

TO: Prospective Offerors

DATE: February 17, 2019

SUBJECT: RFP NO. SCORE-FY19-RFP002

REQUEST FOR PROPOSALS FOR GENDER AND SOCIAL INCLUSION ANALYSIS

Global Communities is an international non-profit organization that works closely with communities worldwide to bring about sustainable changes that improve the lives and livelihoods of the vulnerable. The mission of Global Communities is to create long-lasting, positive and community-led change that improves the lives and livelihoods of vulnerable people across the globe.

In Sri Lanka, Global Communities is now implementing the Social Cohesion and Reconciliation (SCORE) Activity – a three-year cooperative agreement funded by USAID and implemented by Global Communities, in partnership with three Sri Lankan-based NGOs: National Peace Council (NPC), the Association of Women Affected by War (AWAW), and Shanthiham: Association for Health and Counseling. Broadly stated, the purpose of the SCORE Activity is to strengthen Sri Lankan efforts to advance social cohesion and reconciliation.

Global Communities seeks a research firm/NGO/institution to support its program as described above, and conduct a quantitative and qualitative analysis on existing evidence of key gender and social inclusion issues in Sri Lanka that must be taken into consideration during implementation to effectively reach and benefit women and men from different ethnic and religious communities.

Interested organizations should submit their proposals via email to sdissanayake@globalcommunities.org. The proposals must be received no later than **28 February 2019 at 17:00 EST**.

Responding organizations are advised that this solicitation does not in any way obligate Global Communities to make a contract award or compensate the responding firms for any costs associated with the preparation and submission of their proposals.

Any questions or requests for information should be addressed by no later than **22 February 2019** at 17:00 EST to sdissanayake@globalcommunities.org. Any information given to one prospective offeror concerning this solicitation will be furnished to all such offerors as an amendment of the solicitation.

Please e-mail Global Communities at sdissanayake@globalcommunities.org of your intent to propose at the earliest practicable date, so that we may anticipate the number of proposals to be evaluated.

REQUEST FOR PROPOSAL (RFP)

RFP NUMBER:

RFP No. SCORE-FY19-RFP002

ISSUE DATE:

17 February 2019

GENDER AND SOCIAL INCLUSION ANALYSIS

ISSUED BY:

Global Communities
USAID/SCORE Activity
72 Fifth Lane, Colombo 3

PROPOSAL DUE DATE:

28 February 2019

QUESTIONS DEADLINE:

22 February 2019

This Request for Proposal contains the following sections:

Part 1	Instructions to Offerors
Part 2	Evaluation Factors for Award
Part 3	Statement of Work
Part 4 Annexes	Annex A – Evidence of Responsibility Annex B – Budget Annex C – Biographical Data Sheet

Part 1: Instructions to Offerors

I. GENERAL INSTRUCTIONS TO OFFERORS

- A. The Offeror is requested to submit a proposal directly responsive to the terms, conditions, and clauses of this RFP. Proposals not conforming to this solicitation may be categorized as unacceptable, thereby eliminating them from further consideration.
- B. Proposals must be received no later than **28 February 2019 at 17:00 EST**. Proposals must remain valid for a minimum of sixty (60) days. The Offeror may submit its proposal by the following means:
 - 1. Electronically - Internet email with up to 2 attachments (2MB limit) per email compatible with MS WORD, Excel, and Adobe Acrobat in a MS Windows environment to:

sdissanayake@globalcommunities.org
 - 2. The overall proposal shall consist of two (2) physically separated parts, as follows: Volume I – Technical Proposal; and Volume II – Cost Proposal. **Technical Proposals must not make reference to pricing.**
- C. Alternative proposals will not be considered.
- D. Any proposal received in response to this solicitation will be reviewed strictly as submitted and in accordance with the evaluation criteria specified in Part 2, Evaluation Factors for Award.
- E. The person signing the Offeror's proposal must have the authority to commit the Offeror to all the provisions of the Offeror's proposal.
- F. Global Communities is not obligated to make an award or to pay for any costs incurred by the Offeror in preparation of a proposal in response hereto.
- G. Global Communities reserves the right to accept or reject any proposal, and to cancel the bidding process and reject all proposals, at any time prior to award, without thereby incurring any liability to Offerors or any obligation to inform Offerors of the grounds for Global Communities action.
- H. The Offeror should submit its best proposal initially as Global Communities intends to evaluate proposals and make an award without discussions. However, Global Communities reserves the right to conduct discussions should Global Communities deem it necessary.
- I. Proposals must be clearly and concisely written and must describe and define the Offeror's understanding and compliance with the requirements contained in Statement of Work, which can be found in Part 3 of this RFP. The proposal should clearly address each of the evaluation factors set forth in Part 2. All pages of each volume (cost and technical) must be sequentially numbered and identified with the name of the Offeror and the RFP number.

II. SPECIAL RFP CONSIDERATIONS

- A. A. The authorized geographic code for this procurement is Code 937 which means the U.S., cooperating country, and developing countries. The list of USAID-approved developing countries can be obtained from this internet address:

<https://www.usaid.gov/ads/policy/300/310maa>

- B. The anticipated type of contract to be awarded under this solicitation is Firm Fixed Price for the purposes of cost analysis, Offerors must prepare a detailed budget in accordance with Subpart IV below "Instructions for the Preparation of the Cost Proposal."
- C. Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as an indication of the Offeror's lack of cost consciousness. Elaborate art work, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired.
- D. (i) Offerors are informed that Global Communities complies with U.S. Sanctions and Embargo laws and Regulations including Executive Order 13224 on Terrorist Financing, which effectively prohibit transactions with persons or entities that commit, threaten to commit or support terrorism. Any person or entity that participates in this bidding process, either as a prime or sub to the prime, must certify as part of the bid that he or it is not on the U.S. Department of Treasury Office of Foreign Assets Control (OFAC) Specially Designated Nationals (SDN) List and is eligible to participate. Global Communities shall disqualify any bid received from a person or entity that is found to be on the List or otherwise ineligible.
- (ii) Firms or individuals that are have an Exclusion on the System for Award Management (www.epls.gov) shall not be eligible for financing and shall not be used to provide any commodities or services contemplated by this RFP.

III. INSTRUCTIONS FOR THE PREPARATION OF THE TECHNICAL PROPOSAL

- A. The Technical Proposal should provide a straightforward, concise delineation of how the Offeror intends to carry out and satisfy the requirements of the STATEMENT OF WORK described in Part 3 – Form of Contract. No contractual price information is to be included in the Offeror's technical proposal in order that it will be evaluated strictly on its technical merit.
- B. Technical proposals shall be limited to 15 pages in total. Pages in excess of 15 pages will not be read or evaluated. Page limitations for each subpart of the Technical Proposal are indicated below. The front and back of a single page shall be counted as two pages when information is provided on both the front and back sides of a single sheet. Detailed information should be presented only when required by specific RFP instructions. Items such as graphs, charts, tables may be used as appropriate but will be considered part of the page limitation. Key personnel resumes, bio-data sheets, dividers, and past performance report forms are not included in the page limitation. No material may be incorporated in the proposal by reference, attachment, appendix, etc. to circumvent the page limitation.
- C. Technical Proposals shall be written in English, typed on standard 8 1/2" x 11" paper, single spaced, only 12 font type may be used, with each page numbered consecutively. Page margins shall be a minimum of one inch at the top, bottom and each side.

D. The technical proposal should include the following:

1. Technical Approach – limit 15 pages

The Offeror shall demonstrate its understanding, ability and overall approach to performing the requirements described in the STATEMENT OF WORK, specifically the following:

1. Technical Approach outlining how the consultant(s) will meet the above criteria and their understanding of the scope of work and methodology to exceed no more than 10 pages.
2. Technical Approach should also include a description of their protocol for managing qualitative data quality, plan for qualitative data entry and analysis, taking into consideration diverse languages of data collection.
4. A proposed activities schedule/work plan with time frame along with financial proposal including consultant(s) itemized fees / per day rate, and maximum time required to complete the assignment.
5. One recent example of similar assessment/evaluation report prepared by the firm/NGO/institution, including the contact of client. (If one example is not adequate to meet the criteria listed above, multiple examples may be provided.)

2. Personnel Qualifications and Availability

The Offeror shall identify in summary format the names and anticipated positions of the individuals proposed to performing the requirements described in the STATEMENT OF WORK. The Offeror shall indicate the level of effort for each proposed person who will perform under the contract. The Offeror shall submit a complete and current resume and an English language report for each proposed professional employee (not exceeding 2 pages each) who will be utilized if award is made. These resumes must clearly describe the individuals' education, experience, and professional credentials.

3. Capabilities and Experience of Organization – limit 05 pages

The Offeror shall demonstrate the following:

- a) The specialized competence the organization possesses with regard to the requirements described in the STATEMENT OF WORK, including knowledge of and experience working in Sri Lanka.
- b) Capabilities in the timely mobilization of short-term technical assistance experts and teams.
- c) Organizational systems and procedures are adequate related to: personnel policies and recruitment, travel policies; financial management; project management; contract administration; progress reporting; and other areas in order to successfully comply with contract requirements and accomplish the expected results

4. Past Performance of the Organization

The Offeror shall submit a list of all current contracts and subcontracts and those completed within the last five (5) years that are similar in size, scope and complexity to the STATEMENT OF WORK in this RFP. Additionally, for the three most recent similar contracts, the Offeror shall provide the customer's name, contract number, contract value, current postal and e-mail addresses, telephone number for a currently available point of contact.

These lists shall be attached as an annex to the Technical Proposal, which will not count against the page limit.

IV. INSTRUCTIONS FOR THE PREPARATION OF THE COST PROPOSAL

- A. The Offeror must propose costs that it believes are realistic and reasonable for the work in accordance with the Offeror's technical approach. The Offeror shall provide a complete budget by the cost elements described below.
- B. All cost and financial data should be fully supported, complete in every detail, and organized in a manner that facilitates review and permits cost analysis. The cost and financial data shall include the following information/data:
 1. Direct Employee Salaries – List employee name (when identified), functional position and duration of assignment (in terms of person days). The annual salary of an employee is that individual's basic compensation exclusive of fringe benefits, travel incentives, housing allowances, differentials, and/or other bonuses.
 2. Fringe Benefits - Describe the allocation method and base used. Provide a copy of the latest Negotiated Indirect Cost Rate Agreement (NICRA) with any Government agency. Fringe Benefits, if not set forth in the Offeror's NICRA, shall be expressed as a percentage(s) of salaries, and the proposal shall present the total fringe benefit costs.
 3. Indirect Costs - Describe the allocation method and base used. Provide a copy of the latest Negotiated Indirect Cost Rate Agreement (NICRA) with any Government agency. The detailed budget breakdown shall be structured and formatted to clearly and easily identify the rate(s) applied, and the resulting dollar amount. If the Offeror has both home office and off-site/field rates, and/or if the Offeror has more than one type of rate (e.g., overhead, G&A) the detailed budget breakdown shall be structured so as to permit easy identification of the bases to which the rates apply.
 4. Travel and Transportation – Provide the number of trips, destination, purpose and cost by traveler.
 5. Per Diem – Offerors shall budget per diem associated with travel and transportation in accordance with the U.S. Department of State Standardized Regulations for per diem, which may be accessed electronically at the following internet address:

http://aoprals.state.gov/Web920/allowance.asp?menu_id=95
 6. Other Direct Costs – Itemize and provide complete details of other direct costs, including unit prices that may be incurred.

11. The offeror shall submit fully completed and signed Contractor Employee Biodata Sheets (Annex C) to support daily rates of consultants and employees who are identified in the budget by name
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- C. If the Offeror intends to work under a joint venture or partnership, the Offeror must include a copy of the agreement between the parties to the joint venture/partnership. The agreement will include a full discussion of the relationship between the firms including identification of the firm which will have responsibility for negotiation of the contract; which firm will have accounting responsibility; how work will be allocated, overhead calculated, and profit shared; and the express agreement of the principals thereto to be held jointly and severally liable for the acts or omissions of the other.
 - D. The Offeror shall submit as part of its Cost Proposal the following Financial Data:
 1. Evidence of Responsibility, completed and signed. See Part 4 of this RFP – Annex A.
 2. In the absence of a Negotiated Indirect Cost Rate Agreement (NICRA) or other evidence that substantiates the Offeror's indirect rates—audited financial statements (Profit/Loss) for the past three years.

Part 2: Evaluation Factors for Award

I. GENERAL – PROPOSAL EVALUATION

- A. Part 1 provides guidance to offerors concerning the documentation necessary to conduct an informed evaluation of each proposal. The Offeror must furnish adequate and specific information in its proposal. A proposal may be eliminated from further consideration before a detailed evaluation is performed if the proposal is considered obviously deficient as to be totally unacceptable on its face or which prices are inordinately high or unrealistically low. In the event a proposal is rejected, the Offeror will be sent a notice stating the reason(s) that the proposal will not be considered for further evaluation.
- B. In conducting its evaluation of proposals, Global Communities may seek information from any source it deems appropriate to obtain or validate information regarding an Offeror's proposal.
- C. Global Communities reserves the right to award one or more contracts under this RFP on the basis of initial offers without discussions or without establishing a competitive range.

II. BASIS FOR CONTRACT AWARD

- A. The evaluation factors presented below will serve as the basis upon which proposals will be evaluated. The relative weight accorded to each factor is expressed in points with 100 points possible.
- B. Offerors are reminded that Global Communities is not obliged to award a contract on the basis of lowest proposed cost or highest technical evaluation score. Although for this procurement technical proposal merits are considered more important than cost relative to deciding who might best perform the work, cost factors and Global Communities prime recipient budget must also be considered. Therefore, after the final evaluation of proposals, Global Communities will make the award to the Offeror whose proposal offers the best value to Global Communities and USAID, considering both technical and cost factors.

III. EVALUATION CRITERIA

- A. Technical Approach (30 points) – The extent that the Offeror's proposal demonstrates a clear and effective overall technical approach to performing the requirements described in the STATEMENT OF WORK.
- B. Qualifications of Proposed Personnel (25 points) – Demonstrated expertise, experience, and availability of personnel to meet the requirements of the STATEMENT OF WORK.
- C. Capabilities and Relevant Experience of the Organization (20 points) – Demonstrated organizational capabilities and experience as described above.
 - Organizational competence relative to the STATEMENT OF WORK, including knowledge of and experience working in Sri Lanka
 - Capabilities mobilizing short-term technical assistance experts and teams.
 - Organizational systems and procedures

- D. Past Performance of the Organization (10 points) – Quality of product or service, including cost control, timeliness of performance, and meeting goals and targets, and customer satisfaction with performance.

- E. Cost Proposal (15 points) – The lowest price cost proposal will receive the highest score for cost. Higher priced cost proposals will receive a correspondingly lower score. To assist in evaluation and comparison of cost proposals, Global Communities may ask an Offeror for clarification or further breakdown of the Offeror's price.

Part 3: Statement of Work

1. Background

Overview of Global Communities

Global Communities is an international non-profit organization that works closely with communities worldwide to bring about sustainable changes that improve the lives and livelihoods of the vulnerable. The mission of Global Communities is to create long-lasting, positive and community-led change that improves the lives and livelihoods of vulnerable people across the globe.

In Sri Lanka, Global Communities is now implementing the Social Cohesion and Reconciliation (SCORE) Activity – a three-year cooperative agreement funded by USAID and implemented by Global Communities, in partnership with three Sri Lankan-based NGOs: National Peace Council (NPC), the Association of Women Affected by War (AWAW), and Shanthiham: Association for Health and Counseling. Broadly stated, the purpose of the SCORE Activity is to strengthen Sri Lankan efforts to advance social cohesion and reconciliation.

SCORE Activity Objective and Rationale

The SCORE Activity Theory of Change (TOC) draws upon literature in the fields of peacebuilding, reconciliation, social capital and resilience, including USAID's Country Development Cooperative Strategy (CDCS) and Conflict Management and Mitigation (CMM) theories and indicators of change:

*“If Sri Lankan-led efforts are strengthened to: (1) facilitate systematic and constructive interaction across diverse identities to address grievances and misperceptions, (2) foster inclusive and transparent collaboration to improve equitable access to services and socioeconomic opportunity, and (3) build capacities and leadership to interrupt cycles of violence, **then** relationships among divided groups and communities and between communities and their government will be positively transformed, thereby increasing Sri Lankans’ ability to have a shared vision of pluralistic identity and increasing resilience and prospects for a sustainable peace.”*

To achieve this vision, SCORE will seek to: 1) promote a cohesive Sri Lankan identity through governmental and non-governmental initiatives; 2) reduce socio-economic disparities by supporting sustainable economic development and service delivery among marginalized and conflict-affected communities and populations; and 3) enhance community resilience through psychosocial support and capacity building of women and youth as peace leaders in Sri Lanka in 40 focus Grama Niladhari (GN) Divisions across eight priority districts throughout Sri Lanka.

Within these 40 focus GN Divisions, SCORE will train and facilitate residents to organize to apply conflict mitigation and leadership skills to identify and implement complementary peacebuilding and socioeconomic projects that address local conflict stressors. Psychosocial support activities at the village level will support participation by conflict-affected populations. SCORE will reach an additional 40 GN Divisions through a cluster approach, guiding our focus GN Divisions to collaborate with neighboring GN Divisions – particularly across lines of division – and local authorities to identify shared stressors or needs and to design and implement mutually-beneficial activities and solutions. Global Communities will set SCORE's strategic direction and oversee its sub-grants program, build the capacity of implementing partners, and lead strategies for program learning and adaptation.

Purpose of the SCORE Activity Baseline Assessment

A gender analysis is typically composed of two parts: 1. It describes existing gender relations in a particular environment, ranging from within households or firms to a larger scale of community, ethnic group, or nation, and 2. Organizes and interprets, in a systematic way, information about gender relations to make clear the importance of gender differences for achieving objectives. This includes the identification of key gender-based constraints, which restrictions on men's or women's access to resources or opportunities that are based on their gender roles or responsibilities.

A gender and social inclusion (GSI) analysis includes all of these components; however, that data is interpreted using an intersectional approach. Sex-disaggregated data that is collected is further disaggregated by ethnicity or other prioritized social variables (e.g., age, livelihood, etc.). This approach is useful, because it allows projects to better define target groups and then design and implement gender-responsive and inclusive strategies that are truly tailored to targeted end-users' needs.

The purpose of the GSI for SCORE is multi-faced. The SCORE's Gender and Social Inclusion (GSI) analysis should:

- Build on existing evidence to identify key gender-based constraints experienced by women and men (youth and adult) from different ethnic and religious groups, given the role of those social variables in shaping conflict and pathways to peace in Sri Lanka. Livelihood and age are also important social dimensions that should be considered throughout the analysis.
- Use the GSI analysis and action plan to refine implementation strategies to respond to the needs of different groups of women and men to ensure all are reached and benefit from the project.
- Inform revisions to the AMEL plan, including learning questions focused on gender and social inclusion issues
- Enhance SCORE staff's awareness of relevant gender and social inclusion issues to consider during project implementation and the achievement of project goals

II. Scope of Work

The GSI analysis will build on existing evidence of key gender and social inclusion issues in Sri Lanka that must be taken into consideration during implementation to effectively reach and benefit women and men from different ethnic and religious communities. Given the importance of gender, ethnicity and religion in shaping conflict, social cohesion, and reconciliation efforts emphasis will be put on understanding the interaction of gender, age, ethnicity and religion through the GSI analysis. Through desk- and field-based research, the GSI can focus on identifying gender-based constraints¹ and opportunities for women and men from different ethnic, religious, (and age and livelihood groups) linked to core components of SCORE. It is recommended that the GSI focus areas align with of SCORE's results framework to ensure attention to gender issues and social inclusion issues is sufficiently addressed throughout to support the achievement of the project outcomes. The evidence can then be used to refine implementation approaches, linked to each dimension of SCORE, and inform the AMEL plan. Note: The focus areas outlined below aligns with the recommendation previously provided on the AMELP.

Four GSI Focus Areas:

1. Build evidence on the participation of women and men from different ethnic and religious communities and age cohorts in constructive community engagement

The GSI can first describe existing gender relations in different ethnic and religious groups. It can also provide an overview of the different groups of women's and men's participation in, incentives, and perceived benefits of participating in constructive community engagement and collective action. Taking an intersectional analytical approach, the GSI should reveal differences between women and men from different age cohorts, ethnic and religious groups. Other social identifiers that may want to be considered are marital and socio-economic status. *Linked to Result 1.1. Constructive Community Engagement in*

¹ Refer to restrictions on men's or women's access to resources or opportunities that are based on their gender roles or responsibilities. The term includes: 1. Measurable disparities that are revealed by sex-disaggregated data collection and gender analysis and 2. Identification of the factors that cause the conditions of disparity.

Reconciliation Processes Strengthened, Indicator “% improvement in attitudes toward community participation among target beneficiaries”

The GSI should also identify gender-based constraints for women and men from different ethnic and religious communities and age cohorts to participate in community decision making. This should include understanding differences in these groups of women’s and men’s “nominal” or more “empowered” participation in decision making at the community level. *Linked to Result 1.1. Constructive Community Engagement in Reconciliation Processes Strengthened, Indicator % increase in participation in community decision-making among targeted beneficiaries*

2. Identify gender-based constraints linked to groups of women and men’s knowledge and awareness of avenues to engage local government institutions.

The GSI can reveal the factors that contribute to differences in identified groups of women and men’s awareness and knowledge of ways to engage with local government institutions. *Linked to Result 1.3 Local and National Government Institutions and Processes Promoting Social Cohesion and Reconciliation Improved. Indicator: % increase in respondents reporting knowledge of avenues to engage with local government institutions*

3. Identify gender-based constraints for women and men in marginalized community’s income generating opportunities/ livelihood strategies.

The GSI can first describe differences in the type of unpaid and income generating tasks marginalized women and men from different ethnicity and religious groups participate in. This would be particularly interesting to analyze by age cohort, because the knowledge, skills, and interests are likely different between older and younger women and men. Secondly, it should identify gender-based constraints for different groups of women and men to participate in different sectors and even nodes within those sectors. It would also be interesting to see if there are differences in livelihood coping strategies among men and women from different ethnic/religious/age groups. For example, selling of assets or tapping into social networks to smooth income when employment opportunities are limited or restricted. *Linked to Result 2.2 Economic Opportunities for the Most Marginalized Communities. Indicator: % increase in respondents reporting increased inclusion of marginalized groups as an important component to community socio-economic development*

4. Build evidence on differences in women’s and men’s (from different ethnic/religious groups) perceptions of challenges and opportunities for social cohesion/reconciliation.

The GSI, through qualitative methods, can identify differences in the perceptions of women and men, from different ethnic and religious groups, on key challenges for improving social cohesion and reconciliation. This would likely lead to identification of challenges and attitudes among women and men on GBV and other types of violence. This links most closely with activity level outcome indicators focused on the changes in trust among diverse community members and broader social networks.

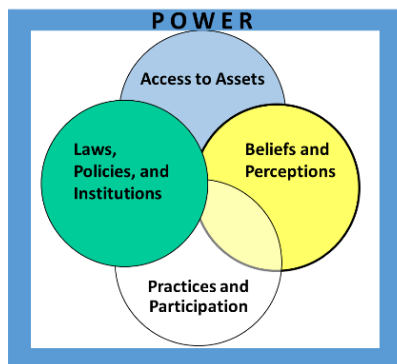
Components of the GSI

- i. Desk review and field work preparation
- ii. In-field fieldwork prep
- iii. Focus Group Discussions and data collection
- iv. Data management, gender and social inclusion analysis and action plan formulation
- v. Dissemination and presentation of findings and action plan/recommendations to all project staff
- vi. Integration of recommendations in project implementation design and AMEL Plan

Data Collection and Analysis Methods

Analytical Framework

The Gender Dimensions Framework



The gender and social inclusion analysis should be done in a structured way. The recommended framework for conducting the GSI is called the Gender Dimensions Framework (GDF). It uses four intersecting dimensions on: Access to assets, Practices and Participation, Beliefs and Perceptions, and Laws, policies and institutions. Surrounding each of these overlapping dimensions is power. Power is shaped by social norms and relations that determine the degree of an individual's control, influence and command over resources and decision-making in each of these GDF dimensions. These are the areas (domains or dimensions) that research has found to have the most prevalent and

significant differences between men and women. The GDF also aligns with the domains of analysis recommended in USAID's ADS Chapter 205 Integrating Gender Equality and Female Empowerment in USAID's Program Cycle.² The GDF can be used to: 1. Organize and analyze information about gender-related gaps or gender-based constraints; 2. Understand gender-related information during the literature review; and 3. Develop questions for interviews.

Literature review and collection of key quantitative data

Using the GDF the consultant can collect and organize existing evidence linked to the GSI focus areas, including both quantitative and qualitative data. The following types of resources should be (but not limited to) consulted:

- USAID DEC: <https://dec.usaid.gov/dec/home/Default.aspx>
- World Bank Gender Data Portal: <http://datatopics.worldbank.org/gender/>
- World Bank Women, Business, and Law Portal: <https://wbl.worldbank.org/>
- The DHS program, Sri Lanka (although outdated): https://dhsprogram.com/Where-We-Work/Country-Main.cfm?ctry_id=37&c=Sri%20Lanka&Country=Sri%20Lanka&cn=&r=4
- Academic journals

Field-based data collection

The consultant can use the GDF to develop questionnaires for field-based qualitative research with key stakeholders including women and men from targeted ethnic and religious groups, different age cohorts/livelihood strategies; community leaders; and other influential stakeholders (e.g., government officials). It is recommended that individual interviews are conducted with women and also individual interviews with men from the targeted groups. For focus group discussions, unless the focus is on understanding relations between women and men from different ethnic/religious groups it's recommended that separate FGDs are held with women from specific ethnic/religious groups and men from specific ethnic/religious groups. This will enable women and men to speak more freely about challenges and opportunities.

Key Responsibilities:

The consultant(s)/firm will be responsible for the following:

- Desk Review: review of key documents like project proposal, logical framework, baseline survey tools, and all other project documentation deemed relevant by SCORE technical team (to be provided upon contract award);
- Prepare qualitative data collection tools and protocols for use in focus groups and key informant interviews;
- Sampling framework for qualitative data collection in a representative sample of GNs, and strategy for mobilizing focus group participants and key informants to represent all segments of the population, including marginalized groups;
- Prepare an inception report (minimum required contents detailed in the section below) and in-person presentation to orient SCORE MEL team and technical team on the proposed methodology, work plan, and use of the assessment tools; The consultant(s) will submit a final inception report incorporating the feedback from the SCORE teams within the agreed time period;
- Enumerator recruitment and training: The consultant(s) will be responsible for assembling a qualified team of enumerators that are local to the region, proficient in local languages, dialects and cultures, but are not part of the target beneficiaries (e.g. not related to members of households in the target villages);
- Interviewer recruitment and training: The consultant(s) will be responsible for assembling a qualified team of interviewers qualified for the following roles: focus group facilitator, focus group note taker, interviewer/note taker for one-on-one interviews; facilitators must be proficient in local languages, dialects and cultures, but not among target beneficiaries;
- Data Collection and Analysis: Qualitative data collection will be the responsibility of the consultant(s) and will include the face-to-face interviews with local residents, focus groups with citizens from a sub-set of the sample GNs, and interviews with key informants, i.e. traditional, formal and thought leaders at the village, GN and district level. The consultant(s) is responsible for detailing their approach to collecting, cleaning, and validating all data;
- Presentation and Validation of Key Findings: The consultant(s) will prepare and deliver an in-person presentation of key findings for the SCORE team and other relevant stakeholders (e.g. implementing partners and USAID staff). The purpose of this presentation is to highlight key findings, limitations and recommendations for programming moving forward, and to provide SCORE staff and stakeholders with the opportunity to validate findings and seek clarification as needed;
- GSI Assessment Report: The consultant(s) will be responsible for writing and analyzing the report working closely with SCORE team. The consultant(s) will submit the concise draft report along with the analytical data tables to the SCORE team. The SCORE team will provide input/comments on the report. The consultant(s) will submit the final report incorporating the feedback from the SCORE team within the agreed time period.

Key Deliverables:³

Global Communities will expect the research firm/NGO to deliver:

- Inception report and presentation that includes:
 - detailed work plan and timeline;

³ Minimum required contents and report format for the inception report and final report will be detailed for consideration of the Offeror in the contract agreement prior to signing.

- detailed selection criteria for groups and questioners etc;
- detailed community entry approach, tailored to GSI dynamics;
- detailed approach to data collection, analysis, and data quality assurance;
- Instructions for enumerators and enumerator training materials;
- Clean complete dataset and summary of results;
- Draft reports with two reviews
- Final report and presentation, including any additional synthesis or data visualization as requested;
- Complete annexes, including selection and questioner frames, etc.

Anticipated Timing and Assignment Duration:

The anticipated timing of each round of research is outlined below. This is not a set of firm deadlines, and the timing of each project or task order may be altered through the contract or mutual agreement. Global Communities is proposing a contract period of six months to be completed as illustrated below:

- End-February 2019 - Choose Firm, sign contract
- Beginning March 2019 - Develop data collection instruments in collaboration with SCORE, complete review processes. Recruit and train enumerators, facilitators and note-takers, pilot test and revise data collection instruments
- Mid-March to early April - Data collection in target areas (Data cleaning and coding ongoing)
- End-April - Full datasets cleaned, analyzed, initial draft report shared
- Mid-May - Presentation to SCORE, final draft shared

Supervision and Reporting:

The consultant(s) will report directly to the SCORE Chief of Party, and will work closely with the SCORE Monitoring, Evaluation and Learning Specialist, the Senior Technical Specialist and other staff assigned to the project.

Required capacity and qualifications:

Applications will only be accepted from firms/NGOs/institutions meeting the following minimum requirements:

Capacity of the Firm

1. Demonstration of ability to provide adequate oversight and management in difficult and tense operating environments;
2. Able to provide evidence of studies and surveys on a similar topic in all major target areas;
3. Able to provide evidence of producing high quality data and reports within tight timeframes;
4. Roster of qualified enumerators and facilitators based in the target areas with command of local languages;

5. Be non-governmental (not part of the recognized government authorities) and non-partisan (not be affiliated with any specific political party).
6. Demonstration of reputation (or ability to establish reputation) among target population for neutrality and reliability in providing unbiased and relevant data analysis and reporting.

Lead Consultant(s) Qualifications

1. Advanced university degree in social science, political science and related fields preferably in a topic related to peacebuilding and international development.
2. Demonstrated skills in survey design, tools development, fieldwork planning and data collection and data analysis.
3. Significant experience designing assessments and studies and collecting and analyzing quantitative and qualitative data for reconciliation programming in Sri Lanka.
4. Proficiency in one or more of the local languages that will be used in target districts.
5. Proficiency in electronic data collection and data cleaning methods, and qualitative coding and analysis methods.
6. Excellent report writing skills in English in a practical, direct and precise answer to points of the terms of reference.
7. Expertise in any statistics software package, including but not limited to SPSS and STATA.
8. Experience in any qualitative data coding software.

Part 4 Annexes

Annex A – Evidence of Responsibility

Annex B – Budget Template

Annex C – Biographical Data Sheet

Offeror:

RFP#:

Line Item	Budget Detail Object Class Categories	Base of Calculation Unit	Year 1			Year 2			Cost-Sharing	Program Total
			Unit Cost	Qty	Total	Unit Cost	Qty	Total		
I. Personnel										
		Days	0	0	0	0	0	0		0
		Days	0	0	0	0	0	0		0
		Days	0	0	0	0	0	0		0
		Days	0	0	0	0	0	0		0
Subtotal Personnel			0			0			0	0
II. Fringe Benefits										
	Fringe Benefits	0.0%	0		0	0		0		0
Subtotal Benefits & Allowances			0			0			0	0
III. Allowances										
			0	0	0	0	0	0		0
			0	0	0	0	0	0		0
Subtotal Consultants			0			0			0	0
IV. Travel, Transportation & Per Diem										
A. International Travel - Country/US										
		Trips	0	0	0	0	0	0		0
		Trips	0	0	0	0	0	0		0
B. Per Diem										
		Days	0	0	0	0	0	0		0
		Days	0	0	0	0	0	0		0
Subtotal Travel & Transportation			0			0			0	0
V. Other Direct Costs										
			0	0	0	0	0	0		0
			0	0	0	0	0	0		0
			0	0	0	0	0	0		0
			0	0	0	0	0	0		0
			0	0	0	0	0	0		0
			0	0	0	0	0	0		0
	DBA Insurance		0	0	0	0	0	0		0
Subtotal Other Operating Costs			0			0			0	0
VI. Indirect Charges										
		0.00%	0		0	0		0		0
VII. Total Direct and Indirect Charges										
			0			0			0	0
VIII. Fee on Direct and Indirect Charges										
		0.00%	0		0	0		0	n/a	0
IX. PROGRAM TOTAL			0			0			0	0



CONTRACTOR EMPLOYEE BIOGRAPHICAL DATA SHEET

1. Name (<i>Last, First, Middle</i>)		2. Contractor's Name	
3. Employee's Address (<i>include ZIP code</i>)		4. Contract Number	5. Position Under Contract
		6. Proposed Salary	7. Duration of Assignment
8. Telephone Number (<i>include area code</i>)	9. Place of Birth	10. Citizenship (<i>If non-U.S. citizen, give visa status</i>)	
11. Names, Ages, and Relationship of Dependents to Accompany Individual to Country of Assignment			

12. EDUCATION (<i>include all college or university degrees</i>)				13. LANGUAGE PROFICIENCY (<i>see Instruction on Page 2</i>)		
NAME AND LOCATION OF INSTITUTION	MAJOR	DEGREE	DATE	LANGUAGE	Proficiency Speaking	Proficiency Reading
					2/S	2/R
					2/S	2/R
					2/S	2/R

14. EMPLOYMENT HISTORY

1. Give last three (3) years. List salaries separate for each year. Continue on separate sheet of paper if required to list all employment related to duties of proposed assignment.

2. Salary definition – basic periodic payment for services rendered. Exclude bonuses, profit-sharing arrangements, commissions, consultant fees, extra or overtime work payments, overseas differential or quarters, cost of living or dependent education allowances.

POSITION TITLE	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Dates of Employment (<i>M/D/Y</i>)		Annual Salary
		From	To	Dollars

15. SPECIFIC CONSULTANT SERVICES (*give last three (3) years*)

SERVICES PERFORMED	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Dates of Employment (<i>M/D/Y</i>)		Days at Rate	Daily Rate In Dollars
		From	To		

16. CERTIFICATION: To the best of my knowledge, the above facts as stated are true and correct.

Signature of Employee	Date
-----------------------	------

17. CONTRACTOR'S CERTIFICATION (*To be signed by responsible representative of Contractor*)

Contractor certifies in submitting this form that it has taken reasonable steps (in accordance with sound business practices) to verify the information contained in this form. Contractor understands that USAID may rely on the accuracy of such information in negotiating and reimbursing personnel under this contract. The making of certifications that are false, fictitious, or fraudulent, or that are based on inadequately verified information, may result in appropriate remedial action by USAID, taking into consideration all of the pertinent facts and circumstances, ranging from refund claims to criminal prosecution.

Signature of Contractor's Representative	Date
--	------

INSTRUCTION

Indicate your language proficiency in block 13 using the following numeric Interagency Language Roundtable levels (Foreign Service Institute Levels). Also, the following provides brief descriptions of proficiency levels 2, 3, 4, and 5. "S" indicates speaking ability and "R" indicates reading ability. For more in-depth description of the levels refer to USAID Handbook 28 or superseding policy directive.

2. Limited working proficiency

S Able to satisfy routine special demands and limited work requirements.

R Sufficient comprehension to read simple, authentic written material in a form equivalent to usual printing or typescript on familiar subjects within familiar contexts.

3. General professional proficiency

S Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social, and professional topics.

R Able to read within a normal range of speed and with almost complete comprehension of a variety of authentic prose material on unfamiliar subjects.

4. Advanced professional proficiency

S Able to use the language fluently and accurately on all levels normally pertinent to professional needs.

R Able to read fluently and accurately all styles and forms of the language pertinent to professional needs.

5. Functional native proficiency

S Speaking proficiency is functionally equivalent to that of a highly articulate well-educated native speaker and reflects the cultural standards of a country where the language is natively spoken.

R Reading proficiency is functionally equivalent to that of the well-educated native reader.

PAPERWORK REDUCTION ACT INFORMATION

The information requested by this form is necessary for prudent management and administration of public funds under USAID contracts. The information helps USAID estimate overseas logistic support and allowances, the educational information provides an indication of qualifications, the salary information is used as a means of cost monitoring and to help determine reasonableness of proposed salary.

PAPERWORK REDUCTION ACT NOTICE

Public reporting burden for this collection of information is estimated to average thirty minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

United States Agency for International Development
Office of Acquisition and Assistance
Policy Division (M/OAA/P)
Washington, DC 20523-7100;

and

Office of Management and Budget
Paperwork Reduction Project (0412-0520)
Washington, DC 20503

Annex A – Evidence of Responsibility

1. Eligibility to Receive Award

Company Name certifies that it is qualified and eligible to receive an award for the provision of describe goods or services under applicable laws and regulations of the United States and Name of Host Country.

2. Authorized Negotiators

Company Name proposal for Project Name may be discussed with any of the following individuals. These individuals are authorized to represent Company Name in negotiation of this offer in response to this RFQ.

List Names of Authorized signatories

Address

Telephone/Fax

Email address

3. Adequate Financial Resources

Company Name has adequate financial resources to implement this Contract.

4. Ability to Comply

Company Name is able to comply with proposed contract terms and delivery schedule having taken into consideration all existing business commitments, commercial as well as governmental.

5. Record of Performance, Integrity and Business Ethics

Company Name certifies that Company Name and/or any of its Principals are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any donor agency; and have not, within a three-year period preceding this proposal, been convicted of or had a judgment rendered against them for commission of fraud or a criminal offense; and have not, within a three-year period preceding this proposal, had one or more contracts terminated for default by any donor agency.

6. Certification Regarding Terrorism Financing

Company Name certifies that it is not on the U.S. Department of Treasury Office of Foreign Assets Control (OFAC) Specially Designated Nationals (SDN) List and is eligible to participate in this solicitation.

7. Organization, Experience, Accounting and Operational Controls, and Technical Skills

Company Name has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them.

8. Equipment and Facilities

Company Name has the necessary production, construction, and technical equipment and facilities, or the ability to obtain them.

By signature hereon, the Bidder certifies that these statements are accurate, current, and complete.

Date: _____

Name: _____

Signature: _____