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| **UNIVERSITE DE BORDEAUX**  35 place Pey Berland  33000 BORDEAUX |
| Framework Agreement n° 2025-058  **Conduction**  **field surveys in Ethiopia and related services** |
| **Technical Response Form** |

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| Please fill in the **Response** field |
| **Name of applicant: …** |

#### Technical Response Form

**CONTRACTOR’S TECHNICAL TENDER**  
**(to be filled in)**

**General instructions:**

Candidates must submit the technical response framework in PDF format as well as in an unlocked Word version.

**Expected services**

For each of the expected services, the applicant must set out the required technical and human resources, as well as the associated means of performance.

**F1 – Survey preparation**

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| **Expectations** | **Applicant’s response** |
| **Finalisation, translation and computer programming of the questionnaire for implementation on tablet computers.**  *The applicant must provide details of the computer programming of the questionnaire for implementation on electronic tablets.* |  |

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| **Expectations** | **Applicant’s response** |
| **Obtaining ethical and administrative authorisations to carry out the survey** |  |

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| **Expectations** | **Applicant’s response** |
| **Recruitment and composition of teams:** *The applicant must detail the composition of the teams (size), the expected profiles and the tasks, responsibilities and remuneration of each member. In particular, the applicant must explain how it will size the teams of interviewers to be deployed, taking into account the number of households to be interviewed and the deadlines imposed.* |  |

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| **Expectations** | **Applicant’s response** |
| **Training of teams working in the field:** *The contractor must describe the training given to the teams in the implementation of surveys* |  |

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| **Expectations** | **Applicant’s response** |
| **Logistical and administrative preparations:** *The contractor must describe its suggested logistical and administrative preparations.* |  |

**F2 – Survey implementation**

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| **Expectations** | **Applicant’s response** |
| **Logistical preparation :** *The contractor must describe the logistical organisation of data collection activities.* |  |

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| **Expectations** | **Applicant’s response** |
| **Data collection:** *The contractor must detail how data will be collected by field staff.* |  |

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| **Expectations** | **Applicant’s response** |
| **Supervision of survey:** *The contractor must describe how it will supervise the survey.* |  |

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| **Expectations** | **Applicant’s response** |
| **Survey organisation and quality control:** *The contractor must describe the system of organisation that it will put in place to carry out quality control of the survey.* |  |

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| **Expectations** | **Applicant’s response** |
| **Security considerations:** *The contractor must set out how it intends to prepare for any potential threats to its staff* |  |

**F3 – Management and transmission of collected data**

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| **Expectations** | **Applicant’s response** |
| **Management of data after collection, adjustments, information:***The contractor must describe the procedures put in place to manage the data (including to verify the data and keep it secure)* |  |

**F4 –Sustainable development**

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| **Expectations** | **Applicant’s response** |
| **Limiting the impact of the execution of the framework agreement on the environment:**  *- Candidates must specify how, in practical terms, they intend to carry out the service while limiting as far as possible the impact on the environment (carbon footprint), particularly with regard to travel, the use of IT and telecommunications equipment, the methods of storing and making available the data collected, etc.* |  |

**F5 – RGPD**

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| **Expectations** | **Applicant’s response** |
| **Protection of personal data:**  *On the understanding that successful candidates will comply in all respects with the regulations in force in Ethiopia relating to the protection of personal data, the following will be explained:*   * *The associated constraints* * *The means it will use to guarantee the protection of this data* |  |

**Technical and financial proposals: 4 case studies**

The document must be provided in an editable *Word spreadsheet and PDF format****.***

The content of the responses to the case studies will be representative of the services that the candidate undertakes to provide in the field as part of the execution of the services if he is selected.

General guidelines for responding to the case studies :

**In order to be able to judge the capacity of the service providers to supply the expected services, a detailed technical and financial proposal** describing all the activities guaranteeing the best possible quality of the data collected is requested for the following case studies:

* **Case study n° 1 (to be answered on the dedicated appendix) : A non-optional face-to-face survey** of 10 households per kebeles in 120 kebeles (1200 households in total) spread across 30 woredas in three Regional States(Amhara, Oromia and Afar).
* **Case study no. 2 (to be answered in the dedicated appendix): A face-to-face survey also including option A**, involving 10 households per kebeles, in 120 kebeles (1200 households in total) spread over 30 woredas in three Regional States (Amhara, Oromia and Afar).
* **Case study 3 (to be answered on the dedicated appendix): A face-to-face survey also including option B,** involving 10 households per kebeles, in 120 kebeles (1200 households in total) spread over 30 woredas in three regional states (Amhara, Oromia and Afar).
* **Case study 4 (to be answered on the dedicated appendix**): A telephone survey of 1,200 households in three regional states (Amhara, Oromia and Afar).

**Timeframe for each survey and data transmission: 12 to 16 weeks**

**Request timeframe: 5 weeks**

**As a minimum, the technical proposal for each case study must cover the following points**

1. Preparing the survey

* Finalising the questionnaire and obtaining administrative and ethics committee authorisations prior to any data collection.
* Translation of the questionnaire into the language(s) of the people surveyed
* Coding the questionnaire for use on electronic tablets
* Recruitment and selection of highly reliable interviewers
* Training interviewers and managing the survey

2. Implementation of the survey

* Team composition and key personnel
* Survey logistics
* Measures to ensure that the entire sample is effectively interviewed
* Data quality control measures, reports and links with the research team for real-time supervision of the survey work and the quality of the data collected.
* Storage and security of the data collected
* *For the face-to-face survey* (with or without option): issues relating to the safety of field staff and risk prevention measures and personal injury cover where applicable.
* *For the face-to-face survey with option A or option B*: GPS plot contour data collection procedure.
* *For the face-to-face survey only with option B*: procedure for storing and transporting the product and/or soil samples collected.

3. Management and transmission of collected data

* Management of post-collection data, adjustments and information where necessary.
* Format of raw data and processed data to be transmitted to the research team and elements guaranteeing that all data relating to the survey will remain the property of the Université de Bordeaux research team so that circulation of the data collected or its use by third parties is not authorised.
* Training and survey implementation reports
* Other information that will be sent to the research team during (how often and by what means) and/or after the completion of the assignment (indicate delivery deadline).

Applicant companies will also be required to detail their understanding of and preparedness for potential threats to the security of their personnel, subcontractors and assets when implementing a Presidential Survey. Threats may include the direct and indirect effects of acts of terrorism, armed conflict, crime and civil unrest, as well as natural and man-made hazards. Technical proposals must therefore include:

* A security risk assessment outlining the potential threats and risks that may affect the Consultant's personnel, subcontractors and assets during the implementation of investigations;
* A brief statement of contingency plans and mitigation measures (areas for consideration include security risk assessment updates, staff security briefings and training, physical security measures, medical care arrangements and evacuation plans).

When carrying out an investigation, the company in charge will be solely responsible for developing, implementing and maintaining all security and safety risk management measures necessary to meet its duty of care to its personnel, including any third parties it may engage to provide the services. This obligation will be reflected in the relevant contractual provisions (e.g. indemnity and insurance clauses). The cost associated with security arrangements must be included in the financial proposal and shown on separate lines. No future adjustments to these costs will be permitted.

**The financial proposal** must be drawn up in accordance with the prices given in the BPU and the answers given under the heading ‘Sample sizes and unit prices’ at the end of the document.

(below for the answer)

**APPENDIX Case study 1**

**A non-optional face-to-face survey** of 10 households per kebel, in 120 kebeles (1200 households in total) spread over 30 woredas in three regional states (Amhara, Oromia and Afar).

The technical and financial response to this case study will be detailed below and will comply with all the general guidelines defined above.

**Technical proposal**

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**Financial proposal**

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| --- | --- |
|  | € HT |
| Unit price per household |  |
| Total price for the interview sample |  |

**APPENDIX Case study 2**

**A face-to-face survey also including option A,** covering 10 households per kebeles, in 120 kebeles (1200 households in total) spread over 30 woredas in three Regional States (Amhara, Oromia and Afar).

The technical and financial response to this case study will be detailed below and will comply with all the general guidelines defined above.

**Technical proposal**

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**Financial proposal**

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|  | € HT |
| Unit price per household |  |
| Total price for the interview sample |  |

**APPENDIX Case study n° 3**

**A face-to-face survey also including option B,** involving 10 households per kebeles, in 120 kebeles (1200 households in total) spread over 30 woredas in three regional states (Amhara, Oromia and Afar).

The technical and financial response to this case study will be detailed below and will comply with all the general guidelines defined above.

**Technical proposal**

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**Financial proposal**

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|  | € HT |
| Prix unitaire par ménage |  |
| Prix total pour l'échantillon à interviewer |  |

**APPENDIX Case study n° 4**

**A telephone survey of 1,200 households in three regional states (Amhara, Oromia and Afar).**

The technical and financial response to this case study will be detailed below and will comply with all the general guidelines defined above.

**Technical proposal**

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**Financial proposal**

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|  | € HT |
| Prix unitaire par ménage |  |
| Prix total pour l'échantillon à interviewer |  |

**Sample size and unit prices**

Candidate companies are asked to explain whether and how the price "per household surveyed" in each of the three categories (1. Preparation of the survey, 2. Implementation of the survey, 3. Management and transmission of the data collected) is likely to vary according to the size of the sample required for a survey.

In particular, this justification will make it possible to explain the budgetary elements included in the Unit Price Schedule (UPS) submitted by the candidate companies.

Response: ......

For a household, the unit price for each of the three categories listed in the appendix to the EA (1. Preparation of the survey, 2. Implementation of the survey, 3. Management and transmission of the data collected) will be broken down into sub-details of the activities and associated prices: see table below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 400 – 600 (en € HT par ménage) | 601 – 1000 (en € HT par ménage) | 1001 – 2000 (en € HT par ménage) | 2001- 3000 (en € HT par ménage) | 3001 – 5000 (en € HT par ménage) |
| Catégorie 1. Préparation de l’enquête (sous détail des activités à intégrer dans les lignes ci-après) lignes à ajouter autant que nécessaire |  |  |  |  |  |
| … |  |  |  |  |  |
| …. |  |  |  |  |  |
| …. |  |  |  |  |  |
| Catégorie 2. Mise en œuvre de l'enquête (sous détail des activités à intégrer dans les lignes ci-après) lignes à ajouter autant que nécessaire |  |  |  |  |  |
| … |  |  |  |  |  |
| … |  |  |  |  |  |
| … |  |  |  |  |  |
| Catégorie 3. Gestion et transmission des données collectées (sous détail des activités à intégrer dans les lignes ci-après) lignes à ajouter autant que nécessaire |  |  |  |  |  |
| … |  |  |  |  |  |
| … |  |  |  |  |  |
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The costing will be based on the prices shown in the UPL/BPU. The table above uses the unit prices shown in the UPL/BPU

Done ……………………………..on………….

Signature and stamp