questions regarding data quality control and other measures of data quality assurance.

The Subcontractor will be given access to the SurveyCTO server where data is housed to conduct data reviews. Only certain personnel from the Subcontractor’s team will have access to download

³ http://www.masterhdfs.org/masterHDFS/wp-content/uploads/2014/05/Mazziotta_Random_walk_method_2016.pdf

data from the server. ESS will be downloading and monitoring the progress of data collection on a daily basis and will be conducting its own independent data quality assurance at least once weekly, in parallel to the required measures undertaken by the Subcontractor as outlined below.

Led by Subcontractor:

- Daily team debriefs: Check-ins with the enumerators and field staff to review any challenges faced, allow for questions and clarifications, and provide feedback to the wider group. These are especially important early in the data collection activity to ensure that proper interviewing habits are formed.
- Supervisor checks: Supervisors will check their teams' forms before they are submitted to the SurveyCTO server, to ensure completeness and spot-check for errors.
- Accompaniment: Subcontractor will ensure that at least 5% of interviews are directly observed by a supervisor or other senior member of the team. All interviewers should be directly observed at least once during the first week of data collection. Observations will be summarized in an accompaniment form developed by ESS. ESS also reserves the right to request accompaniment for specific interviewers if questions are raised during ESS's regular data quality checks.
- Co-enumeration: Subcontractor will co-enumerate at least one interview per interviewer during the first two weeks of field work (fill in a duplicate version of the interview form concurrently during direct observation). Thereafter, at least 1% of interviews should be co-enumerated. ESS also reserves the right to request co-enumeration for specific interviewers if questions are raised during ESS's regular data quality checks.
- Back-checks: Subcontractor will conduct back-checks on 10% of the total sample, using a back-check tool developed by ESS. Back-check surveys must not be made available to enumerators. Back-checks must be conducted by separate teams from the enumerators, and the Subcontractor is expected to work collaboratively with ESS to determine the allocation of back-checks throughout data collection (e.g. all enumerators should have 10% of their surveys back-checked within the first two weeks, and thereafter back-checks may be specifically targeted to certain interviews or enumerators).

Led by ESS:

- Survey programming quality control: ESS will program various quality control measures into the electronic survey. These will include, but will not be limited to: speed limits, logic checks, audio audits, hard and soft constraints, duration checks, and other validations.
- ESS will conduct independent weekly quality checks of the data downloaded directly from the SurveyCTO server, summarizing any questions or feedback for the Subcontractor from each check. More frequent checks may be conducted at the start of data collection to identify early issues and opportunities for course-correction. Subcontractors will be required to respond to these questions within 2-3 business days of receiving them.

- ESS will also analyze accompaniment forms and back-check data and will summarize any questions or feedback for the Subcontractor from each check. Subcontractors will be required to respond to these questions within 3-5 business days of receiving them.
- Observation: ESS may assign a local ESS staff member to conduct unannounced site visits to observe enumerators as an additional means of data quality assurance.

Respondent Protection & Data Security

Subcontracts are required to abide by Social Impact’s respondent protection and data security standards (to be provided upon award). All field staff will be asked to sign a non-disclosure agreement (to be provided upon award) signifying their understanding of ethical behavior in the field and proper handling of respondents’ confidential and private information, including personally identifiable information (PII). Subcontractors will ensure proper measures are taken in the field to monitor enumerators’ behavior with respect to ethical research practices including respondent protection and data security (including interviewing, handling of devices, etc.).

Personnel and Staffing Plan

Bidders should provide CVs for key personnel (Team Leader and Field Manager) as listed in the table (“Personnel Qualifications”) below, which meet the minimum qualifications listed. Bidders must also describe their recruitment strategy for other field staff and should specify the total number of enumerators and supervisors that will conduct the activity along with the proposed supervisor to enumerator ratio (as above, the ratio of enumerators to supervisors must not exceed 5 to 1).

Bidders should describe their approach to ensure that well-qualified field coordinators, supervisors, and enumerators are hired. Enumerators should have relevant experience in household survey interviewing, especially using similar instruments to this evaluation and using electronic data collection (e.g. with tablets or smart phones). Experience conducting research in the WASH sector is highly preferred. All efforts should be made to ensure gender balance (50% female, 50% male) among enumerators and all team members must be fluent in Creole and French. Recruitment and staffing procedures should be outlined in the technical proposal, along with contingencies for staff replacement, should the need arise, during data collection.

PERSONNEL QUALIFICATIONS:

Personnel	Qualifications
Team Leader (1) <i>(Key Personnel)</i>	Required at least 8 years of relevant experience managing large-scale data collection exercises in Haiti. Advanced degree in social science or related field. WASH sector experience, including familiarity with JMP indicators and methodology is highly preferred. Experience with US Government donors (e.g. USAID; MCC; Dept. of State), UN agencies (e.g. UNICEF), World Bank, and/or MICS and DHS surveys is highly preferred. Fluency in French and Creole is required. Proficiency in English is preferred, but not required.

<p>Field Manager (1) <i>(Key Personnel)</i></p>	<p>Required at least 5 years of relevant experience managing large-scale data collection exercises in Haiti, including conducting quality control and manage survey teams for complex and large-scale surveys. Master’s degree in social science or related field. WASH sector experience is highly preferred. Experience with US Government donors (USAID; MCC; Dept. of State), UN agencies (e.g. UNICEF), World Bank, and/or MICS and DHS surveys is highly preferred. Fluency in French and Creole is required.</p>
<p>Field Coordinators (5) (One for each commune) (CVs not required at this stage)</p>	<p>Required at least 3 years of relevant experience managing large-scale data collection exercises in Haiti, including conducting quality control and manage survey teams for complex and large-scale surveys. Master’s degree in social science or related field. WASH sector experience is highly preferred. Experience with US Government donors (USAID; MCC; Dept. of State), UN agencies (e.g. UNICEF), World Bank, and/or MICS and DHS surveys is highly preferred. Fluency in French and Creole is required.</p>
<p>Supervisors (CVs not required at this stage)</p>	<p>Required to have at least a Bachelor’s degree and at least 2 years of relevant experience conducting or managing large-scale data collection exercises in Haiti. WASH sector experience is highly preferred. Fluency in French and Creole is required.</p>
<p>Enumerators (CVs not required at this stage)</p>	<p>Required to have at least a Bachelor’s degree and have participated in at least one household survey data collection exercise in Haiti. WASH sector experience is highly preferred. Fluency in French and Creole is required.</p>

Reporting

Subcontractors will be required to submit the following reports. ESS will provide report templates as guidance to the Subcontractor following award for each of the reports.

- **Inception Report:** This report will detail the Subcontractor’s approach to data collection, methodology, and team composition, including a work plan and timeline. The Inception Report is the first major deliverable and will be due within two weeks after the signing of the contract between ESS and the Subcontractor.
- **Weekly Reports:** The Subcontractor will be required to submit weekly reports during data collection. These will detail the sample size reached in the previous week, the total sample reached to date, any challenges/issues in data collection, and how those challenges were resolved. ESS will provide a weekly reporting template following award.
- **Pre-test, Training & Pilot Report:** This report will summarize the activities of the enumerator training, as well as the results of the pre-test conducted before training and the pilot test during training with enumerators, as well as any challenged, mitigation measures, and recommendations moving forward. The pre-test and piloting sections must

include a summary of the pre-test location, activities carried out, challenges faced, mitigation measures, and proposed changes to the survey.

- **Final Report:** The Final Report will summarize the entire process of data collection, discuss the sample reached and any challenges in reaching the sample, the measures taken to resolve any issues, and recommendations moving forward.

Note: As ESS will manage the SurveyCTO server for the data collection, ESS will have access to and will download data on a daily basis. In this way, the firm will not be required to physically deliver dataset files to SI. However, the deliverable related to final, approved datasets (see Section IV), relates to SI's final approval of all submitted data including submission of all required survey forms, quality assurance forms, and satisfactory responses to all of SI's quality assurance questions during and after surveying.

Past Performance

Bidders should submit a summary of three past performance reports, including contact information for references. ESS reserves the right to contact references provided in these past performance reports. Successful references would demonstrate relevant experience in large-scale household surveys conducted concurrently in multiple areas of Haiti, experience in the WASH sector, in relevant geographic areas of Haiti to this evaluation, experience administering household survey using mobile data collection methods, and experience with rigorous quality assurance measures. This experience should reflect institutional capacity, not just that of individual team members. Of particular importance is relevant work in the management and implementation of data collection, with methodologies and with populations/locations as those in this scope of work.

III. Expected Timeline

The timeline for the baseline portion of this evaluation is expected to take place between February and June 2019. Preparation will take place mostly in February and March 2019, with data collection training happening in late March and data collection starting in early April. Exact dates will be determined upon award and may differ slightly from the table below.

An illustrative timetable of the baseline work can be found below. Midline is expected to take place in spring-summer 2020 and endline in spring-summer 2021. **This solicitation is for baseline surveys only. Separate solicitations will be released for midline and endline.**

Task/Milestone	Week (est.)	Expected Approximate Due Dates (2019)
Contract between ESS and Subcontractor signed	0	Early February
Review and comment on instruments	1	February 15
Translate instruments	2	February 22
Develop field manuals	3	March 1

Pre-test and revise instruments	4-5	March 15
Data collection training	6	March 25-30
Data collection (rolling); weekly data report submissions	7-15	April 1-May 31
Final Report submission All data quality questions reconciled	17	June 14

IV. Deliverables & Payment Schedule

The Subcontractor will submit invoices according to the payments listed below. Weeks are estimated, and relative to contract signing. Submission dates for each deliverable invoiced and ESS approval dates should be specified on the invoice. Invoices cannot be submitted prior to ESS accepting deliverables/milestones in writing.

Phase	Payment	Deliverables / Milestones	Week (est.)	%
1: Prep	1	Inception report with work plan	2	15
1: Prep	2	All protocols and instruments finalized; Final instruments translated & back-translated; Enumerator and supervisor field manuals;	5	15
2: Fieldwork	3	Enumerator Training completed; Pilot & Training Report(s)	7	20
2: Fieldwork	4	Interim datasets; Weekly reports through phase 2	17	20
3: Reporting	5	Final Report; Weekly reports through phase 3 Datasets approved by SI*	24	30
Total	--	--	--	100%

* ESS will manage the SurveyCTO server for the data collection, and thus ESS will have access to and will download data on a daily basis. In this way, the firm will not be required to physically deliver dataset files to SI. This deliverable relates to SI's final approval of all submitted data including submission of all required survey forms, quality assurance forms, and satisfactory responses to all of SI's quality assurance questions during and after surveying.

V. Scoring Criteria

All quotations received in response to this solicitation will be evaluated by the Haiti ESS bid review committee. The contract shall be awarded based on the criteria listed in this RFQ. Haiti ESS will

conduct a source selection based on the evaluation factors listed below. These factors will serve as the standard against which all information will be evaluated and identify the factors that the bidder should address. The quotations will be evaluated according to best value with the following criteria:

- **Technical Proposal (40%):** Compliance with requirements of scope of work; understanding of data collection activity requirements; innovative approaches presented if applicable.
- **Personnel (25%):** Compliance with required qualifications and overall demonstrated experience of the personnel presented.
- **Past Performance (35%):** Demonstrated, successful experience conducting similar activities in comparable settings, as specified in the Scope of Work. This experience should reflect institutional capacity, not just that of individual team members.

This solicitation does not commit ESS to award a contract or pay any costs incurred in preparing the quotation. ESS reserves the right to accept or reject any or all quotations received or to cancel in part or in its entirety the solicitation when it is in SI's best interest.

VI. Submission Instructions

Bidders must follow the instructions below for submission of questions and proposals:

QUESTIONS

Please use subject line "**Haiti WATSAN RFP Baseline Questions**"

Please send to both email addresses in the "Contact" field on page 1 by the **deadline for questions**. Late submission of questions will be considered on a case by case basis by the ESS project team, but ESS is under no obligation to answer questions that arrive following the deadline. Answers to all questions received without reference to the firm asking the question will be sent to all firms who express interest.

PROPOSALS

Technical Proposal

Bidders will submit technical proposals, using the page limitations described below. Material that exceeds the page limitations will not be reviewed or scored by SI. The technical proposal will consist of the following components, such that the full technical proposal does not exceed 13 pages (not including CVs).

- Technical Approach: no longer than seven (7) pages.
- Personnel: no longer than three (2) pages summarizing key personnel qualifications and experience within the technical proposal along with a description of the approach for recruiting other field staff for the data collection activity.

- *CVs for key personnel should be included as an Annex and be no longer than 3 pages each; content beyond 3 pages on a single CV will not be reviewed. CVs will not count within the page count.*
- **Past Performance:** Three (3) past performance reports, not exceeding a total three (3) pages. Each past performance report should include the client, budget, a description of activities and results, and a statement of its relevance to the scope of this solicitation.

Technical proposals must not include any financial information; ESS may disqualify bids that include financial information in the technical proposal.

Cost Proposal

The financial proposal must consist of a budget in Excel with traceable formulas and clear explanation of any assumptions made. Bidders are strongly encouraged (though not required) to use the budget template provided in Annex A to this RFP. Costs should be presented in USD.

Bidders must also submit a budget narrative (Word or PDF) summarizing key assumptions in the budget. Budget narratives should not exceed a total of three (3) pages.

Other

Bidders must also submit

- (1) A copy of a valid business license or patent, and
- (2) A contact person's name, telephone, office address, and email.

Submission: Use subject line: "Haiti WATSAN Baseline Proposal Submission". Please send to all three (3) of the email addresses on page 1 no later than the deadline for proposals. Late submissions will not be accepted.