

**QUESTIONS AND RESPONSES RELATED TO UNHCR TENDER FOR
PROVISION OF SURVEYS IN PAKISTAN
RFP no. PAKIS/RFP/23/008 - DATA COLLECTION FOR UNHCR FORCED
DISPLACEMENT SURVEY 2023 IN PAKISTAN**

1. Reference mentioned in RFP “UNHCR will also provide the contractor with a final selection of the sampled clusters to be included in the survey”, kindly confirm what sampling frame UNHCR is using– was it developed by UNHCR or someone else like Pakistan Bureau of Statistics (PBS). Kindly provide detail in this regard.
 - Details of the sampling are not know at this stage. Multiple sampling strategies may be used in the project. For the proposed tender respond to the parameters as outlined in the TOR.
2. Kindy also elaborate what specific UNHCR will provide against “sampled cluster”. There can be list of sampled clusters along with area maps consisting of marking of boundaries and structures, description about cluster area, rout map and latest available listing of households, contact number of notable, etc. Kindly guide.
 - All details about the sample selection that the supplier would need for successful implementation of the survey will be provided by UNHCR.
3. There are more than one data/variable of measurement to perform anthropometric analysis. Which specific data UNHCR wants to collect under this assignment? We will propose our experienced team accordingly.
 - Height, weight and MUAC
4. Who will arrange equipment/material for anthropometric measurements – UNHCR or survey firm?
 - Any equipment to carry out the proposed work is supplier’s responsibility. In terms of anthropometric equipment, it may be vetted by UNHCR in terms of precision and reliability of measurement.
5. Reference mentioned under built “Prepare for fieldwork” translation is being done at this point, whereas “field pre-test will be conducted before this. Kindly confirm shall we not use translated questionnaire during “field pre-test”. If no, why not. What is your plan/logic in this regard? Kindly elaborate.
 - Translation would ideally be carried out before the pre-test is conducted and the pre-test would be conducted using the appropriately translated tools.
6. As per our understanding, the survey will be conducted with households of refugee as well as hosts. Kindly confirm, shall we use same questionnaire for two types of respondents or a different one.
 - Yes, the same questionnaire will be used. Some topics, that are not suited for the host population will of course be skipped. All the logic is encoded into the CAPI instrument.
7. The sample size would be either 1800 or 5400. Fixed sample at cluster level i.e., 12 household. Kindly can you share breakdown of sample of 1800/5400 among refugee and host households. Kindly also share same breakdown at cluster level.
 - Details of the exact sampling are not known at this stage. Please elaborate your assumptions in the proposed tender.
8. Kindly confirm that UNHCR will also provide questionnaire for listing along with its Kobo Toolbox (XLSForm).

- Currently do not assume UNHCR will provide the listing questionnaire.
- 9. Appreciated if questionnaires (household and listing) provided at proposal stage for our review. The review will help us to envision the arrangements of survey operation like to determine the sensitivity of questions being asked, sex of interviewers, team composition, level of survey expert and data processor, etc.
 - Questionnaires are not available for review at this stage.
- 10. Shall UNHCR provide any standard checklist for spot and back checks along with KoBo Toolbox (XLSForm).
 - Any quality assurance should be elaborated as part of the proposal.
- 11. Reference mentioned in RFP, Training will be conducted in partnership of UNHCR. Please confirm if it covers both – training of lister and training of enumerators?
 - Both training for main data collection and training of listers needs to be provided.
- 12. Kindly also confirm what will be the role of UNHCR in trainings. This will help to propose our trainers as per our scope of work under training.
 - UNHCR will be actively participating in the training itself.
- 13. Since questionnaires are designed by UNESCO, kindly will you suggest training duration (days) both for training of listers and training of enumerators.
 - Training duration and format needs to be elaborated as part of this proposal.
- 14. Please correct us in our understanding that household questionnaire would be 100% close ended otherwise please elaborate. If there are open ended question, we will have to visualize input on recoding/management - how many are open ended and how many are in total.
 - The survey is fully quantitative.

3 Apr 2023