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Standard  
Procurement Documents

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**Expression of Interest**

1st Edition

December 2020



Project Management Unit, Gwadar-Lasbela Livelihoods Support Project – Phase II (GLLSP-II)

**Expression of Interest**

for

Consulting Services for Baseline Survey

Ref No:PP2021-22/Consulting/21

**Issue Date:** August 16, 2022

**Foreword**

This document has been prepared by Project Management Unit, Gwadar-Lasbela Livelihoods Support Project – Phase II (GLLSP-II) and is based on the 1st edition of the IFAD-issued standard procurement document for expression of interest available at [www.ifad.org/project-procurement](http://www.ifad.org/project-procurement). This bidding document is to be used for the procurement of services using Quality and Cost based Selection (QCBS)in projects financed by IFAD.

IFAD does not guarantee the completeness, accuracy or translation, if applicable, or any other aspect in connection with the content of this document.

**Instructions to Consultants[[1]](#footnote-1)**

**Reference Number:** PP2021-22/Consulting/21

**August 06, 2022**

**Consulting Services for Baseline Survey**

1. The Islamic Republic of Pakistan has received has received financing from the International Fund for Agricultural Development (“the Fund” or “IFAD”) towards the cost of Gwadar-Lasbela Livelihoods Support Project – Phase II (GLLSP-II(“the client” or “procuring entity”), and intends to apply part of the proceeds for the recruitment of consulting services, for which this REOI is issued.

The use of any IFAD financing shall be subject to IFAD’s approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD’s rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with Gwadar-Lasbela Livelihoods Support Project – Phase II (GLLSP-II

1. This request for expressions of interest (REOI) follows the general procurement notice that appeared in national news papers
2. The client now invites expressions of interest (EOIs) from legally constituted consulting firms (not individual consultants) (“consultants”) to for Consultancy Services for Feasibility Studies and Design of Jetties and, Allied Infrastructure. More details on these consulting services are provided in the preliminary terms of reference (PTOR) attached as **Annex 1**. The consultant may sub-contract selected activities provided that said services do will not exceed 20% of the total consultancy work.
3. Before preparing its EOIs, the consultant is advised to review the preliminary terms of referenceattached as **Annex 1**, which describe the assignment and **Annex 2** that details the evaluation of the technical qualifications.
4. The consultant shall not have any actual, potential or reasonably perceived conflict of interest. A consultant with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. A consultant including their respective personnel and affiliates are considered to have a conflict of interest if they a) have a relationship that provides them with undue or undisclosed information about or influence over the selection process and the execution of the contract, b) participate in more than one EOI under this procurement action, c) have a business or family relationship with a member of the client’s board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of this expression of interest, (ii) the selection process for this procurement, or (iii) execution of the contract. The consultant has an ongoing obligation to disclose any situation of actual, potential or reasonably perceived conflict of interest during preparation of the EOI, the selection process or the contract execution. Failure to properly disclose any of said situations may lead to appropriate actions, including the disqualification of the consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations[[2]](#footnote-2).
5. All consultants are required to comply with the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (hereinafter, “IFAD’s Anticorruption Policy”) in competing for, or in executing, the contract.
   1. If determined that a consultant or any of its personnel or agents, or its sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and/or any of their personnel or agents, has, directly or indirectly, engaged in any of the prohibited practices defined in IFAD’s Anticorruption Policy or integrity violations such as sexual harassment, exploitation and abuse as established in IFAD’s Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse[[3]](#footnote-3) in competing for, or in executing, the contract, the EOI may be rejected or the contract may be terminated by the client.
   2. In accordance with IFAD’s Anticorruption Policy, the Fund has the right to sanction firms and individuals, including by declaring them ineligible, either indefinitely or for a stated period of time, to participate in any IFAD-financed and/or IFAD-managed activity or operation. The Fund also has the right to recognize debarments issued by other international financial institutions in accordance with its Anticorruption Policy.
   3. Consultants and any of their personnel and agents, and their sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and any of their personnel and agents are required to fully cooperate with any investigation conducted by the Fund, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to this selection process or the execution of the contract and to have such accounts, premises, records and documents audited and/or inspected by auditors and/or investigators appointed by the Fund.
   4. Consultants have the ongoing obligation to disclose in their EOI and later in writing as may become relevant: (i) any administrative sanctions, criminal convictions or temporary suspensions of themselves or any of their key personnel or agents for fraud and corruption, and (ii) any commissions or fees paid or to be paid to agents or other parties in connection with this selection process or the execution of the contract. As a minimum, consultants must disclose the name and contact details of the agent or other party and the reason, amount and currency of the commission or fee paid or to be paid. Failure to comply with these disclosure obligations may lead to rejection of the EOI or termination of the contract.
   5. Consultants are required to keep all records and documents, including electronic records, relating to this selection process available for a minimum of three (3) years after notification of completion of the process or, in case the consultant is awarded the contract, execution of the contract.
6. The Fund requires that all beneficiaries of IFAD funding or funds administered by IFAD, including the client, any consultants, implementing partners, service providers and suppliers, observe the highest standards of integrity during the procurement and execution of such contracts, and commit to combat money laundering and terrorism financing consistent with IFAD’s Anti-Money Laundering and Countering the Financing of Terrorism Policy.[[4]](#footnote-4)
7. **Procedure**: the selection process will be conducted using Quality and Cost based Selection (QCBS) as laid out in the IFAD Procurment Handbook that can be accessed via the IFAD website at [www.ifad.org/project-procurement](http://www.ifad.org/project-procurement). The client will evaluate the EOIs using the criteria provided in **Annex 2**. The shortlisted consultant(s) will be provided with the detailed TORs and asked to submit a detailed technical and financial offer. The evaluation will include a review and verification of qualifications and past performance, including a reference check, prior to the contract award.
8. Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.
9. Any request for clarification on this EOI including the PTOR should be sent via e-mail to the address below procurement@gllsp.org.pk no later than *1400 PST on August 26, 2022.* The client will provide responses to all clarification requests by 17:00 PST August 29, 2022
10. **Submission Procedure:** please submit your expression of interest using the forms provided for this purpose. Your EOI should comprise one (1) original copy of each EOI form annexed to this document. EOIs shall be submitted to the address below no later than 1400 PST on September 1, 2022

**Project Director,**  
Gwadar Lasbela Livelihoods Support Project Phase – II,   
Room# 37, Block# 14 (Basement), Civil Secretariat Balochistan, Quetta-87300, Pakistan  
Tel: +92 -81- 9202641 E-mail: procurement@gllsp.org.pk

Yours sincerely,  
Project Director, Gwadar Lasbela Livelihood Support Project Phase – II,   
Room# 37, Block# 14 (Basement), Civil Secretariat Balochistan, Quetta-87300, Pakistan

**Form EOI-1**

**EOI Submission Form**

*[Location, date]*

Project Director, Project Management Unit (PMU), Gwadar-Lasbela Livelihoods Support Project Phase – II (GLLSP-II), Planning and Development Department, Government of Balochistan.

**Re:** Consulting Services for Baseline Survey **Ref:** PP2021-22/Consulting/21

We, the undersigned, declare that:

1. We are expressing our interest in providing the consulting services for the above-mentioned assignment and have no reservations to the REOI, the instructions to the consultants and any addenda thereto*.*
2. Our expression of interest is open for acceptance for a period of ninety (90) days.
3. Our firm, its associates, including any subcontractors or suppliers for any part of the contract, have not been declared ineligible by the Fund and have not been subject to sanctions or debarments under the laws or official regulations of the client’s country or not been subject to a debarment recognized under the Agreement for Mutual Enforcement of Debarment Decisions (the "Cross-Debarment Agreement")[[5]](#footnote-5), beyond those declared in paragraph 9 of this EOI submission form.
4. We acknowledge and accept the IFAD Revised Policy on Preventing Fraud and Corruption in its Activities and Operations. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any prohibited practices as provided in ITC Clause 6. Further, we acknowledge and understand our obligation to report to [anticorruption@ifad.org](mailto:anticorruption@ifad.org) any allegation of prohibited practice that comes to our attention during the selection process or the contract execution.
5. No attempt has been made or will be made by us to induce any other consultant to submit or not to submit an EOI for the purpose of restricting competition.
6. We acknowledge and accept the IFAD Policy on Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any sexual harassment, sexual exploitation or abuse. Further, we acknowledge and understand our obligation to report to [ethicsoffice@ifad.org](mailto:ethicsoffice@ifad.org) any allegation of sexual harassment, sexual exploitation and abuse that comes to our attention during the selection process or the contract execution.
7. The following commissions, gratuities, or fees have been paid or are to be paid with respect to the selection process: *[Insert complete name of each recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity.]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Recipient | Address | Reason | Amount | Currency |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

(If none has been paid or is to be paid, indicate “none.”)

1. We declare that neither our consulting firm nor any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners have any actual, potential or perceived conflict of interest as defined in ITC Clause 5 regarding this selection process or the execution of the contract. *[insert if needed: “other than the following:” and provide a detailed account of the actual, potential or perceived conflict].* We understand that we have an ongoing disclosure obligation on such actual, potential or perceived conflicts of interest and shall promptly inform the client and the Fund, should any such actual, potential or perceived conflicts of interest arise at any stage of the procurement process or contract execution.
2. The following criminal convictions, administrative sanctions (including debarments) and/or temporary suspensions have been imposed on our consulting firm and/or any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Nature of the measure (i.e., criminal conviction, administrative sanction or temporary suspension) | Imposed by | Name of party convicted, sanctioned or suspended (and relationship to the consultant) | Grounds for the measure (i.e., fraud in procurement or corruption in contract execution) | Date and time (duration) of measure |
|  |  |  |  |  |
|  |  |  |  |  |

If no criminal convictions, administrative sanctions or temporary suspensions have been imposed, indicate “none”.

1. We acknowledge and understand that we shall promptly inform the client about any material change regarding the information provided in this EOI submission form.
2. We further understand that the failure to properly disclose any of information in connection with this EOI submission form may lead to appropriate actions, including our disqualification as consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.
3. We understand that you are not bound to accept any EOI that you may receive.

|  |  |
| --- | --- |
| *[Authorized signatory]* |  |
| *[Name and title of signatory]* |  |
| *[Name and address of firm]* |  |

Form EOI-2   
Organization of the Consultant

**Re:** Consulting Services for Baseline Survey GLLSP-II **Ref:** PP2021-22/ Consulting/21

*[Provide a brief description of the background and organization of your firm/entity and of each associated firm for this assignment. Include the organization chart of your firm/entity. The EOI must demonstrate that the consultant has the organizational capability and to carry out the assignment. The qualifications document shall further demonstrate that the consultant has the capacity to field and provide experienced replacement personnel on short notice. Key staff CVs are not required at the shortlisting stage.]*

|  |  |
| --- | --- |
| Name of the firm |  |
| Date of establishment |  |
| Country of registration |  |
| Full address of the firm |  |
| Focal point: name, position, contact information (telephone, email): | Name: |
| Tel: |
| Email: |
| Number of branches in the country |  |
| Country(ies) of operations with number of branches in each country |  |
| Number of full-time employees |  |
| Number of part-time employees |  |
| Field(s)of expertise of the firm |  |
| Number of professional staff with experience related directly to the assignment |  |
| Subsidiary and associated companies (*wherever applicable*):  (Details in the following format to be provided for all associates) –   * 1. Name of the company   2. Nature of business   3. Address of the company   4. Website of the company   5. Brief description of company (maximum of 120 words) |  |
| Any other information that the consultant would like to add: |  |

**Maximum 10 pages**

Form EOI-3

Experience of the Consultant

**Re: Consulting Services for Baseline Survey Ref:** PP2021-22/Consulting/21

*[Using the format below, provide information on each relevant assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under the preliminary terms of reference included in this EOI. The EOI must demonstrate that the consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.*

***Maximum 20 pages]***

|  |  |
| --- | --- |
| Assignment name: | Approx. value of the contract (in current US$): |
| Country: Location within country: | Duration of assignment (months): |
| Name of client: | Total No. of staff-months of the assignment: |
| Address, and contact details (including email address(es)): | Approx. value of the services provided by your firm under the contract (in current US$): |
| Start date (month/year): Completion date (month/year): | No. of professional staff-months provided by associated consultants: |
| Name of associated consultants, if any: | Name of proposed senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project director/coordinator, team leader): |
| Narrative description of project: | |
| Description of actual services provided by your staff within the assignment: | |

Name of Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNEX 1**

**Terms of Reference (TOR)**

Consulting Services for Baseline Survey under Gwadar-Lasbela Livelhoods Support Project – Phase II (GLLSP – II)

**1. Client**

The client for this assignment is Project Management Unit, Gwadar-Lasbela Livelhoods Support Project – Phase II (GLLSP – II)

**2. Country background**

Pakistan is a lower-middle income country with its services sector (59%) being the largest contributor to the economy, followed by agriculture (21%) and industry (20%). The country’s economic growth made a slow and steady recovery during 2014 to 2018 but has since then decelerated and projected to be around 2.5 per cent during 2019-20. Pakistan was ranked 23rd in terms of fragility among 178 states. With a total population of 207.8 million, the country is the 6th most populous in the world with around 60 percent of population living in rural areas and having its workforce largely (38%) employed in agriculture. Pakistan continues to face significant human development challenges (ranked 150 out of 189 countries). Around 32 percent of young people are literate and another six percent having any technical skills. Women in rural areas of Pakistan are considerably disadvantaged with respect to disparities in access to resources, services and rights.

**3. Background on project:**

The proposed project (GLLSP II) is a second phase of the IFAD Funded Gwadar-Lasbela Livelihood Support Project. The GLLSP II will consolidate the results already achieved and will geographically cover the same two districts i.e. Gwadar & Lasbela. The target districts have high levels of poverty. The area is predominantly rural where households (around 133,000 in total) depend mainly on agriculture, livestock and fisheries resources exploited in an unsustainable manner. Women are socially and economically disadvantaged and the present status of nutrition and food security is alarming. Investments in the development of youth skills remain low. There is considerable potential for development of fisheries, livestock and agriculture as well as youth empowerment with the right combination of infrastructure, human development and value chain investments.

The Project will benefit around 100,000 hhs and cover the overall 400 villages of the two districts during a six-year implementation period. The GLLSP II Development Objective is “to sustainably increase the incomes and enhance the livelihoods of the rural poor fisherfolk’s and agricultural households in the project area”. It will benefit around 100,000 hhs and cover the overall 400 villages of the two districts during a six-year implementation period.

**5. Overall project objective:**

The Project Development Objective is “to sustainably increase the incomes and enhance the livelihoods of the rural poor fisherfolk’s and agricultural households in the project area”.

GLLSP II objective and interventions are aligned with at least seven SDGs including Poverty (SDG 1), Zero Hunger (SDG 2), Gender Equality (SDG 5), Clean Water and Sanitation (SDG 6), Affordable and Clean Energy (SDG 7), Reduced Inequalities (SDG 10) and Climate Action (SDG 13).

**4. Background and Objective of the assignment:**

The consulting services include technical assistance to Project Management Unit (PMU), Planning and Development Department, Government of Balochistan in conducting a household, fishermen (farmers) group and village level survey in the focus districts.  The firm will work in close collaboration with local counterparts and the project team in the development and supervision of all phases of data collection for the household survey. The main objective of this consultancy is to collect, via face-to-face interviews, data at the household, farmers’ and fishermen groups and village level as well as other project stakeholders that will serve as the baseline for an evaluation of the overall impact of GLLSP-II.

The key focus of the baseline study is to establish benchmarks to track progress of key project development objective indicators and all indicators in the result framework at individual, household, village levels, fisherman income, wastage, cooperative businesses, SDG’s indicator align with project and project implementing agencies through qualitative and quantitative data collection and analysis.

**3. Concise Statement of objectives of the assignment:**

The Project Management Unit (PMU), Gwadar-Lasbela Livelihoods Support Project – Phase II (GLLSP-II) tend to recruit a firm to conduct a baseline survey in intervention 359 villages, 40 union councils in two districts.

Specifically, key project indicators of the projects to be considered include:

* Of target group household (extremely poor; poor, near poor, reporting enhanced resilience (clarification is needed);
* % Of household below Poverty line
* No. of households with improvement in household assets and income
* Corresponding number of households reached
  + Women-headed households - Households
  + Non-women-headed households - Households
* No. of organized villages with access to annual government development funding for their development plans
  + Organized villages - Percentage (%)
* Increase in a sustainable manner the incomes and enhance the livelihoods of rural poor fisherfolk and agriculture households in the project area
* No. of small holder farmer and fishermen hhs reporting improved incomes and food security
* Women reporting improved quality of their diets
* Number of kitchen garden relates to nutrition-based
* % Of households reporting an increase in sale of farm products
* Household resilience relates to climate change and technology adaptation
* Rural producers accessing production inputs and/or technological packages
* Percentage (%) Women reporting improved quality of their diets – (this is a proxy indicator for community health (see also indicator in the log-frame)
* Total persons (male/female) - Percentage (%) Individuals demonstrating an improvement in empowerment
* % Households reporting adoption of new/improved inputs, technologies or practices;
* Persons reporting improved knowledge, attitudes and practices on nutrition
* % Of women reporting improved quality of their diet assesses by % of women meeting the Minimum Dietary diversify Score (women consume at least five out 10defiened food group daily.
* Persons trained in income-generating activities or business management
* Persons trained in IGAs or BM (total) - Number of people
* % Of households reporting improved physical access to markets, processing and storage facilities
* Small fisherfolk benefit from upgraded and inclusive value chain leading to reduced waste and improved incomes"
  + % of reduction wastage of fish catch
  + % Of households reporting an increase in production
  + % Of Rural producers’ organizations engaged in formal partnerships/agreements or contracts with public or private entities
* Persons trained in production practices and/or technologies
* Persons in rural areas accessing financial services

**4. Main activities are:**

* Review of secondary data collect during Phase one, village assessment and fishermen profiling in both districts.
* Develop a sample of households and other tools/material to ensure the proper identification of households in the field.
* Develop a data entry system that allows for data errors to be identified as data are entered.
* Piloting of questionnaires. The pilot sample households will be from the project areas but cannot be any of those included in the survey itself.
* Training of field staff with fieldwork beginning immediately upon completion of training.
* Data entry will be performed concurrently with fieldwork. There will be double entry of all questionnaires.
* Sample size will be determined by the consulting firm in an agreement with project and Planning and Development Department, Government of Balochistan, and the IFAD support team. The sample size must be at least 5 percent of the target households to be supported by the project.
* Project is aligned with at least seven SDGs including Poverty (SDG 1), Zero Hunger (SDG 2), Gender Equality (SDG 5), Clean Water and Sanitation (SDG 6), Affordable and Clean Energy (SDG 7), Reduced Inequalities (SDG 10) and Climate Action (SDG 13). The consult collects baseline data against Sustainable Development Goals (SDGs) indicators which are associated with project objectives and activities.

# **5. Tasks of the consulting team:**

This consultancy is responsible for conducting a household, Famers (farmers’ group & fishermen’s group) and village level survey in the two districts. The firm will work in close collaboration with local counterparts and the project team in the development and supervision of all phases of data collection for the household survey. Specifically, the firm will be responsible for the following aspects of the household survey:

## 

## **5.1 Questionnaire Development**

* Developing; Piloting, translating and finalizing household and community questionnaires
* Obtaining approval of questionnaires from Project Management Unit (PMU), Gwadar-Lasbela Livelihoods Support Project – Phase II (GLLSP-II) and the IFAD support team
* Printing of questionnaires

***Specific details of questionnaire development include:***

The firm will be responsible for developing questionnaires and other study tools in both English and Urdu languages, including but not limited to:

* Household level questionnaire
* Farmer/farmer or fishermen groups questionnaires:
* Village level questionnaires (overall data from villages organization about village profile relates to cultivation; irrigated areas; Irrigation schemes; number of population; male and female, total yield produced and sold out seasonally/annually and other relates information.
* Other project stakeholders: Departments, Implementation Partners, etc.

The questionnaires and study tools will comprise quantitative data collection through various survey techniques such as structured questionnaires, semi-structured questionnaires, interview guidelines, focal group discussions etc.

The firm will be responsible for piloting the draft survey carrying out the questionnaires and farmers association/farmers ‘groups level questionnaires in the focus districts. The specific locations are left to the discretion of the firm; but may not be used in actual survey.

After pilot testing of the questionnaires the firm will debrief interviewers, examine the data set and make proposals for changes. After discussion with PMU, the final version of the questionnaires and other study tools will be approved. The firm will produce the final version of the questionnaires in both English and Urdu languages.

## **5.2 Sample design**

* Select a sample of households for the household survey.
* The sampling will be based on statistical data or census on enumeration areas (EAs) in and adjacent to the project areas. A probability sample of these EAs will be selected (with 2 third within the project area and one third outside).
* A listing operation in each of the selected EAs will be carried out simply to record every household and the number of people in each household. The listing operation will be a separate operation from the interviewing operation.
* From this listing of all households in the selected EAs, a probability random sample of households will be selected.
* Prepare materials for field staff with maps, names of household heads and any other identifying characteristics of the selected households.
* Develop clear protocols for replacement of households and to collect basic information on refusing households or those than cannot be found.
* Calculation of sampling weights following data collection taking into accounts the original sample design and any non-response.

***Household Listing***

* In the selected districts and villages, the firm will carry out a basic listing operation designed to determine the actual complete and up-to-date list of all households residing in the target villages as the size of these households. No other information will be collected to ensure that this activity can be done as quickly as possible.
* Data will be entered into database system that can be used for final household sample selection. This operation must, then, be done prior to the start of interviewing.

***Sample size***

* The sample size will be determined by the location of the target villages. Representative/head of households in the target villages will be considered as project households for interview while the members of villages in the vicinity will be considered as control households. The firm will be responsible for the construction of the sample based on the listing exercise carried out on the selected districts and villages.

**Weights**

* The firm will be required to calculate the sample weights for the finished dataset. The weights should correct for unequal selection possibilities, non-response, and to adjust the dataset to match population statistics from the 2017 National Census in terms of gender and age group in the district.

## **5.3 Team Composition**

* Recruitment of a team leader, interviewers, data entry technicians, field supervisors and drivers.
* In addition to supervision activities, it may be useful to use the field supervisors to carry out the pilot test. Field supervisors will also need to participate in all of the training.

***Team Leader***

The team leader will be responsible for the overall coordination of the study from the planning stage to the approval of the final report and datasets. He will be responsible for ensuring that the study is conducted accordingly to the highest professional standards, due diligence and ethical considerations. He/She will manage the team so that the assignment is completed as per the agreed schedule. He/She will be responsible for the quality of the deliverables and presenting the study result to the project PMU.

***Field Teams***

* Given the complexity of the questionnaires and the need for close supervision of interviewers, it is envisioned that seven teams will be needed to finish the work in the requisite time period. Each team will be based in a tehsil. Each interviewing team will consist of 1 supervisor and 3 interviewers. A data entry operator will be needed for every two teams.

|  |  |  |  |
| --- | --- | --- | --- |
| **District** | **Field Unit** | **Tehsil to be covered** | **Name of Union Council** |
| Lasbela | Bela | Bela | Welpat Shumali, Jam Yousaf Abad  Kathor, Kanar, Gador (4) |
| Uthal | Uthal | Kehnwari, Wayarah (2) |
| Kanraj | Kanraj (2) |
| Lakhara-Sub | Lakhra, Sheh, Hara Sethar (3) |
| Liyari-Sub | Liari (1) |
| Hub | Sonmiani | Sonmiani, Khurkera, Naka Kharari (3) |
| Hub | Sakran, Hassan Pir, Punyan Loharani (3) |
| Gaddani | HUBCO, (1) Gaddani\* |
| Dureji | Dureji | Umaid Abad, Veera Hub, Lohi (3) |
| Gwadar | Gwader | Gwader | Surbandar, Gurab Surbandar, Chaib Kalmati, Pishukan, Pallery (5) |
| Jiwani | Ganz, Kalatoo Suntsar, Gubd (3) Jiwani MC |
| Pasni | Pasni | Naliant, Faqir Abad Naliant, Hari Beller, Kappar, Kallag, Ban, Churbandar, Kalmat (8) Pasni MC\* |
|  | Ormara | Ormara | Hud, Basool (2) Ormara MC\* |

\* Only fishing Community Municipal Corporation (MC)

* The field teams will collect data on households in the target districts. Each of the team will be responsible for conducting household-level questionnaires. On average, an interviewer is expected to carry out three to five interviews per day.

***Field Supervisor***

* Each team will need a supervisor to oversee all activities of the interviewers and data entry operators. The field supervisors will travel with their teams and be responsible for day-to-day supervision and logistics, including contacting district and village authorities in selected districts, collecting village-level data, and arranging appointments with respondent households. The field supervisor will also perform quality controls on the information collected by his/her team, including randomly attending some interviews, randomly re-interviewing 10-15% of households on specific modules or overall questionnaires, and randomly reviewing questionnaires. The field supervisor will further be responsible for organizing and tracking the daily supply of completed questionnaires to the data entry operators. Field supervisors should have experience in conducting or managing household surveys. The minimum education requirement for field supervisors is a University Degree.

***Data Entry Staff***

* The firm will need seven data entry clerks and two data entry supervisors. At least one office will be set up for the data entry close to each project area so that questionnaires can easily be entered in parallel with the field work, errors detection and interviewers can revisit the households for corrections. Data entry supervisors are also responsible for monitoring and overseeing the daily data logging of field activities. Data entry clerks will enter the household questionnaires and community questionnaires.
* Data entry clerks and the data entry supervisor will work for 6 weeks (4 weeks field work plus 2 weeks for re-entering data and final review.)

## **5.4 Equipment and Logistics**

* Securing of office and computer equipment for survey management and data entry.
* Arranging for transportation and equipment related to household listing and household survey interviews.
* Ensuring proper maintenance and functionality of all vehicles and equipment.
* Field supplies: The firm will prepare all field supplies required for field staff.
* Transportation: The firm will make appropriate transportation arrangements to conduct field work. Sufficient transportation to ensure that the fieldwork works smoothly will be needed. Evidence that supervisors will be able to travel to observe interviews, provide support to their team members, as well as evidence that interviewers have the transportation needed to reach their households and that questionnaires can easily be transported to and from the data entry office to the field staff is needed.

## **5.5 Training**

* Preparation of training materials and detailed interviewer, supervisor and data entry manuals in close collaboration with the project office.
* Carry out in-depth training of all field staff, including practice interviewers and other similar exercises. It is expected that, given the complexity of the questionnaire, the training will take a minimum of 2 full weeks.
* The firm will be responsible for preparation, organization and implementation of training activities. The firm will conduct a one weeks of training for the household interviews.
* The firm will prepare manuals for training in English and Urdu language.

## **3.6 Data Collection**

* Conduct household and community interviews in the selected households and communities. The task of data collection from one household consists of completing different modules of a household questionnaire by interviewing all responsible adult members (each person provides his or her information, proxy respondents will only be used when it is impossible to talk directly with a specific household member. All adult household members who are making important decisions within a household will be interviewed. Data collection will be done according to the specified schedule and the firm is responsible for ensuring data collection is performed without significant delay. The final data set must be compiled and consistency checks performed to the approval of the PMU, GLLSP-II and the IFAD support team. Data must be submitted in SPSS package; kobotoolbox.org or other format that could be exported in the forms of SAS, SPSS or STATA and Excel format including labelling and documentation.

## **5.7 Data Entry**

* Development of electronic data entry system with quality checks for out of range, missing data, and inconsistent data (intra- and inter-record). The project office will provide guidance on the critical consistency checks to include. The data entry application should produce reports listing errors for each household that can be used by the supervisors and interviewers to determine a schedule of re-visits to households to correct mistakes.
* Re-visit households to obtain correct data in the case of missing or inconsistent data being found at data entry.
* Development of blind double-entry data entry system.
* Supervision and verification of data entry process.
* Blind double entry of all questionnaires (household and community).

The firm will be responsible for the development of the software application that will be used for data entry (customization of existing software). Specific responsibilities include:

* Providing field teams and data entry clerks with necessary computer equipment and ensuring that equipment remains in working order throughout the duration of the survey and data entry process.
* Develop the application for the survey using standard date entry software that allows for range checks and consistency checks (inter- and intra-record), identifies missing data and provides error reports.
* Set up logistics system to ensure that all questionnaires are entered, error reports created, households re-visited to collect correct information, all resulting corrections entered and that controls on the overall coverage and avoidance of duplication are in place.
* Set up and implement full blind double entry.
* Produce a fully labeled (in English) final data set in kobotoolbox.org that could be used in the forms of STATA, SPSS or SAS.

All questionnaires will be double entered and verified for accuracy. The data entry will be done in the field by the data entry clerks. The data entry software will produce lists of erroneous, inconsistent or missing data which will need to be corrected through re-visits to the households. Supervisors will be responsible for working with the interviewers to ensure that this is done in a timely fashion. All issues should be rectified in the field. Following data entry and correction, the data should be re-entered and checked against the original entry for accuracy. The data entry supervisors should rectify discrepancies.

## **5.8 Data analysis**

The firm will be responsible for providing a baseline value for all the indicators in the project logical framework, based on the results of the survey and using a clear estimate formula. The baseline values will be disaggregated by gender and other dimensions as required.

# **6. Qualification Requirements for the Assignment**

## **6.1** The following requirements shall apply to the firms to qualify for the assignment:

* Previous experience in the administration of household surveys in Balochistan or comparable environment;
* Previous experience in conducting related surveys on Agricultural product; Social economic, nutrition/ Women Minimum dietary diversify Score;
* Experience in implementing complex, multi-topic household surveys with male and female household members
* Be a reputable firm, which is registered at least 3 years in Pakistan.
* Be a legal entity acceptable to enter in contract with public agencies under IFAD funded projects;
* Survey should be managed by a team consisting of at least a Project Leader, M&E expert, Statistician, a Project officer, (whose CVs should be provided) in the proposal.
* Proven record on successful completion of at least three assignments related to the assignment over the last five years;
* Firm should be able to select an appropriate team of interviewers to conduct the survey in local languages.

**6. 2 Mandatory Requirement:**

* Officials Registration documents / documents with Government of Pakistan.
* NTN Registration Certificate and Clearance Certificate for 3 years
* Creditworthiness Certificate Issued by a Schedule Bank
* Undertaking on Judicial Paper that the firm has never been blacklisted by any Government/Semi-Government Organization and is not currently under any litigation process
* Financial soundness with a minimum turnover for the last three years PKR 15 Million - the firm have to produce documentary evidence to substantiate their claim.

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## **6.2 Experience and Qualification of Key Staff Members/Team Composition**

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### **6.2.1 The Team Leader**

* At least Master level, preferably in Social Science field, preferably Statistics, Economics, Development Management or Agricultural Economics;
* At least five years of work experience, in the field of socio-economic development, agriculture or rural development;
* Prior experience in large-scale household level survey in relation with development projects
* At least three missions of similar consulting services at a similar position of team leader in a multi-cultural context
* Preferably some work experience in Balochistan;
* This expertise is required intermittently for the duration of the assignment

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### **6.2.2 Key Staff Members/Team Composition:**

To implement the activities involved in this project, the firm must engage following specialists:

***Expert in Survey Sample Design:***

* Minimum Master’s degree in Social Science field, preferably Statistics, Economics, Development Management or Agricultural Economics
* At least three years of work experience in the field of socio-economic development, agriculture or rural development;
* Prior experience in the design of samples for household surveys required with demonstrated achievement in at least two similar assignments
* Proven experience in M&E and logframe for large development projects
* Communication skills in English are required.

***Expert in Questionnaire Design:***

* Minimum Master’s degree in Statistics, Economics, Development Management, Agricultural Economics or related field
* Prior experience in multi-topic surveys but, at a minimum, experience in designing household surveys required with demonstrated achievement of previous assignment
* Demonstrated successful experience in M&E of large development projects as such IFAD; ADB; WB and EU funded projects in Pakistan;
* designing questionnaires for large household-level survey related to fisheries and agriculture context
* Proven experience of working in a multi-disciplinary team in similar assignment
* Communication skills in English are required.

***Computer specialist in data entry and databases:***

* College degree in computer science or related field and
* Experience with developing applications in existing sophisticated data entry software (such as SPSS; kobotoolbox.org, CSPro (Census and Survey Processing System), and managing large data base construction and quality control.
* Proven skills in data entry using tablet/mobile device and data quality control
* Demonstrated experience in training large team of enumerators in data collection and data entry using mobile device
* Demonstrated experience in data management, data quality control, data entry and cleaning, storage and establishment of database of household-level information
* Communication skills in English are required.
* The computer specialist is expected to work for an equivalent of 3 Months throughout the duration of the survey.

***Field work expert:***

* College degree in Economics, Statistics, Development Management, Marine Science, Agricultural Economics and related fields
* Minimum experience of three years in facilitating large household-level surveys required.
* Experience with survey where data is entered concurrently with the interview process preferred
* Demonstrated experience in organizing a large survey simultaneously in multiple locations in a similar context
* Communication skills in English would be advantaged
* The expert will work for an equivalent of 2 Months

In general, prior regional experience in survey research is preferred as is prior experience with the multi-topic household survey methodology. All technical advisors must have robust experience in systematic monitoring and evaluation, agriculture/rural development and gender.

# **7. Duration of the Consultancy**

The assignment is expected to be completed within 120 days after contract is signed. The assignment is expected to start in August 2022

# **8. Reporting Requirements and Time Schedule for Deliverables**

All technical advisors must be able to work collaboratively with the PMU team and the IFAD support team and have experience in training counterparts. In general, prior regional experience in survey research is preferred.

The selected consulting organization will be responsible for delivering the following outputs:

* 1. **Inception report** detailing the baseline study plan and including: sample design, document review summary, all study tools (qualitative and quantitative questionnaires), detailed baseline study schedule, data collection methodology including selection of respondents for the qualitative data collection, team composition and training of enumerators, data management, analysis and storage strategy, data quality control system, ethical considerations (two weeks after starting date)
  2. **Detailed study tools and questionnaires** for both qualitative and quantitative data collection in Urdu and English language (two weeks after starting date) The study tools will be designed to provide baseline values for all project indicators in order to measure change/impact in relation to all project indicators. Project indicators and result framework will be provided during desk/document review.
  3. **Report on training** of study team members and testing of survey questionnaires in the field. Questionnaires and study tools will be revised and approved accordingly by PMU (three weeks after starting date)
  4. **Final sample and field work schedule** will be submitted and approved by PMU before starting data collection activities (three weeks after starting date)
  5. **Weekly progress reports** submitted to PMU during the whole duration of the assignment and providing up-to-date information on the progress of the data collection and analysis process (every week after starting date)
  6. **Quantitative data sets** will be provided every two weeks after the starting date of the data collection (every two weeks)
  7. **Draft baseline report** and cleaned quantitative and qualitative datasets, including listing of respondents with independent variables (e.g., sex, beneficiary type, location, etc.). The draft baseline report outline will be provided at the start of the assignment. The baseline report is to be submitted in English. A detailed summary of the report should be made available in Urdu. The report should include a table form summary of baseline status of all indicators. (80 days after starting date)

The report will include:

* Final household and community questionnaires in English and Urdu language, which reflect any/all changes from piloting
* Final listing form for sampling in English and Urdu language
* Final data base from listing operation
* Sample for treatment and control area
* Training manual(s) for field staff in English and Urdu language
* Completed household questionnaires for all households interviewed
* Completed community questionnaires for each village
* Data entry software designed and used; SPSS; kobotoolbox.org for the survey
* Completed data set of original data entry format and in SPSS; kobotoolbox or other format that could be exported for analysis in the form of SAS, SPSS or STATA format with full labels
* Sampling weights to be used in data analysis
* Workshop to present the result
  1. **Final baseline report** with consolidated data sets, data analysis, and recommendations (120 days after starting date)

# **9. Consultancy & Institutional Arrangements**

The consultant will work under the overall supervision from Monitoring and Evaluation team, Gwadar-Lasbela Livelihoods Support Project – Phase II (GLLSP-II). The PMU and M&E specialist will provide the coordination mechanisms necessary for the Consultant to work effectively with the Planning and Development, and Coastal Development and Fisheries Department, Government of Balochistan, the IFAD Support team as well as other national and provincial organizations as needed. In the event of problems, the Consultant can communicate directly to the PMU.

# **10. Data, Services, Personnel, and Facilities to Be Provided by The Client**

The completed datasets will be the property of the Planning and Development Department, Government of Balochistan. The firm will provide the PMU; and the IFAD with the cleaned and coded datasets, including raw data files, codebooks, data dictionaries, and survey questionnaires. The firm may not use the data for their own research purposes, nor license the data to be used by others, without the written consent of the government.

The firm will protect the confidentiality of those participating in the survey at all stages. All data are to be treated as confidential. No data or other information from this survey will be released to third parties without the written approval of the Project Director, GLLSP-II

**11. Term of Payment and result.**

* 10% of total contract value paid on signing of contract (against bank guarantee)
* Inception report within 2 weeks of signing of contract (40% of payment after approval)
* Draft report (with datasets and questionnaires) by 20 weeks of signing of contract (30% of payment after approval)
* Final report within 120 days of signing of contract (20% of payment after approval).
* **Timeline:** the survey is expected to begin on September 1, 2022 to end by December 31, 2022; if possible, data collection needs to be completed before October 31, 2022.

**12. Location and period of execution:**

The propose road located in District Gwadar and Lasbela. The duration of the Stage I, Stage II and Stage III is three months. The Duration of Stage IV is 24 months.

**13. Project coordination**

* 1. Coordination with PIU’s, Implementation Partners and Line Departments at District Level.
  2. Project Management Unit (PMU), Gwadar-Lasbela Livelihoods Support Project – Phase II (GLLSP-II) at Quetta
  3. District Coordinator, Gwadar-Lasbela Livelihoods Support Project – Phase II (GLLSP-II), Project Implementation Unit (PIU), Gwadar
  4. District Coordinator, Gwadar-Lasbela Livelihoods Support Project – Phase II (GLLSP-II), Project Implementation Unit (PIU), Lasbela

**14. Services and facilities to be provided by the consultant**

The consultant uses their office space, staff, computer, own vehicles and other equipment.

**ANNEX 2: Qualification and Evaluation (Shortlisting) Criteria**

For specific experience, evidence shall include successful experience in the execution of at least 2 projects of a similar nature and scope of works during the last 7 years.

|  |  |  |
| --- | --- | --- |
| S.No | **Selection Criteria** | **Points** |
|  | Specific relevant experience | 20 |
|  | Responsiveness to the ToR and proposed methodology | 30 |
|  | Key personnels | 20 |
|  | Logistical Capacity | 15 |
|  | Provincial experience | 15 |

Minimum points required to pass 70 points

**Note:** Please submitted separate documents (proof) for each evaluation criteria.

1. This document refers to legally constituted consulting firms as “consultant”. [↑](#footnote-ref-1)
2. The policy is accessible at [www.ifad.org/anticorruption\_policy](http://www.ifad.org/anticorruption_policy). [↑](#footnote-ref-2)
3. The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>. [↑](#footnote-ref-3)
4. The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>. [↑](#footnote-ref-4)
5. The Cross-Debarment Agreement was entered into by the World Bank Group, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank and the European Bank for Reconstruction and Development, additional information may be located at: http://crossdebarment.org/. [↑](#footnote-ref-5)