



Request for Proposals (RFP)
Quantitative Household Survey Baseline Study
RFP No: 2022-KAP-01

Part A: Cover Page

Issuance Date: July 29, 2022
Questions Due Date/Time: August 8, 2022, 5:00 pm ICT
Proposal Due Date/Time: August 22, 2022, 5:00 pm ICT

The USAID Laos Maternal Child Health and Nutrition (LMCHN) project, implemented by JSI Research & Training Institute, Inc. (JSI), is soliciting proposals for a research firm or consultant to implement a **quantitative household survey** as part of a baseline study in 24 district across 5 provinces in Lao PDR. This RFP is one of two solicitations for the baseline study (please see RFP No. 2022-FGD-01). The contractor may bid for one or both solicitations. The LMCHN project is funded by the United States Agency for International Development (USAID) and is subject to all applicable Federal regulations and provisions.

Please submit your most competitive proposal in accordance with the instructions to offerors and terms of reference. Any award issued as a result of this RFP will be subject to all instructions, terms of reference/ specifications, certifications, terms and conditions and funder required clauses. This RFP document includes the following parts:

PART A: Cover Page
PART B: Instructions to Offerors
PART C: Terms of Reference

All proposals, inquiries, and correspondence pertaining to this solicitation are to be directed to the attention of:

USAID Laos Maternal Child Health & Nutrition
Attn: Erin Norris, Program Officer
44 Farnsworth Street, Boston, MA, 02110
Email: procurement@la.jsi.com

JSI is committed to the highest standards of ethics and integrity in procurement. JSI has zero tolerance for fraud and strictly prohibits bribes, kick-backs, gratuities, and any other gifts in-kind or in monetary form. JSI also strictly prohibits collusion (bid rigging) between vendors and between vendors and JSI staff. JSI selects vendors on merit and will only engage vendors who demonstrate strong business ethics. Vendors must not participate in bid-rigging or attempt to offer any fee, commission, gift, gratuity or any compensation in-kind or in monetary form to JSI employees. Vendors who do so will be disqualified from doing business with JSI. Additionally, JSI has a conflict of interest policy that requires staff to disclose when there is a potential conflict of interest due to the staff-member's relationship with a vendor, and if necessary, to refrain from participation in a procurement involving that vendor. If at any time your organization has concerns that an employee has violated JSI policy, you may submit a report via JSI's Code of Conduct Helpline at: www.jsi.ethicspoint.com.

Part B: INSTRUCTIONS TO OFFERORS

1. DEFINITIONS

Offeror: The individual or firm providing proposals for the supplies or services requested under this RFP.

Contractor/Vendor: The individual or firm awarded the services requested under the RFP in the form of a PO/contract.

Buyer: JSI Research and Training Institute, Inc. (JSI)

2. PROPOSAL SUBMISSION AND REQUIREMENTS

Offerors are encouraged to read the RFP document in its entirety and ensure that their proposal addresses all of the items cited in the proposal instructions and meets the selection criteria. All proposals must be submitted by the deadline established on the cover page of this RFP. Offers received after this due date and time will not be accepted for consideration.

Questions:

All questions or clarifications regarding this RFP must be in writing and submitted to procurement@la.jsi.com no later than 5:00 PM ICT on August 8, 2022. Questions and requests for clarification, and the responses thereto, will be posted on JSI website or circulated to all RFP recipients who have indicated interest in this RFP.

Only written answers from JSI's authorized representative will be considered official and carry weight in the RFP process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in writing, from employees of JSI, USAID Laos Maternal Child Health & Nutrition, or any other party, will not be considered official responses regarding this RFP.

Submission of Proposals:

The Offeror's proposal must be accompanied by a cover letter typed on official organizational letterhead and signed by an individual who has signatory authority for the offeror. The offeror must submit a complete proposal package on or before the due date and time (5:00 PM ICT on August 22, 2022) to Erin Norris at procurement@la.jsi.com. Proposals must be submitted by email only with the subject line "RFP No: 2022-KAP-01"

The proposals must be prepared in two separate volumes: i. Technical Proposal with Capabilities and Past Performance; and ii. Cost Proposal. The technical and cost proposal must be kept separate. Technical proposals must not make reference to pricing data in order to evaluate the technical proposal strictly on the basis of technical merit.

The written proposal must contain the following information and documentation:

a) Technical Proposal Requirements/ Proposed Plan and Approach

The Technical proposal shall describe how the offeror intends to carry out the Terms of Reference as stated in Part C. It should be concise, specific, complete, and demonstrate a clear understanding of the work to be undertaken and the responsibilities of all parties involved. It must demonstrate the offeror's eligibility, as well as their capabilities and expertise in conducting each step of the activity.

Offeror's shall include only information necessary to provide a clear understanding of the proposed action and the justification for it. Greater detail than necessary, as well as insufficient detail may detract from a proposal's clarity. Assume that the reader is not familiar with the particular context in which the project will be implemented. Minimize or avoid the use of jargon and acronyms as much as possible. If acronyms or abbreviations are used, include a separate page explaining the terms.

The technical proposal should include the following components:

- A clear description of the technical approach
- An implementation plan, including a corresponding timeline and deliverables
- A management and staffing plan, including relevant CVs
- Quality control procedures that will be implemented
- A capabilities and past performance summary

b) Capabilities and Past Performance

The offeror must submit a capabilities statement along with documentary evidence of past performance.

The capabilities statement should not exceed three (3) pages in length and will be used to evaluate the offeror's organizational, financial, and technical capacity, in relation to the Terms of Reference in Part C. The Capabilities Statement must include, but is not limited to: size of the agency, financial resources available to complete this work, staffing competencies and capabilities, past experience performing similar work with other donor organizations, and a company profile and/or brochure.

c) Cost Proposal Requirements

1. The offeror should submit their most competitive and complete cost proposal.
2. A fixed unit cost and total cost proposal for completion of works as described in the terms of reference (Part C).
3. All costs must be stated in Lao Kip (LAK)
4. Please include a detailed budget with a fixed price for each category of deliverable (e.g., cost to complete the preparation phase deliverables, cost to complete the training phase, etc.), each of which will be considered a fixed price budget for that specific segment of work. The price of the PO/ contract to be awarded will be an all-inclusive fixed price including salaries, supplies, travel, office costs, etc. All items/ services must be clearly labeled and included in the total offered price. The offeror should submit cost proposal budget narrative.

Cost Proposal Budget Narrative Preparation Instructions

A detailed budget narrative that justifies the costs as appropriate and necessary for the successful completion of proposed activities should be attached to the budget. The budget narrative should clearly describe the project and cost assumptions within each fixed price per deliverable. All proposed costs must be directly applicable to performing the work under the award and budgeted amounts should not exceed the market cost/value of an item or service.

The budget narrative should be of sufficient detail so that someone unfamiliar with your organization or the activity could review and adequately understand and grasp the assumptions, reasonableness and calculation method used.

Budget narrative must be prepared using Microsoft Word software. Supporting information must be provided in adequate detail for conducting a comprehensive analysis.

d) Other Requirements

Please provide with the proposal documentation:

- Business registration information in the Lao PDR;
- Any relevant brochures noting examples of previous work.

3. AWARD

JSI intends to issue a fixed price purchase order / contract to the offeror(s) who best meet the criteria specified in this RFP and are determined to be responsible and eligible contractor to provide the required goods/services.

4. EVALUATION CRITERIA

Proposals will be evaluated first to ensure that they meet all mandatory requirements and responsive. To be determined responsive, a proposal must include all documentation as listed in section 2. Proposals that fail to meet these requirements will receive no further consideration. A non-responsive proposal to any element may be eliminated from consideration.

Responsive proposals will be evaluated and ranked by a committee on a technical basis according to the criteria below. Those proposals that are considered to be technically acceptable shall then be evaluated in terms of cost.

For the purpose of selection, the evaluation will be based on the following weighted point scale (totaling 100 points) of the proposal in its entirety, including, but not limited to, the following:

No.	Criteria	Points
1	Technical Approach, Methodology and Implementation plan <ul style="list-style-type: none">• Comprehensiveness of proposal approach. Clarity and appropriateness of proposed activity.• Implementation plan and proposed timeline are realistic and include all proposed elements of activity.• Responsiveness to Terms of Reference	40
2	Capabilities and Past Performance <ul style="list-style-type: none">• Organizational, financial and technical capabilities and resources to implement this work• Previous successful past experience implementing similar activities.	20
3	Proposed Costs <ul style="list-style-type: none">• Reasonableness of proposed budget based on scope of activities proposed.• Summary budget, detailed budget, and budget notes included.• Comparative lowest price	40
	Total	100

4. TERMS OF AWARD

This document is a request for proposals only, and in no way obligates JSI or its donor to make any award. Please be advised that under a fixed price contract the work must be completed within the specified total price. Any expenses incurred in excess of the agreed upon amount in the PO/ contract will be the responsibility of the contractor and not that of JSI or its donor. Therefore, the offeror is duly advised to provide its most competitive and realistic proposal to cover all foreseeable expenses related to provide requested goods/services.

All deliverables produced under the future award/contract shall be considered the property of JSI. JSI may choose to award a contract for part of the activities in the RFP. JSI may choose to award a contract to more than one offeror for specific parts of the activities in the RFP.

5. PROPOSAL VALIDITY

The offeror's technical and cost proposals must remain valid for not less than 90calendar days after the deadline specified above. Proposals must be signed by an official authorized to bind the offeror to its provisions.

6. PAYMENT TERMS

JSI payment cycle is net 30 days upon receipt of deliverables, goods/services, inspection and acceptance of goods/services as in compliance with the terms of the award and receipt of vendor invoice. Full cooperation with JSI in meeting the terms and conditions of payment will be given the highest consideration.

7. FINANCIAL RESPONSIBILITY

Offerors which are firms and not individuals must include in the capabilities statement that they have the financial viability and resources to complete the proposed activities within the period of performance and under the terms of payment outlined below. JSI reserves the right to request and review the latest financial statements and audit reports of the offeror as part of the basis of the award.

8. LANGUAGE

The proposal, as well as correspondence and related documents should be in English.

9. Source/Nationality:

All goods and services offered in response to this RFP must meet the source and nationality requirements set forth in United States Code of Federal Regulations, 228. Cuba, Iran, Iraq, Libya, North Korea, and Syria are prohibited source countries and no goods can be produced or sourced from those countries.

The authorized geographic code for this RFQ is 937. Code 937 is defined as the United States, the cooperating country (Laos), and developing countries other than advanced developing countries, and excluding prohibited sources. This means goods not located in the Lao PDR can only be shipped from the U.S. or a developing country (excluding advanced developing countries). The list of eligible developing countries is at: <https://www.usaid.gov/sites/default/files/documents/1876/310maa.pdf>. The list of advanced developing countries is at: <https://www.usaid.gov/sites/default/files/documents/1876/310mab.pdf>.

10. NEGOTIATIONS

The offeror's most competitive proposal is requested. It is anticipated that any award issued will be made solely on the basis of an offeror's proposal. However, the project reserves the right to request responses to additional technical, management and cost questions which would help in negotiating and awarding a contract. The project also reserves the right to conduct negotiations on technical, management, or cost issues prior to the award of a PO/ contract. In the event that an agreement cannot be reached with an offeror the Project will enter into negotiations with alternate offerors for the purpose of awarding a PO/ contract without any obligation to previously considered offerors.

11. REJECTION OF PROPOSALS

JSI reserves the right to reject any and all proposals received, or to negotiate separately with any and all competing offerors, without explanation.

12. INCURRING COSTS

JSI is not liable for any cost incurred by offerors during preparation, submission, or negotiation of an award for this RFP. The costs are solely the responsibility of the Offeror.

13. MODIFICATIONS

JSI reserves the right, in its sole discretion, to modify the request, to alter the selection process, to modify or amend the specifications and scope of work specified in this RFQ.

14. CANCELLATION

JSI may cancel this RFP without any cost or obligation at any time until issuance of the award.

Part C: Terms of Reference

Purpose:	<i>Mixed Methods Baseline Study</i>
Activity Manager:	<i>Elizabeth Bunde</i>
Period of Performance:	<i>(August, 19, 2022 – December, 31, 2022)</i>
Place of Performance:	<i>Lao PDR</i>
Activity Code:	<i>37871.0001.0001</i>

DESCRIPTION OF REQUIREMENT (GOODS OR SERVICES):

I. Background

JSI Research & Training Institute, Inc. (JSI) was awarded the five-year Cooperative Agreement for the USAID Laos Maternal Child Health and Nutrition (LMCHN) project on September 13, 2021. The LMCHN is dedicated to achieving the goal of **improved health and nutrition outcomes among pregnant and postpartum women, newborns, children, and adolescents**. The project will contribute to this goal through targeted reproductive, maternal, newborn, child, and adolescent health and nutrition (RMNCAHN) activities, in partnership with the Lao People's Democratic Republic (Lao PDR) and the Ministry of Health (MOH). The Activity will operate in five provinces (Phongsaly, Oudomxay, Savannakhet, Saravane, Sekong) and 24 districts (see Annex A for a full list of operational locations).

The LMCHN will conduct a quantitative household survey as part of a mixed methods baseline study to inform the design of activities and create a baseline to monitor progress over time. This RFP is one of two solicitations for the baseline study (please see RFP No. 2022-FGD-01 for the qualitative focus group discussions description). The contractor may bid for one or both solicitations. Please refer to Annex B for greater details on all components of the study.

The quantitative household survey will collect basic information on household composition and characteristics as well as elicit knowledge, attitudes, and practices about key RMNCAHN topics. This component will use a set of structured, cross-sectional household surveys (already developed), which include: 1) the household tool to be administered to the household head (or representative); 2) the women's tool will be administered to women ages 15-49 with a child less than two years of age; and 3) the men's tool will be administered to the woman's male partner in the household.

It is anticipated that in order to make provincial level and baseline/endline comparisons, the sample size would be 2,044 women, and 1,022 men.

II. Objectives

The purpose of the baseline study is to develop a better understanding of the current health status, behaviors, attitudes, and norms related to critical RMNCAHN indicators. The specific objectives are to identify:

1. Current knowledge, beliefs, and norms influencing RMNCAHN behaviors.
2. Communication processes and sources of influence on health behavior.

3. Barriers and facilitators affecting health care access and use.
4. How cross-cutting gender empowerment and multiethnic issues affect health status and behaviors.

The data and insights gathered through this study will inform the development of the strategic approach, messaging, and interventions focused on removing common barriers to appropriate care seeking including harmful social norms, as well as increasing positive RMNCAHN attitudes and practices.

III. Activities/Tasks (Services) or Specifications (Goods)

JSI expects the selected firm to provide the following (with final approval from JSI):

- A final recommended implementation and management plan with timeline, quality control measures, and management/supervision structure that will meet the objectives of the assessment. Please include CVs of key personnel.
- Any support if needed and/or required to obtain IRB approval from the National Ethics Committee for Health Research (NECHR) (currently submitted for approval in July).
- A final sampling approach based on the sample size and information provided (see Annex C for additional sampling information).
- A review of current tool translations and any additional language translations required for the operational areas or arrangements for local ethnic translators if needed (tools are currently provided in English and Lao) to be approved by the JSI Activity Manager.
- Finalization to the programming for the electronic data collection platform if needed and establishment of the needed account (SurveyCTO is **highly preferred** as the data collection platform).
- A pilot test of the quantitative tools prior to training to test for interview length, clarity or questions, appropriateness of response categories, and accuracy of translations, with modifications provided to the tools and electronic data collection platform.
- Recruitment of the data collection team of sufficient size.
- Provision of tablets and/or phones for data collection.
- Development of training materials for quantitative data enumerators that includes the following components (anticipated 4-5 day training): (1) introduction to the study objectives, roles, and protocols; (2) skills on conducting quantitative interviews and building rapport with respondents; (3) field work procedures/protocols; (4) review of all questionnaires; (6) use of the electronic data collection devices; and (7) research ethics, including any COVID precautions and informed consent procedures. The training should also include a “practice experience” in a nearby location that will not be counted as part of the sample. Final agenda to be approved by JSI Activity Manager.
- Lead coordination processes at the provincial, district and community levels to agree on dates and other logistics needed for data collection, in collaboration with designated JSI project staff.
- Data cleaning and validation of the quantitative database. Must be provided in a Comma-separated Values (CSV) file with numerically coded data and an accompanying codebook. Exception will be “other” categories that require text.
- An analysis plan co-developed in collaboration with the JSI Activity Manager, which includes the sets of analysis tables to complete. Analysis is preferred in Stata.
- A preliminary report and PowerPoint presentation based on an outline co-developed in collaboration with the JSI Activity Manager.
- Co-lead a presentation of preliminary results to MOH.

JSI will provide:

- A set of quantitative tools (household survey, women's survey, and men's survey) in English and Lao.
- Information about the project or other information as needed or requested.
- Co-developed templates of the analysis tables, report format, and PowerPoint format needed.
- Feedback or input as requested.
- Approval on all final documents (final implementation plan, training agenda, revisions post-pilot, analysis output, other TBD).

IV. Deliverables and Schedule

The preparation phase is anticipated to start September 2022; training in late September 2022; data collection October-November 2022; analysis and preliminary report November-December 2022; presentation preparation and results to MOH mid-January 2023; and final report no later than mid-February 2023. The following main tasks would be expected during the key phases:

Preparation Phase

- Final discussions and signatures on contract and payment processes.
- Discussions and finalization of sample methodology, roles/responsibilities, communication processes, MOH oversight team, quality control procedures, and implementation plan.
- Translation of tools to any other languages or arrangements for local ethnic translators, if needed and agreed to with JSI for the operational areas.
- Pilot test and finalization of tools and data collection platforms based on the results.
- Recruitment of data collection and management teams, as needed.
- Development of the training materials and agenda, with final agenda co-agreed with JSI Activity Manager.

Training Phase

- Training of data collection teams per the agreed agenda, including a practice experience during training in a nearby location that can best represent the data collection conditions, to be determined.

Data Collection Phase

- Coordination for dates and logistics as needed with the provincial, district, and community leaders/officials to implement the study.
- Field data collection per the implementation plan.
- Quality control procedures enacted.
- Final set of survey responses uploaded.

Analysis and Reporting Phase

- Data cleaning and validation.
- Analysis of data per the agreed analysis tables.
- Development of preliminary report and PowerPoint presentation (narrative and graphs).
- Presentation of results internally and co-lead presentation to the MOH.
- Final report based on feedback from the MOH meeting.

Annex A: List of Study Locations

No.	Province	District
1	Phongaly	1. Phongsaly 2. Mai 3. Somphan 4. Bounnua 5. Bountay
2	Oudomxay	2. Xay 3. Nga 4. Beng 5. Houn 6. Pakbeng
3	Savannakhet	7. Atsaphon 8. Atsaphonthong 9. Phalanxai 10. Xaibuli 11. Xonbuli
4	Saravane	12. Saravane 13. Lakhonpheng 14. Vapi 15. Khongxedon 16. Lao Ngam
5	Sekong	17. Lamam 18. Kalum 19. Dakchung 20. Thateng

Annex B: Additional Study Details

Study Description

The baseline is a mixed methods study that includes two main components: 1) a quantitative component via a set of household surveys to assess knowledge, attitudes and practices (KAP) surveys; and 2) a set of focus group discussions (FGDs) among adult men and women, adolescents, grandmothers, and persons with disabilities (PWD). **This RFP address the quantitative household surveys (component 1) only.**

The quantitative household surveys focuses on identifying knowledge gaps, cultural beliefs, and behavioral patterns that can be addressed through the Activity interventions. This component will use a structured, cross-sectional household survey implemented among women ages 15-49 years with a child less than two years of age and their male partners. The KAP survey will elicit knowledge, attitudes, and practices about key RMNCAHN topics.

Study Location

The baseline study will be implemented in 24 districts in five provinces that comprise the Activity's operational area. These include Savannakhet, Saravane, and Sekong in the south and Oudomxay and Phongsaly in the north. As the study aims to capture an in-depth understanding of the facilitators, barriers, and decision making processes affecting access to and uptake up critical health care services from the operational districts within each province only.

Sample

The household survey will select a representative sample of the study population at period interval of time P1 (baseline) and time P2 (endline), using a multi-stage cluster sampling design. In the first stage, enumeration areas (EAs) – or clusters - will be selected using probability proportional to size (PPS) for urban and rural areas. The study will use the EAs as defined by the 2015 Population Census, to be obtained from the census authority in Laos. The second stage will involve household's selection from each EA using fractional interval systematic sampling. At the last stage, eligible individuals will be selected within the households using a "take all" approach, i.e., all eligible women in the household¹ are selected into the sample while men will be selected at the half of the selected households in each cluster. An average of 20 households will be selected per cluster. The sample is designed to be self-weighted at the provincial level but will apply weights when using pooled data from the five provinces.

The total sample size anticipated for the multi-stage cluster sampling design is 2,044 women and 1,022 men. To determine the sample size, a power calculation for two independent sample proportions for a simple random sample was generated. This resulted in an independent sample with a two-tailed alpha (α) of 0.05, power of 80%, and a design effect of 1.5 to account correct for estimated sampling variance due to clustering. The estimate will help to detect a minimum of 10% increase between baseline and endline at a statistically significant level.

The resulting sample to be collected in each province at baseline and endline is provided in the table below. The anticipated number of households (number of clusters * households per cluster) are those

¹ Eligible women are between the ages of 15-49 years and have a child aged two years or less; eligible men include the partners of eligible women living in the same household.

likely needed to reach in order to acquire the desired sample size. The main figure of interest is the sample size of women and men needed in each province.

Sample Size by Province with Expected Number of Completed Questionnaires by Target Group

Provinces/Variables	Number of Clusters	Households per Cluster	Number of Households	Number of Women Interviewed	Number of Men Interviewed ²
Phongsaly	88	20	1,767	501	250
Oudomxay	115	20	2,299	652	326
Sekong	25	20	508	194	97
Savannakhet	6	20	125	229	115
Saravane	43	20	865	268	234
Total	278	100	5,564	2,044	1,022

Tools

The tools are currently provided in English and Lao and include the following:

- a. **Household Questionnaire:** The household questionnaire collects information about the geographic location of the household; household composition (i.e., who lives in the household, sex, age, marital status, disability status, insurance status); household characteristics and possessions; water and sanitation facilities of the household; access to health facilities; and materials related to early childhood development.
- b. **Women's Questionnaire:** The women's questionnaire collects information on the level of knowledge participants have about RMNCAHN issues, their attitudes and practices around those issues, and their understanding of cross-cutting gender and social capital issues affecting RMNCAHN. The tool for women consists of eight sections: (1) sociodemographic characteristics; (2) media usage, exposure and discussions; (3) fertility; (4) family planning; (5) maternal health; (6) child health; (7) gender; and (8) social capital.
- c. **Men's Questionnaire:** The men's questionnaire collects similar information as the women's questionnaire, but excludes sections relevant only to or best answered by the woman, such as her fertility history or her contraceptive use. The tool consists of the following six sections: (1) sociodemographic characteristics; (2) media usage, exposure and discussions; (3) family planning (self-efficacy, attitudes); (4) maternal health (BP/CR, knowledge of complications); (5) gender; and (6) social capital.

Arrangements for local ethnic translators may be needed or additional translations in other languages required for the operational areas. These will be provided by the contractor/vendor and in the case of written translations, added to the options in the data collection platform.

Study Procedures

Pilot Test

All instruments will be piloted and revised as needed prior to the training. Based on the pilot test, the instruments may need to be revised prior to training.

² Half of women questionnaires

Study Management

The contractor/vendor will lead the on-the-ground data collection process in the targeted operational areas and analysis preparation. JSI, via the Activity's Monitoring, Evaluation and Learning (MEL) Director, will oversee the contract and provide input to the preparations, training, data collection, analysis, and report preparations, and other technical support as required. A technical team formed by the MOH will co-lead supervision and oversight of the study with the contractor/vendor.

Training

The contractor/vendor will recruit data enumerators and provide the training to the data collection teams. A tentative training would be 4-5 days in length and consist of the following components: (1) introduction to the study objectives, roles, and protocols; (2) skills on conducting quantitative interviews and building rapport with respondents; (3) field work procedures/protocols; (4) review of all questionnaires; (6) use of the electronic data collection devices; and (7) research ethics, including any COVID precautions and written informed consent procedures for the study. This will include an orientation to and hands-on practice with the devices both in skills session during the training as well as a practice field test.

Research Teams

The final size and composition of the research teams will be determined by the contractor/vendor. It is anticipated that the quantitative component will use both male and field data enumerators. Each data enumeration team (consisting of one male and one female) will approach a household with the female enumerator conducting the women's interviews and the male enumerator conducting the male interviews. Either may conduct the household interviews. The data collection team should be of sufficient size to ensure that data collection does not exceed the 6 week period, and preferable if is of sufficient size to complete data collection sooner.

The final oversight of the research teams will be determined by the contractor/vendor. It is anticipated that the contractor/vendor would have on-site field managers based with the data collection teams to ensure data collection is coordinated and occurring per schedule, and overall study coordination in Vientiane. The contractor/vendor will coordinate regularly with the Activity's MEL Director on progress and provide weekly email updates.

Quality Control

The contractor/vendor will prepare a quality control plan that will outline procedures to ensure quality in the data collection process. Data will be reviewed daily by the field manager prior to uploading via the electronic devices to the online platform. All uploaded data will be reviewed again by a study supervisor to ensure accuracy and troubleshoot any data collection issues as they arise for immediate correction in the field. Once data collection is complete, the data will be downloaded from the online platform, cleaned, and analyzed using an appropriate software analysis tool.

This will help ensure that quality is being maintained at each step of the training, data collection, and analysis processes.

Data Recording and Entry

For the KAP component, electronic data capture (e.g. tablets, mobile phones) will be used for field data collection of quantitative data. The study will use the agreed upon platform (SurveyCTO is **strongly preferred**) to create the tools in an electronic format prior to data collection. Based on the results of the pilot test, the tools may be slightly modified for wording and ensure the skip patterns and programming are accurate.

Analysis

The study will use appropriate software (Stata preferred) to provide the agreed upon statistical analysis of the quantitative data. Appropriate survey weights will be applied to the analysis where needed to account for the sample design. Analysis will explore the prevalence of key knowledge, attitude, and practices through descriptive statistics of variables of interest. Analysis will be conducted by the research firm, with support where needed from the Activity's MEL Director.

Ethical Considerations

The study recognizes the critical importance of the required ethical approach and is based on the belief that all participants must be treated respectfully and are protected from harm as a result of their participation. All efforts will be made to protect the confidentiality and anonymity of the participants and to ensure the confidentiality and protection of the data. This will be done on four levels: (1) obtaining ethical clearance by the National Ethics Committee for Health Research (NECHR), which is in process in July 2022 led by JSI; (2) coordinating with the provincial, district and community authorities as needed; (3) ensuring verbal informed consent is obtained from each participant and recorded on the device; and (4) ensuring data confidentiality is strictly maintained in analysis and reporting.

A specific statement included at the beginning of each tool will be read to participants. The statement will explain the purpose of the survey and anticipated risks, assure respondents that participation in the survey is completely voluntary and that they can refuse to answer any questions or stop the interview at any point. It will be presented in simple language to ensure respondents do not feel intimidated by the process or hindered in their voluntary participation. For the quantitative component, when the respondent has heard the explanation and been allowed to ask any questions, their consent will be registered electronically on the tool. The survey instruments will also be pre-programmed to not continue if consent is not acquired.

In addition to ensuring that the rights of the participant are shared and understood and permission for participation is obtained, all efforts will be made to maintain the privacy and confidentiality of participants during the interview process, ensure that individuals are treated respectfully, and are protected from any harm as a result of their participation. All care will be taken to ensure that when the interviews are taking place, it is done in a discreet and private location without the interference, intrusion, or eavesdropping of others.

The study will ensure safeguards are in place to ensure the confidentiality of the records and all associated data. Information culled from the data will not be discussed with anyone outside of the investigation team. All investigators associated with the data will sign a confidentiality agreement, outlining the procedures they are responsible for to ensure the confidentiality of the participant identities and their commitment to upholding the confidentiality of the data. Failure to sign the confidentiality agreement or violation of the agreement will result in immediate dismissal from the study.

In order to ensure participant information is kept confidential, all data on the quantitative survey forms will be de-identified from the start of the study by assigning a code to each interview transcript. The de-identified quantitative interviews will be recorded electronically and sent to a cloud-based central database where it can be downloaded for analysis. The cloud-based database will be password protected and only key designed personnel from the contractor/vendor and JSI principal investigators will be able to access the password protected data as an additional safeguard of ensuring that data has been properly de-identified prior to analysis.

Study Duration

The study will take place over approximately 5 months, including preparation, training, data collection, and analysis/reporting phases. The implementation plan and study duration will be finalized in collaboration with the contractor/vendor. The duration of actual data collection will depend on the size of the data collection team and how they are deployed. It is anticipated that data collection could take between 3-6 weeks depending upon the team size and travel logistics