

July 2022

## **Request for Proposals – Data collection in Haiti**

Dear Prospective Offeror:

Through the Latin America and Caribbean Learning and Rapid Response (LACLEARN) Task Order, Development Professionals Inc. (DPI) provides analytical services to USAID's Latin America and Caribbean Bureau. The activity's main goal is to strengthen DRG sector learning and evidence through gender-informed analytical research, assessments, studies, and trainings.

As part of these efforts, DPI seeks to engage a data collection firm through a subcontract to design and implement a qualitative consultation process with key stakeholders in Haiti – through a series of focus group discussions distributed throughout the country – to inform decision makers and practitioners.

You are hereby invited to submit your proposal for this work by **Monday, July 25, 2022, 17:00** local time in Washington DC.

It is anticipated that one fixed-price subcontract will be awarded based on the attached scope of work (SOW). Proposals must be received by DPI no later than the closing date and time stated in the RFP. Questions regarding the RFP should be directed by email to [javier@developmentpi.com](mailto:javier@developmentpi.com). The subject line for all communications should read RFP DPI-2022-01.

**DEVELOPMENT PROFESSIONALS, INC.  
RFP DPI-2022-01  
Data Collection Process in Haiti**

## I. OVERVIEW

Issuing Company & Address for Submission of Questions and Proposals:	Company: Development Professionals, Inc. Email Address for Proposals: <a href="mailto:javier@developmentpi.com">javier@developmentpi.com</a>
Issue Date:	<b>Tuesday, July 19, 2022</b>
Deadline for Submitting Questions:	<b>Friday, July 22, 2022, 17:00 local time, Washington DC</b>
Deadline for Submitting Proposals:	<b>Monday, July 25, 2022, 17:00 local time, Washington DC</b>
Anticipated date of award:	<b>Wednesday, July 27, 2022</b>
Anticipated Award Type:	Fixed-price subcontract
General Instructions:	<ul style="list-style-type: none"> <li>● Late proposals will be rejected</li> <li>● Questions will be answered in writing, with answers distributed to all interested Offerors</li> <li>● Proposals must be submitted via email to the address indicated above</li> <li>● Technical and cost volumes must be submitted separately</li> <li>● All documents and communications must be in English</li> <li>● The selected Offeror will be required to comply with applicable US Government representations and certifications of compliance</li> </ul>
Geographic Code	<ul style="list-style-type: none"> <li>● DPI may only procure goods and services from the United States, and "Developing Countries" other than "Advanced Developing Countries," excluding prohibited countries.</li> </ul>

## 2. BACKGROUND

The purpose of the Activity is to conduct a qualitative consultation process in Haiti to inform USAID on the main challenges and opportunities affecting vulnerable populations in Haiti, in particular related to fragility, conflict, and stability. In particular, considering “voiceless” populations that might be underrepresented by organized civil society and institutions. Among these populations, DPI is interested in including historically marginalized populations (people with disabilities, rural women, smallholder farmers, the LGBTQI+ community); vulnerable populations (trauma survivors, youth-at-risk, survivors of sexual violence, trafficking victims or returned migrants); or otherwise voiceless groups (children and youth). The selected vendor will design conduct a series of in-person focus group discussions with the specified populations, distributed throughout the country.

**The main research themes include:**

- a) What are the key challenges facing marginalized subsets of the Haitian population, in terms of good governance, fragility, and conflict.
- b) What are the drivers behind these challenges;
- c) Identification of locally driven solutions;
- d) Among these populations, what is their vision for Haiti over the next 10 years;
- e) What needs to be done in the near and long-term over the next 10 years to achieve this vision.

In their proposals, offerors should provide details on how they plan to execute the tasks for which they will be responsible and articulate how they envision working and collaborating with the LACLEARN team to ensure alignment and effective coordination. The end product (final report) should provide key findings for USAID's consideration, in line with the specified research themes and respondent subgroups.

For this purpose, the Firm will report to the LACLEARN HQ team: Javier Calvo (Chief of Party) Luis Camacho (Senior Technical Advisor), and Paige Pepitone (Technical Advisor).

### 3. SCOPE OF WORK

**Qualitative Data Collection Purpose**

Between August-September 2022, the activity will conduct a minimum of 15 in-person focus group discussions. KIIs will be an option only in the event that a FGD with certain participants poses a safety risk, and with express approval of DPI. The sample might include historically marginalized populations (people with disabilities, rural women, smallholder farmers, the LGBTQI+ community); vulnerable populations (trauma survivors, earthquake victims, youth at risk, survivors of sexual violence, trafficking victims or returned migrants); or otherwise "voiceless" groups (children and youth), among others.

The role of the data collection firm will start with the development of focus group guides catered to each targeted population, and the translation of the instruments to Haitian Kreyol. The vendor shall propose the geographic distribution of the focus groups. Once the instruments and the geographical distribution outlined in a workplan are approved by DPI, the firm will conduct the consultation process, and finally submit a report in English summarizing the process, with the main findings organized by themes. The firm will also be responsible for recruiting the necessary personnel, including facilitators, logisticians, note takers and translators.

**Data Collection Methodology**

The data collection firm should propose a methodology to consult through focus groups at least with the following populations. DPI expects the vendor to include as many groups as possible; DPI will work with the selected vendor to define a feasible sample.

*Group A: Historically marginalized populations*

- People with disabilities
- Rural women
- Smallholder farmers
- LGBTQI+ community

*Group B: Vulnerable populations*

- Trauma survivors

- Youth-at-risk
- Survivors of sexual violence
- Trafficking victims or returned migrants

*Group C: Other voiceless groups*

- Children and youth

Consultations will be done through focus groups, and in the case of sensitive groups due to the difficulty of accessing them or for ethical reasons of protecting the rights and welfare of humans participating as subjects in the research, it could be proposed as an alternative to conduct in-depth interviews with some individuals. In the event that the firm proposes to combine subgroups for logistical reasons, the decision will need to be approved in advance.

***Team structure, staff experience, and training***

We expect that each focus group will be administered in-person by an experienced facilitator in Haiti. All facilitators and experts should be fluent in Haitian Kreyol. Please outline the qualifications and experience of the staff that you will use or a general profile that will be used for their recruitment, if necessary. The team size, structure and composition are at the discretion of the firm, but they should provide details and explanations for their proposed approach. Please also outline the logistical and managerial arrangements that you expect to make to accomplish a successful data collection, as well as considerations for the protections of human research subjects.

Please also describe in detail the training (e.g., duration, content, setting, methods) that will be administered to facilitators. The LACLEARN team would like to review all training materials and attend, either virtually or in-person, some or all the training sessions if possible.

***Fieldwork***

Focus groups and interviews will be facilitated by members of the expert team or experienced researcher staff, depending on the hierarchy of the informants, with the support of a notetaker. The expert team will be responsible for producing detailed notes for each interview to be later analyzed. The offeror should include notetaking protocols that will be subject to LACLEARN approval.

We expect the focus groups to take approximately 90-120 minutes on average, including informed consent. Incentives for participation are currently not planned, but offerors should outline what incentives, if any, they propose to use and why such incentives will be useful. Any incentive should be included as line item(s) in the budget.

The firm must conduct a focus group pilot test with one of the target populations, where the instrument will be tested. After the pilot, in a debrief meeting with DPI, the Offeror will discuss any adjustments to the FGD instruments needed prior to the start of fieldwork. The Offeror will be responsible for translation of any adjustments.

***Confidentiality and COVID precautions***

Given the sensitivity of the topics discussed, offerors should articulate what precautions and measures they will take to ensure the confidentiality of the data and to ensure that respondents feel comfortable to

Speak freely and provide reliable data. Offerors should also outline what COVID-19 precautions they plan to implement for their staff to ensure a safe data collection.

### **Data security**

Data will be either stored on a server setup and managed by the LACLEARN team or on a server setup and managed by the offeror and to which the LACLEARN team will have ongoing access. If the latter, please outline key steps to ensure the confidentiality of the data.

### **Analysis and reporting**

Upon completion of fieldwork, the firm must analyze the qualitative data and develop a set of key findings organized by respondent subgroup and research theme. These findings must be provided in a final report. In its proposal, the offeror should detail the anticipated qualitative analysis approach/method. The final data collection report must also include process-level information on the field team training and pilot, field team administration, notes on data quality, and problems encountered/mitigation strategies during FGD implementation.

## **4. Deliverables and tentative data collection timeline**

<b>Deliverable</b>	<b>Indicative date</b>
<p><b><i>Deliverable 1: Draft instrument and data collection team</i></b></p> <p>Within 5 working days of signing the contract, the firm will submit: the draft focus group instruments in English (including informed consent script and protocol); and the data collection team roles and CVs. Upon receiving the firm’s responses, DPI will review and approve the instrument within a maximum of 5 working days. The firm will finalize the instrument within one week, by August 8. At this point, the firm will translate the instrument to Kreyol, and share the method they will use for translation.</p>	August 1
<p><b><i>Deliverable 2: Proposed detailed data collection plan and calendar</i></b></p> <p>The firm will submit a data collection plan that includes the estimated dates of the focus groups or interviews, defined by target groups and by geographic distribution, and the recruitment logistics/protocols and recruitment script. The firm should also provide detail on its anticipated analysis approach to develop key findings based on the data collected. DPI will review and approve the work plan within a maximum of 5 working days.</p>	August 8
<p><b><i>Focus Group Pilot in Port au Prince</i></b></p> <p>The firm will conduct a focus group pilot test with one of the target populations, where the instrument will be tested. This will allow adjustments to be made and the final version of the instrument to be approved. The firm will provide a brief report summarizing the pilot and any proposed changes.</p>	August 15-19
<p><b><i>Execution of the activities in the determined areas and groups</i></b></p>	Aug 22 – Sept 9

The firm will carry out the activities defined in the work plan and approved by DPI.	
<p><b>Deliverable 3: Final report</b></p> <p><b>The Firm will submit a final report in English summarizing the data collection process, as well as key findings organized by subgroup and themes.</b> The report must include process-level information: descriptions of field team training, field team administration, notes on data quality and problems encountered/mitigation strategies during FGD implementation. The report must also include the key findings based on the firm’s technical, qualitative analysis.</p>	September 15

## 5. INSTRUCTIONS TO OFFERORS

- a) DPI anticipates awarding one fixed-price subcontract under this RFP but reserves the right to make no award.
- b) If the Offeror, i.e., the survey firm submitting a proposal in response to this RFP, does not follow the instructions set forth herein, the Offeror’s proposal may be eliminated from further consideration or may be downgraded and not receive full or partial credit under the applicable evaluation criteria. If an Offeror does not understand the instructions in this RFP, then questions should be submitted by the due date for questions indicated in Section I.
- c) Proposals must be submitted in two separate parts: (1) the technical proposal and (2) the cost proposal.
- d) Technical Proposal. The technical proposal should demonstrate the Offeror’s capability and expertise with respect to achieving the Scope of Work set forth in Section 3, as well as a clear understanding of the work to be undertaken and the responsibilities of all parties involved, see Section 4 - Deliverables. It should include the following sections, with each section limited to the number of pages indicated below:
  - **Section 1 - Executive Summary (maximum 1 page)** describing the identified need, proposed activities, and expected results.
  - **Section 2 –Technical Approach (maximum 15 pages)** demonstrating how the Offeror proposes to achieve the Survey Purpose and address the Survey Methodology and Deliverables described in the Scope of Work set forth in Section 3, including a section detailing the firm’s quality assurance processes. The technical approach must be clear, well-conceived, technically sound, and reflect an appreciation for the likely problems to be encountered. The approach should be described in sufficient detail to show how RFP goals will be met, and provide a clear description of how, when, and by whom proposed activities will be completed.
  - **Section 3 – Period of Performance (maximum ½ page)** indicating the proposed period of performance in which the Offeror will complete the work required under Section 3 in accordance with the Anticipated Timeline. The period of performance of any contract resulting from this solicitation is tentatively scheduled to begin on or about July 27, 2022.
  - **Section 4 - Organizational Capability (maximum 5 pages)** providing a clear description of the Offeror’s previous experience with similar projects and proposed

management structure and staffing plan for this project, including Key Personnel (see subsection 4.e), below).

- **Section 5 - Appendices:** The proposal submission must include, CVs for Team Lead and other Key Personnel and other proposed personnel.
- e) The selected Offeror is responsible for achieving the results required under this RFP and for determining the appropriate team, with the required knowledge and experience, to support its technical approach. At a minimum, the description of the Key Personnel, by roles whom the Offeror must furnish for the performance and duration any resulting subcontract is the Team Leader, who is considered essential to the work being performed. No replacement of the Team Leader can be made without the written consent of DPI. Included in the first deliverable, the firm will provide the names and resumes of the key personnel that will be part of the consultation process.
- f) The technical proposal must be in Microsoft Word (docx or doc) format, cannot exceed the page limits (in A4 paper size) set forth above, and must be written in English. Offerors must use Times New Roman Font 11, or a similar size typeset with margins not less than 1” (or 2 cm) on all sides, and number each page consecutively. Information exceeding the page limit will not be evaluated. Items such as graphs, charts, cover pages, dividers, tables of contents, acronym lists, and attachments (e.g., CVs) are not included in the page limits.
- g) The cost proposal must be in US dollars and identify the total firm fixed price, with a budget breakdown showing how the fixed price was derived.

Budget categories include the following:

- (i) personnel costs.
- (ii) fringe benefits, if any.
- (iii) equipment and supplies.
- (iv) communications.
- (v) printing, workshops, etc.
- (vi) other direct costs (local transportation, professional service fees, etc.); and
- (vii) indirect costs (general and administrative fees, etc.). This includes Defense-Based Action insurance for personnel.

The budget must be in Microsoft Excel with an accompanying budget narrative that details the total costs for implementing the Scope of Work. The budget must not be locked and must clearly show how all figures were derived. Cost will primarily be evaluated for realism, allowability, reasonableness, and cost effectiveness.

- h) DPI will not pay for proposal preparation costs.
- i) Only electronic proposal submissions will be accepted in response to the RFP. The technical and cost proposals must be submitted in separate documents/files.

## **6. EVALUATION FACTORS FOR AWARD**

- a) DPI may make an award under the RFP without discussion with Offerors. Offerors are encouraged therefore to submit their best offer in the original submission.

- b) A technical evaluation committee will evaluate proposals and determine those that are substantially responsive, i.e., those which comply with the terms and conditions described in this RFP and comply with USAID regulations and requirements. Proposals will be evaluated using the following criteria:

Technical Approach	40%
Staffing	20%
Past Performance	20%
Price	20%

**Technical Approach** - Each Offeror will be evaluated on the extent to which they fully understand and effectively respond to the requirements of the RFP. The Offeror should demonstrate a convincing technical understanding of the qualitative assessment methodology parameters and required Deliverables, as described in Section 3, and of the implementing environment in Haiti, and must provide sound technical solutions to meet the identified RFP objectives.

**Staffing** - The Offeror will be evaluated on whether the skill sets and levels of effort of proposed staff are sufficient and appropriate to effectively implement the project and achieve the desired results. The Offeror will be evaluated based on the technical expertise, adequate level of experience, and optimal level of educational qualifications of its personnel. Experience and expertise in preparing the required Deliverables is included in such consideration.

**Past Performance** - The Offeror should demonstrate that it has relevant experience in providing similar services to international organizations and/or Haitian institutions or government agencies for at least 3 years, as well as a proven track record of excellent performance. Provision of services to the US government or US government contractors is preferable, but not required. The Offeror must provide the contacts of at least three clients as references.

**Price** - The cost proposal must include all costs associated with organizing and conducting the required work. Prices must be quoted on a fixed price, all-inclusive basis, in US Dollars. No other costs, taxes, and/or fees may be added later.