

**Request for Proposals (RFP)
to Conduct an Endline Evaluation of Transforming Masculinities in
Democratic Republic of the Congo (DRC)**

Date of Issuance: 6 June, 2018
Due Date for Questions: 12 June, 2018. Submission of questions or requests for clarification in writing via email to js4239@georgetown.edu and CC-ed to bryan.shaw@georgetown.edu by **17:00 Hours** [local DRC time]
Deadline for Proposals: 21 June, 2018. Proposals (including detailed technical and financial proposal) are due **17:00 Hours Washington DC time**. No late submissions will be accepted. Proposals are to be submitted electronically to js4239@georgetown.edu and CC-ed to bryan.shaw@georgetown.edu. E-mailed submissions must contain the subject line "TM/MFF Endline". The successful consultant/firm will be notified within 15 days of the deadline (by **July 9, 2018**).

Purpose

Georgetown University's Institute for Reproductive Health (IRH) has received funding from the United States Agency for International Development (USAID) to implement the Transforming Masculinities (TM), known locally as Masculinité, Famille et Foi (MFF), study in Kinshasa, Democratic Republic of Congo (DRC). Baseline data collection was completed in November, 2016 and midline data collection in November, 2017. IRH is seeking a qualified, local DRC research firm to conduct data collector training and collection, management, basic frequency analysis, and report writing for the TM/MFF endline study.

This scope of work sets forth the background and objective for the evaluation and the scope of work for the evaluation subcontractor.

Period of Performance: July 9, 2018 – February 28, 2019

Location: Kinshasa, DRC

Background

In partnership with Tearfund and Association de Santé Familiale (ASF), IRH is implementing TM/MFF, a gender-transformative program, in Kinshasa, DRC. TM/MFF is part of the multi-initiative USAID-funded Passages Project. The overall goal of Passages is improved family planning (FP) use and sexual and reproductive health (SRH) among youth, especially very young adolescents (VYA), newly-married youth and first-time parents. Specifically, Passages aims to transform social norms for adolescent and youth sexual and reproductive health, including impediments in accessing health services and prevalent social norms.

Within the Passages project, IRH and its partners have implemented TM/MFF through faith-based organizations (FBOs) with religious and youth leaders for 18 months, beginning in January, 2017 through August 2018. Tearfund developed the TM approach as an evidence-based intervention for religious leaders and faith communities to promote positive masculinities and gender equality. Gender inequality is embedded in culturally constructed roles of men and women, boys and girls, and enforced through social structures, including religion and biblical strictures. TM is a program for religious leaders and congregation members, which uses a process of participatory scriptural

reflection and dialogue to identify, create, and embrace new, positive masculine identities. IRH and partners has built on the original TM curriculum to include components on FP/SRH education in an additional facilitator's manual. In addition, the TM/MFF study applied here included links to ASF's *Confiance* clinics, pharmacies, community health workers (CHW) services, and free FP/SGBV hotline. TM/MFF has been rolled out in eight Protestant congregations in Kinshasa. The TM approach has been adapted with the goal of reducing social acceptance of gender-based violence (GBV) and other gender inequalities, which support early childbearing and high fertility rates and prevent women from accessing and using modern FP, and increase men's role as supportive partners. In doing so, the project aims to create a normative environment supportive of FP uptake, and SRH generally, among newly married youth and first-time parents, targeting women 18 to 35 years of age and their partners.

TM/MFF consists of multiple intervention components including workshops and trainings that guide religious leaders and congregation members through a process of scriptural reflections to identify, create, disseminate, embrace new, positive masculinities, and then take action. The intended outcome is community-wide attitude and behavior change that leads to normative masculine identities supportive of non-violence, shared decision-making, gender equality and FP and SRH use, reduced social acceptance of GBV and other gender inequalities, increased engagement around GBV prevention, reduced GBV perpetration, and increased modern FP uptake. The intervention also aims to diffuse these GBV- and FP-related social norms beyond direct participants. **Intervention components include:**

- 1) *Training with national/regional level faith leaders*
- 2) *2-3 day orientation workshops with community/parish faith level leaders*
- 3) *3-5 day Gender Champions training* – male and female community members who in turn conduct a series of six-week long community dialogue sessions in their congregations around gender roles and inequalities.
- 4) *Community dialogues* – six-week long small group discussions (two-hour dialogue per week) with couples facilitated by the Gender Champion to explore harmful notions around gender and identify positive gender identities through scriptural reflections. During the first five weeks, these participants will be divided into two same sex groups. On the sixth week men and women will come together in one group to share and reflect as one group.
- 5) *Health Talks* on FP/SRH by trained PSI/ASF community health workers to the assembled community dialogues groups, and broader congregation members, at intervention site congregations. The community health worker will also hand out referral cards with the information of the nearest *Confiance* clinic and ask participants to leave it in a box at the clinic reception should they visit the clinic.

Evaluation details

The evaluation consists of a prospective, experimental two-group, pre-test/post-test design using mixed methods, with 17 Protestant congregations in Kinshasa randomly assigned to either comparison or intervention group—eight intervention and nine comparison congregations. Congregations were matched based on demographic characteristics such as size, location (peri urban/urban), denomination, and ethnicity of congregants. The intervention group receives the TM/MFF intervention with added FP and SRH components, whereas the comparison group receives no intervention, other than links to SRH services (to isolate the effect of normative change associated with TM/MFF).

Baseline qualitative and quantitative data collection was conducted from August to November, 2016 and has been analyzed and a final Baseline Report produced. Midline qualitative data was collected from June to November, 2018 and has been analyzed and a final Midline Report produced. The anticipated start date for endline evaluation data collection is September 15, 2018 (TBD). The methodology will closely follow that of the baseline data collection to ensure robustness of findings. The aim of this evaluation is to provide valid and reliable data to *assess the effectiveness of the TM/MFF intervention in meeting its stated aims among eight congregations in Kinshasa, DRC.*

The endline evaluation research firm will oversee and conduct all research related to the endline study, which has the following components:

- **Research activity 1:** 900 orally administered endline questionnaires following up with a randomly selected cohort of couples (male and female members) from the baseline survey in eight experimental and nine comparison congregations. This will assess individual- and community-level changes in: GBV/IPV acceptance, masculine identities, gender roles, FP acceptance and use and social norms related to SRH more generally.
- **Research activity 2:** 1250 orally administered endline questionnaires among a randomly selected population of men and women in the eight experimental and nine comparison congregations. This will assess individual- and community-level changes in exposure to communication and diffusion of messaging on topics related to: GBV/IPV, masculine identities, gender roles, FP use. A sub-sample of 400 of the 1250 participants will be selected for an additional module with social network mapping items to identify mechanisms of communication and social norm diffusion in the congregations.
- **Research activity 3:** Up to 64 semi-structured, in-depth interviews and 16 focus group discussions (TBD) with purposely selected faith leaders, gender champions, intervention participants, and influential members in the 8 intervention congregations and selected regional/national faith leaders, at endline to explore changes in attitudes and social norms regarding GBV and FP as a result of the TM/MFF intervention.

Recruitment criteria

Criteria for selecting participants for research activity 1 and 2 include:

- a. Men and/or women in partnership
- b. Reside in one of 17 Kinshasa congregations identified for the intervention or comparison
- c. Are newly married or first-time parents (activity 1 only)
- d. Are women between the ages of 18 and 35 years old or men partnered with a woman 18-35 years of age (activity 1); are between the ages of 18-49 (activity 2)

Criteria for selecting participants for research study 3 will be those fulfilling the identified positions

Locations: The 17 congregations are in the following communities: Gombe, Kinshasa, Lingwala, Kintambo, Ngaliema I, Ngaliema II, Mont Ngafula, Makala, Bumbu, Kinsenso, Bandalungwa, Kalamu I, Kasavubu, Limete I, Limete II, Ndjikil.

Methodology

The IRH research protocol details the execution of the methodology, including: sampling and recruitment of study respondents, obtaining informed consent, questionnaire, social network mapping and in-depth interview procedures and data collection, research tools, data management and analysis. IRH will provide the research firm with a copy of this research protocol and any accompanying documents on the research process, draft data collection instruments and data analysis plans. IRH will provide orientation and support on these instruments for the subcontractor.

Institutional Review Board (IRB) approval

The TM/MFF research protocol and all associated data collection instruments will be provided by IRH, and reviewed and approved by the Georgetown University IRB and a local DRC IRB prior to the start of any research activities. IRH will prepare and submit all DRC national IRB application materials and manage the correspondence with both Georgetown and DRC IRBs. Some support to facilitate the DRC IRB process from the selected research firm will be needed.

Detailed scope of work task description during timeline

This scope of work is only for endline data collection, management of field teams, adherence to quality and ethical procedures, basic frequency analysis, and report writing. All study activities will be undertaken in close supervision by IRH, and with ongoing support. The scope of work will include, but may not necessarily be limited to, the following activities:

- Review relevant documents including: the project concept note, research protocol, project brief, draft data collection instruments, consent forms, eligibility screening/recruitment documents, baseline reports, and other relevant literature, to become familiar with the research and the context.
- Undertake research ethics certification prior to the start of the study (if not already undertaken). The digital FHI 360 Research Ethics Training Curriculum or the Collaborative Institutional Training Initiative (CITI) is preferred.
- Review the translated data collection instruments and consent forms in French and Lingala (TBD) for understanding. These instruments and forms were piloted and pretested for the baseline. However, some small piloting/pre-testing may be required for adapted and new instrument modules. Review and finalize the data collection instruments and consent forms prior to the study. Note that additional literature review or tool development is not required; the research firm will only pilot/pre-test already existing and translated instruments. The translations from English to French/Lingala will be done by IRH.
- Oversee the entire field process including, but not limited to: identifying and hiring data collectors and supervisors, collaborating with IRH to train data collectors and supervisors on research methods and ethics; and conducting/managing all data collection activities in 17 congregations, including:
 - Endline orally administered questionnaires in 17 congregations with 900 men and women, aged 18-34 (men can be any age as long as partnered with woman 18-34). These will be undertaken using the paper-based structured questionnaire provided. Should the subcontractor have tablets and prefer to use them, this would be welcomed. IRH may be able to provide tablets for the study (TBD).
 - Endline orally administered questionnaires in 17 congregations with 1250 men and women, aged 18-49 with a sub-sample of 400 individuals randomly selected for addition of a social mapping module. These will be undertaken using the paper-based social network mapping tool provided. Should the subcontractor have tablets and prefer to use them, this would be welcomed.
 - Semi-structured in-depth interviews with 16 religious leaders, 16 gender champions, 32 community dialogue members in eight intervention congregations. These will be audio-recorded and follow the in-depth interview guide provided.
- For questionnaires and social network mapping, create data entry screens using a program of choice (such as Microsoft Excel or Access). The program must allow for data cleaning and dictionary creation, and be exportable to STATA (including complete dictionary of variables and values).

- Conduct data entry, using double entry procedures; comparing the two versions and cleaning the data. Undertake initial data management with guidance from IRH.
- Transcribe audio-recorded interviews of semi-structured interviews, and clean the data. Submit copies of these interviews.
- Conduct quantitative data analyses of selected research components (from questionnaire and social network mapping), based on guidelines and data analysis plans provided by IRH. No analysis is required of the qualitative data by the subcontractor.
- Submit report with tables for all the quantitative variables and datasets (preferably in STATA) for review and further analysis. No narrative is required to accompany the tables.
- Submit biweekly email progress reports and participate in routine phone conferences (biweekly/monthly) with IRH staff on the study implementation

Expected outputs

1. An inception report detailing the work plan, providing comments to all data collection instruments & SOW, listing key documents to be reviewed, and outlining the format for final report. This should be submitted within one week of receiving the signed contract from Georgetown IRH.
2. Biweekly e-mail progress reports describing the process of data collection, based on a short template: numbers reached, what went well, what did not work and why, what are some recommendations of human resources and/or other resources required to better support the data collection in the future.
3. A scheduled call with the IRH TM/MFF team after one week of quantitative data collection to discuss progress and any data collection challenges with the IRH team.
4. Final and cleaned raw quantitative data, in STATA, including complete dictionary of variables and values at baseline. Copies of all transcribed qualitative interviews.
5. A draft report with frequency tables for all the quantitative variables.
6. Final report based on the above draft with edits made according to IRH and partner comments. To be completed to the satisfaction of IRH before final payment.

Time frame* for the evaluation and deliverables

The work outlined above is planned to commence on July 9, 2018 with document review and training; data collection should start no later than September 15, 2018 and conclude no later than December 15, 2018; and data analysis and report writing should conclude no later than February 28, 2019.

Deliverable	Deliverable Due Date	Amount to be Paid
Contract agreement and Submit inception report	July 23, 2018	30% of consultancy fees
Submit biweekly progress reports and receipts for all reimbursable expenses; Submit report describing conclusion of data collection activities	Ongoing; Report due December 15, 2018	30% of consultancy fees upon receipt of report describing conclusion of data collection activities
Submit final and cleaned raw data	January 31, 2019	20% of consultancy fees
Submit draft of report	February 15, 2019	
Submit final report	February 28, 2019	20% of consultancy fees

*The timeframe will depend on the signing of the contract, and can be subject to changes based on on-the-ground realities.

Payment will be made within 30 days of receipt and acceptance of the invoice and deliverables. Subcontractor is not authorized to invoice IRH for any amount in excess of this agreement. Last invoice should state “Final” and invoices should reference the Contract Number.

Submission of proposals

Interested bidders are required to submit a detailed technical and financial proposal in response to this SOW.

The technical proposal should include the following sections: 1) the consultant(s) or organization’s competency in conducting baseline/endline studies, including experience with quantitative and qualitative studies, and particular knowledge and prior experience in working with similar populations (youth) and on similar topics (GBV, SRH); 2) methodologies based on the above, including ethical considerations and policy influence considerations; 3) An illustrative work plan against the period of performance given. The proposal should also include the CVs of all proposed key staff (required) and any supporting staff as appendices (not required but desired if you know the person(s) with whom you plan to work). The proposal should not exceed 10 pages.

The financial proposal should be a separate document from the technical proposal and should be easy to read and relate with in terms of monetizing the technical proposal. The budget should include a separate cost for each study element, including separate costs for each research activity. Please provide a competitive professional fee.

Criteria for Evaluation

The Contractor will be selected for this scope of work based on their background in research and experience in the region of DRC. The Contractor will be willing to provide the services to the Institute for Reproductive Health. Selection criteria are the following (maximum 100 points):

Selection Criteria	Points
Technical Proposal <ul style="list-style-type: none"> • Demonstrated understanding of the proposed study through technical proposal and clarity • Appropriateness of methodology and work plan 	35
Financial Proposal <ul style="list-style-type: none"> • Cost and competitiveness of the budget 	30
Relevant and Thematic Experience <ul style="list-style-type: none"> • Evidence of previous family planning and reproductive health evaluations undertaken as the lead organization. • Experience working in Kinshasa; ability to speak Lingala desirable 	35
TOTAL	100

Exclusion criterion is an incomplete proposal submission, one not adhering to the above guidance.

- Please note that all costs associated with proposal preparation, submission and/or negotiation cannot be reimbursed as a direct cost of the assignment, nor is the issuing of this RFP a guarantee that a sub-agreement will be awarded.

Contract Mechanism

It is anticipated to award a fixed-price subcontract to the Offeror whose proposal will be evaluated based on the evaluation criteria described previously.

*The period of performance bridges project years. The initial agreement goes through 30 September, 2018. Agreement after this date is contingent on donor funding. The agreement will be modified after this date dependent on donor funding.

SUBMISSION INSTRUCTIONS AND DEADLINES

The key dates for this RFP process are shown below:

Date of Issuance:	6 June, 2018
Due Date for Questions:	12 June, 2018. Submission of questions or requests for clarification in writing via email to js4239@georgetown.edu and CC-ed to bryan.shaw@georgetown.edu by 17:00 Hours [local DRC time]
Deadline for Proposals:	21 June, 2018. Proposals (including detailed technical and financial proposal) are due 17:00 Hours Washington DC time . No late submissions will be accepted. Proposals are to be submitted electronically to js4239@georgetown.edu and CC-ed to bryan.shaw@georgetown.edu . E-mailed submissions must contain the subject line "TM/MFF Endline". The successful consultant/firm will be notified within 15 days of the deadline (by July 9, 2018).

ATTACHMENTS

Annex A – Terms and Conditions

Annex A

TERMS AND CONDITIONS

Offerors are responsible for review of the terms and conditions described.

WITHDRAWALS OF PROPOSALS

Offerors may withdraw proposals by written notice via email received at any time before award. Proposals may be withdrawn in person by a vendor or his/her authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

RIGHT TO SELECT/REJECT

IRH reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability. IRH also reserves the right to reject any or all proposals received without explanation.

DUE DILIGENCE PROCESS

Any selected firm may be required to complete a Financial Pre-Award Assessment in order for IRH to ascertain that the organization has the capacity to perform successfully under the terms and conditions of the proposed award. As part of the Pre-Award Assessment process the firm may also be requested to submit a financial audit report from the previous fiscal year. In addition, payroll records and other financial information may be requested to support budgeted costs.

CLIENT PRIOR APPROVAL

The selected offeror may be subject to funding agency approval before a subcontract can be awarded. Therefore, organizations are reminded that there may be delays for this process to be completed. In addition, should such approval not be given, this subcontract cannot be awarded.

DISCLAIMER

This RFP represents only a definition of requirements. It is merely an invitation for submission of proposals and does not legally obligate IRH to accept any of the submitted proposals in whole or in part, nor is IRH obligated to select the lowest priced proposal. IRH reserves the right to negotiate with any or all firms, both with respect to price, cost and/or scope of services. IRH has no contractual obligations with any firms based upon issuance of this RFP. It is not an offer to contract. Only the execution of a written contract shall obligate IRH in accordance with the terms and conditions contained in such contract.

REQUEST FOR PROPOSAL FIRM GUARANTEE

All information submitted in connection with this RFP will be valid for three (3) months from the RFP due date. This includes, but is not limited to, cost, pricing, terms and conditions, service levels, and all other information. If your firm is awarded the contract, all information in the RFP and negotiation process is contractually binding.

OFFER VERIFICATION

IRH may contact Offerors to confirm contact person, address, bid amount and that the bid was submitted for this solicitation.

FALSE STATEMENTS IN OFFER

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

CONFLICT OF INTEREST

Offerors must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award in or outside of DRC.

Failure to provide full and open disclosure may result in IRH having to re-evaluate selection of a potential vendor.

RESERVED RIGHTS

All RFP responses become the property of IRH and IRH reserves the right in its sole discretion to:

- To disqualify any offer based on offeror failure to follow solicitation instructions.
- IRH reserves the right to waive any deviations by vendors from the requirements of this solicitation that in IRH's opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition.
- Extend the time for submission of all RFP responses after notification to all vendors.
- Terminate or modify the RFP process at any time and re-issue the RFP to whomever IRH deems appropriate.
- IRH reserves the right to issue an award based on the initial evaluation of offerors without discussion.
- IRH reserves the right to award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.
- IRH will not compensate offerors for preparation of their response to this RFP.
- Issuing this RFP is not a guarantee that IRH will award a subcontract.
- IRH may choose to award a subcontract to more than one offeror for specific parts of the activities in the RFP.

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,
- (2) 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;
- (3) 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

- (4) case of a sealed bid solicitation) or contract award (in the case of a negotiated or competitive solicitation) unless otherwise required by law; and
- (5) 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.