



REQUEST FOR INFORMATION

Request for Information (RFI) Number: RFI-01-2023 – ESS+ Integrated Health Service Delivery (IHSD) Activity_ Baseline Study

Issuance Date: June 16, 2023

Response Due Date and Time: June 28, 2023, 17:00 EST

PROJECT TITLE: USAID/Haiti Evaluation and Survey Services Plus Activity

Dear Prospective Offerors:

The Evaluation and Survey Services Plus (ESS+) Activity in Port-au-Prince, Haiti, posts this Request for Information (RFI) seeking interest and ideas from local organizations to provide data collection services to support USAID/Haiti Baseline Study for the Integrated Health Service Delivery (IHSD) Activity. This notice is issued as part of the ESS+'s market research efforts and responding to this RFI will not give any advantage to or preclude any organization/individual from responding to any solicitation that may be subsequently issued, as any/all comments received will be strictly for information gathering purposes only.

Issuance of this RFI does not constitute a solicitation. It does not represent an award commitment on the part of ESS+, nor does it obligate ESS+ to pay for costs incurred in the preparation and submission of any comment. Information received in response to this RFI shall become the property of ESS+, therefore, information that cannot be shared should not be sent.

Responses should be sent to nducharme@ibi-usa.com no later than the date and time stated above. Please insert “**RFI-01-2023 – ESS+ Integrated Health Service Delivery (IHSD) Activity_ Baseline Study**” in the Subject Line. Responders will not receive individualized feedback. Specific questions about this RFI should be directed only to the email addresses indicated above.

Thank you for your interest in the proposed activity. We appreciate your time and effort in responding to this RFI and look forward to receiving your input.

Best Regards,

A handwritten signature in black ink that reads 'Naomi DuCharme'.

Naomi DuCharme
Project Associate

Background:

In August 2022, The United States Agency for International Development (USAID) awarded International Business Initiatives Corp. (IBI) The Evaluation Survey Services Plus (ESS+) contract to support USAID/Haiti and its partners with evaluations, survey and study support, capacity building and learning events, and in-country Third Party Monitoring.

USAID/Haiti is contemplating its options to design and implement a baseline study to assess status of key indicators and determine baseline values of the two USG funded health service delivery awards against their objectives and serve as a point of comparison with indicators that will be collected in the future endline evaluation.

Both quantitative and qualitative data will be collected. Quantitative data will be collected to provide statistics at departmental level. Qualitative data will be collected in areas targeted for implementation of the IHSD awards and will (1) provide a better understanding of the prevailing conditions and perceptions of the populations and key informants in the implementation areas, (2) help to further refine program targeting and, where possible, to illuminate the relationships between some quantitative variables.

The five-year health service delivery activity is split across by two implementing partners. Partners for Equity in Health (HEI) and Interchurch Medical Assistance (IMA) focus on increasing the utilization of quality health services and strengthening local management and operational capacity to deliver health services. The project provides an integrated package of essential maternal, newborn, and child services, which includes immunization, mosquito-borne disease prevention, family planning and reproductive health, HIV/TB prevention, care and treatment, and nutrition services.

Attachment 2 to this RFI contains the draft scope of work for the baseline study.

Submission Instructions:

Responses must be in a font size of 12 with one inch margins. Responses must fully address the requirements in Attachment 1. Any organization responding to this RFI must ensure that its response is complete and sufficiently detailed to allow ESS+ to incorporate any observations into the final draft of the SOW.

ATTACHMENT 1

Response Requirements

Responses to this RFI must include the following:

1. A table that contains the following information:
 - a) Organization name and address
 - b) Organization point of contact name, telephone number and email address
 - c) A brief statement of interest that indicates the organization's interest and qualifications to achieve the stated SOW. Please also indicate your organization's availability to participate in group discussions with the client and ESS+.

Responses to the following questions:

1. Do you have any changes to suggest to the illustrative baseline questions? Are they all answerable, given the scope of the assignment?
2. Do you have any changes to suggest to the Scope of Work?
3. What do your organization have as assets to conduct nationwide anthropometric surveys? (Note that the SOW below does not request anthropometric survey)
4. What is your estimated cost for the baseline, given the SOW below?
5. Do you plan to submit a proposal?
6. Please propose the adequate methodology and team composition needed to carry out this exercise.

ATTACHMENT 2

SCOPE OF WORK (SOW)

ESS+ ACTIVITY - COMPONENT 1 SUPPORT SERVICES – CONDUCT DATA COLLECTION FOR IMPROVED HEALTH SERVICE DELIVERY AWARDS (IHSD) BASELINE.

1. BACKGROUND

In August 2022, The United States Agency for International Development (USAID) awarded International Business Initiatives Corp. (IBI) The Evaluation Survey Services Plus (ESS+) contract to support USAID/Haiti and its partners with evaluations, survey and study support, capacity building and learning events, and in-country Third Party Monitoring. IBI partner with SI to implement the USAID Haiti ESS+ Activity.

USAID/Haiti has requested that the ESS+ Activity design and implement a baseline study to assess status of key indicators and determine baseline values of USG funded Improved Health Service Delivery Award (IHSD) against its objectives and serve as a point of comparison with indicators that will be collected in the endline evaluation.

The five-year health service delivery activity is split across by two implementing partners. Partners for Equity in Health (HEI) and Interchurch Medical Assistance (IMA) will focus on increasing the utilization of quality health services and strengthening local management and operational capacity to deliver health services. The project provides an integrated package of essential maternal, newborn, and child services, which includes immunization, mosquito-borne disease prevention, family planning and reproductive health, HIV/TB prevention, care and treatment, and nutrition services.

The main purpose of this baseline is to provide an assessment of the current status of key indicators and determine baseline values of the two USG funded health service delivery awards against its objectives and serve as a point of comparison with indicators that will be collected in the future endline evaluation. The findings of the baseline survey will be used to inform program implementation, specifically baseline status of the selected program indicators, which can then be used to measure change in these indicators over time.

This assignment will provide an assessment of the current status of key indicators and determine baseline values of the two USG funded health service delivery awards against its objectives and serve as a point of comparison with indicators that will be collected in the future endline evaluation. The primary stakeholders for this baseline are USAID/Haiti and interagency stakeholders, USG implementing partners (contractors or Grantees), Government of Haiti (GOH) and other donors.

Baseline Questions

Objective 1 - "Improve Outcomes for FP/SRH; MNCH & Nutrition"

Q1. Using a range of standard measures (see Annex 1 for “*Priority Interventions and Aspects of the Program to be Examined*”), what are the baseline values for a representative sample of the households in each of the 10 *départements* (provinces)?

- Sub-question on knowledge, attitudes and practice in these issues to identify a baseline for behavior change

Objective 2 - "Provide Comprehensive HIV Services"

Q2. In IHSD facilities, what is the baseline by *department* for (i) uptake of screening services; (ii) uptake of treatment; (iii) retention in treatment?

Q3. Are IHSD clinics currently offering integrated care, (either through combined teams, or robust referral mechanisms) for (1) HIV testing and (2) PMTCT [data should be broken down (i) clinic/ community level by *department* (ii) by site level Sub-question: "What are the barriers to such integrated care services/pathways?

Objective 3 - "Improve the Quality of Care & Responsiveness to Shocks"

Q4. What are the most common reasons for not accessing/delayed access to health services? (from the (i) Beneficiary and (ii) Service Provider perspective)

- Sub-question to focus on specific issues within the remit of IHSD, rather than broader macroeconomic issues.

2. PERIOD OF PERFORMANCE

The anticipated Period of performance for this SOW is from September to November 2023. Preparation will take place the second week of September and data collection training will take place the third week of September 2023, with data collection ending on first week of September 2023. A timetable of the work can be found below:

Table 1: Anticipated timeline

Tasks	Activities	Planned Date (approximate dates and exact dates will need to be confirmed)
Work Plan	Submit Work Plan within 2 weeks of Subcontract Award.	September 2023
Instrument review	Review all data collection instrument and provide feedback and suggested revisions within 2 weeks of Subcontract Award.	September 2023
Instrument Translation	Translate all data collection into French and Creole instrument	September 2023
Training on Instruments and Field methods	Review and provide feedback on training manuals and submit to ESS+ at least 5 days before training starts.	September 2023
	Submit final and customized manuals	September 2023
	Pre-test and adjust survey instruments	September 2023
	Provide training to facilitators, note takers, field monitors,	September 2023

	supervisors and enumerators (including pilot)	
Field work (Survey, KII/GI, FGD, Observation) Weekly data report submissions Daily notes (KII/GI, FGD and (Observation) submissions	Mobilize facilitators, note takers, supervisors, enumerators and begin fieldwork	October 2023
Database preparation	Review and follow ESS+'s Baseline Team standard SPSS/Stata database structure/format and guideline	November 2023
Data Management, Analysis and Reporting (All data quality questions reconciled)	Provide ESS+ Baseline Team with the first datasets with 50 surveys for review	Within 1 week after fieldwork starts (first 50 data sets – both raw data and SPSS or STATA format)
	Provide final complete datasets (both raw and clean dataset)	Within 1 week after fieldwork is completed (Final Data set – both raw data and SPSS or STATA format)
	Provide the final technical report	Within 2 weeks after fieldwork is completed

3. ACTIVITIES

Data Collection

The ESS+ will lead the design of the IHSD baseline, with inputs from the Subcontractor. As described in more detail below, the Subcontractor will be responsible for identifying and training facilitators, note takers, supervisors and enumerators, planning and completing all tasks necessary for data collection, as well as operationalizing various quality assurance processes before, during, and after data collection. The SOW contains four data collection activities: Key Informant Interviews (KI), Focus Group Discussion (FGD), Observation and a large-scale Household survey. These are outlined below.

Key informant interviews (KII) and Group Interview (GI)

The sub-contractor will carry out 45 KIIs and **12 GIs** with project stakeholders to investigate the project's current situation and gather recommendations to inform activity implementation and/or approaches and opportunities for delivering quality health services in Haiti. A list of participants will be provided to the subcontractor to contact stakeholders for interviews. The Subcontractor can conduct all the data online, unless it is impossible. The sub-contractor will submit detailed summary **note of each KII and GI in French to ESS+, as well as audio recordings**. The notes must be anonymized to protect participant

identities. The subcontractor must provide a separate spreadsheet that lists who participated in each KII with basic demographic data like age, gender, etc.

Focus Group Discussion

The Sub-contractor will carry out about 20 FGDs (two per department) with project beneficiaries. Participants for the FGDs will be sampled from the list of beneficiaries of the IHSD. The sub-contractor will be responsible for scheduling events, mobilizing staff, providing refreshments to participants, leading FGDs following the approved instruments, recording and securing data. The sub-contractor will submit **detailed summary notes** in French to ESS+, **as well as audio recordings** of each FGD.

Observation

Subcontractors shall make visits to health facilities to do collect data through observation. ESS+ will provide further details.

Household Survey

Subcontractor shall collect household survey data face-to-face in 64 communes in all ten departments in Haiti as detailed in all ten department of Haiti (See Table 3 in geographic coverage). The household survey will last approximately 30-45 minutes.

Security Situation

Recognizing that the security situation may change before data collection, the ESS+ will work with the Subcontractor to make a general accessibility determination for planning purposes one to two weeks before the start of fieldwork and revise our decisions as needed prior to entering each commune. Subcontractor should aim for completing data collection in relatively insecure or volatile areas in the first half of the fieldwork period so that field teams, Sub-contractor, and ESS+ have time to make any necessary adjustments to fieldwork plans.

Sample Design

Table 2 provides a summary of the initial sampling approaches for the household survey administration modes. The ESS+ will provide the sample.

TABLE 1: HOUSEHOLD SURVEY MODE AND SAMPLING APPROACH SUMMARY

	Face-to-face
Sampling approach	Two-Stage cluster sampling
Average sample size per commune	125
Total sample size	8000

Planning Tasks

Workplan: Subcontractor shall develop a detailed work plan and schedule within two weeks of subcontract award. The document will detail key aspects of technical and managerial approaches, including the expected duration and sequencing of tasks, logistics, staffing/team composition, team roles/responsibilities, respondent sampling, data collection, data quality assurance protocols, data analysis, reporting, and security protocols. Finally, the document shall outline any areas for which Subcontractor requires support from ESS+.

Clearances: Subcontractor is responsible for identifying and liaising with the necessary authorities to gain permission/clearances to legally perform all tasks specified in this SOW. Subcontractor will be required to keep documentation of all requests, approvals, and correspondence between relevant parties and provide copies to ESS+ upon request. Subcontractor will be expected to maintain positive, professional relationships with all local stakeholders and report any challenges therein immediately to ESS+. Clearances must be finalized before supervisor or enumerators trainings can start. The ESS+ has obtained institutional review board clearance for this activity; but requires one subcontractor employee to complete the Protecting Human Research Participants (PHRP) ethics training or equivalent.

Planning: Subcontractor is responsible for all aspects of data collection planning. Note that data collection activities must be compliant with policies regarding local security concerns. Any changes to the fieldwork due to security concerns need to be communicated with ESS+ as outlined in the Security Subsection above.

Comment on instruments and data collection protocols: ESS+ will provide instruments to Subcontractor for review. Subcontractor will review and provide feedback on all instruments, suggesting revisions for context, flow, or other aspects, ask for clarification questions, and share any feedback with the ESS+ team within two week of subcontract award. Subcontractor's review shall also ensure that questions are properly contextualized and that the ESS+ has properly considered likely eventualities. Subcontractor shall use the ESS+ Survey CTO server to upload survey data from the field using an android-based system. ESS+ will provide access to the server and program the instruments onto the server. Subcontractor does not need to purchase a subscription nor program any instruments. Subcontractor shall deliver final English, French, and Creole versions of all questionnaires, reflecting all approved changes following pre-testing, training, and piloting two weeks before the survey starts. **The questionnaire cannot be changed once field work begins.**

Double translate instruments with adjudication: Subcontractor shall arrange for all instruments to be double translated with adjudication to Creole and French. Translations should be completed by a team of two concurrently, reconciling any differences afterward. Subcontractor is responsible for ensuring that translation quality, by verifying that translators possess adequate credentials. Subcontractor will be responsible for reviewing the final wording of all data collection instrument translations to ensure that they are appropriate for the relevant respondent groups.

Pre-testing: Subcontractor Shall conduct pre-testing for all data collection instruments prior to training. Pre-testing is focused on the flow, translation, and logic of the instruments. Subcontractor shall conduct a pre-test for the face-to-face survey in one urban area and a second pre-test for the face-to-face survey in

one rural area. For each pre-test, Subcontractor shall conduct 20 pre-tests with different respondents for the survey. Subcontractor will test the questionnaires in areas (catchment areas of health facilities) and households like the ones selected for fieldwork, but not in the areas targeted and households listed for the survey. After completing the pre-test, Subcontractor shall hold debriefing sessions in which any difficulties or problems with the survey will be identified. Subcontractor shall communicate any proposed changes to ESS+ and after approval the questionnaire will be modified. Pre-testing must be completed by Survey Coordinator or other senior staff.

Training Manual: Subcontractor shall develop comprehensive manuals for facilitators, supervisors and enumerators, with input from the ESS+. The ESS+ must have a chance to review and approve the final manuals at least five business days prior to the start of training.

Staff Training:

All facilitators, note takers, supervisors and enumerators are required to receive training prior to data collection. The training shall be comprised of classroom as well as practice sessions administering interviews. The subcontractor is required to specify the recommended sequencing, duration, and content of field staff training as part of the technical approach. The subcontractor shall describe in their workplan a training schedule and their approach to assessing, facilitators, note takers supervisors and enumerators and survey database readiness to conduct data collection during and after the training. It is recommended that more facilitators, note takers, supervisors and enumerators be trained than will be required for any data collection activity, so top performers can be selected, and a pool of backup of supervisors, note takers, supervisors and enumerators be ready in case of need. ESS+ staff and representatives will assist with the training, may test, facilitators, note takers, supervisors and enumerators as needed and may require, at their discretion, replacement of facilitators, note takers, supervisors and enumerators deemed to be performing inadequately in training or in the field.

Piloting: Piloting will be done as part of staff training and will focus on the entire data collection process. In this way, it is different from the pre-test which is specifically focused on the tools themselves. This is meant to be a “real-life” practice of data collection. Every enumerator, facilitators and note taker that will participate in fieldwork will be required to adequately complete at least four interviews under the supervision of a supervisor. Enumerators will be required to adequately complete at least four interviews before being cleared for fieldwork. Subcontractor should organize all aspects of the pilots. After completing the pilot, Subcontractor shall hold debriefing sessions in which any difficulties or problems with the survey will be identified. Following piloting, it is not expected that major changes to the tool will be needed. Subcontractor will communicate any proposed changes to ESS+ and after approval the questionnaire will be modified. The final version of the instruments will be produced, eventually integrating minor changes suggested during the pilot, and shared with ESS+.

Fieldwork Tasks

All fieldwork activities including quality assurance call-backs will last four weeks. The Subcontractor must check all fieldwork carefully against documented minimum standards, and any cases that do not meet various quality control procedures (described below) will have to be removed from the final data

file. Any interviews removed for non-compliance with protocols will be readministered by the Subcontractor with no additional compensation.

Supervisors: At all times during training and data collection, Subcontractor will maintain a minimum supervisor to enumerator ratio. One supervisor may not supervise more than five enumerators across any of the three study components.

Callbacks: In the event that a respondent is not available for an interview, facilitator enumerators must make at least three additional attempts before the respondent can be considered unavailable. Each of these four attempts must be at different times of the day and at least one should be made on a weekend. All attempts must be clearly documented.

Communication: Throughout the project weekly meetings will be conducted between ESS+ and Subcontractor to discuss issues and the progress of the survey. During fieldwork there should be meetings held twice a week. It is the Subcontractor's responsibility to identify and communicate problems in all phases of the engagement with ESS+. Minor issues should be corrected on the spot, to the extent that they do not change the scope of services or cause an increase in costs. Larger problems should be raised to ESS+ and collaboratively discussed before taking any remediation measures, which may require a subcontract modification.

Quality Assurance

Subcontractor

Data Quality Assurance processes are required in real-time during all phases of this engagement. Most critically, Subcontractor is required to provide significant oversight of supervisors and enumerators during data collection. Subcontractor shall implement quality control measures to ensure a high level of enumerator performance. A full description of these measures and the results of the quality control must be included in the final technical report. Subcontractor shall ensure that every respondent can be matched to a questionnaire, an enumerator and facilitator. For each verification conducted, a brief verification form should be completed. ESS+ may request to review these forms. Subcontractor shall describe how they will conduct quality control during data collection, at minimum, following the requirements listed below.

Daily team debriefs: Subcontractor will schedule daily check-ins with facilitators, note takers supervisors, enumerators, and field staff to review any challenges faced, allow for questions and clarifications, and provide feedback to the wider group. These are especially important early in the data collection activity to ensure that proper interviewing habits are formed.

- Supervisor checks: Supervisors will check their teams' forms before they are submitted to the server, to ensure completeness and spot-check for errors.
- Accompaniment: Subcontractor Shall ensure that at least 5% of interviews (KII/GI, FGD and survey) are directly observed by a supervisor or other senior member of the team. All interviewers should be directly observed at least once during the first week of data collection. Observations will be summarized in an accompaniment form developed by the ESS+.

- Facilitator checks: Facilitators will check their teams' notes daily before they are submitted to the server to ensure completeness and spot-check for errors by randomly listening to 5-10 minutes of recording and check against notes.
- Co-enumeration: Subcontractor shall co-enumerate at least one interview per interviewer during the first two weeks of field work (fill in a duplicate version of the interview form concurrently during direct observation). Thereafter, at least 1% of interviews (KII/GI and Survey) should be co-enumerated. Subcontractors shall co-enumerate interviews for specific interviewers if requested by the ESS+ in response to issues detected during data quality checks.
- Back-checks: Subcontractor shall conduct face-to-face back-checks for the face-to-face interviews (survey) on 10% of the total sample. The sample for the backchecks will be provided by the ESS+. Back-checks will be administered using an instrument developed by the ESS+. Back-check surveys should not be made available to enumerators. Back-checks should be conducted by separate teams from the enumerators.
- Logbook: Enumerators should always record relevant information on what happens in the field, such as contact, call-back and re-visit details in a digital logbook (on tablet). ESS+ will approve the logbook before it is used in the field and data will be uploaded to the Social Impact server (as with interview data). The logbook should also contain all the information required for calculating response rates. This log should include information on all attempted contacts and visits. Information needed for response rate calculation for face-to-face survey includes total numbers of the following:
 - Not-eligible buildings (if the building does not contain at least one residential unit)
 - Unknown eligibility buildings (if the enumerator is unable to determine if the building contains at least one residential unit)
 - Households without an eligible respondent present (to which three subsequent attempts will be taken after which the building will be market as eligible, contact, no interview)
 - Households that respond with eligible individuals (on the first, second, or third attempt)
 - Refusals from eligible individuals (call or visit made to, but selected individual refuses to participate)
 - Survey terminations (survey begins, but never completed)
- Supervisors must provide a weekly report based on the information included in the logbook to the Subcontractor's headquarters for each of the communities they visit or call. Subcontractor will then relay this information to ESS+ in a weekly report.

ESS+

ESS+ will delegate a Program Manager (PM), Research Assistant (RA), an Assistant Team Leader (ATL), a Sector Specialist and a Team Leader (TL) to oversee the overall data collection process,

including reviewing deliverables, providing guidance and support in the data collection process, and conducting additional quality assurance. Subcontractor must work closely with Haiti ESS+ staff, providing updated information about logistics, plans, and insights during their supervision visits. ESS+ and Social Impact home office staff will perform independent Quality Assurance activities during the entire evaluation, including, at a minimum, the following actions:

- Survey programming quality control: ESS+ will program various quality control measures into the electronic survey. These may include speed limits, logic checks, or audio audits. The final set of quality control measures will be agreed upon by ESS+ and Subcontractor during preparations for data collection and finalization of the instruments.
- Independent weekly quality checks of the data downloaded directly from the server, summarizing any questions or feedback for Subcontractor from each check. Subcontractors will be required to respond to these questions within 1-2 business days of receiving them.
- Independent analysis of back-check data, summarizing any questions or feedback for Subcontractor from each check. Subcontractor will be required to respond to these questions within 1-2 business days of receiving them.

Respondent Protection & Data Security

Subcontractor is required to abide by ESS+ respondent protection and data security protocols (to be provided upon onboarding). Subcontractor will be given an opportunity to comment on the protocol and provide feedback that allows the ESS+ to better contextualize the protocol (without modifying ESS+ “required minimums”).

All field staff will be asked to sign a non-disclosure agreement (to be provided) signifying their understanding of ethical behavior in the field and proper handling of respondents’ confidential and private information, including personally identifiable information (PII). Subcontractor will ensure proper measures are taken in the field to monitor supervisors and enumerators’ behavior with respect to respondent protection and data security (including interviewing, handling of recording devices, etc.). Subcontractor will also be responsible for ensuring that detailed summary notes and other documentation do not include PII.

4. PERSONNEL REQUIREMENTS

The Sub-contractor must hire well-qualified field manager, facilitators and note-takers. Requirements for these positions are listed in the table below. Facilitators should have relevant experience conducting FGDs and KII in the health or related sector is highly preferred. All efforts should be made to ensure gender balance (50% female, 50% male) among facilitators, notes takers and enumerators. And all team members must be fluent in Creole and French. The Sub-contractor should prepare contingencies for the replacement of staff, such as hiring more staff than needed, should the need arise.

The Subcontractor must provide CVs for required team members (key personnel) positions as listed below, which meet the minimum qualifications specified. Subcontractor should also describe their recruitment strategy for other field staff and should specify the supervisors and enumerators that will conduct the activity. The ESS+ will consider alternate team compositions if Subcontractor identifies a

stronger, more cost-efficient approach. The ESS+ must approve the final composition and key personnel before the contract is awarded.

Table 3: Personnel

Key Personnel	Qualifications
Coordinator (1)	<ul style="list-style-type: none"> Required 5-10 years of relevant experience managing qualitative/quantitative data collection in Haiti. Required 3 years of experience in the Health sector. Ability to speak and write in English at a professional level is required.
IT personnel (1)	<ul style="list-style-type: none"> Three plus years' experience using survey CTO/design XML forms to design digital survey questionnaire. Experience in GIS and Mapping. Two plus years' experience of a statistical package vis. STATA.
Field Monitor ()	<ul style="list-style-type: none"> Five plus years' experience managing survey/data collection team in the field.
Facilitators ()	<ul style="list-style-type: none"> Required 3 years of relevant experience conducting FGDs/ and/or in-depth interviews in Haiti. Required 2 years in the Health sector.
Notetakers ()	Required 3 years of relevant experience in qualitative data collection exercises in Haiti
Supervisor ()	Required 3 years of relevant experience in data collection exercises in Haiti
Enumerators ()	Required at least 3 years of relevant experience in data collection exercises in Haiti.
Field Mobilizer ()	Required 1 year of relevant experience in facilitating implementation of data collection events (FGDs, KIIs and Survey) on the field.

5. DELIVERABLES

The subcontractor will be required to submit nine main deliverables, namely a (1) Work Plan (2) Instrument (3) Field Manuals, (4) Instrument translation (5) Pre-testing report (6) Training and Pilot Report, (7) Weekly Status Reports, (8) Summary notes and (9) Final Report.

General guidance is provided below:

- Work Plan: Work Plan:** Subcontractor is responsible for developing a detailed work plan and schedule within two weeks of subcontract award. The document will detail the following aspects of data collection approach: expected duration and sequencing of tasks, staffing/team composition, team roles/responsibilities, pre-testing approach, pilot approach, supervisor and enumerators training approach and data quality assurance protocols. The Work Plan should outline any areas for which Subcontractor requires support from the ESS+.

- **Instrument Revisions:** Subcontractor will submit feedback and suggested revisions on all instruments in keeping with the requirements detailed above.
- **Instrument Translation:** Subcontractor will submit translated versions of the instruments to ESS+ in keeping with the requirements detailed above.
- **Pre-testing Report:** This report will describe the activities undertaken during the pre-testing of the instruments and identify problems, solutions, and the way forward.
- **Field Manuals:** Subcontractor shall develop comprehensive manuals for facilitators, notetakers, supervisors, and enumerators, with input from the ESS+. The manuals will cover roles, responsibilities, and protocols for supervisors and enumerators in keeping with the requirements detailed above. The ESS+ must have a chance to review and approve the final manuals at least three business days prior to the start of training.
- **Training and Pilot Report:** All facilitators, note takers, supervisors and enumerators are required to receive training prior to data collection. This report will describe the activities undertaken during the training, and piloting, and identify problems, solutions, and the way forward.
- **Weekly Status Reports:** This report will cover activities undertaken during the period, progress made, challenges faced, strategies adopted to overcome such challenges, programming of upcoming activities for the next reporting period, and any identified risks related to upcoming activities.
- **Detailed Summary Notes of each FGD, KII and GI:** After each FGD, KII and GI, the team needs to meet to write detailed summary notes, which consist of a faithful detailed report of what was said during the interview, enriched with details from audio recording such as examples, illustrations, explanations, and direct quotes. The summary notes will remain the raw qualitative data to inform ESS+ about findings from the field. They must be in French, stay as close as possible to the recordings, and contain as many quotes as possible. The notes must be anonymized to protect participants' identities, and the Sub-contractor must provide a separate spreadsheet that lists who participated in each FGD, KII and GI with basic demographic data like age, gender, etc. Summary notes must be uploaded **daily** to the server.
- **Audio-recording:** The audio recording of each FGD, KII and RI must be submitted to ESS+ as a backup file that supports the summary notes. Audio recordings must be uploaded **daily** to the server.
- **Complete databases for each of the data collection activities (household survey, cross-validation visits to water providers, and cross-validations visits to sludge removal service providers),** in both excel and SPSS or STATA format, with detailed data dictionary with English translation for the open questions answers. The final datasets will include all revisions required by ESS+ stemming from QA checks outlined above. Subcontractor will provide English translations of all text responses, especially for “other, specify” fields, which will be recoded into existing or new responses categories or left in the “other” category as appropriate and under the guidance of the ESS+.
- **Final Report:** This report will describe the overall activities, limitations, challenges, modifications to the data collection protocols, data quality process, identification of any data quality issues, results and lessons learned. The Subcontractor team is required to submit to ESS+ the data in electronic format together with the final report.

6. GEOGRAPHIC LOCATION

The subcontractor will visit all 64 communes (catchment areas) where a health service delivery is located. The baseline locations are listed below in table 3:

TABLE 3: DATA COLLECTION BY COMMUNE

Department	Commune	Department	Commune
Artibonite	Dessaline	Nord-Est	Capotille
	Gonaives		Caracol
	Grand Saline		Carice
	Marmelade		Ferrier
	Saint Marc		Fort-Liberté
	Saint Michel		Mombin-Crochue
	Verrettes		Mont-Organisé
Centre	Belladère		Ouanaminthe
	Cerca-la-Source		Perches
	Hinche		Saint Suzanne
	Maïssade	Terrier Rouge	
	Savanette	Vallières	
	Thomonde	Nord-Ouest	Anse-à-Foleur
Grand-Anse	Abricot		Baie-de-Henne
	Corail		La Tortue
	Dame-Marie		Port-de-Paix
	Jeremie	Ouest	Arcahaie
Nippes	Anse-à-Veau		Cabaret
	Arnaud		Carrefour
	Grand-Boucan		Cité Soleil
	L'Asile		Cornillon
	Petit-Trou		Croix-des-Bouquets
	Plaisance du Sud		Delmas
Nord	Acul du Nord		Kenscoff
	Borgne		Petion Ville
	Cap-Haitien		Port-au-Prince
	Dondon	Thomazeau	
	La Victoire	Sud	Cavaillon
	Pignon		Ile-à-Vâche
	Plaine-du-Nord		Les Anglais
	Ranquitte		Les Cayes
	St Raphaël		Sud-EST