

## Request for Proposal (RFP)

### CONSULTANCY FIRM/INSTITUTION FOR CONDUCTING ENDLINE SURVEY



[WorldFish](#) is an international, nonprofit research organization that harnesses the potential of fisheries and aquaculture to strengthen livelihoods and improve food and nutrition security. Globally, more than 1 billion people obtain most of their animal protein from fish and 800 million depend on fisheries and aquaculture for their livelihoods. WorldFish is a member of [CGIAR](#), a global research partnership for a food-secure future.

#### A. BACKGROUND

WorldFish is an international, non-profit research organization that harnesses the potential of fisheries and aquaculture to reduce hunger and poverty. In the developing world, more than 1 billion poor people obtain most of their animal protein from fish and 250 million depend on fishing and aquaculture for their livelihoods. The WorldFish mission is to strengthen livelihoods and enhance food and nutrition security by improving fisheries and aquaculture. We pursue this through research partnerships focused on helping those who stand to benefit the most—poor producers and consumers, women and children.

Enhanced Coastal Fisheries in Bangladesh II (ECOFISH II) is an on-going project funded by the United States Agency for International Development (USAID). Jointly implemented by WorldFish and the Department of Fisheries (DOF), ECOFISH II has been built upon the previous work of the original ECOFISH-BD project regarding hilsa shad and other coastal fish production in the Meghna River ecosystem. ECOFISH II is working to reduce the impacts on the natural resources and fishing communities along the Teknaf–Cox’s Bazar peninsula from the influx of over a million Rohingya refugees. It is also reducing the impact of the Naf River fishing ban on host communities in Teknaf. ECOFISH II is scaling up lessons learned from the previous project while expanding interventions for improving the livelihoods of fishing communities and enhancing biodiversity conservation in the artisanal fisheries of the Bay of Bengal. The ongoing conservation activities in the lower Meghna sanctuaries and the improved management of the Nijhum Dwip marine protected area (MPA) are remained as integral parts of the project.

#### Goal:

The overarching goal of ECOFISH II is improved social and ecological resilience of coastal fisheries to secure equitable food, nutrition and income benefits for fisheries communities. In line with the results framework of USAID, the specific objectives or Intermediate Results (IRs) and Sub-IRs of the activity are:

- IR1: Improved management and governance of natural resources that form the foundation of fisheries
  - Sub-IR1.1: Improved science outputs for decision-making (ecosystem health assessed; biodiversity assessed and conserved; fisheries dynamics monitored).
  - Sub IR1.2: Improved adaptive co-management and fisheries governance (co-management institutions strengthened; EAFM mainstreamed and strengthened; fisheries governance improved).
  - Sub IR1.3: Improved policy support (HFMAP implementation ensured; MPA legal framework formulated; Hilsa Conservation Fund and Payment for Ecosystem Services introduced in two landing stations based on consensus of stakeholders. Try-nation (Bangladesh, India & Myanmar) hilsa workshop will be organized to formulate transboundary legal framework.
- IR2: Improve equity and resilience of food, nutrition and livelihood benefits

- Sub-IR 2.1 Improved livelihood resilience of coastal fishing communities (Livelihood capacity and options diversified; women’s access to finance improved; access to improved technologies and market linkages strengthened).

### **Expected outputs**

- Livelihood of 15,000 artisanal fishing communities in ZOR and MPA improved, and fisherwomen economically empowered
- Ecosystem health improved in the Teknaf–Cox’s Bazar coasts and the Nijhum Dwip MPA
- New MPA in the Teknaf-St. Martin’s Island delineated
- Biodiversity of fish, crustaceans and megafauna in the Naf estuary and Teknaf–Cox’s Bazar artisanal waters assessed.
- Spawning season of major commercial marine fishes identified
- Adaptive co-management introduced and institutionalized
- Citizen Science-based digitized fish catch monitoring introduced
- Marine seaweed, green mussel and crab farming practiced, and market linkage established
- Fisherwomen led safe dry fish production from pelagic small fish enhanced

The ECOFISH II project wants to carry out the endline study to collect the information against the indicators for the period of implementation. Thus, WorldFish is going to **hire a consultancy firm/institution** for 45 days under ECOFISH II to conduct the survey which is expected to be conducted from July to mid-August **2024**.

### **B. PURPOSE OF ENDLINE STUDY**

The main objective of this study is to collect and analyze the impact of project intervention on social and ecological resilience of coastal fisheries and food, nutrition and income benefits for fisheries communities in ZOR and MPA areas that satisfy the set of indicators.

### **C. RATIONALE FOR THE ENDLINE STUDY**

The Endline value will guide ECOFISH II to measure its’ achievements and outputs over the period of implementation compared to baseline. Additionally, there are some qualitative information outlined in the project document which require the endline status as well, for example:

- 1) To what extent do fisheries compliance and biodiversity conservation improve CPUE in the MRE and ZOR?
- 2) What level of engagement across different stakeholders ensures successful adaptive co-management institutions?
- 3) Are fisher households that diversify their livelihoods outside fisheries more food secure?
- 4) To what extent do women members of CSGs/WINGs take fewer loans from predatory microfinance providers than women who are not members?
- 5) What extent of fisher households obtain access to improved technologies and market links?

The consultancy firm/institution will collect the qualitative information with pre-designed questionnaire from the ECOFISH II facilitated firms and fishing communities and stakeholders and analysis of the collected qualitative information.

### **D. SURVEY AREA AND TARGET GROUP:**

The Activity has designed a resilience impact evaluation framework to assess the impact of ECOFISH II interventions in achieving the main objective of strengthening the resilience of the ZOR and MRE ecosystems and local communities depending on fishery resources. This study will cover 1 district (Cox’s Bazar) in ZOR and 3 districts (Noakhali, Patuakhali and Bhola) in MPA sites. Under Cox’s Bazar districts, four Upazilas (Cox’s Bazar, Moheshkhali, Teknaf and Ukhyia) and for MPA 3 Upazilas (Hatia, Charfashion and Rangabali) will be included.

The maximum sample size of this study might be 12,00 and target group of this study will be artisanal fisher and other actors who are involved in fisheries activities. Twenty FGD and 20 Key informant interview will be conducted in each villages and fish landing center.

## E. METHODOLOGY

The hired survey firm/institution will have to apply statistically acceptable qualitative and quantitative methods to conduct the endline survey, which should satisfy USAID requirements. The consulting firm/institution needs to consider the following aspects in designing the study-

- Survey area
- Sampling design
- Survey tools development
- Training for data collection team
- Field work plan
- Data collection method, management and analysis
- Reporting

## F. RESPONSIBILITY OF THE FIRM/INSTITUTION

### Overall, Scope of work

1. Review relevant project documents, including baseline reports, annual report, and baseline database
2. Conduct endline survey using standard impact evaluation tools (both qualitative and quantitative) addressing resilience framework and other relevant indicators and compare with baseline information
3. Revise/Develop survey tools and methods (if necessary) in consultation with ECOFISH II team and get endorsement from the MEL Manager
4. Conduct field visits to small-scale fishing communities to collect data through surveys, interviews, and focus group discussions.
5. Prepare a comprehensive endline quantitative and qualitative survey report compared with baseline information

**Inception Meeting:** The firm should organize an inception meeting to get an overview of ECOFISH II. Discussions regarding sharing Activity documents, survey plan and timeline, proposed methodology, survey area, training for data enumerator, experience about past surveys challenges, online data collection system, etc. need to be conducted in the meeting. The meeting should give a very brief idea about the Activity and survey.

**Documents Review:** The firm is supposed to collect all required documents from the Activity staff and should allocate 2/3 days to review all collected documents.

**Survey Plan Submission:** Based on discussions during the inception meeting and reviewed documents, the firm should submit a comprehensive and complete plan along with statically acceptable methodology for both qualitative and quantitative data. A timeline and key responsible person/s should be mentioned in the plan as appropriate. The survey plan should include:

- Sampling plan by types of participants
- Plan for survey team composition, responsibilities and hiring process
- Training plan for enumerators
- Movement and field data collection plan
- Data quality and supervision plan
- Data collection and management plan
- Context of analysis and reporting plan

**Survey Tools Preparation:** Data collection tools development is a very critical and important part for any survey. The firm should declare resource person/s who will fully be involved in tools development process. Data collection tools need to be prepared for different target groups as mentioned earlier, and the tools should be finalized based on the pre-test result. The tools should be prepared in both Bangla and English language.

**Manual/Guideline:** It is very important to have specific guidelines for different stages of a survey implementation process in order to make common understanding among survey team. The followings are the suggested areas:

1. Guidelines for different data collection tools
2. Training manual comprises basic understanding on fisheries relates the survey tools, and field survey process

3. Guideline on survey supervision
4. Precise responsibilities of survey staff by category
5. Guideline on data entry and cleaning process

**Training:** Proper training for the survey team is pre-requisite for quality data collection. The firm will be responsible to train survey team members (e.g., data enumerators, supervisors, quality controller, etc.) on data collection tools, survey methods, field test, feedback and how to collect data using digital devices like mobile or Tab. Providing basic knowledge on fisheries relates the survey tools to the survey team should also be a core content of the training. The training facilitation team needs to combine diversified experts on fisheries, MEL and survey methods.

**Field work:** The firm should have complete and controlled management of data collection from the field. There should also be a very step by step process checking system in data collection. The firm would be responsible to ensure quality of the collected information from field, cross check with the validity of information collected and verify/revise wherever needed. The firm will share regular updates on the progress of field work with the MEL team of the Activity. Data quality management protocol should comply with USAID Data Quality Assessment (DQA) checklists and guidelines.

**Data collection and entry:** The firm should follow a complete Tablet/online based data collection and entry system. The system should include data validation and processing to maintain data quality.

**Data Analysis:** Based on the complete and clean database, the firm needs to analyze the data and prepare reports. The firm will have to triangulate the collected Endline data with the Fisheries Statistical Yearbook published by the Department of Fisheries (DoF) and reliable secondary data sources. Detailed data analysis methods and techniques must be shared with the MEL team.

**Sharing Results:** The firm should present their preparation of initial results with the MEL team. Based on the feedback from the MEL team, the firm should make further analysis.

#### **Report Submission:**

The firm/institution needs to prepare a comprehensive report based on the analysis (major output tables of all sections) compared to baseline information and the entire process of the survey should also be described in the report. The first submission of the report will be treated as a draft. The final report is expected to be submitted by the consulting firm based on the review of the report by MEL team.

#### **ECOFISH II TEAM MAY-**

- Assist as needed in designing the survey
- Provide relevant documents to the firm and questionnaire- both quantitative and qualitative
- Technical advice on tools preparation, guidelines, manuals and for primary analysis of data and production of the finest report
- Organize presentation on the study at inception meeting
- Feedback on draft report

### **G. EXPECTED DELIVERABLES AND TIME PLAN**

The firm will be responsible to deliver the following schedule. Under the direction of the MEL team, they should carry out the following tasks within **45 days** from the signing of the agreement.

Level of Effort (LoE) illustrative table

<b>Task</b>	<b>Expected required days</b>
Inception meeting with MEL team and design study	1
Literature review	2
Develop the study tools and sharing with WorldFish	2
Recruitments of the survey team	1
Provide training to the survey team	2
Pretesting of the study tools	1
Data collection	15
Data cleaning and uploading	Parallel to data collection period
Data analysis and sharing primary analysis	7
Draft report preparation and submission	10
Working on draft report and final report submission	5
<b>Total</b>	<b>45</b>

## Deliverables

- Copy of all the developed documents like tools, guidelines and manuals
- E-copy of raw data sheet (Excel, SPSS and STATA with labeling of data, output tables of all sections) and “do” file for analysis
- Hard copy of the datasheet
- Copy of the presentations delivered during different meetings
- Final quantitative and qualitative report includes, not limited to: executive summary, introduction, purpose of the survey, methodology, team composition, team responsibilities, Endline findings with values, triangulation methods, challenges, lessons learned, data limitation, recommendation, conclusion Annex: data collection tools

## Expected outcome from the endline survey

- A complete database of Endline/existing situation of fisheries in ZOR and MPA, which satisfies the results targeted under the Activity
- A comprehensive report on endline situation of fisheries in ZOR and MPA that satisfies the results compared with baseline

## H. ELIGIBILITY

### Profile of the bidder/ company

- Registered as a legal entity or have relevant licenses under legal authorizations
- Experience in conducting survey/research in aquaculture and fisheries using Tablets
- Experience to work with electronic based data capture, monitoring and evaluation tools

### Profile of contractor’s project team

The minimum qualification of four key experts will be-

- **Socio-Economist as Team leader:** PhD/Masters from Agricultural Economics/Economics/Social science/Statistics /Fisheries and others from recognized university from the relevant background and should have 8-10 years of experience working with baseline/impact evaluation and solid understanding about USAID data requirement. At least 3 articles published in international peer-reviewed journals relevant to impact assessment on livelihood, co-management, resource management and social justice
- **Qualitative Expert:** Master’s in social science/sociology from recognized university in the relevant background and should have 3-5 years of experience working with baseline/impact evaluation on livelihood, co-management, resource management and social justice
- **Fisheries Expert:** Masters in Fisheries from recognized university in the relevant background and should have 3-5 years of experience working with baseline/impact evaluation. Experienced in impact assessment on fisheries management, fisher’s livelihood and co-management.
- **Data Management Expert:** Graduation from relevant subject with 3-5 years of experience in analyzing survey data with STATA and SPSS, should have solid understanding about data quality complying with USAID standard

## I. REQUIRED DOCUMENTS

### Major elements of the technical proposal

- i. Qualification, technical expertise of the team, and profile of the Bidder company (see “Profile of Bidder/ Company”) -Score 30
- ii. Quality and quantity of similar works experienced conducted for Baseline/ Endline survey in Fisheries & Aquaculture/Agriculture sector -Score 30
- iii. Quality of proposed methodology and software solutions and modules shows a clear understanding of all goals -Score 40

### Major elements of the financial proposal

For the evaluation of the best financial offer, the following costs will be considered:

- i. Total costs for defined and suggested activities
- ii. Additional costs e.g. for higher accuracy
- iii. Costs for optional components of the proposal (e.g. travelling costs)
- iv. Suggested payment conditions

## **Legal documents**

It is mandatory for bidding organisations to submit documentary evidence demonstrating their legal, taxation and financial status. This includes:

- A certificate of incorporation (for individual companies, a trade license);
- Joint stock registration certificate (if applicable)
- An organisational organogram of key personnel, inclusive of the names of such personnel;
- Tax Identification Number (TIN);
- VAT registration number.
- Proof of a segregated account (providing the name and address of such an account);
- Other valid papers (Provided by Government institutions)
- The service provider must bear all Annual Income Tax (AIT)
- Percentage of VAT and total amount of VAT should be mentioned in the proposal.

## **SUBMISSION DETAILS**

### **Proposal to be submitted to:**

Interested consulting firm/Consultant(s) should submit the both technical and financial proposal **by 20 June 2024** to the email address mentioned below [procurement.wfbd@worldfishcenter.org](mailto:procurement.wfbd@worldfishcenter.org); mentioning the title of solicitation in the subject line.

### **Questions and Clarifications**

All questions and/or clarifications regarding this RFP must be submitted via email to Mr. A.B.M. Mahfuzul Haque (email: [A.Haque@cgiar.org](mailto:A.Haque@cgiar.org)) no later than **20 June 2024**. All correspondence and/or inquiries regarding this solicitation shall be used as reference to the RFP in the subject line. No phone calls or in-person inquiries will be entertained; all questions and inquiries must be in written form.

The bidders must submit two (2) separate copies of the Technical and Financial proposals in 2 (two) separate files, clearly marked with 'TECHNICAL PROPOSAL' and 'FINANCIAL PROPOSAL', with the email subject line bearing the RFP Reference. It must be taken care that the technical proposal must not mention any information related to the financial proposal; otherwise, the submission will be rejected. Upon delivery, applicants may request a stamped receipt confirming timely submission. Please note that incomplete proposals will not be reviewed.

### **Validity of Offers**

Offers must remain valid for at least Ninety (90) calendar days after the offer deadline. Failure to submit complete and accurate information requested in the RFP could be a ground for disqualification of the award.