REQUEST FOR PROPOSALS (RFP)

Date: January 16, 2020

Subject: RFP for Comunitatea Mea Population Baseline Survey Cohort 2 communities

Dear Sir/Madam,

1. You are invited to submit a proposal for “Comunitatea Mea Population Baseline Survey” as per enclosed in the Technical Specification (TS).

2. To enable you to submit a proposal, attached are:
   - Technical Specifications (TS) (Annex I)
   - Proposal Submission Form (Annex II)
   - Financial Proposal Form (Annex III)
   - Map of Comunitatea Mea Program Communities (Annex IV)

3. Your offer comprising a Technical Proposal and a Financial Proposal, marked with “Comunitatea Mea Population Baseline Survey” should be submitted scanned to the following address tender.cm.md@irex.org no later than January 30, 2020, 10:00 AM, local time.

Only officially registered companies are eligible to submit the proposals.

4. The proposals should be written in English.

5. All proposal prices indicated in the Financial Proposal Form should be appropriate, quoted in Moldovan Lei (MDL), and should indicate VAT 0%. The budget should not exceed 10,000 USD.

6. After proposal submission, the prices shall be fixed and are not subject to increases on any account. Proposals submitted that are subject to price adjustment will be rejected.

This RfP does not obligate IREX Moldova to pay any costs incurred in the preparation and submission of the proposals. Furthermore, IREX Moldova reserves the right to reject any and all proposals if such action is considered to be in the best interest of organization.

IREX Moldova does not discriminate on the basis against any beneficiary or potential beneficiary, such as, but not limited to, by withholding, adversely impacting, or denying equitable access to benefits or services on the basis of any non-merit factor. A non-merit factor includes race, color, religion, sex (including gender identity and pregnancy), national origin, disability, age, sexual orientation, genetic information, marital status, parental status, political affiliation, or veteran’s status.

A bidder, here and after referred to as “Research Agency” included in the Specially Designated Nationals list, or debarred from federal procurement, or similar list of Government of Republic of Moldova, or any other similar list, will be rejected.
7. If you have any questions regarding this Request for Proposal, please send an email on tender.cm.md@irex.org

Sincerely,

**Dara Lipton**  
Interim Chief of Party, Comunitatea Mea Program  
IREX Moldova
ANNE I
Technical Specifications (TS)

Date: January 16, 2020

**Purposes:** To conduct Population baseline survey according to the specifications provided in the Scope of Work of a representative sample of residents within a subset of LPAs assisted by the Comunitatea Mea Program.

**1. ORGANIZATIONAL SETTING AND BACKGROUND**

The assignment shall be performed under the overall guidance of the Interim Chief of Party and a direct supervision of Comunitatea Mea/IREX Moldova Gender, Inclusion and Learning Specialist with oversight from IREX HQ Senior Monitoring, Evaluation, and Learning Advisor.

**About IREX**
IREX is an international nonprofit organization providing thought leadership and innovative programs to promote positive lasting change globally. Details available at www.irex.org.

**Summary of the Comunitatea Mea (CM) Program**
USAID’s Comunitatea Mea (CM) is a five-year program of assistance that will strengthen local government to become more effective, transparent and accountable to citizens and to build local government’s capacity to meet citizens’ needs. Comunitatea Mea will serve as USAID’s flagship local government program providing comprehensive assistance to communities, including towns and villages, primarily targeting local self-government bodies. The principal beneficiaries are the first level of local public administrations along with civic groups and local businesses that, in collaboration, will work on developing their communities and improving availability, quality and effectiveness of public services across Republic of Moldova.

Under its Component (1) *Improved Quality and Access to Municipal Services*, Comunitatea Mea will support LPA elected officials and staff to establish meaningful engagement with their constituents to develop prioritized plans to improve services. CM will support improvements in provision of public services (such as water and sanitation, solid waste management, street lighting, green space management, transportation, etc.), along with e-services, administrative and social services. The CM Program under Component (2) *Citizens Meaningfully Engaged in Local Governance* will introduce both simple tools and innovations, will work with local partners to ensure that citizens are knowledgeable about democratic and transparent government processes that they are more engaged and active in local government affairs, and that marginalized and vulnerable groups play meaningful roles in local government decisions. The CM Program will also provide policy and legislative technical support under Component (3) on *Advancing Decentralization Reform*, strengthening role of local government associations in representing interests of LPAs, and will facilitate broad-based dialogue on decentralization reform. Under Component (4), assistance to LPAs will focus on *increase of locally owned revenues and improved financial management*. The Program will assist local governments with implementation of property delimitation, evaluation, and management. It will pilot demonstration projects on land and property registration, and tax assessment and collection to improve property evaluation and management.
2. PURPOSE OF THE POPULATION SURVEY

Data received from the Population baseline survey will be used to evaluate impact, measure progress during implementation, and adjust activities of Comunitatea Mea Program, including:

- Support local governments in improved performance under all four components of the Comunitatea Mea Program (brief description of the Program Components are provided in the section above);
- Raising awareness of the challenges vulnerable groups face in accessing local governance processes and services;
- Develop training programs for local government officials on the specific rights of people with disabilities and other vulnerable groups vis-a-vis local government;
- Design support programs for local governments to better identify vulnerable individuals within the community and ensure that barriers to participation and access to services are removed;
- Support local governments in setting of monitoring and evaluation systems, including monitoring of issues of access, bias and discrimination against vulnerable groups in participating in local governance processes and accessing or receiving local government services.

A list of performance indicators will be used by Comunitatea Mea Program to measure progress against baseline over the life of the project.

3. SCOPE OF WORK AND SURVEY METHODOLOGY

Survey assessment areas The scope of this assignment is to conduct a Population baseline survey covering a representative sample of residents within a subset of 10 communities out of 26 LPAs assisted under the Comunitatea Mea Program in Year 3, aimed at assessing citizen access, engagement, and satisfaction in the areas of capacity building targeted by the CM Program such as:

a) Citizen satisfaction with municipal planning, administrative processes, and other processes and systems targeted for improvement. One key area to measure should be citizens satisfaction with how LPAs communicate on major issues such as planning, budgeting, services, etc. as a way to engage them.

b) Citizen engagement in local governance, decision-making, including planning processes related to:
   - Budgeting process,
   - Public procurement process,
   - Strategic planning,
   - Urban planning,
   - Capital investment planning,
   - Local economic development planning,
   - Other planning processes.

c) Citizen access to municipal information from the Local Public Authority (LPA). Access to information from LPAs is defined as having the knowledge and ability needed to obtain municipal information of any kind that pertains to the local community and LPA.

d) Citizen satisfaction with local public services delivered by the Local Public Authority, including:
Communal services (water supply and sanitation, solid waste management, public transport and road maintenance, street lighting, green space management, energy efficiency, etc.);
Social service (kindergartens, libraries, house of culture, cemeteries, assistance to vulnerable groups, etc.);
Administrative services (permits, certificates, licensing, business registration, public complaints, etc.).

Research tool
IREX will provide a research tool that aligns with the capacity building efforts for Components 1 and 2.

Target population and survey method
The population baseline survey shall be carried out with a representative sample of 10 LPAs from the second cohort LPAs receiving assistance from the Comunitatea Mea Program in Year 3. The subset of 10 communities to be included in the sample of the survey are: towns of Drochia, Cimisla, Vulcanesti; villages Ciuculeni (Hancesti), Varnita (Anenii Noi), Dorotecaia (Dubasari); communes Pirlita (Ungheni), Rusestii Noi (Ialoveni), Panasesti (Straseni), Lalova (Rezina). These communities are representative in terms of geographic position, population size and ethnic composition, diverse economic development level.

The population baseline survey shall be conducted door-to-door with a representative sample of 100 citizens per community using the sampling specifications below. The interview length shall be approximately 15-20 minutes long.

Sampling design and sample sizes
The population survey sample must be as diverse as the population itself in the respective community and sensitive to the local differences. The sample must be representative of the entire population, including as concerns age, sex, education level, disability, minority group/linguistic group. Participation of these groups and focus on disadvantaged persons is a major concern for the Comunitatea Mea Program, therefore the Research Agency should ensure that during sampling these groups are properly included in the population survey according to the specifications provided below.

The sample should provide a balanced representative to the extent possible of the following population subgroups within the community associated with each selected LPA:

- Age: 18-30 (25%), 31-45 (25%), 46-60 (25%), and 60+ (25%)
- Sex: Male (50%), Female (50%)
- Education level: Secondary or less (50%), Vocational School or College or Centre of Excellence (30%), University or higher (20%)
- Disability status: Disability (20%), Non-disability (80%)
- Ethnic/linguistic group: Minority (25%), Majority (75%)

A total of 100 interviews should be completed for each community for a total of 1,000 interviews conducted in a subset of 10 representative communities from the second cohort of LPAs assisted by Comunitatea Mea in Year 3.

A stratified random sampling process should be used to build a sample that reflects a balanced representation of the above groups. The process for each community should include the following steps:
- Divide the number of households by the sample size to get the frequency of sampling. A 1,000 household community divided by a sample size of 100 results in 10. Thus, a citizen from every 10th household shall be selected.
- The community should be divided spatially into zones that correspond to naturally occurring social or geographic variation. Surveyors shall select from within each zone.
- One adult citizen from each household shall be interviewed. In order to represent each population subgroup above adequately, a higher frequency of sampling (e.g., every 5th household) may need to be employed.

4. ACTIVITIES AND DELIVERABLES

Within the population survey, the selected Research Agency will:
- Conduct door-to-door interviews and complete survey with citizens in the population subgroups listed above; update sample distribution for each assisted LPA;
- Enter the data according to specifications provided by IREX and conduct robust quality control of the survey data;
- Collect and process response data by performing transcription for write-in responses, data validation, cleaning, variable coding and filling in an Excel spreadsheet (database);
- Provide updates to IREX on the surveys/questionnaires completed, disaggregated by the sub-categories of the adult population (age, sex, education level, disability, minority group/linguistic group);
- Provide deliverables described in Section 5 below, including the tabulation of the survey sample by the variables in the sampling instructions), Data Collection Report, Crosstabs (disaggregated sample), and Final Excel spreadsheet (database with processed data/results).

Comunitatea Mea Program will:
- Provide the research tools in Romanian, Russian and English;
- Closely collaborate with the selected Research Agency throughout the entire process to ensure successful administration of the survey;
- Monitor fieldwork process and conduct a quality control of received documents and fieldwork, including the number of involved field-operators.

5. EXPECTED DELIVERABLES AND PROJECTED TIMELINE

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Projected timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Inception report with updated survey methodology. The report should include a list of the field-operators involved in this assignment and their contact data for verification purposes.</td>
<td>1 week after contract signing</td>
</tr>
<tr>
<td>2. Crosstabs (disaggregated results). 1 completed data file in Excel (open database), cleaned and tested for data errors.</td>
<td>3 weeks after contract signing</td>
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</tbody>
</table>
Data management
To allow proper interpretation, the data obtained during collection should be appropriately organized in an Excel database. Data file must not be submitted in MS Word or pdf format. Deliverables will be submitted in the English language.

Any material and information performed under this assignment vests with IREX. The Provider will ask a prior approval from Comunitatea Mea to use any of provided information.

6. PROPOSAL CONTENT

The proposal package will comprise the following documents in English:

I. Technical Proposal.

The Technical Proposal should include the following documents:

1. A company profile including activity report with relevant examples of completed similar assignments performed during the last 2 years (up to 2 pages) and at least 2 references;
2. Company Portfolio with samples of relevant works, including CVs of experts and regional coordinator;
3. Survey methodology;
4. Description of survey implementation (the description should indicate the number of field operators which will be involved in this assignment, data collection and technology used for fieldwork, data quality checking, data processing);

II. Proposal Submission Form (Annex II);

7. PROPOSAL EVALUATION METHODOLOGY AND CRITERIA
<table>
<thead>
<tr>
<th>Area</th>
<th>Percentage weighting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical approach</td>
<td>30</td>
<td>Demonstrated understanding of the assignment. Clear description of methodology that will be used. Clear and substantiated description of survey implementation including:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• detailed description of data collection and technology used for fieldwork,</td>
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<tr>
<td></td>
<td></td>
<td>• number of field operators involved in conducting this assignment (CM will request a list of the field-operators with contact data, once the contract is signed),</td>
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<tr>
<td></td>
<td></td>
<td>• quality control and data validation procedures and techniques.</td>
</tr>
<tr>
<td>Organizational Capacity</td>
<td>15</td>
<td>• proven experience in conducting similar assignments, including quantitative studies, face-to-face surveys, household surveys,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• approach used to comply with the projected timeline.</td>
</tr>
<tr>
<td>Key Staff</td>
<td>05</td>
<td>• detailed information on staff, their professional background and experience in conducting similar assignments</td>
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<tr>
<td></td>
<td></td>
<td>• full CVs of the experts to be involved in the assignment.</td>
</tr>
<tr>
<td>Cost</td>
<td>50</td>
<td>• reasonableness and appropriateness of cost.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• clear alignment between level of effort, technical approach, and deliverables.</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
<td></td>
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</tbody>
</table>

7.1 Preliminary Examination:

a) Verification

The Bidders shall verify that the proposals have all required documents, including (but not limited to):

- The validity of proposal is for the period requested in Annex II. A proposal with a shorter validity shall be rejected.
- All documents, including technical and financial documentation, requested in the clause 6, Proposal content, have been submitted, are complete, and clear. If any of the documents named in the said clause is missing, the proposal shall be rejected.

b) Eligibility

Proposals shall be examined to verify whether the Bidder and all parties constituting the Bidder (partners in a Joint Venture and/or Sub-contractors) are eligible for Contract award.
If the Bidder or its Partner and/or Sub-Contractor Bidders have:
- nationality from a country with a sanction imposed by the United Nations Security Council; or
- been debarred or suspended from participation in procurements funded by the United States Federal Government or otherwise prohibited by applicable United States law or Executive Order or United States policies, including under any then existing anti-terrorist policies; or
- been barred from participation in procurements financed by the World Bank, Moldova Acquisition Agency, or any other International Organizations/Agencies.

Proposals submitted by ineligible Bidders or proposing ineligible Sub-contractors will be rejected.

7.2 Technical Evaluation

The technical proposal will be evaluated with maximum 50% of the obtainable 50 points assigned for technical proposal.

A proposal will be rejected at this stage, if it fails to achieve the minimum technical threshold of 20 points prior to any price proposal being opened and compared.

a) Technical approach – 30 points;
b) Organizational Capacity – 15 points;
c) Key staff – 05 points;

7.3 Financial Evaluation

As a result of the financial evaluation each proposal will be given a score, with a maximum of 50 points, to be considered in the combined evaluation of proposals.

The total number of points for Financial Evaluation which a Bidder may obtain for its proposal is as follows:

(a) Reasonableness and appropriateness of cost - 10 points;
(b) Clear alignment between level of effort, technical approach, and deliverables – 10 points;
(c) The proposal with the lowest evaluated price ($F_{min}$) will be given a financial score ($S_F$) of 30 points. The financial scores of the other proposals will be computed using the following formula:

$$S_F = (F_{min}/F_i) \times 30$$

where $F_{min}$ is the is the lowest evaluated proposal price $F_i$ is the evaluated price of the proposal under consideration.
ANNEX II

PROPOSAL SUBMISSION FORM

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the “Comunitatea Mea Population Baseline Survey” services at the order of the “Comunitatea Mea” Program for the sum as may be ascertained in accordance with the Financial Proposal Form attached herewith and made part of this Proposal.

We undertake, if our Proposal is accepted, to commence and complete assignment of all deliverables specified in the contract within the time frame stipulated.

We agree to abide by this Proposal for a period of sixty (60) days from the date fixed for opening of Proposals in the Request for Proposals, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Proposal you may receive.

Dated this day /month of year

Signature

(In the capacity of)

Duly authorized to sign Proposal for and on behalf of
The bidder is asked to prepare the Financial Proposal Form and submit it along with Technical Proposal.

**The Financial Proposal must be submitted on separate sheet.**

All prices/rates quoted must be in MDL and include VAT 0%. The Financial Proposal must provide a detailed cost breakdown and provide separate figures for each functional grouping or category.

The format shown below should be used in preparing the Financial Proposal.

<table>
<thead>
<tr>
<th>Financial Proposal*:</th>
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<tbody>
<tr>
<td>Request for Proposals for the Comunitatea Mea Population Baseline Survey</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Description of Activity/ Item</th>
<th>Specifications</th>
<th>Number of units</th>
<th>Cost per unit, MDL</th>
<th>Total cost, MDL</th>
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</thead>
<tbody>
<tr>
<td>Phase 1: Inception</td>
<td></td>
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<tr>
<td>Inception report with survey methodology.</td>
<td>The report is expected to confirm the methodology proposed for this tender. This report should include a list of the field-operators involved in the assignment and their contact data. Language: English</td>
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**Sub-total Phase 1**

<table>
<thead>
<tr>
<th>Phase 2: Field work</th>
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</thead>
<tbody>
<tr>
<td>Conducting face-to-face interviews</td>
</tr>
<tr>
<td>Checking for quality data collection process</td>
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**Sub-total Phase 2**

<table>
<thead>
<tr>
<th>Phase 3: Data processing and cleaning</th>
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<tr>
<td>• Crosstabs (disaggregated results). The database should be provided in Excel. Language: English</td>
</tr>
<tr>
<td>• 1 completed data file in Excel (open database),</td>
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**Sub-total Phase 3**

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<th><strong>Total</strong></th>
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</table>
cleaned and tested for data errors.

Total price 0.00 MDL

* No lump sum is accepted

/signature/ and /stamp/ Date

ANNEX IV.
MAP OF COMUNITATEA MEA PROGRAM COMMUNITIES

Legend: communities highlighted in orange are included in the sample of this population survey