



<b>Project Title:</b>	Diverting Waste by Encouraging Reuse and Recycling Activity (DAWERR) USAID-funded project
<b>RFQ Title and Number:</b>	Request for Quotation (RFQ) No. DAWERR-2021-03 - Provision for Data Collection Service
<b>Date of Issue</b>	June 10, 2021
<b>Closing Date</b>	June 24, 2021

Dear Bidders:

ECODIT, implementing the DAWERR USAID-funded project, invites bidders to submit quotes for data collection service in accordance with the description listed under the RFQ, enclosed.

The quote must be in English and comprised of a soft copy indicating the RFQ number, title, and closing date. The quote must be delivered by email to [chammoud@dawerr.org](mailto:chammoud@dawerr.org) no later than: **Thursday June 24, 2021 - 5:00 pm** (Beirut time).

For any inquiry, please call 70-803603.

Best regards,

Carla Hammoud  
Procurement and Grants Specialist  
DAWERR USAID-funded project  
ECODIT

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Zalka Highway, Mount Lebanon, Lebanon  
Tel : +961-81-397595  
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- I. Bidder's Agreement with Terms and Conditions** – The completion of all RFQ requirements in accordance with the instructions in this RFQ and submission to DAWERR of a quote will constitute an offer and indicate the Bidder's agreement to the terms and conditions in this RFQ and any attachments hereto. DAWERR reserves the right to award a purchase order without discussion and/or negotiation; however, DAWERR also reserves the right to conduct discussions and/or negotiations, which among other things may require a Bidder(s) to revise its quote (technical and/or price). Issuance of this RFQ in no way obligates DAWERR to award a purchase order, nor does it commit DAWERR to pay any costs incurred by the Bidder in preparing and submitting the quote.
- II. Index of RFQ** – This RFQ is comprised in its entirety of the following sections and appendices:

Sections of RFQ

- Section 1 Quotation Instructions
- Section 2 Project Background
- Section 3 Description of Services
- Section 4 Eligibility Criteria
- Section 5 Evaluation Criteria

Appendices

- Appendix A: Cover Letter
- Appendix B: Summary of Relevant Capability, Experience and Past Performance

## **SECTION I – QUOTATION INSTRUCTIONS / ADDITIONAL INFORMATION**

The Bidder shall submit its best price offer/quotation as per the following requirements:

1. Quotation Cover Letter signed by a person authorized to sign on behalf of the Bidder. Use the template in Appendix A.
2. Bidder shall submit financial quotes in a workable Microsoft Excel document (unlocked with intact formulas) specifying the detailed cost breakdown by type of services needed as outlined in Section 3.3. The Bid shall clearly indicate daily rates of proposed positions (staff/consultants), number of days for each proposed position, any travel related costs, and other expenses (if any). Bidders should include a description and rationale for proposed costs. ECODIT may request supporting documentation for any proposed costs.
3. In case of price discrepancy between unit price and Subtotal or Total price, the unit price shall prevail.
4. Bidder shall submit relevant capability, experience, and past performance as per Appendix B.
5. Bidders must fulfill the following criteria and submit supporting documentation:
  - Valid business License (Commercial Register Certificate)
  - Tax Identification number details (Tax registration Certificate)
  - VAT registration certificate
  - Company profile, team members and resumes included
  - Contact person, telephone, and e-mail.



## **SECTION 2 – PROJECT BACKGROUND:**

On June 30, 2020, USAID/Lebanon awarded ECODIT the Diverting Waste by Encouraging Reuse and Recycling (DAWERR) Activity, a five-year project that will establish sustainable and replicable integrated solid waste diversion and valorization solutions in rural areas of Lebanon, leading to improved social and economic well-being for Lebanon's population. The Activity aligns with USAID/Lebanon's desire to introduce financially sustainable solutions that increase the reuse, recycling, and monetization of solid waste to reduce the amount of solid waste that goes into landfills. The Activity has the following three objectives:

1. Build the capacity and commitment of municipalities to provide improved solid waste management (SWM) services either directly or indirectly;
2. Empower communities to sort at the source and participate actively in various stages of the recycling value chains (RVCs); and
3. Develop successful business models that create green economic opportunities and generate net incomes along the value chains.

## **SECTION 3 – DESCRIPTION OF SERVICES REQUESTED**

### **3.1 DESCRIPTION OF SERVICES**

ECODIT is engaging the Data Collection company/service provider to collect data on the ground in relation to the baseline Knowledge, Attitudes, and Practices (KAP) survey. The period of performance (POP) is **June 30, 2021 –July 29, 2021**. This Scope of Work (SOW) describes specific activities anticipated over this period. The service provider shall conduct all activities and prepare deliverables under the technical direction of the Chief of Party (COP) or his designee. The company/service provider will also liaise with the DAWERR Communications/Behavior Change Communications (BCC) specialist and the Survey Design and Analysis Expert.

### **3.2 OBJECTIVES OF THE KAP SURVEY**

The main objective of the KAP survey are to (1) gain a deeper understanding of the communities that affect solid waste generation and management practices and outcomes, and (2) analyze and understand current behaviors and what drives them (e.g., reducing, reusing, and recycling; sorting at source; willingness to pay for improved services) in each of the seven selected municipalities under DAWERR in Year I, while focusing on households and youth. Building on the results of the baseline KAP survey DAWERR will draft a BCC strategy and plan that lays out topline messages, devises approaches to bring those messages to target audiences (e.g., women, youth including students, etc.), and ensures they promote lasting behavior change.

As part of this survey DAWERR is seeking a data collection service provider to handle the data collection in the seven targeted municipalities, prepare and submit a data collection report including statistical results, and a preliminary data analysis (statistical and/or logical techniques to describe and illustrate the results). The seven selected municipalities to implement the six pilot projects are: Batloun, Baskinta, Chanay/Majdel Baana, Jezzine Qaraoun, and Rachaya El Wadi.

### 3.3 ACTIVITIES

The data collection service provider is requested to:

1. Conduct kickoff meeting with DAWERR team and the Survey Design and Analysis Expert;
2. Review the questionnaire prepared by the Survey Design and Analysis Expert and provide comments/questions to DAWERR team as/if needed;
3. Review DAWERR sampling methodology and provide comments/questions to DAWERR team as/if needed;
4. Provide the database (name and phone number) of the 1281 household sample;
5. Conduct the survey - collect data/fill in the questionnaire through telephone conversations with 1,281 households across the seven selected municipalities and based on DAWERR sampling methodology (DAWERR will provide the script for the data collection team to follow when conducting the phone calls. It is crucial to ask to speak with the leader in the kitchen, female/male head of the household to complete the survey);
6. Prepare a draft report in English that includes statistical results of the data collected, as well as preliminary analysis of the results including (1) a description of the key features of the data, (2) graphical representations of the data, and (3) a summary report of the interpreted data; *the service provider shall also provide raw data in excel database to DAWERR team;*
7. Prepare a final report in response to the comments / questions from DAWERR team on the draft report.

Exhibit I. Sample Size - Households

Municipalities	Number of households	Sample size - Households based on household numbers stratum
Baskinta	1,600	183
Batloun	960	125
Chanay	1,300	160
Jezzine	1,600	183
Majdel Baana	2,500	258
Qaraoun	1,200	149
Rachaya El Wadi	2,000	223
	TOTAL	1,281

### 3.4 Deliverables

The data collection service provider is expected to prepare the following deliverables:

- I. An inception report: a concise and well written report that includes a brief on the survey objectives and methodology, database of targeted samples (segregated by age, gender and



villages), data processing and statistical analysis tools that will be used in the survey, processing and analysis methodology, expected outcomes and timeline to complete the survey.

2. A draft report: a concise and well written report on the results of the KAP survey in English including statistical results of the survey and narrative explaining the results. The service provider shall also include a list of any reviewed documents, and database of contacted and interviewed people.
3. A final report that addresses the comments received from DAWERR on the draft report.

#### Exhibit 2. Deliverables and Due Dates

Activities	Deliverables	Due Dates
1	Meeting minutes	July 5, 2021
2-3-4	Inception Report	July 8, 2021
5-6	Draft Report	July 23, 2021
7	Final report	July 29, 2021
		<b>June 30 - July 29, 2021</b>

## SECTION 4 – ELIGIBILITY CRITERIA

- Registered non-governmental organizations (non-profits or for-profits) including but not limited to the private sector, research institutions, universities, etc.. Applications from individual citizens will not be reviewed.
- Provide evidence that they are recognized by the Government of the country in which they operate and that formal registration has been completed – see section I.
- Obtain a DUNS Number, if required, which can be requested online at <https://fedgov.dnb.com/webform>.

The following types of organizations are not eligible under this RFQ:

- Public International Organizations;
- Organizations with active exclusions in the System for Award Management (SAM) – refer to [www.sam.gov](http://www.sam.gov);
- Any municipal/city, provincial and national government;
- Organizations that advocate, promote or espouse anti-democratic policies or illegal activities;
- Political parties or institutions;
- Organizations that are on the list of parties excluded from federal procurement and non-procurement programs or the United Nations Security Sanctions Committee;
- Any entity whose name or individual executives appears on any exclusions lists maintained by the U.S. Treasury’s Office of Foreign Assets Control (OFAC) or UN’s master list of prohibited individuals or entities.



## **SECTION 5 - EVALUATION CRITERIA**

All quotations received in response to this solicitation will be evaluated by the DAWERR bid review committee. The Subcontract/ Purchase Order shall be awarded based on the best value to the US Government.

DAWERR will conduct a selection based on evaluation factors listed below. These factors will serve as the standard against which all information will be evaluated and identify the factors that Offerors should address. DAWERR intends to evaluate Offerors' proposals in accordance with Section I of this RFQ and make an award to the Offeror submitting the most responsive, reasonable offer that offers the best value to DAWERR.

<b><i>Criteria</i></b>	<b><i>Point value</i></b>
<b>Cost</b>	60
<b>Relevant Corporate Capability, Experience and Past Performance</b>	20
<b>Survey Proposed Team</b>	10
<b>Proposed statistical tools and timeline</b>	10



## APPENDIX A

### QUOTATION COVER LETTER

[On Letterhead]

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TO: DAWERR  
Procurement Department

Ladies and Gentlemen:

We, the undersigned, offer to provide the **RFQ - \*project title and RFQ #\* Provision for Data Collection services** in accordance with your Request for Quotation dated and our Proposal (Technical and Financial). Our attached quotation is for the sum of < >.

Our quotation shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the quotation, i.e., < >.

We understand you are not bound to accept any quotation you

receive.

Yours Sincerely,

Authorized Signature:  
Name and Title of  
Signatory: Name of Firm:  
Address, email and Phone No.



## APPENDIX B

### SUMMARY OF RELEVANT CAPABILITY, EXPERIENCE AND PAST PERFORMANCE

Offerors shall have:

1. Extensive experience in qualitative and quantitative data collection, processing, and analysis throughout Lebanon.
2. Experience in conducting statistical surveys; KAP surveys are desirable.
3. Experience in social, economic, environment, livelihood, related studies.
4. Have the ability to adhere to applicable regulations and contract terms and conditions

Bidders shall include (1) the data processing and statistical analysis tools that will be used in the survey, (2) processing and analysis methodology, (3) standards for ethics and data protection, (4) expected outcomes and (5) timeline in their proposal.

Bidders shall also include projects that best illustrate experience(s) relevant to this RFQ or similar activities, sorted by decreasing order of completion date. Projects should have been undertaken in the past three years (i.e. 2018, 2019, and 2020). Projects undertaken in the past five years may be taken into consideration at the discretion of the evaluation panel.

Item #	Project Title and Description of Activities	Location Province/District	Client Name/Tel #	Cost in US\$	Completed on Schedule (Yes/No)
1					
2					
3					