**Request for Proposals for Data Collection**

**INTRODUCTION**

The purpose of this Request for Proposals (RFP) is to invite prospective service providers to submit a proposal for an upcoming opportunity requiring facilitation and data collection activities for the LAC Education Support Contract. Facilitation and data collection activities will be conducted between April 13 -22, 2020.

**GENERAL INFORMATION**

DevTech Systems, Inc. (DevTech) is an international consulting firm dedicated to development, with 35 years of experience providing advisory services and technical assistance to government, private sector, and civil society stakeholders in more than 100 countries. DevTech core practice areas include: Economic and Data analysis, Monitoring and Evaluation, Education and Youth Development, Gender and Inclusive Development, and Public Financial Management.

DevTech Systems, Inc. is USAID’s implementing partner of the LAC Education Support Contract. DevTech will be conducting a rapid education and risk analysis (RERA) in Colombia in the following Cities:

1. Bogotá/Soacha
2. Cali/Palmira
3. Barranquilla/Soledad
4. Riohacha/Maicao

The RERA https://www.edu-links.org/resources/rapid-education-and-risk-analysis-rera-toolkit-1) will be used to:

* Provide USAID/Colombia a “snapshot” of Colombia’s education system, its interaction with contextual risks, and key challenges to providing equitable, quality education to all school-aged children, including but not limited to native Colombian, Venezuelan migrant and Colombian returnees in receptor communities impacted by the Venezuelan migrant crisis.
* Gain a broader understanding of the resilience of affected school communities, including the main risks, needs, assets, and capacities;
* Identify barriers and opportunities to better integrate migrants and other school-aged children who are not accessing education into the Colombia education system.
* Inform future USAID education activities to support affected school communities, including suggestions for potential areas where USAID programming can interact with current actors, programs and strategies to have the greatest impact to provide quality education programming to all children in receptor communities.

**DESCRIPTION OF ACTIVITIES**

DevTech is requesting proposals from organizations to provide facilitation and data collection services. Proposals must include four facilitators, eight Enumerators to conduct focus groups and interviews, and four Data Entry positions to document information collected during focus groups and interviews (scopes of work at attached to this RFP). A data quality assurance person should be designated as part of the proposal also.

Facilitators and data collectors should be based in Bogota, and are expected to travel the week of April 13[[1]](#footnote-1) to:

1. Cali/Palmira
2. Barranquilla/Soledad
3. Riohacha/Maicao

Data collectors, facilitators and data entry personnel are expected to attend 1-2 days training in Bogota, before fieldwork commences.

The period of performance is from approximately April 11- April 30, 2019[[2]](#footnote-2).

Deliverables under the contract with the offeror will include, but are not limited to:

1. Field Activities Plan
2. Facilitation of focus groups
3. Completion of RERA training
4. English notes from each focus group
5. Notes entered into RERA database provided by DevTech.

**REQUIREMENTS FOR THE PRESENTATION OF PROPOSAL:**

The offeror must provide the following information in order for their proposal to be considered:

1. Technical proposal (which will be submitted English) on characteristics of work the service provider firm offers that includes:

(a) Service Provider Profile (maximum of 1 page)

(b) A list of previous similar work (maximum of 2 pages), include name, address, email and phone number

(c) End products of at three similar consulting projects (no page limit).

(d) Documents to submit:

- CVs of all proposed, Facilitators, Enumerators and Data Entry.

- Letter of commitment of the offeror

- Technical and cost proposal.

The proposal must detail how the service delivered to DevTech will be of the highest quality and that the process will be monitored frequently to ensure quality control. Offerors must detail mechanism that will ensure the highest quality of their services.

1. The cost proposal (which will be submitted in English) should include total cost and cost per, Facilitator, Enumerator and Data Entry, and travel costs to the various cities including airfare, per diem and lodging. The offer must provide a detailed breakdown of all costs as well as accompanying notes providing an explanation of all proposed costs. Proposal should be submitted in US dollars.

**EVALUATION FACTORS**

Proposal evaluation will include the following:

* Proposed Staff
* Organizational qualifications
* Proposed Cost

**SUBMISSION OF PROPOSAL**

**Questions on this proposal should be sent to DevTech by 5 pm Eastern Standard Time on March 13, 2020 to** [**jsalazar@devtechsys.com**](mailto:jsalazar@devtechsys.com)**. Technical and Cost proposals should be submitted in one email as attachments to** [**jsalazar@devtechsys.com**](mailto:jsalazar@devtechsys.com) **by 5 pm Easter Standard**

**POSITION: Facilitator**

**TYPE: Short-Term Technical Assistance**

**LOCATION: Colombia**

**LOE: 10 days**

**DESCRIPTION**

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**OVERVIEW**

USAID/Colombia is searching for Facilitators in Colombia to support the implementation of the RERA.

**REQUIRED EXPERIENCE:**

* Bachelor or master’s degree in social sciences
* Demonstrated experience in conducting qualitative data collection
* Demonstrated experience in conducting focus groups and interviews on sensitive topics
* Demonstrated experience in analyzing, documenting and synthesizing information
* Language skills: preference if bilingual (Spanish and English)

**TASKS:**

* Conduct focus groups and interviews at different sites (approximately 4 different cities and 4 municipalities). These activities will be conducted in teams.
* Contribute to adapting RERA focus group discussion questions
* Participate in RERA Team training and briefings, as required

**POSITION: Enumerator/Data Collector**

**TYPE: Short-Term Technical Assistance**

**LOCATION: Colombia**

**LOE: 10 days**

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**OVERVIEW**

USAID/Colombia is searching for Enumerators in Colombia to conduct the RERA.

**REQUIRED EXPERIENCE:**

* Bachelor or master’s degree in social sciences
* Demonstrated experience in conducting data collection
* Demonstrated experience in conducting focus groups and interviews
* Demonstrated experience in analyzing, documenting and synthesizing information
* Ability for quality note taking during focus groups and interviews
* Language skills: preference if bilingual (Spanish and English)

**TASKS:**

* Conduct focus groups and interviews at different sites (approximately 4 different cities and 4 municipalities). These activities will be conducted in teams.
* Take quality notes during focus groups and interviews
* Participate in training and initial discussion

**POSITION: Data Entry**

**TYPE: Short-Term Technical Assistance**

**LOCATION: Colombia**

**LOE: 10 days**

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**OVERVIEW**

USAID/Colombia is searching for Data Entry position in Colombia to conduct the RERA.

**REQUIRED EXPERIENCE:**

* Bachelor or master’s degree in social sciences or related fields
* Demonstrated experience in documenting and synthesizing information.
* Language skills: bilingual (Spanish and English)

**TASKS:**

* Enter data collected during interviews and focus groups to systems and formats.
* Data entry will occur on a daily basis, after interviews and focus groups are conducted.

No Travel is required for this position

1. Travel dates are subject to USAID approval [↑](#footnote-ref-1)
2. Dates are subject to change pending USAID approval. [↑](#footnote-ref-2)