Global Communities is seeking an experienced institution/organization for providing data collection services to facilitate registration of program beneficiaires for the BHA-funded CLEAR program in Chernihiv oblast.

POSITION:	Service provider for data collection (registration) of potential CLEAR program participants
PERIOD OF PERFORMANCE:	Up to 3 months
PLACE OF PERFORMANCE:	Chernihiv oblast, in person (list of hromadas in the annex)
LOE (Level of Effort) DAYS:	Approximately max 820 days (see the table below for LOE breakdown)

OBJECTIVE:

Since the start of the war in February 2022, Ukraine has faced severe challenges, including damage to critical infrastructure, disruption of essential services, and one of Europe's largest displacement crises since World War II, with over five million internally displaced people (IDPs) and 6.3 million seeking refuge globally.

In collaboration with the USAID/Bureau for Humanitarian Assistance (BHA), the Community-led Emergency Action and Response (CLEAR), will be working to address the protection, shelter and settlements, WASH, and economic recovery needs of an estimated 17,000 conflict-affected individuals in Ukraine following a localization approach in emergency response. the program activities were implemented in collaboration with local CSO partners in 7 oblasts.

This goal directly aligns with BHA's mission to save lives, alleviate human suffering, and reduce the physical, social, and economic impact of disasters, by investing in capacity sharing and localization, to ensure sustainable humanitarian response and recovery, strategically linking humanitarian programming with recovery and development efforts, and ensuring war-affected communities have access to life-saving protection services, including WASH and shelter NFIs to support immediate needs, repairs to household and community infrastructure damaged by the war, and grants to small businesses to catalyze the economic recovery of war-affected communities.

PURPOSE OF THE ASSIGNMENT:

In order to ensure timely, consistent, independent, and transparent registration and subsequent selection of potential program participants, i.e. recipients of various humanitarian aid from the CLEAR program, Global Communities Ukraine decided to recruit an independent third-party data collection service provider in each of the target oblasts.

This specific SOW is for the **Chernihiv Oblast**, where program activities will be launched in second half of Arpil – May 2024. The registration process will be open to all eligible categories of the local population in the pre-selected hromadas (see annex). GC Ukraine estimates approximately 6,300 registrations will be required in selected locations for both WASH/Shelter and Protection activities. The main registration unit will be a household (HH), however, the registration tool will also include limited information about individual HH members, which is needed for selection for certain Protection activities and then for donor reporting.

GC Ukraine will be responsible for organizing the registration process in coordination with the local governments (hromadas) and local CSO partners, which will include finding appropriate registration points, developing the data collection tool, and disseminating information / invitations for registration. The service provider will be responsible for providing a qualified and efficient team of locally-based enumerators to conduct face-to-face registration within the specified time period (see below for details). The service provider will also be responsible for regular daily quality control and coordination with the GC MEL Team to respond to any questions and data follow up requests.

Preliminary start date is **April 29, 2024**, however, it can be changed at the discretion of the GC. While the overall diration of the assignment is estimated to be about one calendar month, the proposed timeline should allow for flexibility and changing operational and security environment. However, the entire scope of work must be completed no later than 3 months from the start.

SPECIFIC TASKS:

Overall, the service provider will be responsible for actual data collection in the specified locations, while GC will provide direct technical assistance as described in the table below (development and digitization of the data collection tool, training of enumerators, data analysis, etc.).

*Note: **Level of Effort** (LoE) means approximate number of work hours each team member will dedicate to a specific task. This is needed to estimate the total budget. Each team member should have a price-per-day based on their level of seniority, all expenses included, and each day will equal standard eight hours. The suggested LoE below is based on standard implementation practice of similar tasks. However, interested service providers can offer adjusted LoE based on their resources and experience (with justification).*

Task	Level of Effort	Description	Deliverables
Initial briefing with the CLEAR MEL Team	4 hours	Could be done in person either in Kyiv or Chernihiv. The CLEAR MEL Team will introduce the program and the overall selection process highlighting specific selection criteria for each activity included in the registration. This task is meant for the project lead / main point of contact from the service provider. Orientation can be carried out directly on the premises of the GC offices and does not require additional budgeting for premises and implementation, it is about investing time on the part of the senior management team of the contractor to establish working contact and a detailed understanding of the tasks and implementation.	the work plan is formalized as a document between both parties, indicating the approved implementation approach
Training for the enumerators in Chernihiv (city)	16 hours (approximately two calendar days)	To ensure a comprehensive and accurate training and in the interest of time, the CLEAR MEL Team will conduct the training of enumerators directly. Depending on the number of proposed enumerators,	List of enumerators (at least 10 people) approved by GC and allowed to

		it can be done in the GC Chernihiv or the service provider's office.	carry out registrations
		The MEL Team will introduce the registration tool to the enumerators and conduct a series of practical exercises.	
		The service provider should invite approx 10 enumerators to the training to ensure that there additional enumerators prepared as replacement in case someone from the core team becomes unavailable. After the training, the GC MEL Team will provide recommendations on who should be in the core team.	
		It is recommended to invite a larger number of enumerators to the training in order to be able to vary the schedule by replacing and strengthening the team to meet the deadlines and the schedule recommended by GC.	
		In addition, it is necessary to take into account that only trained and approved enumerators will be allowed to work.	
Registration (data collection)	14 calendar days per enumerator (approximately 112 hours total) Weekends should be included[1]	Overall, the enumerator team is expected to complete **6,300 registrations** in several hromadas in Chernihiv oblast (see annex for a full list of target locations). The total LOE for the service provider is estimated based on no less 8 completed registrations per day for a total of 6,300/8 = 787.5 days, which was rounded up to 788. These days should be allocated to an adequate number of enumerators in order to complete the data collection in 14 days (**approximately 6-7 active enumerators in the core team**). Based on what has been described, we emphasize that the work schedule and its intensity cannot be formulated only by the performer; rather, the performer reacts to the schedule proposed by the GC and adapts it, if necessary, in coordination with all interested parties in the process. To facilitate the process and in the interest of time, the GC team will be responsible for the following: • Selecting and setting up suitable registration venues.	In the GC application (CommCare), the contractor has created a registration database of up to 6,300 registration forms

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[1] To allow an opportunity to register to potential program participants who are busy during regular weekday hours.

		• Disseminating registration information among potential beneficiaries through local partners (CSOs). • Developing a data collection (registration) tool and setting it up on CommCare. • Checking incoming data and providing feedback / follow up points to the service provider on a daily basis. It is necessary to take into account that the schedule may be changed in connection with the response to the operational situation from the point of view of ensuring the safety of the participants in the process.	
Daily progress updates	28 hours (3.5 days)	The CLEAR MEL Team will create a dashboard to monitor the daily progress on the number of registrations by location. The service provider is required to enter this information on a daily basis in Excel that will be linked to the dashboard. The LOE for the service provider is estimated at 0.25 days/2 hours per each calendar day of data collection for a total of 14*0.25 = 3.5 days.	Daily reporting containing the number of completed registrations, as well as features and inconsistencies that occurred on a particular day (for example, the number of refusals to complete registration and the reasons)
Ongoing data verification	40 hours (5 days) Spread over the entire period of data collection, approximately 2-3 hours per day on average (depending on needs)	Data will be checked on ongoing basis by the CLEAR MEL Team. Anything requiring checking, confirmation, completion, etc. will be sent to the project lead on ongoing basis. This task should be carried out by senior enumerators / field supervisors.	Confirmation from the CLEAR MEL team that all necessary checkings, confirmations, clarifications, etc. have been completed or there is no need for them.
Process report development	8 hours (1 day)	This report should clearly outline the overall process and identify any challenges / issues encountered in the field and how they were addressed, feedback from the participants, as well as outline the QA approach used and include photos, where appropriate.	Process report (2-3 pages)

EXPECTED DELIVERABLES:

- Workplan with a tentative timeline (in Excel)
- List of approved enumerators (after GC's validation)
- A cleaned dataset for all completed registrations with verified information
- Daily report forms (in Excel on SharePoint)
- A short (2-3 pages) process report of all activities conducted, encountered challenges and applied solutions, feedback from the participants, as well as photos where appropriate

Please note that an analytical report is NOT required for this assignment.

COORDINATION AND SUPERVISION:

To ensure the fulfillment of the above tasks, the service provider will:

- Recruit and provide a team of up to 10 qualified and epxeriened locally-based enumerators for training, of which up to seven will subsequently be included in the core data collection team.

- Designate one highly experienced supervisor to monitor the data collection process on a daily basis and coordinate with the GC MEL Team.

- GC could provide 5-6 tablets for the period data collection, if needed, but the service provider should have a sufficient number of smartphones and / or tablets for the team.

- Highlight to GC any issues or challenges with data collection as soon as they appear and promptly respond to any requests from GC.

To facilitate and support the process, the GC team will:

- Through local CSO partners and government, organize the overall distribution process: select and set up appropriate registration venues, develop and disseminate registration information in the target communities, etc.
- Develop the registration tool in CommCare and train the enumerator team directly.
- Provide feedback to the service provider after the training and advise on the core enumerator team members.

APPLICATION REQUIREMENTS:

- Please clearly list price-per-day and proposed **number of hours (LoE)** for all involved individuals based on their role / title (for example, enumerator, field supervisor, project lead). You may use the table above for reference but you can suggest adjusted LoE, where needed, with justification.

    o Please include your proposed LoE in a separate Excel file.

    o Please ensure that price-per-day includes all associated costs, such as insurance, per diem, communications, travel (to and from specific hromadas).

    o You may average the cost to account for various distances.

- Propose and justify a suitable number of enumerators to complete the abovementioned number of registrations within the proposed timeline.

- Propose and justify an adjusted timeline, if required.

- Outline a Quality Assurance (QA) process, including daily updates specified above, and coordination steps with GC in case of issues / challenges. It should be part of the technical proposal.

- Attach a list of previously completed or ongoing similar data collection projects, preferably for MPCA / NFI distributions or other relevant international humanitarian assistance for international NGOs or donors.

SELECTION PROCESS:

Global Communities is looking for institution/organization with the following knowledge and experience:

- Officially registered in Ukraine.

- Preferably located in Chernihiv, etiher directly or has a regional office.

- Preferably already has (provide the list of CVs) or able to recruit a team of enumerators in Chernihiv, preferably in or nearby target hromadas.

- Substantial experience with structured (quantitative) data collection, preferably in Chernihiv region, for MPCA / NFI distributions or other relevant international humanitarian assistance projects.
    - Please ensure that this is presented in the form of a portfolio[2] that includes name of the project, name of the donor / client, dates and location, methodology / data collection methods, overall budget (if available), donor / client contact person (if available), and a short description (2-3 sentences).

- Substantial experience with digital data collection tools, in particular CommCare and Kobo.
    - Please ensure that this information is reflected in the portofolio document described above for all relevant projects.

- Experience of cooperation with international projects/donors, preferably with USAID and / or BHA - add this into table with relevant experience for last 5 years.
    - Please ensure that this information is reflected in the portofolio document described above for all relevant projects.

SELECTION CRITERIA WITH POINTS:

Previous Experience – **30 points**

A portfolio document that includes name of the project, name of the donor / client, dates and location, methodology / data collection methods, overall budget (if available), donor / client contact person (if available), and a short description (2-3 sentences).

Price – **40 points**

The lowest price cost proposal will receive the highest score. Higher priced cost proposals will receive a correspondingly lower score. Please include your LoE calcualtions and total budget in a separate Excel file.

The formula for evaluating price is as follows:

S = (30 x LP)/ OP, where "S" is the score, "LP" is the lowest price, and "OP" is the offered price under consideration.

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[2] Could be a structured word document or a table.

Technical Proposal – 30 points

The extent that the Offeror's offer demonstrates a clear and effective overall technical approach to performing the requirements described in the Scope of Work. The Offeror shall demonstrate its understanding, ability, and overall approach to performing the requirements described in the Scope of Work, as well as outline proposed staff to complete the assignment.

Technical Proposal should include and justify a suitable number of enumerators, an adjusted timeline, a Quality Assurance (QA) process, including daily updates specified above. To support the Technical Proposal, the Offeror may include a number of selected documents, such as:

- List of enumerators CVs (if enumerators are already available) or commitment to hire on time

- Resume of all team members (key staff to be assigned to the project)

- Training certificates in digital data collection tools, if available

- Other documents that can strengthen the technical proposal

ANNEX: PROPOSED TARGET HROMADAS

At the time of SOW publication; conditions may change at the time of data collection, all travel and activities will be discussed in advance with the GC Security and Access team.

Hromada	Securury Assessment
Borznyanska	Green Level
Chernihiv	Green Level
Desnianka	Green Level
Gorodnia	Yellow Level
Ivanivka	Green Level
Koropska	Green Level
Koryukivka	Green Level
Kyinka	Green Level
Losinivska	Green Level
Nizhyn	Green Level
Novhorod-Siversky	Yellow Level
Noviy Bilous	Green Level
Semenivka	Red Level
Snovsk	Green Level
Sosnytsia	Green Level
Tupychiv	Green Level
Tupychivska	Green Level

Green = Permissible to work, no restrictions

Yellow = Permissible to work, some restrictions

Red = Permissible to work, to be carried out with mitigation measures