`Request for Proposal (RFP)

for

Selection of Agencies to Conduct State Level Process Monitoring and Coverage Evaluation Survey in Andhra Pradesh and Bihar for the National Deworming Day, August 2025

IMPORTANT DATES:

Event	Date for DtWI
RFP release date	June 18, 2025
Agencies to submit questions on RFP including contract terms	June 27, 2025
Pre-bid meetings with agencies	July 3, 2025
EAII to share responses to questions shared by agencies	July 4, 2025
Proposal Submission via email by 5 pm IST	July 14, 2025
Technical Presentations by shortlisted agencies	July 22, 2025
Final Selection of agency for the study	July 31, 2025

Given the programmatic timelines, requests for timeline extensions will not be entertained.

All communication, including proposals, should be sent to procurement@eaiiadvisors.in. In the subject line, please mention the title of the RFP captured on the cover page.

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Request for Proposal (RFP)

for

Selection of Agencies to Conduct State-Level Process Monitoring and Coverage Evaluation Survey (PMCES) in Bihar and State-Level Coverage Evaluation Survey (CES) in Andhra Pradesh for the National Deworming Day, August 2025

SECTION-1

1.1. PURPOSE

Evidence Action is a non-profit dedicated to scaling proven, cost-effective interventions to alleviate poverty. In India, our technical consultant, EAII Advisors Pvt. Ltd. (EAIIPL), supports the National Deworming Day (NDD) in collaboration with the ministries of health, education, and women and child development and positively impacts the lives of children and adolescents aged 1-19 years each year in a measurable way.

EAII is inviting eligible agencies interested in undertaking the state-level process monitoring and coverage evaluation survey (PMCES) in Bihar and state-level coverage evaluation survey (CES) in Andhra Pradesh (across the NDD implementation districts in both the states). The main objective of the process monitoring is to monitor the deworming implementation in schools and Anganwadi Centers (AWCs) on NDD or Mop-Up Day (MUD), whereas, the objectives of the coverage evaluation survey is to estimate the state-level NDD coverage for the children aged 1-19 years in the state.

1.2. QUALIFICATION CRITERIA

To qualify, the bidder must satisfy the following requirements:

A) Demonstrated experience with data collection in Schools, AWCs, and rural and urban communities in Andhra Pradesh and Bihar.

B) Demonstrated experience in securely managing the data with personal identification, data confidentiality, privacy, and adherence to research ethics.

C) The agency should not have been blacklisted in the last 3 years of operations by any client.

D) The agency should have state offices/ presence and teams stationed in Andhra Pradesh and Bihar.

E) Demonstrated ability to hire, retain, and train experienced enumerators/data collectors and data collection supervisors.

F) Ability to procure and maintain all required data collection, tools/equipment, and logistical materials, including tablets. Mobile/Smartphones will not be accepted for data collection.

G) Ability to provide references for previous work in large-scale surveys in relevant states, especially in the context of quality of data.

H) The agency should be legally registered in India and compliant in terms of the taxation and relevant statutory laws of the country.

1.3 PROPOSAL SUBMISSION REQUIREMENTS

A) Agencies applying need to submit one proposal with technical details highlighting prior experience conducting large-scale field surveys and quality assurance measures typically taken for surveys of similar size. The technical proposal should not be more than 15 pages, annexures can be in addition.

B) Agencies need to include separate financial details for the scenarios provided in the scope of work. The agency needs to submit the certificate of incorporation, PAN number, GST details, and audited financial turnover for the last 3 years with the proposal.

C) The sample contract is also included in the RFP for review from agencies. Any comments on the standard agreement will need to be submitted as part of pre-bid queries.

Please see **ANNEXURES A and B** for the desired format and content of proposal materials. Completeness of proposal submissions will be a strong consideration in the scoring of proposals.

1.4. TECHNICAL AND FINANCIAL SCORING CRITERIA

Bidders must demonstrate experience in the categories listed in the table below.

	Parameter	Max Mark	Criteria
1.	Demonstrated experience in conducting School-based, Anganwadi Center (AWC)-based, and Community surveys in Indian states (especially cross-sectional studies including a baseline, midline, and end line)	30	● Provide detailed descriptions of relevant/similar past surveys conducted in schools, AWCs, and communities. Each relevant project experience will get a maximum of 2 points. ● Provide details of work carried out in similar geographies. ● Additionally, provide 3 latest references, related to work similar to the SOW.

2.	Demonstrated experience in field management of surveys with highest quality and compliance	20	● Provide a data collection plan tailored to SOW requirements, including:
			  ○ Integrated survey management
			  ○ Quality Assurance mechanism
			  ○ Data management (especially data privacy and compliance with GoI guidelines).
			  ○ Measures for managing data collection risks (including dropouts of investigators, logistic issues on the ground, etc.)
			  ○ Survey deliverables and timelines

3.	Understanding of the SoW	10	● Demonstrate proper understanding of the overall SoW on how to operationalize the survey, ensure data quality, data management with data confidentiality, and compliance with GoI guidelines on data along with survey deliverables and timelines.

4.	Availability of experienced teams who have managed end-to-end delivery of surveys at the national and state levels	30	● Provide a plan for recruiting a data collection team that demonstrates the experience and management capacity to execute the SOW.
			  ○ Proposed team members should have experience in conducting studies of a similar nature.
			  ○ The plan should demonstrate the availability of experienced supervisors and a pool of surveyors to oversee fieldwork.

5.	Availability of state-based	10	● Demonstrate previous experience developing

	Parameter	Max Mark	Criteria
	office/presence, human resource, and survey infrastructure like development and scripting of CAPI tools in SurveyCTO and availability of CAPI tablets		and scripting survey tools in SurveyCTO (e.g., understanding how to program complex skip logics and built-in quality assurance mechanisms; understanding data management workflows in SurveyCTO that ensure data privacy and compliance with GoI guidelines) ● Demonstrate availability of CAPI tablets in sufficient quantity to conduct the survey. ● Demonstrate state-based presence and offices in the proposed state.
6.	Financial Proposal	100	● The agency should submit the financial proposal as per the template in Annexure B. The financial proposal assumptions should match with the components outlined in the technical proposal, like training days, logistic arrangements for training, human resources, travel cost (no. of nights / accommodation cost per night / any per diem), etc. ● Budget assumptions are expected to be reasonable in the context of the SoW outlined. ● Annual turnover must be not less than 2 - 3 Cr.

The evaluation of bids shall be conducted using the Quality and Cost Based Selection (QCBS) method, technical bid (100) and financial bid (100) will be independently evaluated and assigned weights of 70:30 to facilitate the determination of the total weighted score for each bid/agency. The EAII bid evaluation team of 5 members will be constituted to score technical bids. The shortlisted agencies based on QCBS will be invited for a brief technical presentation.

SECTION-2

SCOPE OF WORK: State-Level Process Monitoring and Coverage Evaluation Survey (PMCES) in Bihar and State-Level Coverage Evaluation Survey (CES) in Andhra Pradesh for the National Deworming Day, August 2025

2.1   BACKGROUND

National Deworming Day (NDD) launched in 2015, is the world's largest institution-based program initiated by the Government of India and is observed biannually in February and August. Technical assistance has been provided since the program's inception, focusing on 10 states, including Andhra Pradesh, Bihar, Chhattisgarh, Haryana, Jharkhand, Karnataka, Madhya Pradesh, Tripura, Uttarakhand and Uttar Pradesh. In 2016, independent monitoring was introduced by Evidence Action to enhance program effectiveness. NDD targets all children aged 1–19 years for the administration of albendazole tablets, a deworming drug. This is carried out by *Anganwadi* workers (AWWs) at AWCs and by teachers in government, government-aided, and private educational institutions. To ensure no child is missed, a follow-up Mop-up Day (MUD) is scheduled a few days after NDD, providing another opportunity for children who could not participate on the main day to receive the deworming treatment.

As a part of independent monitoring, EAII conducts Process Monitoring (PM) and Coverage Evaluation Surveys (CES). Process Monitoring helps track program implementation and trigger course corrections to inform program delivery in subsequent rounds. EAII aims to monitor deworming implementation in schools and AWCs on NDD or MUD, using the In-person interviews with deworming implementers (teachers/AWWs). Whereas, Coverage Evaluation Survey (CES) helps to assess the performance of the program and reporting system. This is accomplished by interviewing a representative sample of beneficiaries and collecting data on the receipt and consumption of deworming drug. Agencies will conduct CES at schools with teachers or headmasters and students for school enrolled students and in the community, at households, for children aged 1-5 years and out-of-school children aged 6-19 years.

For this August 2025 NDD round, EAII aims to conduct state-level PMCES in all 38 districts of Bihar, and state-level CES in all 26 districts of Andhra Pradesh.

2.2   SURVEY OBJECTIVES

With the aforementioned context, PMCES in Bihar and CES in Andhra Pradesh is planned for August 2025 round. The main objectives of the PM and CES are outlined below:

Process Monitoring (PM):

- ○ Track program implementation and important processes
- ○ Trigger course correction to inform program delivery in subsequent rounds.

Coverage Evaluation Survey (CES):
- ○ To estimate the state-level coverage.
- ○ To evaluate the efficacy of the reporting system.

2.3 METHODOLOGY

2.3.1 Overview

The Process Monitoring, aims to monitor state-level NDD implementation in schools and AWCs on NDD and MUD, through in-person interviews with deworming implementers. In each selected school and AWC, independent data collectors interview one school representative (headmaster/nodal teacher) and one AWW respectively, to understand training attendance, availability of the deworming drug, and IEC material in schools and AWCs, program awareness, and use of IEC materials.

The CES, aims to provide state-level indicators related to deworming coverage. These include the percentage of children aged 1–5 years, out-of-school children aged 6–19 years, and school-going children aged 6–19 years who received the deworming tablet, as well as the percentage of these groups who consumed the deworming tablet. The CES will be carried out in randomly selected households and schools across the state.

The detailed methodology for both type of surveys will be shared with the selected agency as part of the onboarding orientation.

The table 1 given below provides the sample sizes for the selected target group to be covered in **process monitoring in Bihar**.

Table 1: State-level Process Monitoring sample sizes for Bihar August 2025 NDD rounds

State	Number of districts	Number of blocks	Total number of schools	Total number of AWCs	Number of teachers interviewed	Number of AWWs interviewed
Bihar	38	68	136	136	136	136

Table 2 given below provides the sample sizes **coverage evaluation survey in Bihar and Andhra Pradesh** for selected target groups, including students, school teachers or headmasters, children aged 1–5 years, and out-of-school (OOS) children aged 6–19 years.

Table 2: State-level CES sample sizes for Andhra Pradesh and Bihar   August 2025 NDD rounds

Survey Area Description			HOUSEHOLD Survey				School and Student Survey			
State	Category	Number of villages/urban areas to be selected	# of Households to be selected in each village/urban area	Household Interviews -Minimum # children to be interviewed (assuming one child/HH)	Total Households		Total Schools/ Teachers *	Total School Students *	No. of surveys (Students) per school*	No. Interviews per class
Andhra Pradesh	Rural	30	30	30	900		90	810	27 (Elementary: 9 Secondary: 9 Upper Secondary: 9)	Elementary: 3 Secondary: 3 Upper Secondary: 3
	Urban	30	30	30	900		90	810		
Bihar	Rural	30	30	30	900		90	810		
	Urban	30	30	30	900		90	810		

These numbers are dependent of the availability of 3 types of schools in/around the selected villages/wards.

2.3.2   Sampling Approach

For PM (Bihar Only): We plan to conduct random sampling using Probability Proportion to Estimated Size (PPES) to select 68 blocks. Data collector will conduct PM surveys in selected 136 schools and 136 AWCs across the sampled 68 blocks (considering 2 schools and 2 AWCs in each selected block) in Bihar. The sample sizes are as follows:

1. Blocks will be selected from each NDD implemented district randomly according to the sample size of blocks per district, leading to a total **of 68 sampled blocks** across the state.

2. In each selected block, independently 2 schools and 2 AWCs will be selected using simple random sampling. (EAII will provide the list of selected blocks and schools/AWCs to the agencies)

3. At each selected school and AWC, one nodal teacher (or headmaster) in schools and one AWW in AWC will be interviewed to complete the PM survey on the day of NDD or MuD

For CES (Andhra Pradesh and Bihar): We plan to conduct random sampling using PPES to select 30 villages and 30 wards per state.

In each state, CES will be conducted in total of 60 villages/wards in a state. This survey will be conducted at the school level and the community level (households). The sample sizes are as follows:

Households

- 30 HH per village/ward
- Assuming each selected HH has one eligible child (i.e., aged 1-5 years or OOS child aged 6-19 years), this would yield at least 30 eligible children per village/ward. In each selected HH, all the eligible children will be interviewed. Therefore, total no. of children interviewed per village may exceed 30 if each HH has more than one eligible child.
- In total, this yields: a minimum of 30 children per village * 60 villages/wards per state = a minimum of 1,800 children in one state.

Schools

- 3 schools (1 elementary, 1 secondary and 1 upper secondary) per village (1 per type) * 3 classes per school * 3 students per class, this yields a total of 27 students and 3 teachers/headmasters per village/ward.
- In total, this yields:
  - 27 students per village * 60 villages/wards = 1,620 school children per state.
  - 3 teachers per village * 60 villages/wards = 180 school teachers per state

To achieve these sample sizes, data collectors should follow the following sampling approach:

For household interviews

- Data collectors will receive a sampled list of 60 villages/wards across the state from EAII.
- In each village/ward, data collectors will need to interview a total of 30 HH. A HH should only be selected for the interview if it has at least one child aged 1-5 years or an out-of-school child aged 6-19 years. Otherwise, the surveyor will proceed to another HH until the target of 30 households with eligible children is met. Once an eligible HH is identified, all eligible children present in each of the selected household must be interviewed.

For school interviews

- Survey teams should work with local leaders to identify the 3 types of schools serving the enrolled children in the selected village/ward.
- We typically expect three types of schools: Elementary, Secondary, and Upper Secondary. Surveyors will randomly select 1 school of each type adjacent to the selected village/ward.
- In each school, the surveyor will randomly select 3 classes. (If a selected class has more than one stream, the data collector should randomly select only one stream).
- In each class, the surveyor selects 3 students for interview from the class register, observing an N/5 skip pattern.

2.4. DATA COLLECTION TOOLS

In total, three separate data collection tools have been developed in consultation:

(1) Process monitoring tool to cover the Nodal Teacher/ Headmaster in schools and AWW in the AWCs. (for Bihar only)

(2) CES School tool to cover nodal teacher/headmaster and students (for both the states)

(3) CES household tool to cover parents of children 1-5 years and Out-of-school children 6-19 years (for both the states)

Table 3: The surveys are categorized by beneficiary population in the below table.

Beneficiary population	Target Respondent	Survey Instrument	Respondent's role
Process monitoring (Bihar Only)			
Teacher and AWWs	Nodal teacher/headmaster/AWW	School and AWC Survey	FLF
Coverage Evaluation Survey (Andhra Pradesh and Bihar)			
School enrolled children aged 6-19 years	Children from classes 3-12	School Survey (students)	Beneficiary
	Nodal teacher/ Headmaster	School Survey	FLF
Household	Parents of children aged 1-5 years	Household Survey	Beneficiary
	Out-of-school children aged 6-19 years	Household Survey	Beneficiary

2.5. SURVEY ACTIVITIES

The involvement of the agency in the PM and CES will broadly follow the below flow:

PRESURVEY	ACTIVITIES
CAPI tools Pilot testing	1. The Service Provider will test the CAPI program to check scripting, logic, and validations. They will also recruit and train research investigators and supervisors, in consultation with EAII staff for the

PRESURVEY	ACTIVITIES
	pilot.
	2. The pilot will involve conducting at least 5 interviews per respondent group for survey type with actual target FLFs and beneficiaries. EAII staff will accompany the team for the pilot. The targeted sample size for the CAPI pilot will be as follows: A.　　25 Teachers and 25 AWWs (PM) B.　　25 Teachers (CES) C.　　25 School students (CES) D.　　 25 Parents (CES) E.　　25 Out-of-School Children (CES)
	3. The Service Provider will manage all logistics, including tablets, SIM cards, travel, accommodation, and per diem. 4. The Service Provider will submit the observations from the pilot by EMAIL **within two days** in a structured format. 5. The submission will include a short note on the details of the places covered during the Pilot and the sample covered
National Level TOT for master trainers	1. Before the national training, the Service Provider must share detailed CVs of the master trainers. The number of master trainers must be planned so that each can handle a batch size of 40.
	2. A one-day ToT for master trainers will be organized in Delhi and led by EAII.
	3. Agencies are responsible for all logistics for trainers, such as tablets, SIM cards, travel, accommodation, and food. EAII will provide the training schedule.
Main Survey Training / State level	1. A two-day training each for PM and CES for surveyors and supervisors, including both in-house and field-based practice.
	2. The Service Provider must assist EAII in developing training materials for example Hindi and Telegu Translation of Interviewers manual, pre- and post-training tests for participants.

PRESURVEY	ACTIVITIES
	3. The Service Provider should share the list of surveyors and supervisors and share the documents with EAII at least two days before the training begins. The surveyors should be meeting the following criteria: ● Recruit gender-matched surveyors. Surveys should be at least 21 years of age and be university graduates ● Must have 3 years of survey experience, especially in carrying out CAPI-based surveys. As sampled schools and AWCs might be located in remote locations, surveyors having their own conveyance or mobility supported by the Service Provider will be essential
	4. Training will run from 9:00 am to 5:00 pm daily without interruption. Agencies will arrange all logistics, including the venue, training halls, projectors, whiteboards, internet, markers, accommodation, food, and vehicles for field training, which will be a demo of actual fieldwork. EAII may be present for the training and provide input during the training sessions, as needed. EAII will be responsible for EAII staff training logistics.
	5. Final selection of surveyors and supervisors will be based on their performance during training, with pre-and post-tests conducted to evaluate them. The Service Provider must provide a final list of the surveyors and supervisors along with their test scores to EAII one week before data collection and receive written approval of the proposed staff from EAII before data collection begins.
	6. The Service Provider will finalize the data collection plan/field route plan and share these plans at least two days before data collection. The Service Provider must inform EAII of any deviations in the plan at least one day in advance and obtain written approval from EAII.
	7. A brief training report each for PM and CES separately, along with details of the surveyors and supervisors, must be shared within seven days after training completion.
	8. The required number of tablets based on the required technical specifications, as shared by the EAII should be arranged on the first day of training onwards.
	9. Ensure the data collection is done on EAII-suggested Tablets and not on personal mobile devices or laptops. If the data collectors are found to be using any other device than tablets the interviews will be canceled and the Service Provider will have to re-do those interviews at their own cost.

DURING SURVEY	ACTIVITIES
Data collection	1. Only surveyors and supervisors who appear on the list shared with and approved by EAII and participated in the training will be part of the survey. Any changes require prior written approval from EAII.
	2. Post-training, the Service Provider must start data collection according to the sample provided by EAII, ensuring adherence to sampling protocols and reaching the correct schools and respondent groups.
	3. The updated surveyCTO link must be used for data collection. The Service Provider agency is responsible for timely communication with the field team to prevent data loss. Any incomplete interviews require a written explanation and written approval from EAII for inclusion in the final data sets. All surveyors are required to sync their phones/tablets at the end of each working day to ensure the data is uploaded to EAII servers. The Service Provider will be responsible for confirming this happens and must report any situation where data is not synced to EAII immediately.
	4.1 Field supervisors must conduct back checks on at least 10% of the sample using the EAII checklist, and 10% of the overall back checks should be conducted across the data collection period with 50%-60% done in the first week. 4.2. High-frequency data quality checks should be conducted daily on all survey data collected. These should check for the following at a minimum - for consistency, anomalous data points, response quality, enumerator quality, programming checks (skip logics, etc.), duplicates, and missing data. 4.3. State Field executives- will monitor the performance of supervisors; visit the survey sites to observe the quality of data being gathered and accompany random 10% of enumerators and conduct a 5% PSUs sample and organize debriefing and feedback sessions. 4.4. The core team will regularly monitor the data sync on the server and will also undertake field visits. 4.5. Daily observations from all three mechanisms should be shared with EAII at the end of the working day and weekly progress reports, including back checks, spot checks, any data deviations, and replacements, must be submitted. 4.6. Daily debriefing sessions by the supervisor with regular participation by the core team.
	5. The Service Provider must maintain EAII's survey tracker daily for their respective states so EAII can assess survey completion daily.
	6. **a) Process Monitoring (PM):** The agency will complete data collection on the day of National Deworming Day (NDD) and Mop-Up Day (MUD). **On both NDD and MUD, the agency will share real-time trackers** to enable ongoing monitoring of the data collection process. The requirements for

the real-time tracker are as follows:

- The real-time data will be shared latest by 3:00 PM on the same day of data collection.
- The agency will share a cleaned dataset with no missing values, no duplicate entries, and responses that have undergone logical consistency checks. This dataset will be submitted in the prescribed format provided by EAII.
- The agency will also submit an analysis (summary table) of key selected indicators in the format specified by EAII.

b) **Coverage Evaluation Survey (CES):** For CES the entire data collection must be completed within 15 days post- state training.

POST SURVEY	ACTIVITIES
First Round of Data Submission	Submission of the first round of raw datasets.
Final Data Submission (SPSS, Excel, and PPT)	1. All individual interviews and complete data sets must be shared in .csv format and cleaned in SPSS. The Service Provider is responsible for a final thorough data review, sharing clean and correct data, and providing the data cleaning file to EAII.
	2. Service Providers must maintain error log files for data cleaning in SPSS with proper labels, detailing actions and responsible persons. No changes should be made directly to the main file; all modifications must be done using do files/commands.
	3. The cleaned, labeled data files (both value and variable labels), along with the do files, must be shared with EAII. The Service Provider must submit complete and clean survey data after data collection and incorporate all feedback from EAII, submitting the revised data within one day.
	4. All necessary quality assurance documents and formats must be submitted within two days after data collection concludes. Also, the Service Provider must provide a report on field implementation experiences, including details of any sample site replacements, within one week of completing field activities.
	5. The Service Provider will share the presentations with appropriate graphs and charts as per KPIs. The PPT template will be shared by EAII.

	6. At the end of the data collection share a detailed report on the quality assurance mechanism followed and the gaps identified during the process.

2.6. QUALITY ASSURANCE MECHANISMS

Layers of monitoring and supervision by the select agency

The selected agency must implement at least a three-tier monitoring and supervision mechanism to maintain data quality. Supervisors will ensure data quality through their supervision and monitoring efforts and provide support whenever needed. Supervisors/Coordinators will coordinate the field team and oversee the data collection process.

Roles and responsibilities of agencies to ensure the data quality

The select agency will be overall responsible for field monitoring and data quality assurance. Also, the EAII team will oversee the field survey to ensure data quality. A protocol will be established and implemented to minimize potential non-sampling errors. The feedback provided by EAII must be incorporated. Any deviations or sub-standard data must be addressed by the agency per EAII's guidance. This will include**:**

a) The agency will implement a robust DQA mechanism to ensure the accuracy, completeness, and reliability of data reported through the real-time tracker.

b) The agency would be responsible for loss damage or manipulation of data or of poor quality of data; fresh data will be re-collected by the agency without any additional cost from EAII.

c) Thorough checking of the CAPI tools for validity and logical checks along with the translations. The agency will also conduct pilot testing in the field for the CAPI.

d) Ensuring the data collectors and the project team meet the minimum required criteria as mentioned in the RFP.

e) Perform, at a minimum, the required data checks outlined **under activities during the survey**.

f) At the end of the data collection share a detailed report on the quality assurance mechanism followed and the gaps identified during the process.

g) The final data submission along with the presentation (PPT) should be vetted by the project lead for accuracy and quality checks.

Review meetings by EAII.

EAII staff will conduct periodic feedback meetings with the data collection team. During these meetings, the EAII team will discuss and present key findings related to the progress of the survey and any data quality issues. To ensure data quality, the Service Provider will conduct the regular consistency checks, on the defined set of variables for each survey type. The detailed list will be shared by EAII.

Also, the EAII team will discuss field experiences using online modes (google -meet) and appropriate actions will be taken accordingly. The first feedback meeting will occur 3-4 days after data collection begins, followed by weekly meetings. All logistical arrangements for these meetings must be made by the Service Provider.

Team composition

<u>Required profile for Project Lead</u>

- At least a Master's Degree in Economics / Statistics / Management / Public Health / any other Social Sciences
- Extensive experience (minimum 15 years) in leading social research projects and supervising data collection
- Basic understanding of the Indian Public Health and Education Systems
- Proficiency with statistical tools like Power BI/SPSS
- Strong communication skills

<u>Required profile for Project Manager / Master Trainer</u>

- Master's Degree in Public Health / Management/ other Social Sciences
- Extensive experience (minimum 10 years) in executing social research projects
- Experience in training data collection teams and survey management
- Strong understanding of the quality assurance mechanisms for primary data collection
- Basic understanding of the Public Health and Education Systems
- Proficiency with statistical tools like Power BI/SPSS

<u>Required Profile of Data Analysts:</u>

- At least Master's Degree in Statistics / Computer Sciences / Other disciplines
- Relevant experience (more than 5 years) in data management, survey scripting, and dashboarding services
- Proficiency with statistical tools like Power BI/SPSS
- Expertise in Data Analytics

<u>Required Profile of State Field Managers:</u>

- Master's /Bachelor's Degree in Economics / Statistics / Management / Public Health / any other Social Sciences / Other disciplines
- Relevant work experience (minimum 10 years) in survey management
- Basic understating of social survey's primary data collection method.
- Basic understanding of CAPI-based data collection and quality checks on the survey data

<u>Required Profile of Field Staff (Coordinators, Surveyors, and Supervisors):</u>

Selected surveyors and supervisors in each state should have the following qualifications & experience:

- Should be at least 21 years of age
- University graduates
- Must have three years of experience in survey work, especially in carrying out CAPI-based surveys
- As sampled schools might be located in remote locations, surveyors having their own conveyance or mobility supported by the agency will be essential.
- Language proficiency- Hindi and Telegu (for Andhra Pradesh)

Note: The resumes of all surveyors and supervisors will have to be submitted to EAII at least a week in advance of the state training. Surveyors and supervisors not matching the submitted profile will not be allowed to participate in the training and the surveys. Also, any field team members who have not undergone the prescribed training will not be allowed for any fieldwork. Any such untrained field team members found

in the field will result in the cancellation of the completed interviews and the selected survey agency will be responsible for making up for the time lost for such non-compliance.

The selected agency will hire an adequate number of surveyors, and supervisors to complete the Process Monitoring (PM) surveyin Bihar on NDD and MUD itself. For Coverage Evaluation Survey (CES) in Bihar and Andhra Pradesh, the agency should complete the data collection, within the timeline of 15 days post-training. The field staff (surveyors, supervisors/ coordinators) will be divided into teams, each consisting of 5 members (4 surveyors and 1 supervisor).

Also, the agency should recruit 10-15% more field staff than required for the main fieldwork to account for attrition and performance-based replacements. The agency may also propose additional staff requirements for the delivery of good-quality data.

2.7. DELIVERABLES, TIMELINE AND PAYMENT

The payment will be made in installments upon the achievement of mutually agreed quality of deliverables by the hired agency and EAII. The agency should keep in mind while subletting the technical proposal that the following the given timeline and quick turnaround time will be appreciated. The tentative list of deliverables and payment terms is mentioned below:

Step	Task Deliverables	Verifiable Indicator	Deliverable Timelines	Dates
A	Signing of contract	Completed contract	T	04-08-2025
B	CAPI Checking and Pilots	Checking the scripting of CAPI in SurveyCTO	T+4 days	08-08-2025
		Conduct and share observations from CAPI pilots		
		Short note on the details of the places covered during the Pilot and the sample covered		
C	Training	Participation in ToT		TBD based on the date of NDD in the states
		Organize state-level training for the data collection team (For Bihar, two trainings separately for PM and CES and for Andhra Pradesh, one training for CES.		
		List of hired surveyors and certification as per the specified criteria (Age, Qualification, and work experience)		

Step	Task Deliverables	Verifiable Indicator	Deliverable Timelines	Dates
		A separate brief report for the training		
D	Main Survey	Process Monitoring data collection on NDD and MUD and real time data sharing on both the days (Bihar only)		TBD based on the date of NDD in the states
		Coverage tracker (field completion status) along with sanity-checked raw data during every day of data collection		
		Data collection completion status along with data completion/implementation report		
		A brief report on the implementation along with details of sampled contact numbers that could not be contacted.		
		Submission of backcheck data along with case IDs and case mapping		
E	Data submission	Submission of the first round of data	Within 7-10 days of data collection completion.	TBD based on the date of NDD in the states
		Submission of back-check and spot-check reports from at least 5% of sampled CES schools (% Matched, %Variance)		
F	Final Data submission	Incorporating all the observations provided in the data / Provide appropriate response to the queries in the data	Within 7 days of receiving the feedback form EAII	TBD based on the date of NDD in the states
		Submission of the final round of the data without any error along with the command file and error log files used for the final version of the data		

2.8. SUMMARY OF DELIVERABLES

The following items will be completed throughout the project period:
- Workplan (a draft should be included with the proposal but refined in collaboration with EAII)
- Observations from testing of CAPI tools in SurveyCTO Platform
- Observations from pilot exercise of CAPI tools
- Fieldwork and logistical plan (a draft should be included with the proposal but refined in collaboration with EAII)
- Quality control plan
- Equipment plan
- Training materials and field manuals
- Roster and CVs of field staff
- Documentation of fair pay and payment to field staff for services rendered
- Real- time Tracker on the day of NDD and MUD in Bihar along with analysis.
- Weekly progress reports
- Weekly notes from debriefs with supervisors and team members
- Backcheck report with analysis and reasons of variance.
- Final report, with a comprehensive overview of field activities, key challenges faced with implementation, and overview of quality control activities and outcomes
- Complete cleaned final datasets, saved in. CSV format and cleaned in SPSS/Power BI, with accompanying data cleaning command files/ syntax
- PowerPoint presentation of key findings in EAII provided template
- Deliverable as per linked invoices

ANNEXURE A: SUBMISSION CHECKLIST

The following documents are necessary for a complete proposal submission. The documents should be in English, as much as possible.

S. No.	Name of Document	Format
1	Company Registration	As provided by the Registration of Societies Act 1860, or a Public Trust registered under the Indian Trust Act 1982, or a corporation registered under Section 8 Companies Act. Or, experienced Self-Help Groups (SHGs) within districts.
2	Tax registration and official ITR filing for the last 3 years	ITR filing for years 2019-2020, 2021-2022, 2022-23 to be attached to the technical proposal
3	Certificate of incorporation, PAN No. and GST Details	Desired copies of all registrations
4	Agency Overview	A brief overview of the agency, highlighting key competencies and services rendered. This should include a description of previous experience of similar work in school, Anganwadi center, or community-level surveys in the states the agency is drafting a proposal. For listing previous experience, the Service Provider Agency should use a tabular format and include project name and duration, sector, project description, data collection services provided, and funder.
5	Team members' Curriculum Vitae (CV)	Detailed CVs of team members that will be assigned to the project, with specific work experience and relevant background.
6	Document with three recent references	Reference letters on completion of 3 last projects. Please include name, contact information, company, and nature of the relationship
7	Financial proposal	Budget for completing the Total Survey Requirement, using the detailed format provided by EAII.
8	Technical proposal	As outlined in detail below.
9	Logistical plan for data collection	As outlined below, contains information on the number of teams and team members and how they will travel to enumeration areas against a daily data collection schedule along with management/coordination information.

The technical proposal should include:

Section A: Understanding of the evaluation objectives and design (not more than 2 pages)

    A. Describe the evaluation objective and work plan. Please remark on any design changes that the research agency would make based on its expertise in conducting research and experience in the field.

    B. Please specify which part of the survey you would like to apply for, e.g. which states

Section B: Operational approach (not more than 10 pages)

    A. NOTE: The agency is not required to develop the data collection tools, but the tools **need to be reviewed in the SurveyCTO program**. The agency's most important task is to review the CAPI version of tools, conduct pilot with the tools and collect data of the utmost quality with final tools.

    B. Preparation: Describe the preparation activities the agency will undertake. Include the review of CAPI tools, hiring of quality data collectors, development of field manuals, and any other field management tools.

    C. Understanding of local context: Describe any contextual considerations that must be made in order to effectively carry the surveys to the target respondents. Additionally, describe the agency's approach to managing these issues. Considerations may include but are not limited to the language of the survey, timing of data collection activities, and selection criteria for interviewers.

    D. Staffing and team composition: Describe the staff that will be working on this project, the recruitment method for hiring staff, the number of staff needed to complete the project, roles, and relevant experience, and whether they will be working on this project full-time or part-time.

    C. Staffing compensation: Provide proposed field management and interviewer compensation figures (weekly rates you will pay staff, in INR).

    D. Equipment: Data will be collected electronically using tablets. The agency will be required to provide tablets for all data collectors. Describe the equipment that the agency would be able to provide.

    E. Training: Describe training programs that will take place for data collection.

    F. Data collection: Describe the logistical plan for data collection. Include how teams will travel to and around enumeration areas, how many teams and team members will be deployed, how teams will be managed and coordinated, and how data will be uploaded on a daily basis.

    G. Data management and confidentiality: Describe how the agency will ensure compliance with any ethical guidelines, including how data will be kept confidential and secure during fieldwork.

    H. Data quality: Describe how the agency will ensure quality data, including monitoring of interview and interviewer quality and planned data checking and quality assurance processes.

ANNEXURE B: FINANCIAL PROPOSAL TEMPLATE

	FINANCIAL PROPOSAL					
1	**State Name xxxxxx**	**Unit**	**Days**	**Unit Description**	**Unit Rate in INR**	**Total Amount**
	Cost of Professional Personnel					
	Team Leader					
	Project Coordinator					
	Project Associate					
	Field Manager					
	Field Support Manager					
	Data Support Manager					
	Any other cost					
	Sub Total					
2	**Recruitment and Training Cost**					
	Cost of recruitment of surveyors across the state (name of the state)					
	Training of Surveyors - Venue Charges					
	LCD, Projector, Stationery, etc.					
	Food					
	Printing of Training Material					
	Remuneration and Per Diem					
	Inter-district and local travel for Surveyors and Supervisors					
	Any other cost					
	Sub Total					
3	**Field Implementation Cost (note: the requirements here should match the logistical plan for data collection, including proposed days and numbers of surveyors to be deployed)**					
	Surveyors' Remuneration and Per Diem					
	Supervisors' Remuneration and Per Diem					
	Surveyors' local travel cost					
	Supervisors' local travel cost					

	Supervisor and surveyors inter-district travel cost from a central location to allotted fieldwork area /allocated district/block					
	Any Other cost					
	Sub Total					
4	**Other Direct Cost**					
	Supervisor communication for field work (including one prior to field launch)					
	Internet Data Charges for Surveyors' Tablets					
	Procurement of any equipment/tablets					
	Any courier charges					
	Any other cost					
	Sub Total					
5	**Researcher Monitoring Cost**					
	Researcher Travel cost for training (air/train/ bus etc.)					
	Field training and monitoring cost					
	Hotel and Food Cost					
	Per Diem					
	Any other cost					
	Sub Total					
	Total Cost					
	GST					
	Grand Total					

Link for access: Financial proposal NDD PMCES

The release of payment will be upon achieving the following 4 milestones: (i) signing of the contract (30%), (ii) completion of 50% data collection (20%), (iii) completion of 100% data collection (30%), and (iv) final data submission with other deliverables (20%).

ANNEXURE C: TEMPLATE FOR CV AND WORK SCHEDULE

Curriculum Vitae (CV) of Proposed Key Personnel [Not more than 5 pages]

1. **Name of Staff** [*Insert full name*]: _____

2. **Proposed Position** _____

3. **Employer**: _____

4. **Date of Birth**: _____ **Nationality**: _____

5. **Education** _____

School, college, and/or University Attended	Degree/certificate or other specialized education obtained	Date Obtained

6. **Professional Certification or Membership in Professional Associations**: _____ _____

7. **Other Relevant Training**: _____

8. **Countries of Work Experience**: [*List countries where staff has worked in the last ten years*]: _____

9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: _____

10. **Employment Record** [*Starting with present position, list in reverse order every employment held*]:

From [*Year*]: ___ To [*Year*]: _____

Employer: _____

Positions held: _____

11. Detailed Tasks Assigned	12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned
[*List all tasks to be performed under this assignment*]	[*Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.*] Name of assignment or project: _____ Year: _____ Location: _____ Client: _____ Main project features:_____ Positions held: _____ Activities performed: _____

13. Do you currently or have you ever worked for the World Bank Group including any of the following types of appointments: Regular, term, ETC, ETT, STC, STT, JPA, or JPO? If yes, please provide details, including the start/end dates of the appointment.

_____

Certification

I certify that (1) to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience; (2) that I am available for the assignment for which I am proposed; and (3) that I am proposed only by one Offeror and under one proposal.

I understand that any willful misstatement or misrepresentation herein may lead to my disqualification or removal from the selected team undertaking the assignment.

_____ Date *Day/Month/Year*:

[Signature of staff member or authorized representative of the staff]

TEMPLATE FOR WORK SCHEDULE

N°	Activity[1]	Weeks[2]												
		1	2	3	4	5	6	7	8	9	10	11	12	n
1														
2														
3														
4														
5														
n														

1   Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Client approvals, etc. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.

2   Duration of activities shall be indicated in the form of a bar chart.

ANNEXURE D: SAMPLE CONTRACT TERMS AND CONDITIONS

GENERAL TERMS AND CONDITIONS

a. The RFP is an invitation to offer and does not commit EAII to accept any of the quotations received or award the contract to any bidders, including but not limited to the lowest bidder. For these purposes, the EAII will assess the technical and financial proposals on the basis of the criteria stated above.

b. EAII is entitled to rely on the bidder's proposal and information provided by the bidder. In submitting a proposal and communicating with EAII, each bidder must ensure that the information it provides is true, accurate, complete, not misleading, and does not contain any intellectual property that breaches a third party's rights.

c. Please note that while EAII is entitled to rely on the financial and technical information provided by the bidder in its proposal, the final level of effort, scope of work, budget, and pricing will exclusively be set forth in a contract agreement that may, at EAII's sole discretion, be negotiated with and awarded to, a selected bidder/Service Provider Agency.

d. Service Provider Agencies must be willing to negotiate a contract with EAII in good faith and in a prompt, efficient, and cooperative manner.

e. By submitting a proposal, the Service Provider Agency agrees to EAII's Service Provider Agency contract included in Exhibit A (attached). Please note that the terms outlined in Exhibit A are minimum required terms, and EAII reserves the right to modify such terms, in whole or in part, at any time before any final contract execution.

f. The successful Service Provider Agency should not make any reference to EAII in any literature, promotional material, or sales presentation without prior written consent from EAII's Country Director.

g. EAII may make any inquiries about the individual's or organization's abilities to satisfy the RFP requirements and perform the work.

h. This RFP is not an offer to enter into an agreement with any party. Rather, it is a request to receive proposals from respondents interested in providing the services specified herein. EAII reserves the right to reject any or all quotations submitted and contract in the best interests of EAII.

i. EAII is not responsible for any costs or damages associated with the Service Provider Agency's response, including copyright or other rights, regardless of the award or rejection of a quotation, or cancellation of this RFP.

j. Proposal responses are intended only for internal review by the authorizing organization (EAII) and not for outside distribution. The information provided herein by Evidence Action, or reproduced information given by Evidence Action, shall be and should be treated as confidential.

THE SAMPLE OF CONTRACT TERMS AND CONDITIONS IS SHARED AS A SEPARATE FILE THROUGH THE LINK HERE