**REQUEST FOR EXPRESSION OF INTEREST (REOI)**

**Kigali, on 15/09/2023**

**Ref No: RW-REG/EDCL-265238-CS-QCBS**

**Project:** Rwanda - Energy Access and Quality Improvement Project

**Tender Name:** **Consultancy Services for a Baseline survey and endline survey on Energy Access Quality Improvement Project (EAQIP)**

1. **BACKGROUND AND CONTEXT**

The World Bank’s latest energy sector project in Rwanda, the Rwanda Energy Access and Quality Improvement Project (EAQIP, US$160 million; FY2021-26), was approved in September 2020 and became effective in March 2021. The project supports the energy sector targets of the Government of Rwanda (GoR) as envisaged in the National Strategy for Transformation (NST1), by financing (1) expansion of grid electricity access, (2) enhancements to the grid electricity network and rehabilitation of hydropower generation, and (3) expansion of off-grid solar and clean cooking access. The project is part of the approximately US$670 million Rwanda Universal Energy Access Program (RUEAP), which includes financing from the AFD (joint co-financier to EAQIP), OPEC Fund, AfDB and EIB. Considering the ambitious electrification objectives of the GoR, there is an urgency to roll out grid electrification on an accelerated basis, in order to reach the universal electrification target in 2.5 years. The project implementing unit (PIU) for grid electrification is EDCL.

To achieve rapid grid expansion, EDCL has proposed a mix of strategies towards accelerated implementation, being 1) The utilization of EPC contractors, and 2) Labour and Material contracts by purchasing materials and using internal REG teams and local contractors to install and commission various schemes. In the latter case, EDCL does implements the design and procurement of the Labour and Material contracts internally. Out of 11 districts in which EAQIP is financing the electrification, EDCL has proposed to carry out electrification in 5 districts (Musanze, Rubavu, Rulindo, Karongi, Rutsiro), using the methodology of in-house design and the procurement of materials through separate contracts. These are to be received, stored, and distributed to the various districts by EDCL, while installation to is undertaken by internal REG teams and local contractors.

1. **OBJECTIVE OF THE ASSIGNMENT**

This assignment serves to support both EUCL and EDCL in ensuring knowledge and experience gained is being created (made explicit), documented and shared in an effective manner.

1. **Duration of the assignment**

The duration for the consultancy is 6 months divided into two equal periods of 3 months.

1. **Location**

The Project will operate in 4 districts namely Rulindo, Rutsiro, Karongi and Rusizi

1. **SCOPE OF CONSULTANCY SERVICES**

The scope of the consultancy services is divided into 2 Phases:

Phase1: Consultancy Services for baseline survey

Phase2: Consultancy Services for endline survey

The selected most qualified firms shall be requested to provide proposals.

1. **Selection process**

Consultant Firm may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A Consultant will be selected in accordance with the Quality Cost Based Selection (QCBS) method set out in the Procurement Regulations.

Shortlisted firms between 5 to 8 companies will be ranked based on the number of provided similar experiences (completion certificates supported by their related contracts).

The expression of interests must be submitted in written form (electronically) addressed to the Managing Director of the Energy Development Corporation Limited (EDCL) through the following emails: procurement@edcl.reg.rw copy to [cuwajeneza@edcl.reg.rw](mailto:cuwajeneza@edcl.reg.rw) and [jdruberanziza@edcl.reg.rw](mailto:jdruberanziza@edcl.reg.rw) not later than **18/10/2023** **at 5:00pm Kigali time (GMT +2).**

Sincerely,

Done at Kigali, on 15/09/2023.

**Gentile UMUSHASHI Félix GAKUBA**

**Head Procurement Management Services Managing Director**

**TOR**

1. **Background of study**

**1.1 Country overview**

Rwanda is a small landlocked country located in Eastern Africa, bordering Burundi, Tanzania, Uganda and the Democratic Republic of Congo. Rwanda’s population is 12.9 million and is one of the most densely populated countries in the continent, with 525 people per square kilometer.

Despite classified as a least developed country, Rwanda has seen consistent rate of economic growth between 2011 and 2019 with average gross domestic product (GDP) growth of 7.2 percent and annual GDP per capital growth of 5 percent. Investments have been the main driver of growth, expanding by 23.3 percent, primarily underpinned by strong public investments.

Rwanda has drastically turned around its energy sector indicators over the last decade. Electrification of its population grew at one of the fastest rates in the world, with access to electricity rising from 6 percent in 2008 to an estimated 65 percent as of June 30, 2021. Grid access stands at 47.2 percent while off-grid access, which has progressed at a slower pace than grid access, is at 17.8 percent. Rwanda’s power generation installed capacity tripled from 76 MW in 2010 to 238.4 MW by June 30, 2021. The share of oil-fueled power in Rwanda’s power generation mix has declined from about 45 percent in 2013 to less than 20 percent in 2020 having been replaced by hydropower, lake methane-based power, and to a smaller extent by solar power and peat-fueled power.

Rwanda is currently pursuing an ambitious agenda for the energy sector defined in the National Strategy for Transformation (NST1) for the period 2017/18-2023/24. The strategy aims to: (a) achieve universal access by 2024 through a combination of on-grid and off-grid electrification, (b) reduce the cost of electricity supply, (c) improve the quality and reliability of electricity services, and (iv) reduce the number of households using traditional cooking fuels from 79.9 percent in 2016/17 to 66.6 percent by 2020/21 and 42 percent by 2024 by replacing wood and charcoal with clean cooking options. The universal electrification target by 2024 is considered extremely ambitious. While the original split between grid/off-grid access was set as 52%/48%, the Government revised the National Electrification Plan (NEP) in August 2021, increasing the percentage of villages targeted for grid electrification from 74.6% to 89.9%. This reflects an even more ambitious plan for grid expansion than originally envisioned.

**1.2 Institutional overview**

Rwanda has undertaken several energy-sector reforms over the last decade. During sector restructuring in 2014, the electric utility was separated from the water utility, forming the Rwanda Preliminary assessment report .

Energy Group (REG) and its two independent subsidiaries, the Energy Utility Corporation Limited (EUCL) and the Energy Development Corporation Limited (EDCL). The separation allowed for better governance and clear financial accountability between revenue-generating service functions (EUCL) and nonrevenue-generating infrastructure development (EDCL). REG is overseen by the Ministry of Infrastructure (MININFRA) and regulated by the Rwanda Utilities Regulatory Agency (RURA), an independent regulator. RURA evaluates the revenue requirements of REG, which are covered through a combination of tariff revenues set - taking into account affordability constraints and electricity sector subsidies provided by Ministry of Economy and Finance and Economic Planning (MINECOFIN). The Development Bank of Rwanda (Banque Rwandaise de Développement, BRD), among its services, provides financing support to the off-grid sector through the Renewable Energy Fund (REF), which is one of the main vehicles of the Government in promoting private investment in off-grid energy and clean cooking solutions.

**1.3 ENERGY ACCESS Quality Improvement Project (EAQIP)**

The World Bank’s latest energy sector project in Rwanda, the Rwanda Energy Access and Quality Improvement Project (EAQIP, US$160 million; FY2021-26), was approved in September 2020 and became effective in March 2021. The project supports the energy sector targets of the Government of Rwanda (GoR) as envisaged in the National Strategy for Transformation (NST1), by financing (1) expansion of grid electricity access, (2) enhancements to the grid electricity network and rehabilitation of hydropower generation, and (3) expansion of off-grid solar and clean cooking access. The project is part of the approximately US$670 million Rwanda Universal Energy Access Program (RUEAP), which includes financing from the AFD (joint co-financier to EAQIP), OPEC Fund, AfDB and EIB. Considering the ambitious electrification objectives of the GoR, there is an urgency to roll out grid electrification on an accelerated basis, in order to reach the universal electrification target in 2.5 years. The project implementing unit (PIU) for grid electrification is EDCL.

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**1.4 Location:**

The Project will operate in 4 districts namely Rulindo, Rutsiro, Karongi and Rusizi

1. **SCOPE OF CONSULTANCY SERVICES**

The scope of the consultancy services is divided into 2 Phases:

Phase1: Consultancy Services for baseline survey

Phase2: Consultancy Services for endline survey

**2.1 Scope of consultancy services for baseline survey & endline survey:**

The project is implemented in the Northern and Western provinces. Within these provinces, certain villages and households will be selected and provided to the firm to conduct the survey. The firm will be required to only cover the sample list provided.

The firm/consortium will be responsible for implementing a closely linked data collection activity and delivering quality data according to the expectations and protocols, within a timeframe defined by the EAQIP project team and the endline survey principal investigators (PIs). The selected firm/consortium will work under the direct supervision of the supervision team constituted by EAQIP M&E Specialist and members representing the DIME team which could include the Field Coordinator, Research Analyst and PI.

All of the surveys must be in-person.

There is a requirement for firms/consortiums that can undertake electronic data collection. Firms that propose electronic in-person data collection must show demonstrated ability in undertaking CAPI surveys. The firm will need to already own or locally procure the number of Android-operating tablets that are needed to carry out the data collection. The tablets procured must have the following features: Android operating system, wifi capability, GPS recording capability, strong battery life and favourable recharge time, built-in microphone, sufficient memory, be supportive of both English and Kinyarwanda font, extra charging chords in case of loss/damage, protective cases, and waterproof bags. The successful firm will also need to procure related equipment for supporting electronic data collection, such as wifi routers, generators, backup batteries, and server for storage of incoming data (Survey CTO is preferred).

Firms will have to prepare paper-based data collection tools to have on hand in case of technical problems during electronic data collection, as a back-up. In case paper-based data collection is necessary to compensate for temporary electronic data collection issues, certain sections of the data (identification variables and yield measurements) for all villages must be delivered within 15 days of the completion of data entry via entry from paper into tablet program. Any survey done on paper must be double entered by two separate enumerators, and a third one will check any flagged discrepancies between two entries.

A sample questionnaire is included as annex to this document. Survey firms can use this to estimate the time required to complete the survey. However, please note that there will be modifications to this questionnaire.

It will be critical to keep non-response rates as close to zero as possible. Non-response includes both refusals to participate in the survey and refusal to answer particular questions. While it should always be stressed to respondents that they have the option of not answering certain questions, interviewers should be able to achieve a level of comfort with respondents to minimize non-response rates for each question. Similarly, measurement error can also be problematic. Therefore, it will be critical to develop a data quality control protocol that allows for consistency and quality checks in the field, concurrent with electronic data collection.

1. **Expected activities for each round of survey**

The Firm will be responsible for both the baseline and endline survey. The major duties of the Firm will include:

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| **Activity 1:** Procure tablets and related equipment needed for the survey. Obtain necessary permits or clearance for the survey |
| * The firm will procure the tablets and other hardware needed for the survey, as well as the subscription to the Survey CTO server, based on mutual agreement with the supervision team on the specifications. Other hardware that may be needed are backup batteries and 3G wifi hotspots. * Acquire all permissions necessary for conducting the survey, including relevant permissions from government, municipal and/or local authorities as needed. * Adhere to local formalities and obtain any required permits related to the survey implementation, as well as survey team health and accident insurance, salary, taxes, and others as necessary. * An assistance required from the PIU will be provided to obtain the above stated permits. |
| **Activity 2:** Translation, Programming & Pilot of all questionnaires |
| * Translate questionnaires provided by the IE Team to the local language(s) * Suggest adaptations to any components that are necessary to accurately capture the intended information on the study populations. This would include, for example, revising behavioral and attitudinal questions to reflect patterns of behavior and attitudes relevant to nutrition evident from existing data. * Generate the paper-based format of the finalized questionnaire for backup to electronic questionnaire. * For electronic data collection, provide input to an electronic questionnaire ensuring:   + Questionnaires are programmed with a logical skip pattern.   + Questionnaires allow valid open-ended and “other” textual responses outside of the response options provided in the questionnaire.   + Questionnaire should conduct range and consistency checks as data is entered. Violations of these checks should lead to an immediate and transparent message sent to the enumerator, along with a practical method for correcting key punch errors, or over-riding and documenting any answers that violate the range and consistency check rules. * During the period that the firm proposes to program the survey, the research team from DIME (World Bank) will have access to the SurveyCTO server and conduct weekly tests of the programming that has been completed by the survey firm during that week. The survey firm will ensure that once weekly at the agreement of the field coordinator and survey firm, the latest version of the programmed survey has been synced to the field coordinator’s tablet.  The field coordinator will provide feedback on issues encountered in the programming concerning clarity, consistency checks, skip patterns etc.  These checks will be designed to provide advance feedback to the survey firm on the functioning of the questionnaire to ensure that sufficient time has been allocated to address issues before the beta testing. * Pilot test the translated questionnaires using tablets under real conditions. Monitoring time per question and module for estimation of average time per interview, test consistency checks of electronic form, as well as taking GPS point and testing tablet battery life under field conditions is necessary. Interviews must be conducted with approximately 50 households outside of the evaluation area and data sent in to test the program and management of data using the server. Submit report on challenges faced during the pilot and suggested revisions to the questionnaire/electronic programming to the research team. |
| **Activity 3:** Detailed Field Procedure Plan |
| The Field Procedure Plan will detail the following:   * Composition of field teams: number of enumerators, supervisors, editors, data entry/data management staff * Responsibilities of each field team member, with checklists as appropriate. * Calendar of activities, including the expected time each team will spend in each enumeration area and the order in which enumeration areas will be covered * Provisions for ensuring data quality, including procedures for addressing data inconsistencies/misreporting when identified * Travel and lodging logistics * Management information/reporting tools to track household interviews, and to record if/why replacements were made to the original sampling list. * Protocol for dealing with and/or replacing households who refuse to participate, are unable to be located, or are otherwise unable to participate in the follow-up survey, and rules for household re-visits and substitution * Supervision and spot check plans to ensure adherence to data collection protocols and confirm quality of data collection and entry, including a minimum of [10%] of re-visits to a random sample of the evaluation sample to confirm the validity of the data. * For electronic data collection, protocols for Computer Assisted Personal Interviewing (CAPI), outlining how data will be stored, validated, backed-up and transmitted to the IE team in Kigali. * In cases where back-up paper questionnaires are used due to logistic problems with tablets: protocols for Computer Assisted Field Entry (CAFÉ), whereby questionnaires are captured and validated immediately following the paper and pencil survey, and the results transmitted back to the field teams to conduct quality checks as needed.   The Field Procedure Plan must be submitted for comments to the IE team before the start of field work and revised accordingly. The Survey Firm must adhere as closely to the plan as conditions allow during survey implementation. As field conditions dictate significant changes to these plans, the Survey Firm’s Field Supervisors are obliged to inform the Evaluation Team via the Survey Firm’s management, in the form of a written report or progress report. |
| **Activity 4:** Recruitment, training, and contracting of experienced field staff |
| * Train all enumerators, field supervisors, editors, and data managers on the administration of the questionnaires approved by the supervision team, in the presence of members of the supervision team. * The training should also serve as a screening process for skilled interviewers and data entry agents, so the survey company must recruit more interviewers and data entry agents for the training than will be ultimately hired for the project and select enumerators at the end of the training using transparent assessment criteria. * The following components must be included in training:   + *Theoretical*: Training should include a review of the theory of the questionnaire and each question in order to fully understand the objective of each question. Standard quantitative interviewing techniques and field protocols should also be covered.   + *Classroom practice:* Training should include individual and group exercises to become familiar with the practice of asking and filling questionnaires. This part of the training may include in class demonstrations, where the questionnaire is projected and one interviewer completes the questionnaire in front of the classroom. The training may also use vignettes, where the company designs case scenarios based on typical households (perhaps those found during the supervisor training or piloting) and have interviewers complete the questionnaire based on the vignette. Finally, the trainees should conduct pilot interviews on the same subject, and have the interviewers fill in a questionnaire for the interview to test consistency across the interviewers.   + *Field practice:* After the theoretical and classroom practices, the interviewers should administer the full questionnaire going to the field to a small number of households (outside the study sample). The pre-test shouldn’t focus on major adjustments to the questionnaire, but rather simulate the administration of the questionnaire under normal circumstances. All field team members must demonstrate that they clearly understand their roles and are correctly following survey protocols.   + *Evaluation:* Following the training, interviewers, supervisors and data entry clerks should be evaluated based on their understanding of the questionnaire and their ability to correctly record data using the same test scenarios as used in the classroom practice. The training period should conclude only once the field teams have demonstrated mastery of the designated tasks. Decisions as to which field staff will take part in the data collection must be made based on this evaluation. |
| **Activity 5:** Reproduction of all questionnaires and data collection forms |
| * Questionnaires must be revised after the training and pre-testing and updated in both English and Kinyarwanda. * Identification information should be pre-filled where possible. * Paper questionnaires must be reproduced in high-quality with durable binding. |
| **Activity 6:** Development of robust data backup and storage procedure |
| In case of electronic data collection, the data storage program should outline how data will be stored, backed-up and transmitted to the IE team in Kigali  The electronic questionnaire must allow for the following:   * Variable names generated by the program should correspond clearly and logically to the question labels used in the questionnaire. * All variables and answer codes should be clearly labeled according to the questionnaire and stored in a data dictionary. * Data entry interface must resemble the questionnaire * Logic must be developed such that the data entry program follows the skip patterns and flow of the paper questionnaire * The program should allow valid open-ended and “other” textual responses outside of the response options provided in the questionnaire * The program should conduct range and consistency checks, as the questionnaire is keypunched. Violations of these checks should lead to an immediate and transparent message sent to the keypuncher, along with a practical method for correcting keypunch errors, or over-riding and documenting any answers that violate the range and consistency check rules. * In case of paper questionnaires being used in certain field conditions, a clear protocol including deadline for entry of paper-based questionnaire into electronic form for submission to the server must be outlined, as well as plan for movement and storage of back up completed paper form for reference as necessary. |
| **Activity 7:** Implementation and monitoring of data collection |
| * Develop monitoring / information system to track questionnaires completed and replacements. * Provide weekly reports to supervision team detailing number of interviews completed, number of questionnaires entered, challenges faced, modifications made to the Field Procedure Plan, and any other notable occurrences. * Provide a final Field Report, submitted at the end of the data collection period, summarizing the weekly progress reports and detailing overall response rate. * Run real-time data quality checking program and report on results. * Firm must do backchecks on 10% of data. * Audio recording in SurveyCTO will be done and randomly checked. |
| **Activity 8:** Data Entry Protocol & Data Delivery Report |
| * Electronic data in server regularly backed-up and compiled by the data manager. * Develop data entry protocol specifying procedure for entering data from paper-based forms into tablets. It must also include a strategy for ensuring prompt feedback to field teams on errors encountered and for organizing and logging questionnaires once entered * Deliver raw data to the supervision team on a weekly basis. * Deliver final, fully reconciled dataset in a format readable by common statistical software (e.g. Stata) * Deliver audio recording files from electronic collection as requested. * Submit final data delivery report detailing organization of output files and summarize completeness of final dataset. |

1. **Required qualifications OF FIRM & PERSONNEL**

The selected Survey Firm must possess the following qualifications:

1. A legal status recognized by the government of Rwanda, enabling the organization to perform the above-mentioned tasks.
2. Demonstrated experience of organizing large scale household surveys in Rwanda; knowledge of local formalities and customs in the implementation of household surveys,
3. Demonstrated capacity and experience in planning and organizing survey logistics including but not limited to ensuring power supply for charging of electronic equipment, transport of enumerators, and maintaining communication with enumerators.
4. Good network of experienced enumerators, supervisors and data management staff.
5. Demonstrated strong capacity in data management.
6. Strong knowledge in the following software: Open Data Kit (or other electronic data entry software), Stata, Access

The selected Firm is preferred to have experience working in the study area, background in energy surveys, and previous experience in impact evaluation or randomized control trials. Previous experience with electronic data collection is preferred.

### **Personnel Requirements**

* + - **Core survey team***:* The Survey Firm must provide a minimum of:
    - (1) Full-time Field Manager
    - This person should be working on the project full-time throughout the duration of the exercise
    - Her/his role is to oversee the implementation of all parts of data collection from instrument development through to data submission
    - The proposed candidate should have extensive experience working on data collection exercises in Rwanda in a leadership role, with at least 4 years of experience working on primary data collection.
    - The candidate would ideally have a masters in social science with a preferance for economics or social science
    - (1) Full-time Data Manager
    - This person will be in charge of form development and testing, setting up data infrastructure to monitor incoming data and ensuring high quality of all data
    - S/he should have extensive experience in field-based primary data collection and setting up data-flows that manage large-scale data systems
    - S/he would have at least 3 years of work experience in data collection and preferably have a masters degere in social science, computer science or related fields
    - **Field Team**: Although the Survey Firm will determine the NUMBER of field teams in consultation with the supervision team, each field team should be comprised of:
    - (1) Supervisor: must have previous experience working on data collection exercises, preferably in a supervisory role
    - (2-6) Interviewers: must have a bachelors degree, previous experience in data collection is a plus.

1. **Main Deliverables**

**For each round of survey:** The consultant firm will provide the following:

a. Proposed work methodology including random sampling, survey tools to be used, quality checks to be followed, and field plans including timeline.

b. Translated survey questionnaire from English to Kinyarwanda. MTF survey questionnaire is attached to these ToRs to provide the bidders with an idea of what the proposed surveys could look like.

c. Weekly reports on the no. of surveys attempted, no. of households completed and reasons for why the households approached were not completed by enumerator, by village and by district.

d. Analytical baseline report incorporating the summary statistics of the data collected, by village and district.

e. Endline report incorporating data analysis through socioeconomic characteristics of the surveyed groups, and OECD - DAC evaluation criteria namely Relevance, Coherence or Consistency, Effectiveness, Efficiency, Impact (significance), Sustainability, as well as crosscutting aspects on Environment, Inclusion, Gender and Social safeguarding among others.

1. **Work Plan and Methodology**

The duration for the consultancy is 6 months divided into two equal periods of 3 months. The Consultant will design a detailed step-by step work plan closely in collaboration with the PIU and World Bank Impact Evaluation team on the methods of evaluation to be used in collecting the information needed to address its purpose and objectives. The overall approach and methodology should ensure the most reliable and valid answers to the evaluation questions and criteria within the limits of resources.

The baseline and endline surveys will use both qualitative and quantitative data collection techniques to source for appropriate information from the respondents.

The assignment will consist of three main phases: (I) Preparation and planning (II)Baseline Survey data collection; and (III) Endline survey data collection with an expected 12 months difference between the two surveys.

1. **Payment**

The financial proposal of the consultant will be defined by component:  
Therefore, the payment will be against approved deliverables, for each component as follows:

**Component I: Baseline Survey**

a. Approval of Baseline Inception report: **10%**

b. Approval of Field plans (design of survey content):**50%**

C. Approval of Analytical baseline report incorporating data analysis: **40%**

**Component II: Endline Survey**

a. Approval of Endline Inception Report: **10%**

b. Approval of Field plans: **50%**

c. Approval of Analytical endline report incorporating data analysis: 4**0%**

The contract amount covers all costs, including consultant time, travel-related expenses, project administration, procurement of sufficient number of tablets, portable power sources, communication capability to submit electronic data to server from the field, use of server for hosting electronic data, and printing of back up paper version of follow-up survey.

The Survey Firm will be considered to have failed to comply with this contract if, based on a random and representative sample, it is determined that either: i) 3% or more of the households that the Firm claims that it could not find are in fact living at the same address as they were during the baseline survey, or: ii) it is shown that 1% or more of the surveys that are presented were filled without the Firm having visited the household. The Project Implementation Unit will use its right to conduct its own checks on 5 to 10% of the interviews (in addition to the proposed check-backs of the survey firm). If the survey data do not meet the World Bank’s requirements in terms of integrity of data, the Project Implementation Unit will reserve the right to request a repetition of the work or the option of not paying for the work done (being reimbursed for any initial payment).

1. **Evaluation criteria**

The Survey firms will be evaluated against the criteria as set out below:

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| **Selection Criteria** | **Sub Criteria** | **Scoring Value (in %)** |
| 1.0 Demonstrated knowledge + experience | 1.1. Strong capacity and experience in implementing large household surveys in Rwanda and in energy. | 30 |
| * + - 2.0 Demonstrable evidence of data management capabilities | 2.1. Strong capacity and experience in using SurveyCTO for questionnaire development and data collection; | 35 |
| 2.2. Strong protocol for data management, including communication within field team |
| 2.3 Strong data quality control checks |
| 3.0 Work plan for timely completion of work | 3.1 Interpretation of the terms of reference and soundness of the proposed methodology including method for keeping non-response rates low and capturing accurate data | 20 |
| 3.2. Strong strategy for completing the work on time |
| 3.3. Adequate time granted to commence the survey, including requisite clearances, training etc. |
| 4.0 Level of Experience | 4.1. Curriculum vitae & references with particular emphasis on strength of experience in microeconomics, statistics and econometrics and previous experience in impact evaluation and CAPI surveys | 15 |
| 4.2. Record of satisfactory and timely delivery of similar assignments |

1. **How to apply**

Interested consultants’ firm are invited to submit the technical and financial proposals separately but at the same time.

**The technical proposal** should be composed by methodology and any comments on TORs and Outputs, deliverables and detailed time frames, profile and experience of the firm and CV, of the key staff.

The proof of experiences (firm and staff) and qualifications of key staff should be also presented.

**The financial proposal** will be composed by the remuneration fees of key staff and the reimbursable costs.

The consultant firm should present the summary of cost and the price breakdown.