



MINISTERUL AGRICULTURII
ȘI INDUSTRIEI
ALIMENTARE
AL REPUBLICII MOLDOVA

MINISTRY OF AGRICULTURE AND
FOOD INDUSTRY OF THE
REPUBLIC OF MOLDOVA

UNITATEA CONSOLIDATĂ PENTRU IMPLEMENTAREA PROGRAMELOR IFAD
THE CONSOLIDATED UNIT FOR THE IMPLEMENTATION OF IFAD PROGRAMMES



RFSADP/IFAD V	
Component	2
Categoria	IV
Loan/Grant	Grant

TERMS OF REFERENCE CONDUCTING SURVEY FOR RFSAD (IFAD V) PROJECT ANNUAL DATA COLLECTION

BACKGROUND INFORMATION

Rural Financial Services and Agribusiness Development Project (RFSADP), the fifth IFAD funded project in Moldova became effective on the 4th of July 2011 and would be implemented till July 2016.

The goal of RFSADP is reduction of income poverty and malnutrition among poor rural people in Moldova.

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 consulting/service providing company to conduct survey for annual data collection from project beneficiaries.

Based on an agreed questionnaire and being provided with a beneficiary list, the contracted company is entitled to connect with project beneficiaries and acquire the needed information. The completed questionnaires, signed and stamped by the beneficiaries, are later to be introduced in an electronic form (ex: excel) that will allow for future analysis.

Beneficiaries are to be contacted via visits to their place of the business, focus group discussions, phone, email, and fax. All the measures to ensure a high accuracy and response rate should be taken.

The final stage will comprise a summary report on the methodology and activities undertaken.

SAMPLING STRATEGY

The **sample size** has been 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 *minimum* sample size for each component can be taken to be as under:

1. *SME financing*: 40 beneficiary SMEs
2. *Youth entrepreneur financing*: 207 beneficiary enterprises
3. *Micro entrepreneur-financing*: 300 beneficiary HHs/individuals

4. Infrastructure development: 10 Local Public Authorities and 46 beneficiary SMEs

Thus, the *minimum* total sample size for the project will be: 603 beneficiaries. The sample size should also take into account the non-response rate, based on previous experience in the country, or 15 per cent, as a benchmark.

If an overall frame of households is available, then the survey could use one-stage or two-stage random stratified sampling design. If only separate frames of households are available for each area, then only two-stage sampling would be used. Selection of households, if an accurate list of all households in the community is available, will be done using the household listing method. Alternatively, the community or village can be divided into 'plots' and households selected from each plot. If none of these methods are possible, then the random walk method should be used.

ACTIVITIES

As part of the assignment, following tentative activities will be carried out:

Phase 1 - Preparatory Works	Deliverables
<ul style="list-style-type: none"> Initial situational analysis - review and agree on project questionnaires and beneficiary lists Define the Sampling strategy 	Detailed implementation plan including sampling methodology and survey instruments
Phase 2 – Fieldwork Activities	
<ul style="list-style-type: none"> Preparation for field work (recruitment of interviewers, printing of questionnaires and other fieldwork documents) Training of interviewers Development of the fieldwork training report Conducting the survey in the field, quality monitoring Summarizing signed and stamped completed questionnaires 	Fieldwork and training report
Phase 3 - Data Processing	
<ul style="list-style-type: none"> Database formation Data entry Data cleaning 	Final dataset
Phase 4 – Final	
<ul style="list-style-type: none"> Prepare for transmission the signed questionnaires Prepare for transmission the electronic raw database Prepare for transmission the cleared database Preparation of summary activity report in English Clearance of all documents 	Final report and submission of all documents

DATA COLLECTION

- The company is to use provided and agreed on questionnaires and beneficiary list.
- Data collection will be undertaken using visits to place of the business/focus group discussions/phone/email/fax as appropriate, to ensure completion of questionnaires.
- The service provider is responsible to check for completion errors.
- The company will also ensure a system that minimizes data capture errors caused due to faulty coding or incorrect data entry.
- To minimize errors associated with data entry, the double entry method can be applied. Alternatively, random spot checks should be done along with consistency checks.

DELIVERABLES

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

- Detailed implementation plan
- Raw questionnaires completed, signed and stamped by beneficiaries
- Survey database (raw dataset). 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
- Final Survey Report

COMPETENCIES REQUIRED

- The contracted company should have a minimum 5- year experience in the implementation of quantitative and qualitative household surveys;
- At least one member of the lead team with at least 3 year experience in household surveys, with English and Russian knowledge;
- Experience in report writing;
- Experience in at least 3 similar assignments in an environment with low capacity of agricultural producers and enterprises, where there is limited availability of financial data.

LANGUAGES

- Questionnaires to be provided to beneficiaries will be in Romanian or Russian
- 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 **1st March 2016**.

Note: Penalties for timing will be applied.

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 assignments including brief information on all the quantitative and qualitative data collections undertaken;
 - c. Staffing (CV of each team member);
 - d. Proposed methodology to perform the data collection and analysis;
 - 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;
2. Financial proposal will be mandatory to include a breakdown of the budget by the activities mentioned in the ACTIVITIES section. The cost of services must be provided in USD at 0% VAT¹.

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.

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THE EVALUATION CRITERIA

Criteria:	Score:
Relevant specific experience:	25
Proposal and methodology:	35
Qualifications of the survey team:	30
Timeframe:	10
Total:	100

The consulting company will be selected in accordance with the procedures set out in the current edition of IFAD Procurement Guidelines, based on selection method "Quality and Cost-Based Selection (QCBS)", the final score obtained by each company being composed of 70% of the score for the parameter „Quality" (evaluated based on technical bid) and 30% - score obtained for the parameter „Cost" (established based on financial bid). The financial offer will be opened only if the provided technical offer will pass the minimum technical score of 70 points.

CONDITIONS FOR OFFER'S SUBMISSION

To be considered, interested companies should submit their proposal (technical and financial) in original and a copy in separate sealed envelopes. Each envelope will consist of the technical and financial offer sealed in separate envelopes as well (a total of 2 envelopes, each with 2 envelopes inside). 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 **14 December 2015, 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.