



**CIP**  
INTERNATIONAL  
POTATO CENTER



WWW.  
CIPOTATO.ORG

Street Address:  
Av. La Molina 1895, La Molina, Lima, Perú

## **REQUEST FOR PROPOSAL**

### **The Socio Economic Survey**

#### **I. INTRODUCTION**

The International Potato Center, known by its Spanish acronym CIP, was founded in 1971 as a root and tuber research-for-development institution delivering sustainable solutions to the pressing world problems of hunger, poverty, and the degradation of natural resources. CIP is truly a global center, with headquarters in Lima, Peru and offices in 20 developing countries across Asia, Africa, and Latin America. Working closely with our partners, CIP seeks to achieve food security, increased well-being, and gender equity for poor people in the developing world. CIP furthers its mission through rigorous research, innovation in science and technology, and capacity strengthening regarding root and tuber farming and food systems.

CIP is part of the CGIAR Consortium, a global partnership that unites organizations engaged in research for a food secure future. CGIAR research is dedicated to reducing rural poverty, increasing food security, improving human health and nutrition, and ensuring more sustainable management of natural resources. Donors include individual countries, major foundations, and international entities.

#### **II. PURPOSE**

The purpose of this Request for Proposal (RFP) is to receive proposals from firm/suppliers who believe that they have the qualifications to provide the following services:

- Socio Economic Survey

#### **Technical Specification:**

##### **2.- Technical Specification of the item:**

- Conduct surveys of 1,500 households across 150 villages in 3 districts in Bihar as per the selection made and shared by CIP/WITS project team
- Tentatively, districts are: Patna, Nalanda, Rohtas
- Translate and digitize the questionnaire in a tool as determined jointly with CIP/WITS project team. The collaborator has to convert the questionnaire from MS Word into the digital alternative using tools such as SurveyCTO, Kobo Toolbox or their own (if any) with support and feedback from the CIP/WITS project team and translate in Hindi to be used for the data collection process.
- Lead the selection and mobilization of enumerators and supervisors (including females) to form data collection teams. Make sure that 2 external people chosen by CIP/WITS study team will be involved as supervisors and be part of data collection team.
- In every village, 10 households will be interviewed. Each survey is expected to last for 2 hours approximately.
- Lists of villages will be provided by CIP/WITS project team. In each village, stratified household lists will need to be established using census methods. Additional demographic and socio-economic characteristics will need to be collected.
- Provide tablets to the enumerators.
- Provide training to the enumerators, in Bihar, on the survey, methodology and also the usage of the tabs for data collection.
- Conduct the pilot testing of the questionnaire.

- Identification of households to be done by randomly selecting 10 households from census lists.
- Organize logistics of field data collection, including the timing, travel and accommodation of the enumerators.
- Supervise field data collection and ensure that data are collected efficiently, accurately and in a timely manner
- Supervise data and ensure that data are sent to the Project Collaborator (CIP/WITS) periodically
- Communicate schedules of the enumerators and the supervisors to the Project Collaborator
- Ensure that the data collected is regularly reviewed and checked for accuracy, completeness, and quality
- Ensure that all data protection guidelines are followed to ensure respondent confidentiality
- Ensure that surveys are conducted in all 150 villages and any other support needed for successful implementation of study is provided.

CIP is committed to including diverse firms (and those who value diversity and inclusion) in its sourcing and procurement activities.

### **Deliverables**

- a) Provide translated version of questionnaire
- b) Provide census lists of farmers in selected villages
- c) Provide report/presentation for enumerator training
- d) Share collected data periodically (interval to be discussed)
- e) Share database for collected data for baseline (Q3-2022) and endline (Q1-2024).

### **III. REQUIREMENTS**

Proposals must address each item listed, giving specific details of techniques to be used in achieving these requirements. Proposals may be rejected if minimum requirements are not met. All proposers wishing clarification of this RFP must submit questions by email to CIP no later than April 5<sup>th</sup>, 2022 to the attention of Barun Raj, Senior Country Coordinator email address: [barun.raj@cgiar.org](mailto:barun.raj@cgiar.org) cc: [a.gugnani@cgiar.org](mailto:a.gugnani@cgiar.org) Costs for developing proposals are entirely the responsibility of the proposer and shall not be reimbursed by CIP.

1. **Notice of Intent to Bid and Bidder Identification, Attachment 1:** Must be received by April 5<sup>th</sup>, 2022. The notice shall be emailed to Barun Raj ([barun.raj@cgiar.org](mailto:barun.raj@cgiar.org)), cc: Arun Gugnani ([a.gugnani@cgiar.org](mailto:a.gugnani@cgiar.org))
2. **Table of Contents:** Every RFP submitted must contain the following information:
  - a. **Services and Activities:** Provide description of the nature of the organization's services and activities. Note when the business was established, brief history and location. List the location(s) of the office(s).
  - b. **Filled Out the Bidder Identification Form (Attached).**
  - c. **No Conflict of Interest:** Client relationships that could potentially be considered a conflict of interest must be listed.
  - d. **Detailed proposal requirements:** According to Terms of References.

### **IV. TIMETABLE**

- |                                    |                               |
|------------------------------------|-------------------------------|
| 1. Invitation to bidding companies | March 25 <sup>th</sup> , 2022 |
| 2. Questions from bidders          | March 28 <sup>th</sup> , 2022 |
| 3. Answers from CIP                | March 30 <sup>th</sup> , 2022 |

- |                                      |                               |
|--------------------------------------|-------------------------------|
| 4. Submission of Proposals           | April 5 <sup>th</sup> ,2022   |
| 5. Evaluation of proposals           | April 12 <sup>th</sup> , 2022 |
| 6. Identification of selected vendor | April 15 <sup>th</sup> , 2022 |
| 7. Communication to bidders          | April 20 <sup>th</sup> , 2022 |

Bidders shall submit their complete Proforma including technical specifications by email to Barun Raj (barun.raj@cgiar.org) and cc: Arun Gugnani (a.gugnani@cgiar.org) no later than April 5<sup>th</sup>, 2022.

**V. LOCATION OF DELIVERY**

Dr. Suresh Kumar,  
 Central Potato Research Stations (CPRS),  
 Post: Sahay Nagar, Patna-801506, Bihar, Near: BMP Camp Gail,  
 Phulwari Sharif, India, Mob: +91 9466136318

**VI. EVALUATION PROCESS**

**Evaluation Matrix**

	<i>Relevance %</i>	<i>Score (1-5)</i>	<i>Total (Relevance x score)</i>
Years in the Market	10		
Guarantee	20		
Delivery time	20		
Cost	25		
After Sales Service - Local Support	25		
Total	100		

**VII. CIP RIGHTS**

CIP maintains the right to accept or reject in whole or in part, proposals and cancel the process as long as CIP has not signed the relevant contract.

ATTACHMENT 1 –

**NOTICE OF INTENT TO BID**

Place, Date

Messrs.  
International Potato Center

Our company ..... duly represented by its Legal Representative..... with legal powers registered at ..... (copy attached), requests to participate in the selection process of a firm that provides the service of assembly the genome of 35 wild potato accessions for International Potato Center.

Along with the BIDDER IDENTIFICATION we are attaching the requires documentation and accept the conditions of the invitation.

Sincerely

NAME AND SIGNATURE OF THE LEGAL REPRESENTATIVE

## BIDDER IDENTIFICATION

	<b>BIDDER IDENTIFICATION</b>	
<b>Company name</b>		
<b>Years in the market</b>		
<b>Main customers.</b> Please attach letters of recommendation		
<b>Tax ID</b>		
<b>Address</b>		
<b>Contact information</b>		
<b>Name</b>		Position:
<b>Phones</b>		E-mail:
<b>Sales Volume</b>		
<b>2018</b>		
<b>2019</b>		
<b>2020</b>		
<b>Name and signature Legal Representative</b>		