



IPA - Philippines

Request For Proposals (RFP)

No. IPA-PH-RFP-PAK-SURVEY-2025-01

Remittances Research in Pakistan

Issue Date: 22nd December 2025

RFP Amendments and Updates

This RFP is publicly posted on the IPA website. Any amendments, clarifications, or updates to this RFP will be issued through the same website page where this RFP is posted. Prospective Offerors are responsible for monitoring the IPA website for any updates prior to the submission deadline.

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Synopsis of the RFP

RFP No.	IPA-PH-RFP-PAK-SURVEY-2025-01
Issue Date	22 nd December 2025
Title	Remittances Research in Pakistan
Issuing Office	Innovations for Poverty Action – Philippines Unit 7B Belvedere Tower, San Miguel Avenue, Ortigas, Pasig City, Philippines
Deadline for Receipt of Questions	Deadline for Receipt of Questions: 10 January, 5:00 PM (GMT+8)
Point of Contact for Questions	Send your questions to; PH_proposals@poverty-action.org and include the RFP number for easy reference. Responses to questions or clarifications will be shared within 48 hours after the clarification window closes
Deadline for Receipt of Proposals	Deadline for Receipt of Proposals: 13 January 2026, 5:00 PM (GMT+8)
Proposal Submission Address	Proposals must be submitted ONLY to: PH_proposals@poverty-action.org, please include the RFP number in the subject line.
Anticipated Award Type	Firm Fixed Price Subcontract
Basis for Award	The award will be issued to the responsible and responsive offeror whose proposal represents the best value to IPA, based on a combination of technical merit and cost/price, in accordance with the evaluation criteria set forth in this RFP

Interested Offerors may obtain a full copy of the RFP, which contains detailed instructions for preparation of the proposal, from the IPA website where this RFP is publicly posted.

1. Introduction and Purpose

1.1 Purpose

IPA Philippines, invites qualified offerors to submit proposals to supply and deliver **Research on inward Remittances to Pakistan** in support of a study on assessing the costs of formal and informal remittance flows for the remittance corridor between the Gulf Cooperation Countries (GCC) to Pakistan, and preferences for remittance channels, based on convenience, transparency, immediacy, gender and social norms, in addition to other factors that may influence the choice of a remittance channel.

1.2 Issuing Office

The Issuing Office and Contact Person noted in the above synopsis is the sole point of contact at IPA for purposes of this RFP. All communications regarding this RFP, including questions and amendments, will be handled in accordance with the procedures described in this solicitation.

Type of Award Anticipated

IPA anticipates awarding a Firm Fixed Price Subcontract for the provision of the services described in this RFP. This award type is subject to change during the course of negotiations.

A Firm Fixed Price Subcontract is: An award for a total firm fixed price, for values more than \$150,000, for the provision of specific services, goods, or deliverables and is not adjusted if the actual costs are higher or lower than the fixed price amount. Offerors are expected to include all costs, direct and indirect, into their total proposed price.

2. General Instructions to Offerors

2.1 General Instructions

"Offeror", "Subcontractor", "Vendor" and/or "Bidder" means a firm proposing the work under this RFP. "Offer" and/or "Proposal" means the package of documents the firm submits to propose the work.

Offerors wishing to respond to this RFP must submit proposals, in English, in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror's risk. If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged.

Issuance of this RFP in no way obligates IPA to award a subcontract or purchase order. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. IPA shall in no case be responsible for liable for these costs.

This RFP is issued in anticipation of donor funding. Evaluation and award will proceed only upon execution of the donor agreement and confirmation of budget availability. IPA reserves the right to cancel this RFP or modify its scope should funding not be secured.

Offerors shall submit a proposal that includes clearly separated technical and cost components, in accordance with the instructions provided in this RFP. Proposals will be evaluated using a best-value selection approach, with technical merit considered prior to cost or price.

The submission of a proposal to IPA in response to this RFP will constitute an offer and indicates the Offeror's agreement to the terms and conditions in this RFP and any attachments hereto. IPA reserves the right not to evaluate a non-responsive or incomplete proposal.

2.2 Proposal Cover Letter

A cover letter shall be included with the proposal on the Offeror's company letterhead with a duly authorized signature and company stamp/seal using the [Proposal Cover Letter template](#) (see Attachments) for the format. The cover letter shall include the following items:

- Certification that the prices proposed are valid for **ninety (90) calendar days** from the proposal submission deadline.
- Acknowledgement of any solicitation amendments received, if applicable

2.3 Questions regarding the RFP

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email or in writing to the Issuing Office as specified in the Synopsis above. No questions will be answered by phone.

No questions will be answered by phone. Any verbal information received from an IPA employee or other entity shall not be considered an official response to this RFP.

Responses to questions or clarifications applicable to all Offerors will be issued in writing through an amendment to the RFP and posted on the same IPA website page where this RFP is published

2.4 Pre-Proposal Bidders' Conference

IPA does not anticipate holding a pre-proposal bidders' conference for this RFP. IPA reserves the right to hold a conference or issue clarifications through written amendments if deemed necessary.

3. Instructions for the Preparation of Technical Proposals

Technical proposals shall include the following contents:

1. Technical Approach - Description of the proposed services which meets or exceeds the stated technical specifications or scope of work. The proposal must show how the Offeror plans to complete the work and describe an approach that demonstrates the achievement of timely and acceptable performance of the work.

2. Management approach – Description of the Offeror’s staff assigned to the activity. The proposal should describe how the proposed team members have the necessary experience and capabilities to carry out the Technical Approach.
3. Past Performance – Provide a list of at least three (3) recent awards of similar scope and duration. The information shall be supplied as a table ([template provided in Attachments](#)), and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract, description of any problems encountered and how it was resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization. See Attachments.

3.1 Services Specified

For this RFP, IPA is in need of the services described in Attachment: **Scope of Work**.

4. Instructions for the Preparation of Cost/Price Proposals

4.1 Cost/Price Proposals

Provided in the Attachments section of this RFP is a template for the [Price Schedule for firm-fixed price awards](#).

This procurement anticipates a **firm fixed price subcontract**, and Offerors should include all direct and indirect costs necessary to perform the services described in the Scope of Work.

The cost proposal should include sufficient detail to demonstrate how the total price was developed. Any required payment terms must be included in the cost proposal.

It is important to note that Value Added Tax (VAT) shall be included on a separate line. The Subcontractor is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.

5. Basis of Award

5.1 Evaluation Criteria

Each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below.

Evaluation Criteria	Evaluation Sub-criteria (if needed)	Maximum Points/Weight
Technical Approach	Overall compliance with the SOW. Assessment of the methodology, feasibility, and data management strategy to ensure timely and high-quality execution. Data Management Capabilities (15 Marks)	40

	<ul style="list-style-type: none"> • Clear data management plan ensuring high-quality collection, security, and compliance with IPA standards. • Implementation of real-time data validation, cleaning, and security measures. <p>Work Plan Adequacy (15 Marks)</p> <ul style="list-style-type: none"> • Detailed, realistic work plan outlining key activities, sequencing, and deliverables. • Feasible approach to pilot testing, full data collection, and quality assurance. <p>Timeliness (10 Marks)</p> <ul style="list-style-type: none"> • Ability to meet project timelines and manage potential risks (e.g., holidays, security issues). • Scalability for adjustments in project scope. 	
	Add sub-criteria as needed	
Management Approach or Personnel Qualifications	<p>Evaluation of the Offeror's team expertise and capacity to execute the project effectively.</p> <p>Team Qualifications (15</p>	25

	<p><i>Marks)</i></p> <ul style="list-style-type: none"> • CVs demonstrating relevant experience in large-scale surveys in target countries. • Expertise in data collection, quality control, and ethical research practices. <p>Management & Coordination (10 Marks)</p> <ul style="list-style-type: none"> • Strong organizational structure, clear roles, and defined reporting lines. • Effective coordination with IPA teams and field staff. 	
Corporate Capabilities or Past Performance	<p>Review of relevant experience and past success in similar assignments.</p> <p>Relevant Experience (10 Marks)</p> <ul style="list-style-type: none"> • Proven track record in similar survey projects, preferably for NGOs or development organizations. • List of at least three (3) past contracts, including scope, value, and client details. <p>Client References (5 Marks)</p>	15

	<ul style="list-style-type: none"> References from past clients, preferably from the development sector. 	
Cost	<p><i>Budget Realism & Justification (10 Marks)</i></p> <ul style="list-style-type: none"> Itemized cost breakdown with clear justifications. Competitive, transparent pricing with no hidden costs. <p><i>Cost Efficiency (10 Marks)</i></p> <ul style="list-style-type: none"> Cost-effectiveness without compromising quality. Strategies for optimizing resources while maintaining high standards. 	20
Total		100

5.2 Proposal Submission Format

To facilitate the evaluation process by the Evaluation Committee, Offerors are strongly encouraged to submit their proposals in the following format:

- i. Cover Letter
 - Include a concise cover letter introducing your proposal. Use the provided template.
- ii. Introduction / Business Profile
 - Provide an overview of your organization, its history, and relevant experience.
- iii. Statutory and Compliance Documents
 - Include essential documents such as business registration, tax files, and any other relevant compliance documents.
- iv. Technical Proposal
 - Refer to Section 3 for detailed instructions on preparing the technical proposal.

- Ensure to provide all necessary supporting documentation and attachments as required by the Evaluation Criteria.

v. Cost / Price Proposal

- Include detailed cost/price information as outlined in Section 4.
- Should be realistic and acceptable.

vi. Implementation Timelines / Gantt Chart (if applicable)

- Include timelines or Gantt charts outlining project implementation schedules if relevant to your proposal.

vii. Any Other Pertinent Information

- Include any additional information that you believe is essential to your proposal.

Please adhere to this format to ensure a structured and comprehensive submission that will aid in the evaluation process.

5.3 Best Value Determination

IPA will review all proposals and make an award based on the technical and cost evaluation criteria stated above and select the offeror whose proposal provides the best value to IPA. IPA may also exclude an offer from consideration if it determines that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities required to perform the work required.

IPA may award to an Offeror without discussions. Therefore, the initial offer **must contain the Offeror's best price and technical terms.**

5.4 Responsibility Determination

IPA will not enter into any type of agreement with an Offeror prior to ensuring the Offeror's responsibility. When assessing an Offeror's responsibility, the following factors are taken into consideration:

1. Provide evidence of the required business licenses to operate in the host country.
2. The source, origin and nationality of the products or services are not from a Prohibited Country.
3. Having adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from IPA.
4. Ability to comply with required or proposed delivery or performance schedules.
5. Have a satisfactory past performance record.
6. Have a satisfactory record of integrity and business ethics.
7. Have the necessary organization, experience, accounting and operational controls and technical skills.
8. Have the necessary production, construction and technical equipment and facilities, if applicable.

9. Be qualified and eligible to perform work under applicable laws and regulations.

5.5 Additional Due Diligence

Upon completing the evaluation process, IPA may choose to engage in additional due diligence processes with a particular vendor or vendors without notifying the bidder.

The purpose of this process is to ensure that IPA engages with reputable, ethical, and responsible vendors with solid financials and the ability to fulfill the contract. Additional due diligence may include, but is not limited to, the following processes:

- Reference checks
- Verification of whether the firm has been barred by any organization or is on any anti-terrorist checklist

5.6 Bidders' Presentations

At the discretion of IPA, selected Offeror(s) may be invited to supply additional information on the contents of their proposal during the evaluation period. Such Offerors could be asked to give a presentation of their proposal (possibly with an emphasis on a topic of IPA's choice) followed by a question-and-answer session.

If IPA determines that there is such a need, the presentation will be held at IPA CO , or by videoconference/Internet. Offerors will be given reasonable time to prepare for the presentation.

NOTE: Presentations or other individual contact is expressly prohibited before the closing date for proposal submission.

6. Anticipated post-award Deliverables

Upon award of a subcontract, the deliverables and deadlines detailed in below table will be submitted to IPA. The Offeror should detail proposed costs per deliverable in the Price Schedule. Deliverables must be submitted to and approved by IPA before payment will be processed.

No.	Deliverable	Deliverable Due Date
1	Field officer and supervisor profiles	5 days prior to commencement of data collection
	Translated and back-translated survey instruments.	
	Selected districts lists for data collection	
	Research permits/approvals	

No.	Deliverable	Deliverable Due Date
	A pre-implementation (start-up) report, detailing a plan for data quality assurance, data security, survey/field implementation, and training agenda	
	A backcheck randomization plan, as part of the start-up report	
2	Output report from daily high-frequency-checks which are compiled and shared with IPA on a twice-weekly basis.	Within 40 days from the commencement of data collection
3	Both a clean dataset and a raw, uncleaned dataset stripped of all personally identifiable information (PII), including names; phone numbers used for respondent gifts and backchecking; and GPS coordinates of survey locations. The clean dataset should include a clear explanation of all modifications made which should include renaming and dropping variables, translation verbatim responses into English were applicable, and adding unique identifiers. The raw dataset should undergo only basic processing to remove PII.	Within 20 days following the completion of data collection
	A final, post-implementation report, detailing the field work	

7. Inspection & Acceptance

The designated IPA staff will inspect from time to time the services being performed to determine whether the activities are being performed in a satisfactory manner, and that all equipment or supplies are of acceptable quality and standards. The subcontractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the IPA Country Director/Representative as a result of such inspection.

8. Compliance with Terms and Conditions

8.1 General Terms and Conditions

Offerors agree to comply with the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Terms and Conditions listed in the accompanying [Attachment](#).

9. Procurement Ethics

Neither payment nor preference shall be made by either the Offeror, or by any IPA staff, in an attempt to affect the results of the award. IPA treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated, and IPA employees and/or subcontractors/grantees/vendors who engage in such activities will face serious consequences. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the IPA staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 844 837 5445. IPA ensures anonymity and an unbiased, serious review and treatment of the information provided. Such practice may result in the cancellation of the procurement and disqualification of the Offeror's participation in this, and future, procurements.

By submitting an offeror, Offerors certify that they have not/will not attempt to bribe or make any payments to IPA employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted.

10. Attachments

10.1 Scope of Work for Services or Technical Specifications

Background and motivation

Remittances are a vital source of income for Pakistan, contributing 9.8 percent to its gross domestic product in 2024 (\$32.2 billion). Remittance flows have grown 49 percent over the past five years.¹ Despite the importance of remittance flows for sustainable economic development, the costs of inward remittances remain high, driven by complex payment systems which commonly involve multiple intermediary institutions and multiple currency exchanges. Consumers ultimately pay these costs in the form of direct charges and/or margins on foreign exchange rates.

Cross border payment system integrations are poised to reduce the cost of remittances and retail payments made across borders by minimizing settlement risks, eliminating double currency conversions, enabling interoperability across providers, improving consumer protection and compliance, and increasing competition between providers. These systems, and the lower costs they deliver, may also encourage consumers to shift away from use of informal remittances (Hawala), contributing to financial sector sustainability and increasing compliance with anti-money laundering (AML) / combatting the financing of terrorist (CFT) laws by curbing illicit flows.

To inform policy decision making for in-ward remittances to Pakistan, Innovations for Poverty Action (IPA) plans to conduct a research study to assess the costs of formal and informal remittance flows for the remittance corridor between the Gulf Cooperation Countries (GCC – Bahrain, Kuwait, Oman, Qatar, Saudi Arabia and United Arab Emirates) to Pakistan, and preferences for remittance channels, based on convenience, transparency, immediacy, gender and social norms, in addition to other factors that may influence the choice of a remittance channel. As preferences for choosing remittance channels are likely influenced both by the sender and by the recipient, the study will aim to understand perspectives of individuals on both sides of the transaction.

Scope

IPA invites eligible and qualified vendors to submit their proposals for data collection services for research on remittances in Pakistan. This study is being commissioned by IPA Philippines but will involve members of IPA's Financial Inclusion Program, in addition to being guided by IPA's affiliate Principal Investigator.

Target Regions and Population:

We recognize that there are regions in Pakistan, and specific districts within those regions, that receive a large influx of remittances from the GCC. This research will aim to focus on those districts, increasing the probability of identifying and recruiting recipients for the survey. A nationally representative survey is not required.

For purposes of the RFP, we adhere to the following definitions:

¹ <https://blogs.worldbank.org/en/peoplemove/in-2024--remittance-flows-to-low--and-middle-income-countries-ar>

- **Migrant/Sender (used interchangeably):** Individual, most likely male, residing in the GCC for more than 12 months and sends remittances to Pakistan via formal and/or informal channels on a regular frequency.
- **Recipient Household:** Households of the sender, in Pakistan, where the remittance is being sent.
- **Recipient Individual:** Individual, part of the recipient household, on whose name, the remittance transfer is received, either formally or informally. We understand that these individuals are most likely to be female members of the immediate family of sender, residing in the household, with the sender being male members. However, in some cases, the recipients can also be male members of the immediate family of the sender residing in the household structure or be a male or female member of a larger, combined family structure, living under the same household and benefiting from remittances received.

Sample Size and Data collection:

As the goal of the research is to understand cost and preferences from both recipients and senders, the research will involve collecting data from recipient households through in-person surveys, while undertaking remote surveys (voice and video-based communication services such Botim, etc) with senders of the eligible and selected recipient households.

Eligible Recipient Households:

- Recipient households with at least household member residing in the GCC for more than 12 months and who have received at least two remittance payments (regardless of value) from the sender in the past 4 months.
- Recipient households who, during an initial screening, agree to allow contact with the sender.

In line with the above, the sample is broken down into two parts:

1. 1,500 recipient households – in-person data collection
2. 1,000 senders of the recipient households (assuming a 66.6 percent success rate despite initial screening) – remote surveys

The data collection activity will follow the following steps:

- **Step 1 – Identification and screening:**
 - o The vendor will identify 'eligible households' in selected regions/districts who have a migrant residing in GCC and regularly sends remittances to Pakistan through formal and/or informal channels.
 - o As part of the same process, the vendor firm will ask households if they agree to provide contact information of the sender and give permission to the vendor to contact the individuals. Only those households who provide the contact information and give permission will be eligible for this survey.

Approximate Duration: 10 minutes

- **Step 2 – Administering the sender survey and choice experiment:**
 - o The vendor will first administer the **sender survey** via voice or video-based software or direct phone calls. A key aspect of the sender survey will be to

employ effective strategies to elicit true information on remittance channels used by the sender. This is especially important to understand the true level of informal remittance channels. IPA and our affiliate PI will work with the vendor to design, pilot and apply methods to elicit true information.

- As part of the sender survey, the vendor will also administer a **choice experiment** to the senders. This will pose senders with a hypothetical choice task where we ask them to make a hypothetical decision over future remittances channels which vary based on four attributes: cost, convenience, speed of delivery and cost transparency. This is intended to understand how decisions could change in the future with improvements to formal remittance systems. The decisions will be incentivized using a participant incentive.
- The choice experiment could also be used to consider senders willingness to engage with other potential remittance pathways, such as sending money directly to a connected service such as a school or clinic, as well as whether their willingness to engage with such a service varies according to potential additional funding from a third party (government or NGO).
- IPA and our affiliate PI will work with the vendor to design, pilot and implement a choice experiment that provides relevant information on future remittance choices.
- IPA is open to receiving suggestions on the modalities for administering the choice experiment, including but not limited to administering via a phone call, administering via text + voice-based communication, administering via video calls, administering via web-based application and voice communications.

Approximate Duration: 20-30 minutes

- **Step 3 – Administering the recipient survey**

- The vendor will then visit the ‘recipient households’ who were considered ‘eligible’ during Step 1. This will only include households for whom Step 2 was completed, i.e. successful contact with the sender was established and the sender survey was administered.
- The vendor will administer the recipient survey to the ‘recipient individual’ who receives the remittance and is most likely to influence the choice of the channel by the sender.
- The vendor will provide a financial incentive, in cash or a mobile wallet transfer (if the recipient individual has a mobile wallet) for completion of both sender and recipient surveys.
- A key aspect in this step will be employ effective strategies to elicit information on informal remittance channels (if relevant) preferred by recipient individual or influenced by the recipient household and chosen by the sender.

Approximate Duration: 30-40 minutes

Pilot: Prior to launch the study, the vendor will be required to conduct a pilot with a small sample of recipient households and the matched senders. The pilot will test the following:

- a. Whether recipient households generally agree to share contact details of the migrant member of the household. If yes, are there any considerations that need to be incorporated in the research design. These can include, but not limited to, factors related to phone connectivity of the migrant, gender of recipient individual and associated data

collection approach, permission to speak with recipient individual from household head (if other than the recipient themselves), etc.

- b. Whether the migrant agrees to participate in the interview and what, if any, are any factors that need to be incorporated in the research design. These can include general time availability of migrants in the GCC, appropriate method of contact, languages spoken etc.
- c. How best to administer the choice experiment.
- d. How best to elicit information on informal remittances, channels, volumes and values, from both the migrant and the recipient household.

Tasks

The roles and responsibilities of the Vendor will include but not be limited to the following:

- I. **Staffing:** The Vendor will hire and employ enumerators and field supervisors, with high-level oversight by IPA.
- II. **Local approvals:** The Vendor will be responsible for acquiring all the necessary in-country permits and approvals to conduct human subjects research within Pakistan.
- III. **Data privacy:** The Vendor will ensure compliance with the data protection laws of Pakistan. The Vendor will take all necessary precautions to prevent the unintended disclosure of sensitive data, including personally identifiable information (PII) collected during the study. The Vendor will be responsible for designing and implementing data security protocols throughout the project's lifecycle to minimize the risks of data loss and protect the confidentiality of identifiable data.
- IV. **Training:** The Vendor will be responsible for surveyor training.
- V. **Data quality:** With IPA's guidance, the Vendor is required to comply with IPA's data quality and security protocols throughout data collection, cleaning, processing, and storage. The Vendor should conduct random spot checks during data collection, ensuring that all enumerators are spot-checked by the end of the first week of data collection. Additionally, the Vendor must administer a short version of the survey to a subset of respondents, comprising at least 10% of the total sample, randomly selected and stratified by region. This process, known as backchecking, will involve recontacting the selected respondents remotely to verify the accuracy and reliability of original responses. IPA will provide a short 15-minute version of the survey for re-administration. Backchecks with a respondent will be done within 72 hours of the original survey, to comply with IPA IRB requirements. The Vendor will also be expected to conduct high-frequency checks: regular, automated data quality checks performed on a daily basis to identify and address potential data issues early. These checks should include logic checks to verify response consistency, outlier detection to flag extreme or unrealistic values, monitoring of enumerator performance for irregular patterns, and survey completeness checks to ensure key questions are not systematically skipped. The results of these high-frequency checks must be shared with IPA within 24 hours of data collection.
- VI. **Sampling Approach:** The Vendor will be responsible for identifying the specific regions and districts within those regions with high density of households which have a migrant

residing in the GCC for over 12 months. The vendor can choose to include details on the sampling approach including identification of Tehsils and Union Councils within the identified districts. The former Federally Administered Tribal Areas (FATA) and areas bordering the former FATA in Khyber Pakhtunkhwa province; Balochistan province, except for Gwadar district, shall not be included in the sample.

VII. **Engagement with IPA:** IPA will schedule weekly calls to review progress updates from the Vendor and provide technical support as needed.

VIII. **Instrument development:** IPA will develop all survey instruments and will manage and pay for CAPI software (SurveyCTO).

IX. **Survey tablets:** The Vendor will be responsible for procuring tablets compatible with SurveyCTO software.

X. **Translation:** The Vendor will be responsible for translating the developed instruments into the languages used in the selected regions for data collection. It will employ qualified translators and conduct back-translations to ensure quality.

XI. **Data cleaning:** The Vendor will be responsible for thoroughly cleaning the collected data to ensure accuracy, consistency, and usability. At a minimum, this includes cleaning and translating verbatim/"other" responses, identifying and resolving inconsistent data points, removing duplicate entries, flagging and addressing any missing data where feasible. The final dataset must be fully cleaned, de-identified, and formatted according to IPA's specifications before submission.

Proposal Requirements:

In line with the above, qualified vendors are required to submit a detailed technical proposal, that shall, at a minimum, include:

- Data Collection approach based on the information provided above, particularly on the choice experiment and eliciting information and associated behavior around informal channels.
- Sampling approach, including identification of key regions in Pakistan with high density of migrant households, except in the former Federally Administered Tribal Areas (FATA) and areas bordering the former FATA in Khyber Pakhtunkhwa province; Balochistan province, apart from Gwadar district.
- Approach for conducting a pilot prior to launching the data collection activity
- Timeline

In addition to the technical proposal, qualified vendors are also required to submit a financial proposal, using the Price Schedule provided in 10.3 below, detailing the budget required, and accompanied rationale, for each individual activity.

10.2 Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: Innovations for Poverty Action

[Address]

We, the undersigned, provide the attached proposal in accordance with **RFP-** (insert number). issued on (Insert date). Our attached proposal is for the total price of (Sum in Words).

I certify a validity period of (enter number) days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

We understand that IPA is not bound to accept any proposal it receives.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: Click here to enter text.

Name of Firm: Click here to enter text.

Address: Click here to enter text.

Telephone: Click here to enter text.

Email: Click here to enter text.

Company Seal/Stamp:

10.3 Price Schedule

Item Number	Item Name	Description/Specifications	Quantity	Unit Price	Total Price
1	List the items that are to be supplied (enter additional lines as needed)				
2	Delivery Cost				
3	VAT				
GRAND TOTAL IN (currency).					

Delivery Period and Payment terms:

10.4 Past Performance Form

Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee.

#	Description of Activities	Location Province/ District	Client Name/Tel No/ email address	Cost	Start- End Dates	Comple ted on schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement (fixed price, cost reimbursabl e)
1								
2								
3								
4								
5								

10.5 Terms and Conditions

- a) The Request for Proposal is not and shall not be considered an offer by IPA.
- b) All responses must be received on or before the date and time indicated on the RFP.
- c) All proposals will be considered binding offers. Prices proposed must be valid for entire period provided by respondent.
- d) All awards will be subject to IPA contractual terms and conditions and contingent on the availability of donor funding.
- e) IPA reserves the right to accept or reject any proposal or cancel the solicitation process at any time and shall have no liability to the proposing organizations submitting proposals for such rejection or cancellation of the request for proposals.
- f) IPA reserves the right to accept all or part of the proposal when award is provided.
- g) IPA shall solely own all intellectual property (e.g. datasets, material, etc.) created under the resulting award.
- h) All information provided by IPA in this RFP is offered in good faith. Individual items are subject to change at any time, and all bidders will be provided with notification of any changes. IPA is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.
- i) IPA reserves the right to require any bidder to enter into a non-disclosure agreement.
- j) The bidders are solely obligated to pay for any costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the Response. All responses and supporting documentation shall become the property of IPA, subject to claims of confidentiality in respect of the response and supporting documentation, which have been clearly marked confidential by the bidder.