November 2016

REQUEST FOR PROPOSAL:

PROPOSAL TO CONDUCT STUDENT FOLLOW-UP QUESTIONNAIRES OF USAID TRANSFORMATIONAL LEADERSHIP PROGRAM (TLP) IMMERSION AND PUBLIC SERVICE COURSES

Reference Number: RFP: RITK2016/17-003

Contracting Entity:
RIT Kosovo™ (A.U.K)
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10000 Pristina, Kosovo
aupp@auk.org

Funded by:
United States Agency for International Development (USAID)

ADMINISTRATIVE INFORMATION

All questions should be submitted via email with the subject heading:

RFP: RITK2016/17-003 PROPOSAL TO CONDUCT STUDENT FOLLOW-UP QUESTIONNAIRES

All inquiries and/or questions can be addressed via email at aupp@auk.org or phone at 038 608608 ext. 601 latest by November 18, as depicted in the Schedule of RFP Events.

To be considered, the proposal should be submitted in electronic format at aupp@auk.org in either separate proposals for the AUPP Alumni Survey and for the PPDL Alumni Survey, or as a single proposal covering both activities of the project. All other components of the proposal, may either be integrated with the main proposal document or attached as separate files named according to the content of the document.
Schedule of RFP Events:

- Request for Proposal Issued – November 15, 2016
- Deadline for Questions/Clarifications – November 18, 2016
- Answers sent to all – November 21, 2016
- Submission Deadline Date – November 28, 2016 at 16:00

INTRODUCTION

USAID TLP Immersion and Public Service Courses (IPSC) is seeking proposals from qualified market research companies/organizations to conduct post-training qualitative and quantitative surveys with our AUPP student alumni population and PPDL student alumni population. The aim of the survey is to collect data and assess the current occupational and academic standing (among others) of AUPP and PPDL alumni. More specifically, the project administration would like to measure the impact that both programs (AUPP and PPDL) have had on student success in life overall but would also like to know how each of the specific courses have helped respective students on specific targets (e.g. TOEFL iBT, GRE, GMAT test results).

USAID TLP IPSC will issue an award to a single, registered organization. The award will be in the form of a firm fixed price subcontract.

Proposals should be submitted to the USAID TLP IPSC team at the RIT Kosovo™ (A.U.K) only by email at aupp@auk.org and should contain these main components:

1. **Technical Proposal**: Relevant information and recommendation about the methodology, scope, and approach to conducting the study. This component should contain a narrative description of how the researcher will carry out the project. Companies should provide proof of knowledge and ability to use online survey management systems (e.g. SurveyMonkey or similar) in order that the USAID TLP team at RIT Kosovo™ (A.U.K) can follow the progress of the study. Furthermore, the technical proposal should incorporate a timeline of activities that allow for all project deliverables to be completed latest by end of February 2017.

2. **Cost Proposal**: The associated costs of undertaking the depicted activities in the Technical Proposal. The budget should entail a logical and realistic representation of the activities proposed.

Additional elements to be included in the proposal are as follows: A portfolio of similar work conducted to date and a minimum of three references from parties who have used their services along with proof of results generated.
The evaluation will be undertaken in the following way for each element of the proposal:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Maximum Points</th>
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<tbody>
<tr>
<td><strong>Technical Proposal</strong></td>
<td></td>
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<tr>
<td>The quality and feasibility of the application. How innovative and feasible is the activity scheme? Does proposal contain a clear statement of the work to be undertaken (is project description logical, comprehensible and complete) and does it correspond to the RFP? Have the important aspects of the task been addressed in sufficient detail? Is the sequence of activities and the planning logical, realistic and promise efficient implementation of the task?</td>
<td>40 points</td>
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<tr>
<td><strong>Operational Capacity</strong></td>
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<tr>
<td>How qualified are the individuals that the offeror proposes to perform the work? What is the operational capacity for the offeror to manage the project? The evaluation will be based on the background qualification, reputation and skills of key staff and reputation and achievements of the organization.</td>
<td>15 points</td>
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<tr>
<td><strong>Portfolio and References</strong></td>
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<td>How well did the offeror perform on previous activities that were similar in scope to this activity? Minimum 3 references received for similar activities completed in the last three years.</td>
<td>15 points</td>
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<tr>
<td><strong>Cost Proposal</strong></td>
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<tr>
<td>The degree to which budgeting is clear, reasonable and realistic.</td>
<td>30 points</td>
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<tr>
<td><strong>TOTAL POINTS</strong></td>
<td>100 points</td>
</tr>
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**PROJECT ELEMENTS**

After each cohort, USAID TLP IPSC team conducts follow up questionnaires of alumni. There are two types of questionnaires:

1. **AUPP Alumni Questionnaire**: The purpose of this questionnaire is to gather information about student satisfaction with the experience of AUPP and their professional (academic and employment) activities since they completed the program. Until now, 806 students were registered in all courses of AUPP program. This questionnaire will contain information on their current education status and progress towards receiving a certificate/diploma. One of the main outcomes of this questionnaire is to 1) measure the impact of meeting targets on TOEFL, GRE and GMAT official standardized tests, 2)
obtaining a scholarship for further education, and 3) students admitted in a university program.

2. **PPDL Alumni Questionnaire:** The purpose of this questionnaire is to gather information on public servants’ professional activities since they completed the 14-week PPDL program. This questionnaire will be conducted with 198 PPDL alumni and their immediate supervisors, to understand the impact of the training in the job functions. Their individual responses will report the use of new skills attained, practices and methods in their jobs.

**DELIVERABLES**

At the end of this project, the following items must be provided:

- Final systematic report - to provide thoughtful and analytical results for use by all stakeholder both in country and outside. Both quantitative and qualitative results should be integrated into a meaningful and well-structured professional yet academically acceptable written report in English language free of any minor grammatical, mechanics, run-on, and syntactic errors.
- Statistical raw data placed in an electronical form i.e. disk or USB flash drive. This also includes responses to open-ended questions, and qualitative data.

**CONFIDENTIALITY**

A confidentiality act will be signed by the involved parties so that all student and school/project data are dealt with the highest confidentiality. After the project is completed, the company may keep the results and student data for no longer than two consecutive years, after which they must be properly deleted.

**PROGRAM BACKGROUND INFORMATION**

The **USAID TLP IMMERSION COURSES** (also referred as American University Preparatory Program – AUPP) is designed to meet the general academic needs of prospective university and graduate students. It will raise their English language proficiency levels and strengthen essential mathematical competencies. Students requiring remedial courses in English or Mathematics or who wish to prepare for additional undergraduate education in the United States will be offered extra training appropriate to their educational level. Students who are well prepared for direct admittance into American Graduate programs will be able to move directly into the AUPP Regular Courses. RIT Kosovo™ (A.U.K) will provide services aimed at improving encouraging and improving the likelihood of the success of students planning to attend universities in the United States. Up to 2019, RIT Kosovo™ (A.U.K) will provide AUPP training for up to 1,150 students.

The **USAID TLP PUBLIC SERVICE COURSES** (also referred as Public Policy Development and Leadership – PPDL) is to assist the people and Government of Kosovo in increasing public policy development and leadership capacity at both central and municipal levels. This program will
provide specialized training in professional leadership, public policy analysis, evidence base decision making, and program evaluation. The PPDL program is primarily targeted at early to mid-career government employees, aiming to build cohorts of comparably trained individuals to improve Kosovo’s governmental institutions and drive positive change. Up to 2019, RIT Kosovo™ (A.U.K) will provide PPDL training to as many as 1,000 civil servants.