Request for Proposals – Responses to Questions

Issue Date:	May 8, 2020
RFP Number:	COMEL_RFP_002
RFP Title:	Data collection for the impact evaluation of the USAID Land for Prosperity activity
Questions Due Date:	May 22, 2020 at 3pm Bogota time
Closing Date and Time for All Proposals:	June 5, 2020 3:00 pm Bogota time.
Place of Performance:	Colombia (specific areas are described in the Terms of Reference).

To All Prospective Offerors:

Below please find the responses to all questions received by the deadline of May 22, 2020.

Sincerely,
Ana Maria Rivera
Chief of Party, Panagora SAS

COMEL-RFP-002 QUESTIONS AND RESPONSES

No.	QUESTION	RESPONSE
1	Could you precise how many CV professional profiles must be included in the proposal?	Offerors should provide CVs for staff responsible for the overall management and for all staff above the household supervisor level for the quantitative work. For the qualitative work, Offerors should provide CVs for the subject matter expert/moderator, note taker and coordinator.
2	Our experience on data collection in Colombian rural areas demonstrate that enumerators with two years of experience in agricultural surveys are relevant but not essential for data collection. Could you include as relevant experience for the enumerators the work on peace and post-war surveys in Colombian rural areas and reduce the minimum required experience to one year?	Enumerators are required to have experience with at least 2 agricultural surveys. It is not necessary that this experience equal two years in total. Offerors are also expected to demonstrate the firm's experience with similar projects, through the past experience and references included in their proposals.
3	The offeror should submit the additional qualitative team CVs (considering the NORC staff wants to conduct a rigorous selection of the qualitative team during the training) or just the CVs from 1 expert moderator, 1 note taker and 1 coordinator?	For the qualitative work, it is sufficient to include CVs from one subject matter expert/moderator, one note taker and one coordinator. These staff will need to have committed to attending the training. Any replacements of these staff can only be done with the Panagora Groups written approval in advance, if the firm is selected.
4	In case the field work needs to be done remotely, will Panagora provide a dataset for contacting the potential interviewees?	NORC has not yet determined the sampling strategy; or if remote data collection is required. However, we believe these details are not necessary at this time, as the current solicitation and the budgets for this are focused on in-person data collection only.
5	Could you precise what is the required time to apply the listing survey in each household?	We expect each listing survey will take approximately 10 minutes to complete.
6	Due to the information required in our questions is essential to develop our proposal, we ask you to extend the closing date time for all proposals.	The proposal deadline has been extended by one week to June 5, 2020.
7	According to the objectives of the study, what relative distribution (%) of the sample of households is the ideal one by area (urban and rural)?	The evaluation team will select communities (e.g. *veredas/cabeceras/centros poblados*) for the purpose of data collection. Once household listing is conducted in each selected *vereda*, the evaluation team will randomly sample households. The distribution of the household sample by rural/urban areas depend on the population distribution of the selected communities.
8	How many *veredas* should be included in the sample, on average, by municipality?	There will be 120 *veredas/cabeceras/centros poblados* in 20 municipalities, so about 6 on average.

9	We interpret that there are two sample scenarios to be budgeted for the first proposal: i) 1,800 households, which implies 90 households on average per municipality (20 in total) and with 15 surveys per *vereda*; ii) 3,000 households, which implies 150 households on average per municipality (20 in total) and 25 surveys per *vereda*. Is our interpretation correct?	Yes, that is correct. In addition, there will be 12 Group Discussions in total and approximately 30 KIIs for both sample scenarios.
10	Although there is no certainty regarding the definitive number of interviews to be carried out, in order to estimate the necessary resources in the budget, we are grateful to report an approximate number of interviews with key actors per municipality.	There will be approximately 30 KIIs with 1-2 KIIs per municipality.
11	As there is no list of municipalities to include in the sample, we respectfully request at least to specify their quantity, indicating whether they will be 20 or 30.	The option period will include data collection from 30 municipalities. Of these 30 municipalities, 20 will be selected for the actual data collection, including household surveys, GDs, and KIIs. Comparison municipalities will be selected from the same regions as the treatment municipalities (e.g. Montes de Maria, Sur de Tolima, etc.).
12	For the experience of the supervisors, we request to reduce the requested experience to two (2) years of supervisory work, given that the generality is that a field operation lasts approximately one month and therefore it would take almost 60 projects to comply with the current requirement.	Supervisors are required to have experience in a supervisory role with at least 2 agricultural surveys. It is not necessary that this experience equal two years in total. Preference will be given to firms who can demonstrate additional relevant experience and experience in the regions where the work will take place.
13	For the experience of the interviewers, we request to reduce to one (1) year of work in agricultural surveys and / or in the regions specified in the request.	Enumerators are required to have experience with at least 2 agricultural surveys. Preference will be given to firms who can demonstrate additional relevant experience and experience in the regions where the work will take place.
14	For the logistics coordinator, we kindly request that the required experience be made more flexible, so that the coordination of operations involving rural work and / or with local leaders is accepted as valid. This is because the experience of this role requires focusing on the operational and logistical management that a project of this type demands.	The logistics coordinator will ideally have 2 years of full-time experience in this role or experience in a similar role on at least 5 projects in the past. The CV for the proposed logistics coordinator should be included in the Offeror's proposal and preference will be given to firms who can demonstrate this experience, especially in the regions where the work will take place.
15	We understand that with the proposal, only the CVs of the qualitative staff should be submitted. It is right?	Offerors should provide CVs for staff responsible for the overall management and for all staff above the household supervisor level for the quantitative work. For the qualitative work, Offerors should provide CVs for the subject matter expert/moderator, note taker and coordinator.

16	We understand that it will be sufficient to present the proposal in Spanish, as indicated in this paragraph, although in other sections it is mentioned that it must be done in English and Spanish, is it correct?	Proposals should be submitted in both Spanish and English.
17	Should it be assumed that private households are those that make up the universe of study?	Yes, that is correct. Only households will be included in the household survey and Group Discussions. KIIs, however, will include other stakeholders, such as government officials or local leaders.
18	Are there targeted areas for intervention in each municipality (eg some *veredas*, only the head, some populated centers, etc.)? If so, please inform us, on average, how many *veredas / centros poblados* are targeted by municipality.	At the moment, it is not clear if there will be targeted areas within a municipality. However, because we target a total of 120 *veredas/cabeceras/centros poblados* in 20 municipalities, there will be 6 on average. Areas with security concerns will not be targeted.
19	Will there be a control group? If so, how will it be selected?	Yes, there will be a control group. NORC will be responsible for selecting the control areas and will provide a list of these areas after awarding the contract. However, the numbers provided in the RFP include both treatment and control groups. Comparison municipalities will be selected from the same regions as the treatment municipalities (e.g., Montes de Maria, Sur de Tolima, etc.).
20	What allocation of household sample size should be proposed by municipality and area (urban / rural)?	The evaluation team will select communities (e.g., *veredas/cabeceras/centros poblados*) for the purpose of data collection. Once household listing is conducted in each selected *vereda*, the evaluation team will randomly sample households. The distribution of the household sample by rural/urban areas depend on the population distribution of the selected communities.
21	Is there a directory of beneficiary households (treatment group) with complete and updated identification and location data, which you will share with the selected consultant?	The evaluation team will select *veredas/cabeceras/centros poblados* for the purpose of the data collection and will provide the complete list of municipality and *veredas/cabeceras/centros poblados* to the selected data collection firm. Once household listing is conducted in each selected *vereda/cabeceras/centros poblados*, the evaluation team will randomly sample households and provide the list to the data collection firm.
22	Of the 120 geographic units, how many are *veradas* and how many are *centros poblados*?	This information is not known at this time.