USAID Funded
Development Food Security Activities (DFSA)

TERMS OF REFERENCE
June 27, 2018

Technical Support for Analysis and Generate Learning Publications using SHOUHARDO III Panel Monitoring Data, A CARE-B initiatives namely “Fostering Learning and Adaptation In Resilience building” (FLAIRb)”
## Contents

1. **Background Information** ........................................................................................................... 2  
   A. Organization and Program Background .................................................................................... 2  
   B. Assignment Specific Background ............................................................................................ 3  
      FLAIRb/Longitudinal Study Objectives ...................................................................................... 3  
      Indicator and Area of Research Interest .................................................................................... 3  
      FLAIRb Quantitative Study Design ........................................................................................... 4  
2. **Purpose and Objectives** .............................................................................................................. 7  
3. **Data Treatment and Analysis Plan:** ............................................................................................ 8  
4. **Data Management and Analysis** ................................................................................................ 9  
5. **Expected Deliverables & Frequency** ....................................................................................... 10  
6. **Additional Requirement:** ......................................................................................................... 11  
7. **Ownership:** .............................................................................................................................. 11  
8. **Contract Timeframe:** ................................................................................................................. 11  
9. **Timeline:** ................................................................................................................................ 11  
10. **Financial Proposal** .................................................................................................................. 11  
11. **Execution, Payments and Guiding Regulation** ....................................................................... 11  
12. **Proposal Evaluation Criteria:** ............................................................................................... 12  
13. **Point of Contract (POC)** ......................................................................................................... 12
I. Background Information

A. Organization and Program Background

The United States Agency for International Development’s (USAID) Food for Peace program has awarded a grant to CARE Bangladesh to fund a five-year program, “SHOUHARDO III” to build on the successful predecessors SHOUHARDO and SHOUHARDO II. The program goal is to improve gender equitable food security, nutrition, and resilience of vulnerable people in Bangladesh by 2020. The program operates in 8 high-risk districts in Char and Haor regions, 23 Upazilas, and 115 unions of Bangladesh. The program aims to achieve enduring change for 168,521 Poor and Extremely households through programing that layers, sequences, and integrates technical interventions that meet the immediate needs of PEP communities while also investing in social, economic, and institutional capital to build a foundation for future food security and resilience in target communities.

The program focuses on addressing the availability, access, utilization and stability of food insecurity as well as the underlying causes that include social injustice and discrimination, lack of participation and voice, and heightened vulnerability to natural disasters and climate change. To achieve this goal, five Purposes have been designed namely

1. Increased equitable access to income for both women and men, and nutritious food for men, women, boys and girls
2. Improved nutritional status of children under five years of age, pregnant and lactating women and adolescent girls
3. Strengthened gender equitable ability of people, households, communities and systems to mitigate, adapt to and recover from man-made and natural shocks
4. Increased women’s empowerment and gender equity at family and community level
5. Provision and utilization of public services (i.e. Local Elected Bodies & Nation Building Departments) for communities especially for PEP increased

The program has a comprehensive Monitoring and Evaluation (M&E) plan that includes broadly beneficiary registration process, routine monitoring data management system, tracking impacts at the beneficiary level and key program evaluations. The program has planned to track program impacts by collecting longitudinal survey data in order to demonstrate key evidence of impacts. The program has also intended to review the program Theory of Change on how the program is achieving goals and objectives based on its assumptions and activities. Through outsourcing a local firm, CARE has been collecting the panel data since July 2017. The first round of panel data had collected in July 2017 and second round in December and Third round in June/July 2017 and thereafter the other round
B. Assignment Specific background

The integrated FLAIRb/longitudinal study is intended to measure the longitudinal effects on adoption of agriculture practices and productivity, women empowerment and health and nutrition practices of SHOHARDO III beneficiaries. A set of cohort beneficiaries was selected for the first time at baseline (June/July 2017) and will be followed up two years through round monitoring surveys in between baseline and endline. The second round was completed in December 2017 and a tabular analysis completed. The third round data collection is planned for July 2018.

The core research objectives of the longitudinal study are:

1. To measure the longitudinal effects of the program interventions on increased agricultural production and better nutritional status adopting agriculture, livelihood and nutrition practices.
2. Increase understanding of which resilience capacities, in what form and where, have the greatest ability to help households mitigate shocks and stresses and achieve greater food security.
3. Determine if program interventions are effectively contributing to the resilience capacities, and inform program decisions on how to adjust interventions accordingly.
4. Provide evidence that allows the program to test and review its theory of change, and make adaptive management decisions within the program.

Indicator and Area of Research Interest

Several questions or areas of interest have been identified by the SHOUHARDO III program technical specialists and managers that need to be focused in the longitudinal research. These are not directly linked to the IPTT indicators, but relevant to the project key outputs and outcomes. The key research questions given in Table I are further refined and grouped by program components.

Table 1: Key research area of the longitudinal study

<table>
<thead>
<tr>
<th>KEY RESEARCH AREA</th>
<th>SAMPLING FRAME</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. AGRICULTURE AND LIVESTOCK</strong></td>
<td></td>
</tr>
<tr>
<td>1. Adoption of new technology and management practices</td>
<td>Farmers+On-Farm IGA</td>
</tr>
<tr>
<td>2. Access to the market and commodity prices</td>
<td>Farmers+On-Farm IGA</td>
</tr>
<tr>
<td>3. Access to agriculture and livestock extension services</td>
<td>Farmers+On-Farm IGA</td>
</tr>
<tr>
<td>4. Agriculture and livestock production</td>
<td>Farmers+On-Farm IGA</td>
</tr>
<tr>
<td><strong>B. MATERNAL CHILD HEALTH AND NUTRITION</strong></td>
<td></td>
</tr>
<tr>
<td>5. Maternal health practices and cares (food intake, resting, ANC/PNC check-up, IFA supplements etc.)</td>
<td>PLW</td>
</tr>
<tr>
<td>6. Infant and young child feeding practices (Exclusive breastfeeding, early initiation of breast milk, minimum acceptable diet etc.)</td>
<td>PLW</td>
</tr>
<tr>
<td>7. Childhood illness: Diarrhea management and care</td>
<td>PLW or Mothers/caregivers of U5 children</td>
</tr>
<tr>
<td>8. Child nutritional status - Weight-for-age</td>
<td>Children 0-59 months</td>
</tr>
<tr>
<td><strong>C. HYGINE PRACTICES</strong></td>
<td></td>
</tr>
<tr>
<td>9. Hand washing practices in critical times</td>
<td>PLW</td>
</tr>
<tr>
<td>10. Disposal of U5 children feces and animal waste</td>
<td>PLW/All</td>
</tr>
<tr>
<td><strong>D. INCOME, SAVINGS AND ACCESS TO CREDIT</strong></td>
<td></td>
</tr>
<tr>
<td>11. Income sources and gross annual income</td>
<td>All</td>
</tr>
</tbody>
</table>
12. Savings and source of savings
13. Access to credit

E. ACCESS TO GOVERNMENT SERVICES AND PARTICIPATION
14. Participation in Village Development Committee (VDC)
15. Engagement of youth in community development
16. Access to local government services (Union Parishad)
17. Access to Government safety net services/facilities
18. Access to health services

F. SHOCKS, STRESS AND RESILIENCE
19. Expose to shocks and impacts
20. Shocks recovery and ability to recover from the future shocks
21. Social capital (bridging and bonding)
22. Shocks preparedness and response capacity
23. Absorptive and adaptive capacity
24. Household hunger and coping strategy

G. WOMEN ECONOMIC EMPOWERMENT AND DECISION MAKING
25. Women involvement in income generating activities and control over resources
26. Level of women participation intra-household decision making in food distribution, use of resources, maternal and child health care
27. Women access to Government and Community services
28. Women’s mobility
29. Gender-based violence
30. Male involvement in reducing gender-based discrimination and violence

FLAIRb Quantitative Study Design

A. Sampling Frame

There are 30 key research areas that are identified need to collect from specific groups of beneficiaries as well the all beneficiary households. Out of these 30 areas, 8 are critical to collect from the specific group of agriculture, livestock and MCHN beneficiaries with representative samples for each of the individual groups. All other areas are applicable for every beneficiary of the SHOUHARDO program. Given this relative mix and research data requirements, the panel sample beneficiaries was selected from the three major sampling frames of registered i) Agriculture and Livestock beneficiaries ii) Nutrition beneficiaries (PLWs) and iii) Others beneficiaries. These three sampling frames are to be considered as three strata.

B. Estimation of Sample Size

The sample sizes have been estimated for three individual sampling frames to see the long-term effect of program interventions by conducting a panel surveys initially at baseline and 3 rounds of monitoring in between baseline and endline. Following is the sample size estimation formula has been used to estimate sample sizes for the longitudinal study:

\[
n = \text{DEFF} \left( \frac{Z_{\alpha} \sqrt{p_{\text{disc}}} + Z_{(1-\beta)} \sqrt{p_{\text{disc}} - p_{\text{diff}}^2}}{p_{\text{diff}}} \right)^2
\]

Where,

\[n\] = required minimum sample size per survey round or comparison group (strata)

\[p_{\text{disc}}\] = The proportion of households that have changed indicator from first round to last round.

\[p_{\text{diff}}\] = The proportion of households that with changes (positive/negative) from first round to last round.
$Z_\alpha = Z$-score corresponding to the degree of confidence with which it is desired to be able to conclude that an observed change in the proportion would not have occurred by chance ($\alpha$ - the level of statistical significance for one-tailed test), at 95% confidence level. 

$Z_\beta = Z$-score corresponding to the degree of confidence with which it is desired to be certain of detecting a change in the proportion if one actually occurred ($\beta$ - statistical power), 80%

DEEF = Design effect

i) Sample size for Agriculture and Livestock Sampling Frame:

$p_{\text{disc}} = $ Proportion of farmers that have changed in agricultural production and prices due to improve production practices and better marketing system = 35% (Assumed)

$p_{\text{diff}} = $ Of this 35%, proportion of HHs that have better change in production/prices (25%) minus proportion of HHs (10%) that do not have change or negative change in production/prices from first round to last round (assumed) = 25% - 10% = 15%.

$Z_\alpha = Z$-Score at 95% confidence level (one-tailed test) = 1.645

$Z_\beta = $ Statistical power at 80% level = 0.84

DEEF = Design effect = 2.0

Required sample size for Agriculture and Livestock sampling frame, $n_1 = 188 \approx 200$ (by adding 10% non-response rate).

ii) Sample size for Pregnant and Lactating Women (PLW) Sampling Frame:

$p_{\text{disc}} = $ Proportion of PLWs that have changed in Maternal Child Health and Nutrition practices = 20% (Assumed)

$p_{\text{diff}} = $ Of this 20%, proportion of PLWs that have increased practices (15%) minus proportion of PLWs (5%) that do not have increased from first round to last round (assumed) = 15% - 5% = 10%.

$Z_\alpha = Z$-Score at 95% confidence level (one-tailed test) = 1.645

$Z_\beta = $ Statistical power at 80% level = 0.84

DEEF = Design effect = 2.0

Required sample size for Agriculture and Livestock sampling frame, $n_2 = 243 \approx 280$ (by adding 15% non-response rate).

iii) Others Sampling Frame:

$p_{\text{disc}} = $ Proportion of other beneficiaries that have changed in practices = 40% (Assumed)

$p_{\text{diff}} = $ Of this 40%, proportion of beneficiaries that have positive change (30%) minus proportion of HHs (10%) that do not have change or negative change from first round to last round (assumed) = 30% - 10% = 20%.

$Z_\alpha = Z$-Score at 95% confidence level (one-tailed test) = 1.645

$Z_\beta = $ Statistical power at 80% level = 0.84
DEEF = Design effect = 2.0

Required sample size for Agriculture and Livestock sampling frame, \( n_2 = 119 \approx 200 \) (by adding 15\% non-response rate).

Therefore, the final sample size for the longitudinal study is, \( n = n_1 + n_2 + n_3 = 200+280+200 = 680 \).

C. Selection of Sample Clusters

A two-stage random sampling procedure was applied, where in the clusters selected in first stage and sample beneficiaries selected from the sampled clusters in second stage. The clusters are the SHOUHARDO III program villages was listed by district, upazila, union and number of total beneficiaries. The clusters were selected using Probability Proportional to the Size (PPS) method, where the size of the cluster is the number of beneficiaries in the cluster. Using the PPS method, in larger clusters the chance that any single beneficiary was selected is smaller, but this is offset by the fact that larger clusters have a greater chance of being selected in the PPS procedure. Fewer elements per cluster (5-7 sample beneficiaries) always improve the efficiency of the sample design. It has been determined that visiting more clusters and fewer beneficiaries per cluster is logistically feasible. Therefore fewer beneficiaries (5-7) was chosen than suggested in the generic sampling design guidelines (15-30 per cluster).

D. Selection of Sample Beneficiaries

List of beneficiaries are separated in three different sampling frames (Agriculture + Livestock, PLWs and others) in each of the selected 40 clusters. Five beneficiaries from the list of agriculture + Livestock sampling frame in the cluster was selected randomly. Similarly, 7 beneficiaries from the list of PLWs sampling frame, 5 beneficiaries from the other sampling frame was selected randomly. Therefore, 17 samples was selected from three sampling frames in a cluster. The list of the beneficiaries by three sampling frames and clusters was generated from the SHOUHARDO III MIS database. Sr. Coordinator-M&E and MIS Manager are responsible to generate the list of the beneficiaries. Consultant will select the clusters and sample beneficiaries. These 680 beneficiaries was selected at the baseline and will be followed up in rounds of monitoring in between baseline and endline.

The sample of beneficiary households has been selected randomly during the baseline and then will be followed up in every six months (June/December) during 2017 to 2020. The initial random sample of beneficiary households were selected for FLAIRb baseline in July 2017 to track for next six monthly survey rounds from the three major sampling frames of registered

<table>
<thead>
<tr>
<th>Sampling frame</th>
<th>Sample size</th>
<th># of sample cluster</th>
<th>#of sample beneficiary per cluster</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture and Livestock</td>
<td>200</td>
<td>40</td>
<td>5</td>
</tr>
<tr>
<td>PLWs</td>
<td>280</td>
<td>40</td>
<td>7</td>
</tr>
<tr>
<td>Others</td>
<td>200</td>
<td>40</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>680</strong></td>
<td><strong>40</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>
beneficiary households that are: i) Agriculture and Livestock beneficiary households ii) Nutrition beneficiary households (PLWs) and iii) Others beneficiary households.

Through this scope of work, CARE Bangladesh is looking for a competent consulting firm who have extensive and sound expertise in carrying resilience measurement in particularly longitudinal study design, data analysis, sense making of data and eventually preparing learning publications for improve programming.

2. Purpose and Objectives

The main purpose and objectives for this consultancy/assignment are threefold:

One: Data analysis and learning report generation using the round monitoring (round 3) study which is planned in June/July 2018. CARE-B already hired a local firm to conduct the data collection in June/July 2018.

The consultant will analyze the surveyed data and interpret its utilization which would ultimate help for improve programming. [If consulting firm is overseas, then there is no specific need for in country travel for this specific assignment]

Report should be presented with updated FLAIRb results for selected research areas/indicators. The data should be presented in aggregated and disaggregated manner by key attributes such by sampling frame and by region, by sex (women and men), by age cohorts - as applicable) and program overall at minimum. The statistical analysis should include central tendencies, percentile, confidence interval, test of significance, p-value, standard deviation, etc. as applicable and reflect comparison against Baseline and July FLAIRb survey results. It should point the program clear emerging trends and relations between program output with resilience indicators and between outputs across purposes.

Two: Data analysis and generation of only tables using the round monitoring (round 4) study which is planned in Nov/Dec 2018. CARE-B will hire a local firm to conduct the data collection/field survey, in other word the field level data collection is not part of that consultancies.

The consultant will analyze the data and complete the statistical analysis should include central tendencies, confidence interval, test of significance, p-value, standard deviation, etc. as applicable and reflect comparison against different round survey results. It should point the program clear emerging trends and relations between program outputs with resilience indicators and between outputs across purposes.

Three: Round five (possibly end line) data of FLAIRb will be collected in June/July 2019. The consulting firm will be responsible to review and analyze whole monitoring round data starting from July 2017 and conduct a “comprehensive resilience analysis” which should be able to respond following area (but not limited to):

- To measure the longitudinal effects of the program interventions on increased agricultural production and better nutritional status adopting agriculture, livelihood and nutrition practices.

1 Please review the USAID Collaborating Learning and Adapting (CLA) approach on which this is premised.
• Increase understanding of which resilience capacities, in what form and where, have the greatest ability to help households mitigate shocks and stresses and achieve greater food security.
• Determine if program interventions are effectively contributing to the resilience capacities, and inform program decisions on how to adjust interventions accordingly.
• Provide clear response to – what aspects of resilience capacities have the most impact or reducing the negative impact of shocks on household food security in the program context.

In the final round of FLAIRb, consulting firm may require to provide orientation of enumerator hired by local firms. In-depth analysis and assessment of SHOUHARDO III FLAIRb data that linked to Routine Monitoring Data, Progress Monitoring Findings and also Beneficiary Based Sample Survey (BBSS) data to test the assumptions of SHOUAHRDO III’s ToC and to address more specific research and evaluation questions.

The program expects two reports that provide full insights to the round 4 and end line results. Responding to the objectives outlined below:

1. To measure the longitudinal effects of the program interventions on increased agricultural production and better nutritional status adopting agriculture, livelihood and nutrition practices.
2. Increase understanding of which resilience capacities, in what form and where, have the greatest ability to help households mitigate shocks and stresses and achieve greater food security.
3. Determine if program interventions are effectively contributing to the resilience capacities, and inform program decisions on how to adjust interventions accordingly.
4. Provide evidence that allows the program to test and review its theory of change, and make adaptive management decisions within the program.

The program envisions a learning piece will be published from this work on two fronts.

- Academic peer reviewed paper linking household demographics, shock exposure and interventions to resilience outcomes.
- A practitioner’s guide to programmatic resilience measures and application in development program that covers the methodology, results and uses with SHOUHARDO III.

CARE-B will hire a local firm to conduct the data collection/field survey, in other word the field level data collection is not part of that consultancies.

3. Data Treatment and Analysis Plan:
The contractor must prepare a data treatment and analysis plan to address the following elements:
i. Indication of how the systematic data quality checks will place in the database, examine inconsistencies and edits (data cleaning, checking missing values and out liar and fixing issues) planned to ensure logical consistency and coherence, as well as an indication of the software and data management will be done;
ii. Sampling weights to be included on the data file. The formulae used to calculate the sampling weights should be included as part of a data dictionary document. Different sampling weights will need to be calculated for separate analysis of each component (in the sampling frame) and of the program level aggregate. Note that a household non-response adjustment should be made to the sampling weights as part of the final weighting system and description on how the out-liars would be addressed;

iii. Indicator tabulation plan. Estimates should be produced for each stratum and for the overall level; Indication of which sub-groups, if any, for which the Contractor will produce estimators;

iv. To understand factors that explain the variation in change in specific research areas, household hunger scale, household dietary diversity score, and minimum acceptable diet, multivariate analysis model must be specified and presented in the tabulation plan.

vi. The contractor should specify all intended bivariate and multivariate analysis in the tabulation plan;

Thoughts on intended descriptive tables and cross-tabulation plan, correlation, regression analysis, weighting and various statistical tests like confidence interval, test of significance, p-value, standard deviation; dealing out-liars, etc.

vii. Indication that confidence intervals associated with the indicators will be produced alongside the indicator estimates and that these will take into account the design effect associated with the complex sampling design. Additional statistical outputs are required for multivariate analysis, but should be provided in an appendix; and

iv. Description of methods for comparing the final survey data with the baseline and round monitoring survey data, and tests to be used to detect a population level difference at 95 percent level of significance.

4. Data Management and Analysis

A. Data Management and Analysis

The Local firm (already contracted by CARE) collects data using Tab/handheld device in the ODK or other appropriate online database program. The ODK dataset (XML format) need to be converted into a STATA (Version 13.0) and SPSS (Version 20.0 or later) database for data management and analysis. Validated data will be accumulated in the main STATA/SPSS database. Consultant will download ODK data from server and will convert into SPSS/STATA. Consultant will check data quality remotely every day and will share findings and updated dataset to SHOUHARDO M&E team for necessary actions.

An analysis plan that includes the definition of the research indicators and tabulation structures need to be generated prior to the start of data analysis. Consultant should create SPSS/STATA command files to compute research indicators in accordance with the descriptions provided in the analysis plan.

B. Sampling Weights

The indicators that are specific to an individual sampling frame do not need to be weighted, but the indicators that are derived from combined sampling frames will need to be adjusted with the sampling weights. The clusters are selected across the three sampling frames (strata), but the sample beneficiaries are selected from a cluster by stratifying in three groups. So a cluster design weights need to be used to adjust cluster design effect for the indicators that will be
derived from the combined sampling frames. Design weights are calculated based on the separate sampling probabilities for each sampling stage and for each cluster. The sampling weight is calculated with the design weight corrected for non-response for each of the selected clusters. Response rates are calculated at cluster level as ratios of the number of interviewed households over the number of eligible households. The overall household sampling weight is calculated by dividing the household design weight by the household response rate.

5. Expected Deliverables & Frequency

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Delivery Frequency/Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Round 3 (June/July 2018)</strong></td>
<td>September 2018</td>
</tr>
</tbody>
</table>
| A learning publications (report) considering the data analysis as well as trend analysis of July 2018 compared to earlier two round survey data (conducted in July 2017 and December 2017)  
  - Data base, syntax with all outputs (both in csv and SPSS format) | |
| *(please see the section 6 for Additional Requirement to comply with FFP/USAID requirement)* | |

| **Round 4 (Nov/Dec 2018)** | January 2019 |
| Detail tabulation/descriptive statistics considering the data analysis as well as trend analysis of December 2018 compared to earlier three round survey data (conducted in July 2017 to July 2018)  
  - Data base, syntax with all outputs (both in csv and SPSS format) | |
| No learning report is expected for this round | |
| *(please see the section 6 for Additional Requirement to comply with FFP/USAID requirement)* | |

| **Round 5 (June/July 2019)** | September 2019 |
| A comprehensions resilience measurement analysis report considering the trend analysis of round 5 (possibly end line) survey compared to all round monitoring survey data. This report should cover the areas which is specified in section 3. Purpose and Objectives sub-section two  
  Data Base, syntax with all outputs (both in csv and SPSS format) | |
| *(please see the section 6 for Additional Requirement to comply with FFP/USAID requirement)* | |
6. Additional Requirement:
To comply with USAID's Open Data Policy, USAID/FFP will host the data to USAID's Open Data portal. To comply, the contractor must submit the following:
Raw and cleaned data set, data dictionary/codebook, edit rules, outputs and syntax for data analysis, including syntax for variable transformations.

**Deliverables:**
i. Raw data set in SPSS and CSV formats;
ii. Edit rules for cleaning data;
iii. Data dictionary/codebook;
iv. Syntax for all data analysis and variable transformations;
v. Final data set that includes cleaned data, sampling weights at each stage, final sampling weights, and all derived indicators; and
vi. Sampling weights used to tabulate the aggregate-level estimates for the USAID/FFP Standard Indicators
vii) All Output files in SPSS (v2.0 or later)

7. Ownership:
CARE will be the absolute owner of the developed tools & documents and will have copyright ownership. The contractor shall not replicate or reproduce or use any tools & documents developed or datasets used for this assignment without the prior consent of CARE.

8. Contract Timeframe:
**Timeframe of the contract will be up to December, 2019.**

9. Timeline:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Description</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal Submission</td>
<td>CARE receive complete proposals from qualified firm with CV of key personnel to be engaged</td>
<td>25 July 2018</td>
</tr>
<tr>
<td>Proposal Review</td>
<td>Review team from CARE provides feedback on selected proposal.</td>
<td>30 July 2018</td>
</tr>
<tr>
<td>Contract Signing</td>
<td>Contract agreed and signed by both parties.</td>
<td>05 August 2018</td>
</tr>
</tbody>
</table>

10. Financial Proposal
Consultant will submit a proposed timeline and financial proposal in response to this TOR, including: Summary of Costs, Breakdown of Staff Remuneration, Travel and DSAs, Miscellaneous, and any Overhead Costs. Total cost of the financial proposal will be considered.

11. Execution, Payments and Guiding Regulation
i. For each key activity and deliverable, consultant firm will nominate an appropriate individual with a clear task order. This will be developed jointly with CARE around all the specific deliverables. For each specific task, the following specifics are expected:
a. Details of activity and technical skills requirement
b. CV of appropriate person
c. Travel plan for the individual
d. Required reporting and documentation details for the task.
e. Other specific issues as will be highlighted during the Task Definition
f. Task specific budgets

Once agreed on the task order and a task specific agreement is signed, the identified person will travel to Bangladesh and work with CARE staff.

ii. Travel and lodging costs will be reimbursed on actuals, while meals and incidentals should be included in the final bill that will be reimbursed to contractor based on an agreed on daily rate in the task specific agreement.

iii. All services and procurements under the agreement will be subject to USAID rules and regulations as applicable to US Based NGOs/Others and for cooperative agreements.

12. Proposal Evaluation Criteria:
The proposal will be ranked according to score. Evaluation criteria & allocated points are as follows:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed methodology for carrying out the task</td>
<td>20</td>
</tr>
<tr>
<td>- Understanding on FFP/USAID program its M&amp;E and reporting requirements</td>
<td></td>
</tr>
<tr>
<td>- Knowledge of the conceptual framework of food security - Experience of</td>
<td></td>
</tr>
<tr>
<td>evaluating FFP/USAID’s food security</td>
<td>15</td>
</tr>
<tr>
<td>Experience on design Resilience Measurement tools and methodology and</td>
<td>30</td>
</tr>
<tr>
<td>manage large scale comprehensive resilience assessment/measurement</td>
<td></td>
</tr>
<tr>
<td>study/survey</td>
<td></td>
</tr>
<tr>
<td>Expertise in developing sampling method according to USAID requirement,</td>
<td>15</td>
</tr>
<tr>
<td>applying standard processes</td>
<td></td>
</tr>
<tr>
<td>- Experience in designing and managing large scale socio-economic and</td>
<td></td>
</tr>
<tr>
<td>agriculture and nutrition, surveys for Title II development food</td>
<td></td>
</tr>
<tr>
<td>assistance programs or similar scope and scale in Bangladesh</td>
<td></td>
</tr>
<tr>
<td>Quality/Qualifications/Experience of Proposed key staff</td>
<td>20</td>
</tr>
</tbody>
</table>

13. Point of Contract (POC)
Once the contract is signed, the contact persons at CARE are Walter Mwasaa, Chief of Party, SHOUHARDO III, CARE Bangladesh. All queries should be directed to Walter.Mwasaa@care.org