



**REQUEST FOR PROPOSAL**

**RESEARCH AGENCY TO UNDERTAKE LONGITUDINAL UDAAN TRACER STUDY**

**RFP ISSUE DATE: JUNE 10, 2025**

**PROPOSAL SUBMISSION DEADLINE: JULY 4, 2025**

**CARE USA  
151 ELLIS STREET NE  
ATLANTA, GA 30303-2440**

**CONFIDENTIAL DOCUMENT**

*PREPARED BY  
CARE®*



## Table of Contents

1.	ABOUT CARE .....	2
2.	GENERAL CONDITIONS AND CLAUSES .....	2
2.1.	CARE's GENERAL CONDITIONS .....	2
2.2.	CONFIDENTIALITY/ NON-DISCLOSURE .....	3
2.3.	PUBLICITY .....	3
2.4.	LIABILITY .....	3
2.5.	FORCE MAJEURE .....	3
2.6.	ERRORS AND OMISSIONS .....	3
2.7.	OWNERSHIP OF WORK .....	4
2.8.	CONFLICT OF INTEREST .....	4
3.	COMPANY PROFILE & BIDDER'S DECLARATION .....	4
3.1.	COMPANY PROFILE .....	4
3.2.	BIDDER'S DECLARATION .....	5
4.	CONDITIONS AND GUIDELINES FOR SUBMISSION OF PROPOSAL .....	6
4.1.	PROPOSAL GUIDELINES .....	6
4.2.	PROJECT PURPOSE AND DESCRIPTION.....	6
4.3.	PROJECT OVERVIEW .....	7
	Key Objectives of the Study .....	8
	Study Design and Methodology .....	8
	Support to be provided by CARE Team .....	11
4.4.	PROJECT TIMELINE .....	14
4.5.	PROJECT REQUIREMENTS .....	15
4.6.	EVALUATION CRITERIA .....	17



## **1. ABOUT CARE**

At CARE, we seek a world of hope, inclusion, and social justice, where poverty has been overcome and people live with dignity and security.

This has been our vision since 1945, when we were founded to send lifesaving CARE Packages® to survivors of World War II. Today, CARE is a leader in the global movement to end poverty. We put women and girls in the center because we know we cannot overcome poverty until all people have equal rights and opportunities. Since 2019, CARE has worked in over 100 countries and reached over 70 million people with an incredible range of life-saving programs.

To know more about CARE, visit: <https://www.care.org/our-work/>

## **2. GENERAL CONDITIONS AND CLAUSES**

### **2.1. CARE's GENERAL CONDITIONS**

The enclosed document is not an offer to contract, but a solicitation of a vendor's proposed intent. Acceptance of a proposal in no way commits CARE to award a contract for any or all products and services to any vendor.

CARE reserves the right to make the following decisions and actions based on its business interests and for reasons known only to CARE:

- To determine whether the information provided does or does not substantially comply with the requirements of the RFP
- To contact any bidder after proposal submittal for clarification of any information provided.
- To waive any or all formalities of bidding
- To accept or reject a proposal in whole or part without justification to the bidder
- To not accept the lowest bid
- To negotiate with one or more bidders in respect to any aspect of submitted proposal
- To award another type of contract other than that described herein, or to award no contract;
- To enter into a contract or agreement for purchase with parties not responding to this RFP
- To request, at its sole discretion, selected Vendors to provide a more detailed presentation of the proposal
- To not share the results of the bids with other bidders and to award contracts based on whatever is in the best interest of CARE.

Any material statements made orally or in writing in response to this RFP or in response to requests for additional information will be considered offers to contract and should be included by vendor in any final contract.



## **2.2. CONFIDENTIALITY/ NON-DISCLOSURE**

All information gained by any vendor concerning CARE work practices is not to be disclosed to anyone outside those responsible for the preparation of this proposal. Any discussion by the vendor of CARE's business practices could be reason for disqualification. CARE, at their discretion, reserves the right to require a non-disclosure agreement.

Reciprocally, CARE commits that information received in response to this RFP will be held in strict confidence and not disclosed to any party, other than those persons directly responsible for the evaluation of the responses, without the express consent of the responding vendor.

Finally, the information contained within this RFP is confidential and is not to be disclosed or used for any other purpose by the vendor.

## **2.3. PUBLICITY**

Any publicity referring to this project, whether in the form of press releases, brochures, or photographic coverage will not be permitted without prior written approval from CARE.

## **2.4. LIABILITY**

The selected vendor(s) will be required to show proof of adequate insurance at such time as CARE is prepared to procure the services. The participating vendor will also be required to indemnify and hold harmless CARE for, among other things, any third-party claims arising from the selected vendor's acts or omissions, and will be liable for any damage caused by its employees, agents or subcontractors.

## **2.5. FORCE MAJEURE**

- a. Neither Party shall be responsible for a performance that is delayed, hindered, or is rendered inadvisable, commercially impracticable, illegal, or impossible by a "Force Majeure Event." A Force Majeure event includes, without limitation, an act of nature, a pandemic, emergency, civil unrest or disorder, actual or threatened terrorism, war, fire, governmental action or interference of any kind, power or utility failures, strikes or other labor disturbances, a health warning issued by the Center for Disease Control (or similar agency), any other civil or governmental emergency and/or any other similar event beyond a Party's reasonable control.
- b. The Party that seeks to invoke this Force Majeure provision (the "Affected Party") shall provide the other Party (the "Unaffected Party") with a written notice within ten (10) days of the date the Affected Party determines a Force Majeure Event has occurred.

## **2.6. ERRORS AND OMISSIONS**

CARE expects the vendor will provide all labor, coordination, support, and resources required based on the vendor's proposal and corresponding final SOW. No additional compensation will be available to the vendor for any error or omission from the proposal made to CARE. The only exclusions are add-ons, deletions, and/or optional services for which the vendor has received written authorization from CARE.



## 2.7. OWNERSHIP OF WORK

All work created during this evaluation must be original work, and no third party should hold any rights in or to the work. All rights, title and interest in the work shall be vested in CARE.

## 2.8. CONFLICT OF INTEREST

CARE encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to CARE if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFP

## 3. COMPANY PROFILE & BIDDER'S DECLARATION

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of your proposal. No alterations to its format shall be permitted and no substitutions shall be accepted.

### 3.1. COMPANY PROFILE

**Table 4.1.A Previous Work with CARE**

Have you already had previous transactions with CARE?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
If marked "Yes", please provide the year of the latest transaction with CARE and the requirement that was delivered. <i>(This is to inform everyone that this information is for system checking only. This will not be part of any evaluation process.)</i>		
If you marked, "No" on the table above, please answer the Table 4.1.A. below:		

**Table 4.1.B Other Information**

Item Description	Detail(s)
Legal name of bidder	
Legal Address, City, Country	
Website	
Year of Registration	
Company Expertise	
<b>Bank Information</b> <i>(Please answer below)</i>	
Bank Name:	
Bank Address:	
IBAN:	
SWIFT/BIC:	
Account Currency:	
Bank Account Number:	



Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details	Contract Value	Period of activity	Types of activities undertaken

### 3.2. BIDDER'S DECLARATION

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> By submitting this Proposal/Quote, I/we guarantee that the bidder has not engaged in any improper, illegal, collusive, or anti-competitive arrangements with any competitors; has not directly or indirectly contacted any buyer representative (aside from the point of contact) or gather information regarding the RFP; and has not attempted to influence or offer any type of personal inducement, reward, or benefit to any buyer representative.
<input type="checkbox"/>	<input type="checkbox"/>	I/We affirm that we will not engage in prohibited behavior or any other unethical behavior with CARE or any other party. We also affirm that we have read the general clause and conditions included in this RFP and that we will conduct business in a way that avoids any financial, operational, reputational, or other undue risk to CARE.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential or perceived Conflict of Interest in submitting this Proposal/Quote; or entering into a Contract to deliver the Requirements. CARE Procurement's Point of Contact will be notified right away by the bidder if a conflict of interest occurs during the RFP process.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal issues that could hinder the ability to conduct business.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Proposal/Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any proposal you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorized by the Organization/s to make this declaration on its/their behalf

Supplier Name:	
Title/Designation:	
Company Name:	
Date:	
Signature	



## **4. CONDITIONS AND GUIDELINES FOR SUBMISSION OF PROPOSAL**

### **4.1. PROPOSAL GUIDELINES**

This Request for Proposal represents the requirements for an open and competitive process.

All vendors must provide written notification via email to [Jaygima.Whitton@care.org](mailto:Jaygima.Whitton@care.org) and [Betty.Aloo2@care.org](mailto:Betty.Aloo2@care.org) of their **intent to participate**, or not to participate in the bidding process by **June 16, 2025**.

Proposals will be accepted until **1:00 PM EST July 4, 2025, delivered via email solely to Betty Aloo [Betty.Aloo2@care.org](mailto:Betty.Aloo2@care.org)** no later than the above specified date.

Any proposals received after this date and time will not be accepted. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the CARE legal department, and will include scope, budget, schedule, and other necessary items pertaining to the project.

You must respond to every subsection including statement, question, and/or instruction without exception.

Any verbal information obtained from, or statements made by representatives of CARE shall not be construed as in any way amending this RFP. Only such corrections or addenda as are issued in writing by CARE to all RFP participants shall be official. CARE will not be responsible for verbal instructions.

### **4.2. PROJECT PURPOSE AND DESCRIPTION**

CARE is issuing this RFP (Request for Proposal) soliciting qualified bidders to submit proposals intended for Undertaking Longitudinal Udaan Tracer Study.

This RFP is an invitation to bid, not an offer of contract. Bidders must submit a response that complies with the minimum requirements contained herein.

### 4.3. PROJECT OVERVIEW

CARE has been working with the most marginalized communities of the world, focusing on alleviating poverty and social exclusion. Our overall goal is the empowerment of women and girls from poor and marginalized communities, leading to improvement in their lives and livelihoods. As part of former Girls' Education Program (GEP) previously led by CARE India, consistent efforts were made to empower adolescent girls from socioeconomically marginalized communities to build a better future for themselves. GEP started its journey in the late 1990s with systematic programs in many parts of India to provide second chance schooling to adolescent girls from the most marginalized communities who had dropped out of the formal school system. The programs for bringing girls back to schools were driven by an innovative accelerated learning model called "Udaan" (meaning "flight" in Hindi). Designed for girls between the ages of 11 to 14, the use of the Udaan curriculum fast-tracked girls' learning through the first five years of education in a span of eleven months. Upon graduation, they were eligible for a place in state level primary schools.

CARE is seeking a provider with local area knowledge and presence to submit proposals intended for Undertaking a Longitudinal Udaan Tracer Study. This study seeks to retrospectively trace Udaan graduates who were enrolled in Udaan residential learning program in Hardoi, Uttar Pradesh to document the program's impact on their lives, focusing on educational outcomes, self-confidence, and decision-making in personal lives. Based on the available project records, the study will track Udaan girls to understand their journeys after leaving Udaan to understand if they went to formal school, for how long, and other life choices. While the program was designed with the aim of re-integrating girls into formal education, anecdotal evidence suggests its impact has extended beyond academic success. While the project team and others associated with the program have presented anecdotal evidence of the program's impact on girls' ability to negotiate for their rights and assert their agency in key life decisions impacting them, systematic records of evidence confirming the same are unavailable. For example, some of the project/partner staff report that none of the alumni (approximately 1,900 between 1999 and 2018) had ever gotten married before the age of 18 years (which is the legally permissible age for marriage in India). They also mentioned that many of the girls did not immediately enroll in Grade 6, but enrolled later, which is not reflected in the official program records.

The study will allow insights into the life journeys of girls who enrolled in the Udaan program and will specifically aim to answer questions like - *How, if at all, are girls who enrolled but later dropped out of Udaan program different from girls who never went through the program?* For those who completed the Udaan program and enrolled in formal schools - *How were their learning experiences compared to that of other girls who never dropped out of schools.*<sup>1</sup> The study intends to capture the value added by the Udaan program in what graduates have gained in their pursuing to continue their studies or through a career path. It will also explore outcomes related to life choices that have led to healthier lives and relationships such as delays in marriage, delays in starting families, and better health and well-being outcomes for the girls and their family members.

### **Key Objectives of the Study**

A. To trace girls who enrolled in the Udaan residential learning program and understand the contribution of the Udaan program in positive life outcomes, including educational outcomes, self-confidence, decision making, negotiation, empowerment, and mobility

- Career Choices: Did they have the option to choose a career path, and if so, what path/s did they choose?

- Life Decisions: Did they have the option to decide if and with whom to marry; if/when/how they wanted to have children; at what ages for both?

- Educational and learning journeys: if and for how long did they continue their formal education; if and for how long did they continue learning through non-formal/vocational/community-based learning programs

B. To assess the value added by Udaan girls to their families/communities/school such as challenging norms, raising their voice, supporting family/sibling(s) in making decisions, contributing economically, and leading community/civic actions

- What roles did the girls play/continue to play in the family's financial decisions/health and wellness decisions/family's participation in social action initiatives?

- Did the Udaan girls' participation in Udaan influence their parent's/guardian's support for siblings to pursue their education or learning journeys?

- Have they chosen to be engaged in their communities; if yes, in what ways?

- If/how did participating in Udaan influence the girls' decisions about their own children's education and learning journeys (for those who have children)?

- If/how do Udaan graduates support or have previously supported their families financially?

C. To collect stories from Udaan graduates about their perception of program's impact in their lives

D. To gather specific examples of how Udaan program's content, curricular structure, and pedagogy contributed towards building self-confidence and skills required for taking positive actions towards in girls' education and personal well-being.

### **Study Design and Methodology**

This study will employ a mixed-methods approach combining both quantitative and qualitative methods to achieve its objectives. The following table summarizes the study's design proposed for each study objective:

### Table of study objectives and intended methodologies

<p>A To trace as many as possible of the 1,900 girls who enrolled in the Udaan residential learning program between 1999 and 2018 to understand contribution of Udaan program participation to positive life outcomes, including educational outcomes, self-confidence, decision making, negotiation, empowerment, and mobility</p> <ul style="list-style-type: none"> <li>- Career Choices: Did they have the option to choose a career path, and if so, what path did they choose?</li> <li>-Life Decisions: Did they have the option to decide if and with whom to marry; if/when/how they wanted to have children; at what ages for both?</li> <li>- Educational and learning journeys: if and for how long did they continue their formal education; if and for how long did they continue learning through non-formal/vocational/community-based learning programs</li> </ul>	<p>Quantitative data collected through interviews with all Udaan graduates traced.</p> <p>Qualitative data collected through focus group discussions (At a minimum, conducting one FGD with 8-10 participants in approximately 20 villages that Udaan participants largely originated from)</p> <p>Secondary data identification and analysis to understand if and how the Udaan participants' life choices compare to girls who did not go through Udaan; it is anticipated this will draw from district-level education, health, and marriage trends.</p>
<p>B. To assess the value added by Udaan girls to their families/communities/school such as challenging norms, raising voice, supporting family/sibling in making decisions, and leading community/civic action.</p> <ul style="list-style-type: none"> <li>-What roles did the girls play/continue to play in family's financial decisions/health and wellness decisions/family's participation in social action initiatives?</li> <li>- Did the Udaan girls' participation in Udaan influence their parent's/guardian's support for siblings to pursue their education or learning journeys?</li> <li>-Have they chosen to be engaged in their communities; if yes, in what ways?</li> <li>- If/how did participating in Udaan influence the girls' decisions about their own children's</li> </ul>	<p>Quantitative data collected is the same as identified in A (above)</p> <p>Qualitative data collected is the same as identified in A (above)</p>

education and learning journeys (for those who have children)?	
C. To collect stories from Udaan graduates about their perceptions of the program's impact in their lives	<p>Quantitative data collected is the same as identified in A (above)</p> <p>Qualitative data collected is the same as identified in A (above)</p> <p>Guided activities to enable girls' cohorts to tell their stories. Each Udaan cohort will be asked to tell their own story about the influence of the Udaan program; the selected 5 enumerators hired from each Udaan cohort will coordinate this activity-note that this may be done in-person or virtually. What is the legacy of Udaan in their lives, and how do they want to tell that story to others? This can be through a painting, a video, a skit/play, a poem, a photo project, and/or through another method they choose. This may take some time, but it is important that each cohort be able to tell their own story, in their own words and using a variety of (qual) methods.</p>
D. To gather specific examples of how the Udaan program's content, curricular structure, and pedagogy contributed towards building self-confidence and skills required for taking positive actions towards girls' education and personal well-being.	<p>Quantitative data collected is the same as identified in A (above)</p> <p>Qualitative data collected is the same as identified in A (above)</p> <p>In-depth Interviews with 10 KGBV teachers of 5 KGBVs in Hardoi capturing teachers' experiences of using scaled up Udaan curriculum</p>

### **Identification of Udaan Graduates (Tracing)**

As a first step towards data collection, Udaan girls who graduated between 1999 and 2018 will be traced. To trace the maximum number of Udaan girls, 5 Udaan girls per year/cohort will be identified and recruited as enumerators for the study. We anticipate this identification to be done in collaboration with the former Udaan teachers. The enumerators will attempt to connect with all girls of their cohort. The enumerators may conduct home visits, telephone interviews, and community gatherings to identify the girls from their cohort.

### Sample Size

All Udaan graduates traced (up to 1,900) will constitute the sample for quantitative surveys. It is likely that many girls would have relocated to other villages since graduating from the Udaan program and would not be available for in-person interviews. In that case, any one of the following strategies will be employed – a) telephone interviews with Udaan graduates or b) interviews with families of Udaan graduates. Further, to capture specific examples of how Udaan curricular approaches contributed to girls' continuity in education and to their ability to make positive life choices, focus group discussions with Udaan graduates from up to 20 villages that the Udaan participants came from will be conducted. FGDs should include respondents from a minimum of 5 cohorts; each FGD should have 8-10 participants and are likely to be drawn from the village level. Guided activities to enable girls' cohorts to tell their stories will be conducted with a minimum of 5-7 girls from each cohort traced.

To assess Udaan program staff's perceptions of the impact of Udaan program, in-depth interviews will be conducted with at least 5 program staff who worked at the HarDOI center between 1999 and 2018. Program staff will include CARE India team members directly involved in program operations, Udaan teachers, and non-academic staff responsible for managing Udaan's residential facility.

### Summary of respondents and sample size

Respondent type	Tool to be used	Sample
Udaan graduates	Structured interview	All Udaan graduates traced
	FGDs	20 FGDs with 8-10 participants each
	Guided discussions to enable storytelling	Minimum 5-7 girls per cohort
	In depth Interviews	One Udaan graduate per cohort traced
KGBV teachers	IDI	10 at least 2 from each of the 5 KGBVs in HarDOI district who have been teaching at the KGBV since at least 2018
Program staff	IDI	5

### Support to be provided by CARE Team

The following support will be provided by CARE to the selected agency:

- Background information and reports on the Udaan program
- Qualitative and quantitative assessment tools (not in CAPI format) in English language will be developed and shared by CARE team. Feedback on finalization of sampling method
- Feedback on analysis frame for analysis of curricular approaches
- Feedback on human interest stories (in video and text formats)
- Feedback on the deliverables provided by the research consulting team.

The agency selected to undertake the study will be responsible for providing the **following deliverables to CARE:**

<b>Deliverable</b>	<b>Details of deliverables</b>	<b>Expected timelines</b>
Deliverable 1	Inception report which outlines specific methodology, steps to ensure data quality, data security, and an overall timeline for processes	20 days from project inception meeting
	Final study tools (both quantitative and qualitative) in Hindi and English language (along with the fonts) adapted for use via electronic data collection	
	IRB application packet to gain research ethics approval in India	
Deliverable 2	Enumerator training schedule and training materials	35 days from project inception meeting
	Field movement plan and quality assurance plan that will be followed during the survey	
Deliverable 3	<ul style="list-style-type: none"> <li>• Listing of Udaan girls and electronic database of all Udaan graduates including key indicators and contact information for future follow-up</li> <li>• Cleaned qualitative and quantitative data in suitable formats</li> <li>• Review documents summarizing curricular approaches integrated into current curricula used in KGBVs and analyze curricular alignment with Udaan curriculum</li> </ul>	90-120 days from project inception meeting depending on the IRB wait period and overall data collection timelines
Deliverable 4	<ul style="list-style-type: none"> <li>• Comprehensive data analysis report that incorporates both the qualitative and quantitative data, exploring all the key research questions. This will likely be revised based on reviews and input 3-4 times,</li> </ul>	150 days from project inception meeting

	<p>based on completeness of analysis and reporting</p> <ul style="list-style-type: none"> <li>• 2 videos showcasing lives of Udaan girls and impact (if any) of Udaan program</li> <li>• ~2-page pictorial or word summaries of each cohort's creative expression of their journey at Udaan</li> <li>• Short study brief highlighting the results of the study and key impacts Udaan was found to have (~15 pages) for sharing with external stakeholders</li> <li>• 2 vignettes based on accounts of KGBV teachers</li> <li>• Project completion report</li> </ul>	
--	---	--

The agency that intends to participate in the bidding should have at least 3 years of experience in conducting quantitative and qualitative surveys. The agency should also have expertise conducting mixed design studies in the education sector in India. The agency should have strong understanding of prevalent sociocultural norms and barriers related to the education of girls in India/Uttar Pradesh. The research agency that has the capacity to manage digital based data collection will be a value add. Additionally, the agency should have experience training individuals as enumerators who may not have previous experience as enumerators; leading longitudinal tracking evaluations; and conducting both quantitative and qualitative data collection and analysis.



#### **4.4. PROJECT TIMELINE**

All bidders are advised to strictly follow the below timeline as noted.

Any technical questions arising during the preparation of your response to this RFP should be submitted in writing via email to **Jaygima Whitton** at [Jaygima.Whitton@care.org](mailto:Jaygima.Whitton@care.org) and Betty Aloo at [Betty.Aloo2@care.org](mailto:Betty.Aloo2@care.org) no later than **June 20, 2025**.

<b>Schedule of Activities/ To-do</b>	<b>Date of the Activity/ Deadline of Submission</b>	<b>Responsible</b>	<b>Remarks</b>
RFP Issued	<i>June 10, 2025</i>	CARE	
Supplier to notify CARE of intention to participate in bidding	<i>June 16, 2025</i>	Supplier	Deadlines must be strictly observed.
Deadline for submission of clarification questions to CARE	<i>June 20, 2025</i>	Supplier	Deadlines must be strictly observed.
CARE to answer all clarifications	<i>June 25, 2025</i>	CARE	
Supplier's Deadline for Submission of Proposal	<i>July 4, 2025</i>	Supplier	Deadlines must be strictly observed.
Evaluation of Proposal	<i>From July 7, 2025 to July 11, 2025</i>	CARE	
Committee's Evaluations to Procurement	<i>July 11, 2025</i>	CARE	
Committee's Tabulations meeting	<i>July 17, 2025</i>	CARE	
Finalists selected	<i>18-Jul-25</i>	CARE	Upon notification, the contract negotiation with the winning bidder will begin immediately.

#### 4.5. PROJECT REQUIREMENTS

##### a. Technical Requirements

REQUIREMENTS		Provide the necessary details. Attach document or provide separate sheet if needed.
<b>Overall Proposal Suitability</b>		
1	Appreciation of the ToR and Qualifications, if any	
2	Credentials of the Firm	Organization, organization registration certificate, core-competency, experience and human resources; annual turnover for last three years and annual turnover on similar assignments for last three years not more than 2 pages
3	Previous Experience	Details of assignments of similar nature successfully completed by the firms in the last three years; for each assignment, please mention the title, duration, client, total cost, role of the firm, brief description of services rendered by the firm and attach copies of agreement of 3 similar assignments
4	Approach and methodology of data collection, data analysis and report writing	This includes how to manage the assignment, quality control mechanism for data collection, kind of software to use for data analysis, the work-plan in the form of a Gantt Chart; team composition (male and female) and personnel inputs; without any mention of the professional fees
5	Signed CVs of the proposed personnel and commitment of their availability for the duration of the assignment	
6	Any other information	This includes conflict of interest, Joint venture or disclosure, etc.

##### b. VALUE & COST (Financial Requirements)

Professional cost and field cost will be dependent on number of Udaan graduates traced and interviewed. Please present cost estimates for data collection which are based on a per-girl basis, since the total traced will be dependent on reachability and agreement to participate in the study. Five girls per cohort should be hired and trained as enumerators; it is expected the research firm will also bring in professional data collection supervisors to manage data collection and ensure training and data quality issues. The final payable cost will be calculated based on the number of girls actually traced and interviewed.

Professional costs	
Other direct costs	
Government taxes, if any	
Total Costs	



**Details of the costs proposed (indicative)**

**Professional Cost**

Professional	Number	Days	Rate	Total
Quantitative				
Qualitative				
Total				

**Field Cost**

Quantitative Survey	Number	Days	Rate	Total
Total				
Qualitative Study				
Total				
Total Field Cost				

Note: The cost of enumerators (Udaan graduate enumerators and professional enumerators/field supervisors) will need to be included in this budget.

**Travel Cost**

Quantitative Survey	Number	Days	Rate	Total
Total				
Qualitative Study				
Total				
Total Travel Cost				

**Professional per diem**

	Number	Days	Rate	Total
Quantitative Survey				
Qualitative Study				
Total				

**Other Cost**

	Unit	Rate	Total

#### 4.6. EVALUATION CRITERIA

- CARE will evaluate all proposals based on the below-mentioned criteria, completeness and compliance of the proposal, and responsiveness to the requirements of the RFP and all other relevant documents.
- Technical and financial proposals will be evaluated collectively in 70:30 format where the **technical proposal** will be given 70% weightage, and the **financial proposal** will be given 30% weightage. A guideline template for submission of proposal is given in annexure.
- The technical proposal will be evaluated as per **scoring criteria given below**.
- The financial proposal will be evaluated based on the competitive budgeting as compared with other bidders.
- CARE USA may call the agency/consultant for presentation/discussion on the proposals submitted by them, if required.
- The Procurement/Technical Committee shall have the final decision on technical evaluation and the same cannot be challenged.

Technical evaluation scoring criteria			
S.N.	Criteria	Max. marks	Documents to be annexed
1	Understanding of the assignment and experience of conducting similar studies/documentation with strong gender lens in the last three years	20	List of 3 projects including name of client, project title, location, project brief, and budget with Client reference details
2	Approach and methodology for the study	25	Approach and methodology including research design, target groups, sample size, research tools, Key information areas
3	Proposed team CV	15	Educational and experiential qualifications of proposed project team
4	Proposed timeline and work plan	10	Proposed timeline and work plan
	Total Technical Score	70	

To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- **Overall Proposal Suitability:** proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- **Value and Cost:** Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project.

*Note for Country Offices (CO): The specific criteria must closely represent the objective and scope given the nature of the procurement required. Evaluation criteria reflected above can be added and or adjusted*



*depending on the requirement and the type of purchase. The final evaluation criteria must be reflected above prior to releasing of this RFP.*

CARE will review proposed budgets and pricing after the initial review of the criteria above.\*