



## **REQUEST FOR PROPOSALS:**

# **HAITI CLEAN COOKING MARKET DEVELOPMENT PROGRAM BASELINE DATA COLLECTION**

### Background

Nearly three billion people around the world burn wood, charcoal, animal dung, crop residue or coal in open fires or in inefficient stoves for daily cooking and heating. Cooking this way contributes to serious health and environmental impacts, disproportionately affecting the lives and livelihoods of women and children.

As a leading cause of air pollution, traditional cooking methods contribute to 2.6 million premature deaths each year and sicken millions more. In Haiti, alone, exposure to household air pollution contributed to almost 10,000 premature deaths in 2016. Lack of access to clean fuels forces women and children to spend significant time cooking and gathering fuel, time that could be spent resting, getting an education, caring for family, or earning an income.

Yet clean cooking solutions exist that can reduce exposure to harmful cookstove smoke and lessen climate and environmental impacts. Use of clean cookstoves and fuels can reduce the amount of time women and girls spend gathering woodfuel, while potentially providing economic opportunities in communities around the world through market development activities.

The Global Alliance for Clean Cookstoves (the Alliance) believes the most effective and sustainable way to address this issue is by establishing a global market for cleaner and more efficient cooking solutions around the world. Our work aims to address the market barriers that impede the production, deployment, and use of clean and efficient cookstoves and fuels in developing countries, creating a world where no one is left behind, and universal access to clean cooking becomes a reality.

The Alliance, funded by the Government of Canada, is launching a four-year market development program in Haiti. The Haiti Clean Cooking Market Development Program (Program) aims to set the foundation for a long-term, sustainable transformation of the clean cooking market that will strengthen and diversify the supply of cleaner and more efficient cookstoves and fuel. In order to reach scaled adoption in the cookstove and fuel sector in Haiti, knowledge regarding the baseline characteristics of households and enterprises need to be collected. Currently, there are no comprehensive and reliable baseline datasets that measure current cookstove and fuel usage, preferences, and related household characteristics. Similarly, fuel usage by small enterprises such as bakeries, laundries, and dry cleaners, is also unknown. Research is needed that will provide baseline values for the clean cooking sector in Haiti.

To that end, the Alliance is issuing a Request for Proposals to launch a study that will focus on Haiti in support of the Haiti Clean Cooking Market Development Program. This particular study will be to collect baseline data from households; cookstove and fuel enterprises; and select small enterprises such as bakeries and street vendors to gain an understanding of the current status of the sector. The Program will use this data to understand baseline values for its performance indicators, to create targets, and to inform critical design elements of the Program.

## Activity Description

The ultimate objective of the Program is to reduce negative climate, environment, economic, and health impacts from traditional cooking practices on the Haitian population, with a focus on reducing the disproportionate impacts on women and girls. This foundation building program will be executed over four years, as part of a larger anticipated ten-year initiative.

The Program’s efforts will entail a combination of sector-wide, market development activities, including: capacity-building support for government, stakeholders and clean cooking enterprises; advocacy and technical assistance to develop better policies and regulations; and support for sector coordination. The Program will also advocate for the inclusion of women and girls not only in the design of policies, but also across the clean cooking sector, to overcome historical exclusion and increase women’s economic and social empowerment. The Program will be led by the Alliance, in close collaboration with the Government of Haiti, local stakeholders, practitioners, the private sector, donors, civil society organizations, and UN agencies.

The launch of the Program requires a baseline. The baseline includes surveys to be conducted in urban households, with cookstove and fuel enterprises, and other small enterprises that are heavy consumers of fuel including bakeries, laundries, dry cleaners, and street vendors. Table 1 below details the research questions, instrument type, and respondent.

Table 1. Baseline data collection overview

<b>Instrument</b>	<b>Respondent and sample size</b>	<b>Purpose</b>
Household survey- 40 minutes per respondent	Sample of households in:	
	Greater Port-au-Prince	2200
	Gonaïves	250
	Cap Haïtien	250
	Saint-Marc	250
	Les Cayes	100
	Jacmel	100
	<b>Total</b>	<b>3,150</b>
Cookstove and fuel enterprise survey- 30 minutes per respondent	All partner cookstove and fuel enterprises in Port-au-Prince, approximately 6	Performance indicator baseline data
Small enterprise survey- 15 minutes per respondent	Sample of bakeries, laundries, dry cleaners in:	
	Greater Port-au-Prince	125
	Gonaïves	50
	Cap Haïtien	50
	Saint-Marc	50
		To gain an understanding of fuel usage by type of enterprise

	Les Cayes	25	
	Jacmel	15	
	<b>Total</b>	<b>315</b>	
	Sample of street food vendors in:		
	Greater Port-au-Prince	100	
Retail observation- 10 minutes per store	Retail points of sale in Port-au-Prince for manufactured cookstoves, including electric cooking appliances- sample size under consideration		To assess current cookstove distribution

The selected firm will undertake the following activities:

- 1) **Provide input on the proposed instruments.** The Program understand that some of the questions need to be adjusted to be locally appropriate, so we appreciate feedback on making sure each question and response option makes sense in the Haitian context. This round of inputs will be for the English versions of the instruments. Input should also be coordinated with a research firm conducting the consumer preferences study.
- 2) **Develop the sample frame and sampling strategy in coordination with the Alliance and other research partners.**  
The Program rely on local expertise to develop the sampling methodology. Sampling procedures should include some element of randomization will take place. We will provide more details on the characteristics of the target households, small enterprises, and locations for retail observation.
- 3) **Translate instruments listed in Table 1 below into French or Creole as appropriate.**  
Back translation is also required.
- 4) **Conduct a brief pilot of the household survey to ensure clarity in the translation.**  
After the pilot, adjust the instrument language according to the pilot findings.
- 5) **Convert finalized household and enterprise survey into electronic format on tablets for data collection.** While we understand that tablet-based data collection may not always be appropriate, we hope it will be used for the majority of this data collection. In cases where paper surveys are better, the enumerators will then enter the survey directly into the table as soon as possible.
- 6) **Hire and train enumerators.** The number of enumerators and length of training is up to the data collection firm.
- 7) **Collect data.** The data collection period can be set by the data collection firm but it is expected to be two to three weeks long. Periodic field reports are expected to track progress and highlight any challenges.
- 8) **Clean data.** All data should be cleaned and labelled at the conclusion of the data collection period. Data should be labelled in both English and French.
- 9) **Submit final datasets to Alliance.** Data will be submitted via secure means, and data should come labelled with a codebook. A final report should also be submitted explaining any missing data or number of observations over or under the number planned.

## Timeline

The expected date for completing a signed contract is August 30, 2018 and data collection is roughly anticipated to begin October 18, 2018. Data are due within three weeks of the completion of data collection.

## Deliverables

The following deliverables are expected at the end of the research period, with the exception of the work plan which should be delivered within ten days of the start of the contract. The research team will be expected to have regular calls with the project manager throughout the project work period. All deliverables, including the datasets, will be in English.

- Detailed work plan, including sampling methodologies;
- Final clean and labelled datasets in English and French;
- Final report including codebook, compiled field reports, and an explanation for any missing data including sample sizes that are above or below planned numbers.

## Application Instructions:

Please submit a proposal and work plan, not exceeding 15 pages, describing the following:

- Proposed timeline and approach for completing the work, including a description of overall process. The timeline should include all key deliverable dates and a plan for meeting those deadlines.
- Detailed sampling methodology
- Unique qualifications of the organization and its staff, such as: understanding of and experience in cookstove and fuel sector in Haiti, experience conducting market research
- Broad overall budget
- A brief description of up to three examples of past experience conducting this kind of data collection in urban areas in Haiti
- CV of key staff to include project manager, enumerator trainer, and field manager (positions can be shared if desired). It is required that the organization's designated project manager be able to speak, read, and write fluently in both English and French and/or Creole, and it is strongly preferred that other members of the team have strong competency in both languages. It is also preferred that applicant organizations have sub- contractors or other team members with knowledge of native Haitian languages and customs.
- Contact information for two references from past funders for whom the organization has completed similar work

Appendices may be provided for supplementary materials as relevant, but review will be based mainly on the information provided in the project plan.

The application should be submitted to the Alliance at [haiti@cleancookstoves.org](mailto:haiti@cleancookstoves.org) **no later than Friday, August 3<sup>rd</sup>, 2018 at 11:59 pm EDT.**

## QUESTIONS ABOUT RFP

Questions should be sent by email to: [haiti@cleancookstoves.org](mailto:haiti@cleancookstoves.org) **prior** to the submission deadline. Responses will be posted to <http://cleancookstoves.org/funding-opportunities/>

**Q&A AS OF JULY 16, 2018**

Can one organization bid on both opportunities?

Yes.

If a team of independent consultants (2-3) can work together as part of a team in lieu of consulting firm (a team manager would be selected and the secondary in a supporting fashion for example)?

Yes, this can be awarded to a consultant. A single contract will be awarded, but sub-contracts to other contractors would be allowed. Preference will be given to Haitian consultants or firms.

Is there a stated budget (budget cap for example)?

No, it is up to the offerors to propose a budget.

If there is a preferred forma/template for proposal submissions?

No, please cover all required elements under Application Instructions.

Is a draft of the questions ready for review at the beginning of activity 1? If yes, was it built for Haiti, a country with a similar context, or is it generic?

All surveys will be drafted for the Haitian context but will need to be further refined in cooperation with the contracted firm.

Should the small enterprises questionnaire also be tried in the pilot phase?

Yes, all surveys should be piloted.

Is there an available list of expected performance indicators?

The performance indicators can be shared to the contracted firm, though actual reporting on the indicators will not be responsibility of the data collection firm.

Sampling: how were the sample size mentioned in the RFP determined (households, small enterprises)?

The sample sizes were determined based on the population size and power calculation taking into account the expected changes of the outcomes being measured.

Sampling: Is there an available household survey basis more recent than the 2012 one?

Can you rephrase the question, please? We are asking the firm to be prepared to provide a sampling frame and sampling methodology in cooperation with us upon award.

Sampling: What is the most recent available enterprise survey basis? (for registered companies)

See above response.

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*The Alliance*

The Global Alliance for Clean Cookstoves is a public-private partnership hosted by the UN Foundation to save lives, improve livelihoods, empower women, and protect the environment by creating a thriving global market for clean and efficient household cooking solutions. The Alliance's 100 by '20 goal calls for 100 million households to adopt clean and efficient cookstoves and fuels by 2020. We are working with a strong network of public, private and

non-profit partners to accelerate the production, deployment, and use of clean and efficient cookstoves and fuels in developing countries.