

Bidders Questions and Answers Form

RFP Name:	RFP for Data Collection Services for Consumer Protection Surveys in Bangladesh, India, Pakistan, Ethiopia, and Indonesia.
RFP Number:	IPA/IRFP/CIP/002/2025
Questions Due:	01/04/2025
IPA Response Due:	03/04/2025

Question 1:	The SoW mentions potential switch to remote data collection in case of unforeseen circumstances. Does remote in this case mean web, CATI or something else? What would be an acceptable remote alternative for IPA?
Answer:	CATI only.
Question 2:	IPA inspection is mentioned in the SoW -- does this mean an in-person visit to the field, a routine review of the collected data, access to dashboards, or something else? What would be a satisfactory way of QC on the IPA side?
Answer:	<ul style="list-style-type: none"> - Weekly check-ins for status updates. - High frequency checks output. - No in-person field visits.
Question 3:	Would the selected contractor have an opportunity to make suggestions on the two rural areas to be selected for the survey in each country or do IPA team already have identified their preferred rural locations? Can IPA provide preliminary indication of regions or likely coordinates to help guide budgeting/logistics?
Answer:	We are not able to share the exact locations prior to selection of the survey firm. If costs will significantly vary by location, you may present different budget scenarios depending on the locations selected.
Question 4:	Are the selected rural locations "not adjacent" to the major urban areas or to each other? Considering the rates of DFS use in peri-urban, rural and deep rural areas, the type of rural location would make a difference -- we might have to approach significantly more people in deep rural vs peri-urban areas to find qualified DFS users for the survey -- which would make a difference in terms of timelines and enumerator LOE.
Answer:	The selected rural locations will not be adjacent to the urban locations, and also will not be adjacent to each other"
Question 5:	Where would the pilots be done? only urban locations or both urban and rural? What would the pilots include - just testing of the survey or cognitive interviewing and other type of questionnaire development testing?

Answer:	<ul style="list-style-type: none"> - Piloting should be done in both rural and urban markets, but it is fine if these are peri-urban/peri-rural and in the same area (keeping down costs). - About 60 surveys. - Some cognitive testing activity might be requested prior to the pilot (but details yet to be decided).
Question 6:	Would the firm be allowed to work with banking and DFS agents in each market to recruit the respondents?
Answer:	<p>No, we don't want to recruit respondents based on agent recommendation.</p> <p>However, it is fine to work with local/village leaders (which may be required for access to the market area).</p>
Question 7:	What would happen if in some rural areas, we are not able to identify 10 markets? Would this mean increasing the number of respondents per market or relocating to another rural area?
Answer:	If no suitable market can be identified around the geographical coordinate that IPA provides in rural locations, we will work with the survey firm to find an alternative geographic location. We expect the survey firm to do some initial checks of the 10 pins, e.g. in Google maps, to check if they are in locations where we would not reasonably expect to find any markets.
Question 8:	Does IPA have any preferences for how the training is conducted - in person vs virtual, ToT + regional training vs centralized training of the entire team?
Answer:	<ul style="list-style-type: none"> - In-person training is expected, around 3 classroom days and a field day where enumerators try out the survey tool with a few respondents in practice. - Centralized training of the whole team. - ToT a plus; Allow remote training for team members in distant regions.
Question 9:	Would IPA provide a codebook/datamap or would the Firm be responsible for putting it together with the IPA oversight?
Answer:	IPA will provide a codebook.
Question 10:	Would IPA be interested in any cross-country reporting/comparisons or would all deliverables be for each country independently?
Answer:	<ul style="list-style-type: none"> - We will analyze and disseminate results for country separately. - Once data has been collected for all countries, we will also do a cross-country comparison.
Question 11:	In the SoW, each country is allocated 1 month for data collection - does this include securing research permits and pilot or only the main data collection period?
Answer:	<ul style="list-style-type: none"> - The 1 month is approximate and refers to main data collection activities only. - We expect the survey firm to obtain all necessary research permits prior to piloting/data collection. - The pilot of about 4-5 days can take place prior to main data collection.
Question 12:	The bottom of the pyramid will be in backward rural areas where the probability of market place is very low, and the population density is also low.

Answer:	We will include a maximum as well as minimum threshold when selecting rural locations, to avoid areas where we are extremely unlikely to find suitable markets.
Question 13:	Is the recruitment of participants/respondents done before the survey, and is the list shared with the client for approval?
Answer:	Recruitment will take place exclusively through "street intercepts" in real time within the market, no prior recruitment.
Question 14:	In addition, could you please share a copy of the slideshow presented in the pre-bid meeting? Thank you so much!
Answer:	The presentation will be shared alongside these clarifications.
Question 15:	<p>As stated in Clause 1.1, Paragraph 3, under Article 10.1 (Scope of Work for Services), Section 10 (Attachment), Pakistan is classified as an Out-of-Country Office (OCO). In such countries, IPA requires the services of an international survey firm with a presence in the respective OCO country.</p> <p>Given that our firm is a nationally recognized organization with extensive experience in conducting surveys across Pakistan, we would like to seek clarification: Is our firm eligible to apply for Lot 3 (Pakistan), being a national organization?</p>
Answer:	Yes, your firm is eligible.
Question 16:	Does the technical and price proposals need to be submitted separately? Section 5.2 implies it is one proposal per lot which includes the cover letter, technical proposal and costs, etc. The cover letter also includes total amounts per lot.
Answer:	The Technical and Financial proposals should be separate documents but can be submitted together in one email if properly named. Separating them is not mandatory.
Question 17:	We are a global firm and often manage multi-country projects. In Section 5.2, it seems we can apply for all lots – can this be one proposal, as long as lot specific info (e.g. per country teams, per country past performance, etc) is addressed?
Answer:	Yes, you can apply for all the Lots, but you must submit a separate proposal and supporting documents for each to ensure a fair and efficient evaluation process.
Question 18:	While the geographic distribution of the two urban regions is well-defined (the two largest cities by population), a more detailed understanding of the dispersion of the two rural regions and 20 markets would aid in more effective planning and cost estimation.
Answer:	<ul style="list-style-type: none"> - The survey firm will supply an exclusion list of areas for which there are security concerns or which would be cost prohibitive (e.g. because of remoteness). From the remaining sample, we will select non-adjacent locations in the bottom 50% in terms of population density. - Markets will be spaced 4-6km apart. - We will not supply the rural locations at this point, but you can assume that it will not be the most expensive scenario. - Fine to submit several budget scenarios.
Question 19:	On page #15 of the RFP, "Research permits/approval" is listed as one of the deliverables. Could you clarify what is meant by research permits/approval?

Answer:	Includes IRB, approvals from any relevant research ethics committees, district/regional approvals to enter communities, etc. We will rely on your knowledge as a research firms what permits are required to collect data in the country/area.
Question 20:	Regarding the submission format outlined on page 6 of the RFP, can the six items be submitted separately or in a single document that combines all in the particular order?
Answer:	The format is designed to help the Evaluation Committee work more efficiently. Submit your documents in an organized manner—either in a single email (if space allows) or in batches—ensuring the RFP number is in the subject line and the email is clearly labeled for easy file retrieval.
Question 21:	Would it be safe to assume that, in the absence of any unforeseen, the total duration for the full assignment will be around 8 to 10 weeks including securing permissions, translation, training, piloting, data collection, back checks, data cleaning etc in each country?
Answer:	You should be aware how long it takes to obtain all relevant research permission, as this may vary by country. Training, piloting, and data collection could be assumed to take approximately 6 weeks
Question 22:	Will it be possible for IPA share the full survey instrument and programming logic (e.g., skip patterns) at least two to three weeks in advance of training and piloting, as this will help us with the translation, software setup and testing.
Answer:	Yes, this will be provided ahead of time
Question 23:	Can the firm decide the optimal number for field researchers keeping in view geographical spread and language/gender requirements offering best value for money? Or there is a minimum or maximum number of field researchers IPA is thinking about given the average 4 survey tool per staff and one month per country for data collection?
Answer:	Yes, there is flexibility (as long as that the firm meets productivity requirements, timelines, and budget)
Question 24:	You have mentioned five Lots, we will only submit for Lot 3 i.e. Pakistan. An amount of USD 150,000 has been mentioned under clause 1.3 Type of Award Anticipated. We are assuming that USD 150,000 is for each award. Kindly confirm
Answer:	No, that is not the budget, and we do not include budgets in the RFPs. That is simply a definition of the expected type of award, which may change during negotiations.
Question 25:	Under 2.1 Tasks sub-clause V: a. It has been mentioned that IPA will provide short 15 minutes version of the survey. We expects that both (full and short versions) of Global Tools have already been tested. Survey firm will still need to convert these tools in national and/or regional languages as required. Kindly confirm b. Same clause also mentions that several checks need to apply for maintaining data quality. Will IPA allow survey firms to use KOBO for data collection and apply range in response to minimize wrong entry OR tools will remain open ended?

Answer:	<p>a. Yes, both the full tool and the shortened back-check tool will have been tested. The survey firm is expected to do local language translations and some other minimal adaptations specified by IPA</p> <p>b. We use SurveyCTO. The tool is programmed to minimize data entry errors</p>
Question 26:	Under 2.1 Tasks sub-clause IX: Tablets are to be procured that is in line with IPA survey requirements. Is it possible to share compatibility at this stage so that costs could be added accordingly?
Answer:	<p>Devices should:</p> <ul style="list-style-type: none"> - be password protected - have anti-virus program installed - not be for personal use - have encryption software installed to protect PII

NOTE: Please be advised that the submission deadline for proposals in response to **RFP No. IPA/IRFP/CIP/002/2025** – *Data Collection Services for Consumer Protection Surveys in Bangladesh, India, Pakistan, Ethiopia, and Indonesia* – has been extended.

The **new deadline** for proposal submissions is **Friday, April 18, 2025, at 8:00 AM Eastern Time (ET)**. Kindly ensure that you strictly follow the submission instructions in the RFP and the clarifications provided.

We appreciate your attention to this update and your participation in the process.

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