

IRECR/IFAD VI	
Nr. referință	4.1.3.4
Componenta	4
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Loan/Grant	Grant

**TERMS OF REFERENCE
CONDUCTING SURVEY FOR IRECR (IFAD VI)
PROJECT ANNUAL DATA COLLECTION**

BACKGROUND INFORMATION

Inclusive Rural Economic and Climate Resilience Programme (IRECR), the sixth IFAD programme in Moldova (IFADVI), was designed to be implemented during 72 months period, starting from 25th of August 2014 and completing 30th September 2020. The goal of IRECR is to enable the poor rural people to raise their incomes and strengthen their resilience.

The M&E system follows the logical framework designed for the project. The indicators developed in the logical framework include the necessary and relevant IFAD Results and Impact Management System (RIMS) indicators according to the requirements of the IFAD methodology as well as other relevant performance indicators. The M&E unit is responsible to collect, on an annual basis, information regarding the impact of the project on beneficiaries and present the main findings in the annual report.

SCOPE OF WORK

In order to perform the annual evaluation of project beneficiaries, CPIU-IFAD is seeking a local service providing company to conduct a survey, annual data collection from project beneficiaries.

Based on an agreed questionnaire and being provided with a beneficiary list and the baseline database, the contracted company is entitled to connect with project beneficiaries and acquire the needed information. The completed questionnaires are to be introduced in an electronic form in SPSS compatible format that will allow for future analysis by the project M&E unit.

Beneficiaries are to be contacted via phone, email, fax, and all the measures to ensure a high accuracy and response rate should be taken into account.

Another stage will comprise an activity report including actual sample sizes, main issues and logistical recommendations.

SAMPLING STRATEGY

The **sample size** and sampling lists will be provided by the M&E department and will be calculated using standard statistical formulae, using 95 per cent confidence level and with the margin of error at 5 per cent as the first choice. The sample will ensure proportionality and representativeness of the different project target groups and type of activities. As a guide, the *total population* for each group and the target sample size under reference is of:

Support group	Total population	Target sample size
SME financing	50	45
Youth entrepreneur financing	223	150
Micro-entrepreneur financing	351	200
SCA Trainings	71	50
Total	695	445

Thus, the *minimum* total sample size for the project will be: 445 beneficiaries. The sample size should also take into account the non-response rate, which, based on previous experience in the country is quite high due to low institutionalization of beneficiaries.

DATA COLLECTION

The data collection methodology will have a different approach for separate target beneficiaries, as follows:

- Data from Micro-entrepreneurs and trainings will be collected through phone interviews with project beneficiaries. Collected data will be presented in electronic format.
- Data from SMEs and Young entrepreneurs can be collected through emails, fax, mail, personal deliveries. This is due to the fact that questionnaires include data from the balance sheet of their registered enterprises and require consultations with their accountant. Beneficiaries will be contacted via phone and asked for a valid e-mail, fax number or any other means comfortable to them to receive the questionnaire. Upon completion, beneficiaries are to return completed questionnaires.
- The company should ensure maximum degree of diplomacy and privacy of data and to assist beneficiaries in any logistical needs.
- To minimize errors associated with data entry, random spot checks on 10% of beneficiaries/questionnaires have to be conducted.

TIMEFRAME

The tentative timing for activities is as follows:

1. November –December: Approval of methodology, transfer of beneficiary and sampling lists.
2. December: Data collection from Micro-entrepreneurs and beneficiaries of trainings, awareness campaign. Due to the fact that information collected from the micro-entrepreneurs and trainings does not involve financial reports, data collection can be conducted in December, prior to the financial closure of the year.
3. December;; awareness campaign for SMEs and Young Entrepreneurs on preparation of financial reports and needed data within the specified timeframe.
4. January-February: Data collection from SMEs and Young entrepreneurs.
5. March: Final database clearance, crosschecking, activity report.

DELIVERABLES

The following deliverables will be provided to the project upon completion of corresponding phases:

- Survey database (raw dataset) in .sav and .xlsx. This will include:
 - i. A dataset that contains the raw data collected
 - ii. A dataset that contains cleaned data, after consistency and other validation checks
- Confirmation emails, scanned fax, when data collection takes place other than over phone calls.
- Final Activity Report
- Final submission of deliverables can be no later than March 12, 2018.

COMPETENCIES REQUIRED

- Minimum 5- years' experience in the implementation of quantitative and qualitative household surveys;
- At least one member of the lead team with English and Russian knowledge;
- Experience in report writing;
- Team members sufficient to conduct data collection in proposed time;

- Be aware of the context of assignment, namely the low institutional capacity of agricultural producers and availability of financial data.

LANGUAGES

Questionnaires provided to the company will be in Romanian. Based on needs from beneficiary side, the company will make proper accommodation in other regional languages.

Database and final activity report to be provided in English

TIMELINE

The exact timeframe for this assignment will be negotiated in line with the proposal submitted by the interested party. It is envisaged that tasks could be completed no later than **March 10, 2017**.

OFFER CONTENT

Interested consulting companies should submit their applications consisting of the following documents/information to demonstrate their qualifications:

1. *Technical Proposal* will include:
 - a. The profile of the company;
 - b. Relevant experience for the assignment (Annex 1), including:
 - i. experience in design and execution of quantitative surveys,
 - ii. experience in projects with international organizations, agencies, NGOs;
 - c. Staffing (CV of each team member);
 - d. Proposed methodology to perform the data collection;
 - e. The work plan (activities) and resources sufficient to implement in the proposed timing (including number of person-day);
 - f. Duration of the assignment and survey timetable;
 - g. Signed and stamped Affidavit(Annex 2, in Romanian)
2. *Financial proposal* will include total cost for the activities according to the present ToR. The cost of services must be provided in USD at 0% VAT¹.

THE EVALUATION CRITERIA

Criteria:	Score:
Relevant specific experience:	30
Proposal and methodology:	20
Key personnel:	20
Number of people involved in the assignment:	20
Timeframe:	10
Total:	100

The award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical capabilities. The financial offer will be admitted for evaluation only if the provided technical offer will pass the minimum technical score of 70 points.

CONDITIONS FOR OFFER'S SUBMISSION

¹ As per the Government Decree no.246 dd. 08.04.2010 procurement of goods and services under the IFAD-funded programmes shall be carried out applying 0% VAT.

To be considered, interested companies should submit their proposal (technical and financial) in original and a copy in separate sealed envelopes, i.e. 2 separate envelopes for technical offer (1 for original and 1 for copy) and 2 separate envelopes for financial offer (1 for original and 1 for copy). All 4 envelopes should be presented in a common envelope, as well sealed inside. All envelopes (4+1) should be marked with the type of offer it contains, name of the bidder, person, telephone number, e-mail address and the name of the bid he is applying for.

Offers to be submitted to the following address: CPIU-IFAD, 162, Ștefan cel Mare si Sfânt blvd., office 1303, MD-2004 Chisinau, Republic of Moldova no later than **16 November 2017, 10:00**. Any request for clarification must be sent in writing by standard electronic communication to office@ifad.md.

Additional information

CPIU-IFAD is entitled to cancel the tender at any stage of the competition due to the impossibility of financial coverage or due to unconformity of tenders to the requirements set out in the tender documents or other justified reasons.