



Iraq Governance and Performance Accountability Project (IGPA)

Request For Proposals (RFP)

No. RFP-DAI-IGPA-19-117
Follow-up Public Opinion Survey

Issue Date: May 20, 2019

WARNING: Prospective Offerors who have received this document from a source other than the Iraq Governance and Performance Accountability project, Babylon-Rotana Hotel, ProcurementIGPA@dai.com, IGPAProcurementINBOX@dai.com, should immediately contact IGPAProcurementINBOX@dai.com and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be distributed via IGPAProcurementINBOX@dai.com.

Table of Contents

- 1. Introduction and Purpose4**
 - 1.1 Purpose 4
 - 1.2 Issuing Office 4
 - 1.3 Type of Award Anticipated 4
- 2. General Instructions to Offerors.....4**
 - 2.1 General Instructions..... 4
 - 2.2 Proposal Cover Letter 4
 - 2.3 Questions regarding the RFP 4
- 3. Instructions for the Preparation of Technical Proposals5**
 - 3.1 Services Specified..... 5
 - 3.2 Technical Evaluation Criteria 5
- 4. Instructions for the Preparation of Cost/Price Proposals6**
 - 4.1 Cost/Price Proposals 6
- 5. Basis of Award.....6**
 - 5.1 Best Value Determination..... 6
 - 5.2 Responsibility Determination 6
- 6. Inspection & Acceptance.....7**
- 7. Compliance with Terms and Conditions.....7**
 - 7.1 General Terms and Conditions..... 7
 - 7.2 Source and Nationality..... 7
 - 7.1 Data Universal Numbering System (DUNS) 7
- 8. Procurement Ethics8**
- 9. Attachments.....9**
 - 9.1 Attachment A: Scope of Work for Services or Technical Specifications 9
 - 9.2 Attachment B: Proposal Cover Letter 19
 - 9.3 Attachment C: Price Schedule..... 20
 - 9.4 Attached D: Detailed Budget 20
 - 9.4 Attachment E: Past Performance Form 22
 - 9.5 Attachment F: Representations and Certifications of Compliance..... 24
 - 9.6 Attachment G: Proposal Checklist 25

Synopsis of the RFP

RFP No.	RFP-DAI-IGPA-19-0117 Follow-up Public Opinion Survey
Issue Date	May 20, 2019
Title	Follow-up Public Opinion Survey
Issuing Office & Email/Physical Address for Submission of Proposals	Iraq Governance and Performance Accountability Project, Baghdad Office ProcurementIGPA@dai.com
Deadline for Receipt of Questions	May 29, 2019 12:00 PM Baghdad local time
Bidders' meeting related to RFP (Attendance is Optional, and it is not Mandatory).	June 2 nd , 2019 2:00 PM Baghdad local time, Babylon Rotana Hotel ,Baghdad - Al Jadryiah ,
Deadline for Receipt of Proposals	June 10, 2019 5:00 PM Baghdad local time
Point of Contact	IGPAProcurementINBOX@dai.com
Anticipated Award Type	Firm Fixed Price Subcontract. This award type is subject to change during the course of negotiations.
Basis for Award	An award will be made based on the Trade Off Method. The award will be issued to the responsible and reasonable offeror who provides the best value to DAI and its client using a combination of technical and cost/price factors.

Interested Offerors may obtain a full copy of the RFP which contains detailed instructions for preparation of the proposal. The RFP may be collected from the address and/or contact person above.

1. Introduction and Purpose

1.1 Purpose

DAI, the implementer of the USAID-funded Iraq Governance and Performance Accountability (IGPA) project, invites qualified offerors to submit proposals to conduct a Follow-up Public Opinion Survey (POS) aimed at collecting data on the level of satisfaction of the Iraqi population to the responsiveness of the Government of Iraq (GOI) government to citizens' needs in respect of delivery of public services, as well as on the involvement of the population into the decision-making processes about prioritization of and resource allocation to specific public services.

1.2 Issuing Office

The Issuing Office and Contact Person noted in the above synopsis is the sole point of contact at DAI for purposes of this RFP. Any prospective offeror who fails to register their interest with this office assumes complete responsibility in the event that they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

1.3 Type of Award Anticipated

DAI anticipates awarding a Firm Fixed Price Subcontract. This award type is subject to change during the course of negotiations.

2. General Instructions to Offerors

2.1 General Instructions

"Offeror", "Subcontractor", and/or "Bidder" means a firm proposing the work under this RFP. "Offer" and/or "Proposal" means the package of documents the firm submits to propose the work.

Offerors wishing to respond to this RFP must submit proposals, in English, in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror's risk. If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged.

Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. DAI shall in no case be responsible for liable for these costs.

1

The submission to DAI of a proposal in response to this RFP will constitute an offer and indicates the Offeror's agreement to the terms and conditions in this RFP and any attachments hereto. DAI reserves the right not to evaluate a non-responsive or incomplete proposal.

2.2 Proposal Cover Letter

A cover letter shall be included with the proposal on the Offeror's company letterhead with a duly authorized signature and company stamp/seal using Attachment B as a template for the format. The cover letter shall include the following items:

- The Offeror will certify a validity period of 30 days for the prices provided.
- Acknowledge the solicitation amendments received.

2.3 Questions regarding the RFP

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email or in writing to the Issuing Office as specified in the Synopsis above. No questions will be answered by phone. Any

verbal information received from a DAI or IGPA employee or other entity shall not be considered as an official response to any question regarding this RFP.

Copies of questions and responses will be distributed in writing to all prospective bidders who are on record as having received this RFP after the submission date specified in the Synopsis above.

3. Instructions for the Preparation of Technical Proposals

Technical proposals shall be clearly labeled as “VOLUME I: TECHNICAL PROPOSAL”.

Technical proposals shall include the following contents

1. Technical Approach and Past Experience - Description of the proposed services which meets or exceeds the stated technical specifications or scope of work. The proposal must show how the Offeror plans to complete the work and describe an approach that demonstrates the achievement of timely and acceptable performance of the work. The technical approach and past experience section should also communicate the following: Ability of the organization and proposed team to organize, conduct and present a public opinion poll of various population samples; Demonstrated organizational ability to plan, implement, and support the survey process outlined in the SOW; Ability to design representative survey methodology; Experience on training enumerators/interviewers, monitors and team leaders and provide supervision for the fieldwork by interactive technology. Capacity to prepare necessary number of instructional documents (Instruction for interviewer, Instruction on quality control). Experience in organizing, conducting and overseeing the field interviews to ensure high quality of the results. Ability to develop and implement quality control measures.
2. Quality of Proposal – The overall quality of the proposal will be assessed based on the inclusion and substance provided based on: Responsiveness to RFP requirements; Detailed information about the company’s previous experience presented; Academic rigor, methodological soundness; Demonstrated understanding of strategic polling; Quality standards and confidentiality; International and Iraqi references; Additional services the Consultant offers.
3. Proposed Timeline – Given severe time constraints, the proposed timeline will carry substantial weight in the evaluation of proposals. A realistic timeframe should be detailed including provisions for optimizing time by carrying out tasks in parallel, using more staff simultaneously where indicated.

3.1 Services Specified

For this RFP, DAI is in need of the services described in Attachment A.

3.2 Technical Evaluation Criteria

Each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below. Cost/Price proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost/price, when combined, are considered significantly more important than cost/price factors.

Evaluation Criteria	Maximum Points
Technical Approach	30 points
Past Experience	10 Points
Quality of Proposal	30 points

Proposed Timeline	30 points
TOTAL	100 points

4. Instructions for the Preparation of Cost/Price Proposals

4.1 Cost/Price Proposals

Cost/Price proposals shall be clearly labeled as “VOLUME II: COST/PRICE PROPOSAL”.

Provided in Attachment C is a template for the Price Schedule. Offerors shall complete the template including as much detailed information as possible.

The Subcontractor is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.

5. Basis of Award

5.1 Best Value Determination

DAI will review all proposals, and make an award based on the technical and cost evaluation criteria stated above and select the offeror whose proposal provides the best value to DAI. DAI may also exclude an offer from consideration if it determines that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities required to perform the work required.

Evaluation points will not be awarded for cost. Cost will primarily be evaluated for realism and reasonableness. DAI may award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price.

DAI may award to an Offeror without discussions. Therefore, the initial offer **must contain the Offeror’s best price and technical terms.**

5.2 Responsibility Determination

DAI will not enter into any type of agreement with an Offeror prior to ensuring the Offeror’s responsibility. When assessing an Offeror’s responsibility, the following factors are taken into consideration:

1. Provide evidence of the required business licenses to operate in the host country.
2. Evidence of a DUNS number (explained below and instructions available upon request).
3. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).
4. Having adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI.
5. Ability to comply with required or proposed delivery or performance schedules.
6. Have a satisfactory past performance record.
7. Have a satisfactory record of integrity and business ethics.
8. Have the necessary organization, experience, accounting and operational controls and technical skills.
9. Have the necessary production, construction and technical equipment and facilities if applicable.
10. Be qualified and eligible to perform work under applicable laws and regulations.

6. Inspection & Acceptance

The designated DAI Project Manager will inspect from time to time the services being performed to determine whether the activities are being performed in a satisfactory manner, and that all equipment or supplies are of acceptable quality and standards. The subcontractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the DAI Chief of Party as a result of such inspection.

7. Compliance with Terms and Conditions

7.1 General Terms and Conditions

Offerors agree to comply with the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment E.

7.2 Source and Nationality

Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries.

Geographic Code 937: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries: excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at:

<http://www.usaid.gov/policy/ads/300/310maa.pdf> and
<http://www.usaid.gov/policy/ads/300/310mab.pdf> respectively.

Organizations from other geographic codes are welcome and encouraged to apply. Selection will be based on the merit of proposals received and required waivers will be requested as necessary. In all instances award will be subject to final approval by USAID.

7.1 Data Universal Numbering System (DUNS)

There is a **mandatory** requirement for your organization to provide a DUNS number to DAI. The Data Universal Numbering System is a system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity. Without a DUNS number, DAI cannot deem an Offeror "responsible" to conduct business with and therefore, DAI will not enter into a subcontract/purchase order or monetary agreement with any organization. The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a DUNS number to DAI. Offerors who fail to provide a DUNS number will not receive an award and DAI will select an alternate Offeror.

All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$25,000 and above **are required** to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason.

Instructions for obtaining a DUNS number will be sent to the selected vendor upon request.

For those not required to obtain a DUNS number, DAI will send the “Self-Certification for Exemption from DUNS Requirement” form to the selected vendor upon request.

8. Procurement Ethics

Neither payment nor preference shall be made by either the Offeror, or by any DAI staff, in an attempt to affect the results of the award. DAI treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated, and DAI employees and/or subcontractors/grantees/vendors who engage in such activities will face serious consequences. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to FPI_hotline@dai.com. DAI ensures anonymity and an unbiased, serious review and treatment of the information provided. Such practice may result in the cancellation of the procurement and disqualification of the Offeror’s participation in this, and future, procurements. Violators will be reported to USAID, and as a result, may be reported to the U.S. Department of Justice to be included in a Restricted Parties list, preventing them from participating in future U.S. Government business.

Offerors must provide full, accurate and complete information in response to this solicitation. The penalty for materially false responses is prescribed in Section 1001 of Title 18 of the United States Code.

In addition, DAI takes the payment of USAID funds to pay Terrorists, or groups supporting Terrorists, or other parties in exchange for protection very seriously. Should the Terrorist, groups or other parties attempt to extort/demand payment from your organization you are asked to immediately report the incident to DAI’s Ethics and Compliance Anonymous Hotline at the contacts described in this clause.

By submitting an offeror, offerors certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted.

9. Attachments

9.1 Attachment A: Scope of Work for Services or Technical Specifications

PUBLIC OPINION SURVEY

I. Purpose

IGPA/DAI will commission a follow-up Public Opinion Survey (POS) aimed at collecting data on the level of satisfaction of the population of six provinces in Iraq to the responsiveness of the Government of Iraq/local government to citizens' needs in respect of delivery of public services, as well as on the involvement of the population into the decision-making processes about prioritization of and resource allocation to specific public services.

II. Scope of tasks

IGPA would like to work closely with a subcontractor that will support its implementer, DAI Global LLC, in the preparation, planning, implementation and management of a follow-up Public Opinion Survey, including collection of data and relevant information that will form the basis for determining the level of impact and allow for the (i) analysis of citizens' opinions on service delivery and participatory decision-making at the time of the survey, and the (ii) analysis of changes over time in citizens' opinions. This data and analysis will inform the planning of project activities in the project's third year, especially with regard to reaching specific target groups and targeting high-impact aspects of delivery of services in the areas of water and electricity and other selected service delivery areas. The Offeror will be selected based on the merits of the technical proposal submitted.

Objectives of Survey:

- Evaluate the Iraqi people's degree of trust in the ability of provincial authorities to deliver basic services according to the needs of the population;
- Evaluate the people's level of satisfaction with the actions, activities, performance, and communication strategy of the provincial or local government;
- Measure people's awareness of the services provided by the government and their satisfaction level with the government's ability to convey information about basic service provision;
- Lay the groundwork for assessing the relationship between citizen participation in government decision-making and improved outcomes in terms of public financial management and use of resources to deliver needed services; and
- Explore how social service accessibility and attitudes may vary across different demographic groups as defined by gender, ethnicity, religious or sectarian identity, household characteristics, age, educational background, and occupation.

Survey Population:

The population of Anbar, Babil, Basrah, Baghdad, Erbil and Ninewa are the survey population.

Subject of Survey:

Opinions of citizens of the activities of the local governments in Anbar, Babil, Basrah, Baghdad, Erbil and Ninewa in terms of service delivery.

Geographic coverage of the Survey:

The survey will be conducted in the six provinces where IGPA has been implementing project activities one year ago; the IGPA/ DAI team will work closely with the subcontractor to finalize the methodology, which will include targeted districts within the six provinces similar to those assessed during the baseline survey in 2018 and targeted population in terms of gender, religion, and residency status (e.g., internally displaced person, host community member, or returnee).

Subcontractor Role

Under the framework of this Scope of Work, an organization, hereafter referred to as the “Subcontractor,” will be selected to conduct a follow-up POS in the six provinces indicated above, covering four service delivery areas including water, electricity, sewer, and solid waste management.

The following section provides a detailed overview of indicative activities the Subcontractor will carry out in the execution of the assignment. It must be noted that (i) this is not an exhaustive list; and (ii) IGPA/DAI will approve specific deliverables for each Task outlined below prior to the Subcontractor proceeding with the next Task.

1. Methodology

In 2018, IGPA/DAI carried out a baseline POS in Iraq in order to serve as a benchmark from which to measure progress in its activities. In order to maintain methodological consistency between that survey and the follow-up survey and allow for comparison between last year and the present, the Subcontractor will be required to use the same parameters and resources. These include:

- **Sampling Methodology**
 - The following number of surveys per province, which are based on the provinces’ approximate population sizes:
 - Anbar – 288
 - Babil – 396
 - Baghdad – 1,548
 - Basrah – 576
 - Ninewa – 432
 - Erbil – 360
 - **TOTAL – 3,600**
 - The Subcontractor should be prepared to administer as many surveys as possible in order to reach the above thresholds, taking into account that some surveys may need to be thrown out for any one of a number of reasons (e.g., incompleteness).
 - The sample size should be equally distributed among men and women in the six provinces; however, the sample size should also be distributed proportionally to the extent possible by religion (Muslim, Christian, Yazidi, Other) and residency status (IDPs, returnees, and residents). A large enough subset of minorities should be sampled in order to allow for intra-group analysis.

- A multi-stage stratified random sampling approach. This will be discussed in more detail with the awardee.
- Questionnaire
 - A survey questionnaire was developed, tested and approved by IGPA/DAI in 2018. IGPA/DAI will provide the survey in English and Arabic (and Kurdish, if needed), but the Subcontractor will be required to upload and code it in the software program used (see below).
- Mobile Data Collection
 - Data collection via GIS-equipped tablets, with surveys saved and stored in real-time (or as soon as Internet connection becomes available).
 - If possible, the Subcontractor should strive to use the Kobo Toolbox data collection app and will be responsible for formatting and coding the survey into Kobo.

Given the above parameters, the Subcontractor will prepare a survey methodology with detailed and comprehensive descriptions of the methodology, including the sample size and its distribution among the sampling units identified. The subcontractor will also be responsible for preparing an implementation schedule; providing enumerators training; implementing data collection and data quality control measures; conducting data processing and analysis; and writing a basic indicators report. IGPA/DAI’s requirements for these sections of the Survey Methodology are explained in greater detail in the following pages. The Subcontractor will submit the survey methodology to IGPA/DAI for approval. Based on feedback from the IGPA Team, the Subcontractor will finalize the methodology.

2. Field-work and data collection

Data Collection Team:

The Subcontractor will propose in its response to this RFP, and in addition to its overall management and project implementation approach, a Data Collection Team that includes at a minimum:

Role	Description	Skills and training needed
<i>Survey Manager</i>	This person will oversee the whole process, recruiting for and supervising the three roles below and ensuring that the project is completed on time and to the required standard.	Project management experience. Understanding of survey methods – at least thorough knowledge of the proposed tool(s)
<i>Data Team Leaders</i>	These individuals will supervise the various data collection teams	Minimum requirement: 1 Data Team Leader per province/region Past experience of survey data collection and managing a data collection team
<i>Field Monitors</i>	These people will supervise the actual data collection, including performing ‘spot verification checks’ and will be assigned to each district	Minimum requirement: 2 Field Monitors per district. It is recommended that the subcontractor use at least 1 Field Monitor per 5 Enumerators/Interviewers Past experience of survey data collection and managing a data collection team

Data collection team (interviewers or enumerators)	These people will select respondents according to the sampling procedure and then conduct interviews with them	Minimum requirement: The Subcontractor will propose the number of Enumerators/Interviewers per district. The number of persons must be commensurate to the number of households to be surveyed/interviews to be conducted. Bright and trustworthy Prior quantitative data collection experience is preferred but not essential Must undergo training Social Sciences students are considered ideal
Data analyst	This person will clean the dataset and then analyze it, using the pre-prepared analysis syntax	Trained and experienced in statistical analysis of survey data

As part of its proposal in response to this RFP the Subcontractor will propose by name candidates for the positions indicated below (key positions). The proposal will include CVs illustrating the qualifications and experience of candidates proposed for these key positions. DAI will review the CVs of candidates holding key positions and where applicable, conduct in-person interviews. Key positions for this assignment are:

- **Survey Manager:** This will be a full-time employee of the Subcontractor with relevant qualifications and experience to assume full responsibility for the implementation of the methodology and the survey, including supervision of the Data Collection Team, and ensuring that the project is completed in a professional and rigorous manner within the agreed timeframe.
- **Data Team Leader:** The Data Team Leader will supervise the various data collection teams, and each team leader will be assigned to a province/region. S/he must have experience in survey data collection and managing a survey data collection team.
- **Field Monitors:** The field monitor will supervise the actual data collection, including performing 'spot verification checks', and will be assigned to each district. The field monitor will work closely with the Survey Manager and Data Analyst to ensure data is collected based on the data collection plan;
- **Data Analyst:** The Data Analyst will be trained and experienced in statistical analysis of survey data. He/She will be responsible to clean the dataset and then analyze it, using the pre-prepared analysis syntax.

CVs of staff who fill other positions must be available and may be requested by IGPA/DAI at any time during implementation of the assignment.

Prior to commencing field work, the Subcontractor will provide IGPA/DAI with a detailed schedule for training of enumerators/interviewers. IGPA/DAI will review and approve the training materials and co-facilitate the training process. The Subcontractor will ensure that:

- All the Enumerators/Interviewers must pass intensive training, which can be objectively verified either through pre-post tests or other means to illustrate the level of knowledge gained as a result of the training;

- All Data Collection Team staff must be trained on the device's operation, accurately identifying the GPS coordinates of the survey's object (to a precision of eight meters);
- The Subcontractor will develop a suitable package for the Data Collection Team and organize interactive training for mobilized interviewers and all field supervisors to make sure that they understand objectives of the survey, tools, sampling methods, geo-tagging methods, and proper implementation thereof in accordance with this Scope of Work;
- During data collection, Enumerators/Interviewers will introduce themselves to the respondents as acting on behalf of the Subcontractor only, and will inform each respondent of the full anonymity of his/her responses and guarantee such anonymity in practice;
- Enumerators/Interviewers may not under any circumstances disclose the identity of a respondent surveyed except to their direct supervisors.

Following approval by IGPA/DAI of the Methodology and overall approach, the Subcontractor will present a timetable for the roll-out of field work, including date- and location-specific activities. This is required to ensure both internal (IGPA/DAI) and external monitoring of the data collection phase, and any subsequent changes to this time table must be communicated to the Senior M&E Advisor at least two days in advance.

3. Roll-out Field-Work and Data Collection

Following a comprehensive training by the Subcontractor and IGPA/DAI M&E team, the Subcontractor will commence main data collection in accordance with the methodology and data collection plan approved by IGPA/DAI. The Subcontractor will proceed with field work to collect data across the six provinces with due consideration to regular stock-taking to assess progress and address any emerging issues appropriately, in consultation with IGPA/DAI. The Subcontractor will notify IGPA/DAI of any concerns and/or changes to proposed approach and/or timetable in a timely manner.

The Subcontractor will pay specific attention to the following:

- During the respondents' selection, the following criteria should be taken into account:
 - the age of respondents varies from 18 up to 75 years.
 - Ensure equal representation of men and women
- Data collection activities include households' survey and geo-localization of each object of the survey, e.g., household.
- All Enumerators/Interviewers must be equipped with devices allowing the identification of GPS coordinates of the household (to a precision of eight meters).
- The Enumerators/Interviewers must record the geographical location of each household and the identity of questionnaire-based interviewing.
- The Subcontractor must also submit data in KML format (by households and individual respondents, separately). This geospatial data are to be used for verification of compliance with predetermined enumeration areas and enumeration units only.
- The Subcontractor must submit all documents containing data collected in both English and the language in which data was collected (e.g., Arabic or Kurdish).

4. Data processing and analysis

The Subcontractor will commence processing and analysis of data in parallel with ongoing field work and data collection and will keep IGPA/DAI informed of observed emerging patterns and any issues or concerns during data processing and analysis. Data analysis will include at least:

- All data must be subject to “cleaning,” i.e., check for omissions, inconsistencies, and other errors, using the most relevant and appropriate data processing/cleaning and analysis techniques, tools and software. Missing data must be divided into the following categories:
 - a) *No Response (for instance, “no response” or “I do not know”)*
 - b) *Not applicable*
- The following sampling data must be provided per each case: unique number of sampling point, which allows identifying a number of primary sampling unit; unique number of the interviewer; date of interview; time of interview; and duration thereof.
- Statistical analysis of the information obtained (dispersion, average values, etc.) per each sub-district and question topic/areas, as well as analysis of any substantial differences (if any) in the selected series of social, economic, and housing conditions;
- Consolidated statistical data by topics (based on modules), including comparison of conditions in the selected provinces/regions, their respective districts and sub-districts to the level where it is possible to ascertain values for urban/rural;
- Development of thematic maps of social, economic, and other conditions with the help of GIS. Design, format, content and mount (i.e. cartographic basis) of thematic maps must be agreed upon with IGPA/DAI.
- All expanded (multiple) questions must be coded as binary variable groups.

Quality Control

The Subcontractor will propose a suitable survey quality control mechanism (scheme) to be applied in practice to ensure correct behavior of the Enumerators/Interviewers and introduce a set of measures to identify and eliminate potential errors. The quality control mechanism will at minimum include:

- Quality control among at least 10% of the respondents to check participation thereof in the survey and some questions in terms of contents.
- Where exceptions are found, the verification rate will be increased to 25% of the total population covered by the relevant Enumerator/Interviewer.
- If further exceptions are found within the expanded coverage, all data collected by the relevant Enumerator/Interviewer must be discarded and a new sample selected to cover the affected areas.
- Inspections (checks) will be undertaken by a Field Monitor personally and cover some basic demographic data about a specific household and respondent. A specific percentage share will be applied to all settlements of the sampling.
- In the event of exceptions found, further verification will be carried out by the Data Team Leader.

5. Survey and Basic Indicators (BI) Report

Given binding time constraints, it is recommended that the Subcontractor, in its proposal, consider that the report is prepared in parallel with ongoing data collection and field work, e.g. consider scheduling

data collection and field work on a district-by-district basis so that analysis of data can commence for districts where field work and data collection has been completed while same is ongoing in other areas.

The Subcontractor will compile a draft survey and BI report in English, formulated in a clear and easily understandable manner using the following reporting template:

1. Executive Summary
2. Introduction
3. Methodology
 - a. Survey Design
 - b. Sampling
 - c. Limitations
 - d. Demographics
4. Findings
 - a. Consolidated Findings
 - b. Detailed Findings by Public Service
 - c. Detailed Findings by Provinces
5. Conclusions
6. Recommendations
7. Annexes
 - a. Survey SOW
 - b. Methodology
 - c. Survey Questionnaire
 - d. Survey Work Plan
 - e. Additional Disaggregation of Basic Indicators

Key Deliverables required under this contract are as follow:

1.1	A draft survey methodology which must include targeted districts within the six provinces mentioned above and targeted population in terms of gender, religion and residency status (IDP, host community, and returnees).
1.2	Timetable for data collection
1.3	Revised Methodology
1.4	Two matrices in Excel format, including all data collected in both English and the language in which data was collected, as well as geo-data
1.5	KML format geo-data
1.6	Draft Final Survey and Basic Indicators Report
1.7	Presentation in Power Point format explaining main findings
1.8	Final Report

Timeframe/duration

The period of implementation of this assignment will commence within the period July-August 2019, immediately after contract signature, and will be completed with submission/approval of the data

collected and final report. Emphasis has been placed throughout this document on the need to coordinate and structure ongoing activities in parallel, as a result of severe time constraints.

The indicative calendar below may be amended by the Subcontractor in its proposal, in accordance with the proposed activity schedule:

Task	Timeline					
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
Methodology design						
Data collection training						
Timetable for fieldwork						
Field work/data collection implementation						
Data analysis and process						
Final data submission in English and data collection language (Arabic or Kurdish)						
Draft Survey and Basic Indicators Report						
Presentation of survey findings -Baghdad						
IGPA/DAI review of the draft report						
Submission of Final Report						

Subcontractor’s Qualifications and Proposal

The Subcontractor must demonstrate all qualifications and experience indicated below in its proposal:

- The Subcontractor shall have experience in working in local communities in different provinces/regions within Iraq and understand the local context
- The Subcontractor shall have relevant experience in provincial/local services area (not less than three years), i.e. all the key personnel must have general understanding of the issue under discussion, and the Subcontractor must demonstrate experience in planning and conducting surveys in this area;
- The Subcontractor shall have demonstrated relevant experience in conducting surveys / collecting data and developing analytical reports in different provinces/regions in Iraq. A list of major surveys/studies involving primary data collection carried out during the past three years (including details of population/sample size, commissioning entity, duration of contract and contract value) must be provided together with the Subcontractor’s proposal;
- The Subcontractor must have full in-house command of English, Arabic, and Kurdish. The Subcontractor staff member who will have overall responsibility for this assignment, as well as the Survey Manager (if this is not the same person), must be fluent in English. Capacity of other staff members on the Data Collection Team to communicate in English will be an advantage;

- The Subcontractor will provide CVs clearly illustrating relevant qualifications and experience for at least the following positions:
 - **Survey Manager:** This will be a full-time employee of the Subcontractor with relevant qualifications and experience to assume full responsibility for the implementation of the methodology and the survey, including supervision of the Data Collection Team, and ensuring that the project is completed in a professional and rigorous manner within the agreed timeframe. The Subcontractor may propose the same individual to assume the dual roles of Assignment Manager and Survey Manager.
 - **Data Team Leader:** The Data Team Leader will supervise the various data collection teams, and each team leader will be assigned to a province/region. S/he must have experience in survey data collection and managing a survey data collection team.
 - **Field Monitors:** The field monitor will supervise the actual data collection, including performing 'spot verification checks' and will be assigned to each district. The field monitor will work closely with the Survey Manager and Data Analyst to ensure data is collected based on the data collection plan. This will be a full- or part-time employee of the subcontractor with relevant qualifications and experience to monitor the implementation of the survey taking into control required quality control measures stated above.
 - **Data Analyst:** The Data Analyst will be trained and experienced in statistical analysis of survey data. He/She will be responsible to clean the dataset and then analyze it, using the pre-prepared analysis syntax.

- The Subcontractor will propose a Survey Manager, Field Monitors, Data Analyst, and Enumerators/Interviewers to be used/recruited. In its proposal, the Subcontractor is not required to identify candidates for all these positions, nor to include CVs except for the Survey Manager position. Following contract signature, the Subcontractor will propose specific candidates for the Field Monitors and Data Analyst positions. All proposed candidates will be subject to approval by IGPA/DAI. For other positions in the Data Collection Team, the Subcontractor will provide IGPA/DAI with a list of names and summarized biographical information, but IGPA/DAI's approval of these candidates will not be required, nor will the Subcontractor need to provide CVs for these positions. CVs of staff who do not fill key positions and positions not subject to specific IGPA/DAI approval must be available and may be requested by IGPA/DAI at any time during implementation of the assignment.
- The Subcontractor will demonstrate in its proposal that it has the capacity (through in-house full-time staff and/or specific recruitment) to comply with the minimum team requirements.
- The proposal will contain a narrative research description of previous experience in doing mobile data collection using KOBO Collect platform, or any other suitable mobile data collection platform in addition to a proposed timeline.
- The proposal will further include:
 - **Organizational Chart** – An organizational chart containing the names of all key personnel, joint venture partners, and sub-consultants with titles and their specific roles for this assignment.
 - **Examples of Most Recent Work** – the Subcontractor must provide three examples of the most recently completed public opinion surveys/polls, reports, and education campaign/materials, along with contact information for public agency/commissioning institution references.

- Work Plan and Schedule – the Subcontractor shall provide a work plan identifying the major tasks and subtasks anticipated by the Subcontractor associated with the completion of the assignment.
- The Subcontractor's proposal must include a detailed cost proposal, per the template in Attachment C.

9.2 Attachment B: Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: Click here to enter text.

Development Alternatives, Inc.

We, the undersigned, provide the attached proposal in accordance with **RFP**-Click here to enter text.-Click here to enter text. issued on Click here to enter text. Our attached proposal is for the total price of <Sum in Words (\$0.00 Sum in Figures) >.

I certify a validity period of Click here to enter text. days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

Offeror shall verify here the items specified in this RFP document.

We understand that DAI is not bound to accept any proposal it receives.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: Click here to enter text.

Name of Firm: Click here to enter text.

Address: Click here to enter text.

Telephone: Click here to enter text.

Email: Click here to enter text.

Company Seal/Stamp:

9.3 Attachment C: Price Schedule

Specific Deliverable		Timeframe for submission/completion	Total Price
1.1	Methodology design		
1.2	Data Collection Plan (per province and district)		
1.3	Two matrices in excel format including all data collected (raw and clean) in both English and the language in which data was collected, as well as geo-data		
1.4	Draft Final Survey and Basic Indicators Report		
1.5	Final Survey and Basic Indicators Report		
GRAND TOTAL IN Iraqi Dinars.			
GRAND TOTAL IN UNITED STATES DOLLARS			\$

9.4 Attached D: Detailed Budget

Nr.	Line Item	Unit	Quantity	Unit Price	Total Cost	Notes
A	Salaries and Wages					
1						
2						
3						
4						
5						
6						
	Sub-Total					

B	Fringe Benefits					
1						
2						
3						
4						
5						
	Sub-Total					
C	Travel, Transportation and Per Diem					
1						
2						
3						
4						
5						
	Sub-Total					
D	Allowances					
1						
2						
3						
	Sub-Total					
E	Other Direct Costs					
1						

2						
3						
4						
5						
	Sub-Total					
	GRAND TOTAL IN Iraqi Dinar					
	GRAND TOTAL in USD					

9.4 Attachment E: Past Performance Form

Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee.

#	Project Title	Description of Activities	Location Province/ District	Client Name/Tel No	Cost in US\$	Start-End Dates	Completed on schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable)
1									
2									

3									
4									
5									

9.5 Attachment F: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
11. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

9.6 Attachment G: Proposal Checklist

Offeror: _____

Have you?

Submitted your proposal to DAI in a sealed envelope to the address (electronic or mailing) as specified in General Instructions above?

Does your proposal include the following?

Signed Cover Letter (*use template in Attachment B*)

Separate Technical and Cost proposals individually sealed and labeled as Volume I and Volume II respectfully.

Proposal of the Product or Service that meets the technical requirements as per Attachment A

Response to each of the evaluation criteria

Documents used to determine Responsibility

Evidence of a DUNS Number OR Self Certification for Exemption from DUNS Requirement

Past Performance (*use template in Attachment F*)