



## REQUEST FOR PROPOSAL (RFP)

Dear Sir / Madam:

We kindly request you to submit your Proposal **to conduct baseline and endline data collection on socioeconomic profiles and financial capability levels of refugees and host communities in Rwanda.**

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before Friday, June 28, 2019 and via email to the address below:

**United Nations Capital Development Fund**

***Kigali, Rwanda***

***Ivana Damjanov***

Uncdf.procurement@uncdf.org

Your Proposal must be expressed in the **English language**, and valid for a minimum period of **90 days**

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNCDF after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNCDF requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNCDF, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNCDF's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market

factors shall be accepted by UNCDF after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNCDF reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNCDF, herein attached as Annex 3.

Please be advised that UNCDF is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNCDF's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNCDF encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNCDF if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNCDF implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNCDF, as well as third parties involved in UNCDF activities. UNCDF expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : [https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsccl/duct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsccl/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Ivana Damjanov*  
*Programme Specialist*  
6/14/2019

## Description of Requirements

Context of the Requirement	RFP: Conduct baseline/endline survey among refugees and host communities in Rwanda
Implementing Partner of UNCDF	N/A
Brief Description of the Required Services <sup>1</sup>	<p>In Rwanda, as part of its Financial Inclusion for Refugees programme, UNCDF is championing the formation and strengthening of savings groups complemented with digital and financial literacy for refugees and host communities. UNCDF is also testing mechanisms for delivering financial and digital education using tablets, an SMS platform, short videos and supplementary face-to-face training sessions. Because participation in savings groups and usage of mobile financial services can have a clear and direct impact on livelihoods, economic growth, and inclusive social and economic development, UNCDF supports these interventions, along with the necessary financial and digital literacy to use them, in and around the refugee camps in Rwanda, benefiting both the refugee and host communities, with a focus on women and youth.</p> <p>UNCDF is looking to hire a local Research Firm to collect baseline and end-line data on financial knowledge, skills, attitudes and behaviors and on the socio-economic profiles of respondents in UNCDF's target refugee settlements and districts during the pilot phase of the aforementioned project.</p>
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> <li>• Protocol and sampling methodology for baseline data collection in target districts, including samples of women and youth;</li> <li>• Aggregated and cleaned baseline dataset of 600 respondents in target locations (refugee camps and surrounding districts) collected using Kobo collect;</li> </ul>

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	<ul style="list-style-type: none"> <li>• Database of respondents and strategy for contacting them at the end of the pilot for the end-line;</li> <li>• Protocol and sampling methodology for endline data collection in target districts, including samples of women and youth;</li> <li>• Aggregated and cleaned endline dataset from 600 respondents in target locations collected using Kobo collect.</li> </ul>																				
Person to Supervise the Work/Performance of the Service Provider	<i>Programme Specialist</i>																				
Frequency of Reporting	<i>Daily</i>																				
Progress Reporting Requirements	The firm will check in daily with the Programme Specialist and the Financial Capability Consultant to update on progress made with regards to the number of target beneficiaries surveyed and any issues encountered during the progress.																				
Location of work	<input checked="" type="checkbox"/> Exact Address/es Data collection will take place in Kiziba, Nyabiheke and Mugombwa Refugee Settlements and Karongi, Gatsibo and Gisagara Districts <input type="checkbox"/> At Contractor's Location																				
Expected duration of work	20 days 10 days for baseline data collection, 10 days for endline data collection																				
Target start date																					
Latest completion date	July 15,2019 for baseline data collection June 30, 2020 for endline data collection																				
Travels Expected	<table border="1"> <thead> <tr> <th>Destination/s</th> <th>Estimated Duration</th> <th>Brief Description of Purpose of the Travel</th> <th>Target Date/s</th> </tr> </thead> <tbody> <tr> <td>Kiziba/Karongi</td> <td>3</td> <td>Baseline data collection in refugee and host community</td> <td>1-3 July 2019</td> </tr> <tr> <td>Nyabiheke/Gatsibo</td> <td>3</td> <td>Baseline data collection in refugee and host community</td> <td>4-8 July 2019</td> </tr> <tr> <td>Mugombwa/Gisagara</td> <td>3</td> <td>Baseline data collection in refugee and host community</td> <td>9-11 July 2019</td> </tr> <tr> <td>Kigali</td> <td>1</td> <td>Submission of baseline dataset to UNCDF</td> <td>12 July 2019</td> </tr> </tbody> </table>	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s	Kiziba/Karongi	3	Baseline data collection in refugee and host community	1-3 July 2019	Nyabiheke/Gatsibo	3	Baseline data collection in refugee and host community	4-8 July 2019	Mugombwa/Gisagara	3	Baseline data collection in refugee and host community	9-11 July 2019	Kigali	1	Submission of baseline dataset to UNCDF	12 July 2019
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	Kiziba/Karongi	3	Endline data collection in refugee and host community	15-17 June 2020
	Nyabiheke/Gatsibo	3	Endline data collection in refugee and host community	18-22 June 2020
	Mugombwa/Gisagara	3	Endline data collection in refugee and host community	23-25 June 2020
	Kigali	1	Submission of endline dataset to UNCDF	26 June 2020
Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance			
Facilities to be Provided by UNCDF (i.e., must be excluded from Price Proposal)	n/a			
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required			
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required			
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars			
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNCDF CO/BU requiring the service.

<p>Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i></p>	<p><input checked="" type="checkbox"/> 90 days</p> <p>In exceptional circumstances, UNCDF may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>															
<p>Partial Quotes</p>	<p><input checked="" type="checkbox"/> Not permitted</p>															
<p>Payment Terms<sup>3</sup></p>	<table border="1"> <thead> <tr> <th data-bbox="446 556 646 625">Outputs</th> <th data-bbox="646 556 857 625">Percentage</th> <th data-bbox="857 556 1036 625">Timing</th> <th data-bbox="1036 556 1430 625">Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td data-bbox="446 625 646 1108"> <p>Protocol and sampling methodology for baseline data collection in target districts, including samples of women and youth</p> </td> <td data-bbox="646 625 857 1108"> <p>20%</p> </td> <td data-bbox="857 625 1036 1108"> <p>1 day</p> </td> <td data-bbox="1036 625 1430 1108"> <p>Within thirty (30) days from the date of meeting the following conditions:  a) UNCDF’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and  b) Receipt of invoice from the Service Provider.</p> </td> </tr> <tr> <td data-bbox="446 1108 646 1696"> <p>Aggregated and cleaned baseline dataset of 600 respondents in target locations (refugee camps and surrounding districts) collected using Kobo collect</p> </td> <td data-bbox="646 1108 857 1696"> <p>25%</p> </td> <td data-bbox="857 1108 1036 1696"> <p>8 days</p> </td> <td data-bbox="1036 1108 1430 1696"></td> </tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	<p>Protocol and sampling methodology for baseline data collection in target districts, including samples of women and youth</p>	<p>20%</p>	<p>1 day</p>	<p>Within thirty (30) days from the date of meeting the following conditions:  a) UNCDF’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and  b) Receipt of invoice from the Service Provider.</p>	<p>Aggregated and cleaned baseline dataset of 600 respondents in target locations (refugee camps and surrounding districts) collected using Kobo collect</p>	<p>25%</p>	<p>8 days</p>	
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<sup>3</sup> UNCDF preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNCDF shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNCDF, in the same amount as the payment advanced by UNCDF to the Service Provider.

	Database of respondents and strategy for contacting them at the end of the pilot for the end-line	5%	1 day		
	Protocol and sampling methodology for endline data collection in target districts, including samples of women and youth	25%	2 days		
	Aggregated and cleaned endline dataset from 600 respondents in target locations collected using Kobo collect	25%	8 days		
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Programme Specialist, Financial Capability Consultant				
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services				

Criteria for Contract Award	<input checked="" type="checkbox"/> Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively, where the minimum passing score of technical proposal is 70%  <input checked="" type="checkbox"/> Full acceptance of the UNCDF Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><b>Technical Proposal (70%)</b></p> <input checked="" type="checkbox"/> Experience of the Firm 30% <input checked="" type="checkbox"/> Proposed methodology, approach and implementation plan 30% <input checked="" type="checkbox"/> Experience and qualifications of Lead Researcher 40%
	<p><i>See below for more detailed breakdown of technical proposal evaluation</i></p> <p><b>Financial Proposal (30%)</b>  To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNCDF.</p>
UNCDF will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions <sup>4</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)  Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP <sup>5</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR
Contact Person for Inquiries (Written inquiries only) <sup>6</sup>	<p><i>Ivana Damjanov</i>  Programme Specialist  <i><a href="mailto:Uncdf.procurement@uncdf.org">Uncdf.procurement@uncdf.org</a></i></p> <p>Any delay in UNCDF's response shall be not used as a reason for extending the deadline for submission, unless UNCDF determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

<sup>4</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>5</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>6</sup> This contact person and address is officially designated by UNCDF. If inquiries are sent to other person/s or address/es, even if they are UNCDF staff, UNCDF shall have no obligation to respond nor can UNCDF confirm that the query was received.

Other Information <i>[pls. specify]</i>	
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### Technical proposal evaluation

	<b>Experience of firm</b>	<b>Points obtainable</b>
1.1	At least 5 years of experience in overseeing and managing research and data collection, preferably in East Africa;	10
1.2	Having completed similar engagements in a satisfactory manner	10
1.3	Access to or ownership of smart phones or tablets for data collection required (UNCDF will not provide);	5
1.4	Previous research work experience in Rwanda	5
	<b>Subtotal</b>	<b>30</b>
	<b>Proposed methodology, approach and implementation plan</b>	
2.1	To what degree does the proposer understand the task?	10
2.2	Is the scope of the task well defined and does it correspond to the TOR?	10
2.3	Is the methodology presented clearly and is the sequence of activities and the planning logical, realistic and promise efficient implementation of the project?	10
	<b>Subtotal</b>	<b>30</b>
	<b>Experience and qualifications of lead researcher</b>	
3.1	Masters (MA, MSc), Research Masters (MPhil) degree in economics, finance, public/business administration, social sciences, international relations or related fields	10
3.2	At least 5 years of experience in overseeing and managing research and data collection, preferably in East Africa	10
3.3	Proven experience in the design of methodology for similar engagements	10
3.4	Completed similar research engagements in a satisfactory manner	10
	<b>Subtotal</b>	<b>40</b>
	<b>Grand TOTAL</b>	<b>100</b>

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>7</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>8</sup>)*

To: Ivana Damjanov Kigali, Rwanda

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNCDF in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNCDF General Contract Terms and Conditions :

### A. Qualifications of the Service Provider

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNCDF by indicating the following :*

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNCDF, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

### B. Proposed Methodology for the Completion of Services

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

### C. Qualifications of Key Personnel

<sup>7</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>8</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

If required by the RFP, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

**D. Cost Breakdown per Deliverable\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3	....		
	<b>Total</b>	100%	

*\*This shall be the basis of the payment tranches*

**E. Cost Breakdown by Cost Component [This is only an Example]:**

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

*[Name and Signature of the Service Provider's  
Authorized Person]  
[Designation]  
[Date]*

### TERMS OF REFERENCE

<b>TITLE:</b>	Research firm to conduct baseline and endline data collection on socioeconomic profiles and financial capability levels of refugees and host communities in Rwanda
<b>AGENCY/PROJECT NAME:</b>	UNCDF
<b>PLACE OF ASSIGNMENT:</b>	National Rwanda (Kiziba, Nyabiheke and Mugombwa Refugee Settlements and Karongi, Gatsibo and Gisagara Districts)
<b>NUMBER OF WORKING DAYS</b>	20 days
<b>TIMELINE</b>	1 July 2019 – 30 June 2020

### **GENERAL BACKGROUND**

The UN Capital Development Fund (UNCDF) makes public and private finance work for the poor in the world’s 47 least developed countries (LDCs). With its capital mandate and instruments, UNCDF offers “last mile” finance models that unlock public and private resources, especially at the domestic level, to reduce poverty and support local economic development. This last mile is where available resources for development are scarcest; where market failures are most pronounced; and where benefits from national growth tend to leave people excluded.

UNCDF’s financing models work through two channels: savings-led financial inclusion that expands the opportunities for individuals, households, and small businesses to participate in the local economy, providing them with the tools they need to climb out of poverty and manage their financial lives; and by showing how localized investments—through fiscal decentralization, innovative municipal finance, and structured project finance—can drive public and private funding that underpins local economic expansion and sustainable development. UNCDF financing models are applied in thematic areas where addressing barriers to finance at the local level can have a transformational effect for poor and excluded people and communities.

By strengthening how finance works for poor people at the household, small enterprise, and local infrastructure levels, UNCDF contributes to SDG 1 on eradicating poverty with a focus on reaching the last mile and addressing exclusion and inequalities of access. At the same time, UNCDF deploys its capital finance mandate in line with SDG 17 on the means of implementation, to unlock public and private finance for the poor at the local level. By identifying those market segments where innovative financing models can

have transformational impact in helping to reach the last mile, UNCDF contributes to a number of different SDGs and currently to 28 of 169 targets.

In Rwanda, as part of its Financial Inclusion for Refugees programme, UNCDF is championing the formation and strengthening of savings groups complemented with digital and financial literacy for refugees and host communities. UNCDF is also testing mechanisms for delivering financial and digital education using tablets, an SMS platform, short videos and supplementary face-to-face training sessions. Because participation in savings groups and usage of mobile financial services can have a clear and direct impact on livelihoods, economic growth, and inclusive social and economic development, UNCDF supports these interventions, along with the necessary financial and digital literacy to use them, in and around the refugee camps in Rwanda, benefiting both the refugee and host communities, with a focus on women and youth.

UNCDF is looking to hire a local Research Firm to collect baseline and end-line data on financial knowledge, skills, attitudes and behaviours and on the socio-economic profiles of respondents in UNCDF's target refugee settlements and districts during the pilot phase of the aforementioned project.

## **DETAILED ACTIVITIES AND DELIVERABLES**

Under the supervision of the Programme Specialist and the Financial Capability Consultant, the selected firm will be expected to conduct the following activities:

### **Baseline data collection**

Using UNCDF's financial and digital literacy survey and socio-economic survey, the selected firm will conduct the following activities to support the baseline data collection process:

- Assemble trained data collection team (enumerators)
- Collect data from 600 respondents in Kiziba, Nyabiheke and Mugombwa Refugee Settlements and Karongi, Gatsibo and Gisagara Districts prior to the commencement of project activities.
- Conduct quality assurance of all baseline data collected.
- Aggregate and clean data set into a format that can easily be manipulated by the Financial Capability Consultant.

### **Endline data collection**

Using UNCDF's financial and digital literacy survey and socio-economic survey, the selected firm will conduct the following activities to support the baseline data collection process:

- Collect data from 600 respondents - where possible, the same respondents from the baseline - in Kiziba, Nyabiheke and Mugombwa Refugee Settlements and Karongi, Gatsibo and Gisagara Districts following approximately one year of project activities.
- Conduct quality assurance of all endline data collected.
- Aggregate and clean data set into a format that can easily be manipulated by the Financial Capability Consultant.

<b>Deliverables/outputs</b>	<b>Estimated duration to complete</b>	<b>Share of total budget (estimate)</b>	<b>Target due dates</b>	<b>Review and approvals required</b>
Protocol and sampling methodology for baseline data collection in target districts, including samples of women and youth	1 day	20%	July 1, 2019	Programme Specialist and Financial Capability Consultant
Aggregated and cleaned baseline dataset of 600 respondents in target locations (refugee camps and surrounding districts) collected using Kobo collect	8 days	25%	July 11, 2019	Programme Specialist and Financial Capability Consultant
Database of respondents and strategy for contacting them at the end of the pilot for the end-line	1 day	5%	July 12, 2019	Programme Specialist and Financial Capability Consultant
Protocol and sampling methodology for endline data collection in target districts, including samples of women and youth	2 days	25%	June 15, 2020	Programme Specialist and Financial Capability Consultant
Aggregated and cleaned endline dataset from 600 respondents in target locations collected using Kobo collect	8 days	25%	June 26, 2020	Programme Specialist and Financial Capability Consultant

#### **TIMELINE, DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL**

**Timeline and duration:** The firm is expected to start on 1 July 2019, with approximately 10 days for baseline data collection (1 -12 July 2019) and approximately 10 days for endline data collection (15-26 June 2020), a year from the date of completion of the baseline data collection.

**Duty station:** The assignment (both the baseline and endline data collection) will take place in the following locations: Kiziba, Nyabiheke and Mugombwa Refugee Settlements and Karongi, Gatsibo and Gisagara Districts.

Travel costs for the assignment will be the responsibility of the firm and must be included in the proposal submitted.

## REQUIRED SKILLS AND EXPERIENCE

### Qualifications:

Lead (Lead Consultant or Manager) should have:

- Masters (MA, MSc), Research Masters (MPhil) degree in economics, finance, public/business administration, social sciences, international relations or related fields.
- DPhil/PhD highly desirable

### Experience:

Research firm should have:

- At least 5 years of experience in overseeing and managing research and data collection, preferably in East Africa;
- Having completed similar engagements in a satisfactory manner;
- Access to or ownership of smart phones or tablets for data collection required (UNCDF will not provide);
- Previous work experience in Rwanda;
- Experience working within the UN System is a plus.

### Languages:

- Fluency in English required, proficiency in Kinyarwanda or Kiswahili preferred;

## PROPOSAL & APPLICATION REQUIREMENTS

### Scope of Price Proposal and Schedule of Payments

At the end of the baseline data collection and at the end of the endline data collection, upon confirmation of UNCDF that the firm has delivered on the contract obligations in a satisfactory manner based on the completed deliverables stated above.

### Recommended Presentation of Offer

The following documents are requested:

**TECHNICAL PROPOSAL:** The firm should provide a technical proposal detailing the protocol and sampling methodology to be used for baseline and endline data collection in target districts, including samples of women and youth.

The technical proposal should also include submission of a CV for Lead consultant and along with CVs for proposed enumerators and examples of previous similar assignments with references.

**FINANCIAL PROPOSAL:** The firm should provide a budget by deliverables noting their daily rate for this engagement as well as a cost estimate for travel and other related expenses. The firm will be responsible for any extraneous expenses related to this consultancy.