**REQUEST FOR EXPRESSIONS OF INTEREST**

**(CONSULTING SERVICES – FIRMS SELECTION)**

**REPUBLIC OF ARMENIA**

**THE SOCIAL PROTECTION ADMINISTRATION II PROJECT**

**Credit 5398-AM**

**Assignment Title: PILOTING AND VALIDATION OF HYBRID MEANS TESTED TARGETING APPROACH IN ARMENIA**

**Reference No.: SPAP II-C-3.4.6**

**The Government of Armenia has received financing from the World Bank toward the cost of the Social Protection Administration II Project (SPAP), and intends to apply part of the proceeds for consulting services.**

The **objective** of the assignment is conducting a survey for piloting and validation of the draft HMT methodology, assessment tools and formula to inform MoLSA’s reform process of the review of the vulnerability assessment system, for increasing targeting and adequacy of benefits for the extreme poor and vulnerable population in Armenia.

***The consultant shall implement the following activities:***

* ***Inception Phase***: The consultant will prepare a detailed methodology in the form of a Study Protocol, allowing collection of all required information with detailed sampling strategy, study instruments, quality assurance approach and weighting strategy at the end of the inception phase and submit to MLSA for approval.

***Sampling***:

The consultant will develop a multistage probability sampling method for this HH survey with three different stages

* During the first stage Primary Sampling Units (PSUs) (i.e. electrical station units) will be randomly sampled, using certain factors that would increase the probability of selecting PSUs in those communities where there are more FLSEB beneficiaries.
* During the second stage, 4,000 households from selected PSUs will be sampled based on a random sampling approach using the electricity consumption registry. These will be pre-screened through the respective screening tool.
* During the third stage, the main survey tool will be applied to approximately 1,600 households pre-screened as per the relevant criteria, and to an additional sample of 1,100 households randomly selected from the FLSEB administrative database, of which at least 450 should be households that are non-beneficiary applicant/registered households (from the same PSUs).
* ***Data Collection***: The consultant shall conduct data collection via face-to-face Computer-Assisted Personal Interviewing (CAPI) approach using tablets.
* ***Training***: Prior to the fieldwork, the consultant shall be responsible engaging interviewers with respective capacities and training them with involvement of Client representatives and expert group members for explaining the objectives and new approach that would need to be presented to the HHs, home-visit form etc.

**Pre-test:** Pre-testing of the pre-screening and HH survey (including all 3 modules) instruments with at least 50 households, including rural and urban areas, should be conducted by the consultant. Following the pre-test and revisions, the contractor will provide a final version of the questionnaire and tools for approval by MLSA.

***Quality Control***: The consultant shall propose a quality control approach that will ensure the accuracy and reliability of information gathered during the data collection process and afterwards through the effective use of methods, staff, funds and time. This should include a minimum of 10% of re-visits and 25-30% phone calls to a random sample of the study sample to confirm the validity of the data via a separate team. Quality control aspects should be presented in the Study Protocol.

***Database:*** As part of the Study protocol outlined in the inception phase, the consultant shall outline information about the coding strategy, more specifically on the use of unique identifiers that would enable linking of survey and administrative data.A clean database with weights shall be submitted by the contractor at the end of the survey. The completed database should be provided in Stata or another statistical software format (to be agreed upon), with data correctly organized, variables named and labeled, personally identifiable data coded/removed, and appropriate anonymous identifiers that permit seamless merging between databases. Data cleaning should be conducted by the contractor, including identification of incomplete data and redundant observations.

***Data processing and basic analysis:*** The consultant shall carry out a basic analysis of data, including provision of basic descriptive statistics and tabulations, and key findings, and will cooperate with Client in performing the full analysis Full data processing, analysis and interpretation is not expected within this contract.

***Ethical dimension and confidentiality***: Ethical dimensions should be taken into consideration by the consultant, discussed and measures taken to ensure those during the survey. More specifically prior to conducting interviews, the respondents’ informed consent should be ensured. The anonymity and confidentiality of individual data will be protected, and ethical guidelines will be followed as per international standards and legislation of the Republic of Armenia (e.g. human rights protection, personal data protection etc.). The consultant undertakes to ensure complete confidentiality of data and to follow the procedures for storage, transfer and elimination of data in accordance with the contract.

The implementation period **is about 3 months.**

**The Social Protection Administration II Project** (SPAP II) now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The shortlisting criteria are:

* At least 5 years of recent experience with large (samples) high quality nationwide quantitative surveys involving (i) complex data collection instruments (collection/ measurement of incomes and expenditures); (ii) complex sampling procedures; (iii) weighting.
* Experience in Data protection and confidentiality protocols and evidence of effective implementation sufficiently */ provide reports, protocols, contracts or etc./.*
* Proof of transparent and accessible quality control mechanisms, including procedures, in place for data collection and processing and evidence of effective use sufficiently */provide reports or other evidence/.*
* At least one year of recent experience with Survey CTO or other computer assisted interview software and with developing computer assisted personal interview programs from draft survey instruments */provide proper documents or etc./.*
* Ability to provide the field team with a sufficient number of tablets (estimated at least 30) and proof of effective use as described in the technical proposal /provide *proper documents or evidence*/.
* Proven ability and capacity to mobilize, train, and manage a large pool of interviewers (experienced if possible).
* Relevant qualifications of key staff members /detailed evaluation of the qualifications of the key staff members will be conducted during the next step/.

The attention of interested Consultants is drawn to paragraphs **1.9** of the World Bank’s *Guidelines: Selection and Employment of Consultants under IBRD Loans by World Bank Borrowers* (“Consultant Guidelines”, [**https://thedocs.worldbank.org/en/doc/437671459190141620-0290022011/original/ProcurementConsultantHiringGuidelinesEngJan2011.pdf**)](https://thedocs.worldbank.org/en/doc/437671459190141620-0290022011/original/ProcurementConsultantHiringGuidelinesEngJan2011.pdf%29), setting forth the World Bank’s policy on conflict of interest.

Consultants may associate with other firms in the form of a joint venture or a sub consultancy to enhance their qualifications.

A Consultant will be selected in accordance with the (QCBS) method set out in the Consultant Guidelines.

Further information can be obtained at the address below during office hours from **09:00 to 18:00 (Yerevan time).**

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by **November 11, 2022, at 18:00 (Yerevan time)**

Mr. Edgar Zakaryan

SPAP 2 Project Coordinator

Yerevan 0037, Armenia

Government house 3

Tel: (+374 10) 52 87 02

E-mail: infospap@mlsa.am