

A CALL FOR APPLICATIONS

Regional Research Partners and Consultants: India

19 JULY 2010

Westat India Social Sciences
301-303 Tolstoy House
15, Tolstoy Marg
New Delhi

About Westat India

Westat India Social Sciences Pvt. Ltd. is a wholly owned subsidiary of Westat, the largest statistical research corporation in the U.S. and an international leader in survey research and evaluation. Among other areas, Westat has capabilities in survey research, evaluation of health and social programmes, statistical design, analysis, and reporting.

Westat was started in 1961, and has five decades of experience serving Federal, state, and other government agencies, research institutes, foundations, NGOs and the private sector. Beyond our various research initiatives within the U.S., our global portfolio includes projects in more than 50 countries. Revenue from operations in 2009 was approximately \$500 million

Westat India is headquartered in New Delhi and provides a range of research and evaluation services in the area of research and evaluation of programmes of both the central and state government, as well as to world bodies, foundations, corporations and multinational organizations.

For further information about Westat and Westat India, please visit www.westat.com and www.westat.in

Purpose of this Request for Partners

Westat India is seeking regional partners and consultants for future collaborations on research, evaluation, and large scale surveys to be conducted in India. We are interested in receiving responses from data collection firms, survey research firms and individual consultants with experience in one or more of the following six core capabilities:

- **Survey/questionnaire design**
- **Sample design**
- **Survey data collection**
- **Qualitative data collection**
- **Data entry and processing**
- **Analysis**

If you as an individual or your company has relevant experience in one or more of the above areas of competence, you are invited to submit an application for the Westat India “Request for Partners.” Please follow the instructions below carefully, and ensure that all components are complete. All submissions must be received electronically at contactus@westat.in no later than **6 pm IST on 9 August, 2010.**

Please note: No award will be made in response to this solicitation.

Questions can also be directed to contactus@westat.in

Organizational Qualifications

A. Organizational Information (1 page)

Please provide the following information about you/your organization:

- Your Name (Company or Individual)
- Parent Company [*not applicable for individual consultants*]
- Address
- Contact Name
- Contact Telephone Number
- E-Mail Address
- Number of years you have you been in business
- Individual/ organizational PAN number (if paying tax)
- Topical areas of expertise (e.g., literacy, HIV/AIDs, etc. please be specific)

The following information is not applicable for individual consultants but is required for organizations of two or more individuals:

- Number of full time Employees
- Your company's total annual turnover in INR for:
 - 2009:
 - 2008:
 - 2007:
- Registration number and date of registration
- Organizational Structure

B. Capabilities (8 pages)

Provide a detailed description of your capabilities in one or more of the following four areas of evaluation and research. Please note that in this section, the more detail you provide will help us a) make an accurate assessment of your skills and competencies and b) understand the quality control/quality assurance process that you/your company follow for each area.

1. Survey/questionnaire design
2. Sample design
3. Survey data collection
 - a) Please specify your experience in each of the following areas. Each of these should be a separate section of your document. If you have no previous experience using one or more of these approaches, indicate "no experience" in that section.
 - In-person survey data collection
 - Telephone interview data collection
 - Mail surveys
 - CAPI/ CATI
 - Web surveys
 - Other survey data collection methods

- b) Describe the geographic areas in which you have conducted past survey work, specifying whether rural or urban
 - c) Describe the geographic areas in which you have the capability to conduct data collection.
4. Qualitative data collection
- a) Describe your capabilities in designing discussion guides, recruitment of respondents, transcription and content analysis for the following areas. Each of these should be a separate section of your document. If you have no previous experience using one or more of these approaches, indicate “no experience” in that section.
 - In-depth one-on-one interviews
 - Focus group discussions
 - Key informant/ expert interviews
 - Observation studies
 - b) Describe the geographic areas in which you have conducted past qualitative work, specifying whether rural or urban
 - c) Describe the geographic areas in which you have the capability to conduct qualitative data collection.
5. Data entry and data processing
- a) Describe your capability and experience in coding, scrutinizing, entering, cleaning and processing data, with specific reference to:
 - Manpower and hardware capacity for entering data
 - Software used for data entry
 - Manual and logic checks used for data quality control
 - Electronic data capture and scanning facilities
 - Data editing, cleaning and processing capability
6. Analysis
- Please describe your experience in conducting different types of analyses, including:
- Specific quantitative analytic methods used in past projects
 - Experience with weighted (population) data
 - Qualitative data analysis

C. Past Performance (6 pages)

Provide brief information about projects either completed or in progress that best illustrate your capabilities in the areas above (Survey/questionnaire design, Sample design, Survey data collection, Qualitative data collection, and Analysis).

For each project, include:

- Title of project
- Topical area of project
- Name of the client (please specify, Govt., MNC, PSU etc)
- Amount of funding
- Duration and data of project
- Sample size
- Methods

- Response rate, if applicable
- Name and contact information of the Project Manager at the contracting authority

D. Personnel (2 pages per individual)

Please provide abridged CVs of no more than two pages (for each individual) for up to 6 key personnel who might be expected to work on joint projects with Westat India.

Instructions:

1. Use a 12 pt font size
2. Number of Pages: Page numbers listed below represent maximum number of pages for each section. Do not exceed these limits.
3. Please ensure that you have included all the elements below.
4. Submit your application electronically to contactus@westat.in.

If you have any questions, please send us an email at contactus@westat.in.

- Cover letter (1 page)
- Organizational Information (1 page)
- Capabilities (8 pages)
 - Survey/questionnaire design
 - Sample design
 - Survey data collection
 - Qualitative data collection
 - Data entry and processing
 - Analysis
- Past Performance (6 pages)
- Personnel (2 pages per individual, up to six individuals)

Deadline for submissions: No later than 6 pm on 9 August 2010

Send submission to: contactus@westat.in

Only electronic submissions will be accepted. Late submissions will not be reviewed.

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*Westat India Social Science Pvt Ltd is a wholly owned subsidiary
of Westat US, the largest statistical services research corporation
in the United States.*

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