



Request for proposals: Household data collection for an impact evaluation in Bengaluru, India

Date of posting: 9 April 2025

Deadline for applications: 24 April 2025, 23:59 IST

1. About 3ie

The International Initiative for Impact Evaluation (3ie) promotes evidence-informed equitable, inclusive and sustainable development. We support the generation and effective use of high-quality evidence to inform decision-making and improve the lives of people living in poverty in low- and middle-income countries. We provide guidance and support to produce, synthesize, and quality-assure evidence of what works, for whom, how, why and at what cost. 3ie is registered as a non-governmental organization in the United States. It has offices in New Delhi, London and Washington, DC.

2. Background

The Collective Impact (CI) initiative is an H&M Foundation-supported five-year initiative in Bengaluru, India, that aims to improve the lives of informal waste pickers in the city. Informal waste pickers have traditionally been neglected and interventions aimed at improving their living conditions have been few and far between. The CI initiative seeks to address this issue holistically through its novel multi-sectoral approach that targets waste pickers' systemic exclusion and restores their right to a life with dignity.

3ie is conducting an impact evaluation to understand if and how the CI approach improved the lives of informal waste pickers and their families. This impact evaluation requires multiple rounds of data collection, primarily an extensive survey of households spread across slums in Bengaluru.

3ie seeks to hire a data collection firm to conduct the endline survey with a sample of 3000 households from the waste picker and non-waste picker population of Bengaluru.

3. Scope of work

The data collection firm will be required to undertake activities towards collection of high-quality data, following international best practices and protocols provided by 3ie.

Below is an indicative list of tasks. The final scope of work will be determined during contract finalization.

1. Track the respondents at the household level from the baseline survey (approximately 3000 households in 70 localities in Bengaluru) through a field and phone survey.
2. Update the household's phone and address details as part of the tracking exercise.

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3. Implement field survey using the endline field survey tool provided by the 3ie team for tracked households in Bengaluru (residing either in or outside the baseline locality).
4. Conduct a phone survey using the endline phone survey tool provided by the 3ie team for households that either have shifted outside of Bengaluru or can't be reached through the field survey.
5. Undertake the surveys using computer-assisted personal interviewing (CAPI) and computer-assisted telephonic interviewing (CATI) based tools. 3ie already has survey instruments programmed into SurveyCTO from the baseline survey and require the firm to use SurveyCTO for this round of survey as well. The survey firm is expected to develop or modify existing SurveyCTO template.
6. Translate survey modules, as required, into Kannada, Hindi, Tamil, Telugu and any other language as required.
7. Pilot test CAPI/CATI-based surveys with at least 10 respondents/households in non-sample area to ensure the contextual and unbiased appropriateness of the questions and the technical functionality of the electronic platform and devices. After pilot, work closely with the 3ie team to adapt, revise and finalize the CAPI/CATI survey instruments and tools.
8. The survey modules should have built-in checks for data accuracy and completeness as it is entered and uploaded to servers. The survey firm must develop robust data entry application according to 3ie's specification that satisfy at least the following conditions:
 - To the greatest extent possible, the data entry program should conduct range and consistency checks, as the questionnaire is key punched.
 - Violations of these checks should lead to an immediate and transparent message sent to the key puncher, along with a practical method for correcting keypunch errors, and/or over-riding and documenting any answers that violate the range and consistency check rules.
 - The program should allow valid open-ended and "other" textual responses outside of the response options provided in the questionnaire.
 - Variable names generated by the program should correspond clearly and logically to the question labels used in the questionnaire.
 - Coding strategy should be developed to maintain consistent, unique identifiers for households for matching longitudinal data.
9. In addition, the agency should:
 - Hire enumerators and conduct extensive initial enumerator training prior to the survey. All staff working on the project, including team lead, field managers, data managers, supervisors, enumerators, and back checkers, must attend the training. The training will be 12 days long with at least 3 days of practice surveys in the field.
 - Develop a field plan to interview households in the study sample as per timelines specified by the 3ie.
 - Develop protocols for ethical data collection procedures and safeguards.
 - Conduct refresher training during data collection to ensure data quality.
 - Undertake specific training duties including, but not limited to, the following:
 - Revise and translate training materials/manuals and detailed interviewer, supervisor, and data entry manuals in close collaboration with the evaluation team,
 - Conduct in-depth training of all field staff, including practice interviews, role plays and other similar exercises, and
 - Hold field training to conduct interviews as per agreed procedures (initially by team supervisors).

10. The monitoring activities of the agency should include:

- Confirming that the locations of field work are in accordance with the field plan approved by 3ie.
- Conducting timely random quality field checks to ensure proper administration of survey and data collection.
- Conducting accompaniments (the supervisors should sit through a full survey) with enumerators in the initial few weeks of the survey.
- Conducting of spot checks (visual observation) of at least one interview of each enumerator on any given day.
- Revisiting and audio-auditing of a randomly selected sample by supervisors to double-check the data recorded with respect to key variables.
- Back-end data scrutiny of all uploaded questionnaires to ensure that all information recorded is clear and consistent and, where deemed necessary, to clarify with respondents any inconsistencies in their answers with that of the enumerator.
- Deploying a separate team of back-checkers in the field to confirm the veracity and quality of data collected.
- Conducting high-frequency checks and reporting them to evaluation team at 3ie. The details on data checks as well as reconciliation undertaken must be vetted by the evaluation team at 3ie. 3ie will conduct its own independent checks in parallel.
- Developing systems to match back check data with the main sample data and act for error reconciliation and provide regular feedback.
- Conducting regular feedback sessions with the field team
- Reporting field errors observed and troubleshoot any data system errors that may occur during data collection.

11. With CAPI-based data collection, real time data will be provided to the 3ie team. The agency's responsibilities pertaining to data entry, management and quality assurance include:

- Providing access to internet or other platforms through which data can be transferred from hand-held devices to the server.
- Providing the final dataset in STATA and/or ASCII formats.
- Providing copies of the datasets and data entry error reports/logs that show the frequency of discrepancies noted and actions taken to rectify to the 3ie team. Scrutinize all errors and inconsistencies detected during data entry and consistency programs by revisiting households if major errors are detected.
- Should the 3ie team notice errors and inconsistencies in data entry, the agency must be prepared to make corrections and revisit households if necessary.
- Providing the raw as well as final copies of the datasets along with a complete codebook after properly labelling all variables to the 3ie team within two weeks of completion of field work.
- Maintaining logbooks and documentation of field work which would be submitted at the completion of the survey.

12. Lastly, in addition to above, the agency must ensure that:

- Enumerators and supervisors maintain daily field and interview notes and observations in physical notebooks. These observations should be stored and shared in an organized manner with the 3ie team.
- Arrange daily debrief calls at the start of the survey with the frequency reducing as the survey progresses.

- Visits to field locations are done in consultation with programme field staff such as community resource persons, community volunteers, etc. The contact details of such persons will be provided by 3ie to the agency.
- The field team comprises an appropriate mix of enumerators in terms of gender and religion.
- Personally identifiable information provided by 3ie to the agency for purposes of locating households and conducting the survey are stored in a secure manner that minimizes the risk of it being used for any other purpose and deleted as soon as possible.

Note: 3ie would retain the right to the full data, with complete access to all names, addresses, and survey data for individuals and households surveyed through this exercise. The agency must be available to respond to queries after the submission of the datasets.

4. Details of the surveys

The agency will ensure that the following surveys are conducted as per the sample plan prescribed and using the tools approved. **The endline survey to be conducted between August and December 2025 (at the latest)** includes a household survey according to the details below.

- The **household survey schedule** comprises multiple modules designed for male and female members in the household. Survey is expected to take about 1 hour with a male respondent and 1 hour with a female respondent, on average, in each household. The different modules can be administered to men and women in different time slots to avoid respondent fatigue.
- Male enumerators will administer modules to male respondents and female enumerators will administer modules to female respondents. Accordingly, the data collection partner should have enough male and female enumerators available and should have experience in managing household surveys requiring male-female enumerator pairs.
- The list of sample households, along with identifying information including contact details, (address and phone number) and GPS coordinates, will be provided by the 3ie team. **Locating these households will be the responsibility of the enumerators and supervisors.** The firm will be required to prepare materials for field staff including maps, names of heads of household, and any other identifying characteristics with the support of the evaluation team.
- Any personal identification information should be securely kept with the field team and 3ie should be informed in case of any loss of sensitive data.
- The firm must be prepared to conduct repeated visits (at least 5 revisits) to complete the surveys in case of non-availability of either of the male or female respondents.
- If the households have moved to a different location in Bengaluru, the firm must visit and complete the required survey with the household as per the household tracking protocol to be agreed with 3ie. In some cases, especially those where the household has moved outside of Bengaluru, if the household cannot be physically visited in a reasonable manner, a telephonic survey will be conducted.
- The respondents to be interviewed for different modules will be determined by the evaluation team.
- The agency will also be required to seek permissions and approvals (from the community leaders or other important stakeholders identified by the 3ie team) for conducting the survey.

The household survey includes the following modules, but not be restricted to:

- Household demographics (e.g. age, sex, education of the household members)
- Household income, assets, and type of housing
- Financial literacy and financial inclusion
- Social security
- Skills
- Empowerment: household decision-making; self-efficacy of female household members; domestic violence; gender norms and attitudes
- Education: quality of learning environment for children at the household level enrolment/ dropout rate in schools
- Access to health, water, and sanitation facilities.

5. Institutional arrangements

The firm will report directly to a team led by 3ie's technical team leader for the project.

The firm will regularly interact with the team throughout the project to seek approval on pre-identified activities and deliverables. The agency will provide weekly written or oral progress reports with the evaluation team.

3ie's technical team will provide the firm with the following inputs for the survey:

- List of sample localities and households in Bengaluru
- Survey questionnaires
- Contact details and address information of the sample households
- Contact details of the programme field staff that the agency's field team must coordinate with
- Training materials for the field teams
- Enumerator and supervisor manuals

The firm will be responsible for providing all the inputs and materials not listed in this section but are required to perform the service.

The responsibilities and minimum qualifications of the staff are the following:

- I. **Project Manager:** Post graduate degree in economics or related areas with minimum of 10 years of experience in handling large scale socio-economic household surveys. Project manager is expected to have a significant percentage of his/her time on this project. The project manager will be responsible for developing the project within the established timeframes and maintaining permanent communications with the 3ie team, the technical assistants designated, the relevant local government officials, project partners, and other relevant stakeholders.
- II. **Field Manager:** Post-graduate degree in economics or related areas with a minimum experience of 8 years in working with large household level surveys. Experience of working with other surveys where data is entered concurrently with the interview/data collection process preferred. The field manager will be responsible for the adaptation, pilot and back-translation of the questionnaires, other measurement instruments; selection and training of the field teams using the field manual; developing the survey plan according to the guidelines given by the 3ie team; defining the quality control procedures that will be applied by the team supervisors, and assuring the logistics and control of the field operations.

- III. **Head of Data Management:** Post-Graduate Degree in Computer Applications or Computer Science or B.Tech in Computer Science or related fields with experience in developing applications using existing sophisticated data entry software (such as Survey CTO, CSPro, ODK) and managing large database construction and quality control with a minimum of 5 years' experience. Programming experience using SurveyCTO is desirable. She/He will be responsible for adaptation and debugging of the data entry programs based on the models and guidelines of the 3ie team; selecting and training the enumerators, the logistics and control of data entry in the field; and the consolidation and delivery of databases to the 3ie team as the information is received from the field.
- IV. **Field team: Each field survey team should comprise a maximum of four enumerators and should be headed by one supervisor.** Each household interview will be conducted by two enumerators, one male and one female. The entire sample needs to be covered in maximum three-four months.

The firm is required to recruit and train 25% more personnel than needed to provide for replacement due to attrition. 3ie reserves the right to review and approve the selection of the enumerators and supervisors after training. The list of members of the field teams (supervisors, enumerators, additional staff) will be submitted for consideration by the 3ie team prior to their training and selection. 3ie reserves the right to review and approve the selection of the enumerators and supervisors after training. The CVs of the central team members (Project Manager, Head of Field Operations, and Head of Data Management) must be an integral part of the firm's technical proposal. If the members of the central team have worked together on successful past projects, that will be considered positively.

- V. **Supervisor:** Each field team will need to have one supervisor to oversee the survey work of a maximum of four enumerators. The field supervisors will travel with their teams and be responsible for day-to-day supervision and logistics, including contacting community leaders in selected enumeration areas and arranging appointments with respondent households. The field supervisor will also perform quality controls on the information collected by his/her team by randomly attending some interviews and reviewing questionnaires. The spot checks are to be conducted for fifteen percent of the sample. The field supervisor will further be responsible for organizing, tracking of the daily supply of completed questionnaires and submission of the data. In addition, each field supervisor will be responsible for completing a brief locality level questionnaire. Field supervisors should have experience in conducting or managing household surveys. The preferred educational requirement for field supervisors is a university degree. Basic ability to communicate in English would be preferred. Knowledge of Kannada, and other South Indian languages is essential. In addition to supervision activities, field supervisors will participate in the pilot test. The agency shall also recruit and train at least 25% more supervisors than needed. The agency must ensure that attrition of supervisors is less than five percent during the entire course of field survey.
- VI. **Enumerators/interviewers:** The minimum educational requirement for enumerator is at least three years of education after school. **Knowledge of Kannada, and other South Indian languages is essential.** It is advised that the agency recruit enumerators local to survey areas. The agency shall also recruit and train at least 30% more interviewers than required to ensure that suitable replacements are available for the team members leaving during field work or those who do not demonstrate sufficient proficiency following training.

6. Key Deliverables

- A detailed plan of work, field work plan, outputs, team composition and staff assignments with levels of effort by task and sub-task.
- Translated draft questionnaires in Kannada, Hindi, Tamil and Telugu.
- CAPI and CATI-based questionnaires, reports from piloting testing of questionnaires with comments and recommendations for changes, finalized CAPI/CATI-questionnaires in English and local languages.
- All soft and any hard copies of final questionnaires.
- Permissions and approvals (from local to higher authorities) for conducting the survey.
- Training manuals for field staff and supervisors in English and local languages.
- Electronic versions of the survey data as it is being collected on a continuous basis.
- Complete datasets (including personally identifiable information) in STATA or ASCII format with a codebook and a clear report on how data were corrected/reconciled.
- A completion report of the survey including the dates for field visits for each locality, supervision checks, problems encountered and methods of resolution.

7. Eligibility and minimum requirements

Applicants must meet these minimum requirements to be considered:

- Only legally registered organizations and/or their consortia of registered organizations, not individuals, may apply.
- The survey partner should be based in India and have relevant and extensive experience in conducting large-scale household surveys in the Indian context.
- The partner should have demonstrated experience and expertise in conducting CAPI using tablets, including managing all aspects of programming, data entry, ethical data storage and management, and data quality assurance.
- The partner will have demonstrated expertise in collecting data in the context of lower income settlements.
- The partner will have demonstrated expertise in data quality assurance including conducting high frequency checks during data collection, identifying and cross-verification of data discrepancies and data cleaning.
- The partner must have sufficient expert staff, including skilled male and female enumerators and supervisors, on board with full-time availability to work from the time of signing the contract with 3ie.
- Prior experience of conducting surveys in the urban context is preferable.
- For-profit organizations are eligible to apply, but the indirect cost recovery is limited to 10 per cent of direct costs.

8. Duration of work

Preliminary work for the endline survey—including development of electronic tools for data collection and enumerator training—is expected to begin immediately upon contract award, expected in the first week of July 2025. The partner will start the endline household survey by August 2025 and complete it by December 2025 at the latest.

9. Recommended proposal format

Proposals will include the following information:

- **Description of the organization's experience**, highlighting experience of conducting survey in Karnataka, and qualifications to carry out the proposed scope of work (use the format in Annexure 1)
- **Work plan** describing how the partner will complete the scope of work outlined above, a description of personnel roles and project management structure, duty of care policies and procedures in place, and risk identification and mitigation plans.
- **Indicative field plan with field team structure**, team size (enumerators and supervisors) and expected productivity given the context to ensure timely completion of data collection.
- **Indicative data quality assurance plan** charting out briefly how the survey firm will assure submission of high-quality data.
- **Financial proposal** that indicates the all-inclusive fixed total contract price for the project and a budget using the [3ie budget template](#).
- **Estimated timeline** for the completion of main activities, as well as a breakdown of the costs.

The qualifications, methods and work plan should not exceed 15 pages, using 11pt Arial font, 1.15-line spacing and 1-inch margins.

10. Selection

All proposals that qualify will be reviewed by a 3ie panel. The proposals will be assessed on technical aspects and the proposed budget.

The technical part of the application will be assessed on the strength of the proposal that best fits 3ie's needs, as well as previous experiences of the provider in executing similar projects.

3ie may provide comments and request a resubmission if the proposal does not receive adequate scores. Shortlisted firms may be asked to make presentations of their approach. 3ie will also conduct due diligence for shortlisted applicants per the indicative assessment questionnaire linked under grantee resources on the 3ie [funding](#) webpage. 3ie reserves the right to not award the contract in case no applicant meets the requirements.

11. Submission

Please submit complete proposals to **Chandan Jain at cjain@3ieimpact.org**, with the subject line, 'Proposal for endline data collection.'

The last date for submission of proposals is 24 April 2025 by 23:59 IST.

Only complete submissions meeting the eligibility requirements will be considered. 3ie will contact only shortlisted survey firms.

Requests for clarifications before final application may be directed to cjain@3ieimpact.org.

Annexure 1: Survey firm's experience

Provide details of experience in undertaking large-scale household surveys or Impact Evaluations of nation-wide/inter-division/division-wide development projects or sub-divisional governments or their agencies/multilateral agencies/ international NGOs/ corporate sector during the last 3 years.

Please provide brief description of the projects in which CAPI was used for data collection including the name of the client, name of the project, states covered, households sample size, no of questionnaires used/ modules, average time required to administer a schedule/module, number of CAPI devices used, status of the project and so on.

Agencies with no experience in undertaking household survey with CAPI shall not be considered.

| Name of Project | Client | Scope of work Sample | Duration of Assignment | Value of Contract | Total HHs | No of Modules | Average time required to administer the HH schedule | No of CAPI devices used | No of enumerators | Data quality assurance mechanisms used | Contact details of references from at least 3 projects |
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