

Nigeria Multi-Activity Evaluation: RFA Q&A

1. I'll want to know if it'll be just one local research partner to conduct the evaluation assessment in all 3 States (Ebonyi, Kebbi and Zamfara) or if a local research partner can apply to conduct the evaluation in just one of the States.

Answer: Yes, we desire to hire one local research partner capable of conducting the evaluation data collection in all three states.

2. We observe from the RFA that it is not clearly stated whether or not the successful firm will conduct data analysis and produce reports on results and findings even as it is expected to plan for a half-day results dissemination meeting.

Answer: D4I will lead data analysis and produce study reports. D4I will seek input from the local research partner. See also Question 4 below for more details on the results dissemination meeting.

3. Further to our previous question, although the RFA mentions that State level training is to be conducted in each State, we wish to ask if it is permissible to conduct it centrally also, given the total number of personnel to be trained. A central training will produce better learning outcomes.

Answer: The RFA indicates there will be a central training followed by trainings in each state. It is permissible to propose one large central training; however, the applicant should consider any travel restrictions related to COVID-19.

4. Who is responsible for developing the study tools? This is not clear, as the study tools will be pre-programmed on D4I's tablets, and the local research partner is expected to be part of the finalisation process? Is the local research partner responsible for planning and conducting the dissemination meeting for 40 persons or only expected to participate in the dissemination meeting as written in the RFA? This is unclear as one of the deliverables in the RFA says 'participate in dissemination meeting', another part of the RFA says 'plan for dissemination meeting in Abuja for 40 persons', also the cost categories do not reflect dissemination meeting

The RFA says 'Training of data collection team & Pre-test' to be done in March 2020, we want to assume that this is a typo, and the correct year is 2021, please clarify.

Answer: D4I will develop the study tools. The local research partner will assist in finalizing the tools through the pre-testing that will be part of the central training.

The research partner will be responsible for local logistics related to the dissemination meeting – securing and paying for the venue, etc. D4I will lead the dissemination meeting (either in person or virtually depending on the status of the COVID-19 pandemic at the time). The local partner will be expected to attend, and may be asked to contribute by co-presenting a session. The cost of the meeting (venue, refreshments) should be put under Other Direct Costs in the budget.

Yes, 2020 is a typo. That should indeed be 2021.

5. Is there is a ceiling on the budget? What would be the duration of the entire award? Who is responsible for developing the tools and conducting the pre-test?

Answer: There is no budget ceiling per se; the applicant should budget all reasonable costs to carry out the work outlined in the RFA. The award will likely begin in March 2021 and run through October 2021. D4I will develop the tools. The local subcontractor, in coordination with D4I, will pretest the tools during the central training.

6. Given the short timeline for contracting if selected, are there any contracting requirements to be considered besides SAM registration?

Answer: There are no other contracting requirements.

7. I lead a company that has conducted an assessment and other assignment before but is not Limited liability company. Will be accepted to apply? Is it acceptable for registered NGO to apply?

Yes it is acceptable to apply if not a limited liability company. It is acceptable to apply if a registered NGO.

8. We are reaching out as regards subject matter RFA and will need clarity on the below questions:

- **What is the estimated timeframe for the project , considering data collection is proposed for 6weeks?**
- **What is the budget cap or benchmark if any?**
- **What is the allowable management fee?**
- **Please provide details about contract type (grant/milestone/cost reimbursable etc.), and payment schedule.**
- **What are the financial reporting requirements?**
- **Will D4I be accountable for advocacy and ethical approvals required**
- **Are all enumerators/ interviewers meant to be health workers (clinicians, nurses, CHEWS etc.)? Can non-health workers be assigned data collection/supervisory tasks as well?**

Answer:

- The estimated timeframe for the project is March – October 2021.
- There is no budget ceiling per se; the applicant should budget all reasonable costs to carry out the work outlined in the RFA.
- The applicant should budget their organization's standard management fee.
- The contract is cost reimbursable against an agreed upon budget ceiling. The successful applicant will receive an advance and invoice against deliverables, but not more than monthly.
- The successful applicant must ensure they have receipts for all expenses incurred.
- D4I will be responsible for securing IRB approval in both the US and Nigeria.
- As noted in the RFA, all enumerators/interviewers and supervisors should be health workers. Non-health workers should not be assigned data collection/supervisory tasks.

9. With regards to the above subject, below are a few questions regarding clarification.

- **Is the firm conducting a virtual or onsite training for the data collectors?**
- **Does the page limit (10 pages) include annexes?**

Answer: At this time we anticipate in person trainings. This is subject to change depending on the status of COVID-19. The page limit does not include annexes.

10. On the RFP, I will be needing specific clarifications on what the role of the local researcher will be in terms of tool finalization.

Thank you.

Answer: The local researcher will assist D4I with pre-testing the tools and suggesting any modifications that result from the pre-test.

11. Why is it necessary for the data for supplemental HFAs to be collected on paper? Will the supplemental HFAs be qualitative in nature / be recorded and as such this refers to transcriptions? What programming software will be used for the evaluation?

Answer: We have a preference for the supplemental HFA to be completed on paper and then entered into a tablet because we have found that enumerators often need to move around facilities and speak to multiple persons, and often complete modules out of order based on availability of facility staff which can lead to problems with programmed skip patterns. That said, we would be willing to consider collection of HFA data directly onto tablets. The supplemental HFA will not be qualitative and therefore not recorded or transcribed. The HFA survey will be programmed using ODK.

12. The RFA does not state any responsibility of data analysis and reporting by the local research partner. Emphasis is only made on data collection and participation in dissemination. Please clarify.

Answer: That is correct. Data analysis will be led by D4I. A draft report will be shared with the local research partner for their input prior to finalization of the report.