

1. About

CDD India invites proposal from prospective agencies through this “**Request for proposal for Hiring a Data Collection Agency and Field Mobilisation Agency**”. CDD India, in collaboration with India Sanitation Coalition and HSBC India would like to assess Climate Resilience of Water and Sanitation Infrastructure along with social behaviour of the community in three towns in Maharashtra, Guhagarg, Malwan, Dahanu We would like to conduct a baseline evaluation study to understand the current situation of the following pre-defined indicators:

- Water supply
- Sanitation
- Personal and Menstrual hygiene
- Groundwater
- Stormwater
- Solid waste
- Climate change
- Data set from ULBs

2. The engaged agency will be expected to perform the following listed tasks:

- Hiring of Enumerator and Supervisors (*appropriate amount of enumerators and supervisors will be hired, training of enumerators*)
- Logistical arrangements for the training of Enumerators and Supervisors (*5 - 6 days of training, including two days of field practice*) will be taken care by the agency.
- Devices (tabs) will be provided by the agency to the field staffs for data collection.
- Guidelines for data collection and a draft questionnaire shall be shared by CDD India. Share a data collection plan. Timelines for the data collection would be **two months** only.
- Collection of data (qualitative and quantitative) from all the sample locations at each of the mentioned facilities.
- Appropriate synchronization of quantitative and qualitative data to the server.
- Recorders need to be provided by the agency for qualitative interviews
- Recording of every qualitative interviews shall be uploaded on the google drive provided by CDD India
- If the respondents denied for the recording of qualitative interview, interview shall be conducted via pen and paper (PAPI), agency should provide one note taker in this case.
- Transcription of interviews conducted on pen and paper (PAPI) shall be provided by the agency to CDD India within a week time after the data completion from all the locations.
- Ensure the quality of data through regular monitoring at field level and hold a discussion with CDD India Team to resolve the data quality issues.
- Regular sharing of summary on a daily basis on the progress of data collection.
- Community Mobilisation
- Mobilisation of other relevant stakeholders

**Agency will be held responsible for any kind of data loss and recreation of the data has to be borne by the agency at no extra cost.*

** All the Raw data and the cleaned data should be submitted to CDD India and the Agency shall not use any of the data for any purposes and the ownership of the entire data is solely for CDD India*

**For Qualitative data collection, suggested to have the enumerators who has 5-6 years of experience (or lesser if records of qualitative deliveries are available through cliental certification). Good to have such enumerators who had completed their master's in public health or related fields.*

Instructions for Bidders

This RFP follows CDD India's Procurement Regulations and Laws. All bidder details will be kept confidential. Bidders are expected to examine carefully and comply with all instructions, forms, and contract provisions in these Bidding Documents.

Annexure I:	List of proof of company documents (e.g., registration of company, etc.)
Annexure II:	List of relevant/similar projects in the past
Annexure III:	Timelines and Implementation Plan to complete the study
Annexure IV:	Financial Format for Cost of Assignment

Milestones of the assignment:

1. Award of work will be within 10th of Feb 2024 to the selected agency
2. Start of the work latest by 13th Feb 2024 and should be completed before 31st March 2024. Any deviation in the timeline has to be informed atleast two weeks in advance with valid reason and the same shall be approved by CDD India
3. The compiled data should be delivered with all it required format in originals on or before 15th April 2024
4. Any further queries on the data / deliverable shall be closed on or before 30th April 2024

Conditions for Bidders

The bid document must contain the following:

- A cover letter to the Bid for the assignment.
- The soft copy of the Technical & Financial Proposal should be sent together. Please mention the “**Agency Name Technical Proposal Data Collection and Field Mobilisation**” on the email subject.
- Both Technical and Financial proposal should be submitted through email

Bids are due on 5th Feb 2024 by 18:00 Hrs. Mail should be sent to procurement@cddindia.org

*The bidders are required to submit the Technical and Financial Proposal through email in the **pdf** version to email Id: procurement@cddindia.org*

Any further queries or communication can be done through email.

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