



IPA - Philippines

Request For Proposals (RFP)

No. IPA-PHL-RFP-2026-PR11751

Local Research Firm for Data Collection in Nepal

Issue Date: 28 September 2026

WARNING: Prospective Offerors who have received this document from a source other than from IPA Philippines, should immediately contact PH_proposals@poverty-action.org and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted by email to all offerors who have registered their interest with PH_proposals@poverty-action.org.

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Synopsis of the RFP

RFP No.	IPA-PHL-RFP-2026-PR11751
Issue Date	28 September 2026
Title	Local Research Firm for Data Collection in Nepal
Issuing Office	Innovations for Poverty Action (IPA) Philippines, Unit 7B Belvedere Tower, San Miguel Avenue, Ortigas Center, Pasig City, Philippines. Email: PH_proposals@poverty-action.org
Bidders' Conference	No pre-proposal bidders' conference will be held. Questions may be sent in writing (see below).
Deadline for Receipt of Questions	2 October 2026, 5:00 PM Philippine Standard Time (GMT+8)
Point of Contact for Questions	Procurement, IPA Philippines: PH_proposals@poverty-action.org
Deadline for Receipt of Proposals	12 October 2026, 5:00 PM Philippine Standard Time (GMT+8)
Proposal Submission Address	PH_proposals@poverty-action.org For emails, please include the RFP number and title in the subject line.
Anticipated Award Type	Firm Fixed Price vendor agreement, with payments tied to deliverables. Issuance of this RFP does not obligate IPA to make an award, and offerors will not be reimbursed for any costs of preparing their proposal.
Basis for Award	The award will be issued to the responsible and reasonable offeror who provides the best value to IPA and its client using a combination of technical and cost/price factors.

Interested offerors may also request the full RFP, including the Scope of Work, by email to PH_proposals@poverty-action.org.

1. Introduction and Purpose

1.1 Purpose

IPA Philippines invites qualified firms legally registered in Nepal to submit proposals to carry out qualitative and participatory data collection in Bajura District (Sudurpashchim Province) and Sarlahi District (Madhesh Province) for the Girls Get Equal 2.0 implementation research. The full requirements, including the learning questions, methods, timeline, roles and deliverables, are set out in the Scope of Work (Attachment 10.1), which forms an integral part of this RFP.

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. Any prospective offeror who fails to register their interest with this office assumes complete responsibility in the event that they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

1.3 Type of Award Anticipated

IPA anticipates awarding a Firm Fixed Price vendor agreement, with payments in USD tied to deliverables. This award type is subject to change during the course of negotiations.

A Firm Fixed Price award is: an award for a total firm fixed price for the provision of specific services or deliverables, which 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, in their total proposed price.

2. General Instructions to Offerors

2.1 General Instructions

“Offeror”, “Subcontractor”, 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.

Proposals are due no later than 12 October 2026, 5:00 PM Philippine Standard Time (GMT+8), and must be submitted by email to PH_proposals@poverty-action.org. The RFP number and title of the activity must be stated in the email subject line. The technical proposal and the cost proposal must be submitted as separate PDF attachments in a single email. Hard copy submissions will not be accepted. Late offers will be rejected except under extraordinary circumstances at IPA’s discretion.

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:

- The Offeror will certify a validity period of ninety (90) days for the prices provided.
- Acknowledge the solicitation amendments received.
- Confirm that no part of the work will be subcontracted to another organization, and disclose any conflict of interest.

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. Any verbal information received from an IPA Philippines employee or other entity shall not be considered as an official response to any question regarding this RFP.

Copies of questions and responses will be distributed in writing to all prospective bidders who are on record as having received this RFP after the submission date specified in the Synopsis above.

2.4 Pre-Proposal Bidders' Conference

No pre-proposal bidders' conference will be held for this RFP. Offerors should send any questions in writing as described in Section 2.3.

3. Instructions for the Preparation of Technical Proposals

The technical proposal should not exceed ten (10) pages, excluding CVs and annexes, and shall include the following contents:

1. **Technical Approach:** description of how the Offeror will deliver the Scope of Work, including tool adaptation, translation, back translation where needed and piloting; participant recruitment; the participatory workshops, class observations and interviews in Bajura and Sarlahi; local approvals, consent and assent, and safeguarding; field quality assurance; transcription, translation, de-identification and secure data transfer; and a work plan or Gantt chart against Section 5 of the Scope of Work.
2. **Management Approach:** the proposed team leader and key field personnel, their roles, relevant qualifications, local language skills and availability, with CVs attached.
3. **Relevant Expertise and Past Performance:** the Offeror's experience in qualitative and participatory research with adolescents and young people on gender-transformative programming, youth economic empowerment, SRHR, social norms or related areas in Nepal or South Asia, including any work in Bajura, Sarlahi or similar remote settings. List at least three (3) recent projects of similar scope in the Past Performance Form (see Attachments), with the client's name and address, description of work, duration, contract

value, any problems encountered and how they were resolved, and a current contact for a knowledgeable representative.

4. **Current Capacity:** the Offeror's current and planned commitments between October 2026 and November 2027, how the proposed team will be available for this work alongside them, its field presence or networks in Bajura and Sarlahi, and how quickly it can mobilize.

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. Offerors shall complete the template including as much detailed information as possible. 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	Understanding of the assignment; approach to participatory workshops, class observations and interviews with adolescents and community stakeholders; tool adaptation, translation and piloting; field quality assurance; realistic work plan covering both districts	30
	Approvals, safeguarding and data protection: credible plan and timing for local approvals; consent and assent for adolescents; safeguarding; secure data handling and de-identification	10
Management Approach or Personnel Qualifications	Team leader and key personnel experience in qualitative and participatory research on gender, youth, SRHR or social norms; local language skills for Bajura and Sarlahi; availability	20
Corporate	Relevant expertise and past	15

Capabilities or Past Performance	performance in Nepal or South Asia; references; current capacity, including ongoing commitments, team availability and presence in both districts	
Cost	Lowest total price ÷ offeror's total price × 25	25
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
 - **Mandatory.** Offerors must submit all of the following, valid at the time of submission. Copies are acceptable at proposal stage. Proposals missing any of these documents will be excluded from evaluation.
 - Certificate of registration in Nepal (for example, Office of the Company Registrar, or the relevant government authority for a non-profit organization).
 - PAN or VAT registration certificate issued by the Inland Revenue Department.
 - Latest tax clearance certificate, or equivalent proof of tax compliance.
 - Audited financial statements for the last two financial years.
 - Organization profile, including legal name, registered address, ownership, and the names of owners, directors and key management.
 - Bank details in the registered name of the offeror (bank letter or equivalent).
 - CVs of the proposed team leader and key field personnel.
 - Signed cover letter, completed Price Schedule, and Past Performance Form with at least three client references and contact details.
- 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 by videoconference. 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	Description	Due Date
1	Inception package: agreed fieldwork plan; localized consent and assent forms for IPA review; approval applications submitted; team recruited and trained	December 2026
2	Localized and piloted tools (including translations and back translations where needed); local approvals obtained	January 2027
3	Primary data collection per the agreed fieldwork plan, with transcripts, translations, analytic memos (within 48 hours of each event) and workshop documentation submitted on a rolling basis	February to July 2027
4	Complete de-identified data and documentation; fieldwork and data-quality summary	31 July 2027
5	Participation in up to two virtual sense-making sessions	August to November 2027

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

The Scope of Work for this RFP is set out on the following pages.

Scope of Work: Local Research Partner Support for Primary Data Collection in Nepal

Girls Get Equal 2.0 Implementation Research – Plan International Norway

1. Background

Girls Get Equal 2.0 (GGE 2.0) is a five-year programme (2025–2029) through which Plan International Norway (PIN), with funding from the Norwegian Agency for Development Cooperation (Norad), seeks to advance the rights, empowerment and resilience of adolescent girls and young women (AGYW) across seven countries.

Innovations for Poverty Action (IPA) is supporting PIN to conduct implementation research designed to generate actionable evidence that can inform programme adaptation while GGE 2.0 is still being implemented. The research will examine how selected programme approaches are being implemented, how they are experienced by participants and other stakeholders, what outcomes are emerging, and the contextual conditions and mechanisms that help explain variation in those outcomes.

Primary research will be conducted in Bangladesh, Nepal, Tanzania and Malawi, with lighter-touch research in Ethiopia, Mozambique and Niger. Three priority learning areas have been selected for the implementation research: Education, Youth Economic Empowerment, and Civil Society Engagement, with the latter retaining a particular focus on strategies for norms change related to gender equality and sexual and reproductive health and rights (SRHR).

This Scope of Work sets out the responsibilities of the local research partner that will support research preparation and primary data collection in Nepal.

2. Programme Location and Reach

Plan International operates in Bajura District (Sudurpashchim Province) in western Nepal and Sarlahi District (Madhesh Province) in south-central Nepal. The programme has a targeted direct reach of 19,904 adolescents and young people aged 10–24 and 2,967 others, including teachers, government officials, parents and health providers, with approximately 54,900 people reached overall. The main implementing partner is PeaceWin Nepal in Bajura. Other partners include Rastriya Rojgar Prawardhan Kendra (RRPK) in Sarlahi, Children as Zone of Peace (CZOP) for national advocacy, and NFDN for disability inclusion.

3. Purpose and Objectives

The purpose of this assignment is to support the preparation and implementation of qualitative and participatory research in Nepal as part of the GGE 2.0 implementation research. The overall research will generate country-level evidence on the selected learning questions and contribute to IPA's cross-country analysis and synthesis.

Working under the technical direction of IPA's core research team, the local research partner will:

- a) Contribute country and contextual expertise to the refinement and operationalisation of the research methodology for Nepal.

- b) IPA will develop the research instruments while the local research partner will support the adaptation, translation and piloting of research instruments and protocols, ensuring that they are appropriate to the local context and respondent groups.
- c) Lead applicable national ethics and research approval processes in Nepal, in coordination with IPA.
- d) Participate in training on qualitative and participatory data collection activities designed by IPA, and recruit, train and manage additional qualified researchers as necessary.
- e) Implement the agreed research protocols in accordance with IPA's data quality, research ethics and safeguarding standards.
- f) Deliver complete, high-quality and de-identified research outputs, including transcripts, field notes, workshop documentation and other agreed data products, according to the agreed timeline.
- g) Participate in country-level sense-making activities, contributing contextual knowledge and supporting the interpretation of findings.

4. Scope of Work

Overall methodological approach: The research will use a realist-informed implementation research approach to examine how programme strategies interact with contextual conditions to generate different participant responses and outcomes. Across the learning questions, data collection will therefore seek evidence on four linked dimensions: (i) how programme strategies are implemented and adapted in practice; (ii) the contextual conditions that enable or constrain implementation and results; (iii) the mechanisms through which participants and other actors respond to programme strategies; and (iv) the outcomes that emerge for different groups and settings. Workshop participants will be purposively selected, where feasible, to capture relevant variation in programme exposure, participant characteristics, experiences and outcomes. IPA will produce a sampling plan to govern participant recruitment for all methodologies across the research questions. Analysis will compare cases and settings to identify and test recurring Context–Mechanism–Outcome configurations and alternative explanations.

Learning Question 1: Education

This learning question examines how accelerated education programmes adapt curriculum content and scheduling to meet the needs of over-age and out-of-school adolescent girls, and what facilitators and participants identify as most important for supporting successful transitions into formal schooling or other learning and livelihood pathways.

This question will examine

1. **Implementation:** How are curriculum content and scheduling being adapted in practice, and how does implementation vary across settings and participant groups?
2. **Context:** Under what circumstances do these adaptations respond well—or less well—to the needs of over-age and out-of-school girls?
3. **Mechanisms:** How and why do particular adaptations enable or constrain girls' participation, completion and transition?
4. **Outcomes:** What transition outcomes are emerging, for whom, and how does implementation help explain variation in these outcomes?

Methods

The research will draw on programme and monitoring data and is expected to also include primary data collection of 3–4 key informant interviews with PIN and implementing partner staff, 4 participatory user-funnel workshops, and 4 structured observations of accelerated learning sessions.

Programme and monitoring data review (IPA-led): IPA will review relevant programme documents and monitoring data on programme delivery and early participant outcomes. Monitoring data on enrolment, attendance, completion, dropout and transition will be examined to identify patterns and variation across participant groups and implementation settings. Where data quality permits, these findings will inform areas for deeper qualitative inquiry, including exploration of how differences in programme implementation, contextual conditions and participants' responses may contribute to variation in outcomes.

Key informant interviews with PIN and implementing partner staff (IPA-led): IPA will conduct 3–4 interviews to examine how the accelerated education model is intended to be implemented, adaptations made in practice, and the broader factors that enable or constrain effective implementation. Interviews will explore issues such as programme design and management, partner capacity, resourcing, coordination, facilitator support and supervision, and contextual constraints. They will help identify where and why implementation differs from the intended model and across implementation settings, and how these differences may contribute to variation in participant experiences and outcomes.

Participatory user-funnel workshops (local research partner): The local research partner will conduct 4 workshops, each involving 8–10 programme participants and lasting approximately 2–3 hours. Since the programme operates across two districts in Nepal, the initial plan is to conduct 2 workshops in each district, subject to confirmation during the inception phase. At the start of each workshop, participants will individually complete a short self-administered structured module capturing key indicators of programme participation and progression, including attendance, completion and current education, training or livelihood status. This will provide participant-level information on outcomes and enable the subsequent participatory discussion to explore how programme implementation, contextual conditions and participants' responses relate to different trajectories. The workshops will then map girls' journeys through the accelerated education programme, from enrolment and participation through completion and transition into formal schooling or other learning and livelihood pathways, identifying key experiences, barriers, enabling conditions and points at which participants progress, disengage or struggle to transition, and explore how programme adaptations influence these experiences.

Structured session observations will assess how the accelerated education model is delivered in practice, including the use of adapted curriculum content, scheduling and facilitation approaches, participant engagement, and any deviations or adaptations from the intended model. Observations will provide an independent source of evidence on implementation, helping to triangulate programme records and stakeholder accounts and identify aspects of delivery that may not emerge through interviews or participatory methods.

Learning Question 2: Economic Empowerment

This learning question examines the conditions that enable or constrain young women from starting and sustaining agricultural enterprises, including access to land, inputs and markets, and the points along relevant agricultural value chains where they experience the greatest constraints.

This question will examine:

1. **Implementation:** What support does GGE provide to help young women start and sustain agricultural enterprises, and how is this support being implemented in practice?
2. **Context:** What conditions, including access to land, inputs, finance and markets, enable or constrain young women from benefiting from this support?
3. **Mechanisms:** How and why does programme support help some young women overcome these constraints and progress further along the enterprise pathway than others?

4. **Outcomes:** What enterprise outcomes are emerging, for whom, and how do implementation and contextual conditions help explain variation in results?

Methods

The research will combine **IPA-led programme and monitoring data review and programme-level interviews** with participatory research and market-actor interviews conducted by the local research partner.

Programme and monitoring data review (IPA-led): IPA will review relevant programme documents and available participant-level monitoring data to establish early outcome data relevant to the learning question. Where available, data on enterprise start-up and continuation, production and sales, access to land, inputs and finance, market participation and other programme-defined outcomes will be examined to identify patterns and variation across participant groups and implementation settings. These outcome patterns will provide a basis for exploring how differences in implementation, contextual conditions and participant responses may explain variation in results.

Key informant interviews with PIN and implementing partner staff (IPA-led): IPA will conduct **3–4 interviews** to examine how economic empowerment interventions are designed, delivered and adapted in practice and the factors shaping implementation quality and variation. Interviews will explore the type and sequencing of support provided, partner capacity and delivery arrangements, linkages with market actors and other services, and contextual conditions affecting implementation and results. They will help identify where and why implementation varies across settings and how these differences may shape young women's enterprise pathways and outcomes.

Participatory user-funnel workshops (local research partner): The local research partner will conduct 4 workshops, each involving 8–10 AGYW and lasting approximately 2–3 hours. Workshops will map young women's journeys from initial engagement with GGE support through access to land, inputs and finance, production, market engagement and enterprise continuation. Participants will identify critical points at which they progress, encounter constraints or disengage; the programme support available at those points; and how they respond to that support. At the start of each workshop, participants will individually complete a short self-administered structured module capturing key programme exposure and outcomes, such as enterprise start-up and continuation, access to productive resources, production and market participation. This will provide participant-level information on progression along the enterprise pathway and enable the subsequent participatory discussion to explore how programme implementation, contextual conditions and participants' responses relate to different outcome patterns. The workshops will then explore these patterns in greater depth, including how household dynamics, access to land and finance, market conditions and social norms enable or constrain enterprise progression.

Market-actor interviews (local research partner): **4–5 interviews** will be conducted with relevant actors such as cooperatives, buyers, input suppliers, financial service providers and other market intermediaries. Interviews will provide an external perspective on the opportunities, requirements and constraints young women face along relevant value chains, including whether and how programme-supported participants engage with markets. These perspectives will help triangulate participant accounts and distinguish constraints that GGE may be able to address from wider structural or market constraints.

Learning Question 3: Civil Society Engagement

This learning question examines the formats and sequencing of community and religious leader engagement associated with meaningful shifts in leaders' public and private behaviour, and the contextual factors that shape these processes. The research will also examine how relevant GGE 2.0 strategies may contribute to norms change, with particular attention to gender equality and SRHR.

This question will examine:

1. **Implementation:** How are different leader-engagement approaches implemented and sequenced in practice?
2. **Context:** Under what conditions are different approaches feasible and appropriate?
3. **Mechanisms:** How and why do different forms or sequences of engagement influence leaders' attitudes and public/private behaviour?
4. **Outcomes:** What changes in leaders' public and private behaviour and emerging indications of change in gender equality/SRHR norms are observed, for whom and in which settings?

Methods

The research will combine **IPA-led programme and monitoring data review and programme-level interviews** with participatory research involving community and religious leaders and triangulation interviews with community actors conducted by the local research partner. The methods will examine how different leader-engagement approaches are implemented and sequenced, the contextual conditions shaping their implementation and effects, how leaders respond to different forms of engagement, and the behavioural and norms-related outcomes that emerge.

Programme and monitoring data review (IPA-led): IPA will review relevant programme documents and monitoring data to establish the leader-engagement approaches implemented, including their format, intensity and sequencing, and available evidence of emerging behavioural outcomes including, where documented, leader commitments and follow-up actions, community dialogues, advocacy, referrals, public messaging and other observable behaviours. These data will be used to identify variation in leader engagement and emerging outcomes and inform areas for deeper qualitative inquiry.

Key informant interviews with PIN and implementing partner staff (IPA-led): IPA will conduct **3–4 interviews** to examine how leader-engagement strategies are implemented and adapted in practice and the factors shaping implementation quality and variation. Interviews will explore the rationale for different engagement formats and sequencing, partner capacity and delivery arrangements, selection and engagement of leaders, and contextual conditions that enable or constrain implementation and results. They will also explore where behavioural change has or has not been observed and programme staff's explanations of how different approaches may contribute to these outcomes.

Participatory workshops with community and religious leaders (local research partner): The local research partner will conduct 4 workshops, each involving 8–10 leaders and lasting approximately 2–3 hours. At the start of each workshop, participants will individually complete a short self-administered structured module capturing their exposure to different GGE engagement approaches and a small number of selected attitudes and specific behavioural outcomes within a defined reference period. The workshops will then use participatory and visual methods to reconstruct leaders' experiences of GGE engagement and explore how they interpret and respond to different engagement approaches. Methods may include **journey or timeline mapping/Rivers of Life** to identify programme interactions and turning points; **power and influence mapping** to examine the people, groups and social expectations influencing leaders' behaviour; and **ranking exercises** to explore which engagement formats or sequences leaders perceive as most influential and why. The workshops will examine both change and non-change, including how different forms and sequences of engagement and contextual conditions may trigger—or fail to trigger—changes in leaders' perceptions, motivations, attitudes and willingness to act. Leader accounts of their own behavioural change will be treated as one source of evidence and triangulated with other data sources.

Triangulation interviews with community actors (local research partner): 4–5 interviews will be conducted with AGYW, youth representatives, women's groups and other relevant community actors positioned to observe leaders' behaviour. Interviews will examine whether changes reported by leaders are observable in practice, focusing on concrete examples such as changes in public messaging, advocacy, support for girls' rights and SRHR, responses to harmful practices, engagement with young people, or other relevant actions. Respondents will also be asked about instances where expected changes have been limited or have not occurred. Where feasible, respondents will be selected around

contrasting leader cases, including leaders exposed to different forms or intensities of engagement and settings where behavioural change has or has not been observed. These interviews will provide an important source of triangulation for leaders' self-reported behaviour change and help identify contrasting or negative cases.

5. Timeline

During the **preparation phase (1st October to 30th December 2026)**, the consultant will finalize data collection tools, secure ethics clearance, and mobilize the enumerator and facilitation teams. During the **data collection phase (1st February to 30th July 2027)**, the consultant will carry out the primary data collection activities indicated and deliver clean datasets and field notes in accordance with the agreed schedule. The specific fieldwork windows for each LQ will be agreed through the fieldwork plan.

During the participatory sense-making phase (August to November 2027), the consultant will be invited to participate in up to two country-level sense-making sessions organized and led by IPA, each expected to last approximately 2 hours. The consultant will contribute contextual knowledge and reflections to support interpretation of emerging findings. For budgeting purposes, the consultant should assume participation by up to two senior research team members in each session. Sessions are expected to be virtual unless otherwise agreed with IPA.

The sequencing and timing of activities may be adjusted by mutual agreement during the inception phase.

6. Data Quality, Ethics, and Safeguarding

The consultant will apply IPA's data quality and ethical research standards throughout the assignment, consistent with IPA's Global Safeguarding Policy and Plan International's Global Policy on Safeguarding Children and Programme Participants. All data collection tools will be piloted and refined before fieldwork begins, using cognitive interviews to confirm that questions elicit the intended responses.

The consultant will obtain all required ethics committee approvals and national research permits before data collection begins and will tailor informed consent protocols to each respondent group, delivered in participants' preferred local language. For adolescent participants, the consultant will obtain parental or guardian consent alongside participant assent. All enumerators and facilitators will receive training on child and youth safeguarding procedures, including IPA's referral pathway for disclosures of harm. Interviews with adolescent girls and young women will be conducted in safe and private settings by appropriately trained researchers, with gender matching used where appropriate.

IPA will provide templates and naming conventions for transcripts, field notes, structured modules, analytic memos and participatory outputs. The research partner will submit data on a rolling basis according to an agreed submission schedule to enable ongoing quality review and methodological adaptation during fieldwork. The consultant will encrypt and store all personally identifiable data securely, in line with IPA's data protection standards, and will submit only de-identified data to IPA.

7. Roles and Responsibilities

The Local Partner will report directly to IPA throughout the engagement. IPA is the local partner's sole point of contact for technical direction, data quality standards, and day-to-day management. The local partner will not report directly to PIN. This engagement is managed by IPA's Philippines office.

IPA will:

- Lead development of the research methodology and analytical framework.
- Develop research protocols and data collection instruments.
- Digitize the self administered structured modules for each learning question.
- Provide technical oversight and establish data-quality standards.
- Review and approve country adaptations and final research instruments.
- Lead data analysis, synthesis and report writing.

The local research partner will:

- Provide contextual expertise within Nepal.
- Support contextual adaptation, translation and piloting of research instruments.
- Lead applicable national ethics and research approval processes.
- Participate in training on research protocols designed by IPA, and provide follow on training to the research team as needed including piloting instruments.
- Recruit, supervise and manage data collection teams.
- Lead country-level fieldwork planning and logistics including recruitment of research participants.
- Implement primary data collection and day-to-day field quality assurance.
- Manage transcription, translation, de-identification and secure data transfer as agreed.
- Promptly report fieldwork, safeguarding or data-quality concerns to IPA.
- Participate in the sense-making workshops.

IPA and the local research partner will jointly:

- Finalise country-specific fieldwork plans.
- Agree sampling and recruitment approaches.
- Review pilot findings and agree necessary methodological adaptations.
- Conduct regular fieldwork and data-quality reviews.
- Interpret emerging findings in light of country context.

8. Deliverables

The research partner will provide the following deliverables:

- Localized and piloted research instruments for each applicable learning question, including translations into Nepali or other local languages as required.
- National ethics and research approval documentation for Nepal, as agreed with IPA.
- Recruited and trained field research teams, with brief documentation of training completed.
- Completed primary data collection in accordance with the agreed research protocols and fieldwork plan.
- Complete, de-identified research data and documentation, including transcripts, translations, field notes and participatory workshop records, as applicable.
- Structured post-event analytic memos, completed within 48 hours of each participatory workshop or interview. Using a template provided by IPA, the memos will capture emerging findings on implementation and context; mechanisms and the conditions that appear to enable or constrain them; emerging outcome claims and the evidence supporting them; rival or alternative explanations; and propositions or issues to explore in subsequent data collection.
- Participatory workshop documentation, using an agreed standard provided by IPA, including clearly labelled and digitized visual outputs (e.g., user-funnel maps, timelines, power/influence maps and ranking exercises), accompanied by sufficient notes to explain the output, participant group, context and interpretation.

- Fieldwork and data-quality summary, documenting implementation progress, any deviations from protocol, key challenges and actions taken.

9. Coordination and Reporting

The local research partner will report to **Aftab Opel, the Country Director of IPA in Philippines** and work closely with members of IPA's core research team. Meeting frequency will vary by phase of the assignment, with more frequent coordination during research preparation and active data collection.

During fieldwork, the partner will participate in regular progress and data-quality check-ins and promptly escalate significant operational, safeguarding, ethics or data-quality concerns. IPA will conduct independent quality-assurance activities alongside the partner's internal quality-control processes.

10. Consultant Qualifications

The local research partner is expected to maintain the following technical and operational capacity throughout the assignment:

- A multidisciplinary research team with expertise in qualitative and mixed-methods research, including anthropologists, sociologists, or development practitioners.
- Documented experience conducting research with adolescents and young people on gender-transformative programming, youth economic empowerment, SRHR, social norms or related areas in Nepal/South Asia.
- Demonstrated experience facilitating participatory qualitative methods with adolescents, young people and/or community stakeholders.
- Operational capacity to recruit, train, and manage enumerator teams in Nepal, including local language capability.
- A functioning institutional review process, or the ability to secure national ethics clearance within the timeline in Section 5.

10.2 Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: Innovations for Poverty Action

Unit 7B Belvedere Tower, San Miguel Avenue, Ortigas Center, Pasig City,
Philippines

We, the undersigned, provide the attached proposal in accordance with RFP No. IPA-PHL-RFP-2026-PR11751 issued on _____. Our attached proposal is for the total price of USD _____ (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	Inception	Fieldwork plan, contribution to sampling and recruitment, localized consent and assent forms	1 lot		
2	Local approvals and permits	List each approval and its fee in the cost breakdown	1 lot		
3	Research tools	Adaptation, translation, back translation where needed, and piloting	1 lot		
4	Team and training	Team recruitment; venue and related costs for the in-person IPA training; team participation	1 lot		
5	Participatory workshops	Including participant recruitment, venue, refreshments and transport (2 per district per learning question)	12		
6	Structured class observations	Education learning question, 2 per district	4		
7	Market-actor interviews	Economic Empowerment learning question	Up to 5		
8	Triangulation interviews	Civil Society Engagement learning question	Up to 5		
9	Transcription and translation	Transcription, translation to English, and de-identification	1 lot		

10	Memos and documentation	Analytic memos within 48 hours of each event; digitized workshop documentation	1 lot		
11	Reporting and sense-making	Fieldwork and data-quality summary; up to two virtual sense-making sessions	1 lot		
12	Other field costs	Devices, team travel, accommodation, communication (if not included above)	1 lot		
13	Taxes (VAT or other applicable taxes)				
GRAND TOTAL IN USD					

Delivery Period and Payment Terms: as per the Scope of Work and Section 6 of this RFP; payment terms to be set out in the agreement.

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 schedul e (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement (fixed price, cost reimbursab le)
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.