

Request for Proposals

RFP-UESP-2019-001

Nationwide Face-to-Face Survey of Household End-Use Energy Consumption and Willingness to Pay

Issuance Date: March 20, 2019
Deadline for Receipt of Questions: April 3, 2019 at 14:00
Closing Date and Time: April 18, 2019 at 18:00

Issuance of this RFP does not constitute an award commitment on the Tetra Tech ES, Inc., nor does it commit to pay for any costs incurred in preparation or submission of comments/suggestions of a proposal. Proposals are submitted at the risk of the bidders. All preparation and submission costs are at the bidder's expense.

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1. INTRODUCTION

The purpose of this RFP is to provide a **Nationwide Face-to-Face Survey of Household End-Use Energy Consumption and Willingness to Pay** within the Scope of Work (SOW) specified in Attachment A – Technical Specification for the Energy Security Project funded by the U.S. Agency for International Development (USAID) and implemented by Tetra Tech ES, Inc. (Tetra Tech).

2. BIDDER'S QUALIFICATIONS

Bidder must provide the following information and references to qualify for the procurement process:

1. Company's information, including official registered title, type of business, address, and contact person information. (Eligible respondents include registered NGOs, civil society representative, private company).
2. A description of the company and of past similar experience in providing the services described in Attachment A -Technical Specification.
3. Overall technical approach to fulfill the specifications defined in Attachment A – Technical Specifications.
4. Certification that company is not owned or controlled in total or in part by any entity of any government.
5. Certification by any bidder engaged by the company for this project that the bidder is not owned or controlled in total or in part by any entity of any other government.
6. The Bidder shall complete and sign the Representation and Certifications found in Attachments C to this document and include them with the Bidder's proposal. Proposals that do not include these certifications will not be considered. Any Bidders listed in the Excluded Parties List System will not be considered.

3. SOURCE, ORIGIN AND NATIONALITY RESTRICTIONS

The USAID authorized geographic code for the Energy Security Project is 937 and 110. Code 937 is defined as the United States, the Cooperating Country, and developing countries other than advanced developing countries, but excluding any country that is a prohibited source. Code 110 is defined as the United States, the independent states of the former Soviet Union, or developing country, but excluding any country that is a prohibited source.

4. SUBMISSION OF PROPOSALS

All proposals are due on April 18, 2019 by no later than 18:00 hours local time in Ukraine. Proposals must be submitted via e-mail at the address UESPprocurement@tetrattech.com in the following formats: Adobe Acrobat and Microsoft Word and/or Excel.

All proposals must fully respond to the Technical Specifications enclosed as **Attachment A** and must include quotes in the format provided in **Attachment B - Table 1 – Budget**. Proposals received after the above-stated due date and time will not be considered for this procurement.

5. QUESTIONS AND CLARIFICATIONS

All questions or clarifications regarding this RFP must be in writing and submitted, in English, to UESPprocurement@tetrattech.com on April 3, 2019 no later than 14:00 hours local time in

Ukraine. Questions and requests for clarification, and the responses thereto, will be circulated to all RFP recipients.

Only written answers from Tetra Tech will be considered official and carry weight in the RFP process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in writing, from employees or representatives of Tetra Tech, or any other party, will not be considered official responses regarding this RFP.

6. PROPOSAL PREPARATION INSTRUCTIONS

All Bidders must follow the instructions set forth herein to be qualified for the procurement process. If a Bidder does not follow the instructions set forth herein, the Bidder's proposal may be eliminated from further consideration or the proposal may be downgraded and not receive full credit under the applicable evaluation criteria.

Technical and Cost Proposals must be submitted in separate files, with each file password protected. Passwords shall be communicated to Tetra Tech via separate email. All proposals should be submitted in English.

Technical Proposal

The technical proposal (excluding CVs) shall not exceed 15 [fifteen] pages, single spaced in 11-point font. Proposals will be scored on a 100-point scale, with up to 70 points for technical merit and 30 points for cost. The available points for each evaluation factor are given below. Bidders must address each evaluation factor. The financial proposal will not be opened for proposals that do not receive at least 53 out of 70 possible points on the technical proposal.

The suggested outline for the technical proposal is stated below:

A. Organization's Information

1. Organization's information, including official registered title, type of business, list of offices if applicable, address, telephone, and website
2. Organization's DUNS number (if the proposed price is more than USD \$30,000. A DUNS number can be requested at no charge within one business day at <https://fedgov.dnb.com/webform>)
3. Authorized point of Contact with phone number(s) and email address
4. A copy of the constituent documents, including a certified copy of the charter
5. Extract from the Unified State Register of Enterprises, Institutions and Organizations ("ЕДРПОУ" Reference)
6. Taxpayer certificate
7. Years of experience of the firm in the public and private sector (a minimum of 5 years of experience is required)

B. Company Technical Capability

Description of organization, including of activities/qualifications carried out that are similar to the scope of work requested.

C. Technical Approach

Present a narrative that describes how the Bidder would implement the tasks identified in the scope of work (described in Attachment A). This narrative must also include:

1. A management approach which describes how the Bidder shall manage the delivery of the services described in Attachment A and how the Bidder will interact with the Energy Security Project
2. A draft work plan that outlines the proposed activities described in Attachment A over the course of the period of performance including schedule
3. Proposed performance indicators to measure the impact of the Bidder's planned activities

Information which the Bidder considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such.

D. Proposed Staff

Present a narrative that includes the following:

1. Team composition (names, specialties/area of expertise, position/role, etc.), with detailed bios, and task assignments to perform the activities described in the SOW.
2. Curriculum Vitae (CV) for all labor categories named in the Attachment A. (CVs shall be limited to 2 pages each) that describes their experience and lists the following:
 - a. Affiliation/Organization
 - b. Education
 - c. Years of Professional Experience
 - d. Relevant Experience to the SOW in this RFP
 - e. Fluency in Ukrainian and Russian
 - f. For Project Manager: fluency in English

In addition to presenting the CVs, bidders should complete and include the table below:

Proposed Personnel's Name, Last Name	Proposed Position under this assignment	Qualification	Years of Professional Experience

Suggested labor categories include:

- Project Manager
- Statistician/Sampling Specialist
- Field Coordinator
- Enumerator
- Field Supervisor
- Data Entry Clerk
- Data Entry Supervisor
- Translator

E. Company Past Performance

Bidders should provide a summary of relevant studies or other assignments including the Title, Client, Date and a brief description. The qualifications section is limited to five of the most relevant studies or other assignments performed in the last five years, presented in the following table format. If the client is confidential, simply list “confidential”.

Title of Assignment	Description of the assignment and services provided	Client Name	Dates of Execution

Financial Proposal

A. Detailed Budget

Bidder shall complete **Table 1 of the Attachment B “Detailed Budget”** to allow Tetra Tech to compare all quotes and make a competitive selection. The budget should be provided in Excel format with unlocked cells.

A price must be provided for each project component to be considered compliant with this request. The price proposal should include the individual line items shown in the template, e.g., fully-burdened daily rates, travel costs, and other direct costs. Offers must show unit prices, quantities, and total price. All items, services, etc. must be clearly labeled and included in the total offered price. The price proposal shall also include a budget narrative that explains the basis for the estimate of every cost element or line item. Supporting information must be provided in sufficient detail to allow for a complete analysis of each cost element or line item. Tetra Tech reserves the right to request additional cost information if the evaluation committee has concerns of the reasonableness, realism, or completeness of a Bidder’s proposed price.

Bidder shall provide unit pricing in Ukrainian hryvnia (**UAH**). Prices quoted in this document shall be valid for a 30-day time period, include all taxes and other costs and exclude the VAT tax originated in Ukraine.

B. 1420 Forms for the proposed personnel

For the project manager and each key expert proposed, the Bidder shall submit a completed and signed USAID 1420 form. The USAID form 1420 can be downloaded here: <https://www.usaid.gov/forms/aid-1420-17>.

C. Proposed Billing Rates Certification

Bidder shall provide a document on company letterhead certifying the labor rates being proposed are standard rates and have been previously billed to other clients for similar work.

D. Representations and Certifications

These documents can be found in Attachments C of this RFP and must be submitted as part of the Cost Proposal.

Under no circumstances may cost information be included in the technical proposal. No cost information or any prices, whether for deliverables or line items, may be included in the technical proposal. Cost information must only be shown in the cost proposal.

7. EVALUATION CRITERIA

Award will be made to the bidder representing the best value in consideration of past performance, qualifications and price factors. Technical criteria are more important than cost, although prices must be reasonable and will be considered in the evaluation. Bidders are encouraged to provide a discount to their standard commercial rates.

Tetra Tech reserves the right to conduct discussions with selected bidder(s) to identify the best value offer. Award of any resulting Subcontract Agreement shall be made by Tetra Tech on a best value basis. Tetra Tech reserves the right to request a test assessment from bidders to assess their qualifications.

The submitted technical information will be scored by an evaluation committee using the following technical evaluation criteria **(70 points)** and cost proposal **(30 points)**.

Given the specific expertise required to perform the services in question only bids with a technical score of 53 points or more (out of 70) will be considered for evaluation of their cost proposals.

Proposals will be scored on a **100**-point scale. Available points for each evaluation factor are given below.

Technical Proposal (70 points)

Evaluation Criteria	Evaluation Criteria for Technical Proposal	Max Points
Evaluation Criteria	I. Technical Capability Does the offeror have the necessary resources to conduct the survey and process the analytical data	20
	II. Technical Approach	20
<i>Evaluation Sub-criteria</i>	<u>Technical know-how</u> – Does the proposal clearly explain, understand and respond to the objectives of the project as stated in the Scope of Work?	8
<i>Evaluation Sub-criteria</i>	<u>Approach and Methodology</u> – Do the proposed program approach and detailed activities and timeline fulfill the requirements for executing the Scope of Work effectively and efficiently?	8
<i>Evaluation Sub-criteria</i>	<u>Sector Knowledge</u> – Does the proposal demonstrate the offeror’s knowledge related to technical sectors required by the SOW?	4
Evaluation Criteria	III. Company Proposed Staff	20
<i>Evaluation Sub-criteria</i>	<i>Successful related experience in household sample surveys</i>	
	up to 5 years	5
	more than 5 years	9
	more than 10 years	10
<i>Evaluation Sub-criteria</i>	<i>Successful management of previous survey teams and projects</i>	
	up to 5 years	5
	more than 5 years	9
	more than 10 years	10

Evaluation Criteria	I. Company Past Experience	10
<i>Evaluation Sub-criteria</i>	Does the company have positive experience relevant to household sample surveys throughout rural and urban areas of Ukraine?	
	<i>up to 5 years</i>	2
	<i>more than 5 years</i>	4
	<i>more than 10 years</i>	5
<i>Evaluation Sub-criteria</i>	Does the company have positive experience relevant to the SOW, particularly energy sector?	
	Experience in conducting surveys related to the energy sector of Ukraine	1
	Experience in collecting and analyzing data of large number of respondents living in Ukraine	2
	Experience in survey covering large number of areas throughout Ukraine	2
	TOTAL	70

Financial Proposal (30 points)

The lowest qualified financial proposal will receive the maximum score of **30** points.

The other proposals will be scored inversely proportional to their price and computed as follows:

$$S_f = 30 * F_m / F$$

S_f = Financial Score of the proposal evaluated

F_m = the price of the lowest priced Financial Proposal among those qualified

F = is the price of the Financial Proposal under consideration

Bidder should submit a **Detailed Budget** reflecting the cost of completing the scope. Bidders shall complete the **Attachment B – Detailed Budget**. Labor rates quoted in this document shall be fully-burdened with all indirect costs, taxes and fee, if any. All work should be completed by July 31, 2019.

Tetra Tech reserves the right to conduct discussions with selected bidder(s) to identify the best value offer. Award of any resulting Subcontract Agreement shall be made by Tetra Tech on a best value basis, with evaluation of proposed price as well as proposed services and implementation schedule.

8. TERMS OF PAYMENT

Payment terms for the awarded Subcontract Agreement shall be net forty-five (45) days after satisfactory completion and acceptance and of services and deliverables. Payment shall be made by Tetra Tech Ukraine via bank wire transfer. Any request for advance payment should be stated in the Response.

9. DUNS NUMBER AND SAM.GOV REGISTRATION

If the proposed fixed price is above \$30,000, the successful bidder will be required to furnish a DUNS number and proof of SAM.gov registration within 24-48 hours of notice of award.

Information regarding obtaining a DUNS number may be found here:

<https://fedgov.dnb.com/webform>

10. NEGOTIATIONS

Best offer proposals are requested. It is anticipated that a subcontract will be awarded solely based on the original offers received. However, Tetra Tech reserves the right to conduct discussions, negotiations and/or request clarifications prior to awarding a subcontract. Furthermore, Tetra Tech reserves the right to conduct a competitive range and to limit the number of bidders in the competitive range to permit an efficient evaluation environment among the most highly-rated proposals. Highest-rated bidders, as determined by the technical evaluation committee, may be asked to submit their best prices or technical responses during a competitive range.

11. MULTIPLE AWARD/NO AWARD

Tetra Tech reserves the right to issue multiple awards. Tetra Tech also reserves the right to issue no awards.

ATTACHMENT A – TECHNICAL SPECIFICATION

SCOPE OF WORK: Nationwide Face-to-Face Survey of Household End-Use Energy Consumption

PERIOD OF PERFORMANCE: Award date - July 31, 2019

PLACE OF PERFORMANCE: Ukraine

1.0 Background

The U.S. Agency for International Development (USAID) launched the Energy Security Project (ESP) in July 2018 to enhance Ukraine's energy security. ESP is working to improve the energy legal and regulatory environment and to increase resilience of energy supply to help the Mission achieve broad-based, resilient economic development as a means to sustain Ukrainian democracy. The ESP is working to contribute to the ultimate achievement of the following goals:

- Increase the renewable energy share to 20%;
- Increase regulatory capacity and to ensure sufficiency of energy supplies to meet the demand; and
- Increase cross-border electricity and gas networks to at least 15% of Ukrainian market volume.

2.0 Objective and Purpose of the Survey

The State Statistics Service of Ukraine (SSSU) approached USAID ESP for support in improving the institutional framework for energy statistics. Specifically, SSSU requested assistance to improve the methodologies for data collection of the end-use energy consumption and estimation of end-use energy consumption in the household sector. This includes three major tasks:

1. Revisions to existing end-use energy data collection questionnaires to make them compliant with EU Regulation (EU) 431/2014 amending Regulation (EC) No 1099/2008 on energy statistics;
2. Collection of energy consumption data in the household sector via face-to-face interviews using the updated questionnaire; and
3. Analysis and modelling of survey data and estimation of end-use energy consumption in the household sector.

This RFP covers services related to Task 2, to be completed by a data collection bidder (Bidder). Tasks 1 and 3 are to be completed by a different bidder who will conduct data analysis.

3.0 Overview of the Survey

The survey will entail collecting data from approximately 4750 respondents, through face-to-face interviews expected to take approximately 60 minutes each.

The survey will be carried out in n subnational locations in Ukraine. Precise locations, stratification and other sampling guidelines shall be suggested by the potential Bidder, discussed and approved by ESP. Oversampling in East and South Ukraine is requested. It is anticipated that fieldwork be conducted in May–June 2019. The Bidder shall be primarily responsible for the following:

- reviewing, translating, pre-testing and refining the survey instrument
- hiring, training and supervising qualified enumerators
- establishing the sample frame and sampling methodology
- implementing the survey based on agreed upon protocols and procedures
- providing quality assurance oversight of data collection and entry processes
- providing clean and raw datasets to ESP
- conducting basic analyses of the data including univariate frequencies along with frequencies with 1-2 disaggregates such as urban/rural, gender, and simple visualizations of those frequencies
- providing regular and final reports on this set of tasks

The Bidder shall ensure complete confidentiality of the information collected in this survey and guarantee to respect all regulations and restrictions regarding human subject research required by ESP and applicable local laws. The tasks are detailed in the next section.

4.0 Services Required

Review of survey questionnaire

ESP will provide the Bidder with a draft of the survey questionnaire in English and Ukrainian. The draft questionnaire has 60 questions.

Questions are related to household energy consumption, demographics and affordability. Questions cover the following topics: housing unit type, owner/renter status, year of construction, number of household members disaggregated by gender, by social status, by household income, by climate region, and by administrative regions. Questions also cover information on at least the following types of appliances:

- Fuels used (gas, electricity, propane, coal, wood, etc.)
- Structural and geographic characteristics (e.g. concrete, wood, stucco, stone, etc.)
- Appliances (stoves, microwave, refrigerator, etc.)
- Electronics
- Lighting
- Space heating
- Air conditioning
- Water heating
- Household demographics
- Square footage (housing unit size)
- Household energy insecurity
- Willingness-to-Pay (WtP) and Ability-to-Pay (AtP) for energy and energy services
- Rank of energy among typical concerns and worries facing a household
- Customer service quality
- Switching from DH to other energy sources

Survey pre-test

To ensure comprehensibility and appropriate length, the Bidder shall conduct both a field and cognitive pre-test of the survey instrument. ESP anticipates a field pre-test of approximately 2-3 interviews per enumerator and not less than 20 households from one of the study sampling sites for the field pre-test. Respondents for the pre-test should include the most significant categories of potential respondents, including different age groups, education, type of settlement, type of dwelling (private house, multistory building), etc. No household included in the pre-test can be included in the survey sample. ESP may facilitate finalization of the survey instrument through limited field work and support for design and delivery of the enumerator training.

The Bidder should submit a brief pre-test report—describing the results of the pre-test, any issues or challenges encountered during implementation, and proposed solutions—along with the data set, to ESP within 5 days of completion of the pre-test.

The Bidder shall make final revisions to the survey questionnaire and dataset format based on the results of the pre-test, if necessary, in consultation with ESP.

Selection and training of enumerators

The Bidder shall have a team of qualified supervisors and interviewers who shall be trained on the research instrument, sampling plan, quality control, field management plan, and best practices in research ethics. Enumerators and field supervisors must be from and speak the languages of the areas/oblasts where the survey will be conducted. The enumerators shall have at least 2-3 years' experience of data collection in household surveys and be familiar with Computer Assisted Personal Interviewing (CAPI) technique, software and equipment. Similarly, supervisors should have demonstrated supervisory experience in quantitative household surveys.

The Bidder shall hire and train a sufficient number of female enumerators to ensure that the needed number of female respondents participate in the survey. The number of enumerators and supervisors shall be proposed by the Bidder based on prior experience and the requirements in this SOW.

ESP prefers that the Bidder provide an in-person training session for all Supervisors, with ESP participation, however, the Bidder may propose alternative approaches.

The Bidder shall be responsible for all travel arrangements and reimbursements of travel and other direct costs incurred by the survey enumerators and supervisors.

Sampling methodology

ESP, in consultation with the Bidder and a local survey research partner, will identify a number of sampling units based on the selected sampling approach. A sampling methodology, final questionnaire and instructions for interviewers will be developed in consultation with SSSU and ESP and approved by ESP.

The Bidder shall develop sampling frames for these units and provide all available demographic, socio-economic, or spatial information available from official data sources. These sampling frames shall serve as the basis for the Bidder's data collection plan. Based on the probabilities of inclusion of a given geographic unit or respondent characteristic in the sample, the Bidder shall compute a weight variable in the delivered dataset that, when applied, estimates population parameters in survey descriptive statistics.

Survey implementation

The Bidder is expected to conduct electronic Computer Assisted Personal Interviewing (CAPI) surveys using tablets or other electronic data collection devices.

The surveys shall be administered face-to-face, at the respondent's home or current domicile. The survey interview time is expected to average no longer than 60 minutes. The Bidder shall document informed consent from each participant, prior to the start of the survey, to confirm that he or she is willing to participate. At the end of the survey, the Bidder shall distribute a pen or other small token of appreciation to be provided by ESP to the Bidder.

Revisits and non-responses

The Bidder shall make multiple efforts to complete the survey at every randomly selected eligible household within each sampling unit. Oversampling should take place to account for respondent absences. In case the enumerators are not able to survey all participants after at least three visit attempts, the household may be replaced with another eligible household in that unit based on the skipping pattern or other method for random selection. The Bidder shall propose a proper replacement strategy, to be approved by ESP.

The Bidder shall track the number of respondents contacted, the number of completed surveys, and the number of and reason for non-responses in order to properly calculate the non-response rate.

Quality assurance

As part of the overall Survey Administration Plan, the Bidder shall submit a detailed quality assurance plan that includes interview back-checks, re-interviews, usage of interview paradata, and other verification methods. Activities to ensure reliability of field data may include coordinator spot checks of enumerator field work, 10% back-check of questionnaires, and random field visits from supervisory staff. Quality assurance shall include thorough cleaning of the collected data as specified in the codebook and survey administration plan, including the application of algorithms to detect anomalies. ESP will review and approve the final quality assurance plan.

During the survey pre-test and implementation stages, the Bidder shall take all necessary steps to address any data collection issues identified during the survey pre-test and implementation stages, ranging from re-doing some of the interviews to discarding and re-administering all of the interviews done by interviewers with consistent errors. Any and all issues must be reported to ESP as well as the actions taken to identify and resolve them.

The Bidder shall deliver the first 80 cases of cleaned data for review and feedback. The Bidder shall also grant ESP access to any web interface allowing real-time tracking of survey execution.

Data entry and preparation

The Bidder and ESP will agree prior to the launch of the data collection on the proper metadata structure and names of variables. This includes programming of the CAPI interface, where applicable.

Data reporting

The Bidder shall produce a written report each week during survey implementation to inform ESP of its progress, any issues or problems encountered during the process, and proposed solutions. Details should include the number of households contacted and in which sampling unit, number of non-responses and reason, and number of surveys completed in order to properly calculate the response rate.

After completion of data collection, the Bidder shall deliver a cleaned final dataset in an approved machine-readable format such as a comma separated values (.csv) file. The final cleaned data set should be accompanied by a final codebook including survey item labels in Ukrainian and English, codes, frequencies, cross-tabulations, and other simple statistics.

The Bidder shall also compile a Final Report describing the methodology used for the survey data collection and data entry, as well as the challenges, opportunities, and lessons learned on instruments and data collection procedures.

ESP Oversight

ESP may provide additional oversight and monitoring of the quality of data collected by the enumerators and the quality of supervision performed by the survey supervisors.

➤ **Back-Checks**

ESP may conduct back-checks on a random sample of surveys using a subset of the survey questions. Any errors found will be reviewed with the enumerator and immediately rectified by the Bidder (re-visit respondents if necessary). If major problems are discovered or repeated minor problems continue, then all of the surveys conducted by that particular enumerator shall be discarded and re-administered by a different enumerator.

➤ **Reviews**

ESP may review a random sample of completed surveys that have not been back-checked or accompanied. Any errors found will be reviewed with the enumerator and immediately rectified by the Bidder (re-visit respondents if necessary). If major problems are discovered or repeated minor problems continue, then all of the surveys conducted by that particular enumerator will be discarded and re-administered by a different enumerator. If it is discovered that the surveys of any enumerator have been largely fabricated or are incomplete, then the enumerator must be taken off the team and replaced immediately.

➤ **Accompaniments**

ESP may also accompany enumerators for the entire interview at regular intervals. The ESP supervisors will observe the enumerators' familiarity with and comprehension of the questionnaire and clarity in asking questions. If the ESP supervisors perceive any need for additional training, they will coordinate with the Bidder's supervisors and arrange for immediate additional briefing and training. However, if ESP finds that any enumerator, even after additional training, is unable to read the questions clearly or displays a lack of comprehension of the questionnaire, then it will be brought to the immediate notice of the Bidder, and the enumerator should be replaced.

Summary

The Bidder shall:

- a. Receive all necessary survey information (sample size details, questionnaires and instructions) prepared by ESP.
- b. Pilot test the questionnaire on a small sample (20 interviews) and provide any suggestions for improvement.
- c. Provide training for the Bidder's supervisors/interviewers on delivery of the survey, with ESP supervision. Supervisor training should take place no later than a week before the start of the survey.
- d. Print and distribute the technical documents required for the survey.
- e. Conduct the survey with agreed-on household sample size.
- f. Conduct any re-visits if directed by ESP.
- g. Ensure data quality protocols are followed to produce high quality results.
- h. Make data coding, arithmetic and logical control of the data.
- i. Deliver a cleaned final dataset in an approved machine-readable format such as a comma separated values (.csv) file with a final codebook. The Bidder is responsible for uploading the data to the designated electronic repository of ESP.

5.0 Deliverables and Due Dates

The formatted questionnaire will be provided to Bidder in English and Ukrainian.

Deliverables

In fulfillment of the obligations set for in this Statement of Work, the Bidder shall deliver the following:

1. **Survey administration plan**, consisting of but not limited to the following sections:
 - a. Detailed description of sampling approach
 - b. Enumerator recruitment and training plan
 - c. Field work plan, including implementation timeline, geographic coverage of survey teams, and target number of interviews conducted per day
 - d. Quality assurance plan, specifying the specific steps taken to ensure data reliability
 - e. Data collection plan, specifying the steps from completed surveys to data cleaning and final delivery
 - f. Protection plan, describing how the Bidder will minimize risks posed by the survey to enumerators, field supervisors and respondents
2. **Pre-test report**, including datasets and final questionnaire
3. **Weekly reports**, during survey implementation
4. **First 80 cases** of cleaned data for review and feedback
5. **Fully documented data set** in a machine-readable file or approved equivalent
6. **Final codebook** with survey item labels, response codes, and response labels
7. **Tabulated data**, including univariate frequencies, bivariate cross-tabulations of youth, gender, or other disaggregations as requested, and other simple statistics
8. **Final report**, explaining approach, methodology, details of implementation, and lessons learned, and including calculation of survey design effects on a handful of measures, to be identified by ESP

The Bidder will also be required to provide weekly progress reports, as described above, and periodic briefings as requested. All deliverables should be provided in English. Database labels should be provided in English and Ukrainian.

6.0 Deliverables and Timeline

Survey data collection should be completed 8 weeks after contract signing. The Bidder shall propose the total duration of working days based on the sample size and their expected team size; however, ESP anticipates data collection to conclude no later than 30 working days after the commencement of the survey implementation (i.e., after pre-testing and ESP's concurrence to initiate the survey). The Bidder shall conduct training with enumerators at least one week prior to initiating data collection.

The Bidder shall prepare a Survey Administration Plan as described above. The Survey Administration Plan must be approved by ESP prior to the initiation of survey implementation and any deviations from this Administration Plan must be approved in writing by ESP.

The following schedule outlines the main deliverables. In each response, the Bidder shall provide due dates anticipated to achieve the tasks described in this SOW.

Schedule

Bidder Deliverable	Expected Due Date
1. Weekly status reports by e-mail, including summaries of recent progress, obstacles encountered, and upcoming activities	Weekly
2. Survey Administration Plan	
3. Pre-test report	
4. First 80 cases of cleaned data	
5. Fully documented dataset	
6. Final codebook and tabulated data	
7. Final report	

ATTACHMENT B – DETAILED BUDGET AND PAYMENT SCHEDULE

PROPOSED DETAILED BUDGET

Proposed budget is for a Fixed Price based on the following:

TABLE 1- Overall Subcontract Detailed Budget [SAMPLE]

	Month 1			Month 2			Month 3			Total	
	unit cost	units	cost	unit cost	units	cost	unit cost	units	cost	units	cost
Total Direct Labor											
LABOR (rate; level of effort; total)											
Title, Project Manager - Name, Last Name (Full time / Short Term)	\$0.00	days	\$ -	\$0.00	days	\$ -	\$0.00	days	\$ -	0	\$ -
Title, Statistician/Sampling Specialist - Name, Last Name (Full time / Short Term)	\$0.00	days	\$ -	\$0.00	days	\$ -	\$0.00	days	\$ -	0	\$ -
Title, Field Coordinator - Name, Last Name (Full time / Short Term)	\$0.00	days	\$ -	\$0.00	days	\$ -	\$0.00	days	\$ -	0	\$ -
Title, Enumerator - Name, Last Name (Full time / Short Term)	\$0.00	days	\$ -	\$0.00	days	\$ -	\$0.00	days	\$ -	0	\$ -
Title, Field Supervisor - Name, Last Name (Full time / Short Term)	\$0.00	days	\$ -	\$0.00	days	\$ -	\$0.00	days	\$ -	0	\$ -
Title, Data Entry Clerk - Name, Last Name (Full time / Short Term)	\$0.00	days	\$ -	\$0.00	days	\$ -	\$0.00	days	\$ -	0	\$ -
Title, Data Entry Supervisor - Name, Last Name (Full time / Short Term)	\$0.00	days	\$ -	\$0.00	days	\$ -	\$0.00	days	\$ -	0	\$ -
Title, Translator - Name, Last Name (Full time / Short Term)	\$0.00	days	\$ -	\$0.00	days	\$ -	\$0.00	days	\$ -	0	\$ -
Subtotal Direct Labor			\$ -			\$ -			\$ -	0	\$ -
Travel, Transportation & Per Diem											
Airfare	\$0	0 trips	\$ -	\$0	0 trips	\$ -	\$0	0 trips	\$ -	0	trips \$ -
Per Diem Meal	\$0	0 days	\$ -	\$0	0 days	\$ -	\$0	0 days	\$ -	0	trips \$ -
Per Diem Lodging	\$0	0 days	\$ -	\$0	0 days	\$ -	\$0	0 days	\$ -	0	days \$ -
Travel Miscellaneous	\$0	0 trips	\$ -	\$0	0 trips	\$ -	\$0	0 trips	\$ -	0	trips \$ -
Insurance	\$0	0 people	\$ -	\$0	0 people	\$ -	\$0	0 people	\$ -	0	people \$ -
Local Ground Transportation	\$0	0 days	\$ -	\$0	0 days	\$ -	\$0	0 days	\$ -	0	days \$ -
Communications	\$0	0 trips	\$ -	\$0	0 trips	\$ -	\$0	0 trips	\$ -	0	trips \$ -
Subtotal Travel, Transportation & Per Diem			\$ -			\$ -			\$ -		\$ -
Other Direct Costs											
											\$ -
											\$ -
											\$ -
											\$ -
Subtotal Other Direct Costs			\$ -			\$ -			\$ -		\$ -
TOTAL ESTIMATED COST			\$ -			\$ -			\$ -		\$ -

*LOE = Level of Efforts, budgeted number of days assigned for the work

Rate = fully loaded daily rate

Prices quoted must be valid for 30 days, and account for ALL remuneration, per diem, travel, communications, report reproduction and other out-of-pocket expenses, taxes and other costs, but excluding the VAT tax that may be originated in Ukraine. On this basis Tetra Tech will issue a **Fixed Price Subcontract**, and payment shall be based upon acceptance of services and deliverables described in the Table 2.

A sample budget template is provided as Attachment B

TABLE 2 – Payment schedule

Bidder Deliverable	Expected Due Date	Fixed Price Payment Amount
1. Weekly status reports by e-mail, including summaries of recent progress, obstacles encountered, and upcoming activities	Weekly	n/a
2. Survey Administration Plan		[20%]
3. Pre-test report		[10%]
4. First 80 cases of cleaned data		[20%]
5. Fully documented dataset		[10%]
6. Final codebook and tabulated data		[20%]
7. Final report		[20%]

ATTACHMENT C – REPRESENTATIONS AND CERTIFICATIONS

Bidder Representations and Certifications

1. Organizational Conflict of Interest Representation

The bidder represents, to the best of its knowledge and belief, that this award:
does [] or does not [] involve an organizational conflict of interest.

Please see FAR 52.209-8 for further explanation.

2. Data Universal Numbering System (DUNS) Number *(required if cost proposal is more than USD \$30,000)*

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(please use one box per number or dash)

3. Source and Nationality of Goods and Commodities

(i) This is to certify that the Bidder is:

- a. an individual who is a citizen or legal resident of _____.
- b. a corporation of partnership organized under the laws of _____.
- c. a controlled foreign corporation of which more than 50% of the total combined voting power of all classes of stock is owned by United States shareholders; or
- d. a joint venture or incorporated association consisting entirely of individuals, partnerships or corporations. If so, please describe separately the citizenship or legal status of the individuals, the legal status of the partnership or corporations, and the percentage (%) of voting power of the corporations.

(ii) This is to certify that the **Source** (the country from which a commodity is to be shipped from) of the Equipment to be supplied under this Order is:

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name of country or countries

By signing below, the Bidder certifies that the representations and certifications made, and information provided herein, are accurate, current and complete.

Signature: _____ Date: _____

Name of and title of authorized signature: _____