**Invitation to Bid (ITB)**

Description: *Hiring MALOA Endline Survey Consultant*

Reference Number: N/A

Implemented by: Mercy Corps

Issuance Date: 16 May 2024

Bidder’s Conference: N/A

Questions Due: 22 May 2024

Deadline for Offers: **27 May 2024 on** or **before 04’00pm local time.**

Mercy Corps is a non-religious, non-profit, and non-governmental international humanitarian organization. Mercy Corps is seeking a qualified Endline Survey Consultant for MALOA Program in Mercy Corps Timor Leste.

**Firm/Individual Endline Survey will be tasked with the following roles.**

The Consultant/Firm will:

* Conduct a targeted document / data review.
* Develop - or adapt - a comprehensive rubric[[1]](#footnote-1) for use at baseline comparison endline and for reflection throughout the program that specifies foundational systems components and resilience enabling conditions (including bonding, linking and bridging social capital). (That rubric may be focused on Maloa Watershed Management Council capacity, motivation, linkages and functionality. The Consultant/Firm will design the household survey and institutional / community group interviews to incorporate rubric-aligned questions within the endline.)
* Submit an Inception Report to Mercy Corps with Evaluation Design and Outline of Report
* Develop an endline pre-analysis plan that specifies the ~~research~~ evaluation questions (provided by Mercy Corps), indicators and variables used in the analysis, sampling strategy and data collection protocols for both quantitative and qualitative data collection, the mixed methods analysis approach, as well as challenges and limitations.
* Develop a quantitative household survey in ONA (and ODK Collect) compatible .xlsx format, inclusive of questions covering specified indicators and critical urban resilience themes and aligned with the above rubric.
* Develop semi-structured group discussion and individual interview guides, aligned with the above rubric.
* Orient a locally-based Mercy Corps data collection team to lead the objectives, survey and interview guides.
* Analyze quantitative and qualitative data per the pre-analysis plan.
* Develop and share a draft evaluation report for review by Mercy Corps.

**Submission of Dataset(s):**

* The contractor or consultant must submit dataset in a machine-readable, non-proprietary format for any primary or secondary data collected during the assignment. The dataset should be organized and documented for use by those not fully familiar with the intervention or evaluation. The evaluation consultant may not use any part of the raw data or the evaluation report without prior approval from Mercy Corps.  All data protection and data security protocols of Mercy Corps, local government and the donor will be followed, all respondent data will be anonymized before use.

#### Timeline / Schedule:

With data collection commencing in End of May 2024 until Second week of June 2024.

The following table provides the key activities, deliverables and estimated Level of Effort (LoE). As this is a time and materials contract, payment will be made at regular intervals not to exceed monthly payments (with requirements as noted in the Task Order contract).

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| --- | --- | --- |
| **Activity and Deliverable** | | **Est. Days** |
| a | Conduct a targeted document / data review. | 1.5 |
| b | Adapt - a comprehensive rubric that specifies foundational systems components and resilience enabling conditions that have been measured during baseline.  **Deliverable 1: Finalized rubric** (1-2 page) with comments from the Mercy Corps team incorporated (**English**). | 3 |
| c | Develop an endline pre-analysis plan that specifies the research questions (provided by Mercy Corps), indicators and variables used in the analysis, sampling strategy and data collection protocols for both quantitative and qualitative data collection, the mixed methods analysis approach, as well as challenges and limitations.  **Deliverable 2: Endline pre-analysis plan** (**English**). | 1.5 |
| d | Develop a household survey in ONA (and ODK Collect) compatible .xlsx format that addresses key research questions, is rubric-aligned and includes questions covering specified indicators and critical urban resilience themes.  **Deliverable 3: Finalized household survey** (ONA ready) with comments from the Mercy Corps team incorporated (**Tetun or English**). | 2 |
| e | Develop semi-structured interview guides that address key research questions, and are rubric-aligned.  **Deliverable 4: Finalized semi-structured interview guides** with comments from the Mercy Corps team incorporated (**Tetun or English**). | 2 |
| f | Orient/train a locally-based Mercy Corps data collection team lead to the rubric, survey and interview guides. | 5 |
| g | Prepare analytic data set (including deidentification of personal identifiers) and  create variables for quantitative analysis (including documenting syntax in statistical software)  **Deliverable 5: Analytical data set** for quantitative data, and **files documenting variable creation and analysis syntax** (English). | 1 |
| h | Analyze quantitative and qualitative data per the pre-analysis plan. | 5.5 |
| i | Develop a staff reflection presentation focused on the baseline & endline situation, highlighting key implementation opportunities and potential challenges.  **Deliverable 6: Team reflection presentation (English)**. | 1 |
| j | Develop and share a draft baseline report for review by Mercy Corps.  **Deliverable 7: Draft baseline report (English)**.  A comprehensive - but succinct – report presenting research questions, methodology, respondent demographics,endline findings as well as any recommendations (English). An Executive Summary will be provided . Data tables will be included in the report (annexed or within the body) or an annotated data set attached. A branded template provided by Mercy Corps will be used. | 5 |
| k | Incorporate feedback from Mercy Corps and submit the final endline report.  **Deliverable 8: Final endline report** (English) with comments from the Mercy Corps team incorporated. | 2 |
| **Estimated Level of Effort: 25 days** | | |

**Required Experience & Skills:**

* Masters degree or higher in research, evaluation, development, environments, or other relevant area
* Minimum 5 years’ experience in monitoring and evaluation in developing country contexts
* Demonstrated understanding of urban resilience, and evaluation methodologies covering infrastructure, community assets, livelihoods and business operations
* Familiarity with EU programs preferred
* Fluency in English required, with fluency in Tetun preferred
* Demonstrated ability to develop and use rubrics
* Excellent analytical skills, with a demonstrated ability to conduct qualitative and quantitative analysis
* Excellent written communication skills
* Prior experience researching or evaluating programs in South East Asia, with prior experience in Timor-Leste strongly preferred.
* Prior experience working in disaster risk reduction and climate adaptation and resilience programs, preferably in an Urban context preferred.

#### Documents Comprising the Proposal:

Please submit the following documentation for the proposal:

* Concept Note (Mercy Corps provided template)
* CVs of proposed staff / team members
* A brief summary of relevant urban resilience experience, and evaluations conducted
* A sample report / written deliverable [Optional].

All questions related to this ITB should be submitted until **22 May 2024** to:

[timorleste-procurement@mercycorps.org](mailto:timorleste-procurement@mercycorps.org)

Interested parties are requested to submit their proposal to: Mercy Corps Office located at Palm Business & Trade Center, Hudi-laran, Osindo, Block D01-15, Dili, Timor Leste in sealed envelopes clearly marked: **“Mercy Corps-Endline Survey Consultant”** or by email to: [timorleste-procurement@mercycorps.org](mailto:timorleste-procurement@mercycorps.org)

Only the offers submitted in the prescribed form and deadlines will be considered.

1. Rubrics define criteria of merit (themes) and pre-specify associated developmental stages (or levels of performance). See an outline at: https://www.betterevaluation.org/en/evaluation-options/rubrics [↑](#footnote-ref-1)