

**Handout 16a.5: Example: Subcontractor Scope of Work**  
**Session 16a: Planning Makes Perfect: Design Your Own EGRA**

This Scope of Work is organized into the following sections:

1. Project Summary and Context
2. Activities and Deliverables
3. Staffing
4. Proposed Schedule of Activities

The scope of work described below is illustrative and may be modified in advance of final contract award.

**SECTION 1: PROJECT SUMMARY AND CONTEXT**

INSERT SUMMARY

**SECTION 2. ACTIVITIES AND DELIVERABLES**

This section provides a description of activities that need to be completed, the estimated timeline during which they need to be completed, and the deliverables expected.

**A. Planning and Managing an Early Grade Reading Assessment (EGRA) Data Collection**

The service provider will be responsible for the following tasks:

- Task 1: General Project Planning and Management
- Task 2: Organize EGRA Instrument Adaptation Workshop
- Task 3: Recruit Data Collectors and Supervisors for Training
- Task 4: Organize and Participate in Data Collector Training
- Task 5: Coordinate Pilot Data Collection
- Task 6: Organize Data Collection and Oversee Data Capture
- Task 7: Organize Results Dissemination Workshop

The tentative timeframe within which the above tasks need to be conducted is XX months, starting in DATE and ending in DATE. All activities must be completed by DATE. Prior to implementation, the service provider will be expected to work with ORGANIZATION and representatives from the Ministry of Education to discuss activities, timeline and general expectations regarding project implementation.

**Task 1: General Project Planning and Management**

The service provider is expected to contribute to overall project planning activities. Relevant representatives from the service provider will participate in a project kick-off meeting to be held in LOCATION on DATES. This event will provide an opportunity for the service provider to meet project staff, understand the activity goals, and meet with other partners participating in the activity. Following this initial meeting, the service provider will participate in follow-up meetings with various stakeholders as necessary to discuss and plan activities on an on-going basis.

*[If the Organization conducting EGRA does not have in-country presence, or is limited in terms of human resources, a subcontractor may be asked to conduct the following tasks]*

The service provider will also provide to ORGANIZATION a list of schools from which the sample will be drawn. This may require liaising with the Ministry of Education or other bodies to obtain the most recent and complete records. The service provider may be further required to provide additional information about schools that is missing from official records. Prior to data collection, the service provider will need to conduct a school verification exercise to ascertain the existence of selected schools.

The service provider will also furnish to the ORGANIZATION a copy of the official Ministry of Education curriculum; provide soft and hard copies of relevant textbooks; and create electronic copies of materials not available.

**Handout 16a.5: Example Subcontractor Scope of Work**  
**Session 16a: EGRA Implementation**

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Finally, the service provider will be requested to assist with customs clearance of relevant materials, as needed. Additional general project planning and management tasks may be requested based on needs as they rise, in consultation with the service provider.

<b>Task 1: Deliverables</b>	
1.	Participation in project kick-off meeting
2.	Participation in ongoing state-based meeting with relevant partners/stakeholders
3.	Conduct school verification exercise
4.	School list for sampling
5.	Curriculum and relevant textbooks for target grades
6.	Other assistance as required

**Task 2: Organize EGRA Instrument Adaptation Workshop**

A XX-day workshop will be held DATES in LOCATION to adapt the EGRA instrument and other data collection tools. The service provider will be responsible for planning and organizing all workshop logistics. This will include developing a budget and organizing logistics for participant transportation, venue rental, accommodations, and per diem (as applicable). Approximately XX people will attend the event. ORGANIZATION will provide guidance on participants to invite, will develop all workshop materials, and will facilitate the event. Prior to the workshop, the service provider will be responsible for making photocopies and purchasing all supplies and sending out workshop invitations. Relevant service provider staff will be expected to attend the workshop full-time to assist with overall workshop logistics and to get to know relevant stakeholders.

<b>Task 2: Deliverables</b>	
1.	Instrument adaptation organized per specifications
2.	Instrument adaptation workshop attended

**Task 3: Recruit Data Collectors and Supervisors for Training**

The service provider will be responsible for recruiting potential EGRA assessors and supervisors to attend the training workshop and serve as data collectors. People recruited will be required to meet specific criteria, provided by ORGANIZATION. The service provider will be responsible for submitting to ORGANIZATION a recruitment plan listing steps and activities that will be taken to identify appropriate individuals. The recruitment of data collectors will take place prior to data collector training. A total of XX people need to be recruited.

<b>Task 3: Deliverables</b>	
1.	Plan for recruiting assessors and supervisors
2.	List of XX potential assessors and supervisors identified to participate in assessor and supervisor training

**Task 4: Organize and Participate in Data Collector Training**

Data collector training will take place in LOCATION on DATES (XX days). The service provider will be responsible for planning and organizing all workshop logistics. This will include developing a budget and organizing logistics for participant transportation, venue rental, accommodations, and per diem (as applicable based on participants). ORGANIZATION will develop training materials, provide electronic data collection devices (tablets) to participants, and conduct the training. Prior to the training, the service provider will be responsible for making photocopies of all training materials and purchasing all supplies. A total of XX people will be trained to serve as assessors and supervisors; XX of the best performing participants will be selected to participate in the data collection. The service provider will work with ORGANIZATION and the Ministry of Education to identify schools for practice visits during the workshop, and organizing transportation and other logistics.

Relevant service provider staff will be expected to attend the training full-time and participate in all activities so that those who oversee data collection can become knowledgeable about instrument content and administration, get to know the data collectors, and become familiar with the electronic data capture system.

**Handout 16a.5: Example Subcontractor Scope of Work  
Session 16a: EGRA Implementation**

During the workshop, the service provider will be responsible for the maintenance of electronic data collection hardware and associated accessories (cords, wireless hotspots, etc.). The service provider must provide a staff person knowledgeable about tablets and IT-related issues generally who will attend the training fully and assist trainees as needed. With ORGANIZATION support, this person will also be responsible for loading instruments onto the tablets. This person will assist with portions of the workshop that specifically apply to tablet use. The tablets and related hardware will be purchased by ORGANIZATION.

<b>Task 4: Deliverables</b>	
1.	Training workshop organized and required number of trainees invited
2.	Arrangements made for 2-3 school visits
3.	Training workshops attended
4.	Tablets maintained during training

**Task 5: Coordinate Pilot Data Collection**

The service provider will organize and oversee the pilot data collection, scheduled to take place after data collector training. Specific activities will include identifying schools to visit, purchasing and organizing materials, developing an itinerary, and supervising teams and data collection. An estimated XX schools will be visited over the course of XX days. The schools will be within a day's drive from LOCATION.

<b>Task 5: Deliverables</b>	
1.	Training workshop organized and required number of trainees invited
2.	Arrangements made for 2-3 school visits
3.	Training workshops attended
4.	Tablets maintained during training

**Task 6: Organize Data Collection and Oversee Data Capture**

Data collection will take place DATES in LOCATION. Data collection is expected to last approximately XX days. The table below includes the estimated number of pupils, schools and data collectors in each state and for all states combined. These numbers should be taken into consideration when planning and budgeting for the activities.

<b>SAMPLING UNIT</b>	<b>NUMBER</b>
Total number of pupils	XXXX
Total number of schools	XX
Total number of pupils per school	XX
Total assessors & supervisors per team	X
Number of teams total	X
Total number of data collectors (all teams)	XX

The service provider is expected to plan the itinerary for school visits, arrange transportation to schools, prepare all materials, maintain the tablets, coordinate data collectors, and provide overall supervision for the data collection. The service provider is expected to identify any problems encountered during data collection and to inform ORGANIZATION so they can be solved in a timely manner. The service provider is responsible for ensuring that all data is uploaded *every day*, and that problems related to data upload are resolved as quickly as possible. A daily field report should be submitted to ORGANIZATION detailing how the service provider will provide back-up support during the data collection process as needed.

As noted in the table above, the assessment requires approximately X data collection teams per state, which will be comprised of X people per team. This team will include a supervisor, who will be selected based on performance during the training as well as other factors. The service provider will manage payments to the assessors and supervisors. Work conditions and payment will be agreed to in advance in consultation with ORGANIZATION and relevant government authorities, as applicable.

<b>Task 6: Deliverables</b>	
1.	All data collection logistics arranged prior to the start of data collection

**Handout 16a.5: Example Subcontractor Scope of Work  
Session 16a: EGRA Implementation**

2.	Data collection itinerary and list of field team members provided in advance of data collection
3.	Data collection adequately supervised and any problems reported in a timely manner
4.	Data collection updates
5.	All data uploaded to a central server on a daily basis
6.	Daily field report provided

**Task 7: Organize Results Dissemination Workshops**

The service provider will be responsible for organizing a workshop to disseminate results. This will include arranging the venue and necessary accommodations, preparing materials, and managing logistics during the event. The one-day dissemination event is scheduled to take place in DATE and will include approximately 50 people. The service provider is expected to provide a summary report of the event proceedings.

<b>Task 7: Deliverables</b>	
1.	Results dissemination workshops organized in each state
2.	Results dissemination workshop attended and summary report provided

**SECTION 3. STAFFING**

The service provider is expected to plan and budget for the required number of personnel to carry out all activities. Staff will be engaged on a full-time and part-time basis at different time periods of time throughout the duration of the EGRA exercise. The service provider should budget accordingly for the number of person-days expected for each staff person for each activity.

**ORGANIZATION expects the proposed work will require the following key personnel:**

- **Project Manager:** The Team Leader will be responsible for coordinating activities across states. S/he will work closely with ORGANIZATION and other partners to ensure that all tasks are carried out according to the above specifications, take place in a timely manner, and result in a quality product. Working with his/her team, the Project Manager will be responsible for work plan and budget development, maintaining relationships with ORGANIZATION and other partners, and supervision of field coordinators. The Project Manager should be a senior person with prior experience supervising and conducting survey field work, managing personnel, and working with government institutions, and education institutions in particular.
- **Coordinator(s):** The Coordinator(s) will be responsible for the day-to-day planning and implementation of the activities described in this Statement of Work. They will work closely with the Project Manager and ORGANIZATION to ensure that all tasks are carried out as planned. Responsibilities will include organization workshop logistics, developing data collection itineraries, preparing teams for deployment, supervision of data collection team and fieldwork logistics, and providing data collection field reports and status updates. The Coordinators should have prior experience organizing workshops and supervising and conducting survey field work, managing personnel, and working with government institutions and education institutions in particular.
- **IT Specialist:** This person will be responsible for supervising and providing assistance with regards to electronic instrument and data capture. S/he must be available every day during data collection to verify that data have been uploaded and to help teams who need support. ORGANIZATION will support the training of this person, and will provide support during data collection, to ensure quality control of data capture and hardware management.

In addition to the key personnel noted above, the service provider should budget for any additional staff needed to carry out the work.

**SECTION 4. PROPOSED SCHEDULE OF ACTIVITIES**

The table below provides an estimated timeframe for the implementation of key activities. The actual start and end dates are dependent upon the finalization of a contract, and may be modified pending delays or other factors beyond ORGANIZATION'S control. The timeline provided in this section does not necessarily imply full-time work for the service provider during all time periods.

**Handout 16a.5: Example Subcontractor Scope of Work**  
**Session 16a: EGRA Implementation**

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<b>Tasks and Activities</b>	<b>Timeframe</b>	<b>Estimated amount of days required <i>during the timeframe</i></b>
<b>Pre-Implementation Planning</b>	DATES	XX days
Task 1: Contribute to Overall Project Planning Activities	DATES	XX days
Task 2: Organize EGRA Instrument Adaptation Workshop	DATES	XX days
Task 3: Recruit Data Collectors and Supervisors for Training	DATES	XX days
Task 4: Organize and Participate in Data Collector Training	DATES	XX days
Task 5: Organize Data Collection and Oversee Data Capture	DATES	XX days
Task 6: Organize Results Dissemination Workshops	DATES	XX days