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**EXPRESSION OF INTEREST**

**REQUEST FOR SURVEY CONSULTANCIES**

# [Text in red and between parentheses must be adapted to the characteristics of the survey and of the program/evaluation]

1. **Background**
   1. **Brief description of the program**

[Brief description of the program].

* 1. **Impact Evaluation**

[Brief description of the impact evaluation].

The [Division/Department/Institution] is searching for a firm or consortium with experience in the development of surveys for impact evaluations. The objective of this consultancy is the performance of a [baseline and/or follow up] survey to evaluate the impact of [Program] in [Location], measured through [insert the principal results expected].

The required services include [x] parts: (1) Adequacy of questionnaires, data entry programs, and training material, (2) List of homes/households in [X] primary sampling units (PSUs), (3) surveys of [X] households in the areas of [specify the geographic domain, if it is urban or rural, etc.], (4) Surveys in [X] [health centers, schools, or other type of establishments], and (5) Surveys of [X] [community leaders/key respondents].

Specifically, the services required include:

* Adaptation of the questionnaire to the local reality;
* Translation of the questionnaire into [x] local languages with reverse translation;
* Conduction of a pre-test of the adapted questionnaire in the field;
* Adaptation of manuals;
* Adaptation and development of educational material for the training of the field personnel;
* Adaptation of the data entry program;
* Pilot;
* Production of questionnaires, manuals, and final data entry program;
* Organization plan of the fieldwork;
* Pre-selection of the field personnel;
* Training of the field personnel;
* Selection of the field personnel;
* Production of the list of households;
* Performance of surveys according to the methodology agreed for the survey;
* Periodic deliveries of the partial datasets to [IDB/contractor] according to the agreed quality standards and adhering to the agreed format;
* Implementation of the supervision program;
* Production of consolidated datasets according to the agreed quality standards and adhering to the agreed format.

The expressions of interest will be evaluated based on the following criteria:

1. Details or profile of the firm or consortium;
2. Capabilities of the firm or consortium to develop the requested activities, in particular demonstration of the firm or consortium’s experience in complex household and/or establishment surveys at national level. The relevant experience in this regard must be included in the appendix.
3. Permanent personnel proposed for (a) the director of the survey, (b) the field manager, and (c) the head of data management, attaching their CVs. Include a description of the previous work performed jointly by the proposed management team.

The firm/consortium will work under the supervision of the principal investigator of the impact evaluation of [the IDB], [title, name of PI] and other consultants (impact evaluation team and the quality control firm) participating in the study.

The [Division/Department/Office] invites eligible consulting firms to express their interest in conducting this study in [Country/Region].

The expression of interest must be limited to a maximum of 10 pages. The CVs and examples of previous relevant works must be attached as appendices. The consulting firms may join together in order to improve their evaluation.

The firms will be selected according to the procedures indicated in the Policies for the Selection and Hiring of Consultants financed by the Inter-American Development Bank (IDB), current edition, and a all bidders from eligible countries of origin, as specified in the policies, will be able to participate.

The consulting firms are invited to send their Expression of Interest in [Spanish/English] no later than [hh:mm] [Location] local time on [day, month, year]. The expressions of interest must be sent in a sealed envelope to the address indicated below or to the email address [email address].

The interested firms can obtain more information sending their consultations to the email address [[email address]](mailto:convocatoriabid-rub@udape.gob.bo) until [time], [Country] local time on [date].