



To: Offerors

Date: October 12, 2023

From: Integrated Natural Resource Management (INRM) Activity; Implemented by DAI Global LLC

Subject: Request for Proposals (RFP) INRM-032: RESTORE Social Data Baseline Assessment in Ghana

Due: 5:00PM Eastern Standard Time (ET) on **November 1, 2023**

Dear Offerors:

Enclosed is a Request for Proposals (RFP) to support the implementation of DAI's INRM project funded by the United States Agency for International Development (USAID). DAI invites you to submit a proposal for the work as described in the attached Statement of Work. We anticipate issuing a single firm fixed price subcontract between \$110,000 to \$200,000 USD for this work.

I. **RFP Process and deadlines:** This solicitation will result in the award of a fixed price subcontract.

1. Bidders Conference- We will be holding a call to explain the RFP requirements and answer questions on **Tuesday October 17, 2023 11AM ET (3PM GMT)**. We will document the questions raised and released then with the written question submission. If you have not received an invitation, please email [INRM\\_Procurement@dai.com](mailto:INRM_Procurement@dai.com) copying [Stephanie\\_Schwartzkopf@INRMproject.com](mailto:Stephanie_Schwartzkopf@INRMproject.com) to be added to the invite.
2. Submission of Questions – Questions must be submitted no later than **5PM ET (9PM GMT) on October 18 , 2023** via email to [INRM\\_Procurement@dai.com](mailto:INRM_Procurement@dai.com) copying [Stephanie\\_Schwartzkopf@INRMproject.com](mailto:Stephanie_Schwartzkopf@INRMproject.com).
3. Submission of Proposal – Proposal must be submitted no later than **5PM ET (9PM GMT) on November 1, 2023** via email to [INRM\\_Procurement@dai.com](mailto:INRM_Procurement@dai.com) copying [Stephanie\\_Schwartzkopf@INRMproject.com](mailto:Stephanie_Schwartzkopf@INRMproject.com). The subject line of the email should be your organization name, followed by "Submission under INRM-032: RESTORE Social Data Baseline Assessment in Ghana". Please certify in your submission email a validity period of 60 days for the price(s) provided and include your organization's Unique Entity ID. **The offeror will be required to have a Unique Entity ID so bidders are encouraged to apply now following the instructions at this link.** Please limit file submissions to 10 megabytes or less. Proposals must be submitted in English.

- II. **Composition of Proposal:** Your organization's proposal should comprise (1) a Technical Proposal and (2) a Cost Proposal that should be prepared as separate files for independent evaluation, as follows below. Technical proposals should be submitted as a Word document of no more than seventeen (17) pages, 12-point font minimum. Pages over the 17-page maximum will not be included in proposal scoring, please ensure you do not exceed the maximum page limit. Submissions in Word or PDF are acceptable, although PDF is preferred along with an accompanying Word document. Please provide a copy of your cost proposal in Excel format. A cover page will be considered a non-counting page, should the offeror choose to include one. No additional annexes or documentation are requested now.

### **Part 1 – Technical Proposal**

The technical proposal is composed of the following three (3) sections:

1. **Technical Approach (maximum 6 pages)** – The offeror will detail their approach to fulfilling the accompanying Statement of Work (SOW), including all steps from project inception, field work preparation (including team recruitment and training, and refinement and translation of data collection instruments if needed), data collection (including sampling) to reporting and close-out. The approach will clearly indicate how the proposed activities will result in the successful completion of all deliverables and milestones.  
  
In this section, the offeror will also include a detailed timeline, and outline their data quality control plan. The offers should also include any anticipated government permission that is needed for field work, and their plans for obtaining the permission.
2. **Past Performance (maximum 3 pages)**—Offerors must submit exactly three (3) past performance reports describing relevant experience to the RESTORE baseline. Relevant in-county experience is preferred. Each past performance report must include at minimum an overall description of the scope of work, period of performance, the results of the activity, the budget of the activity, and contact information for a reference from that assignment. This experience should reflect institutional capacity, not just that of individual team members. DAI reserves the right to contact references provided in these past performance reports.
3. **Personnel and Staffing (2 pages personnel and 6 pages for CVs for a total of 8 pages maximum)** – Offerors must describe the qualifications of their proposed key personnel against the requirements listed below and must provide CVs for key personnel as part of the technical proposal. The key personnel for this assignment include a Team Leader and Field Manager.
  - a. Team Lead: Required qualifications include 8+ years of relevant experience managing large-scale data collection exercises in West Africa. Advanced degree in social science or related field.

Experience conducting surveys in topics related to RESTORE preferred, including conservation behavior, natural resource management, sustainable agriculture, and health. 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 English required.

- b. Field Manager: Required at least 5 years of relevant experience managing large-scale data collection exercises in West Africa, including conducting quality control and managing survey teams for complex surveys. Bachelor's degree in social science or related field (Master's degree 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 English is required.

As part of the personnel and staffing section, offerors must also describe their approach to ensure that well-qualified supervisors and interviewers are hired. Interviewers should have relevant interviewing experience in household interviewing, and electronic survey administration. Offerors must specify the total number of enumerators and supervisors that will conduct the activity along with the proposed supervisor-to-enumerator ratio. Offerors should state what their minimum qualifications are for enumerators, supervisors, and other field staff, and must also state what proportion of the interviewers and supervisors would be repeat hires with previous experience with the firm. Describe contingencies for staff replacement, should the need arise, during data collection.

Any other positions deemed essential for the successful implementation of the activity should be listed in the personnel and staffing section as well as along with required qualifications, approach to recruiting qualified individuals to fill the position(s), and their proposed responsibilities as part of the RESTORE baseline.

## **Part 2 – Cost Proposal**

The contract type for the presumptive subcontract will be a Firm Fixed Price Subcontract, awarded by DAI Global, LLC. Please include your total proposed fixed price along with details for specific deliverable pricing. Cost proposals shall consist of a budget in Excel with traceable, transparent formulas and must include notes/assumptions related to budget inputs. Offerors are required to use the budget template provided. The template must not be substantively altered.

Offerors are also required to submit a Budget Narrative (Word or PDF, 3-page maximum) summarizing key assumptions and inputs in the budget. The Offeror must propose costs that it believes are realistic and reasonable for the work in accordance with the Offeror'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. Budget narrative should include the costs for each data collection activity listed in Table 1 of the Scope of Work in order to ensure fair comparison.

Bidders must budget for DBA insurance as applicable. Please see AAPD-22-01 for more information on obtaining DBA and cost rates. Please limit file submissions to 10 megabytes or less.

As payment will be made from the United States, our understanding is that VAT is not applicable and should not be included in the cost proposal.

- III. **Evaluation of Proposal:** DAI will use best value determination for the award of this Request for Proposals. A best value determination means that, in DAI's estimation, the selected offer will provide the greatest overall benefit to USAID in response to the requirements stated in this RFP. Cost/Price proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost/price, when combined, are considered significantly more important than cost/ price factors. DAI may also exclude an offer from consideration if it determines that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities required to perform the work required. Proposals will be evaluated against a stated number of factors, including the overall proposed approach, past performance, specific qualifications in the identified sectors and other evidence substantiating the bidder's ability to deliver, including budget and time frame considerations. For overall evaluation purposes of this RFP, technical evaluation factors other than cost/price, when combined, are considered significantly more important than cost/ price factors.

1. **Technical Proposal:** The Technical Proposal will be scored and evaluated separately from the cost proposal. Technical panel reviewers will evaluate offerors on the following factors, consistent with the offerors' technical proposal. The Technical Proposal will be evaluated against the following criteria:
  - a. **Technical Approach (40 Points):** This section will be evaluated based on the information presented in the technical approach. The offeror will be scored based on its presentation of a clear and thoughtful approach which reflects the requirements of the scope of work and incorporates the offeror's competencies. The technical approach should clearly set forth *how* offerors plan to develop inception, scoping and final reports and should *not* simply copy text from this RFP. A timeline for carrying out the activity must be included. Specifically Technical proposals will be scored based on
    - Adequacy and clarity of technical approach for baseline quantitative and qualitative data collection
    - Adequacy and clarity of respondent sampling procedures
    - Approach to minimizing refusals & non-response
    - Overall approach to fieldwork preparations (including obtaining government and appropriate permissions) & enumerator training
    - Approach to quality control before, during, and after data collection
    - Clear capability for on-time delivery
    - Mitigation strategies for any anticipated challenges, risks, limitations
  - b. **Past Performance (30 Points):** This section will be evaluated based on information presented in the corresponding section of the proposal and any submitted examples of past performance.

DAI is seeking a Subcontractor with past experience working on similar large-scale surveys and conducting electronic data collection. Evidence of similar, in-county experience is preferred.

**c. Management Plan / Staffing Structure (30 Points):** This section will be evaluated based on the qualifications and relevant experience of proposed staff. Qualifications and experience of proposed key personnel as well as the quality of overall team composition. The proposals should present a clear delineation of the roles and responsibilities of each proposed staff, and the demonstrated efficacy and clarity of the management plan against the proposed milestone schedule.

2. **Cost Proposal:** Cost will be evaluated separately from the technical approach, with due consideration for realism, price reasonableness, and allowability consistent with US Government cost principles. Evaluation for this section will be dependent upon all information presented by the Offeror in their deliverable table and supporting cost information, as well as its alignment with the proposed technical approach.

IV. **Offeror's Agreement with Terms and Conditions:** The completion of all RFP requirements in accordance with the instructions in this RFP and submission to DAI of the technical and price proposals will constitute an offer and indicate the Offeror's agreement to the terms and conditions in this RFP and any attachments hereto. DAI is not required to accept and/or evaluate proposals that do not conform to the instructions of the RFP, and additionally, DAI may reject all proposals and not award a subcontract for this RFP. DAI reserves the right to award a subcontract without discussion and/or negotiation; however, DAI also reserves the right to conduct discussions and/or negotiations, which among other things may require an Offeror(s) to revise its proposal (technical and/or price). By submitting an offer, Offerors agree to comply with the general terms and conditions for an award, including Representations and Certifications compliance. Offerors must provide full, accurate, and complete information in response to this solicitation. By submitting an offer, Offerors certify that they have not/will not attempt to bribe or make any payment to DAI employees in return for preference. Issuance of this RFP in no way obligates DAI to award a subcontract, nor does it commit DAI to pay any costs incurred by the Offeror in preparing and submitting the proposal. DAI reserves the right to award a subcontract to one organization or to issue multiple awards to different organizations based on the results of our evaluation.

Thank you,

DAI INRM Team

INRM\_Procurement@dai.com

## Scope of Work

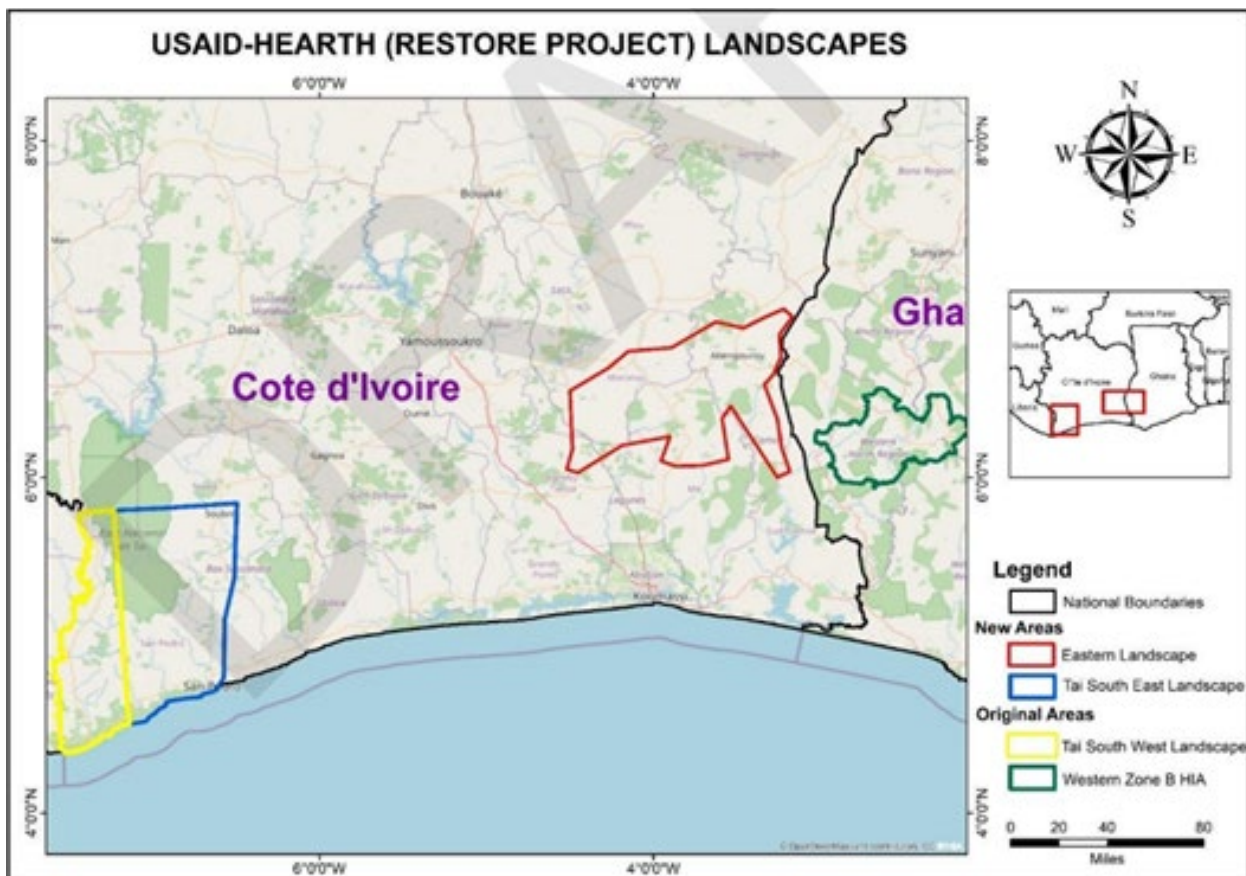
### 1. Background & Purpose

The United States Agency for International Development (USAID) has commissioned a team under the Integrated Natural Resource Management (INRM) Task Order to design and implement the baseline for an impact evaluation (IE) of the Resilient Ecosystem and Sustainable Transformation of Rural Economies (RESTORE) Activity in 2023. The purpose of the RESTORE Activity is to demonstrate a scalable and regionally replicable model for community-led governance, natural resource management, and biodiversity conservation that aligns with regional and government priorities in cocoa production landscapes in the Guinean forests of Ghana and Côte d'Ivoire. It aims to establish the technical capacity, policy implementation approaches, and economic incentives to bring cocoa producing families, governments, and private sector actors together in a joint endeavor to secure improved livelihoods from cocoa farming, alongside increased tree cover and a scalable contribution to national and corporate emission reductions targets.

RESTORE's specific objectives are:

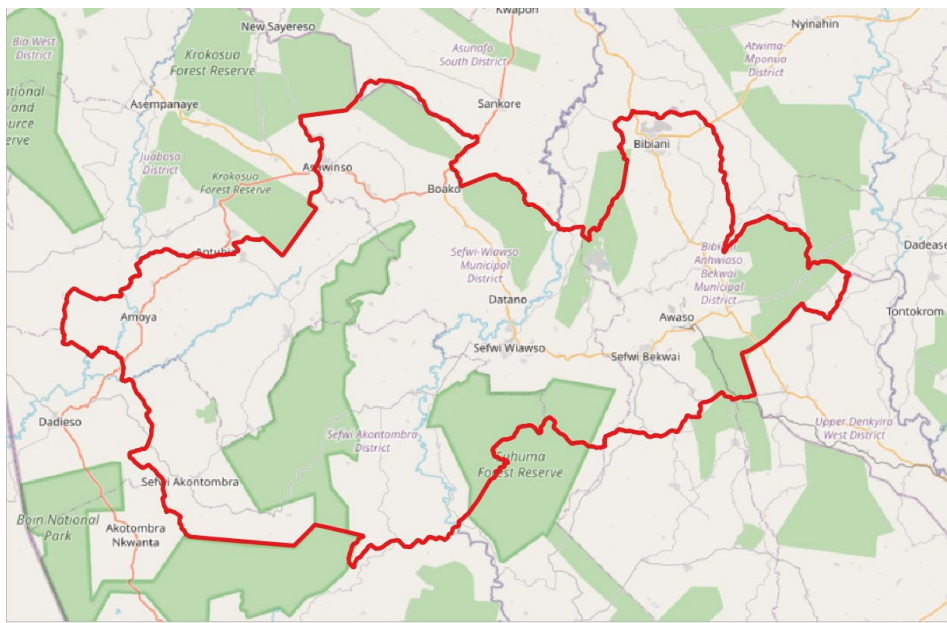
- **Objective 1:** Increase tree cover on and off farm in the cocoa production landscapes.
- **Objective 2:** Enable effective and inclusive participatory governance for conserving forest and restoring degraded land in the landscapes.
- **Objective 3:** Build capacity and market incentives for farmers to apply climate-smart production practices and increase benefits from cocoa farming for women and young people.
- **Objective 4:** Facilitate economic diversification in cocoa farming communities, creating enabling conditions for economic and social empowerment of women and young people.

The RESTORE Activity will be established and supported in three selected target areas in the Guinean forest with one landscape in Ghana (Sui River Landscape) and two landscapes in Côte d'Ivoire (Eastern Landscape and Taï National Park Landscape).



DAI is responsible for the design and overall technical oversight of the RESTORE Impact Evaluation baseline and intends to subcontract the baseline human-subject data collection to a West African data collection firm. The objective of this request for proposals (RFP) is to solicit technical and cost proposals for the Ghana social data collection. Separate RFPs will be issued for the Côte d'Ivoire social data collection as well as ecological data collection for both countries. Offerors may apply to one or multiple opportunities, but each application must be submitted separately and will be reviewed and scored independent of other submissions. The landscape area for Ghana is zoomed in on the map below. It specifically spans four political districts (Bodi, Sefwi-Wiawso, Sefwi Akontombra, Bibiani-Anhwiaso-Bekwai).





The sections that follow further detail the scope of work and technical requirements for this assignment, as well as guidelines for proposal submission. Note that the parameters outlined in this scope of work represent the scope of work currently anticipated but is subject to slight adjustment.

## 2. Scope of Work

DAI is seeking to subcontract a firm highly experienced in carrying out large-scale household surveys to conduct baseline data collection between January and March 2024 in Ghana. Offerors must submit proposals that demonstrate a clear understanding of the assignment, address all aspects of the scope of work detailed in the following sections, and clearly demonstrate their ability to complete the work without sacrificing quality, explicitly discussing any relevant trade-offs to be considered as part of the technical approach.

### 2.1 Technical Approach

Baseline data collection will include the following key activities: (1) settlement listing to confirm assumptions about village name, location, and village size (number of households) estimation (this is NOT a household listing per village for sample frame); (2) quantitative surveys including household surveys, wives surveys, village leader surveys, and Land Management Board representative surveys (3) qualitative data collection including key informant interviews and focus groups.

In this section, we will describe the scope of work for A) Data collection; B) Fieldwork Preparation; C) Data Quality and Monitoring ; D) Confidentiality & Data Security; E) Challenges/ Risks; F) Timeline. **Offerors' technical proposals must be structured into the following sections, addressing all required points described below.**

#### 2.1.1A Data collection



### 2.1.1A.1 Settlement Listing

DAI will provide a list of 150 sampled villages across the four political districts (Bodi, Sefwi-Wiawso, Sefwi Akontombra, Bibiani-Anhwiaso-Bekwai) in the Sui River landscape. Around 100 of these villages have agroforestry programs (both RESTORE and non-RESTORE programs) that have set up village-level Land Management Boards (LMBs). Around 50 are non-program villages without LMBs. The 50 program villages are clustered together in the east of the landscape. The 50 non-program villages are clustered together in the west of the landscape. The Settlement Listing exercise is to confirm the existence and location of these villages (and the village/settlements around these villages on the same road) and obtain basic village-level information of these villages/settlements through a simple SurveyCTO form with GPS coordinate marker.

We refer to settlement and village interchangeably (What the program terms “village” can sometimes be official villages, or official or unofficial settlements). The purpose of this listing exercise is to confirm village existence/locations and collect basic information of the sampled villages within each landscape area. DAI will provide both a list of villages and map of expected village location, but our remotely gathered sources may be inaccurate. Hence, the ground-truthing listing exercise is required to create an accurate and complete list of all villages in each area. DAI will program a short electronic form to capture basic information (GPS coordinates, estimated number of households, etc.) which should take no more than 10-15 minutes to complete for each village/settlement. A listing of all households in each village is not required at this stage. The village listing must be completed its entirety before other data collection can commence.

### 2.1.1A.2 Quantitative data collection:

The quantitative surveys in each of the 150 villages will consist of 15 household surveys, 5 wives surveys, 1 village leader survey, and 1 LMB representative survey for villages with an LMB.

#### Sample Identification:

- **Household Surveys – LMB Villages:** For villages with LMB, the Offeror will obtain a list of member cocoa farmers from the LMB, which will serve as our sampling frame for the household survey. The team will prioritize surveying beneficiaries of RESTORE’s alternative livelihood and tree registration component (the LMB should know which members received these components), and then randomly select other farmers on the list to make up 15 households sampled per village.
- **Households Surveys – non-LMB Villages:** In the villages with no Landscape Manage Boards, we ask the Offeror to propose a sampling method that randomly samples 15 cocoa farmers in each village (For example, through an initial villages household listing to construct a sampling frame, or a random walk approach).
- **Wives Survey** – Wives of 5 married male household heads that completed the household survey will be asked to complete the wives survey. The Offeror should propose the best and most efficient way to do which while preserving random selection when feasible.
- **Village Leader Survey** - For the village leader survey, Offeror will be responsible for identifying one opinion leader in each village. By opinion leader, we mean local leader recognized to represent the opinion of the village, whether said person holds an official position or not.

- **LMB Representative Survey - LMB Villages ONLY-** The Offeror will also identify one LMB representative for the LMB representative survey (In most cases, we expect this leader to overlap with the opinion leader in the village. If so, then the Offeror will complete both Village Leader Survey and the LMB representative Survey with the same person).

Household/individual-level survey instruments will aim to collect data on agriculture and land, agroforestry and climate-smart agricultural practices adoption, conservation attitude and practice, food insecurity, nutrition and health, governance, collective action, resilience, and socio-economic well-being. A random subset of married male-headed households will also be administered the wives survey with a women's empowerment module. Household and community survey information collected through the RESTORE IE's social data collection will also provide an opportunity to collect data on the individual factors that heighten the risk for viral zoonotic emergence, including human population density, cropland area, forest conversion, frequency of human interactions with wild animals, as well as cultural practices and behaviors, such as wild animal hunting and wild meat supply chains.

#### **2.1.1A.3 Qualitative data collection:**

Qualitative data collection will consist of 25 focus group discussions (FGDs), of 6-10 people each, in ~6 villages identified by DAI (2-5 FGDs per village), occurring concurrently with the quantitative data collection. The Offeror should identify and recruit the respondents during fieldwork. The FGDs should take approximately 90 minutes and will be conducted using a discussion guide provided by DAI. All FGDs must have a lead facilitator and a note-taker. FGDs must be recorded and transcribed verbatim, and transcripts translated into English. FGDs must be conducted in an accessible but private location determined by the offeror. Offerors should propose applicable locations in their proposals taking into account weather conditions and any necessary costs.

Finally, 20 key informant interviews will be conducted with a list provided by DAI. These Key Informants will be Leaders in Natural Resource Governance of Protected Area and Cocoa-farming areas in each landscape. KIIs should take approximately 60 minutes and will be conducted using an interview guide provided by DAI. All KIIs must also have a lead facilitator and a note-taker. KIIs must be recorded and transcribed verbatim, and transcripts translated into English.

**Please see summary and details of the quantitative and qualitative data collection activities in Table 1:**



Shaping a more livable world.

Table 1. Data Collection Activity summary

Data Collection Activity	Sample size	Sampling method
<b>Quantitative</b>		
Settlement Listing	150 villages	DAI will provide a list
Household Survey- 60 minutes	2250 (15 per village)	For ~100 villages with Land Management Boards (LMBs): 15 cocoa farming households that will include 1) purposeful sampling of households in the LMB members lists that are also beneficiaries of the alternative livelihood and tree registration component of the RESTORE program (if applicable to the village at the time of data collection); 2) Randomly selected cocoa farming households on LMB members list after the purposefully sampled households, to add up to 15 households total per village  For ~50 villages without Land Management Boards: randomly select 15 cocoa farming households in the village. Selection method should be proposed by the Offeror.
Wives Survey – 30 minutes	750 (5 per village)	Randomly selected among the married male-headed households sampled for the household survey.
Community Leader Surveys- 60 minutes	150 (1 per village)	Offeror will be responsible for identifying one opinion leader in each village for this survey.
LMB Representative Survey- 30 minutes	~100 (1 per village with LMB)	Offeror will be responsible for identifying one Land Management Board representative in villages that have LMBs. (In most cases, we expect this leader to overlap with the opinion leader in the village and both the Community Leader and Representative survey will be administered to that individual).
<b>Qualitative</b>		
Focus Group Discussions- 90 minutes	25 (exact amount will be determined pre-data collection. Please budget for 25 in the proposal)	In ~6 select villages provided by DAI, the Offeror will conduct 2-5 focus groups in each village for the following groups: male cocoa farmers (6 FGDs total), female cocoa farmers (6 total), community members involved with off-farm restoration, (~2 total), tree registration, (~4 total), alternative livelihoods (~4 total)
Key Informant Interviews- 60 minutes	20 (Landscape-level stakeholders)	DAI will provide a list of key informants and interview guides for the including the following group of key informants: <ul style="list-style-type: none"> <li>• Farmers providing land for off-farm restoration</li> <li>• District vet</li> <li>• District health representative</li> <li>• Resource Management Support Center (RMSC) (1-2)</li> <li>• Forestry Research Institute of Ghana (FORIG)(1)</li> <li>• Forestry Department (2-3)</li> <li>• CocoBod</li> <li>• Wildlife Department</li> <li>• LMB (high governance levels, ~3-5)</li> <li>• Donors (World Bank, EU) (~2)</li> <li>• REDD+ program/CREMA</li> </ul> All FGDs and KIIs will have a lead facilitator and a note-taker. FGDs and KIIs will be audio recorded on digital voice recorders, transcribed, and then translated (if not conducted in English).

### 2.1.1.B. Fieldwork Preparations

Prior to the start of data collection, the Contractor will be required to complete the following tasks. Technical proposals must briefly describe the Offerors' approach to each, as well as any practical or logistical challenges or risks that would be encountered with proposed mitigation strategies.

- Review and comment on the content of the questionnaire provided by DAI
- Provide translation and back-translation from/to local language if appropriate. Back-translations must be completed by a third party, who is not involved in the forward translations. The Offeror should include in their proposal whether and what language translation is necessary/recommended as well based on the location of the program landscapes.
- Bug-test the electronic surveys (Survey CTO) and report issues to DAI (Surveys will be programmed and provided by DAI. Offeror must have capability of using Survey CTO)
- Bug-test the electronic survey provided by DAI (Survey CTO) and report issues to DAI (DAI will program the survey instruments in English and any translated language in Survey CTO)
- Field and in-house pre-testing for all instruments/questionnaires prior to training
- Develop interviewer and supervisor manuals for all instruments/questionnaires
- Conduct interviewer training. Proposals must specify the recommended duration, location, and content of field staff training as part of the technical approach. This includes the approach to assessing interviewers' readiness to conduct data collection. DAI team members will attend the training in-person, first conducting a training-of-trainers for lead Offeror staff and then providing oversight throughout the interviewer training. 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.
- Pilot all instruments/questionnaires, with each interviewer administering at least 1 interview/survey outside the classroom/training setting to provide them with an opportunity to practice administration of the tool(s). Pilot should be conducted with respondents outside the baseline sample. Report any issues with questionnaire wording, flow, and programming to DAI immediately following this.
- Assess interviewer performance and select the final team.
- Translate and back-translate the final version of the questionnaire following any revisions as a result of pre-test and pilot.
- Obtain government permissions to access the sites (if needed)

### 2.1.1.C. Data Quality and Monitoring

Offerors should describe in depth as part of the technical proposal their procedures for ensuring quality and monitoring interviewer performance throughout data collection. Required aspects of quality control include daily team debriefs, supervisor direct observation, accompaniments, and back-checks documented according to a SurveyCTO tool or form developed by DAI and the firm collaboratively. Offerors should include in their proposal the number of direct observations, accompaniments, and back-checks that will occur during data collection.

At minimum, this section must address measures taken to ensure that interviewers are properly trained and have adequate comprehension of the procedures and survey tool before starting data collection; measures to monitor, supervise, and course-correct the performance of interviewers during data collection; and corrective measures that will be taken in the event of any discrepancies or performance issues during data collection. Note that DAI may at its discretion request replacement of enumerators deemed to be performing inadequately in training or in the field.

DAI will be conducting its own independent quality assurance for the duration of this activity, including high-frequency checks. Subcontractors will be required to respond in a timely manner (no more than 5 business days) to DAI questions regarding data quality control and other measures of data quality assurance.

Firms will be required to reconcile any issues raised by DAI, as well as provide English translations for all text fields in the survey.

#### **2.1.1.D. Confidentiality & Data Security**

Offerors must also describe in their technical proposals how they will ensure adequate protection of respondent's confidential and private information during data collection and data security. This includes physical safeguarding of devices and data; or any password-protected, permission-restricted, encrypted, or other methods of protecting data. All field staff will be asked to sign a non-disclosure agreement signifying their understanding of ethical behavior in the field and proper handling of respondents' confidential and private information, including personally identifiable information (PII).

#### **2.1.1.E. Challenges / Risks**

Describe any other potential challenges anticipated in successfully implementing the survey not otherwise included above, as well as proposed ways to mitigate these challenges. This could include challenges, risks, or limitations related to seasonality, holidays or observances, difficulties in identifying intended respondents, known limitations in the offerors' proposed sampling approaches, or others.

#### **2.1.1.F. Timeline**

Please include a detailed timeline or workplan by week from contract signing to post-data collection close-out, that matches the Offeror's proposed team structure and size.

### **3. Reporting and Deliverables**

In addition to all quantitative and qualitative data collected, the subcontractor will be required to submit the following reports. DAI will provide report templates as guidance to the Subcontractor following execution of a subcontract.

- Inception Report and Comments on all questionnaires: 1 week after contract signing
  - o Inception Report must include detailed plans/protocols regarding Staffing Structure, Permissions and Clearances, Equipment, Translation and Pretesting, Fieldwork Manuals, Enumerator Training and Piloting, Sampling and Data Collection, Minimizing Refusals and Non-Response, Data Security and Respondent Protection, Quality Assurance, Risks and Mitigation, Workplan with timeline

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- Questionnaire translations and Back Translations (French), Fieldwork manuals (French) and Pre-test Report: 2 business days after completion of questionnaire pre-test of all instruments.
  - o Pre-test Report must include Pre-Test general information such as location, language, mode, sampling approach, surveys attempted/completed etc., General Observations/ Issues/Challenges, Questions-Specific Observations/ Issues/ Challenges, and Requests to SI.
- Training and Pilot schedules (3 days ahead of scheduled training and pilot)
- Training and Pilot Report: within one week of training and the pilot survey
  - o Training and Pilot Report to include details regarding the Enumerator Training and Pilot, including final training and pilot schedules, the General Observations/ Issues/Challenges, Questions- Specific Observations/ Issues/ Challenges, Final Fieldwork Team and Requests to SI.
- Weekly Reports: throughout entirety of data collection
  - o Week reports to include Summary of Progress in data collection and quality control for all field teams, Issues/Challenges & Mitigation)
- Fieldwork Data Completion Report, all raw and reconciled quantitative and qualitative data collections, and Log of Reconciliation of all Data Quality Checks completed: following completion of all data collection
  - o Fieldwork Data Completion report will include Final Count/Description of all data collection activities complete

#### 4. 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 DAI approval dates should be specified on the invoice. Invoices will not be processed prior to DAI accepting deliverables/milestones in writing.

Payment	Deliverables	Week)	%
1	DAI Approved Inception Report Written Comments on all Questionnaire(s)	1	15
2	Translations & Back-Translations of all questionnaires DAI Approved Pre-Test Report DAI Approved Fieldwork Manuals	3	15
3	DAI approve Enumerator Training and Pilot schedule DAI approved Enumerator Training and Pilot Completion report	5	20

4	DAI approved Weekly Field Reports (for all weeks of fieldwork) Raw Final Quantitative data of all data collection activities completed (dataset in csv format)	11	25
5	Final Fieldwork Data Collection Report Log of Reconciliation of all Data Quality Checks and submission of all quantitative and qualitative data (included transcriptions and translations of qualitative FGDs)	13	25
<b>Total</b>	--	--	<b>100%</b>

The subcontractor should budget for all costs associated with performing this work including any travel or other direct costs.



Attachment A: Budget Template

[https://docs.google.com/spreadsheets/d/1Cfj3Mfw\\_nZaY\\_fNasTtF6SHILaZhYrtV/edit?usp=sharing&ouid=117390152403052268785&rtpof=true&sd=true](https://docs.google.com/spreadsheets/d/1Cfj3Mfw_nZaY_fNasTtF6SHILaZhYrtV/edit?usp=sharing&ouid=117390152403052268785&rtpof=true&sd=true)

Attachment B: Questions and Answers

**Questions and Answers**

**Request for Proposals (RFP) INRM-032: RESTORE Social Data Baseline Assessment in Ghana**

**Link To Recording of Bidders Conference**

<https://drive.google.com/file/d/1CKTYns9hsXYR--wiX64z-0fhddCj6SCu/view?usp=sharing>

**Q:** Is the community leader formal or informal?

**A:** It can be either. It is an individual identified by the community as representing broad community opinion on natural resource governance, general governance and collective action, conflicts (particularly around land and natural resource management).