



Shaping a more livable world.

To: Offerors

Date: November 16, 2023

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

Subject: Request for Proposals (RFP) INRM-037: Zambia Community Forests Program (CFP) Endline

Due: 9:00AM Eastern Standard Time (ET) on **December 6th, 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 firms to submit a proposal for the work as described in the attached Statement of Work (SOW).

- I. **RFP Process and deadlines:** This solicitation will result in the award of a fixed price subcontract. We anticipate issuing a single subcontract awarded expected to be in the range of US\$150,000 to \$175,000 resulting from the implementation of this agreement.
 1. Submission of Questions – Questions must be submitted no later than **5:00PM ET on November 24, 2023** via email to INRM_Procurement@dai.com copying Charlotte_Teeling@INRMproject.com.
 2. Submission of Proposal – Proposal must be submitted no later than **9:00AM ET on December 6, 2023** via email to INRM_Procurement@dai.com copying Charlotte_Teeling@inrmproject.com. The subject line of the email should be your organization name, followed by "Submission under INRM- INRM-037: Zambia CFP Endline". 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.

To ensure that you receive any amendments to this solicitation please email INRM_Procurement@dai.com copying Charlotte_Teeling@INRMproject.com.
- II. **Composition of Proposal:** Your organization's proposal should comprise the following submission documents. The Technical Proposal and Cost Proposal should be prepared as separate files for independent evaluation, as follows below.

Technical Proposal Component	Page limitation
1. TECHNICAL APPROACH	6 pages
2. PERSONNEL	2 pages personnel, plus 6 pages CVs
3. PAST PERFORMANCE	3 pages (1 page each)
TOTAL (including CVs)	17 pages total

Offerors may not use annexes or appendices to circumvent page limitations. 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** – The offeror will detail their approach to fulfilling the accompanying Statement of Work (SOW). The approach will clearly indicate *how* the proposed activities will result in the successful completion of all deliverables and milestones. The offeror shall present clear details of their overall approach to fieldwork preparations & enumerator training; approach to minimize refusals and non-responses: approach to quality control before, during, and after data collection and mitigation strategies for any anticipated challenges, risks, and limitations.
2. **Past Performance** – Offerors must submit exactly three (3) past performance reports describing relevant experience to the CFP Endline. 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. Of particular importance is relevant work in the management and implementation of household surveys in Eastern Province, as this is a very remote and challenging location to access, and with methodologies and with populations/locations as those in this scope of work. DAI reserves the right to contact references provided in these past performance reports.
3. **Personnel** – 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.



Shaping a more livable world.

Team Lead: Required qualifications include 8+ years of relevant experience managing large-scale data collection exercises in Zambia. Advanced degree in social science or related field. Experience conducting surveys in topics related to CFP preferred, including conservation practices, natural resource management, governance, and tenure. Experience with donors or multi-lateral clients also preferred. Fluency in English required.

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

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 here as well along with required qualifications, approach to recruiting qualified individuals to fill the position(s), and their proposed responsibilities as part of the CFP endline.

Part 2 – Cost Proposal

The contract type for the presumptive work will be fixed price, awarded as a subcontract by DAI Global, LLC. Please include your total proposed fixed price along with details for specific deliverable pricing. Offerors should breakdown each deliverable's associated costs, including all labor and non-labor costs according to expected level of efforts to accomplish each deliverable according to the objectives as laid out in the SOW. To complement the budget in excel format, offerors should submit a budget narrative, which outlines all underlying assumptions around cost buildups for deliverable pricing (no more than 2-3 pages). Please limit file submissions to 10 megabytes or less.

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 in Annex A. The template must not be substantively altered. 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 (household survey, primary female decision maker survey, headperson survey, focus group discussions [FGDs], etc.). Please note that DBA insurance is required for all labor outside of the United States.



Shaping a more livable world.

We are also requesting the offeror to submit relevant cost justification documentation along with the price proposal including recent (redacted if necessary) contracts that substantiate the proposed labor rates or other direct costs included in the cost build-up

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. 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 technical approach, past performance, personnel 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 Statement of Work (SOW) and incorporates the offeror's competencies. The technical approach should clearly set forth *how* offerors will conduct the data collection. A timeline for carrying out the activity must be included. Offerors must clearly demonstrate their ability to complete the work within the timeframe without sacrificing quality, explicitly discussing any relevant trade-offs to be considered as part of the technical approach. **Offerors must NOT copy extensively from the SOW provided below, and points will be reduced for doing so.**

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 demonstrated experience conducting similar large-scale surveys as conducting electronic data collection. 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.

c. **Personnel (30 Points):** This section will be evaluated based on the qualifications and relevant experience of proposed staff in the design and implementation of the trainings. 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. The Offeror must ensure a diverse and gender-balanced enumeration team with demonstrated capacity to address gender considerations.

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.

To ensure fairness and comparability between Offerors' bids, budget, and budget narratives as part of the cost proposals must specify the costs for each data collection activity (household survey, primary female decision maker survey, headperson survey, and FGDs) to facilitate fair comparison. Start-up, training/piloting, and overall management costs can be accounted for separately.

Bidders must budget for DBA insurance as applicable. Please see AAPD-22-01 for more information on obtaining DBA and cost rates

- 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. To see a list of terms and conditions please go to this [link](#). 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. DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate corruption, bribery, collusion or conflicts of interest. Any requests for payment or favors by DAI employees should be reported as soon as possible to ethics@dai.com or by visiting www.dai.ethicspoint.com. Further, any attempts by an offeror or subcontractor to offer inducements to a DAI employee to influence a decision will not be tolerated and will be grounds for disqualification, termination and possible debarment.



Shaping a more livable world.

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

Statement of Work under RFP INRM-0037: Zambia CFP Endline

Background & Purpose

In February 2014, USAID/Zambia awarded a Cooperative Agreement to Bio-Carbon Partners, Ltd. (BCP) to implement the Community Forests Program (CFP) in Zambia. The CFP was designed to support the Government of the Republic of Zambia's (GRZ) Reducing Emission from Deforestation and Degradation (REDD+) strategy by establishing the largest REDD+ program to date in Zambia. The CFP aimed to establish REDD+ project areas across a minimum of 700,000 hectares within the Zambezi and Luangwa Valley ecosystems, and in so doing, incentivize better forest management on a total of up to two million hectares, involving up to 10,000 households (BCP 2017 Annual Report).

The CFP sought to reduce emissions from deforestation through participatory natural resource management of globally biodiverse and significantly forested landscapes. To accomplish this, the CFP included a full suite of activities to help develop, manage, and maintain a comprehensive community forest management and REDD+ project. Specifically, the CFP included components in stakeholder consultations, livelihood improvements, forest management and engagement with the Government.

Baseline data collection for the CFP evaluation was completed in 2015, and the objective of this request for proposals (RFP) is to solicit technical and cost proposals for endline data collection. DAI is responsible for the design and overall technical oversight of the CFP endline and intends to subcontract the endline data collection to a local Zambian firm.

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 adjustment. DAI may request updated cost proposals from top offerors based on final details of the scope and sample size following initial review of technical and cost proposals.

Scope of Work

DAI is seeking to subcontract a Zambian firm that is highly experienced in carrying out large-scale household surveys to conduct endline data collection between February and April 2024, in alignment with timing of the baseline data collection. Offerors must submit proposals which 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.

Technical proposals should be organized into three sections: Technical Approach, Personnel, and Past Performance. Requirements for each section are described below.

TECHNICAL APPROACH

Endline data collection will include the following key activities: (1) quantitative surveys including a household survey, primary female decision-maker survey, and headperson survey; and (2) qualitative data collection including focus group discussions. Offerors should be aware that as the evaluation design is still being finalized, the number of surveys and interviews is subject to change prior to final award.

Data Collection Activity	Total Sample Size
Quantitative	
Household Survey	4,343
Primary Female Decision-Maker Survey	820
Headperson Survey	324
Qualitative	
Focus Group Discussions (FGDs)	40

Offerors' technical proposals must be structured into the following sections, addressing all required points described below.

2.1.1. Technical Approach

A. 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 questionnaires and FGD guides
- Provide translation and back-translation from/to Nyanja. Questionnaires from baseline have already been translated into Nyanja, and therefore translations would just be needed for a subset of new questions added for endline. FGD guides would need to be fully translated. 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 Bemba or any other local language translation is necessary/recommended as well based on the sample location.
- Bug-test the electronic survey program and report issues to DAI.
- Field and in-house pre-testing for all instruments/questionnaires prior to training.
- Develop interviewer and supervisor manuals for all instruments/questionnaires, drawing on existing baseline manuals (which DAI will make available).
- 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 households outside the sample area.

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 final version of the questionnaire following any revisions as a result of pre-test and pilot.

B. Data Collection

Offerors should describe in depth as part of the technical proposal their procedures for conducting the following data collection activities. This should include a timeline that demonstrates how all data collection can be completed before the harvest season (which we understand will begin in May 2024), in alignment with timing of the baseline data collection (which took place in 2015). See Annex B for detailed maps of the study area and baseline villages.

B.1. Household Survey

Household surveys will be conducted in six chiefdoms across three districts (see table below). DAI will provide a list of households to be surveyed with identifying information, as the survey will be a panel with baseline respondents. If baseline households cannot be found, they may be replaced using a random walk method. Offerors should detail their approach to tracking, to minimize attrition from the baseline sample, and include a detailed random walk method in their proposal. Target respondents are 4,343 households across 324 communities. Note that in most cases, communities correspond to a single village, but in cases of villages with very few households, neighboring villages were clustered together to be counted as a single community. The target respondent will be the primary household decision maker, and surveys should take approximately 90 minutes. Data will be collected in an electronic form, to be programmed by DAI.

District	Chiefdom	Communities	Households
Nyimba	Luembe	73	954
Nyimba	Nyalungwe	73	955
Mambwe	Malama	3	38
Mambwe	Msoro	64	1,258
Lundazi	Mwanya	90	646
Lundazi	Masemphangwe	21	492
Total		324	4,343

B.3. Primary Female Decision Maker Module

In male-headed households, a supplemental survey module will be conducted with the primary female decision maker. This module will be conducted at the same time as the main household survey. In each community, 2 to 3 supplemental modules should be conducted (total target of 820 female decision maker modules). DAI will provide a list of which households should receive the supplemental modules, as this will also be a panel with baseline respondents. Surveys should take approximately 30 minutes and data will be collected in an electronic form, to be programmed by DAI.



Shaping a more livable world.

B.4. Headperson Survey

In all 324 communities, a headperson survey will be conducted with the local representative of the relevant chief/traditional ruler for the area. One survey will be conducted for each community (total target of 324 headperson surveys). Surveys should take approximately 60 minutes and data will be collected in an electronic form, to be programmed by DAI.

B.5. Focus Group Discussions

In addition, up to 40 focus group discussions (FGDs) will be conducted. Key sub-groups of interest for the FGDs included women engaged in forest-based livelihoods (especially widows engaged in forest-based livelihoods), youth (income-earning and unemployed), and landless men and women. Offerors should detail an approach for identifying respondents in their proposal. 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.***

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 tool or form developed by DAI and the firm collaboratively.

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.

.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).

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.

REPORTING AND DELIVERABLES

Subcontractors 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: 1 week after contract signing
 - o Inception Report must include at minimum detailed plans/protocols regarding staffing structure, permissions and clearances, equipment, training and piloting, data collection and fieldwork plans, quality assurance, risks and mitigation, and workplan with timeline.
- Translations & Back-Translations of questionnaires/guides:
 - o Questionnaires include household, primary female decision maker, and headperson surveys; Qualitative guides include FGDs. Translations must at minimum include Nyanja.
- Pre-test Report: 2 business days after completion of questionnaire pre-test
 - o Report to include at minimum description of site selection and sampling approach/household selection, general observations/issues/challenges, question-specific observations/issues/challenges, and outstanding requests for DAI.
- Fieldwork Manuals
 - o Manuals to include at minimum background information/context on the evaluation, sample selection/strategy, informed consent and respondent protections, performance and duties of interviewers, general interviewing procedures/best practices, data quality procedures, general concepts and definitions, and high-level walk through of the survey modules.
- Training and Pilot Report: following completion of training and the pilot survey
 - o Report to include at minimum details regarding the field team training, including final schedules, and summary of steps that have been taken in fieldwork preparations, general observations/issues/challenges, question-specific observations/issues/challenges, final team composition and outstanding requests for DAI.
- Weekly Reports: throughout entirety of data collection
 - o Weekly reports to include summary of progress in data collection and quality control for all field teams, issues/challenges and mitigation.
- Fieldwork Data Collection Report: following completion of all data collection
 - o Report to include at minimum final count/description of all data collection activities completed, final count/description of all quality checks completed, final list of issues/challenges and mitigation.
- Reconciliation of all Data Quality Checks
 - o This includes at minimum addressing issues from accompaniments and back-checks, verifying/correcting outliers, translating any open text fields into English, logic/consistency checks and any other high-frequency checks determined during inception.

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

Table 1. Deliverables and Payment Schedule

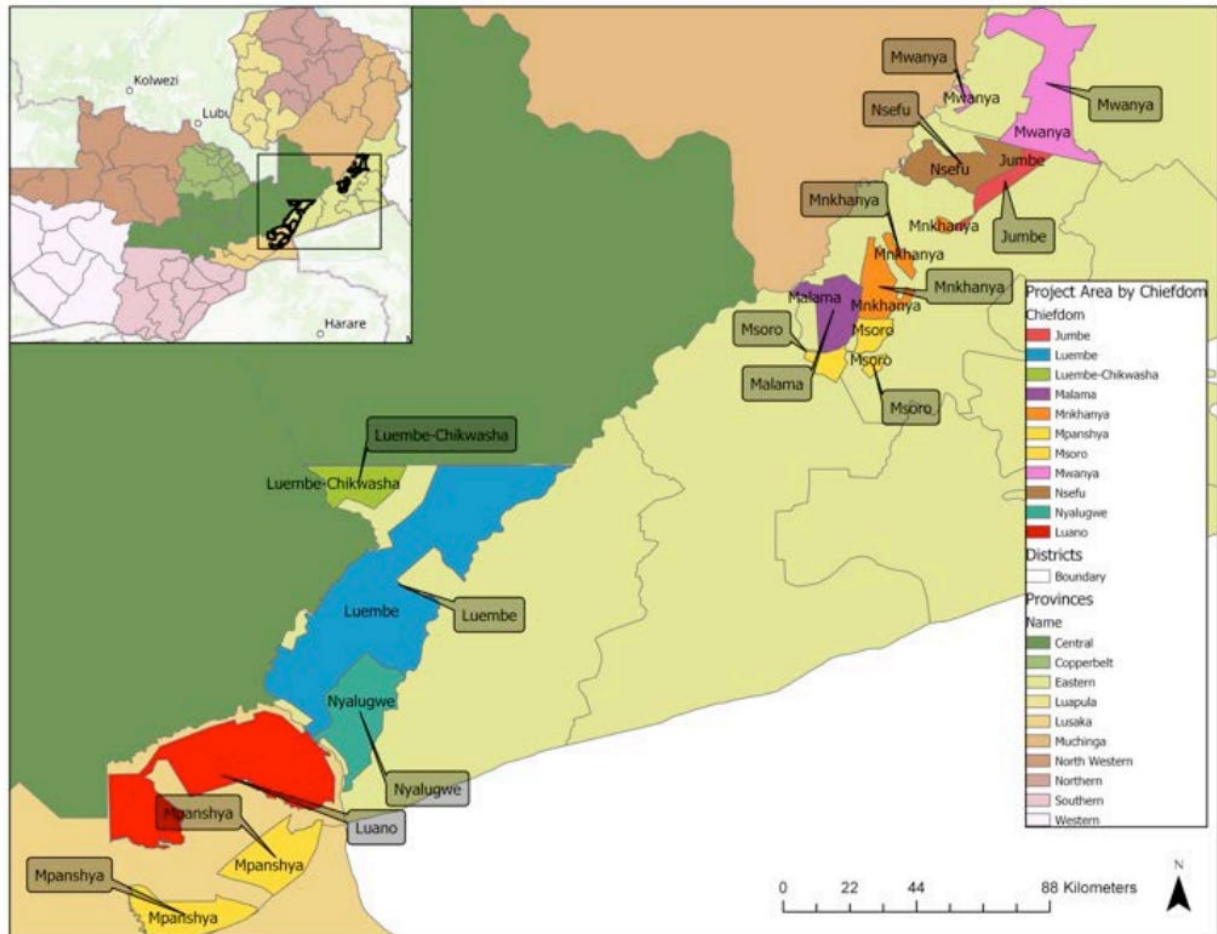
Payment	Deliverables / Milestones	Week	%
1	Inception Report Comments on Questionnaire(s)	2	10
2	Translations & Back-Translations Pre-Test Report Fieldwork Manuals	5	15
3	Training and Pilot Report	8	25
4	Weekly Reports	16	25
5	Final Fieldwork Data Collection Report Reconciliation of all Data Quality Checks	18	25
Total	--	--	100%

Annex A – Budget Template

<https://docs.google.com/spreadsheets/d/175zNkONitYr3ktZDc5fLVX-6UKIbBysS/edit?usp=sharing&ouid=117390152403052268785&rtpof=true&sd=true>

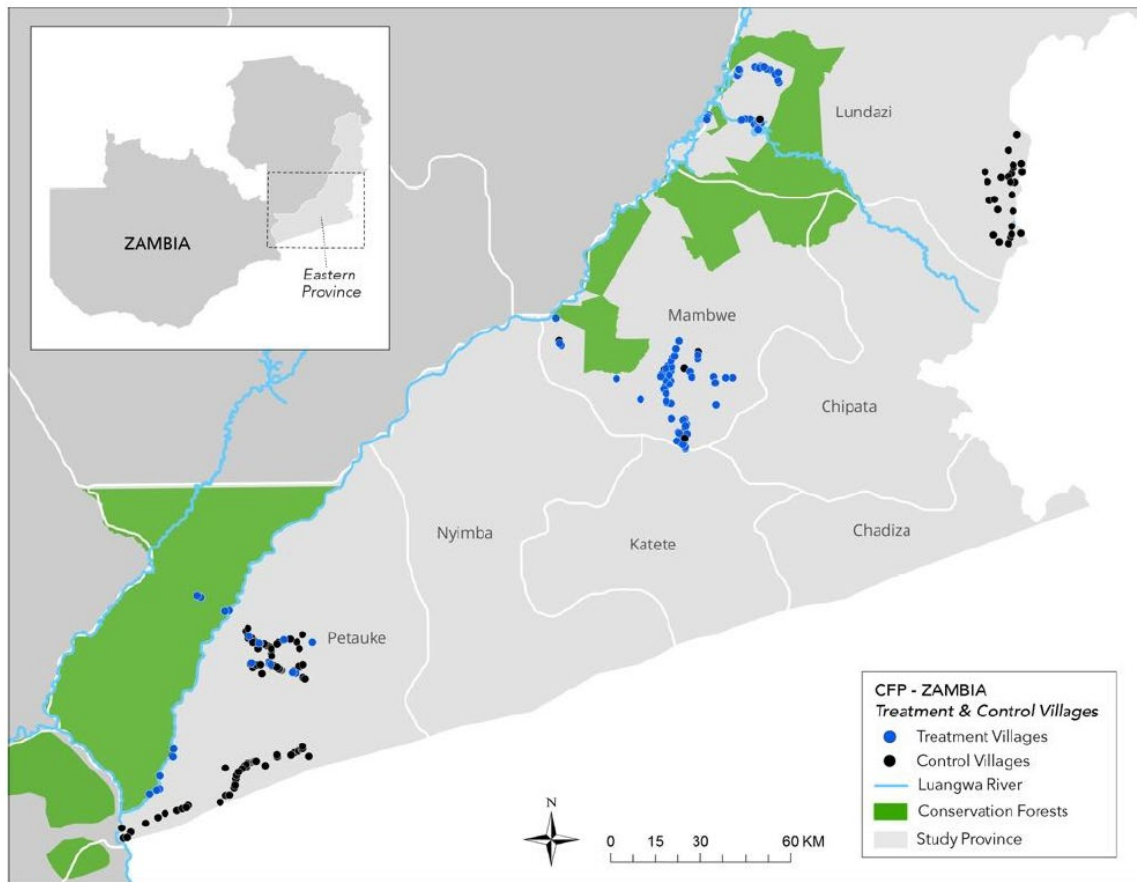
Annex B – Project Area Maps

Overview of the project area and relevant chiefdoms



Source: 2019 Performance Evaluation of USAID/Zambia Community Forests Program

Locations of Villages from Baseline

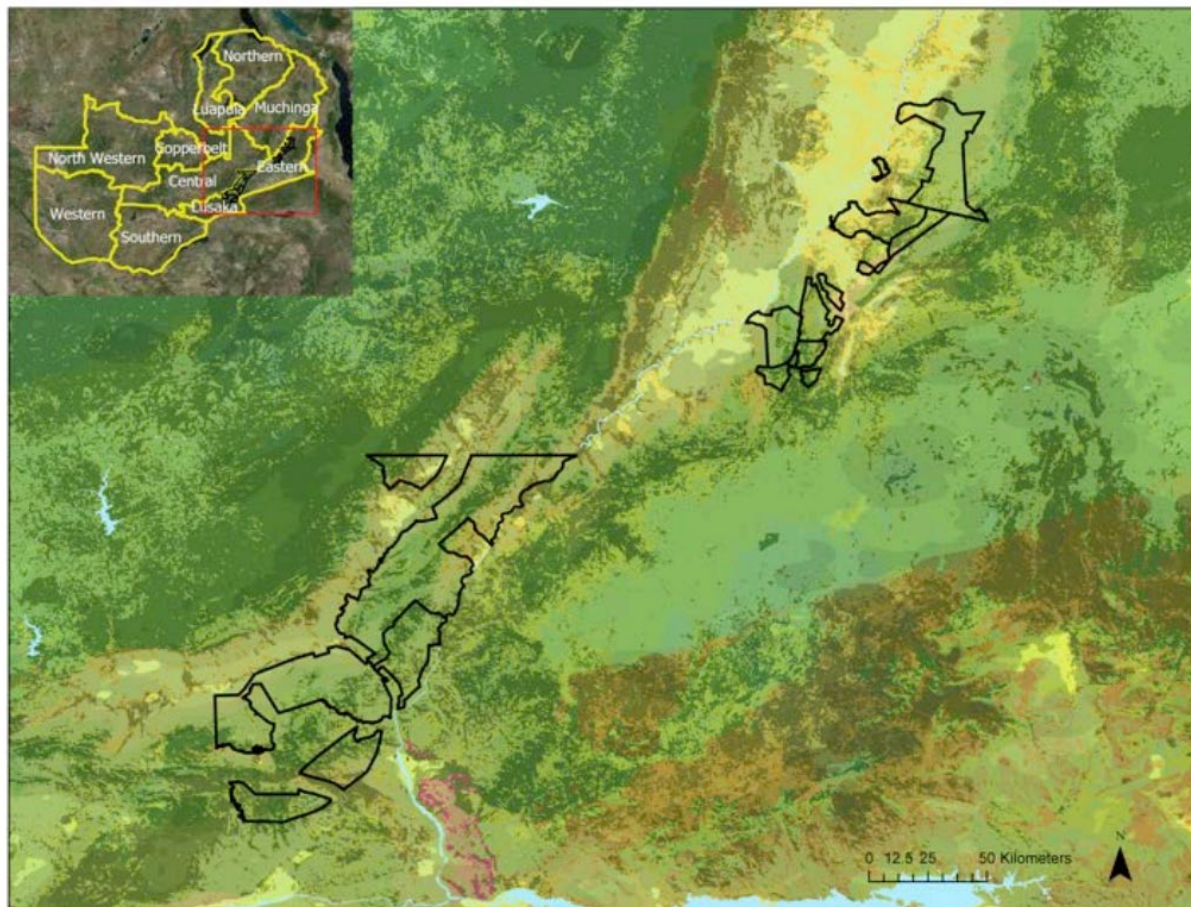


Source: 2016 USAID/Zambia Community Forests Program Baseline Report



Shaping a more livable world.

Ecological Area Around the CFP



Source: 2019 Performance Evaluation of USAID/Zambia Community Forests Program