



Request for Proposal (RFP)

RFP #: 3879-06-139-RFP-01

Issued on: March 20, 2014

For: Wildlife Farm Practices Study, Vietnam

Period of Performance: April 21, 2014 – July 31, 2014

Proposal Deadline: April 10, 2014 by 5:00 PM Washington DC Time

BACKGROUND

The U.S. Agency for International Development (USAID) has awarded FHI 360 the Associate Award No.: GHN-A-00-09-00002-00 under Leader Award No. GPO-A-00-07-00004-00 entitled, “Global Avian Influenza and Zoonotic Behavior Change and Communication Support Activity,” or the PREVENT project. In Cambodia, Laos, Myanmar and Vietnam, PREVENT activities are also supported by the Australian Government’s Department of Foreign Affairs and Trade (DFAT), formerly known as AusAID. PREVENT focuses on using behavior change and communication to prepare for, prevent, respond to, and control avian and pandemic influenzas and emerging pandemic threats.

Wildlife farming is a growing industry in Vietnam, and poor biosecurity at these farms poses a potential health risk to human and animal populations. Currently, there is significant government interest in strengthening guidelines and management of wildlife farms, for both public health and economic reasons. At farms that raise the study’s priority species (primates, porcupines, civets and wild boar), current biosecurity practices, the make-up of the animal population and the general farm characteristics are not well known. Much of the work that has been done on wildlife farms in Vietnam has been focused on the conservation impacts, rather than biosecurity and human health risk. This assessment will address these gaps.

PURPOSE

FHI 360 wishes to identify and procure the services of a research firm/company to support the implementation of wildlife farm practices study at primate, porcupine, wild boar, and civet farms in 11 provinces in Ho Chi Minh City.

STUDY

PREVENT’s mandate is to characterize behaviors and practices of individuals and organizations that increase the probability of transmission of infectious diseases from animals to humans. And, to develop, validate, and implement effective social, behavior change and communications strategies and interventions that will reduce the risks of infectious diseases being transmitted from animals to humans. The goal of this study is to characterize priority species wildlife farms selected from 11 provinces and one city of Southern Vietnam and to document biosecurity and productivity practices that may pose a potential risk for zoonotic disease emergence. At wildlife farms raising civet, porcupines, wild boar, and primates in the study area the study will:

1. Collect data on practices that may affect biosecurity and farm productivity.
2. Identify factors that might encourage or be barriers to farm biosecurity.

Methods

This is a cross-sectional descriptive study of registered wildlife farms in Southern Vietnam. The survey will be implemented among randomly selected farms raising primate, porcupine, wild boar, and civet in the study area.

Survey Instruments

The study will use both qualitative and quantitative methods to address the research questions. The primary sampling unit for this study is individual wildlife farms and the target population is the managers of individual wildlife farms. The study will consist of an on-farm assessment (FA) and off-farm focus group discussions (FGDs). The FA will be initiated before the FGDs begin. This will allow the research team to know farms and better understand farmers, identify appropriate participants for the FGDs and to identify more specific probes for the FGD research themes.

- I. On-Farm Assessment (FA):** The FA will be implemented in a sample of randomly selected wildlife farms raising a threshold number of animals of at least one of the priority species. A survey will be administered to obtain in-depth information on current biosecurity measures and production practices. Upon completion of the survey the researchers will conduct a walkthrough of the farm - with the farm manager - to obtain data to triangulate with information collected during the survey. Information obtained during the FA will address research questions one and two:
 - a. *What are the biosecurity measures and farm production practices in place on wildlife farms that raise priority species?*
 - b. *How well are biosecurity measures implemented on wildlife farms that raise priority species?*

Sample Size FA

A total of up to 400 farms, meeting the study inclusion criteria, will be selected for potential participation in the FA with the goal of attaining a final sample of 200 farms; each of the four species being examined will be assigned up to 50 farms (there are likely to be fewer than 50 farms with primates).

- II. Focus Group Discussions (FGDs):** Following the FA, a sub-set of wildlife farm managers will be purposively selected to participate in FGDs. The FGD guides were designed to elicit discussion about factors that influence a farmer's willingness to adopt biosecurity and good production practices and factors which affect their business operations. The FGDs will address research question three:
 - a. *What factors influence wildlife farmers' willingness (current or potential) to adopt good biosecurity practices?*

Sample Size FGD

Five to eight focus group discussions, with a desired participation of eight representatives of different wildlife farms (a total of 40 – 64 participants), will be conducted. Two FGDs will be conducted with representatives of farms raising each PREVENT priority species – porcupines, civets, primates, and wild boar. However, due to the small sample size of primate, civet, and wild boar farms only one FGD may be feasible for each of these types of animals.

Sampling Frame for FA and FGD

Lists of registered wildlife farms compiled by each provincial Vietnam Forest (VNForest) office, henceforth called Registration Data, will be used as the sampling frame. Although each province has a different format the registration data tends to have the province, farmer name, and registered species (most registrations are for one animal, although some farmers register more than one) are provided in the registration lists.

There are other limitations to using this information as a sampling frame. The list of farms is incomplete: despite the requirement by MARD to register with provincial level VNForest officials, officials have told us that they know that not all farms register with the authorities. In addition, each province compiled data at different times. For example some provinces compiled their wildlife farms lists in 2009 while others were compiled in 2012. Another limitation is the accuracy of farm registration. Although, the typical farm registration process requires the following information: [farm owner] name, address, quantity, and origin of species, PREVENT's scoping visit found that farm registration does not provide a fully reliable indication of wildlife farms that contain key species.

Despite these limitations, this data came from the provincial-level VNForest departments and is the most accurate data set that exists for the study area.

FHI 360 will use these lists to randomly select the farms in two waves. The lists of farms for each priority species and all identifying information will be provided to the vendor to 1) finalize the sampling frame 2) randomly select and find the farms, and 3) enroll farm manager into the study (pending the farm meets eligibility criteria and informed consent from the farm owner and manager is obtained).

Respondent Selection

- **FA:** PREVENT's field researcher will be guided to the selected wildlife farms by a VNForest official. The VNForest official/ representatives of the Department of Forestry Protection (DFP) will introduce PREVENT to the farm owner/manager, then leave. Once the VNForest official has left the PREVENT field researcher will administer the screener. The screener will determine if the farm raises the priority species of interest, if there has been an outbreak on the farm in the last thirty days, and if the farm manager is 18 years of age or older and has managed the farm for at least one year. If the farm eligibility requirements are met the PREVENT field researcher will administer informed consent to the farm manager, and the owner, in the event they are different individuals before administering the survey and conducting the walkthrough.
- **FGD:** Farm managers will be considered eligible to participate in the FGD if they currently raise porcupines, civets, wild boar, and/or primates. The farms selected for the FA will be stratified by type of priority species – porcupines, civets, wild boars, and primates. Then from each list of priority species farms the research team will purposively select 12 - 18 FGD participants/managers (for two focus groups per species; although this may be fewer for primate, civets, and wild boar due to the limited number of farms).

Language

The research will be conducted in *Vietnamese*. The survey instrument, protocol, and informed consent forms have been translated into Vietnamese.

Timing

PREVENT anticipates that training will be start May 5th, with field work beginning immediately following the training. The study has been approved by the US IRB and Hanoi School of Public Health IRB.

SCOPE OF WORK

The selected vendor will be expected to perform the following tasks and will be expected to work 6-days week as needed to meet deadlines.

1. **Format, review translation and finalize instruments** – the vendor shall meet with PREVENT staff to review the IRB approved and translated instruments and discuss steps for finalization. The vendor will review the translation of the instruments and finalize instruments in *Vietnamese* for data collection. The vendor will also prepare a version of the data collection instruments in *Vietnamese and English* to be used during the training.
2. *Note: IRB for the study has already been obtained and all instruments have also been translated into Vietnamese.*
3. **Print the data collection instruments and consent forms** – the vendor shall print the farm assessment tools, focus group guides and accompanying consent forms for both the training and field work using the final, approved versions.
4. **Design data collection plan** – prior to data collection a data collection plan that describes the farm location strategy, quality control measures and supervision, as well as, data collections methods, and procedures for ensuring confidentiality/anonymity and rights of respondents shall be submitted. The vendor will develop a strategy for finalizing the sampling frames, selecting and locating farms and enrolling the farms managers into the study using the information provided by the registration lists. The plan will be reviewed by PREVENT.
5. **Hire data collectors/supervisors** – experienced field and data entry staff shall be hired to conduct and supervise the interviews. The vendor will provide a translator for the data collector training sessions if all or some of the enumerators are not fluent in English. Data collectors will be fluent in the study language, Vietnamese, and be from the study area or the South of Vietnam. The vendor shall submit the CVs of the data collectors and research team leaders for approval by PREVENT. Sufficient staff including survey enumerators and FGD facilitators and note takers shall be hired so that all data collection can be completed within 4 weeks. Each FGD should have at least one facilitator and one note taker. FGDs should be completed within two weeks. Completion of data collection in a shorter time frame will be valued.
6. **Participate in the training of the research team in collaboration with PREVENT**– Field data collectors/research team leaders, FGD facilitators, and note takers will be trained on all aspects of the data collection plan. Training will focus on: study background and goals, interview techniques, observation, and the importance of following all instructions in the instrument and research ethics. Researchers will be reminded of the importance of confidentiality and coached in obtaining consent and establishing rapport through role-play. As part of training, researchers will be asked to carry out the full data collection process. They will also be trained on the guidelines for biosecure and biosafe farm visits. They will be observed by a supervisor and coached as

necessary. PREVENT will provide materials on the background of the study and the training manual so that the vendor can assist with and take the lead on some training sessions as needed.

7. **Conduct training for representatives of DFPS:** A separate training will be conducted for the VNForest official/ representatives of the representatives of the Department of Forestry Protection of the 12 provinces. PREVENT materials on project background and data collection methods developed for the data collection training will be used and adapted as needed.
8. **Develop data management plan** – the vendor shall submit a data entry plan that describes training of data entry personnel. This plan should include quality procedures for ensuring questionnaires have been completed appropriately, checked and corrected. A customized data-entry format, using any of the available data entry software, such as SPSS should be included. Quality procedures for ensuring accurate data entry should also be described. Finally, the vendor should describe any other additional data cleaning procedures. Data management plan will be reviewed and approved by PREVENT.

*Note: The vendor can also offer **an optional plan** to design an electronic data collection form using available technology such as PDAs (capability to design such electronic forms and time it takes to design form should be described.)*

9. **Prepare for field data collection** – The vendor shall introduce itself to all local authorities and gain approval prior to beginning data collection activities. The research team will be escorted to each farm by the VNForest official/DFP representative. After the introductions are over the VNForest official will leave before screening, informed consent, and the survey and walkthrough are administered.
10. **Conduct data collection** – the vendor will be responsible for all aspects of data collection and verification including selection of farms, administration of the screener and consent forms. Interviews will be conducted in Vietnamese. The observation (walkthrough) will be conducted after the data collection. All participants will be informed of the purpose of the study, of the protections in place to protect their identity, and of their right to withdraw from the study at any point. They will then be asked to sign informed consent forms, as outlined in the ethical procedures. Incentives in the forms of cash (equivalent to 5 USD) for respondents shall be the responsibility of the vendor.

Note: FHI 360 and/or the local principal investigator for this study may monitor the progress of the data collection by periodic visits to the field site.

11. **Manage data entry** – data collection and data entry will take place simultaneously in the survey areas to enable immediate corrective actions in case of erroneous results; if this is not the case, the vendor should describe alternative scenarios that will address all quality issues. The survey and observation checklist will be entered into a database on a password-protected computer at the field site, and stored on a password-protected computer system. All quality check procedures will be followed. Data cleaning will begin as soon as information is collected rather than upon completion of the data collection. During data collection, twice weekly reports shall be provided to PREVENT on the status of data collection, and problems and solutions. Interim data sets should also be submitted to PREVENT weekly.

12. **Preliminary analysis and report**– the vendor will provide a report summarizing field work across all farms, issues that arose and resolution of such issues. The report will include preliminary analysis and frequencies.
13. **Final data set** – All original survey instruments, screeners, consent forms documentation, and completed survey and observation forms should be compiled and submitted. A complete and cleaned data set will be submitted at the end of the survey; data sets should include all appropriate catalogues, labels, and dates. PREVENT will examine the accuracy and quality of the data received and will accept and/or reject the questionnaires and observation forms not considered completed.

DELIVERABLES

The following deliverables are required. Each deliverables will be reviewed and approved by PREVENT staff. Deliverables outlined below maybe amended when contract is awarded.

Description	Due date
1. Final version of data collection instruments in English and Vietnamese for use during the data collector training	May 2, 2014
2. A list of human resources that will be involved in the training and study implementation	May 2, 2014
3. Data collector training agenda and protocol in Vietnamese based on materials provided by PREVENT	May 2, 2014
4. Overall implementation plan including data collection and management	May 9, 2014
5. Approval for data collection activities from DFPs	May 16, 2014
6. Final version of the data collection instruments in Vietnamese and English and sampling frames for data collection	May 23, 2014
7. Training agenda and protocol for the training with the DFPs	May 30, 2014
8. Data collection weekly field reports	June 9, 2014 to July 30, 2014
9. Weekly submission of cleaned electronic data files and hard copies of completed questionnaires if applicable	June 16, 2014 and July 7, 2014
10. Focus group discussion transcriptions and translations	June 30, 2014 and July 7, 2014
11. Draft field report and finding from preliminary analysis	July 14, 2014
12. Submission of final version of field report, all instruments, consent forms and data files to FHI 360	July 31, 2014

NOTE: Vendor cannot display their logos on any materials.

SUBMISSION REQUIREMENTS

FHI 360 is requesting interested Vendors to provide:

1. **Capability/Qualification Statement:** Not to exceed three-page narrative on the vendor’s capabilities/qualifications to perform the Scope of Work, indicating past experience in research and data collection; if the vendor will outsource certain aspects of the activity to

other organizations or individuals/consultants; and work with donor organizations such as USAID.

2. **Action Plan:** Brief description required on how each of the activities/tasks specified above will be implemented. Include discussion of issues related to the proposed research design, tasks such as qualifications of interviewers and research team leaders, supervision plan, recruitment of interviewees, potential delays, data quality procedures, field data collection, and finalizing data collection. Factor into the timeline the time for review and approval by PREVENT. FHI 360's goal is to have the survey and FGDs completed the end of June 2014.
3. **Timeline:** Detailed timeline for executing activities as described in scope of work and deliverables outlined above.
4. **References:** Provide three (3) client/institution references worked with in the past two years on an activity that is similar to this Scope of Work. Include the contact information (names, company or organization, phone number/email).
5. **Staffing:** Names, brief (two or three sentences) bio sketch, up-to-date CVs of principal staff leading training and data collection activities including their experience on this type of work, percentage of staff time of principals and managers on this activity, and information regarding who will manage the account.
6. **Writing Samples:** previous samples of final reports by the person(s) who will write the reports for this activity.
7. **Cost Proposal:** Please provide a detailed budget (Attachment C) that reflects as accurately as possible the real costs for the above scope of work. The budget should be broken down by labor costs; please include the names of the people who will do the work and unit costs; travel, per diems, logistics, training and supervision costs, overhead or agency fees, indirect and direct costs etc. All agency fees must be clearly stated including the basis on which they will be applied. For example if your organization has a set fee or price list for these activities, please indicate it; also any agency or overhead fees if applicable.

Vendors will submit with their proposals a proposed budget with sufficient detail to allow evaluation of elements of costs proposed. ***Budgets should be submitted in the currency within which your company is located and will be paid; please label your budget with the name of the currency (i.e. Vietnamese Dong).***

Please include signed and correctly completed biographical data form (Attachment D) for each proposed personnel that will work on this activity as part of your cost proposal.

CONTRACT MECHANISM

A firm fixed-price contract may be awarded in local currency (Vietnamese Dong i.e. VND) to the responsive vendor whose quote will be evaluated as most advantageous to FHI 360.

NOTE: FHI 360 will not compensate companies for its preparation of response to this RFP nor is the issuing of this RFP a guarantee that FHI 360 will award a contract. FHI 360

reserves the right to issue a contract based on the initial evaluation of offers without discussions. FHI 360 may choose to issue a contract for only part of the activities specified above.

CRITERIA/QUALIFICATION FOR EVALUATION

The selection criteria will be based on the best value as follows:

- Organization's Capability – demonstrated current capacity of the vendor to provide all services required as explained in this RFP. Study implementation experience, corporate/consultant capabilities, writing sample. experience working with Government of Vietnam provincial, district and commune levels and successful completion (references) of past projects will be taken into consideration (30 points)
- Action plan, timeline – demonstrated understanding of the tasks assigned, discussion of issues, and approach to completing them as demonstrated in the response section on the tasks and timelines (35 points)
- Staff and Qualifications – staffing qualification and level of effort to cost-effectively provide required services (20 points)
- Cost and Budget – with appropriate breakdown and unit prices and costs that are in line with industry standards (15 points)

RFP RESPONSE INFORMATION

The key dates for this RFP process are shown below:

March 20, 2014 RFP released to potential vendors.

March 25, 2014 Intent to respond emailed to Ms. Novalina Kusdarman (nkusdarman@fhi360.org) and copy to Mr. Le Thanh Hai, hlethanh@fhi360.org, Hibist Astake (hastatke@fhi360.org) and Emily Evens (evens@fhi360.org)

April 1, 2014 Submission of questions or requests for clarification needs to be submitted in writing via email to Ms. Novalina Kusdarman (nkusdarman@fhi360.org) and copy to Mr. Le Thanh Hai, hlethanh@fhi360.org, Hibist Astake (hastatke@fhi360.org) and Emily Evens (evens@fhi360.org)

Please note that inquiries and answers to inquiries will be shared with all applicants. Please do not contact any FHI 360 employees regarding this RFP. Contacting individual employees may be cause for disqualification. **No Telephone Inquiries Will Be Answered.**

April 4, 2014 FHI 360 response to submitted questions released to potential vendors.

April 10, 2014 Submission due by **5:00 pm Washington, DC (EDT) via email** to Ms. Novalina Kusdarman (nkusdarman@fhi360.org) and copy to Efua Orleans-Lindsay (eorleans@fhi360.org)

Please note that FHI 360 shall, as a courtesy, reply via email confirming receipt of all proposals received prior to the closing date. Please note that this receipt response shall ONLY be notification that a proposal email has been received by FHI 360 and is in no way to be construed as suggesting or acknowledging receipt of a valid, complete or otherwise acceptable proposal file.

Certification of Independent Price Determination

The offeror certifies that—

- (1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;
 - (2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated or competitive solicitation) unless otherwise required by law; and
 - (3) No attempt has been made or will be made by the offeror to induce any other concern or individual to submit or not to submit an offer for the purpose of restricting competition or influencing the competitive environment.
- (a) Each signature on the offer is considered to be a certification by the signatory that the signatory—
- (1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
 - (2) (i) Has been authorized, in writing, to act as agent for the principals of the offeror in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above;
(ii) As an authorized agent, does certify that the principals of the offeror have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and
(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.
- (b) Offeror understands and agrees that --
- (1) violation of this certification will result in immediate disqualification from this solicitation without recourse and may result in disqualification from future solicitations; and
 - (2) discovery of any violation after award to the offeror will result in the termination of the award for default.

LATE SUBMISSIONS, MODIFICATIONS, AND WITHDRAWALS OF PROPOSALS

At the discretion of FHI 360, any proposal received at the office designated in the solicitation after the exact date and time specified for the receipt may not be considered unless it is received before award is made and it was determined by FHI 360 that the late receipt was due solely to mishandling by FHI 360 after receipt at its offices.

Proposals may be withdrawn by written notice via email received at any time before award.

FALSE STATEMENT IN OFFER

Vendors must provide full, accurate and complete information as required by this solicitation and its attachments.

ATTACHMENTS

- Attachment A – Survey Questionnaire
- Attachment B – Observation form (Walkthrough)
- Attachment C – Focus Group Discussion Guide
- Attachment D – Terms and Conditions
- Attachment E– Budget Template
- Attachment F– Biographical Data Form

– END OF RFP –