

VULNERABLE POPULATION SURVEY SOW VPS – ANNUAL FY13

Period of Contract September 2012 – August 2013

1.0 OBJECTIVE

The Information Support Team (IST) Bangladesh requires a professional survey fielding firm in Bangladesh to execute a survey questionnaire and to analyze a face-to-face probability area population survey. A local firm is needed to provide language capabilities, knowledge of the local geography, advice on local perceptions, and to provide and manage experienced local interviewers that are fluent in the local dialects.

The general objective of the Annual Vulnerable Population Survey (VPS) is to identify and measure changes in behavior which were previously identified by vulnerable population surveys conducted throughout Bangladesh.

2.0 BACKGROUND

The Information Support Team (IST) Bangladesh requires a professional survey research firm in Bangladesh to field a survey questionnaire provided by the COR and to conduct face-to-face surveys in a number of locations provided by the IST around Bangladesh. A local firm is needed to provide language capabilities, knowledge of the local geography and culture, advice on local perceptions, and to provide and manage experienced local interviewers that are fluent in the local dialects and culture.

3.0 SCOPE

The Contractor is to field a face-to-face survey of a randomized sample of the general adult population of seven (7) divisions and eight (8) districts in Bangladesh. The sample size will comprise twenty-four thousand, eight-hundred (24,800) adults 18 years of age and above residing in the locations provided by the IST. The structured survey questionnaire, which will be provided to the Vendor by the COR, is designed to run about 20 to 30 minutes. Locations will be surveyed in order of phases below.

Phase 1: Training of Interviewers must start no earlier than September 1, 2012 and must be completed no later than September 30, 2012.

Phase 2: Rajshahi Division- Sample size will not exceed 2000 for the whole division.

- (Hindu) Oversample size will not exceed 400.
- Rajshahi District- Sample size will not exceed 1000 for the whole district. The minimum sample size and locations will be specified by the IST.
- Chapai Nawabganj District- Sample size will not exceed 1000 for the whole district. The minimum sample size and locations will be specified by the IST.
- This will start no earlier than October 1, 2012. This must be completed and report sent to COR no later than December 31, 2012.

Phase 3: Khulna Division- Sample size will not exceed 2000 for the whole division.

- (Hindu) Oversample size will not exceed 400.
- This will start no earlier than November 1, 2012. This must be completed and report sent to COR no later than January 31, 2013.

Phase 4: Chittagong Division- Sample size will not exceed 2000 for the whole division.

- (Hindu) Oversample size will not exceed 400.
- Chittagong District- Sample size will not exceed 1000 for the whole district. The minimum sample size and locations will be specified by the IST.

- Cox's Bazar District- Sample size will not exceed 1000 for the whole district. The minimum sample size and locations will be specified by the IST.
- This will start no earlier than December 1, 2012. This must be completed and report sent to COR no later than February 28, 2013.

Phase 5: Dhaka Division- Sample size will not exceed 2000 for the whole division.

- (Hindu) Oversample size will not exceed 400.
- Dhaka District- Sample size will not exceed 1000 for the whole district. The minimum sample size and locations will be specified by the IST.
- Munshiganj District- Sample size will not exceed 1000 for the whole district. The minimum sample size and locations will be specified by the IST.
- Shepur District- Sample size will not exceed 1000 for the whole district. The minimum sample size and locations will be specified by the IST.
- This will start no earlier than January 1, 2013. This must be completed and report sent to COR no later than March 31, 2013.

Phase 6: Barisal Division- Sample size will not exceed 2000 for the whole division.

- (Hindu) Oversample size will not exceed 400.
- This will start no earlier than February 1, 2013. This must be completed and report sent to COR no later than April 30, 2013.

Phase 7: Sylhet Division- Sample size will not exceed 2000 for the whole division.

- (Hindu) Oversample size will not exceed 400.
- Sylhet District- Sample size will not exceed 1000 for the whole district. The minimum sample size and locations will be specified by the IST.
- This will start no earlier than March 1, 2013. This must be completed and report sent to COR no later than May 31, 2013.

Phase 8: Rangpur Division- Sample size will not exceed 2000 for the whole division.

- (Hindu) Oversample size will not exceed 400.
- This will start no earlier than April 1, 2013. This must be completed and report sent to COR no later than June 30, 2013.

Phase 9: Final Technical Report is due no later than July 31, 2013.

4.0 CONTRACTOR REQUIREMENTS

Contractors must meet the following minimum qualifications.

- Have no less than four (4) years experience conducting face-to-face area population probability surveys in Bangladesh and no less than two (2) years experience in conducting surveys in the districts specified in Section 2.0. Past performance must be documented based on factual data and include performance up to the current year.
- Have sufficient number of qualified and experienced interview personnel and supervisors to complete no less than 22000 structured interviews within a period of two continuous months.
- Have a qualified statistical analyst experienced in analyzing causal drivers from survey data.
- Not hire subcontractors without the prior approval of the COR.
- Sign a non-disclosure agreement with the US Government.
- Not share data, methods or results of this survey and semi-structured interviews with third parties without prior approval by the COR.

- Ensure that no personally identifiable information of surveyed respondents will ever be published and that all respondent answers remain strictly confidential.
- The Contractor will inform the COR of any issues or concerns that may impact performance under this contract in a timely manner.

5.0 PERIOD OF PERFORMANCE

Ninety days after signing of the contract (September 2012 to August 2013)

6.0 PLACE OF PERFORMANCE

1. Dhaka Division
 - a. Dhaka District
 - b. Munshiganj District
 - c. Sherpur District
2. Chittagong Division
 - a. Chittagong District
 - b. Cox Bazar District
3. Barisal Division
4. Khulna Division
5. Sylhet Division
 - a. Sylhet District
6. Rangpur Division
7. Rajshahi Division
 - a. Rajshahi District
 - b. Chapai Nawabganj District

7.0 PERFORMANCE STATEMENT OF WORK (PSOW)

The Contractor shall provide all labor, materials, equipment, supervision and management to accomplish the PSOW and the subsequent tasks. The Contractor shall provide all shipping, handling and transportation of people and materials to the sites of performance. The tasks are as follows:

7.1 Provide a list of locations of all offices where work for this contract will be performed.

7.2 Vendor will conduct no less than twenty-four thousand, eight-hundred (24,800) structured interviews within a period of three continuous months

7.3 Vendor will coordinate and receive approval from GOB to conduct survey research in the areas within this SOW.

8.0 PERFORMANCE STATEMENT OF WORK (PSOW)

The Contractor shall provide all labor, materials, equipment, supervision and management to accomplish the PSOW and the subsequent tasks. The Contractor shall provide all shipping, handling and transportation of people and materials to the sites of performance. The tasks are as follows:

8.1 Provide a list of locations of all offices where work for this contract will be performed.

8.2 Vendor will conduct no less than twenty-four thousand, eight-hundred (24,800) structured interviews in Bangladesh.

9.3 Showcards: Any materials that will be shown to the survey respondents; the contractor is responsible for developing these, and providing a version in every language necessary for a survey of the general population, as well as two independently translated into English versions of each showcard for each language for the COR's approval.

9.4 Written Summary of Training: This document summarizes the content of the training provided to the survey interviewers, as well as the following details:

- dates, times and locations of every training, the names of the participants and information on what role they will be playing in the data collection, and background on their education and professional experience
- identification of any issues that arose and how they were resolved

9.5 Weekly Reports on Status of Fielding: Once field work has begun and the survey questionnaire is in the field, a report will be submitted to the COR every Wednesday, by close of business, summarizing the progress of the fieldwork including, but not limited to, the following details:

- how many respondents were surveyed,
- where were these respondents surveyed
- how many interviewers are contributing to data collection
- any events that arose that interfered with the fielding process (weather, local unrest, holidays, etc.)
- any issues that interviewers reported having with respect to successfully collecting complete responses to the questionnaire (this will be the best opportunity for the COR to provide any necessary guidance about addressing these issues)

9.6 Raw data files: All survey data collected should be delivered as raw data files in two formats: SPSS(*.sav) and Comma Delimited (*.csv).

9.7 Codebook: This document should

- List every variable included in the data set delivered
- Tie each variable to the question in the questionnaire that it is associated with (for a few variables this won't be applicable because they aren't related to questions but rather track administrative info such as the location of the respondent's PSU, identifiable to the union or village level, or who interviewed the respondent, etc.)
- For each variable, document what label is associated with what variable value (Ex. 1 = Yes, 2 =No).

9.8 Summary Tables: These should be delivered in an Excel file and should include frequencies, percentages and pie charts for every answer choice of each question in the provided questionnaire.

9.9 Cross-tabs: These should be delivered in an Excel file and include frequencies, percentages and bar graphs for every question in the provided questionnaire by gender, religion (Muslim, Hindu, Christian and Other), province, urban/rural, and age group (Under 25 years old and 25 years & older).

9.10 Presentation of the data collected: A power point presentation will be submitted that describes the data collection process and describes the data collected for a general audience.

9.11 Final documentation of the data collection process: This document will summarize any pertinent information about how to interpret the summary tables and cross-tabs as well as about the process of converting completed questionnaires into raw data files, it will contain all of the previously delivered written deliverables (with notations on any necessary changes to the information contained within, if necessary) and a list of all the file names of all final deliverables that the Contract has provided over the course of the POP.

10.0 PERFORMANCE

COR will notify Vendor in writing of performance that does not meet the terms of this contract or the Contractor's Research Plan provided for by Section 6. Vendor will have thirty days to remedy the discrepancy. Vendor will not hire subcontractors without the prior approval of the COR.

11.0 TRAVEL

All travel requirements and costs associated with contract execution will be incumbent upon the contractor.

12.0 CLASSIFICATION/SECURITY

12.1 All products are Unclassified, and For Official Use Only when released for distribution. Contractor must adhere to confidentiality requirements specified in this contract.

12.2 Vendor will sign a non-disclosure agreement with the US Government.

12.3 Vendor will not share data, methods or results of this survey and semi-structured interviews with third parties without prior written approval by the COR.

12.4 Vendor will ensure that no personally identifiable information of surveyed respondents will ever be published and that all respondent answers remain strictly confidential.

13.0 ACCEPTANCE OF DELIVERABLES/TECHNICAL POINT OF CONTRACT

Information Support Team (IST), American Embassy Dhaka

14.0 GOVERNMENT FURNISHED PROPERTY

None

15.0 PRINCIPLE CONTRACTOR POC

Kenneth Bowman
Deputy Director, Information Support Team- US Embassy Dhaka

16.0 PAYMENT SCHEDULE

- a. The vendor will submit invoice after completion of each phase including required deliverables according to the scope of work.
- b. Requesting Office will review the submitted invoice and deliverables and provide approval for payment.
- c. Based on the approval, Financial Management Center (FMC) will process the payment to the vendor/contractor.
- d. Any kind of failure to complete the work or submission of accurate deliverables, payment will be with-held until resolve the problem.

17.0 NON-PERSONAL SERVICES STATEMENT

Contractor employees performing services under this order will be controlled, directed and supervised at all times by management personnel of the contractor. Contractor management will ensure employees properly comply with the performance work standards outlined in the statement of work. Contractor employees will perform their duties in close coordination with and under the direction of an identified US

Government employee to be determined. The tasks, duties and responsibilities set forth in the task order may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee, or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR).