USAID | HONDURAS
FROM THE AMERICAN PEOPLE

October 2, 2015

REFERENCE: **USAID/Honduras Infrastructure Assessment**

SUBJECT: **SOL-522-15-000022**

Dear Prospective Offerors,

The United States Agency for International Development in Honduras (USAID/Honduras) is requesting technical assistance to conduct an Infrastructure Assessment in order to gain in-depth insight into the impact of USAID infrastructure investments in selected communities.

If interested please review the enclosed documents as well as the American Embassy Tegucigalpa Web Page (Solicitations- Look up the reference number) for additional reference information.

Instructions for Submitting Proposals

Any questions relating to this RFQ must be submitted to the attention of Maria Sara Posas via email to mposas@usaid.gov no later than October 16, 2015 at 2:00pm. All the received questions and answers will be posted in the American Embassy Tegucigalpa Web Page (Solicitations) by COB October 20, 2015.

Unless otherwise notified by an amendment to this RFQ, no questions will be accepted after this date. The Offeror must not submit questions to any other USAID staff.

Prospective Offerors must submit a company profile, an abridged plan or strategy, the Curriculum Vitae of the proposed work team and Cost Proposals electronically only (email submission), in separate electronic files; and must be submitted to the attention of Maria Sara Posas via email to mposas@usaid.gov no later than October 26, 2015 at 2:00pm.

Email messages should be numbered sequentially (for example: 1 of 4, 2 of 4 etc.) and subject lines should include the solicitation number. Offerors are responsible for verifying whether email messages have been properly received.

Specific Instructions for Preparing Cost Proposals/ Curriculum Vitae

Offeror shall submit a Cost Proposal of no more than three (3) pages (using the attached template as a basis). Upon award, the selected contractor will be requested to sign a letter stating that the contractor is responsible for filing taxes.

The company profile must not be longer than three (3) pages and the Curriculum Vitae should be no more than eight (8) pages. Curriculum Vitae must address the qualifications listed in the SOW and must be clearly and concisely written.

Proposals must be written in English on standard letter format (8.5"x11"), single spaced, with each page numbered consecutively; do not use a type smaller than 11 point font.

This RFQ does not in any way obligate USAID/Honduras to award a contract, nor does it commit USAID/Honduras to pay any cost incurred in the preparation and submission of the proposal. Issuance of the Proposal is subject to the availability of funds and successful negotiation of a Firm Fixed Price Purchase Order and its terms. The offeror under this solicitation is not authorized to incur costs prior to written authorization by the Contracting Officer.

Sincerely,

Michael Teske
Executive Officer

Enclosures:

A. Scope of Work (Infrastructure Assessment)

B. Work Plan Schedule

C. Budget Template

REQUEST FOR QUOTATIONS *(THIS IS NOT AN ORDER)*	THIS RFQ [ ] IS {x] IS NOT A SMALL BUSINESS- SMALL PURCHASE SET-ASIDE (52.219-4)	PAGE 1	OF 1	PAGES 1

1. REQUEST NO.	2. DATE ISSUED	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
SOL-522-15-000022	**10/05/2015**			

5A. ISSUED BY	6. DELIVER BY *(Date)*
EXO/Procurement Office-USAID / Honduras	

5B. FOR INFORMATION CALL: *(Name and telephone no.) (No collect calls)*			7. DELIVERY
NAME	TELEPHONE NUMBER		FOB DESTINATION OTHER *(See Schedule)*
Maria Sara Posas **EXO/PROCUREMENT UNIT** **mposas@usaid.gov**	AREA CODE **504**	NUMBER **2236-9320** **Ext. 4204**	

8. TO:			9. DESTINATION	
a. NAME	b. COMPANY		a. NAME OF CONSIGNEE	
c. STREET ADDRESS			b. STREET ADDRESS	
d. CITY	e. STATE	f. ZIP CODE	c. CITY	
			d. STATE	e. ZIP CODE

10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS *(Date)*	**IMPORTANT:** This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5A. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter
October 26, 2015 at 2:00pm Honduran time	

11. SCHEDULE *(Include applicable Federal, State and local taxes)*

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	The United States Agency for International Development in Honduras (USAID/Honduras) is requesting technical assistance to conduct an Infrastructure Assessment in order to gain in-depth insight into the impact of USAID infrastructure investments in selected communities in accordance with the enclosed scope of work.				

12 DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS %	b. 20 CALENDAR DAYS %	c. 30 CALENDAR DAYS %	d. CALENDAR DAYS	
				NUMBER	%

NOTE: Additional provisions and representations [ ] are [ ] are not attached.

13 NAME AND ADDRESS OF QUOTER			14 SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION	15 DATE OF QUOTATION
a. NAME OF QUOTER				
b. STREET ADDRESS			16. SIGNER	
c. COUNTY			a. NAME (Type or print)	b. TELEPHONE
d. CITY TEGUCIGALPA	e. STATE	f. ZIP CODE	c. TITLE (Type or print)	AREA CODE (504) NUMBER

STANDARD FORM 18

USAID | HONDURAS
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Infrastructure Assessment

Scope of Work(SOW)

December 2014

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Introduction

I. Project Information

A. Project Background and Context

Problem or Opportunity Addressed

Honduras faces significant economic and security challenges. Two-thirds of the country's population lives in poverty and 46 percent in extreme poverty. In addition, Honduras is the most extreme case of inequality in Latin America, as measured by a Gini coefficient of 57.4. Though Honduras has experienced a moderate recovery since the 2008-2009 global economic crises and its own *coup de état*, the country remains highly vulnerable to external shocks and susceptible to natural disasters such as hurricanes and drought.

Honduras has the highest murder rate in the world at 79 homicides per 100,000 people in 2013. Violent acts are concentrated in low-income, urban areas and primarily perpetrated by young males against other young males. In 2012, 58 percent of homicides in the country were concentrated in five percent of the country's municipalities, and 91.6 percent of homicide victims were males, the majority between 15 and 34 years of age. In addition to being the primary victims of violence, young males who are neither in school nor employed are especially vulnerable to engaging in illicit income generating activities (micro-trafficking of narcotics, smuggling, and petty crime) or joining gangs.

In response to these and other regional security challenges, the United States and the governments of Central America and Mexico launched a joint effort to improve citizen security and the rule of law in the region. The Central American Regional Security Initiative (CARSI) supports USAID/Honduras' Development Objective 1 (DO1): "Citizen Security Increased for Vulnerable Populations in, Urban High-Crime Areas," and that objective's Intermediate Result "Resilience of Communities and Individuals to Crime Increased."

Under this Development Objective, USAID Honduras' strategy includes significant investments in communities' physical and social infrastructure. Through the Government of Honduras (GOH) Social Investment Fund Community-Led Infrastructure Program (FHIS-CLIP) and FHIS' Education Infrastructure Program (FHIS-EIP), USAID invests in construction and rehabilitation of schools, community centers, roads, and other safe community spaces. These investments are central to primary prevention efforts in USAID/Honduras' "place-based" crime and violence prevention strategy as they help reduce opportunities for violence and build community cohesion. These and other primary prevention interventions complement USAID growing portfolio of secondary prevention, community policing and capacity building in the justice sector.

There are three overarching hypothesis for USAID/Honduras' physical infrastructure investments: 1) These investments increase community protective factors associated with crime and violence; 2) Investment in school infrastructure – for example, adding or remodeling classrooms and creating safe areas– leads to increased enrollment and/or retention rates. With more children in school and safe areas, community and individual protective factors increase and thus lower levels of violence; and 3) Infrastructure programs are an integral part of place-based violence prevention strategies and complement other violence prevention investments, such as secondary prevention for youth at risk, community policing and improving access to an effective justice sector. USAID/Honduras will further test these hypotheses during this

assessment and create a baseline to measure impact over the Mission's 2014-2019 Country Development Cooperation Strategy (CDCS).

Existing Information

The team will consult a broad range of background documents as well as project documents provided by USAID/Honduras.

USAID and FHIS will provide the assessment team with a materials including:

- The new CDCS, and the USG's new Central America Strategy
- USAID/Honduras and CARSI Results Framework
- USAID/Honduras Contract and Agreement Officer Representative's project files, Implementation Letters, Performance Monitoring Programs, and records of agreement modifications, financial reports, etc.
- Indicator Reference Sheets
- Site visit reports, community diagnostics and CPTED reports
- Secondary and primary assessment reports
- Annual and quarterly project reports

Target Areas and Groups

USAID CARSI activities target urban, high-crime areas (Tegucigalpa, San Pedro Sula, Choloma, Tela, and La Ceiba). Tegucigalpa, San Pedro Sula, and La Ceiba are the focus of this assessment. In addition, a small number of infrastructure activities have been carried out in Comayagua, Copán, La Paz, and Gracias a Dios.

FHIS-CLIP has programmed 58 projects in: Tegucigalpa, Francisco Morazán; Tela and La Ceiba, Atlántida; San Pedro Sula and Choloma, Cortes; Comayagua, Comayagua; Cane, La Paz; San Augustín and Nueva Arcadia, Copán; and Puerto Lempira, Gracias a Dios.

Sixteen pilot communities in the five major CARSI target municipalities are also using the new Crime Prevention through Environmental Design (CPTED) methodology:

Table #1: Communities using CPTED for FHIS-CLIP Infrastructure Projects

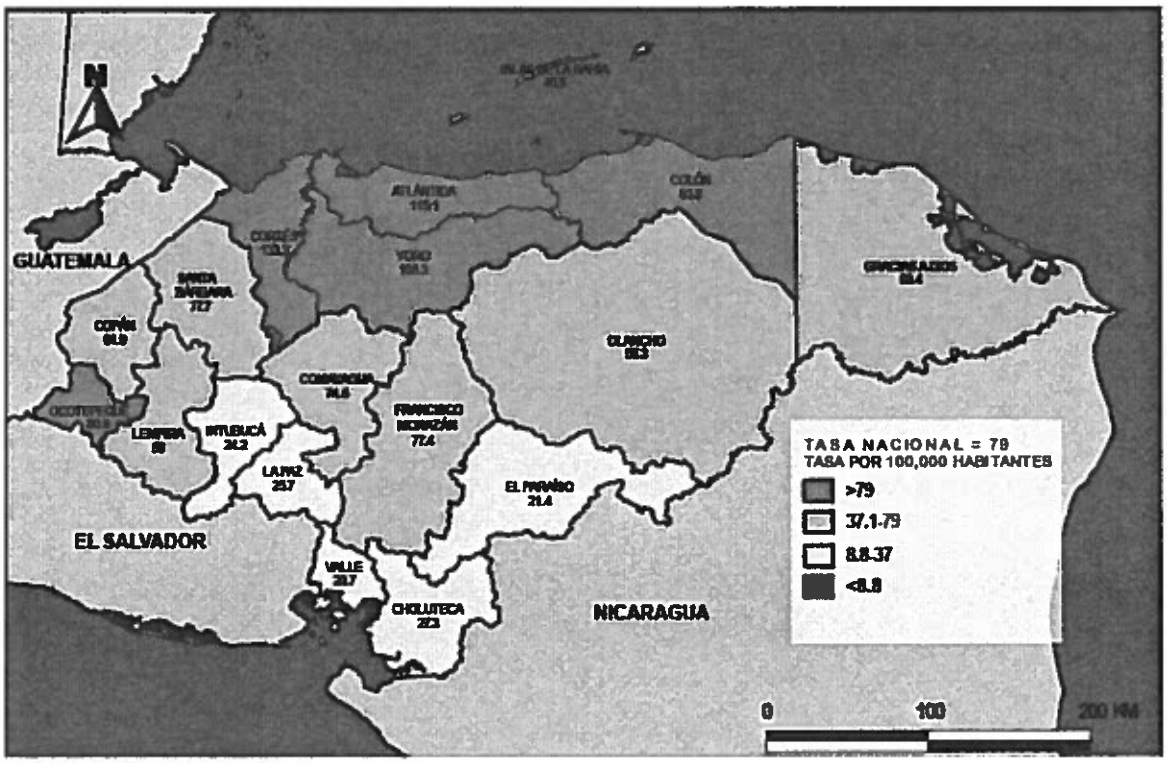
No.	Colonia	Municipality
1.	Colonia El Japón	Choloma, Cortés
2.	Colonia Rubí	Choloma, Cortés
3.	Colonia Armenia Bonito,	La Ceiba, Atlántida
4.	Colonia Modesto Rodas Alvarado,	La Ceiba, Atlántida
5.	Colonia San Francisco	Distrito Central
6.	Colonia Nueva Capital	Distrito Central
7.	Colonia San Vicente de Paul	San Pedro Sula, Cortés
8.	Colonia Éxitos de ANACH,	Choloma, Cortés
9.	Colonia Las Torres,	Distrito Central
10.	Colonia Sierra Pina	La Ceiba, Atlántida
11.	Colonia Melgar #2	La Ceiba, Atlántida
12.	Colonia Lempira,	San Pedro Sula, Cortés
13.	Colonia Morales #2	San Pedro Sula, Cortés
14.	Colonia Morales #3	San Pedro Sula, Cortés
15.	Colonia Primero de Mayo,	La Ceiba, Atlántida

16.	Escuela 29 de Noviembre, Colonia Suazo Córdova,	San Pedro Sula, Cortés

MAPA 1

TASAS DE HOMICIDIOS POR 100,000 HABITANTES SEGÚN DEPARTAMENTO

ENERO - DICIEMBRE 2013



Fuente: Dirección General de Medicina Forense / Proyecciones INE 2013/ Monitoreo de Medios / Observatorios Locales y Observatorio Nacional de la Violencia -UNAH-Honduras
Fuente cartográfica: SINIT -SEPLAN
***Datos validados con Policía Nacional de enero a junio de 2013**

B. Activity Approach and Implementation

FHIS-CLIP:

FHIS-CLIP is implemented by the Honduran government's Social Investment Fund – Division of Major Infrastructure *Fondo Hondureño de Inversion Social*/DIM-FHIS. Its objective is to construct social projects through community initiatives that will improve local security and incorporate environmental design for crime and violence prevention (CPTED).

Under this project, communities are provided with specialized technical assistance, project inspection, interventions, diagnostics, design, and implementation of small scale infrastructure projects. USAID and FHIS partner with communities that, in turn, contribute their own resources to identify, plan, implement, and manage these small scale infrastructure projects by using the well-established "Projects Executed by the Community" (PEC) model.

A number of communities within the CLIP activity were selected as CPTED pilot communities (see table # 1 above). CPTED strategies rely on the ability to influence offender decisions that precede criminal acts in urban environments. CPTED interventions alter the physical environment of the communities – especially areas where people congregate – in order to reduce the opportunities of crime to occur and increase the perception of security. CPTED includes five design principles: natural surveillance, natural access control, natural territorial reinforcement (community ownership), community participation, and maintenance.

CPTED Strategy

CPTED's methodology considers that the inhabitant of a certain urban space is the "native expert", and therefore a key stakeholder throughout the whole process. CPTED's strategy includes a series of four phases. Communities and implementers (local or central government and/or others) are actively involved in the process.

I. DIAGNOSTIC AND BASELINE

This phase entails the collection and systematization of information, both from primary and secondary sources. Primary source information is collected by using three main tools: the exploratory walk, a drawing workshop, and direct observation from the expert. Secondary source information may be drawn on three different ambits: delinquency, social, and environmental. Other mechanisms may be used, such as interviews, mockups, surveys, and violence or insecurity maps, among others.

Then CPTED determines the base line and key indicators that will allow evaluators to measure impact once the project is completed.

II. DESIGN

The inhabitants of an urban space will draft a master plan that includes community needs. Community members will be co-designers of the project.

III. IMPLEMENTATION

During this stage, CPTED intertwines with PEC methodology, which has been historically used by USAID and FHIS. At this point different committees are formed, which are elected in a Community Assembly. These committees are: Execution, Social Auditing, Purchases and Contracting, Maintenance, and Environmental Committee.

IV. EVALUATION

There are three types of evaluation: Process, Results, and Impact. Evaluations take into consideration the indicators and baseline initially constructed during the Diagnostic and Baseline Stage.

Another component of FHIS-CLIP is the Youth Incentive Fund through which at-risk youth are receiving vocational training and are certified in specialized labor skills.

FHIS-EIP:

FHIS-EIP improves opportunities for at-risk youth by expanding available classroom space, especially for middle and high school students, and improving school security in vulnerable communities. The program is being implemented in two phases. Under phase one, upgrades and repairs are being made in 18 school centers located in the cities of La Ceiba, Choloma,

Cane, San Pedro Sula, and Tegucigalpa. Phase two focuses on infrastructure improvements in primary schools (grades 1-6) so that they can expand to become basic education centers (grades 1-9), thus increasing the enrollment or improving retention rates for children in grades 7-9.

This program supports new legislation passed by the Honduran Congress that requires the expansion of primary schools into basic education centers to increase lower secondary school access rates. Nine educational centers, located in CARSI communities, have been collaboratively selected by USAID, FHIS, and the Ministry of Education for phase two. The designs implemented in the EIP methodology also use the Crime Prevention through Environmental Design (CPTED) and "Projects Executed by the Community" (PEC) models to select and construct the infrastructure improvements.

II. Assessment Rationale

A. Assessment Purpose

This assessment has two purposes. The first is to examine and provide evidence of how infrastructure activities invested in through FHIS-CLIP and FHIS-EIP are contributing to the Mission's Development Objective to improve citizen security issues in target municipalities. Therefore this assessment will test the development hypotheses presented in the above "Problem and Opportunity Addressed" section. The results of this assessment will inform USAID on causal links between infrastructure and the higher-level impacts of the CDCS.

The second purpose is to identify what data USAID/Honduras should start collecting to ensure we have enough evidence to prove or disprove our development hypotheses at a useful level of precision. This assessment should recommend better ways to measure the impacts of USAID CARSI infrastructure interventions. The identification of required data should include proposals for survey instruments, level of precision, and indicators and their definitions among other things.

B. Audience and Intended Uses

The audience of the assessment will be the USAID/Honduras Mission and its implementing partners. USAID may use the report to adapt its current and new strategies and to share lessons learned with implementers and other stakeholders. Implementing partners will be informed on the outcomes of the assessment, and will be encouraged to adjust programs to make them more effective. While this assessment is being undertaken, it is expected that the beneficiaries (community individuals, municipalities, GOH, builders) will have the opportunity to discuss how USAID projects did or did not improve community protective factors, enrollment and/or retention rates in schools, and how infrastructure investments complement other violence prevention investments.

C. Assessment Questions

1. Do community-led infrastructure projects under FHIS-CLIP and FHIS-EIP contribute to a reduction in crime and violence rates?
    - What types of interventions were most effective in accomplishing USAID/Honduras' development hypothesis and why?
    - How have citizens' perceptions of the GOH's role changed?

- How did community characteristics influence the results of different types of infrastructure investments?
- How did the selection process and over all methodology (CPTED vs. Projects Executed by the Community) Projects Executed by Community influence impact and results?
- What can be determined about improvement in student enrollment and how it has been affected by USAID sponsored infrastructure interventions using student enrollment rate data starting from 2013?
- Do these projects increase community protective factors against acts of crime and violence?
- Which types of infrastructure interventions were most effective?

2. How would additional investments in physical infrastructure fit into place-based, violence prevention models for the five target municipalities? Based on answers to question #1 what and how should USAID/Honduras start collecting data to use as evidence of effectiveness of interventions.
3. After changing the original project design from K-12th grades to 7th to 9th grades, are FHIS-EIP activities increasing school enrollment rates in the targeted communities for 7th to 9th grades?
4. After changing the original project design from K-12th grades to 7th to 9th grades, are FHIS-EIP activities increasing retention rates in the targeted communities for 7th to 9th grades?

III. Assessment Design and Methodology

A. Assessment Design

USAID/Honduras is looking for data and evidence to test the hypothesis that infrastructure activities are contributing to the Mission's development objectives and improving citizen security issues. For example, the Mission is looking for evidence as to whether or not FHIS-CLIP and FHIS-EIP investments have led to an increase in protective factors. If so, USAID/Honduras would also like to know if the protective factors increased by USAID/Honduras investments are those that would lead to a reduction in violence and crime. The assessment design should be able to provide this data.

To accomplish this, the assessment team should propose an assessment design that includes at a minimum the following:

1. An analysis of effectiveness of all infrastructure investments. Without losing any of the understanding of individual investments, the team may consider grouping these investments into types of infrastructure i.e. street lighting, school repairs, sports areas, etc. and then determine which types were most effective in increasing protective factors;
2. An analysis of similar areas in the same communities where CPTED was not used, and use those as a comparison to determine effectiveness;
3. An analysis of data collected through the CARSI evaluation conducted by the LAPOP activity and a plan of creative ways to use available crime perception data to determine effectiveness;
4. Using relevant CPTED literature, the development of a CPTED scale. This scale measures the actual levels of implementation of CPTED elements in the infrastructure using a range of CPTED principles;

5. A survey of household safety and victimization of dwellings adjacent (or near) to the infrastructure- Did people feel they were safer in terms of certain crimes after the completion of the CPTED infrastructure?
6. A recreation of the CPTED diagnostics to see progress using the same methodology.

The assessment team should propose additional elements to propose a design of data collection and analysis methods to examine the questions in Section II. USAID/Honduras and the assessment team will discuss the assessment design and reach an agreement of the best approach forward given existing data limitations.

B. Data Collection Methods

The assessment team should consider starting with a literature review of all the documents cited above and FHIS' relevant data. It should also be prepared to conduct interviews, collect surveys, and other primary data from a sample of assisted municipalities, community organizations and beneficiaries.

The methodology will be comprised of a mix of tools appropriate to the assessment's research questions. Aside from those described in section A. above, these tools may include a combination of the following:

- Review FHIS-EIP and FHIS-CLIP documentation (e.g., PMPs, Quarterly reports, CPTED diagnostics, work plans);
- Review FHIS CPTED data and compile and review other FHIS data;
- Quantitative analyses;
- Qualitative analyses;
- Focus group discussions; and
- Stakeholder interviews.

C. Data Analysis Methods

Prior to the start of data collection, the assessment team will develop and present a data analysis plan that details, among other things,: 1) how focus group interviews will be transcribed and analyzed; 2) what procedures will be used to analyze qualitative data from key informant and other stakeholder interviews and quantitative data from any source; 3) how the assessment will weigh and integrate qualitative data from these sources with quantitative data; and 4) the level of precision of data collected. The assessment team will analyze the information collected to identify correlations and establish what are the major trends and issues.

D. Methodological Strengths and Limitations

While the existing data from FHIS-CLIP and FHIS-EIP is extensive, it does have limitations. For example, some data was collected at the community level and not from areas surrounding the infrastructure to be analyzed. With this in mind, the assessment team will have to use what is available and describe the limitations. The assessment team should propose data collections methods to avoid these data limitations in the future. The assessment team should also include in their recommendations data collection design that will enable USAID/Honduras to test the utility of investing in clusters of interventions and infrastructure investments, or how to measure the individual impact of investments that are clustered together.

IV. Assessment Products

A. Deliverables

A. Deliverables

1. Work Plan: the team will prepare a detailed work plan that will include the design and methodologies proposed for the assessment. The work plan will be submitted to the USAID Assessment COR within the USAID/Honduras Program Office for approval no later than the eighth workday from the start of the assessment. The work plan should include a methodology plan for the methodologies agreed upon with USAID (assessment design work plan).
2. Discussion of Preliminary findings: A short summary of findings will be submitted to the Assessment COR immediately after in-country data collection. These findings will be used in the debriefs for comments. This will facilitate preparation of a draft report in English that will be submitted within twenty four working days' time from the start of the project.
3. Debriefing with USAID: The team will present the major findings of the assessment to USAID/Honduras. The debriefing will include a discussion of achievements and issues as well as any recommendations the team has for possible modifications to project approaches, results, or activities. The team will consider USAID comments and revise the draft report accordingly, as appropriate. USAID is not interested in a repetition of the SOW or literature review. USAID is interested in findings (including surprises), analysis and assessment of findings, and recommendations and key outcomes.
4. Debriefing with Partners: The team will present the major finding of the assessment to USAID partners (as appropriate and as defined by USAID) prior to the team's departure from country. The debriefing will include a discussion of achievements and activities only, with no recommendations for possible modifications to project approaches, results, or activities. The team will consider partner comments and revise the draft report accordingly, as appropriate. USAID is not interested in a repetition of the SOW or literature review. USAID is interested in findings (including surprises), analysis and assessment of findings, and recommendations and key outcomes.
5. Database: The team will compile and deliver all data used in the assessment to the USAID Assessment COR.
6. Final Report: The team will submit a final report that incorporates the team responses to Mission comments and suggestions no later than 3 workdays after USAID/Honduras provides written comments on the team's draft assessment report.
7. A CD with pictures will be included in the reports.

The Assessment COR will clear the final report. Once cleared by USAID, the public report will be shared with the evaluated implementer for comment.

If any USAID/Honduras member considers it necessary, a Statement of Differences will be included as part of the public version of the assessment. In this Statement, USAID can express its disagreement with a point or clarify points made in the assessment (page 9 of the Evaluation Policy). The Statement of Differences includes a record of USAID's comments.

B. Reporting Guidelines

The reports will be submitted in English, electronically and in print. USAID will redact any potentially procurement-sensitive information and present edits to the team for preparation of a second public version of the final report (electronically and in print, in Spanish) for dissemination. The final report in both English and Spanish should be edited/formatted and provided to USAID approximately one month after the Mission has reviewed the content and approved the final revised version of the report. The content for the assessment report is as follows:

1. Executive Summary—concisely state the most salient findings and recommendations (2 pp);
2. Table of Contents (1 pp);
3. Introduction—purpose, audience, and synopsis of task (1 pp);
4. Background—brief overview of CARSI community and physical infrastructure projects in Honduras, USAID CARSI program strategy and activities implemented and purpose of the assessment (2–3 pp);
5. Methodology—describe assessment methods, including constraints and gaps (1-2 pp);
6. Findings/Conclusions/Recommendations—for each project; also, data quality and reporting used for data verification; data issues; and, assessment outcomes (17–20 pp);
7. Issues—provide a list of key technical, social and/or administrative issues, if any (1–2 pp);
8. Possible future directions (2–3 pp);
9. References (bibliography, meetings, interviews and focus groups);
10. Annexes—succinct, pertinent and readable, documenting evaluation methods, schedules, interview lists and tables.

The final version of the assessment report will be submitted to USAID/Honduras in hard copy and electronically. The report format should be restricted to Microsoft products with 11-point font, with one inch page margins top/bottom and left/right. The report should not exceed 40 pages, excluding references and annexes.

The team should follow USAID Evaluation Policy criteria to ensure the Quality of the Evaluation Report; the following are the key elements:

- The report should represent a thoughtful, well-researched and well organized effort to objectively evaluate what worked in the project, what did not and why.
- Reports shall address all evaluation questions included in the scope of work.
- The report should include the scope of work as an annex. All modifications to the scope of work, whether in technical requirements, questions, team composition, methodology, or timeline need to be agreed upon in writing by the technical officer.
- Assessment methodology shall be explained in detail and all tools used in conducting the assessment such as questionnaires, checklists and discussion guides will be included in an Annex in the final report.
- Findings will assess outcomes and impact on males and females.
- Limitations to the assessment shall be disclosed in the report, with particular attention to the limitations associated with the methodology (selection bias, recall bias, unobservable differences between comparator groups, etc.).
- Findings should be presented as analyzed facts, evidence, and data and not based on anecdotes, hearsay or the compilation of people's opinions. Findings should be specific, concise and supported by strong quantitative or qualitative evidence. Sources of information need to be properly identified and listed in an annex.
- Recommendations need to be supported by a specific set of findings.

- Recommendations should be action-oriented, practical, and specific, with defined responsibility for the action.

V. Team Composition

The assessment requires a team of three specialists: one leader that is a monitoring and evaluation expert, one local expert, one local logistician for the following level of effort:

Team Member Experience:

1. Team Leader (Monitoring and Evaluation expert with significant Latin America experience):

The Team Leader must have strong analytical and writing skills, be fluent in English and Spanish and preferably have a post graduate degree in social sciences or a related field. He/she should be equipped to conduct high-quality and in-depth analyses.

The team leader should have at least five years' experience in leading analytical teams and have experience in social research in violence prevention in developing countries using qualitative and quantitative methodologies, particularly in Honduras and Central America.

2. Social Scientist (Senior Level):

The Social Scientist is a key team member, and will preferably have an advanced degree in community development, political sciences, crime prevention, governance or related fields. Specific and extensive Honduras knowledge is preferred. Extensive knowledge of infrastructure for development and social cohesion is a requirement. Must be able to conduct interviews and discussions in Spanish.

3. Administrative Support (local, Mid-Level):

This team member should be able to demonstrate education and experience in the area of administration and/or logistics. He/She should have applicable work experience in Honduras. An ability to communicate in Spanish is required. The logistics expert will:

- Proficiently and expertly manage the team schedule with little guidance from USAID.
- Will arrange meetings with all counterparts and ensure team adheres to schedule.
- Consolidate a list of key informants, site visits, and planning in-country travel.
- Estimate in country travel costs (i.e. number of in-country travel days required to reach each destination, and number of days allocated for interviews at each site).
- Provide guidance on secure hotels and in-country travel (i.e., car rental companies and other means of transportation).
- Arrange the team's meeting spaces for interviews and/or focus groups.
- The logistics manager will support the consultants in coordinating meetings with stakeholders.
- Assist in identifying and arranging meetings with local professionals and other actors relevant to the assignment.
- Introduce the team to USAID project partners, local government officials, and other stakeholders, and where appropriate, prepare and send introduction letters for anticipated meetings.

VI. Assessment Management

A. Logistics

The team will be responsible for ALL logistics and providing USAID a meeting schedule at least two days before arrival then each day the schedule is updated. USAID/Honduras will provide general direction to the assessment team and identify key documents and stakeholders prior to field work. The evaluation team is responsible for their lodging and local travel arrangements. The team is also responsible for their working space, computers and any other logistics required.

VII. Payment Terms

Payment will be made fully upon the receipt and acceptance of the final report by USAID/ Honduras.

B. Work Plan Schedule and Deliverable Calendar

Activities/Deliverables	Month 1	Month 2
PHASE 1 – Evaluation Design		
Literature Review		
Evaluation Plan		
Evaluation Plan Submitted		
PHASE 2 – Evaluation Field Work		
Field Data Collection		
Data Processing and Analysis		
PHASE 3 – Evaluation Report		
Short Summary of Findings		
Debriefing Session with USAID		
Debriefing Session with Partners		
Preparation of Assessment Report		
Draft Assessment Report Submitted		
Mission Comments		
Final Edits		
Final Assessment Report/Pictures/Database Submitted		

C. Illustrative Budget

BUDGET TEMPLATE - INFRASTRUCTURE ASSESTMENT

ILLUSTRATIVE BUDGET

DESCRIPTION	#	DAYS	RATE	AMT	NOTES
Salaries and Wages					
Headquarters					
Core Management and Logisitic Support					
Research Team					
Monitoring and Evaluation - Senior Level					
Social Scientist, Senier Level					
Administrative Support					
Local- Short Term Surveyors					
Travel / Transporation / Per Diem					
Airfare					
Lodging M&E Senior Level					
Lodging - Social Scientist					
M&IE					
Per Diem - Local Short Term Surveyors					
Lodging					
M&IE					
Rental Vehicle					
Gas for Vehicle					
Driver					
Other Direct Costs					
Supplies					
Printing					
Communication					
Bank Fees					
Meetings and Conferences					
SUBTOTAL - DIRECT COSTS				-	
SUBTOTAL - INDIRECT COSTS				-	
TOTAL ESTIMATED COST (USD)				-	