

**Request for Proposal for
Data Collection Services for Room to Read's 2023 Baseline Study of the Literacy
Program in Gorkha District, Nepal
Room to Read
Nepal.**

Performance Period: June/ 2023 to August 2023

RFP Release Date: May 30, 2023

Pre-bid Meeting Date and Time: June 2, 2023- 11:00 am at Room to Read, Thapathali

Question Submission Deadline: June 6, 2023

Question Response Posting Deadline: June 9, 2023

Questions and Answers will be posted on Room to Read's website:
<https://www.roomtoread.org/room-to-read-accelerator/>

Proposal Submission Deadline: June 13, 2023, 5:00 pm

Project Name: Data Collection Services for Room to Read's 2023 Baseline Study of the Literacy Program in Gorkha District, Nepal

Place of Performance: Nepal (Gorkha district)

Anticipated Type of Award: Fixed Price Contract

The RFP and any amendments to this solicitation will be issued and posted on the Room to Read website <https://www.roomtoread.org/room-to-read-accelerator/>; alternatively, it can be obtained by emailing operations.nepal@roomtoread.org. The Offeror is responsible for checking the website periodically for official updates and amendments to the solicitation. It is the responsibility of the recipient of this RFP to ensure that it has been received from the Internet or email in its entirety. Room to Read bears no responsibility for data errors resulting from transmission or conversion processes.

Offerors are encouraged to read the entire solicitation, including the closing date and time, all applicable contract requirements, and the conditions and instructions required to submit a proposal.

Proposals in response to this solicitation are due by electronic mail only to the attention of the email address: operations.nepal@roomtoread.org with the subject line "QUESTIONS for Room to Read, Nepal RFP" no later than the date and time stated above. No other forms of submission will be accepted.

This RFP in no way obliges Room to Read to make an award, nor does it commit Room to Read to pay any costs incurred by the Offeror in preparing and submitting a proposal or amendments to a proposal. Your proposal shall be considered valid for 90 days after submission. Furthermore, Room to Read reserves the right to reject any and all offers if such an action is deemed in the organization's best interest.

A. Introduction

Room to Read is issuing a Request for Proposal (RFP) for a fixed-price contract for data collection services related to the evaluation activity of its Literacy Program intervention in Nepal for the period from June/ 2023 to August/ 2023. The performance period will begin as soon as feasible (June/2023) and continue until August/2023. Room to Read will issue fixed payment(s) based on submitting deliverables deemed acceptable by Room to Read. The contract will include a fixed price payment schedule with deliverables specified.

The contract is anticipated to be awarded in June/ 2023, with work starting immediately following the contract award. This RFP is open to firms registered in Nepal. Firms with extensive experience in data collection using an Early Grade Literacy Skills Assessment (EGLS) tools or literacy assessment tools in Nepal are strongly encouraged to submit a proposal¹.

Offerors are encouraged to submit questions as soon as possible to the email address: operations.nepal@roomtoread.org. Please include the email subject line: QUESTIONS for Room to Read, Nepal RFP. The deadline for questions is June 6, 2023, at 17:00 Hour Nepal Time. Answers will be posted by June 9, 2023, by 17:00 hours at <https://www.roomtoread.org/room-to-read-accelerator/>. If you need help accessing the posted questions and answers, feel free to get in touch with the Operations Department via. operations.nepal@roomtoread.org.

The services called for under this RFP will be rendered to support the impact evaluation conducted by Room to Read's Research, Monitoring, and Evaluation department. These data collection activities represent important steps towards building evidence about Room to Read early literacy interventions in Nepal. Findings from the data collected will be utilized to strengthen Room to Read's early literacy instruction and overall program monitoring and implementation.

Room to Read implements the Literacy Program to enhance the reading ability of early-grade children and the reading habits of primary-level students. The baseline study is part of a two-year (2023-25) Impact Evaluation of Literacy Program (Demonstration Model) in Gorkha District, Nepal. The primary objectives of the impact evaluation, which will follow a quasi-experimental design, are given as follows:

- a. Determine whether the program is having an impact on children's reading skills after two academic years
- b. Determine whether the implementation of the program facilitates the acquisition of early reading skills in children at a rate that ensures that they will reach the goal of becoming fluent readers by the end of Grade 2
- c. Identify reading skills that could be better supported by the program and determine how to improve these reading skills quickly and effectively.

The baseline study (2023 June/ July) and endline study (February/ March 2025) are the two cycles of impact studies. This solicitation is to hire a consulting firm to conduct the baseline study only. Field-based data collection is anticipated for this study, receiving approvals and

¹ In this impact evaluation, Room to Read will assess children's early-grade literacy skills in the Nepali language using a tool prepared on the framework of Early Grade Literacy Skill (EGLS) by in-house local language and curriculum experts.

coordination with the government and schools.

The proposal will be open to Nepali organizations. The following capacity and experience should apply for this opportunity:

1. Experience with education-focused research design and data collection
2. Relevant direct experience collecting data in a school-based study will be given preference
3. Experience fielding large, complex data collection projects
4. Proven ability to recruit and train well-qualified data collection teams, including enumerators
5. Comprehensive understanding of research quality standards, with a specific focus on data quality assurance
6. Expertise and experience with SurveyCTO or similar tablet-based data collection platform
7. Strong processes for planning, budgeting, and change management
8. Ideally, experience engaging with schoolteachers, headteachers, and students during data collection and administering surveys and reading assessments to primary-grade learners
9. Experience in managing, cleaning, and tabulating large data sets in Excel or STATA format

Room to Read will lead the overall research process, including the research design, sampling strategy, and development of data collection instruments and analysis and reporting. The Offeror will be responsible for all activities related to data collection, including field planning, recruitment and training of data collectors, and supervision of data collection in compliance with Room to Read's protocols. The Offeror will also ensure data quality assurance and timely delivery/uploading of raw and cleaned data sets and field reports. Additionally, the firm will assist in securing the necessary data collection approvals at the central and local levels.

The RFP is organized as follows:

- Organizational background
- Project background
- Scope of work and activities
- Responsibilities consulting firm and Room to Read
- Proposal preparation and submission requirements
- Deliverable and payment timeline

B. Organizational Background

B.1. Room to Read

Room to Read is a global organization transforming the lives of millions of children in historically under-resourced communities by focusing on literacy and gender equality in education. Founded in 2000 on the belief that World Change Starts with Educated Children®, our innovative model focuses on deep, systemic transformation within schools during the periods most critical in a child's schooling: early primary school for literacy acquisition and secondary school for girls' education.

We work in collaboration with local communities, partner organizations, and governments to develop literacy skills and a habit of reading among primary school children and ensure girls can complete secondary school with the skills necessary to negotiate key life decisions. By focusing on the quality of education provided within the communities and ensuring these outcomes are measured, we have created a model that can be replicated, localized, and sustained by governments. Room to Read has benefited 32 million children across over 48,000 communities in Bangladesh, Cambodia, Grenada, Honduras, India, Indonesia, Jordan, Laos, Myanmar, Nepal, Rwanda, South Africa, Sri Lanka, Tanzania, Vietnam, and Zambia.

B.2. Room to Read in Nepal

Room to Read has worked in Nepal since its establishment. Room to Read started its operation in Nepal by donating children's books to community schools, generally termed government schools. In the initial days of its establishment, Room to Read started working with more and more local communities to improve children's education. Because of our results, many local communities began approaching Room to Read for assistance in improving their educational facilities and infrastructure. Room to Read decides which program to focus on with the community and works with local levels found to be proactive with sustained interest. Since starting, hundreds of local levels have received donated materials, labor, and funds to help their schools. Room to Read has developed a holistic, multi-pronged approach to help children in Nepal gain the lifelong gift of education.

To date, Room to Read has partnered with government schools to establish over 4,742 school libraries to encourage a habit of reading in primary school children, published 388 children's books for quality materials to read, constructed over 1,249 schools, renovated 46 schools, and helped create an enabling learning environment through comprehensive Reading & Writing Instruction program in 1,338 primary classrooms. Room to Read has supported over 10,571 girls from underprivileged families to complete secondary education and beyond by providing material, academic, and life skills education support through our Girls Education Program. Room to Read, along with Padhnako Lagi Kotha (PLK)- the sole implementing partner of Room to Read, partnered with a local NGO to implement and monitor our programs in the working districts. At present, the Room to Read Nepal office has around 160 staff. We are at a growing stage and working on scaling up our coverage in the future.

B.3. Literacy Program in Nepal

The comprehensive Reading & Writing Instruction program has been implemented in primary classrooms. We have partnered with the local NGOs to implement our program in different districts. Room to Read's Literacy Program in Nepal is a school-based intervention that seeks to develop children's reading skills and habits of reading in the early primary grades to help them become lifelong, independent readers. The program includes three main components:

- (i) Instruction: reading and writing instruction for children in Grades 1 and 2;
- (ii) Library: establishment of child-friendly school libraries to provide children with access to quality materials to read inside and outside schools; and
- (iii) Quality Reading Materials (QRM): development of locally appropriate quality reading materials for children.

Room to Read's Literacy Program provides a strong foundation for all children in its schools, enabling them to become fluent readers by the end of Grade 2. In Nepal, the instruction component of the program was launched during the 2009 school year in Grade 1 classrooms.

Currently, the comprehensive Literacy Program is being successfully implemented in nine districts. Room to Read started its program in 100 schools in the Gorkha district in 2022.

C. Project Background

Room to Read is soliciting proposals from qualified agencies (research firms or any research/study consulting organization) to support the training of assessors and data collection activities for the Literacy Program's baseline study in the Gorkha district. Room to Read implements the Literacy Program to enhance early-grade children's reading ability and support school children in developing reading habits. The Early Grades Literacy Program's baseline study is a part of two years (2023-25) Impact Evaluation of the Literacy Program in Gorkha District, Nepal. The geographic focus of the study is planned for the Gorkha district. Assessor hiring, training, and field-based data collection are anticipated for this activity, along with receiving approvals and coordination with the Government of Nepal.

This study is significant to Room to Read's vision of improving early literacy outcomes, supporting the habit of reading among children, and scaling the same through government systems in the future. The study's findings enhance the sectoral knowledge about reading ability and the habit of reading. This ultimately will be evident in reading culture enhancement and lessons about scaling within education systems.

As a part of the two years (2023-2025) impact evaluation, the baseline study will be conducted in June/ July 2023, whereas its endline evaluation will be conducted in February/ March 2025. Upon the mutual agreement and procurement compliance, there might be an opportunity to work with the same Offerors during the endline study in 2023.

D. Scope of Work and Activities

Room to Read solicits proposals from survey agencies experienced in collecting early-grade children's reading skill data in Nepal to provide data collection services for the activities. Room to Read will design the study's methodology, including sampling strategies, and already developed the data collection tool to measure students' reading ability- the Early Grade Literacy Skills Assessment (EGLS).

The offerors will be responsible for the entire data collection (including reviewing the EGLS tool- paper-based and Computer-Assisted Personal Interviews-CAPI (SurveyCTO) programming, field planning, recruiting, training, supervising data collectors, fielding the assessment in compliance with Room to Read protocols, and uploading data sets) associated with each baseline data collection activity. Details of the data collection services expected from the bidders. The major activities are listed below:

Activity 1: Hiring of the Assessors

The consulting firm will recruit, hire, and supervise the required number of qualified and experienced assessors for the table-based data collection. The consulting firm should also hire the required numbers of supervisors and support, and other staff. Assessors and supervisors should complete all the sessions of the assessors' training. To ensure consistency among the assessors and the quality of the training, three rounds of Inter-rater reliability (IRR) assessments should be conducted during the assessors' training. Only the assessors who perform better than the gold standard (set at 95% agreement) should be deployed for the data

collection. The IRR assessment results will be used to competitively select the best-qualified candidates to conduct data collection in the field. The firm should follow Nepal's labor law while selecting the assessors, supervisors, support, and other staff. The firm should consider the following while selecting the assessors and supervisors:

- a. Have experience in data collection by using a tablet or mobile phone
- b. Have completed high school (grade 12)
- c. Be fluent in the Nepali language

Deliverable 1. An Inception Report that consists of the following:

- *Deliverable 1.1:* Organization's understanding of the project based on consultation with Room to Read
- *Deliverable 1.2:* Detailed work plan for both training and data collection
- *Deliverable 1.3:* Data quality assurance process for the activities plan
- *Deliverable 1.4:* List of key people (team members, supervisors, enumerators, etc.) who will be engaged with the project

Activity 2: Assessors' Training

The consulting firm will provide all required managerial and logistics support to conduct the assessors' training. This includes booking and managing appropriate halls, projectors, internet facilities, catering, stationery, and other requirements. A five-day training will be conducted in Kathmandu, and sessions will be facilitated by Room to Read staff. Room to Read will provide tablets (one per assessor and additional ones for backup purposes shall be provided to supervisors to cope with any problem that may arise) with necessary data collection applications. The consulting firm should take care of the tablets and manage all the data transfer facilities during the training. The Internet for the data synchronization and uploads during the training and data collection on a daily basis are the firm's responsibility. The firm should bear any losses on the accessories and peripheral equipment after handing them over to the consulting firms. In addition to logistics for training halls, the firm will be responsible for organizing and coordinating school visits during the training. The firm will be responsible for data quality supervision and observation of enumerators' performance during training and fieldwork exercises. Room to Read staff may monitor and supervise the related activities as well.

The consulting firm should be responsible for the preparation and printing of the required number of stimuli for data collection and procurement of required materials (pencils, erasers, printed copies of tools, stimuli files, consent forms, and anything else required for the effective and efficient implementation of the training and data collection, and data quality assurance activities.

Deliverable 2. Data collectors' training completion report that includes:

- Deliverable 2.1: Copies of training materials used
- Deliverable 2.2: Training day-wise attendance
- Deliverable 2.3: Revised, if required, data collection plan and confirmation of protocols
- Deliverable 2.4: IRR assessments results for training
- Deliverable 2.5: Reflections and any suggestions to Room to Read from the field practice

- Deliverable 2.6: Signed copies of Room to Read's Child Protection Policy forms submitted

Activity 3: Field Planning and Obtaining the Government's Permission

The consulting firm should prepare a day-wise efficient work plan for the data collection. Similarly, the firm should also prepare and submit the data quality assurance plan and submit Room to Read for approval. We suggest the firm prepare a realistic plan by considering any potential challenges that may occur during the data collection. As the data collection happens at school, the firm should obtain the government and other necessary permissions to collect the data. To obtain permission, Room to Read will support the firm in coordinating with the different agencies. Moreover, the firm will directly coordinate with all sampled schools to schedule the date data will be collected from them. The firm should ensure that assessors have printed stimuli, consent forms, and other stationary materials, including pencils, erasers, printed copies of the tools for backup, notebooks, and anything else required to effectively and efficiently implement data collection activities.

Deliverable 3: Revised field plan

Deliverable 3.1: Revised day-wise data collection plan

Deliverable 3.3: Revised data quality monitoring plan

Activity 4: Data Collection and Quality Monitoring

The consulting firm should deploy trained assessors who got the minimum score in the IRR test, as stated above. The firm should ensure that high-quality data is collected as planned. For this, the firm should establish a quality monitoring system. The firm will provide all necessary logistical support for data collection teams, such as vehicles, transportation, lodging, and a competitive daily per diem rate to enable them to collect data efficiently and effectively. The Room to Read will also monitor the process with the government counterparts.

Schools and Data Collection Instruments

The study will be conducted in the Gorkha district. A total of 30 program schools and 35 control schools will be the sample schools for the study. Room to Read will provide the list of the schools to the firm. Also, from each school, twelve students from grade should be sampled randomly to administer the assessment by the assessors by maintaining an equal number of girls and boys as far as possible. From each school, two IRR data will be collected.

Early Grade Literacy Skills (EGLS) Assessment will be the tool for the data collection. EGLS Assessment is a one-to-one assessment of children that takes approximately 15 to 20 minutes per child. The consulting firm will collect children's literacy skills data using a Nepali Early Grades Literacy Study tool developed by Room to Read on tablets using the SurveyCTO application. The tool has the following sections and tasks:

- School identification [province, local level, school unique ID, location (rural/ urban)]
- Child background information (Detailed) [demographic, social, economic, and home learning environment-related information of each child]
- Letter recognition [timed sub-task using 100 letters; maximum time 60 seconds]
- Nonsense word reading [timed sub-task using 50 fabricated words; maximum time 60 seconds]
- Oral reading fluency [timed sub-task using a 60-word long passage; maximum time 180 seconds]

- Reading comprehension [untimed sub-task with five comprehension questions from the oral reading passage]
- Sentence choice [timed sub-task with 20 short sentences, ten true sentences, and ten false sentences; maximum time 300 seconds]
- Sentence dictation [timed sub-task with a 6-word long sentence; maximum time 120 seconds]

Note to the Offeror:

- (i) *The tool to collect "School background information (Detailed)" and "Child background information (Detailed)" will be shared with the firm by Room to Read.*
- (ii) *The study will be conducted in a sample of thirty Room to Read's Literacy Program intervention schools (defined as the project group) and thirty-five non-intervention schools (defined as a comparison group) with characteristics similar to those in the project group. Room to Read will select all schools and any replacements if needed.*
- (iii) *The EGLS Assessment tool is the impact evaluation tool. Room to Read will share the tool with the firm.*
- (iv) *The firm will take adequate measures to protect the integrity and independence of the data collection procedures keeping the concerns related to the test security of the EGLS Assessment tool in mind. Room to Read will explain this point in detail during the project's inception phase.*
- (v) *Each child will be asked to read one passage for the oral reading fluency test and answer the corresponding reading comprehension questions to measure reading ability.*
- (vi) *Room to Read provides the survey agency with the tool in Computer Aided Personal Interview (CAPI) data collection format and program to accomplish the Room to Read specific protocols for all activities.*
- (vii) *The data collection agency can suggest and share best practices and lessons learned with the Room to Read team regarding EGLS Assessment data administration and management.*

Deliverable 4: Data collection completion report

- *Deliverable 4.1: Fieldwork report*
- *Deliverable 4.2: Data quality monitoring report, which includes the results of all daily IRR assessments conducted during data collection.*

Activity 5: Data synchronization, basic level of data cleaning, and activity completion reporting

The consulting firm should ensure data synchronization daily with Room to Read's SurveyCTO servers. Room to Read will establish a mechanism to track the data synchronization process. In addition, daily reports should be submitted to Room to Read that outline the number of schools visited, the number of assessments conducted, and any logistical challenges faced. The firm is responsible for the following:

- 1) daily reports with the number of assessments conducted, challenges faced, etc.;
- 2) two IRR assessments per school to assess the reliability/consistency across data collectors.
- 3) firm will promptly communicate relevant information with Room to Read staff throughout the data collection

The firm is responsible for preparing the data cleaning protocol by coordinating with Room to

Read. Based on the protocol, the firm shall do a basic level of cleaning of the data and provide it to Room to Read in CSV or STATA format along with a codebook. After data collection ends, the firm should develop and submit the activity completion report, which mainly reports the process, timeline, efforts, and others from the bid award, assessor hiring, training, data collection, and monitoring to final data synchronization.

Deliverable: Completion of the Baseline data collection, including:

- Deliverable 5.1: All data synchronized to Room to Read's SurveyCTO server
- Deliverable 5.2: Data cleaning protocol;
- Deliverable 5.3: Raw and cleaned data are submitted in Excel/CSV and/or STATA format along with the code book
- Deliverable 5.4: Data cleaning report
- Deliverable 5.5: Assets (tablets and other peripheral equipment) returned receipt

E. Timing and Sampling Framework

Table 1 gives the timing and sampling framework for the baseline study.

Table 1: Timing and Sampling Framework

Anticipated Timing	Target Grade	District	Number schools	EGLS assessment	Remarks
June- August	Grade one (newly enrolled in 2080 BS)	Gorkha	Project=30	EGLS assessment - Grade 1 students - 12 per school, duration 15-25 minutes per child	Some project schools do not have 12 students in grade one.
			Comparison= 35	EGLS assessment - Grade 1 students - 12 per school, duration 15-25 minutes per child	Some comparison schools do not have 12 students in grade one.

- Estimated time to complete assessment of one student = 15- 20 minutes
- Room to Read will provide a list of sample schools to the consulting firm.
- At each school, two inter-rater reliability assessments will be conducted to measure the consistency in the scoring of assessors. Standard protocols should be used to administer these, which Room to Read will discuss with the selected firm during onboarding.

Note to the Offeror:

- During the data collection, 12 children will be randomly selected to be assessed in each school for the EGLS Assessment test. EGLS Assessment should be conducted at school in a quiet place. Room to Read will provide detailed guidance on the random selection of children to the survey agency.*
- The firm may have to go to an adjacent district to complete the comparison school sample, and Room to Read will guide this process.*

F. Responsibilities of the Consulting Firm and Room to Read

F.1. Responsibilities of the Consulting Firm

The firm will be responsible for the overall project encompassing the activities outlined above as follows:

- a. Recruit and hire an adequate number of experienced enumerators and supervisors
- b. Work in collaboration with Room to Read staff in every activity to enable co-learning and capacity building
- c. Conduct training of the enumerators for the collection of *EGLS Assessment*, including organizing school visits to practice administering *EGLS Assessment* with primary school children.
- d. Conduct training of the supervisors for fieldwork management, data quality supervision, and data collection protocol
- e. Organize required physical resources (internet access for data upload, notebooks, student stimuli, paper tools, pencils, blank papers, notebooks, etc.) in adequate quantity for the activities
- f. Propose and finalize an efficient field survey work plan for each of the activities in consultation with Room to Read and execute the same
- g. Establish initial contact with the schools, secure required approval from the school and local government
- h. Collect *EGLS Assessment* with SurveyCTO through tablets following the data collection protocol to be provided by Room to Read, and the sampling framework indicated, and the approved fieldwork plan
- i. Propose and execute an efficient data quality monitoring and assurance process
- j. Submit (i) raw data and cleaned datasets, and (ii) data quality monitoring reports, including inter-rater reliability (IRR) results or all activities as per the agreed timeline and other deliverables as specified in this RFP
- k. Cooperate with Room to Read's own data quality assurance processes during the training and data collection
- l. Organize formal meetings with Room to Read before initiating data collection work and maintain regular contact with the Room to Read team throughout the execution of the contract

A project kick-off meeting will be organized by Room to Read at the inception stage.

F.2. Responsibility of Room to Read

Room to Read will be responsible for the following:

- a. Provide all data collection tools associated with the project to the survey agency
- b. Provide tablet loaded with *EGLS Assessment* tool in the Surveycto platform
- c. Identify a list of sample schools, and share the final list of schools with complete location details for each of the activities
- d. Support the survey agency during the training of the enumerators and supervisors
- e. Support the survey agency in preparing and executing an efficient fieldwork plan
- f. Review and approve the proposed data quality supervision plan and guide the survey agency on the inter-rater reliability (IRR) analysis
- g. Provide all other necessary documents and/or advice to the survey agency to support the data collection and reporting process (e.g., relevant program documents, templates for deliverables, advice on data collection protocol, child protection policy, etc.)
- h. Conduct periodic on-site (both pre-planned and unannounced) and off-site data quality checks and inform the agency about the findings from the quality checks and any action points (if required)

- i. Review and approve the deliverables
- j. Organize a project kick-off meeting soon after the contract award to discuss the project and the expected deliverables with the survey agency and participate in the subsequent meetings (to be organized by the agency) before initiating each data collection work under different activities.

G. Proposal Preparation and Submission Requirements

- 1. Content of the Proposal:** The Proposals should be separated into two parts,
- a. Technical Proposal, and
 - b. Cost Proposal

The proposal also should include references to past experiences.

Offerors are expected to examine the specifications, deliverables, and instructions in the RFP and address each item in their proposal. Please refer to Table 2 for further proposal instructions.

Table 2: Proposal preparation and submission requirements

Content (Max. page length or range)	Details
Technical Proposal	
Organization Details (2 pages max.)	- Organization overview, including management structure. Summary of incorporation/legal status.
Offeror's Understanding (1 page max.)	Brief narrative outlining the Offeror's understanding of the proposed activities.
Relevant Experience (4 pages max.)	Summary of relevant project experience focused on the following: - Development of education-related and/or school-based large-scale data collection plans and execution of the same. - Submission and approval of research studies in Nepal - Recruitment and supervision of well-qualified enumerators. - Large N survey experience. - Enumerator training design and delivery. - Securing access to schools for data collection in a timely and appropriate manner; and - Data Management & Cleansing Project Summaries for up to <u>five of the most relevant assignments in the last three years should be included at this section's end.</u>
Comments and Suggestions (1 page max.)	List of observations or suggestions (if any) on the RFP and scope of work.
	Description of the Approach, Methodology & Workplan proposed by the Offeror for the successful execution of the activities listed in the RFP. More specifically: Approach to collaborating with Room to Read on data collection planning and preparation.

Technical Approach and Workplan (6-8 pages max.)	• Approach to fielding the data collection at the school level while ensuring minimal disruption and maximum time and effort efficiencies. • Approach to working with school administrators, teachers, and young learners. • Approach to recruiting and retaining sufficiently qualified data collectors. • Approach to ensuring data quality, protection of data and PII, and compliance with relevant respondent protection protocols. • Approach to identifying, communicating, and addressing barriers during data collection planning and implementation. • Anticipated challenges for the above activities. • Risk mitigation strategies for the above activities.
Cost Proposal	
Budget Narrative	Narrative summary of the proposed budget, including discussion and rationale for costing approach, major expenses, risks, and other considerations related to the budget.
Cost Proposal Details	The proposed budget and associated narrative will have sufficient detail to allow a detailed evaluation of the costs proposed for EACH discrete activity using the Budget template in Appendix A. Budgets should be submitted in NPR . Room to Read reserves the right to request additional information to support the proposed budget.
References	
	Please include three organizational client references and contact information. References should have worked with your organization within the past five years on projects relevant to the activities and geographic area of work and activities outlined in this RFP.

H. Deliverable and Payment Timeline

Deliverables will be reviewed for quality and compliance by Room to Read. Should a deliverable be found insufficient in quality or completeness, Room to Read will provide written feedback and the opportunity to correct the deliverable to the Offeror within a reasonable timeframe. A payment schedule will be developed based on the chosen partner's budget, aligned with the level of effort and cost associated with each deliverable. Table 3 outlines the payment percentage and timeline for each deliverable.

Table 3: Key Deliverable and Tentative Timeline of the Assignment

Deliverable	Description	Estimated Timeline	Notes	% of the contract value
1	Deliverable 1. An Inception Report that consists of the following: • <i>Deliverable 1.1:</i> Organization's understanding of the project based on consultation with Room to Read • <i>Deliverable 1.2:</i> Detailed work plan for both training and data collection • <i>Deliverable 1.3:</i> Data quality assurance process for the activities plan • <i>Deliverable 1.4:</i> List of key people (team members, supervisors, enumerators, etc.) who will be engaged with the project	One week after contract execution	Means of verification: The inception report	20% (This is the advance-amount to conduct the training and will be settled after submitting the data collectors' training completion report)
2 and 3	Deliverable 2. Data collectors' training completion report that includes: • Deliverable 2.1: Copies of training materials used • Deliverable 2.2: Training day-wise attendance • Deliverable 2.3: Revised, if required, data collection plan and confirmation of protocols • Deliverable 2.4: IRR assessments results for training • Deliverable 2.5: Reflections and any suggestions to	Two weeks after signing the contract	Means of verification: Data collectors' training completion report and revised field plan	50% (This is the Advance-amount to deploy the data collectors in the field which is be released upon the settlement of advance mentioned in deliverable 1 and will be settled after submitting the collection completion

Deliverable	Description	Estimated Timeline	Notes	% of the contract value
	Room to Read from the field practice - Deliverable 2.6: Signed copies of Room to Read's Child Protection Policy forms submitted Deliverable 3: Revised field plan - Deliverable 3.1: Revised day-wise data collection plan - Deliverable 3.3: Revised data quality monitoring plan			report)
4	Deliverable 4: Data collection completion report Deliverable 4.1: Fieldwork report Deliverable 4.2: Data quality monitoring report, which includes the results of all daily IRR assessments conducted during data collection - conducted during data collection - Data cleaning report	Two weeks after the completion of data collection	Means of verification: - Data collection completion report	10% (Paid after setting the advance in deliverables 2 & 3 and completing the tasks in deliverable 4)
5	Deliverable 5: Completion of the Baseline data collection, including: Deliverable 5.1: All data synchronized to Room to Read's SurveyCTO server	Three weeks after the completion of data collection	Means of verification: - Baseline data collection completion report - Asset handover	20% (Paid after completing the tasks in deliverable 5)

Deliverable	Description	Estimated Timeline	Notes	% of the contract value
	• Deliverable 5.2: Data cleaning protocol; • Deliverable 5.3: Raw and cleaned data are submitted in Excel/CSV and/or STATA format along with the codebook • Deliverable 5.4: Data cleaning report • Deliverable 5.5: Assets (tablets and other peripheral equipment) returned receipt		receipt	

I. Proposal Evaluation and Award Process

As stated, the bidders should submit the hard copies of the technical and cost proposal in separate closed envelopes along with other legal documents at the Room to Read's Kathmandu Office, Thapathali, Kathmandu, by **June 13, 2023, at 5:00 pm**. The selection committee will evaluate the proposals based on their written technical and cost proposals. Each proposal will be evaluated first on the merits of the technical proposal. Those proposals that reflect sufficient quality in technical approach, work plan, staffing and management plan, and organizational experience will advance to the cost proposal review. The following are the primary criteria for the bid evaluation:

- A) Past experience in the similar field
- B) Proper plan to hire the human resources
- C) Proper plan to conduct the assessors' training
- D) Proper and realistic field plan for the data collection, data quality assurance, and cleaning
- E) Proper cost plan
- F) Any other criteria set by the selection committee

The award will be made to the Offeror representing the best value to Room to Read. Offeror's initial offer should contain the Offeror's best terms from a price and technical standpoint. Room to Read reserves the right to conduct discussions if determined necessary by Room to Read.