

PeaceFIELD2 Impact Evaluation

Request for Proposals for Data Collection Services Contractor in Sierra Leone and/or Guinea

To all tenderers

Contract	United Nation Peacebuilding Fund (UN PBF) funded Cross-Border Project in Sierra Leone and Guinea
Activity	Individual/Household-level survey
Countries	Sierra Leone (Falaba district) and Guinea (Faranah prefecture)
Type of procedure	Public tender
RFP Release date	February 20, 2024
Deadline for Expressions of Interest (EOI) and Submitting Questions	March 6, 2024
Deadline for submission of proposal and budget(s)	March 12, 2024, 12pm (noon CET)
Direct submissions to	Dr. Lame Ungwang ungwang@isdc.org

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1. Introduction

ISDC - International Security and Development Center gGmbH (henceforth “ISDC”), invites qualified bidders (hereinafter called “Bidder” or “Bidders”) to submit offers for the provision of data collection services defined in this Request for Proposal (RFP) document. The offers must be submitted in English and consist of a technical and a financial proposal, together with any supporting documents (hereinafter called the “Proposal” or “Proposals”). Towards preparing and submitting a responsive Proposal, Bidders must carefully review and understand the contents of this covering letter, the remaining sections 2-6 of this RFP, as well as the following key dates for the remainder of the procurement process:

RFP Release date	February 20, 2024
Deadline for Expressions of Interest (EOI) and Submitting Questions	March 6, 2024
ISDC Response to Questions	March 7, 2024
Proposal Submission Deadline (CET)	March 12, 2024, 12pm (noon)
Estimated Contract Award Date	March 21, 2024
Estimated Contract Start Date	April 1, 2024

Proposal documents are to be submitted in their entirety by the submission deadline, i.e., incomplete, or late Proposals will not be considered (see Annex A for the list of materials required). Within the deadline for submitting questions, Bidders may direct an EIO and any inquiries to the following contact point for this procurement process:

Contact Person for Questions: Dr. Lame Ungwang
ungwang@isdc.org

Please note that when submitting a Proposal, the Bid therein is binding until the expiry of the procurement process deadline.

Yours sincerely,

ISDC – International Security and Development Center gGmbH

2. Background

A. Project Description

Through a consortium of partner agencies, the United Nations Peacebuilding Fund (PBF) is currently funding a 2-year project to address agrarian conflict in Sierra Leone and Guinea. Titled 'Building cross border peace and strengthening sustainable livelihoods of cattle herders and crop farmers in Sierra Leone and Guinea,' the project is being implemented by the World Food Programme (WFP), the International Office for Migration (IOM), and Talking Drums Studios (TDS) in Sierra Leone and Guinea. Having started in 2021, the project has three objectives: (1) to promote peaceful co-existence and resolve conflict between cattle herders and crop farmers through inclusive fora in border-lying communities in Falaba district and Faranah prefecture; (2) to strengthen trust and economic collaboration within and between Falaba district and Faranah prefecture through climate-smart livelihoods and herder and farmer cooperation; and (3) to support Sierra Leone and Guinea to collect and use data to develop evidence-based cross-border policies that mitigate conflicts. The project is scheduled to end in April 2024, having received a six-month no cost extension to facilitate the completion of all activities.

B. Research Study

ISDC is conducting an empirical research study into the impacts of the PBF-funded interventions, particularly those at the community-level targeting individual farmers and herders in the project areas. The research will be based on survey data collected from project sites, which are in Falaba district in Sierra Leone and Faranah prefecture in Guinea, as well as nearby non-project sites. The primary data collection will include both quantitative and qualitative interviews. Further, the quantitative data collection will include economic experiments, which implies that participants will be randomized to receive differing prompts during the survey; and/or be asked to partake in behavioral games. The surveys will take place shortly after project implementation ends in April 2024. Only one wave of data collection is required for this research study.

C. Study Sample

The quantitative sample for the data collection consists of two groups of participants, defined as (a) direct project beneficiaries / work participants in communities that received the peacebuilding programming; and (b) individuals in communities that were not at all targeted by the project. Qualitative data will be collected from subsets of each of the two samples, leaders at different administrative levels of formal and informal institutions, as well as from project implementers.

Due to differences in project implementation across the two countries, the envisioned surveys - corresponding to each side of the Sierra Leone / Guinea border - are considered as two separate activities in this RFP. The data collection needs across the two sites are as follows:

- **Site 1 - Sierra Leone:** quantitative interviews from a total of 1600 households located across twenty communities in Falaba district, Sierra Leone; as well as 40 qualitative interviews.
- **Site 2 - Guinea:** quantitative interviews from a total of 1600 households, located across twelve communities in Faranah prefecture, Guinea; and 40 qualitative interviews.

The study will certainly include data collection at Site 1. Based on the proposals received, the research team may opt to exclude Site 2 from data collection.

In submitting a bid, a **service provider may choose to respond for only one of the project sites, based on their capacity to do so (i.e., to collect data in Sierra Leone only); but may also bid for both project sites (i.e., to collect data in both Sierra Leone and Guinea). If bidding for both project sites, please submit two separate budgets: one covering data collection in Site 1 only and one covering data collection at Sites 1 and 2.**

3. Scope of Work

The purpose of the Work to be provided by the Bidder is to support ISDC in preparations for and in the implementation of the survey. The activities and details for the data collection in each study site are outlined below.

A. Site 1 - Sierra Leone

The Bidder contracted for carrying out work in Sierra Leone will be responsible for the following key activities:

1. **Support in survey tool design and validation:** While the ISDC technical team will lead in designing the study protocols and instruments, the Bidder will provide support in validating these materials for the specific study context. This requires providing feedback on the research design, study protocols, and the constructs employed for measuring outcomes and covariates. Part of the validation process includes piloting the survey tool prior to data collection, such that the study protocols can be adapted as needed. The pilot survey shall entail a minimum of 20 interviews, the participants of which shall be pre-approved by ISDC.

2. **Translation of survey tool:** Further, the Bidder is responsible for translating survey instruments and materials into the relevant languages given the study sites.
3. **Acquisition of national approvals and clearances for the research and data collection:** The Bidder shall acquire all approvals and necessary clearances for the research study prior to data collection. Where required, this may include relevant permissions from national and/or local authorities. The Bidder is also responsible for adhering to local formalities and obtaining any required permits related to the survey implementation, as well as survey team health and accident insurance, salary, taxes, and others as necessary.
4. **Obtain or conduct a listing of all households / dwellings in targeted villages for sampling purposes:** We intend for the sampling of non-beneficiaries to be based on random selection from among households and/or dwellings in the villages selected for data collection. This random selection requires a listing of all households and/or dwellings in each village. In principle, this listing can be done in one of three ways: 1) If administrative data is available which lists all dwellings and/or households, this data can be used. 2) In the absence of administrative data, a listing of dwellings based on satellite imagery can be conducted. This process involves marking each dwelling in the satellite images on GIS software. ISDC can provide satellite imagery if needed. 3) An in-person listing survey of dwellings and/or households in the village. It is up to the bidder to propose which approach will be most effective.
5. **Recruitment of enumerators:** The Bidder shall recruit a gender-balanced pool of enumerators. Enumerators should speak local languages and have expertise and experience working near the project sites.
6. **Enumerator training:** The Bidder shall conduct training for all enumerators on the specific procedures for this data collection effort. The training shall last a minimum of 4 days. ISDC staff will be present for training and will assist with the substance of training materials. The Bidder will be responsible for all logistics and costs of the training (with the exception of ISDC staff costs).
7. **Implement quantitative in-person surveys on a sample of 1600 participants:** The Bidder shall conduct in-person interviews as part of the quantitative data collection, where interviews are electronic and programmed onto tablet devices (Computer Assisted Personal Interviewing or CAPI). As mentioned, ISDC shall design and program the survey tool, and provide Tablet devices (if needed); while the Bidder shall assist in testing the survey tool, implement the pilot survey, and carry out the full quantitative survey in twenty pre-selected communities.

Towards reaching the targeted sample size of 1600 interviewees, the Bidder shall ensure that two groups of participants are interviewed, who differ in their exposure to the UN

PBF-funded project that is the focus of this research study. The targeted groups of participants are located in border communities in Sulima and Mongo Chiefdoms in Falaba District, and are specifically defined as follows:

- **800 Participants in beneficiary communities** - these participants will be selected from the ten communities that received the peacebuilding programming. Within these communities, a share of respondents should be those that engaged with project implementers and assisted in delivering project components to their communities. These individuals, termed “Work Participants” under the project framework, are known; a list of these respondents – from which the Bidder will sample a minimum number from – will be provided to the Bidder by ISDC. The remaining share of respondents will be selected from the community via random sampling, based on the listing procedure described above (i.e., in item 4).
- **800 Participants in non-beneficiary communities** - the second set of participants will be selected from ten communities that did not participate in the UN PBF-funded project, which serve as “control” villages. The list of the ten communities will be provided to the Bidder by ISDC. Household sampling will be conducted via random selection based on the listing procedure described above.

8. **Implement qualitative interviews on a sample of 40 participants:** The Bidder shall conduct qualitative interviews with key informants, such as community leaders, members of community organizations, local / regional political leaders; and persons from the implementing organizations. The sampling procedures and identification of key informants will be set by ISDC.
9. **Implement monitoring and data quality assurance:** With the support of ISDC, the Bidder shall conduct monitoring efforts throughout the data collection, and put in place adequate measures to ensure high data quality. In their Proposal, the Bidder should outline a strategy for data quality assurance, which must also specify the periodicity of reporting to ISDC, as well as approaches to handle instances where data quality may have been compromised.
10. **Delivery of dataset:** Quantitative data shall be submitted/delivered to ISDC within 10 business days of the completion of data collection.
11. **Translation of qualitative data:** The Bidder will be responsible for translating all qualitative and open-ended responses into English. Translated data will be delivered to ISDC within 20 business days of the completion of data collection.
12. **Document and submit a fieldwork report:** Following data collection, the Bidder shall compile a Report documenting details about the survey for ISDC’s records. Prior to the survey, the Bidder must provide a template highlighting the information that is to be covered in the report, which must be approved before the survey begins. The Bidder must ensure that this information is then consistently collected and documented throughout the

data collection process, such that the report is comprehensive in detailing the successes and challenges encountered.

B. Site 2 - Guinea

The Bidder carrying out work in Faranah Prefecture, Guinea will conduct the same set of activities as listed above for Site 1 / Sierra Leone, which correspond to the following key activities:

1. **Support in survey tool design and validation:** which also includes a pilot with a minimum of 20 interviews, the participants of which shall be pre-approved by ISDC.
2. **Translation of survey tool:** into the relevant languages given the study sites.
3. **Acquisition of national approvals and clearances for the research and data collection.**
4. **Obtain or conduct a listing of all households / dwellings in targeted villages for sampling purposes.**
5. **Recruitment of enumerators.**
6. **Enumerator training:** lasting a minimum of 4 days.
7. **Implement quantitative in-person surveys on a sample of 1600 participants.**
8. **Implement qualitative interviews on a sample of 40 participants.**
9. **Implement monitoring and data quality assurance.**
10. **Delivery of dataset:** within 10 business days of the completion of data collection.
11. **Translation of qualitative data:** within 20 business days of data collection completion.
12. **Document and submit a fieldwork report.**

Compared to Site 1, however, details around sampling for the quantitative survey (i.e., item 7 above) are different. Towards reaching the targeted sample size of 1600 interviewees, the Bidder shall ensure that two groups of participants are interviewed across 12 border communities in Faranah Prefecture, as defined below:

- **800 Participants in Beneficiary Communities** – these participants are located across six communities that received the peacebuilding programming, specifically in three border sub-prefectures of Heremakonon, Songoyah and Banian. Within these six communities, a share of survey respondents should be “Work Participants”, i.e., those that engaged with project implementers and assisted in delivering project components to their communities. A list of these respondents will be provided to the Bidder by ISDC, from which the Bidder will sample a minimum number from. The remaining share of respondents will be selected from the communities through via random sampling, based on the listing procedure described prior.
- **800 Participants in Non-Beneficiary Communities** – these participants will be selected from six communities that did not at all participate in the PBF-funded project, which serve as “control” villages. The list of the six communities, in the same sub-prefectures or nearby,

will be provided to the Bidder by ISDC. Sampling in these communities will be done via a random sampling approach based on the listing procedure, as described prior.

4. Inputs Provided By ISDC

The successful delivery of the Work is conditional on the provision of several inputs to be provided to the Bidder by the ISDC technical team, which will oversee all activities to provide support and approval on methodological and technical matters. Specifically, ISDC will provide the following inputs for the survey:

1. A list of potential survey participants (“Work Participants”) with contact information, which is to be obtained from the implementing organizations. These lists serve as the pool from which the Bidder will sample the pre-specified sub-samples for the surveys.
2. Draft questionnaire in English, which will be adjusted and finalized in collaboration with the Bidder.
3. Test and approval of the CAPI data collection surveys.
4. Monitoring dashboard for monitoring progress and data collecting quality indicators.
5. High-resolution satellite images of targeted villages, if needed.
6. Tablets for data collection, if needed.

The final versions of the questionnaire, data collection quality indicators, training materials and field manuals must be approved by ISDC prior to piloting and fielding. ISDC will also be present to support interviewer training, piloting, and survey kick-off, either online, in-person or a combination thereof. The Bidder is responsible for providing all inputs and materials not listed above and required to perform the service.

5. Eligibility

Bidders are only eligible if they fulfil the following criteria:

1. Bidders must be legally entitled to perform the Work and bill the service according to country-specific and international standards.
2. Bidders are not allowed to conduct business with any entities or individuals currently under sanction or engage in activities sanctioned by the EU or UN.
3. Bidders need to comply with ISDC’s policies, including especially the Code of Conduct, the Ethical Principles for Collecting Primary Data and Conducting Fieldwork, Data Protection Policy and the Guidelines for Ensuring Good Scientific Practice which can be found on [ISDC’s website](#).

Any offer that does not meet these conditions cannot be considered.

6. Timeline and Deliverables

The overall period of service delivery will be from April 01, 2024 through August 30, 2024. Data collection in both sites is expected to take 3-6 weeks, starting in May 2024. Training and piloting should be conducted a week or two prior to survey commencement (the data collection firm should propose the precise schedule).

The deliverables and estimated timelines expected from the Bidder as part of the activities for this Work are as follows:

	Activity	Responsible	Date due
1	Provide on-boarding materials, study design and study protocols (including draft questionnaires)	ISDC	April, 2024
2	Validate study design and draft questionnaires	FIRM	April, 2024
3	Finalizing questionnaires in Word and Digital format in English / French (and relevant local languages)	ISDC / FIRM	April, 2024
4	Programming questionnaires for tablet-based interviewing in English / French (and relevant local languages)	ISDC	April, 2024
5	Rigorous testing of final coded questionnaire	FIRM	April, 2024
6	Recruitment of interviewers	FIRM	April, 2024
7	Interviewer training (with ISDC support)	FIRM	May, 2024
8	Pilot survey	FIRM	May, 2024
9	Data collection starts	FIRM	May, 2024
10	On-going data quality checks of completed interviews and monitoring	ISDC / FIRM	June, 2024
11	Data collection completed	FIRM	June, 2024
12	Interview data upload to online cloud completed	FIRM	June, 2024
13	Qualitative data translated and delivered to ISDC	FIRM	June-July, 2024
14	Provide data collection / survey report for ISDC documentation	FIRM	July, 2024

For a more detailed estimated timeline, see Annex C.

7. Proposal Evaluation Approach

In selecting a Bidder to award the Work entailed in this RFP, ISDC will base the evaluation of Proposals according to the criteria that follows.

	Criteria
1	Technical / Procedural Approach
	Operational planning, Personnel proposal and deployment plan, Quality assurance approach
2	Expertise and Qualifications of Bidding Personnel
	Education and training, Languages (incl. Local languages of the data collection region), Work experience, Specific work experience (remote data collection, experimental methods), Regional expertise, Other
3	Budget Proposal

Note that only Proposals from Bidders who are eligible, according to the eligibility criteria defined under 5., will be considered.

Annex A. Proposal Template

The Bidder must submit a proposal and budget in English. The proposal must follow the following outline:

1. Cover letter (maximum 1 page), which includes the Bidder's:
 - Name and address;
 - Name, title, telephone number, and e-mail address of the person authorized to commit the Bidder to a contract;
 - Name, title, telephone number, and e-mail address of the person to be contacted regarding the content of the proposal, if different from above;
 - A confirmation that the eligibility criteria lined out in Paragraph 5 of the RFP are fulfilled; and
 - A signature of this letter done by a duly authorized representative of the company and address; contact details.
2. Background (summarize the organization's professional experience, the organization's suitability based on the required and preferred qualifications, plus annex with two references) (maximum 1 page)
3. Technical approach to the data collection (including any technology) (maximum 2 pages)
4. Proposed approach to quality assurance (maximum 1 page)
5. Proposed personnel, include CVs for data collection coordinator and supervisors as an annex (maximum 1 page to describe the personnel approach, plus annex with the CVs)
6. Description or outline of proposed, a) daily reports, b) daily tracker, and c) data collection report (maximum 1 page)
7. Management, security, and logistics (maximum 1 page)
8. Financial proposal (please refer to Annex B) in Excel and pdf format

Annex B. Budget Template

The Bidder must propose a financial offer that it believes to be realistic and reasonable for the Work in accordance with the Bidder's technical approach. All cost and financial data should be fully supported, complete in detail, and organized in a manner that facilitates review and permits cost analysis.

The Bidder may present a complete budget based on the accompanying template (see RFP attachment). All costs shall be itemized and described in cost notes.

The final budget amount shall be inclusive of all country-specific fees and taxes that the Bidder is required to charge. Hence, the final budget amount is the full amount that will be billed to ISDC for the provision of the Work. The net financial offer should be displayed separately from any such additional taxes/fees, in order to allow a detailed review of the budget lines.

Annex C: Detailed Timeline

	2024																							
Month	March				April				May				June				July				August			
Week	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Contract Award Date																								
Contract Start Date																								
Research Design finalization																								
Questionnaire Finalization																								
IRB / Ethics Clearance																								
Research Permissions																								
CAPI and training materials finalized																								
Pilot Data Collection																								
Survey - Site 1 (Sierra Leone)																								
Survey - Site 2 (Guinea)																								
Data Monitoring and Quality checks																								
Field Report Submission																								
Contract End Date																								