REQUEST FOR PROPOSAL (RFP)

THE ASIA FOUNDATION
THAI SURVEY ON MYANMAR AND MIGRATION

THE ASIA FOUNDATION

Program Office: THAI SURVEY ON MYANMAR AND MIGRATION

Funding Opportunity Title: Thailand National Survey Myanmar and Migration

Announcement Type: Request for Proposals

Funding Opportunity Number: RFP-TAF-MM-GG-July-2024-001

Deadline for Applications: August 9th, 2024

CONTACT INFORMATION

For all queries, please contact the Program Unit of The Asia Foundation at the following address: **moemoe.sann@asiafoundation.org.** No personal visits or telephone calls shall be entertained.

ADMINISTRATION UNIT

The Asia Foundation, Thailand

Chalanttip Building, 6th Floor, Room 6CD

38 Convent Road, Silom, Bangrak, Bangkok 10500

The Foundation will not be responsible for proposals left at the main gate, reception, or guard offices, or handed over to any TAF employee other than the procurement unit staff according to the instructions in the request for proposals.

I. BACKGROUND SUMMARY:

The Asia Foundation is a nonprofit international development organization committed to improving lives and expanding opportunities across Asia and the Pacific. Informed by 70 years of experience and deep local knowledge, our work is focused on governance, climate action, gender equity, education and leadership, inclusive growth, and international cooperation. We work in more than 20 countries through our 17 permanent country offices and programs across Asia and the Pacific, supported by a headquarters in San Francisco and an office in Washington, DC. Our funding comes from a diverse array of bilateral and multilateral development agencies, foundations, corporations, and individuals.

Headquartered in San Francisco, with an office in Washington, DC, The Asia Foundation works through its network of 18 country offices across Asia and the Pacific. Working with public and private partners, the Foundation receives funding from a diverse group of bilateral and multilateral development agencies, foundations, corporations, and individuals.

In 2022, we provided $86.7 million in direct program support and distributed textbooks and other educational materials valued at $2.4 million.

II. PROJECT BACKGROUND

Migration from Myanmar into Thailand is both a security and a humanitarian issue for Thailand but increasingly, an economic issue as well. Already in 2010 migrants produced 4.3 to 6.6 percent of Thai Gross Domestic Product (GDP)[1]. Recent developments in Myanmar such as the enactment of the conscription law forcing young men to serve with the Myanmar military and increased fighting along the Thai border, are causing a new influx of people from Myanmar into Thailand. The aging population in Thailand and the consequent widespread belief that a labor shortage is looming means this migration could pose both threats and opportunities for the Thai people. Thai public views on these critical regional and domestic issues are largely unknown.

THAI SURVEY ON MYANMAR PEOPLE AND MIGRATION is aimed to understand the Thai public opinions on Myanmar migrants. The survey results will be of interest to audiences focused on Myanmar issues that could benefit from better understanding the public perceptions of the Thai people towards migrants from Myanmar.

. The survey will focus on the following issues:

1. Attitudes of Thai people towards Myanmar migrants,
2. Thailand's role in mediating the Myanmar crisis,
3. Providing or facilitating humanitarian aid to Myanmar, and
4. Effects of Myanmar economic migration.

III. PURPOSE OF THE PROPOSAL

The Foundation is seeking a survey firm to conduct the survey for **THAI SURVEY ON MYANMAR PEOPLE AND MIGRATION**. The survey firm will be responsible for data collection of the survey using a survey design developed by the Foundation.

IV. STATEMENT OF WORK

Survey Data collection

- Submit revised data quality assurance, data security/protection (including access control arrangements), and risk management/mitigation plans.
- Hire, train, and supervise the data collection team. Male and female enumerators will be recruited to match situations where respondents prefer to be interviewed by enumerators of the same sex. Training must include security and data protection

[1] OECD, and ILO. 2017. How Immigrants Contribute to Thailand's Economy. How Immigrants Contribute to Thailand's Economy.

training and needs to take into account special situations such as interviewing ethnic minorities, people living with trauma or other vulnerable groups.

- Provide a sampling frame that is representative of Thai adults nationwide and allows disaggregation by province. Conduct sampling of individuals for telephone interviews according to the instructions and sampling design provided by the Foundation.
- Complete 30 test interviews and provide the test interview data to the Foundation.
- Complete 1000 telephone interviews. Average duration of interviews is expected to be around 10 minutes.
- Submit field report or data collection report to The Asia Foundation including response rates, information on refusals (including the number of attempts, the reason for refusal or interview being terminated [i.e., time, privacy, subject matter], and other no-contacts [no answer, correct person not available], all details following a reporting standard such as AAPOR, challenges in the field, lessons learned, and recommendations.
- Submit raw and final weighted/unweighted data sets to The Asia Foundation in compliance with The Asia Foundation's data protection protocols.
- Provide technical support as necessary to The Asia Foundation on any queries related to the datasets.

V. GEOGRAPHIC COVERAGE

The survey will have nationwide coverage stratified by geographic location as follows:

1. Bangkok metropolitan region (sample size 333)
2. Provinces with high proportion of Myanmar people (tentatively Chiang Rai Province, Mae Hong Son Province, Chiang Mai Province, Tak Province, Kanchanaburi Province, Ratchaburi Province, Phetchaburi Province, Prachuap Khiri Khan Province, Chumphon Province, Ranong Province - sample size 334)
3. Other provinces (sample size 333).

The survey firm is responsible for providing an adequate and representative sampling frame to be used as a basis for sample selection.

VI. CONDITION FOR SURVEY DATA COLLECTION

The survey firm must complete the collection of all survey data on electronic tablets or computers. The survey firm must supply tablets/computers, and all devices must allow cloud storage, and the ability to upload data from the field throughout the survey process.

All software and hardware must be approved for use by The Asia Foundation in advance of data collection and comply with The Asia Foundation's data protection protocols. The Foundation has designated systems and procedures that are authorized and meet requirements to store, process, and transmit sensitive Information. Handling information

outside of those systems and procedures is not authorized. Unauthorized systems include external information systems not documented or approved, and personally owned devices.

The Asia Foundation provides questionnaires, screening criteria, and sampling design.

The Asia Foundation reserves the right to monitor or independently verify interviews and to monitor and conduct spot checks on the implementation of the data security/protection plan and the risk management/mitigation plans.

VII. TIME FRAME

The project time frame is as follows:

The survey fieldwork conducted by September 16, 2024, with final deliverables delivered by September 27, 2024.

VIII. EXPECTED DELIVERABLES

The selected firm is expected to provide the following deliverables:

1. Work plan and the timeline for telephone surveys
2. Data quality assurance plan
3. Data security/protection plan, including data storage, access control, sharing, and anonymization process
4. Risk management/mitigation plan to The Asia Foundation including prevention of sexual exploitation, abuse, and harassment etc
5. Survey team composition with language proficiencies
6. Survey protocols for telephone surveys
7. Raw and final cleaned data sets, accompanied by codebook for:
    a) 30 test interviews, and
    b) 1,000 survey interviews
    c) Weekly progress reports including response rates or call status, challenges, and actions to solve the challenges during all interview works.
8. Narrative report on test interviews including interview length, response rates, refusals and non-contacts, challenges, lessons learned and recommendations.
9. Final field report or data collection report covering the following topics:
    a) Team composition and management
    b) Training
    c) Data collection
        - Ethical considerations
        - Sampling procedure
    d) Data management and cleaning process
    e) Sample distribution (Province)

f) Response rate (Completed rate, non-response rate, Refusal rate, etc. according to a AAPOR reporting standard)
g) Call attempts
h) Survey and interview duration
i) Security incidents including safeguarding incidents, PSEAH incidents, loss or theft of equipment and unauthorized access to survey data.
j) Challenges and lessons learned.
    - Survey operations
    - Survey instruments
    - Others
k) Timeline

IX. GENDER, PSEAH, CPP

The Asia Foundation requires all its implementing partners to identify and integrate gender considerations, Preventing Sexual Exploitation, Abuse and Harassment (PSEAH), and Child Protection Policy (CPP) into all aspects of project development, planning, and implementation. The survey firm will be required to explain how and to what percentage your company/organization can engage women, prevent sexual exploitation, abuse, and harassment, and protect children during the planning stage as well as the overall implementation of the project. The Asia Foundation may monitor and require reporting on these matters during the survey fieldwork.

X. BUDGET GUIDELINES:

Please refer to the attached budget template in the development of the budget. Please do not mix activity costs with management costs in your budget. Use the Foundation format for the budget.

Please indicate whether the proposed budget includes tax calculations.

Please stipulate assumptions regarding sample sizes and/or provide a sensitivity analysis as necessary.

XI. INSTRUCTIONS FOR SUBMISSION OF PROPOSALS:

In order to be eligible for the contract, applicants must:

- Have proven experience operating and managing similar projects for international organizations in Thailand.
- Have a strong management and training team for enumerators.
- Be directly responsible for the preparation and management of the action (not acting as an intermediary).

Applicants are excluded from participating in calls for proposals if, at the time of the call for proposals, they:

- Are subject to a conflict of interest.
- Are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the call for proposals or failing to supply this information.
- Have attempted to obtain confidential information or influence the evaluation committee or the contracting authority during the evaluation process of current or previous calls for proposals.

Depending on the organizational capacity of the successful bidder(s), a single bidder may be requested to perform only some activities, and/or The Asia Foundation may split the award between two or more organizations if it is felt that one single organization may not be able to implement all activities. In such an event, a post-bid negotiation will be conducted with the successful bidder(s) to revise the proposal and budget for the reduced level of activities.

The number of proposals per applicant:

Applicants may submit only one proposal for this particular action. The Asia Foundation welcomes applications from a consortium of companies.

How to apply and procedures to follow:

Applications must be in English and accompanied by the following documents:

Please provide the following financial proposal, technical proposal, and additional annexes to the technical proposal, along with a checklist of documents included in the proposal and an explanation for those that are not:

1) Cover letter including the name, address, and telephone number of the applicant organization, and signed by the person or persons authorized to represent the agency.
2) Financial proposal. Please provide a detailed budget and budget narrative using the budget format provided. Do not use your own format. Separate estimates should be provided for each Component Activity.
3) Technical proposal (see Components of Technical Proposal). Please use 12-point Times New Roman font, single-spaced, with appropriate margins, and do not exceed 10 pages.
4) A brief description of the applicant's background including an explanation of the geographic scope of the applicant's work in Thailand.
5) CVs of key staff and core personnel. Please limit individual CVs to three pages.
6) Organizational structure and delegation authority.

7) Bidder's Declaration. Potential bidders must disclose any relationships (e.g., friends, family, businesses, etc.) with Foundation staff.

Components of Technical Proposal:

The technical proposal should, at minimum, address the following topics with respect to the Component Activities described above in Section IV: Statement of Work:

1) **Implementation plan and timeline**. Please provide a full implementation plan with a specific timeline, milestones, and deliverables for activities (including start-up), and a clear explanation of how they will be implemented.
2) **Quality control.** Please provide a summary of quality control measures for the project (real-time monitoring, spot checks, back checks including return visits by supervisor, etc.), a detailed plan for minimizing errors during data collection, regular supervision of data collection, daily verification and validation of data collected before being uploaded into the server.
3) **Data quality assurance plan or policy.** Please provide data management, cleaning, and processing, storage, data anonymization, and sharing plan or policy.
4) **Risk assessment plan.** Please assess the risks involved in the project and describe the risk management/mitigation plan. This should include all kinds of risks such as safety, security, and operational risks and should briefly outline expected challenges and potential solutions to address them.
5) **Similar past projects.** Please provide a summary table explaining when, where, and how the applicant has implemented similar projects.
6) **Survey protocols.** Provide telephone survey protocols including whether CATI case management system is used for telephone survey. Please provide quality control, call attempts/callbacks, and re-schedule protocol.
7) **Data protection.** Explain data protection policies, and proposed processes for collecting, recording, storing, and sharing data.
8) **Sampling frame.** Describe the characteristics of the propose sampling frame, including size, geographic distribution, included demographic and socioeconomic information, and how the sampling frame was compiled, i.e. where does the data come from.
9) **Type of tablet/database software used**. Technical proposal should address the following aspects related to tablets, computers, and survey software used: Does CATI software allow for randomization of questions and response orders to conduct survey instruments? Does database software allow access to cloud databases to view information about completion and response rates and when and where surveys are completed? (Note: The survey firm must comply with U.S. regulation and the Foundation's data protection protocol)
10) **Data format.** Please describe the raw and clean format in which data will be provided to The Asia Foundation.

11) **Team and management structure.** Please provide CVs for management team members working on the project. Describe the number of quality control managers, field managers, and enumerators assigned to each location, and whether/how the survey firm will recruit enumerators from states and regions fluent in local languages/dialects.

Any supporting documents requested must be supplied in the form of originals, photocopies, or scanned copies. Where such documents are in a language other than English, a faithful translation into English must be attached and will be used to evaluate the proposal.

All proposals should be signed only by an authorized representative of the applicant. The deadline for the receipt of applications is Friday August 9, 2024 (4:00 p.m., Bangkok time).

All proposals should be submitted by email - moemoe.sann@asiafoundation.org and cc to nalitra.thaiprasert@asiafoundation.org.

The Foundation will not be responsible for proposals left at the main gate, reception, guard offices or handed over to any The Asia Foundation employee other than the procurement unit staff. For all queries, contact the Procurement Unit with the total RFP number included in the subject line (moemoe.sann@asiafoundation.org). No personal visits or telephone calls shall be entertained.

XII. TIMEFRAME:

Announcement of RFP	Wednesday July 31, 2024
Deadline for submitting inquiries/clarifications (email only)	Thursday August 4, 2024
All inquiries and clarifications available upon request	Tuesday August 5, 2024
Last date for submission of the proposal	Friday August 9, 2024
Interviews with top-listed applicants (tentative)	Tuesday August 13, 2024
Identification of preferred applicant (tentative)	Wednesday August 14, 2024
Agreement with the selected firm (tentative)	Friday August 16, 2024

Please note that applicants may be asked on short notice—after the deadline for submissions—to participate in an online interview tentatively on August 13 2024.

Late bids/proposals will not be accepted under any circumstances.

Any proposal received by The Asia Foundation after the deadline for submission of proposals shall be declared late and rejected. Any correction or resubmission done by the proposer will not extend the submittal due date. Once submitted, proposals cannot be altered without the prior written consent of The Asia Foundation proposal review committee.

All short-listed bidders will be informed following the selection process of their status about selection and shortlisting.

XIII. EVALUATION CRITERIA:

All applications/proposals will be examined and evaluated by a committee from both a technical and financial standpoint. Applications/proposals submitted by applicants will be assessed according to the following criteria:

Area	Comments	Score
Technical Approach	Clarity and appropriateness of scope in the proposed technical approach with demonstrated understanding of project goals and component tasks. A simple and clear approach to project implementation and delivery of services.	30
Organizational Capacity	Institutional profile, background, expertise, experience with similar projects, and operational and financial capacity.	15
Personnel / Key Staff	Relevant experience and technical knowledge of team leader and proposed staff, including CVs and professional references.	10
Interview(tentative)	Top candidates may be given the opportunity to provide additional information through interviews at the Foundation. An overall assessment of strengths and weaknesses and institutional suitability will be made at this time.	15
Cost / Budget	Reasonableness and appropriateness of the cost. Clear budget alignment between the level of effort, technical approach, and deliverables.	30

XIV. TYPE OF AWARD INSTRUMENT:

The Asia Foundation will offer a fixed-priced contract to the selected survey firm and will be governed by The Asia Foundation's policies, rules, and regulations. Payments to the survey firm will be made per the payment schedule, which will be negotiated and finalized before signing the agreement.

XV. OTHER TERMS AND CONDITIONS:

The Asia Foundation project-specific marketing and branding regulations apply to all deliverables produced from this assignment. The intellectual property rights of the sampling frame, questionnaire, and all data resulting from the project shall be the property of the Foundation and may not be sold or used without express permission. The Asia Foundation is not bound to select any agencies submitting proposals. As quality is the principal selection criterion, The Asia Foundation also does not bind itself in any way to select the agency offering the lowest price. The cost for preparing a proposal and negotiating an award including visits to the Asia Foundation office, if any, is not reimbursable as a direct cost of the assignment. Finally, this RFP does not obligate the Foundation to award a contract, nor does it commit The Asia Foundation to pay any cost incurred in the preparation and submission of a proposal. Award of a Contract under this RFP is subject to the availability of funds and/or other internal approvals.

ANNEXES:

ANNEX I - Proposal Budget Template with sample budget worksheet. (Download)