

Request for Proposal (RFP)

for

Selection of Agencies to Conduct State-Level Coverage Evaluation Survey in Haryana, Uttarakhand, Madhya Pradesh, and Rajasthan for the Iron and Folic Acid (IFA) Supplementation Program, August 2026

IMPORTANT DATES:

Event	Date
RFP release date	27th May, 2026
Agencies submit a mail intending to participate in the proposal submission	5th June, 2026
Agencies to submit questions on RFP, including contract terms	8th June, 2026
Pre-bid meetings with agencies	11th June, 2026
EAI to share responses to questions shared by agencies	12th June, 2026
Proposal Submission via email by 5 pm IST	30th June, 2026
Technical Presentations by shortlisted agencies	15th July, 2026
Final Selection of the agency for the study	20th July, 2026

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

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

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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, EAI Advisors Pvt. Ltd. (EAIPL), supports the Iron Folic Acid Supplementation (IFA) program in collaboration with the ministries of health, education, and women and child development and positively impacts the lives of children and adolescents aged 6 months-19 years in a measurable way.

EAI is inviting eligible agencies interested in undertaking the state-level coverage evaluation survey (IFA CES) in four states: Madhya Pradesh, Haryana, Rajasthan and Uttarakhand. The main objective of the coverage evaluation survey is to estimate the state-level IFA supplementation coverage for children aged 6 months to 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, *Anganwadi Centers* (AWCs), and rural and urban communities in Madhya Pradesh, Haryana, Rajasthan, and Uttarakhand.
- B) Demonstrated experience in securely managing 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 the selected states.
- 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 the quality of data.

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- H) The agency should be legally registered in India and compliant in terms of taxation and the 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 a 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 by 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 operationalise 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 office/presence, human resource, and survey infrastructure like	10	• Demonstrate previous experience developing and scripting survey tools in SurveyCTO (e.g., understanding how to

	Parameter	Max Mark	Criteria
	development and scripting of CAPI tools in SurveyCTO and availability of CAPI tablets		program complex skip logics and built-in quality assurance mechanisms; understanding data management workflows in SurveyCTO that ensure data privacy and compliance with Gol guidelines) • Demonstrate the 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 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. The 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 EAI 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 Coverage Evaluation Survey (IFA CES) in Madhya Pradesh, Haryana, Rajasthan, and Uttarakhand for the IFA supplementation program, August 2026

2.1 BACKGROUND

Since 2019, Evidence Action has provided technical assistance (TA) to the Ministry of Health and Family Welfare for the Government of India's IFA supplementation program, under the Anaemia Mukt Bharat (AMB) initiative. Currently, Evidence Action supports four TA states—Haryana, Madhya Pradesh, Rajasthan, and Uttarakhand—to facilitate the weekly administration of Iron and Folic Acid (IFA) supplementation to children and adolescents aged 6 months to 19 years.

The delivery model employs an institution-based approach, distributing IFA tablets to government schools to target students in classes 1–12, and to anganwadi centres (AWCs) to target young children aged 6–59 months. At schools, IFA tablets are distributed weekly by teachers to enrolled children. Pink tablets are provided to children in classes 1–5, while blue tablets are provided to those in classes 6–12. For children aged 6–59 months, IFA syrup is administered by AWWs, ASHAs, or the children's parents, through AWCs or at home; the specific delivery model for this beneficiary group varies by state.

One of the aspects of Evidence Action's technical assistance (TA) to the state governments is to monitor the coverage of the IFA supplementation program against the targets set by the Government of India (GOI) for specific target groups in each state. Evidence Action tracks key outcomes and processes in the aforementioned five TA states through regular surveys and process monitoring. In 2026, Evidence Action planned to conduct the state-level Coverage Evaluation Survey (CES) in four states: Haryana, Madhya Pradesh, Rajasthan and Uttarakhand.

2.2 SURVEY OBJECTIVES

The objective of the survey is to generate high-quality, reliable data to estimate current state-level IFA supplementation coverage among children and adolescents aged 6 months to 19 years, using a statistically robust sampling approach to ensure accurate measurement in four TA states (Haryana, Madhya Pradesh, Rajasthan and Uttarakhand).

The survey aims to answer two key questions:

1. What proportion of children in the target age groups for IFA supplementation receive and consume IFA tablets/syrup across the selected four TA states?
2. Which program components enable and inhibit IFA coverage across the selected four TA states?

2.3 METHODOLOGY

2.3.1 Overview

The intervention under study is the Government of India's IFA supplementation program across five states: Haryana, Madhya Pradesh, Uttarakhand, and Rajasthan. In these states, Evidence Action has been supporting state governments to provide weekly IFA supplementation to children ranging from 6 months to 19 years old.

The delivery model employs an institution-based approach, distributing IFA tablets to government schools to target school children aged 5-9 and 10-19 years, and to anganwadi centres (AWCs) to target out-of-school (OOS) girls and young children aged 6-59 months.

At schools, IFA tablets are distributed weekly by teachers to enrolled children aged 5-19 years. Pink tablets are provided to children aged 5-9 years, while blue tablets are provided to those aged 10-19 years. For children aged 6-59 months, IFA syrup is administered by AWWs/ASHAs, or the children's parents, through AWCs, or at home. The specific delivery model for this group of beneficiaries varies by state.¹ The table below outlines the FLFs responsible for administering IFA to each group of beneficiaries, by state.

State	Children ages 6-59 months (IFA syrup)	Students ages 5-9 years (IFA pink)	Students ages 10-19 years (IFA blue)
Rajasthan	ASHAs, Parents	Teachers	Teachers
Madhya Pradesh	ASHAs, AWWs, Parents	Teachers	Teachers
Haryana	ASHAs, Parents	Teachers	Teachers
Uttarakhand	ASHAs, Parents	Teachers	Teachers

2.3.2 Sampling Strategy

To determine the sample sizes for schools and AWCs, we use the following standard sample size formula for a conservative binary indicator:

$$\text{Sample Size} = Z^2 \times p(1-p) / e^2$$

¹ Children aged 6-59 months can be served by AWWs, ASHAs, or both in different states. There may be variation in the final respondent list across states based on state-specific service and infrastructure setup. For instance, children in Haryana do not receive IFA syrup from the AWW.

where Z is the critical value (1.96 for a 95% confidence level), p is the sample proportion (0.5), and e is the margin of error (7%).

Institution-level (Government and Private School)

The table below presents the proposed school sample sizes under both scenarios, covering both government and private schools in TA states. For each selected school, three (3) students will be surveyed per variant.

Table 1: Target school sample sizes by option and state

Population	Representativeness	Sample size per state	# States	Total sample
Government schools	State	196	4	784
Government school students	State	588	4	2,352
Private schools	State	196	3	588
Private school students	State	588	3	1,764

Note: Private school surveys will cover three states: Haryana, Madhya Pradesh, and Uttarakhand.

Community-level

The table below presents the proposed community-level sample sizes under both scenarios. At each selected AWC, four (4) households with children aged 6–71 months will be surveyed.

Table 2: Target community-level sample sizes by scenario

Population	Representativeness	Sample size per state	# States	Total sample
AWCs	State	196	4	784
Households (6–71 months)	State	784	4	3,136

The selected agency will be provided with the sampled list of schools, AWCs, and GPS coordinates of the households to visit.

2.4. DATA COLLECTION TOOLS

The table below lists the survey tools that have been developed for the 2026 coverage survey. In total, there are four separate surveys, namely: (1) student survey, (2) school survey, (3) AWW/ASHA survey, and (4) parent survey.

Each survey is designed to cover key areas of IFA implementation and support, including provision, consumption, supply management, program training, IEC, and IFA-related reporting. Surveys targeting beneficiaries will gather data on self-reported IFA consumption, which serves as our primary measure of coverage. Meanwhile, surveys targeting FLFs will collect secondary and supplementary information on IFA consumption and program implementation.

Table 3: Survey groups for CES 2026

Beneficiary group	Target respondent	Survey instrument	Respondent's role
<i>School Survey: Government and Private Schools</i>			
School-enrolled children aged 6–9 years (classes 1–5)	Children from classes 3–5	Student Survey	Beneficiary
	Head teacher / Nodal teacher	School Survey	FLF
School-enrolled children aged 10–19 years (classes 6–12)	Children from classes 6–12	Student Survey	Beneficiary
	Head teacher / Nodal teacher	School Survey	FLF
<i>Community Survey: AWCs and Household</i>			
Children aged 6–71 months	Parents of children aged 6–71 months	Parent Survey	Beneficiary
	AWWs and/or ASHAs	AWW/ASHA Survey	FLF

Note: Students in classes 1–2 are excluded from the student survey due to challenges in surveying very young children (low comprehension, low engagement), which may result in biased or inaccurate responses.

2.5. SURVEY ACTIVITIES

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

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 EAll staff, for the pilot.
	2. The pilot will involve conducting at least 25 interviews per respondent group for a survey type with actual target FLFs and beneficiaries. EAll staff will accompany the team for the pilot. The targeted sample size for the CAPI pilot in each state will be as follows: A. 5 Teachers B. 5 School students C. 5 AWWs/ASHAs D. 5 Parents
	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 organised in Delhi and led by EAll.
	3. Agencies are responsible for all logistics for trainers, such as tablets, SIM cards, travel, accommodation, and food. EAll will provide the training schedule.
Main Survey Training / State level	1. A two-day training for surveyors and supervisors, including both in-house and field-based practice.

PRESURVEY	ACTIVITIES
	2. The Service Provider must assist EAll in developing training materials, for example, Hindi Translation of the Interviewers' manual, pre- and post-training tests for participants.
	3. The Service Provider should share the list of surveyors and supervisors and share the documents with EAll 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 access, markers, accommodation, food, and vehicles for field training, which will be a demonstration of actual fieldwork. EAll may be present for the training and provide input during the training sessions, as needed. EAll will be responsible for EAll staff training logistics. Each state-level surveyor training will be separate and organised in the state.
	5. Final selection of surveyors and supervisors will be based on their performance during training, with 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 EAll one week before data collection, and receive written approval of the proposed staff from EAll 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 EAll of any deviations in the plan at least one day in advance and obtain written approval from EAll.
	7. A brief training report, 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 EAll, should be arranged on the first day of training onwards.
	9. Ensure the data collection is done on EAll-suggested Tablet

PRESURVEY	ACTIVITIES
	configurations and not on personal mobile devices or laptops. If the data collectors are found to be using any device other than tablets, the interviews will be cancelled, and the Service Provider will have to redo 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 EAll and participated in the training will be part of the survey. Any changes require prior written approval from EAll.
	2. Post-training, the Service Provider must start data collection according to the sample provided by EAll, ensuring adherence to sampling protocols and reaching the correct schools, AWCs, 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 EAll for inclusion in the final data sets. All surveyors are required to sync their tablets at the end of each working day to ensure the data is uploaded to EAll servers. The Service Provider will be responsible for confirming this happens and must report any situation where data is not synced to EAll immediately.
	4.1 Field supervisors must conduct back checks on at least 10% of the sample using the EAll checklist, and 10% of the overall back checks should be conducted across the data collection period. 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 a random 10% of enumerators, 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 EAll 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 EAll's survey tracker daily for their respective states so EAll can assess survey completion daily.

	6. The entire data collection must be completed within 15 days post- state training in both states
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POST SURVEY	ACTIVITIES
First Round of Data Submission	Submission of the first round of raw datasets.
Final Data Submission (SPSS, Excel, Analysis, and PPT)	1. All individual interviews and complete data sets must be shared in .csv format and cleaned in SPSS/STATA. The Service Provider is responsible for a final thorough data review, sharing clean and correct data, and providing the data cleaning file to EAll.
	2. Service Providers must maintain error log files for data cleaning in SPSS/STATA 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, labelled data files in .csv and SPSS/STATA (both value and variable labels), along with the do files, must be shared with EAll. The Service Provider must submit complete and clean survey data after data collection and incorporate all feedback from EAll, 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 detailed analysis of the final data based on the analysis plan shared by EAll.
	6. The Service Provider will share the presentations with appropriate graphs and charts as per KPIs. The PPT template will be shared by EAll.
	7. 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 data quality

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

- a) The agency will implement a robust DQA mechanism to ensure the accuracy, completeness, and reliability of data reported.
- 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 EAll.
- 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) Prepare a command/syntax for data screening and cleaning and share with EAll for approval. Use the approved syntax/command for data cleaning.
- h) The final cleaned, error-free data submission, along with the analysis of the data based on the shared analysis plan by EAll
- i) A presentation (PPT) based on the findings, which should be vetted by the project lead for accuracy and quality checks.

Review meetings by EAll

EAll staff will conduct periodic feedback meetings with the data collection team. During these meetings, the EAll 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 regular consistency checks on the defined set of variables for each survey type. The detailed list will be shared by EAll.

Also, the EAll 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.

Coordination and Communication Protocols

The Service Provider must maintain proactive and transparent communication with EAll throughout the duration of the engagement. Agency leadership is required to attend all mandated check-in calls with the EAll team. The agency must strictly adhere to all established deadlines while remaining adaptable to adjustments in data collection plans, programmatic timelines, and field locations. Any anticipated delays must be proactively flagged alongside proposed mitigation strategies. Documentation of field-level challenges—such as weather impacts, infrastructure constraints, or community resistance—is mandatory, including the solutions applied; matters necessitating government-level coordination must be promptly escalated to EAll. Additionally, the agency must submit detailed weekly progress reports encompassing planned versus actual site visits, data collection status, quality metrics, resolved issues, and the operational strategy for the subsequent week.

Team composition

Required profile for Project Lead

- 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/STATA
- Strong communication skills

Required profile for Project Manager / Master Trainer

- 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/STATA

Required Profile of Data Analysts:

- At least a 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/STATA
- Expertise in Data Analytics

Required Profile of State Field Managers:

- 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 understanding of the social survey's primary data collection method.
- Basic understanding of CAPI-based data collection and quality checks on the survey data

Required Profile of Field Staff (Coordinators, Surveyors, and Supervisors):

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

Note: The resumes of all surveyors and supervisors will have to be submitted to EAll 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 to do 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 Coverage Evaluation Survey (CES) in four states (Madhya Pradesh, Haryana, Uttarakhand, and Rajasthan). The agency should complete the data collection within the timeline of 20 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 the mutually agreed quality of deliverables by the hired agency and EAll. The agency should keep in mind that while subletting the technical proposal, following the given timeline and quick turnaround time will be appreciated. The tentative list of deliverables and timelines is mentioned below:

Step	Task Deliverables	Verifiable Indicator	Deliverable Timelines
A	Signing of contract	Completed contract	T
B	CAPI Checking and Pilots	Checking the scripting of CAPI in SurveyCTO	T+4 days
		Conduct and share observations from CAPI pilots	
		Short note on the details of the places covered during the Pilot and the sample covered	
		Participation in ToT	

Step	Task Deliverables	Verifiable Indicator	Deliverable Timelines
C	Training	Organise state-level training for the data collection team	T+9 days
		List of hired surveyors and certification as per the specified criteria (Age, Qualification, and work experience)	
		A separate brief report for the training in each state	
D	Main Survey	Coverage tracker (field completion status) along with sanity-checked raw data during every day of data collection	T+29 days
		Data collection completion status, along with the 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	Prepare code/syntax for data screening and cleaning, and share for EAll review	T+39 days
		Submission of the Draft data	
		Submission of back-check and spot-check reports from at least 10% 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	T+50 days
		Submission of the final round of the data without any errors, along with the command file and error log files used for the final version of the data	
G	Analysis and PPT	Detailed analysis of the final cleaned data sets as per the analysis plan, shared by EAll	T+55 days
		PPT with key findings and graphs. Chart as per the template, shared by EAll	

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 EAll)
- Observations from testing of CAPI tools in the SurveyCTO Platform

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- Observations from the pilot exercise of CAPI tools
 - Fieldwork and logistical plan (a draft should be included with the proposal, but refined in collaboration with EAll)
 - 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
 - Weekly progress reports
 - Weekly notes from debriefs with supervisors and team members
 - Backcheck report with analysis and reasons for the variance.
 - Final report, with a comprehensive overview of field activities, key challenges faced with implementation, and an overview of quality control activities and outcomes
 - Complete, cleaned, error-free final datasets, saved in. CSV format and cleaned in SPSS/STATA, with **accompanying data cleaning command files/ do files and log files.**
 - Analysed tables of the final data based on the analysis plan, shared by EAll.
 - PowerPoint presentation of key findings in EAll provided template
 - Deliverable as per the 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 per the Company Registration Act of India
2	Tax registration and official ITR filing for the last 3 years	ITR filing for the last 3 years 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 where 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 the last 3 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 EAI.
8	Technical proposal	As outlined in detail below.
9	Logistical plan for data collection	As outlined below, it 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 a pilot with the tools, and collect data of the utmost quality with the 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 out the surveys with 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 the allotted fieldwork area /allocated district/block					
	Any Other cost					

	Sub Total					
4	Other Direct Cost					
	Supervisor communication for field work (including one before 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 (If any)					
	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 to access Excel template: [Financial proposal IFA CES](#)

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** _____

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

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

7. **Other Relevant Training**: _____

8. **Countries of Work Experience**: *[List countries where staff have 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 <i>[List all tasks to be performed under this assignment]</i>	12. Work Undertaken that Best Illustrates the Capability to Handle the Tasks Assigned <i>[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.]</i> Name of assignment or project: _____ Year: _____ Location: _____ Client: _____ Main project features: _____ Positions held: _____ Activities performed: _____
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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 o	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 EAll 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 EAll will assess the technical and financial proposals on the basis of the criteria stated above.
- b. EAll is entitled to rely on the bidder's proposal and information provided by the bidder. In submitting a proposal and communicating with EAll, 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 EAll 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 outlined in a contract agreement that may, at EAll'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 EAll in good faith and in a prompt, efficient, and cooperative manner.
- e. By submitting a proposal, the Service Provider Agency agrees to EAll's Service Provider Agency contract, as included in Exhibit A (attached). Please note that the terms outlined in Exhibit A are the minimum required terms, and EAll 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 EAll in any literature, promotional material, or sales presentation without prior written consent from EAll's Country Director.
- g. EAll 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. EAll reserves the right to reject any or all quotations submitted and contract in the best interests of EAll.
- i. EAll 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 (EAll) 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