



## Request for Proposal

Issue date: July 11nd

Deadline: August 1st, 2018

Submit tender to: Operations Department  
Last Mile Health  
Congo Town  
Monrovia, Liberia

Email: [tender@lastmilehealth.org](mailto:tender@lastmilehealth.org)

## SECTION I: ORGINZATIONAL BACKGROUND AND PURPOSE OF THE REQUEST FOR PROPOSAL (RFP)

### OVERVIEW AND BACKGROUND

Founded by survivors of Liberia's civil war, Last Mile Health's mission is to save lives in the world's most remote communities. Last Mile Health specializes in developing and managing networks of community health workers who bridge the gap between remote communities and the existing public sector health system, bringing essential primary care services to the doorsteps of people living at the last mile. Our programs are implemented hand-in-hand with community members, local government officials, national policy makers, private sector, and global partners to ensure sustainable impact.

The Research, Monitoring, & Evaluation (RM&E) department seeks to understand the health status of our target population, measure the extent to which we are saving lives, evaluate our overall success as an organization, and share these successes with the broader global health community.

### PURPOSE OF THE REQUEST FOR PROPOSAL (RFP)

The RM&E Department invites proposals from qualified research & evaluation consultants or institutions to facilitate the completion of a cross-sectional nutrition survey in Grand Gedeh, Rivercess, and Grand Bassa. We will supply the survey questionnaire, a tool that is expected to take roughly 45 minutes per household to administer (including measurements of weight, height, and mid-upper arm circumference (MUAC) for all children in sampled households). The primary deliverables will be (1) a well-documented sampling frame and (2) a complete survey dataset

## SECTION II: PROPOSAL SUBMISSION REQUIREMENTS

Qualified consultants or institutions are required to submit competitive technical and financial proposals no more than 8 pages in length. Technical and financial proposals from qualified consultants must include but need not be limited to the following:

- a. Proposed methodology and workplan for conducting a nutrition survey to cover Grand Gedeh, Rivercess and Grand Bassa in full using the below population counts: including sample size calculation, sampling methods, data collection methods, data quality assurance approach, and timeline.

Grand Gedeh: estimated population 105,695

Rivercess: estimated population 71,509

Grand Bassa: estimated population 146,384

- b. Evidence of an extensive and demonstrated background in designing and conducting cluster-sample health surveys in remote or rural locations in Liberia, including details of work experiences with similar projects and methodology used.
- c. Details of consultant/institution background, including CVs of participating staff.
- d. Contact details of at least three (3) references of clients for whom similar services have been performed.
- e. Detailed budget breaking down costs by activity, quoted in USD. Budget should include **all** costs that will be incurred, including travel, lodging, DSA, equipment, fees, etc.

### SECTION III: EVALUATION CRITERIA

Proposal Component	Points
Methodology & workplan	40
Background & evidence of prior successful experiences for similar consultancies performed	30
Cost effectiveness compared to other proposals	30

All proposals submitted will be reviewed to determine that consultants meet the minimum requirements described in the RFP. A committee of Last Mile Health staff, including RM&E team members, will evaluate and rate all proposals under consideration, applying the evaluation criteria described above.

### SECTION IV: SCOPE OF WORK

Commitment: 2-3 weeks for planning, 6-8 weeks for data collection

Start Date: September 15, 2018

Support location: Grand Gedeh, Liberia

Primary contact: Director of Research, Monitoring, & Evaluation

#### SUMMARY

We will supply the consultant or individual with a survey questionnaire that is expected to take roughly 45 minutes per household to administer (including measurements of weight, height, and mid-upper arm circumference (MUAC) for all children in sampled households). We would like to implement this survey in Grand Gedeh county, Rivercess county, and Grand Bassa county.

#### TASKS & RESPONSIBILITIES

1. Calculate appropriate sample size for a probability sample of reproductive-age (ages 18-49) women and households, allowing for estimates disaggregated by county, minimizing bias and allowing for estimation of proportions with a margin of error of 5% and a confidence level of 98%

2. Train enumerators on all aspects of data collection including survey instrument and data entry into digital device.
3. Provide documentation of training to LMH including pre and post-test of enumerator understanding.
4. Train enumerators to take weight/height and MUAC measurements for all children in each sampled household; this will likely take about 5 minutes or so per child.
5. Construct a well-documented sampling frame, select survey participants, and collect data using the questionnaire.
6. Take appropriate measures to reduce data recording errors and ensure high quality data including spot checks and supervision of enumerators.
7. Provide draft data set for LMH RM&E to review.
8. Provide final raw dataset after LMH input and any necessary measures are taken to address concerns to LMH RM&E department in .csv format, along with a complete data dictionary.