

(RFP # DRI-LEB-2018-01-001)
Request for Proposal (RFP)
Data Collection

RFP Number:	DRI-LEB-2018-01-001
Contracting Authority:	<i>Democracy Reporting International gGmbH</i>
Nature of contract:	Service contract for data collection
Service Time Frame:	from the date of signature until 31 December 2018
Payment Currency:	EUR
Payment Method:	Bank transfer

1. About Democracy Reporting International

Democracy Reporting International gGmbH (DRI) is a nonpartisan, independent, not-for-profit international organisation registered in Berlin, Germany and operating in different parts of the world. This tender for services has been called to provide the data collection services for DRI's Lebanon country office.

2. Description of the services required:

As part of the project "Setting an Agenda for Decentralisation in Lebanon – Phase II", DRI is calling for the services of a survey company to implement a national survey on the work of Lebanese municipalities in three sectors: (1) solid waste management, (2) municipal police and public safety, and (3) transparency and citizen participation. The survey sample includes 20% of the Lebanese municipalities (approx. 207 municipalities) in all the regions of Lebanon. The Company will be responsible for conducting the survey/interviews face-to-face with the mayors or relevant representatives of the selected municipalities (based on a questionnaire with closed questions and contacts for some of the selected municipalities provided by DRI) and for delivering a clean database to DRI for further analysis.

The Company will work under the supervision of DRI's Country Representative or his assigned representative.

3. Contents of this Tender Document:

The document consists of the annexes indicated below and should be read in conjunction with any Addendum that may be issued by DRI.

Annex I:	Terms of Reference
Annex II:	Proposal Submission Form
Annex III:	Service Provider Information Form
Annex IV:	Technical & Financial Proposal Form
Annex V:	Criteria for Technical and Financial Evaluation

4. Disclaimer:

The submission for this tender document does not entail any commitment on the part of DRI, either financial or otherwise.

5. Submission of Proposal:

Completed tender document with original signed cover letter should be submitted via courier/post, in a sealed envelope clearly marked with “**Tender – Data Collection**” to the following address:

André Sleiman
Democracy Reporting International
Farhat Bldg., 1st Floor
Palace of Justice Street
Beirut, Lebanon

6. Deadline for submission of tender document:

Tender documents must be postmarked no later than **29 April 2018**. Tender received after the deadline shall not be considered. Documents sent by e-mail or fax shall not be accepted.

7. Submission of Queries for Clarifications:

Any requests for clarification about the contents of the tender document shall be sent no later than **13 April 2018** to the following email address: a.sleiman@democracy-reporting.org. DRI will endeavour to provide response or clarification expeditiously; any delay in providing such information will not be considered a reason for extending the submission date. DRI will share the clarification response with all the tenderers. Proposals with incomplete submissions may be rejected.

8. Award procedure

Only those tenders complying with the technical proposal as outlined in point 12 “Structure of the Proposal” and submitted by the established deadline as outlined in point 6 will be considered for the evaluation. The evaluation criteria are attached as ANNEX V.

9. Award criteria:

The contract will be awarded on best value for money basis.

10. Exclusion criteria

Tenderers shall be excluded from participation, if

- they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations; or if
- they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the DRI’s financial interests;

11. Operational language

Written communications for this proposal and the tender itself shall be in English. The working language for the data collection will be Arabic.

12. Structure of Proposal:

The proposal should be structured in the following way: 1) Proposal submission form; 2) Service provider information form; 3) Technical and Financial Proposal.

13. Additional information

Submitting an offer implies acceptance by the tenderer of all terms and conditions of this document and its annexes.

14. Confidentiality:

The entire evaluation procedure is confidential.

15. Notification of Award:

The successful tenderer will be informed in writing that its tender has been accepted.

Annex I – Terms of Reference

Background:

Since October 2016, DRI is leading a consortium of four Lebanese organisations to set an agenda for decentralisation in Lebanon. Building on a country-wide assessment of 37 municipal unions (66% of the municipal unions in the country) that took place in 2017, DRI wishes to assess public service provision in the following three sectors: (1) Solid Waste Management, (2) Municipal Police and Public Safety, and (3) Transparency and Citizens Participation. The assessment of the work of municipal unions (2017) was conducted in coordination with the Ministry of the Interior and Municipalities (MOIM).

This year (May – September 2018), DRI shall implement a survey targeting 20% of the municipalities in Lebanon (approx. 207 municipalities) in the four regions of Lebanon. The survey will address the same sectors, namely: (1) Solid Waste Management, (2) Municipal Police and Public Safety, and (3) Transparency and Citizens Participation.

The Company will be responsible for conducting the survey/interviews face-to-face with the mayors or relevant representatives of the selected municipalities (based on a questionnaire with closed questions and contacts for some of the selected municipalities provided by DRI) and for delivering a clean database to DRI for further analysis.

The survey questionnaire will comprise 30–40 closed/structured questions and will be provided by DRI. The data analysis will not be the responsibility of the Company.

The list of municipalities to be surveyed shall be agreed upon between DRI and the survey company prior to starting the survey implementation. Interviewees shall be mayors (heads of municipalities) or their appointed representatives at the municipality. DRI will facilitate the work of the Company by putting its large network of municipalities and municipal unions at the Company's disposal.

Duties and responsibilities:

1. Implement a survey targeting 20% of the municipalities in Lebanon (approx. 207 municipalities) in all of Lebanon's regions. The survey will address three sectors, namely: (1) Solid Waste Management, (2) Municipal Police and Public Safety, and (3) Transparency and Citizens Participation. This will include the following steps:
 - 1.1. Format the survey questionnaire and design the codebook based on the questionnaire submitted by DRI;
 - 1.2. Train the survey enumerators on how to conduct the survey (DRI staff will support in training surveyors on the content of the questionnaire);
 - 1.3. Pre-testing the survey in two selected municipalities and making any necessary changes to the questionnaire upon DRI's approval;
 - 1.4. Select, together with DRI, the municipalities in which the survey shall be conducted
 - 1.5. Fix appointments with survey respondents, based on the list submitted by DRI, in such a way to allow for the most time- and resource-efficient conduct of the survey (e.g. meeting with representatives of several municipalities at the office of Municipal Unions or at the office of the Governor/Muhafez or District Commissioner/Qaimaqam or any other convenient location);

- 1.6. Administer the survey by survey enumerators trained and experienced in conducting face to face surveys with public officials.
2. Data compilation, cleaning and submission. This step will involve:
 - 2.1. Creating a computerised data entry template with relevant quality control tools to ensure the quality of data entry, including double entry, consistency and range checks;
 - 2.2. Coding any open-ended questions based on the codebook;
 - 2.3. Adding relevant background information to each completed questionnaire (such as location, date, time, gender and other relevant aspects of the context in which the survey was conducted);
 - 2.4. Compiling a single database with all responses, which is appropriately coded (based on the codebook);
 - 2.5. Cleaning survey data for any mistakes or inconsistencies;
 - 2.6. Submitting the survey database in .xls and .sav formats to DRI (or any other format agreed upon with DRI) for further analysis, including the codebook and a brief report on the survey implementation.

The Company will work under the direct supervision of DRI’s Country Representative or his assigned representative in Lebanon. All materials should be provided in due time as these will be shared with DRI Lebanon Country Representative for review and validation.

Applicant Profile:

- A Lebanese registered company with the capacity to work in all Lebanese regions without constraints or limitations.
- Excellent survey field management capacity (sampling, support and supervision of field surveyors).
- At least 7 years of experience in conducting surveys on the relevant topics, such as public administration, public service delivery
- Proven experience working for international NGOs.

Deliverables & Payment Schedule:

S#	Deliverables	Deadline	% of Payment	Timeline
1.	Submission of the list of municipalities according to DRI’s criteria.	Within a maximum of 2 weeks and a half of the receipt of award/offer.	20% of Total Contract Amount	By 15.06.2018
2.	The start of field implementation.	Within the first week of field implementation.	20% of Total Contract Amount	By 30.06.2018
3.	Submission of the full data .	Upon the approval of the collected data submitted.	60% of Total Contract Amount	By 30.10.2018

Note: Payments are subject to submission of original invoice. Any changes in the timeline are subject to approval from DRI.

Copyright:

The **collected data** will pass to the exclusive ownership of Democracy Reporting International (DRI) including all use and distribution rights connected to them.

***** End *****

Annex II
Tender Submission Form

(To be printed on company letterhead, signed, dated and stamped)

Date:

André Sleiman
Democracy Reporting International
Farhat Bldg., 1st Floor
Palace of Justice Street
Beirut, Lebanon
Tel: +961 (0)1 427 504/5

Subject: **Submission of Tender for Provision of Data Collection Services**

We, the undersigned, apply for the subjected tender and declare that:

(a) We have examined and have no reservations to the tender documents, including any Addendum (or Addenda to the same effect), issued by the Democracy Reporting International gGmbH (DRI) in accordance with Instructions to Applicants.

(b) We understand that you may cancel the tendering process at any time, informing all providers that had been invited to submit a bid. We understand that our proposal may not be considered if it does not comply with the requirements outlined in the Call for Tenders.

(c) The following information shall be used by Democracy Reporting International to notify us:

Name of Designated Person (person handling the tender):

Postal Address:

Tel/Cell:

Fax:

Official Email:

Best regards,

Signature of an authorised representative(s) of the Agency

Name:

Designation:

Address:

Annex III – Service Provider Information Form

(Note: Please complete this section in full)

About the Company:

Company's Registered Name:	
Trading Name (If applicable):	
Company Address with telephone and e-mail:	
Proposer's Authorised Representative: (Name/Designation/Address/ Tel/Cell/Fax/ Email)	
Branch Offices/address (if any):	
Total years of experience in the survey implementation field:	
Official Banking Details:	

Annex-IV
Technical & Financial Proposal Form

Technical Proposal:

S#	Documentations
1.	Company Profile i.e. cumulative years of relevant experience in the field since business start-off and commence of projects.
2.	A one-page description of your methodology for implementing the survey.
3.	Submission of Company Profile (Brief) of each of the following: <ul style="list-style-type: none"> • CEO/Senior Management; • Team leaders; • Surveyors/survey enumerators.
4.	Letter of appreciation/recommendation of previous clients with complete references with contacts (authorised representative of the Company, telephone, fax, email) (<i>DRI may contact for reference check</i>).
5.	Project References of relevant past survey work.
6.	Complete list of municipalities that the provider has access to/previously worked with.
7.	Detailed Financial Proposal for the proposed methodology of data collection (if there are different scenarios, please outline the relevant financial proposals).

Annex –V- Technical and Financial Evaluation Form

S#	Description of Technical/ Financial Evaluation	Max Marks	Obtained
	TECHNICAL EVALUATION PART (60 Marks):		
1.	Company Profile i.e. cumulative years of relevant experience in the field since business start-off and commence of projects. <i>(1 mark per year, max marks for 10 years plus experience)</i>	10	
2.	A one-page text explaining methodology used for implementation	20	
3.	Submission of Company’s Profile (Brief): <ul style="list-style-type: none"> • CEO/Senior Management; • Team leaders • Surveyors/survey enumerators 	10	
4.	Provide letters of appreciation/recommendation from other Clients with complete references with contacts (authorised representative of the Company, telephone, fax, email) <i>(DRI may contact for reference check)</i> <i>(1 mark for each letter, maximum 5 marks)</i>	05	
5.	Project References of data collection services you have provided in the past	15	
	FINANCIAL EVALUATION PART (40 Marks):		
6.	Marks Obtained on Price Quoted in Section: Marks Allocation Formula: Lowest Financial Proposal/ Proposal Under Review x 100 = The lowest will get full 40 marks and the rest will get proportionate marks as per their financial offer in relation to the lowest bid submitted;	40	
	<i>Total Marks:</i>	100	