



Original Date: **January 31, 2014**
First Amended Date: **February 4, 2014**
Second Amended Date: **February 6, 2014**
Subject: **Answers to Questions:
APC Invitation to Bid No. NP01: National Female Community Health Volunteer
Survey**

Mobile Technology, Questions 1 - 4

1. **Question:** On page 5 of the [Invitation to Bid] you mentioned “The data collection is expected to be done using mobile technology.” We wonder what does it exactly mean? Does it mean tablet computers and associated software? In the same paragraph it also mentions “The Contractor is expected to have access to data collection handsets, and to have the data collection tools in place at the start of the survey.” Are handsets different from mobile technology?

Answer: Mobile technology refers to portable, wireless devices that use data collection software. Handsets are the specific devices that are considered mobile technology. Examples of specific mobile technology handsets include but are not limited to mobile phones and tablets.

2. **Question:** Is use of electronic data collection mandatory or it is only a preferred method over paper based survey?

Answer: The data collection is required to be done electronically using mobile technology.

3. **Question:** Is it compulsory to use data collection handset?

Answer: See answer to Question 2

4. **Question:** Is mobile technology mandatory for data collection? How about if we propose to collect data using paper questionnaires

Answer: See answer to Question 2

Data Software, Questions 5 - 10

5. **Question:** On page 5 it says “APC will provide the on-line data platform and will work with the Contractor to provide supervision of data collection activities to monitor field work data quality.” Can you explain more about on-line data platform? What does “will work with the Contractor” exactly mean? Does it mean you will have someone working with the local Contractor in Nepal for the duration of the project?



Answer: APC will use an online platform where data from the phone can be directly transferred to this platform. APC will create an account on this online platform and train the Contractor on using this platform to transfer, store, and check the data. In addition, APC staff will work with the Contractor in Nepal to help in providing supervision of data collection using the phones as well as in conducting periodic assessments on the quality of data collection with the Contractor.

6. **Question:** “APC will provide training on transcribing and data entry.” Will JSI give training using some sort of software for data transcribing? What data entry package are you thinking of?

Answer: No software will be used for transcription and we expect that the Contractor will take notes during interviews and expand on them after the interviews. APC will provide training on how best to take notes and expand on these notes after completion of the interviews/FGDs. APC will expect the Contractor to be able to enter all qualitative information using a simple program that they are familiar with (such as MS excel or MS word) so that the data can be easily accessed during analysis. The Contractor will be expected to already have access to this program. APC will provide support and training as needed to the Contractor on how to enter data using this program.

7. **Question:** Is the Data Entry Software also provided by APC or does the Firm also need to develop it?

Answer: See answer to question 6. For quantitative data, there will be no data entry needed since data will be directly uploaded from the phone to the online platform. APC will provide training on how to upload the data from the phone to the online platform.

8. **Question:** Who will develop the data entry software, Contactor or donor?

Answer: See answers to Questions 6 and 7.

9. **Question:** Is the Data entry a single entry or double entry system?

Answer: For quantitative there is no data entry. For qualitative, only single entry will be required.

10. **Question:** I believe that there was a confusion on “Data Collection Software” and “Data Entry Software.” Will the “Data Collection Software” (for example a mobile application) be provided by APC or is this something that the contractor is supposed to have ready for the survey?

Answer: The data collection software will be downloaded onto the phones once APC creates the online platform account referenced in the answer to Question 5. APC will create this account and download this application on the mobile phones that have been provided or rented by the selected firm.

Survey Processes and Procedures, Questions 11 - 17

Answers to Questions: APC Invitation to Bid No. NP01 National Female Community Health Volunteer Survey

11. **Question:** Our understanding: Similar Survey was conducted in 2002 and 2006. Has it been conducted lately? Is it a periodic survey?

Answer: It is a periodic survey. However, the scope of the survey this year has been expanded.

12. **Question:** We assume all the 75 Districts need not be surveyed since there are 13 domains and sampling of the Survey Districts are to be conducted after the Survey numbers from that domain is determined. Is this correct? The VDCs to be visited for Survey will be determined later. Is this correct?

Answer: APC has developed a sampling frame and will select the districts and VDCs to be visited to reach the stated sample size prior the start of training.

13. **Question:** Pre-testing should be done in how many districts?

Answer: Pre-testing will be conducted as part of training and will be done in one district in or near Kathmandu to limit the time needed for travel.

14. **Question:** Number of Semi-Structured Interviews is mentioned as 40 in Section B1 and as 54 in Attachment 2.

Answer: The total qualitative sample size is: 12 national stakeholder interviews; 18 semi structured interviews; 36 FGDs.

15. **Question:** Is this assignment only for conducting the Survey and submitting the Data or a detailed Report with its findings must be prepared by the Firm?

Answer: The Contractor will be required to draft a report describing all data collection and data management procedures, supervisor observations/comments, and limitations/problems encountered; and participate in the writing of a series of preliminary and final reports concerning the results of the respective survey.

16. **Question:** Are the survey questionnaires already prepared or the same questionnaires used in the previous survey will be used? What is the tentative length of the questionnaire in terms of time taken to conduct one interview?

Answer: Survey questionnaires are being prepared by APC based on the previous questionnaire. The tentative length of the questionnaire is approximately 26 pages.

17. **Question:** Are Questionnaires, FGD guidelines, guidelines for key informant interview to be provided by APC or Contractor has to develop by itself?

Answer: APC will provide the questionnaire, focus group discussion guidelines, and guidelines for key informant interviews.

Bid Format and Evaluation Criteria, Questions 18 - 19

18. **Question:** It is generally a widely used practice, that the Technical Proposal, containing the Firms past experiences, Methodology proposed, Logistic arrangements, Key persons proposed are evaluated separately for 70 to 80% weightage and then after the Firms' Financial Proposals, (who score higher than the required pass mark in Technical Proposal), are evaluated for the 20 – 30 % weightage. However, such clear methods of evaluation are not mentioned and only financial work out methods and competitiveness is emphasized.

Answer: The Technical Specifications and Organizational Profile and Staffing sections of the bid will be evaluated in accordance with the criteria set forth in Section D3. Thereafter, the proposed budget of an acceptable technical bid will be reviewed for general reasonableness, allowability and allocability of costs. The Contract will be offered to the organization whose bid offers the greatest value and will be made based on the ranking of bids according to the technical selection criteria.

19. **Question:** Page limit of 3-page for Methodology is mentioned but methodology needs to be described in detail. So please suggest if there can be some addition of pages – including pages for Gantt Charts etc.

Answer: Please keep the Methodology section to a limit of 3 pages, including a Gantt Chart.

Budget, Questions 20 - 21

20. **Question:** The Budget ceiling is not indicated for the assignments.

Answer: A detailed line-item and a summary budget should be prepared based on the tasks/responsibilities described in the Bid. Each Bid will be reviewed for general reasonableness, allowability and allocability of costs. The Contract will be offered to the organization whose bid offers the greatest value and will be made based on the ranking of bids according to the technical selection criteria.

21. **Question:** We understand that the data collection will be done using mobile technology, and for this purpose the Contractor is expected to have access to data collection handsets. However, we also read that “no procurement will be supported under this contract.” If it is so can we allocate budget for renting the required number of such devices? Please clarify. This is required for preparing the budget.

Answer: Funds may be used for renting data collection handsets.

Staffing and Management, Questions 22 - 25

22. **Question:** The required minimum Staff and their time allocation is not mentioned. Are the Firms free to suggest their own Team and their inputs? However, the Staffing and Management is allocated 30% points for evaluation – so a minimum requirements expected should have been mentioned.

Answer: Bidders are free to suggest their own team composition and time allocation. Bidders should propose a staffing and management structure that will be able to carry out the

proposed activities as submitted, including qualified personnel who demonstrate the ability to achieve the objectives of the project.

23. **Question:** Is the CVs of the proposed Staff be included?

Answer: Bidders should not include CVs of staff as part of their bid at this time.

24. **Question:** Should Contractor attached CV of staff, who will be involved in survey work with technical proposal?

Answer: See answer to Question 22.

25. **Question:** Is a 'Principal Investigator' necessary to be proposed?

Answer: The bid should name the key technical personnel that will be involved in the activities, including the Project Manager. APC would consider the Principal Investigator the same position as the Project Manager.

Other, Questions 26 - 29

26. **Question:** Is the outcome of this Survey need to be endorsed by the Government's Ministry?

Answer: Yes. The contractor will be asked to participate on the stakeholder meetings when the draft results are reported and address questions/issues in the contractor's final report to APC. However, the preparation of final report for the Government and stakeholders is the responsibility of APC.

27. **Question:** The submission of the Proposal is scheduled for Feb 14 so there is time for a pre-proposal meeting, so that the applying Firms are clear about what is expected and how it is planned. Thus we request for a pre-proposal meeting and an extension of proposal submission deadline accordingly. This will be mutually beneficial.

Answer: APC will not be holding a meeting prior to the bid due date. Please submit bids by February 14, 2014 at 1PM EST/6PM GMT.

28. **Question:** Is the ethical clearances required from respective agencies e.g. NHRC?

Answer: The Contractor must provide required ethics/human subject protection training to all staff involved in survey activities.

29. **Question:** In Nepal, the use of electronic devices in data collection works is not common yet. We think, even though APC will develop online platform for data management, miscellaneous problems are likely to arise. The majority of the places within the country are remote areas where reliable telecommunication has not reached – and even for daily charging of mobile phones, people sometimes need to walk for a day to get their mobiles charged. However, if APC would like to conduct the Survey using electronic devices, after providing necessary trainings to data collectors, then this would be an opportunity for our Firm also, to develop our abilities,

provided such electronic devices can be received on hire. Kindly let us know exactly what devices you are looking for and where we can get it on hire, if you have such information.

Answer: In terms of internet connection, this is only needed when data is to be sent to the server. APC can work with the local firm to develop a schedule where supervisors can send data periodically to the server when they are able to connect to the internet. In the interim, data can be stored in the phone itself or downloaded to a laptop which doesn't require internet connection. In terms of charging phones, we will expect the contractor to have access to data collection handsets and the necessary equipment for charging phones, back up batteries, etc. Therefore funds allocated to the contractor can be used to rent phones or buy extra batteries if need be. In terms with issues with charging, APC can work with the local contractor to think through solutions for charging. This may include having extra batteries or setting up a plan where data collectors access a charging station every 2-3 days, whichever solution is appropriate for the context