REQUEST FOR PROPOSALS

Project:	**Haiti Early Reading Program Impact Evaluation**
Phase:	Baseline
Funder:	USAID
RFP Release Date:	Thursday, August 31, 2017, 9.00 ET
Deadline for Questions:	Monday, September 4, 2017 23.00 ET
Answers to Questions:	To be released by Tuesday, September 5, 2017, 17.00 ET
Deadline for Proposals:	Friday, September 8, 2017, 17.00 ET
Contact:	Andrew Carmona acarmona@socialimpact.com
	Basab Dasgupta bdasgupta@socialimpact.com
Annexes	Annex A: Budget Template

I.   Project Background

Description of Program: Early Reading Program (ERP) is a two-year intervention in early grade reading in the first two grades of primary school in up to approximately 669 public, community, and semi-private Haitian schools. The impact evaluation is intended to measure whether the ERP intervention in these schools has resulted in students in the target schools demonstrating greater skills in reading than their peers of the same grades in non-targeted homologous schools. The primary stakeholders for this evaluation include the Ministry of Education and Professional Training (MENFP), USAID/Haiti, the implementing partners of the Early Reading Project (the LAC/Reads program, UNICEF, UND, Save the Children, and UNOPS), and other donors and entities active in Haiti's education sector (the World Bank, JICA, IDB, World Vision), and a variety of NGOs and religious affiliations devoted to improving learning in Haitian primary schools. The program is currently being implemented in the departments of Port-au-Prince, Grand'Anse, Sud, Sud-Est, Nord, and Nord-Est.

To address flaws in national-level curriculum and teacher training and strengthen the implementation of evidence-based early grade reading instruction in Haitian schools, USAID in 2017 launched a new program known as the Early Reading Project (ERP). Under the ERP, USAID works with the LAC/READS program and its partners (FONHEP), with UND, Save the Children and with UNICEF to implement a streamlined and enhanced early grade reading program in the early grades of school. There is also a pending award that will be included in year 2. The ERP program has the following three objectives:

1.   Improve the MENFP's capacity to implement and eventually scale reading reform

2. Improve teachers' ability to teach early grade reading
3. Improve students' early grade reading outcomes

Evaluation Objectives and Approach: Social Impact (SI) has been contracted by USAID to design and implement an independent evaluation of its Early Reading Program (ERP) project in Haiti. The evaluation will be implemented over 2.5 years and will be comprised of 3 discrete data collection events: baseline (Fall 2017), baseline for a second set of schools (Fall 2018), and end line (Spring 2019). This position is solely for the baseline data collection phase.

The evaluation will follow a pre-post, longitudinal statistical matching design that involves collecting and analyzing baseline and end line data on program participants and comparing the performance of these participants to a control group. This design provides a measure of change in academic achievement of students in participating schools regarding the primary learning indicator of reading/literacy. Learning tests will be administered to youth in Grades 1 and 2 in school, supplemented by qualitative data to better explain the nuances in quantitative data. The proposed methodology will utilize the following quantitative and qualitative tools: a school-based learning test for students, a school-based survey for principals, a classroom observation tool, focus group discussions (FGD) with students and parents, and key informant interviews (KII) with Ministry of Education (MoE) officials and teachers. These tools will be utilized in communities, schools, and other locations across all departments (refer to the sampling plan in the table below). The total sample size for the evaluation is anticipated to be approximately 5,400-7,200 students among 180-240 schools, 24 focus group discussions, and 28 key informant interviews. Data collection will occur in the departments of Port-au-Prince, Grand'Anse, Sud, Sud-Est, Nord, and Nord-Est. The period of performance for baseline data collection will go from October 1, 2017 through January 31, 2018.

II. Scope of Work

Social Impact is looking for qualified research/data collection firms to assist in data collection for this evaluation. Subcontractors will prepare a technical proposal that addresses all aspects of the data collection as detailed in each section below.

Data Collection Activities

The subcontract will consist of the following illustrative activities:

Activity	Population	Duration	PAP	Grand' Anse	Nord	Nord-Est	Sud-Est	Sud	Total
Learning assessment	Students in Grades 1 and 2	20-30 minutes	675-900	1350-1800	675-900	675-900	675-900	1350-1800	5400-7200
School Visit Survey	Primary schools	30 mins.	20-30	45-60	20-30	20-30	20-30	45-60	180-240
Classroom Observation tool	Primary schools	Two 20-minute sessions per classroom	40-60	90-120	40-60	40-60	40-60	90-120	360-480
Students' FGD	Male students	1.5 hours	1	2	1	1	1	2	8
Students' FGD	Female students	1.5 hours	1	2	1	1	1	2	8
Mothers' FGD	Mothers of students	1.5 hours	1	2	1	1	1	2	8
Fathers' FGD	Fathers of students	1.5 hours	1	2	1	1	1	2	8
Teachers' KII	Grade 1 and 2 teachers	1 hour	2	4	2	2	2	4	16
MOE KII	MOE officials	1 hour	2	2	2	2	2	2	12

Department	PAP	Grand' Anse	Nord	Nord-Est	Sud-Est	Sud
Commune	Carrefour; Port-au-Prince	Abricots; Anse d'Hainault; Beaumont Bonbon; Chambellan; Corail; Dame-	Borgne; Cap-Haitien; Dondon; Limbe; Milot; Pilate; Plaisance;	Capotille; Caracol; Carice; Ferrier; Fort-Liberté; Mombi Crochu Mont-Organisé; Ouanaminthe;	Anses-à-Pitres; Belle-Anse; Grand-Gosier; Thiote	Aquin; Arniquet; Camp Perrin; Cavaillon; Chantal; Chardonnieres; Coteaux; Les Anglais; Les Cayes; Maniche; Port-a-Piment; Port-Salut; Roche-A-Bateau;

| | | Marie; Jeremie; Les Irois; Moron; Pestel; Roseaux | Port-Margot; Quartier-Morin | Sainte Suzane; Terrier-Rouge; Trou-du-Nord; Vallières | | Saint Louis du sud; St Jean du Sud; Tiburon; Torbeck |

Learning Assessment

The type of literacy assessment to be used has not yet been determined but will likely be modeled off of the UWEZO, ASER, or EGRA models. The test will measure the following core concepts:

      a. Letter-sound mastery (phonetic awareness)
      b. Non-familiar word reading
      c. Familiar word reading
      d. Reading connected text/Oral Reading Fluency (ORF)
      e. Reading comprehension
      f. Writing of a sentence dictated to the student
      g. Writing of a sentence the student generates in response to an open verbal prompt

The learning assessment will be administered to approximately 15 students in Grade 1 and 15 students in grade 2 in each school, for a total of 30 students per school. Approximately half should be female and half male.

School Visit Questionnaire

The School Visit Questionnaire captures school-based factors that may affect the quality of education and appeal of the school to local students. The primary respondent is the principal or head teacher. Information on school conditions include, but are not limited to, the number of teachers and classrooms, quality of facilities including construction materials and electricity, the availability of water, sanitation, and hygiene facilities and separation of latrines by gender, teachers' attendance at trainings on education quality or gender-based issues, and the presence of feeding programs or interventions from other groups. The questionnaire may also contain a school condition assessment, which employs observations of school facilities to determine whether school administrators maintain classroom, equipment, and water, sanitation, and hygiene facilities.

Classroom Observations

A class observation tool supplements other data with descriptions of a variety of practices in pedagogy and classroom management. This is to be done in two classrooms in each school, one for Grade 1 and one for Grade 2, preferably stratified by gender of teacher (one female, one male). Enumerators will observe a class and evaluate teaching practices, giving particular attention to gender-sensitive practices. Enumerators mark a 'yes' or 'no' for each observed practice and tally occurrences of repeating practices. Enumerators will visit teachers twice during the school day in two 20-minute observation blocks. The observations will be recorded on paper by a single enumerator per classroom, sitting to the side or in the back of the class to minimize disruption.

Focus Group Discussions

Focus group discussions with mothers, fathers, male students, and female students provide meaningful programmatic and insight on ERP at the community and school levels. These four different FGDs will be carried out by the Subcontractor across the six departments. The Subcontractor will also transcribe all interviews from digital voice recordings and translate them into English.

Key Informant Interviews

As part of the evaluation, there are key informant interviews with teachers and key Haiti MENFP personnel to understand changes brought about by ERP programming. KIIs will be carried out with these officials across the six departments.

Preparations for Data Collection

Subcontractors will be required to undertake a number of activities in preparation for data collection. This will include:

- **Comment on data collection protocols**: Subcontractor will review and provide feedback on SI's data collection protocols, to ensure that they are properly contextualized, and to ensure that SI has properly considered likely eventualities. The protocols that SI has developed for this activity - will be shared during contract negotiation.
- **Develop manuals for field staff**: Subcontractor and SI will collaboratively develop comprehensive manuals for field staff. SI must have a chance to review and approve final manuals at least 5 business days before the start of training. In some cases, SI may develop draft manuals, that will then be provided to the Subcontractor for review and further input. The manuals that will be developed for this activity include at least an interviewer manual and a supervisor manual.
- **Comment on instruments**: SI will provide instruments to Subcontractor for review. As with the protocols, Subcontractor will review and provide feedback on SI's data collection instruments, and suggest revisions as needed for context, flow, or other aspects. The instruments that will be used for this activity include: a school survey, a learning assessment, and classroom observation tool. SI will be responsible for programming instruments.
- **Translate and Back-Translate instruments**: Translations should be completed by a team concurrently, reconciling any differences afterward. Back-translations should be completed by a third party, who was not involved in any way in the translations. SI will review back-translations and ask Subcontractor to make changes to the instrument translations as needed based on the results.
- **Obtain local research clearances and permits**: Subcontractor will work with SI to submit applications for local research clearances as needed (e.g. local IRB or research clearance body), as well as obtain any relevant permissions needed in order to enter specific sites in order to collect data (e.g. local government letters of introduction). SI will inform the subcontractor as soon as the information is available on what type of clearance or permits are required.

Pretesting, Training, and Piloting

- **Pretesting**: The Subcontractor will be required to conduct pretesting for all data collection instruments. Pretesting is focused on the flow, translation, and logic of the instrument. Pretesting should be done on a sample of schools and students not part of the sample frame for the data collection, prior to training. The exact numbers will be decided based on the final sample sizes.

- **Training**: Training will take place prior to data collection. There will be one large training for all enumerators, supervisors, and other staff prior to the start of data collection. Subcontractors are required to specify the recommended duration and content of field staff training as part of the technical approach. Subcontractors shall describe in their technical proposal their approach to assessing interviewers' readiness to conduct data collection during and after the training, i.e. specifically how they will determine non-performing trainees. It is recommended that more interviewers be trained than will be required for this data collection activity, so that top-performers are selected, as well as to maintain a pool of back-up interviewers; non-performing trainees will not be selected as part of the main or back-up teams. No interviewer is to be sent to the field until he/she has demonstrated sufficient understanding of the protocols. Representatives of SI will assist with the training and may test enumerators as needed and may require, at their discretion, replacement of enumerators deemed to be performing inadequately in training or in the field.

- **Piloting**: Piloting will be done as part of training. It is focused on the entire process of data collection, and is meant to be a "real-life" practice of the data collection. In this way, it is different from the pretest which is specifically focus on the tool itself. Following piloting, it is not expected that major changes to the tool will be needed. Piloting should be done on a sample of 3-5 percent of the number of total sample schools and students. Note that these piloted schools and students should not be part of the sample frame for the data collection.

Quality Assurance

Subcontractors will be required to conduct quality control, at minimum following the requirements listed below. SI will be conducting independent quality assurance for the duration of this activity. Subcontractors will be required to respond in a timely manner to SI questions regarding data quality control and other measures of data quality assurance.

Led by Subcontractor:

- Daily team debriefs: Check-ins with the interviewers and field staff to review any challenges faced, allow for questions and clarifications, and provide feedback to the wider group. These are especially important early in the data collection activity to ensure that proper interviewing habits are formed.

- Supervisor checks: Supervisors will check their teams' forms before they are submitted to the server, to ensure completeness and spot-check for errors.

- Accompaniment: Subcontractor will ensure that at least 5% of interviews are directly observed by a supervisor or other senior member of the team. All interviewers should be directly observed at least once during the first week of data collection. Observations will be summarized in an accompaniment form developed by Social Impact.

- Co-enumeration: Subcontractor will co-enumerate at least one interview per interviewer during the first two weeks of field work (fill in a duplicate version of the interview form concurrently during direct observation). Thereafter, at least 1% of interviews should be co-

enumerated. SI also reserves the right to request co-enumeration for specific interviewers if questions are raised during SI's regular data quality checks.

- Back-checks: Subcontractor will conduct back-checks on 10% of the total sample, using a back-check tool developed by Social Impact. Back-check surveys should not be made available to enumerators. Back-checks should be conducted by separate teams form the enumerators, and the Subcontractor is expected to work collaboratively with SI to determine the allocation of back-checks throughout data collection (e.g. all enumerators should have 10% of their surveys back-checked within the first two weeks, and thereafter back-checks may be specifically targeted to certain interviews or enumerators).

Led by Social Impact:

- Survey programming quality control: SI will program various quality control measures into the electronic survey. These may include: speed limits, logic checks, or audio audits. The final set of quality control measures will be agreed upon by SI and the Subcontractor during preparations for data collection and finalization of the instrument.

- Social Impact will conduct independent weekly quality checks of the data downloaded directly from the server, summarizing any questions or feedback for the Subcontractor from each check. Subcontractors will be required to respond to these questions within 2-3 business days of receiving them.
- SI will also analyze back-check data and will summarize any questions or feedback for the Subcontractor from each check. Subcontractors will be required to respond to these questions within 3-5 business days of receiving them.

Respondent Protection & Data Security

Subcontracts are required to abide by Social Impact's respondent protection and data security protocols (to be provided upon award). Subcontractors will be given an opportunity to comment on the protocol and provide feedback that allows SI to better contextualize the protocol (without modifying SI's "required minimums").

All field staff will be asked to sign a non-disclosure agreement (to be provided upon award) signifying their understanding of ethical behavior in the field and proper handling of respondents' confidential and private information, including personally identifiable information (PII).

Subcontractors will ensure proper measures are taken in the field to monitor enumerators' behavior with respect to respondent protection and data security (including interviewing, handling of devices, etc.).

Reporting

Subcontractors will be required to submit the following reports. Social Impact will provide report templates as guidance to the Subcontractor following award.

Inception Report, Weekly/Bi-weekly Reports; Pretest Report; Training & Pilot Report and Final Report. A detail guideline on coverage under each topic will be provided after the task is awarded.

Past Performance

Bidders should submit a summary of **three past performance reports**, including contact information for references. SI reserves the right to contact references provided in these past performance reports. Example of some specific past performance that SI wants are related to demonstrated experience in conducting data collection in the education sector and/or with youth, demonstrated experience in successfully conducting large scale surveys (households, schools, enterprises, etc.) with sample sizes of several thousand using electronic data collection, and demonstrated experience collecting data in Haiti. This experience should reflect institutional capacity, not just that of individual team members. Of particular importance is relevant work in the management and implementation of data collection, with methodologies and with populations/locations as those in this scope of work. Experience working with US Government preferred but not required.

Personnel and Staffing Plan

Bidders should provide CVs for required team members (key personnel) positions as listed below, which meet the minimum qualifications. In this section, bidders should also describe their recruitment strategy for other field staff, and should specify the total number of enumerators and supervisors that will conduct the activity along with the proposed supervisor to enumerator ratio (SI recommends, as best practice, a ratio of no more than 5-6 interviewers to 1 supervisor).

KEY PERSONNEL:

Key Personnel	Qualifications
Team Leader (1)	Required 5-10 years of relevant experience managing large-scale data collection exercises in Haiti
Field Managers (2-3)	Required 5 years of relevant experience managing large-scale data collection exercises in Haiti
Field Coordinators (2-4)	Required 3 years of relevant experience managing large-scale data collection exercises in Haiti

Bidders should describe their approach to ensure that well-qualified interviewers are hired. Interviewers should have relevant interviewing experience in quantitative interviewing, especially using similar instruments to this evaluation. Recruitment and staffing procedures should be outlined in the technical proposal, along with contingencies for staff replacement, should the need arise, during data collection.

III. Deliverables & Payment Schedule

The Subcontractor will submit invoices according to the payments listed below. Weeks are estimated, and relative to contract signing. Submission dates for each deliverable invoiced and SI approval dates should be specified on the invoice. Invoices cannot be submitted prior to SI accepting deliverables/milestones in writing.

Phase	Payment	Deliverables / Milestones	Week (TBD)	%
1: Prep	1	Inception report with work plan	2	15
1: Prep	2	All protocols and instruments finalized; Final instruments translated & back-translated; Weekly reports through phase 1	4	15
2: Fieldwork	3	Enumerator Training completed Pilot & Training Report(s)	5	10
2: Fieldwork	4	Interim datasets; Bi-weekly reports through phase 2	11	15
3: Reporting	5	Final, clean datasets (including QA from SI), both quantitative and qualitative; Bi-weekly reports through phase 3	15	15
3: Reporting	6	Final Report Bi-weekly reports through phase 3	16	30
Total	--	--	--	**100%**

While communication between Social Impact and the Subcontractor may be conducted in French, all deliverables should be submitted in English.

IV. Scoring Criteria

Social Impact will weigh the following factors to score proposals:

- **Technical Proposal**: Compliance with requirements of scope of work; understanding of data collection activity requirements; innovative approaches presented if applicable.
- **Personnel**: Compliance with required qualifications and overall demonstrated experience of the personnel presented.
- **Past Performance**: Demonstrated, successful experience conducting similar activities in comparable settings, as specified in the Scope of Work. This experience should reflect institutional capacity, not just that of individual team members.
- **Cost**: Compliance and alignment with technical scope of work; competitiveness; reasonableness.

V.   Submission Instructions

Bidders should follow the instructions below for submission of questions and proposals:

QUESTIONS

Please use subject line "Haiti ERP – RFP baseline data collection Questions"

Please send to both email addresses in the "Contact" field on page 1 by the deadline for questions. Late submission of questions will be considered on a case by case basis by the SI project team.

Questions may be submitted in French, though the final Technical and Financial Proposals should be submitted in English.

PROPOSALS

Technical Proposals: Bidders will submit technical proposals, using the page limitations described below. Material that exceeds the page limitations will not be reviewed or scored by SI. Technical proposals will not include any financial information; SI may disqualify bids that include financial information in the technical proposal. The technical proposal will consist of the following components, such that the full technical proposal does not exceed 23 pages (including CVs).

- Technical Approach: no longer than five (5) pages
- Personnel: no longer than three (3) pages summarizing key personnel qualifications and experience within the technical proposal along with a description of the approach for recruiting other field staff for the data collection activity; CVs for key personnel should be included in the technical proposal, and altogether shall not exceed eight (8) pages.
- Past Performance: Three (3) past performance reports, not exceeding three (3) pages.

Financial Proposals: The financial proposal shall consist of a budget in Excel with traceable formulas and clear explanation of any assumptions made. Bidders are strongly encouraged (though not required) to use the budget template provided in Annex A to this RFP. Costs should be presented in USD. **The budget proposal should present estimates for the lower sample size (5,400 students among 180 schools) and for the higher sample size (7,200 students among 240 schools).**

Bidders are also required to submit a budget narrative (Word or PDF) summarizing key assumptions in the budget. Budget narratives should not exceed a total of three (3) pages.

Submission: Please use subject line "Haiti ERP – RFP Baseline data collection proposal submission". Please send to both email addresses in the "Contact" field on page 1 by the deadline for proposals. Late submissions will not be accepted.

Technical and Financial Proposals should be submitted in English.