

# INVITATION TO TENDER

## HAITI

### July 2023

#### TENDER REFERENCE NO

#### “Statistical expert/Data Analyst Consultant\_ HT4132”

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**SUBMISSION DEADLINE: 4:00PM ON August 02, 2023**

**CLARIFICATION: 4:00PM ON July 28, 2023**

**BID SUBMISSION: [ht\\_proc@crs.org](mailto:ht_proc@crs.org)**

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#### **PART 1 : INVITATION TO TENDER**

- Introduction to CRS
- Project Overview and Requirements
- Award Criteria
- Instructions & Key Information

#### **PART 2 : CORE REQUIREMENTS AND SPECIFICATION**

Detailed description of CRS specific requirements (delivery dates / locations, etc).

#### **PART 3 : BIDDER RESPONSE DOCUMENT**

Template to be used to submit response to this Invitation to Tender.

## PART 1 – INVITATION TO TENDER

### 1. INTRODUCTION TO CATHOLIC RELIEF SERVICES

Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We are motivated by the Gospel of Jesus Christ to cherish, preserve and uphold the sacredness and dignity of all human life, foster charity and justice, and embody Catholic social and moral teaching as we act to:

PROMOTE HUMAN DEVELOPMENT by responding to major emergencies, fighting disease and poverty, and nurturing peaceful and just societies; and,

SERVE CATHOLICS IN THE UNITED STATES as they live their faith in solidarity with their brothers and sisters around the world.

As part of the universal mission of the Catholic Church, we work with local, national and international Catholic institutions and structures, as well as other organizations, to assist people on the basis of need, not creed, race or nationality.

For more than 60 years, CRS has worked in Haiti to tackle poverty, create more powerful and just societies, and help communities develop the knowledge, understanding, and skills to bring about desired change so they can drive their own recovery and development. Partnering with the Catholic Church, the Government of Haiti, and more than 200 faith-based and community-based organizations, our work includes:

- **Emergencies**
- **Education**
- **Health and Social Services**
- **Agriculture**
- **Partnership**

For more information on the work, we undertake and recent achievements, visit our [website](#).

### 2. PROJECT OVERVIEW

Item	Description
<b>Description of Services</b>	<b>Statistical Expert/Data Analyst Consultant</b>
<b>Outcome of Tender</b>	<i><b>Contract</b> – The successful vendor will be awarded a “contract” which will commit CRS to perform the consultant, statistical and data analyst services as defined in the contract at the agreed upon rates.</i>
<b>Duration of Award</b>	<i>The successful supplier will be awarded a contract to carry out the services for a duration of 2 months.</i>

Further detail on the specific requirements of the project (e.g, dates, specifications etc.) can be found in [Part 2 \(Core Requirements & Specifications\)](#) of this Tender Pack.

### 3. AWARD CRITERIA

CRS is committed to running a fair and transparent tender process and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated against three weighted categories of criteria: **Essential Criteria**, **Capability Criteria**, and **Commercial Criteria**.

#### 3.1 ESSENTIAL CRITERIA

Criteria which bidders **must** meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as 'Pass' / 'Fail'.

#### 3.2 CAPABILITY CRITERIA (60%)

Criteria used to evaluate the bidder's ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria.

#### 3.3 COMMERCIAL CRITERIA (40%)

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria.

### 4. VETTING

Successful bidders must be successfully vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), CRS may withdraw their award decision.

### 5. BIDDER INSTRUCTIONS

#### 6.1 TIMESCALES

Activity	Date
Issue Invitation to Tender	July 26, 2023
Deadline to respond to questions from Bidders	4:00PM, July 28, 2023
Deadline for Bid Submission	4:PM, August 02, 2023
Award Contact	August 12, 2023

The above dates are for indicative purposes only and are subject to change.

## 6.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT

Bidders wishing to submit a bid **must use the Bidder Response Document template in [Part 3](#) of this Tender Pack**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. Bidders may also be required to submit supporting documentation. Further instructions can be found within the document in Part 3 of this pack.

Bids can only be submitted via:

### Electronic Submission of Questions via Email

- Email should be addressed to **Port-au-Prince Procurement** at **ht\_pap\_procurement@crs.org**
- The subject of the email should be **“Questions / Statistical expert/Data analyst Consultant\_ HT4132/ – ‘Bidder Name’,**
- Do not copy other CRS email addresses into the email when you submit it as this will invalidate your bid.

### Electronic Submission of Bidders Response via Email

- Email should be addressed to **Port-au-Prince Procurement** at **ht\_pap\_procurement@crs.org**
- The subject of the email should be **“ITT/ Statistical expert/Data analyst Consultant\_ HT4132/Bidder Response – ‘Bidder Name’, ‘Date’”.**
- All attached documents should be clearly labelled so it is clear to understand what each file relates to.
- Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.
- Do not copy other CRS email addresses into the email when you submit it as this will invalidate your bid.

## 6.4 CLOSING DATE FOR BID SUBMISSION

Your bid must be received, no later than **4:00PM, August 02, 2023**

Bids must remain valid and open for consideration for a period of no less than 30 days.

## 6.5 KEY CONTACTS

All questions relating to the tender should be sent via email to:

Name	Email Address
Port-au-Prince Procurement	ht_pap_procurement@crs.org

Please be advised local working hours are << from 8:00 AM to 4:00 PM>>. Please allow up to <<2 day>> days for a response.

Where the enquiry may have an impact on other bidders within the process, Catholic Relief Services will notify all other Bidders to maintain a fair and transparent process.

## PART 2 – CORE REQUIREMENTS & SPECIFICATIONS

### AYITI Pi Djanm

#### Scope of Work

#### Statistical expert | Data analyst Consultant

#### Project Overview

Ayiti Pi Djanm (“a Stronger Haiti”) is a five-year project that is reaching nearly 90,000 participants and more than 17,000 households across 12 communes in the Sud and Nord-Est departments: to improve food and nutrition security and resilience to shocks. Recognizing that families exist in a larger social environment and do not build resilience alone, the consortium led by Catholic Relief Services (CRS) is partnering with communities to build resilience capacities at the household and community levels, as well as transformative capacity at structural levels. The project features an innovative market system approach that uses Title II commodities to catalyze private sector investments that will help develop locally produced foods and create new agricultural livelihood opportunities.

The project features an innovative market system approach that uses Title II commodities to catalyze private sector investments that will help develop locally produced foods and create new agricultural livelihood opportunities. This strategy will close the consumption gaps of vulnerable households and individuals, enhance impact across all three RFSA purposes, maximize efficiency of US Government resources, and create transformational change by driving demand and increasing the supply of nutritious foods in local markets. In tandem, *Ayiti pi Djanm* will prioritize the most vulnerable households for layered, targeted and sequenced programming designed to **strengthen the agency and capacities of all household members** with complementary skills and thus strengthen the whole household’s food security and resilience.

#### Purpose

By the end of the fiscal year, August to September a participant base survey will be conducted to measure the progress made by Ayiti Pi Djanm since the inception workshop to date, i.e., from April 22 to September 23 against the set annual targets outlined in the project’s indicators table. The focus of the survey is on achievement of outcome indicators. The specific objectives of the Participant based sample survey are:

- a) Determine the percent or total values of the outcome indicators that are measured at the participant level.
- b) To establish the indicators performance and progress towards realization of Ayiti Pi Djanm ’s intended outcomes.

To capture evidence from Ayiti Pi Djanm implementation that will guide review of theory of change and identify learning that can be scaled within the project.

#### Survey Type

The annual survey will be a descriptive survey design in support of annual monitoring. The survey comprises of two distinct, but related data collection processes as follows:

1. Routine participant-based survey: This targets KAP and agriculture indicators and will be collected regularly at the end of each cohort participant.
2. Annual participant-based survey: This targets other sample frames whose outcome changes are expected annually and will be collected in August |September of each year.

### Geographic scope of survey

The annual survey will focus on the implementation area, 4 communes in south: Roche a bateau, Coteaux, Port a Piment Chardonniere, and 8 Communes in Nort East: Grand Bassin-Terrier Rouge, Sainte Suzanne, Fort Liberte, Mont Organise, Carice, Monbin Crochu, Valliere.

### Survey population of participants

The study population of PaBS will be the Ayiti Pi Djanm beneficiaries who have received the intervention from the project inception to date. The sampling frame for the survey will be taken from the updated list of beneficiary registration from Commcare. Beneficiaries targeted by Ayiti Pi Djanm interventions can be categorized into key sector: Community wide services including provision of Cash and food vouchers food vouchers, ii) Individuals who are enrolled into groups of common interests (farmers group: FLCs, health and nutrition community consultancy group: Care group) individual who are enrolled in women and youth empowerment activities: Household dialogue beneficiaries, and Youth entrepreneur training. Participants targeted by Ayiti Pi Djanm interventions can be categorized into key sector: Community wide services including provision of cash and food vouchers, ii) Individuals who are enrolled into groups of common interests (FLCs, Care Groups), and iii) individuals who are enrolled in women and youth empowerment activities (Household dialogue beneficiaries, and Youth entrepreneur training).

**TABLE I PABS SAMPLE FRAMES**

Key interventions	# of participants enrolled in Y2
All project beneficiaries	2800
Farmer Learning Communities [Male aged 15-29 and 29+; and female aged 15-29 and 29+]	928
Sorghum farmers [Male aged 15-29 and 29+; and female aged 15-29 and 29+]	900
Integrated Care Group members [Male and Female]	2400
Household dialogue beneficiaries [Female aged <19 and 19+]	400
Safe Space Club and Household Dialogue beneficiaries [Male and Female]	360
Youth entrepreneurs [Male and Female]	300

### Indicators Under Study

The tables below show the indicators measured through the PaBS. It shows indicator type, and interventions for each indicator under the survey. Please Annex V with all the PIRS for these selected indicators.

**TABLE 2 I: LIST OF ANNUAL PABS INDICATORS UNDER THE SURVEY**

Indicator #	Indicator	Indicator reference	Intervention
12	PM36: Index of social capital at the household level	BHA	All
14	PM09: Number of hectares under improved management practices	BHA	FLC, Sorghum farmers

Indicator #	Indicator	Indicator reference	Intervention
	or technologies with USG assistance		
15	PM16: Number of individuals in the agri-food system who have applied improved management practices or technologies with USG assistance	BHA	FLC, sorghum farmers
16	C1: Mean and median Reduced Coping Strategy Index (rCSI) score	BHA	ALL
19	PM12: Number of hectares under improved management practices or technologies that promote improved climate risk reduction and/or natural resources management with USG assistance	BHA	FLC
24	C5: Number of farmers reporting adequate access to resources to implement sustainable production strategies	Custom	FLC, Sorghum farmers
30	C6: Percentage of individuals with adequate knowledge and positive attitudes towards key natural resource management and agricultural production practices [Knowledge; NRM]	Custom	FLC,
35	C8: Percent of women of reproductive age consuming a diet of minimum diversity (MDD-W)	Custom	ICG
39	C9: Percent of children 6–23 months receiving a minimum acceptable diet (MAD)	Custom	ICG
40	C10: Prevalence of exclusive breastfeeding of children under six months of age	Custom	ICG
41	C11: Percentage of individuals with adequate knowledge and positive attitudes and practices of key nutrition and IYCF behaviors promoted by APD [Knowledge; IYCF]	Custom	ICG
48	C14: Percentage of caregivers who reported an adequate access to resources for practicing key nutritional behaviors	Custom	ICG
49	C15: Percentage of individuals with adequate knowledge and positive attitudes and practices related to gender dynamics and women's empowerment [Practices, Shared division of household tasks]	Custom	HHD
50	PM15: Yield of targeted agricultural commodities among program participants with USG assistance	BHA	FLC, Sorghum
52	C17: Percentage of women and adolescent girls reporting a decrease in physical stress and illness as a result of APD activities	Custom	HHD, SSC
53	C18: Percentage of women who reported a decrease of SGBV within the community as a result of APD activities	Custom	HHD, SSC
55	C20: (GNDR-7) Percentage of participants that view Gender-Based Violence (SGBV) as less acceptable after participating in or being exposed to USG programming	Custom	HHD, SSC
79	PM14: Number of farmers who practiced value chain activities with USG assistance:	BHA	FLC, sorghum farmers
83	C23: Percent of participants reporting an increase in income as a result of USG assistance	Custom	Youth entrepreneur
85	C24: Percentage of households with an adequate knowledge and positive attitudes and practices related to financial services and entrepreneurship	Custom	Youth entrepreneur

## Objectives

APD is seeking for a data analyst consultant to support with The primary goal of the assignment is to manage, process, and analysis the data that will be collected. The task involves data treatment explicitly, cleaning, processing, analyzing (descriptive, cross-tabulation, correlation, bivariate, multivariate, and regression analysis, weighting, etc.), and conducting various statistical tests such as confidence intervals and significance tests, p-value tests, standard deviations that generate accurate outputs.

The table below shows consultant responsibility.

**TABLE 3: SCOPE OF WORK FOR DATA ANALYST CONSULTANT**

No.	Activities	Responsibility
	Data analysis, production of estimates, and report writing	
	○ Responding to all data queries during analysis and reporting	Consultant
	○ Calculation and use of sampling weights	Consultant
	○ Production of estimates and disaggregates of indicators that ensure complex sample design considered	Consultant
	○ Production of confidence intervals and standard errors of indicator estimates	Consultant
	○ Development of dashboard in Power BI by sector	Consultant
	○ Submission of the report with findings to CRS	Consultant
	○ Submission of documented data sets and syntax/do files to CRS	Consultant
	○ Share of documented data sets where the identity of individual participant respondents has been anonymized or otherwise had their confidentiality protected	Consultant

## Deliverables include:

- All data files in R or STATA format (sampling frame[s], raw data sets, transformed data sets and syntax, edit rules, code book/data dictionary, sampling weights). The data sets must have all personally identifiable information removed. A version of the data sets must be provided in CSV format in accordance with the USAID Open Data Policy; data sets should not be provided in a format generated by proprietary software.
- A power BI dashboard developed by sector that show indicators results and appropriate desegregation.

## Timeline

The duration of performance of this consultancy will be 2 months: August and September

Activity	Month 1				Month 2			
	w1	w2	w3	w4	w1	w2	w3	w4
Contact signature								
Familiarization with key documents (IPTT and PIRS)								
Review data quality control protocol								
Develop a data analysis Plan								
Data cleaning								
Data processing and analysis								



## PART 3 – BIDDER RESPONSE DOCUMENT

### I. INTRODUCTION

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 4 sections detailed below:

- [Section 1 – Essential Criteria](#)
- [Section 2 – Capability & Sustainability Questions](#)
- [Section 3 – Commercial Questions](#)
- [Section 4 – Bidder Submission Checklist](#)

**The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission.**

### 2. INSTRUCTIONS

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by CRS. If a Bidder wishes to add further information, this is acceptable, but the additional information should be limited to only items that are relevant to the tender.

- For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
- If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
- If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Catholic Relief Services through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

## SECTION 1 - ESSENTIAL CRITERIA

**INSTRUCTIONS – Bidders are required to complete all sections of the below table.**

Question	Bidder Response	
	Yes / No	Comments / Attachments
<p>Bidder is certified and registered to operate by governing law of the Haitian Government.</p> <p><b>Bidder must provide a copy of the legal documents allowing them to operate in Haiti.</b></p>		
<p>The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that CRS will undertake independent checks to validate this.</p>	Yes / No	Comments
<p>The Bidder confirms it is fully qualified, licenses and registered to trade with Catholic Relief Services (including compliance with all relevant local Country legislation).</p> <p>This includes the Bidder submitting the following requirements (where applicable):</p> <ul style="list-style-type: none"> <li>- Legitimate business address</li> <li>- Tax registration number &amp; certificate (NIF)</li> <li>- Business registration certificate (Patente)</li> <li>- Trading license</li> </ul>	Yes / No	Comments
	Requirement	Bidder Response / Attachments
	<i>Legitimate Business Address</i>	
	<i>Tax Registration Number &amp; Certificate</i>	
	<i>Business Registration Certificate</i>	
	<i>Trading License</i>	

## SECTION 2 – CAPABILITY QUESTIONS

**Instructions – Bidders are required to complete all sections of the below table.**

Item	Question	Bidder Response		
		Client Name	Contact Details (Name & Email)	Project Description
1	REFERENCES			

	<p>Bidder shares two (2) examples of their experience in providing services similar to those included within the scope of this tender. Examples provided must be for similar projects within a similar environment / context to that in which Catholic Relief Services operates, and within the last two (2) years.</p> <p><i>(Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Catholic Relief Services)</i></p>	1)		
		2)		
2	<p>The tenderer must have at least three years of experience in providing statistical consulting services for NGOs</p>	Bidder Response		Attachment(s)
3	<p>Bidder must Have adequate, experienced staff for the assignment.</p> <p>Provide staff curriculum as attachments</p>	Bidder Response		Attachment(s)

**NB: Bidder must provide a full presentation of their company along with a technical offer as part of Submission package**

### SECTION 3 – Detailed Budget

SERVICE	SPECIFICATION	QUANTITY	UNIT PRICE	TOTAL PRICE
OTHER COMMERCIAL CONSIDERATIONS				
Duration for which pricing can be fixed				

### SECTION 4 – BIDDER SUBMISSION CHECKLIST

We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:		
No	Section	Please Tick
1.	Section 2 – Essential Criteria	
2.	Section 3 – Capability & Questions	
3.	Section 4 – Commercial Questions	
We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:		
Section	Required Document / Evidence	Please Tick
Essential Criteria Evidence	Proof of legitimate business address	
	Copy of tax registration number & certificate	
	Copy of business registration certificate	

<b>Capability Criteria Evidence</b>	Completed Bidder Response Document	
	Supporting Financial Documents	
	Presentation of Company and technical offer	
<b>Commercial Criteria Evidence</b>	Detailed budget	

<b>We, the Bidder, hereby confirm we compliance with the following policies and requirements:</b>		
<b>Policy</b>	<b>Policy / Document</b>	<b>Signature</b>
CRS code of conduct for Suppliers	 Code Conduite CRS.pdf	

We confirm that Catholic Relief Services may in its consideration of our offer, and subsequently, rely on the statements made herein.

Signature: .....

Name: .....

Title: .....

Company: .....

Date: .....