

**Terms of Reference: Data collection for the Midline EGRA of Grade 2 learners drawn from approximately 1,000 government-run and community schools in the five target provinces of Zambia**

May 7, 2020

**Response to Questions**

1. **Question:** The Terms of Reference states that the local survey firm or institution "will be integrated into a working group..." and that they "will be fully responsible for the logistics and administrative activities to prepare for and carry out data collection in all 5 provinces". Does this mean that the working group is only there to help with planning for data collection, but only the local survey firm should be budgeted for to undertake the actual survey activities in the field and in-person monitoring? How many additional members of the working group should be included in budgeting?

**DevTech Response:** The purpose of the working group is to provide technical oversight and direction for the Midline 2020 EGRA implementation and comprises the Examinations Council of Zambia (ECZ), USAID/Zambia, USAID Education Data activity, the local survey firm, and other relevant education stakeholders as needed. USAID Education Data activity will provide technical oversight and be the primary liaison for all EGRA implementation activities to be conducted by the local survey firm. The local survey firm will execute preparations for data collection and data collection in the field at the direction of USAID Education Data activity. The local survey firm will hire and manage enumerators and quality control officers (QCO) who will undertake data collection by conducting surveys with Grade 2 learners. Therefore, the local survey firm should budget for hiring enumerators and QCOs for in-person data collection based on competitive and market-researched prices. USAID Education Data activity has budgeted for in-person monitoring but an applicant may budget for in-person monitoring should it be deemed appropriate. Applicants can anticipate 1-2 members being a part of the working group for budgeting purposes. For working group planning meetings, the local survey firm should anticipate that approximately 15 people will attend and should therefore budget for their lunches, transport allowance of up to 100 Kwacha pe day and/or data bundles if the meetings are to take place using online platforms such as Skype or Zoom.

1. **Question:** The Terms of Reference suggests that the contract will be executed in early May. Given the current limitations imposed by COVID-19, is this still reasonably likely? Otherwise, when are we likely to hear back about the decision on this procurement opportunity and preparatory activities getting underway?

**DevTech response:** The proposed activity and timeline assume that the local survey firm can proceed with the data collection activities beginning in September 2020. The schedule is dependent on the status of COVID-19 health and safety guidance at that time. USAID Education Data activity anticipates reviewing applicant submissions immediately after the due date and submitting the recommendation for USAID/Zambia’s approval by late May 2020. Final start dates are subject to USAID/Zambia review and approval.

1. **Question:** Once the contract has been awarded, will firms/institutions that submitted proposals be availed with information on how many proposals were submitted and the scoring for each proposal, anonymized as necessary, in order to allow for learning and improvement in the submission of future proposals?

**DevTech Response:** Applicants may inquire on a case-by-case basis about information on proposal scoring and review. Due to confidentiality concerns and non-disclosure agreements included in the Terms of Reference, DevTech cannot reveal information about other firms who submitted proposals including details regarding their scoring and review. However, DevTech can provide feedback to firms on the proposal that they submitted.