**Guidance to Technical Offer Template**

**1. Data/Information Requirement**

Briefly explains the context and the purpose of the survey.

Review available secondary data and identify Key gaps where the study should focus in terms of achieving its objectives. This analysis enables to determine what will be covered through primary data and what will be pulled together from secondary data according to the key questions/dimensions mentioned in Terms of Reference. (if possible, list in annexes reviewed documents including MICS, HDS, evaluation reports, national/official reports, etc).

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| --- | --- | --- |
| **Sr#** | **Key questions/dimensions mentioned in ToRs** | **Data Collection Technique** |
| **Primary Data Tools** | **Secondary Data Tools** |
| **1.** | Ref: Terms of Reference. Please look at the questions mentioned in the ToR or suggested for the study |  |  |

**2.0 Methodology**

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|  **2.1** |
| What type of methodology will be used to undertake the study?  |
| **2.2 Sampling**  |
| **(Please cover the following key components to explain the sampling design)** **Quantitative*** Sampling frame
* Sampling Techniques
* Power calculations
* Sample size
* Effect size

**Qualitative**Sampling frameSample size |
| **2.3 Data Collection,**  |
| Please explain your plan to collect data considering the sample design of the study (How primary data collection will be managed with the secondary data collection at the same time) **Data quality assurance plan**  |
| **2.4 Data Sheets**  |
| How the data will be recorded in spreadsheets and consolidated for analysis. At what stage output tables for the survey will be developed.  |
| **2.5 Key Challenges**  |
| In the light of information reviewed. If you feel that there are few challenges which might affect the quality of your work. Please mention those challenges briefly.  |
|  |

**3. Tools for Data Collection**

List the proposed tools for data collection and indicate their relevance for the study.

**4. Analysis Plan (Data)**

**5. Ethical considerations**

**6. Timeline (including time for pre testing tools)**

**7. Annex: Research/Evaluation matrix**

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| StudyObjectives | Key questions | Specific[[1]](#footnote-1)Sub-Questions | Indicators to explore | Unit of analysis | Datasources | Data collectionmethods | Tools | Methodsfor dataAnalysis |
|  |  |  |  |  |  |  |  |  |

1. To be defined by the consultant(s). [↑](#footnote-ref-1)