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## CALL FOR EXPRESSIONS OF INTEREST

Reference: AMI N°IPA FWA/CI/01-122025

### For the Prequalification of Data Collection / Survey Services in Côte d'Ivoire IPA Francophone West Africa

Innovations for Poverty Action (IPA) is an international not for profit research and policy organization dedicated to discovering what works through rigorous research and evaluation to improve lives of people living in poverty. Founded in 2002, IPA designs and rigorously evaluates programs and refines these solutions and their applications together with decision makers to ensure that the evidence created is used to improve the lives of the most vulnerable and to bring successful programs to scale. In its twenty-three years of existence, IPA has worked with over 600 leading academics from the global North and South to manage over 850 evaluations in more than 55 countries, and continuously supports the use of evidence to improve developmental programs.

IPA Francophone West Africa (FWA) is launching this Call for Expressions of Interest as part of the creation of its database of prequalified Vendors/Suppliers for Data Collection / Survey Services category in Côte d'Ivoire. IPA FWA invites eligible Vendors/Suppliers willing to be included in this database and possessing the technical and financial capacity required to provide services and intellectual contributions to express their interest in registering.

Our expertise and the sectors in which we collect data are as follows:

#### **1- Agriculture**

IPA collaborates with researchers and implementing partners to identify ways to increase farm productivity to ensure food security, increase farmers' incomes, and promote environmental sustainability.

#### **2- Health/Nutrition**

IPA works to improve access to quality health services and products and has a strong program with over 100 evaluations of health-related interventions.

### **3- Education**

IPA works closely with ministries of education, NGOs, and other stakeholders to support the use of research and data to improve outcomes for children and youth, their education systems, and their communities.

### **4- Social protection**

IPA works with governments and development partners to design, test, and scale effective social protection programs, including cash transfers, graduation programs, and vocational training, to improve the living conditions of vulnerable households in a sustainable manner.

### **5- Peace and recovery**

Through its Peace & Recovery (P&R) program, IPA works with research and implementation partners to generate robust evidence on the most effective approaches to reducing violence and fragility, promoting peace, and supporting populations affected by crises and conflicts.

### **6- Climate and environment**

IPA's Climate and Environment program draws on research and collaboration with policymakers and field actors to identify solutions that enhance people's well-being, promote adaptation to climate change, reduce emissions, and protect natural resources.

### **7- Youth employment**

IPA works closely with researchers, practitioners, and policymakers to identify and promote evidence-based solutions aimed at creating decent jobs for young people, which are essential drivers of inclusive economic growth and sustainable social development.

### **8- Entrepreneurship and private sector development**

IPA's Entrepreneurship and Private Sector Development (EPSD) program draws on research and close collaboration with entrepreneurs, firms, and policymakers to identify solutions that expand economic opportunities, foster innovation, strengthen access to finance and markets, and support sustainable business growth. The program generates and shares rigorous evidence to inform strategies that enhance firm performance and contribute to inclusive economic development.

### **9- Financial inclusion**

IPA's Financial Inclusion Program draws on research and collaboration with financial service providers, policymakers, and investors to identify solutions that expand access to affordable and effective financial services, strengthen financial resilience, promote

innovation, and protect consumers. The program generates rigorous evidence to support policies and products that help low-income households save, borrow, manage risk, and improve their financial well-being.

### **10-Human trafficking**

IPA's Human Trafficking Research Initiative draws on rigorous research and collaboration with global partners to identify solutions that prevent human trafficking, protect vulnerable populations, and strengthen support for survivors. In partnership with the U.S. Department of State's Program to End Modern Slavery (PEMS) and guided by leading scientific advisors, the initiative works to fill critical evidence gaps and inform effective policies and programs to combat this pervasive issue.

### **11-Intimate Partner violence**

IPA's Intimate Partner Violence (IPV) Research Initiative draws on rigorous research and collaboration with practitioners, communities, and policymakers to identify solutions that prevent violence against women, strengthen survivor protection, and promote safer and more equitable households. Building on IPA's leadership in expanding high-quality evidence on IPV, the initiative works to generate insights that inform effective programs and policies to substantially reduce violence worldwide.

Interested service vendors/consultants are invited to submit a bid file containing the following documents:

- A duly completed bid form;
- An extract from the Trade and Personal Property Credit Register (RCCM) Or any other exit document for NGOs;
- A copy of the Tax Existence Declaration and Taxpayer Account Number;
- A bank account statement;
- A list of the five (5) main services provided over the last three years, indicating their amount, date, and recipient (public or private), accompanied by a description in the field relevant to the application.
- Any other documents deemed useful (references; copies of contracts; certificate of satisfactory completion; etc.);

### **APPLICATION SUBMISSION**

The complete application may be submitted by email to: [fwa\\_propositions@poverty-action.org](mailto:fwa_propositions@poverty-action.org); [fwa\\_propositions@poverty-action.org](mailto:fwa_propositions@poverty-action.org) ;

with the subject line: **Call for expressions of interest IPA FWA/CI/01-122025.**  
 The deadline for submitting applications is **December 15, 2025, at 5 p.m.**  
 All documents must be submitted in French.

**1. APPLICATION SELECTION PROCEDURE**

**1.1. Selection criteria**

**1.1.1. Essential criteria**

These are the criteria that bidders must meet in order to proceed to the next stage of evaluation. If a bidder does not meet one of the essential criteria, they will be immediately excluded from the prequalification procedure. The result of the evaluation of these criteria is either “Yes” or “No.” Bids will be evaluated based on the following essential criteria:

1. Acceptance of IPA's “General Terms and Conditions of Purchase”
2. Entity not involved in terrorism and not subject to sanctions
3. Bidder fully qualified, legally authorized, and registered to provide the required goods and services
4. Entity up to date with its tax payments at least as of December 31, 2024
5. Physical existence of an office or head office (Share proof)

**1.1.2. Capacity and sustainability criteria**

Criteria used to assess the capacity, skills, and experience of suppliers in relation to the conditions. All bids that meet the essential criteria will be evaluated against the following capacity criteria. Bids that do not meet the mandatory criteria will not be evaluated further.

The capacity evaluation will be based on the documents provided by the bidders.

N°	Capacity and sustainability criteria	Score out of 100
1	Relevance and quality of past experience	35
2	Capacity and technical qualifications	35
3	Compliance with administrative and legal requirements	30

## **2. BIDDER RESPONSE DOCUMENTS**

Bidders **MUST USE** the following document to submit their bids. It comprises four sections :

- Section 1 – General Information
- Section 2 – Essential Criteria
- Section 3 – Questions on Capacity and Sustainability
- Section 4 – Bidder Checklist

**SECTION 1 – GENERAL INFORMATION**

*Please complete and sign this form and attach it to the file.*

LEGAL ENTITY			
<b>1</b>	<b>COMPANY</b>	<b>Company name:</b>	<b>Acronym (if applicable):</b>
		<b>Legal form</b>	<b>Year established</b>
<b>2</b>	<b>OFFICIAL ADDRESS</b>	<b>P.O. Box</b>	<b>Geographical address</b>
		<b>City/Country</b>	<b>Work email address</b>
<b>3</b>	<b>LEGAL REPRESENTATIVE (PERSON AUTHORIZED TO SIGN THE CONTRACT)</b>	<b>Full name</b>	<b>Work email address</b>
<b>4</b>	<b>CONTACT PERSON</b>	<b>Full name</b>	<b>Title/position</b>

NATURAL PERSON		
	First and last name	Nationality
	City/country	Geographic address
	Work phone number	Mobile phone number
	Work email address	P.O. Box
SELECTED AREAS		
1		
2		

**I, the undersigned** ..... *(name and surname of the legal representative or natural person)*  
**hereby declare on my honor that I have personally completed this form and that the information provided by me in this form and in the other documents constituting my application file is accurate and complete. I understand unequivocally that any false statement could result in the invalidation of my application and expose me to legal proceedings.**

**Date :** .....

**Signature :** .....

**SECTION 2 – ESSENTIAL CRITERIA**

**CONSIGNES – Les soumissionnaires sont tenus de remplir toutes les sections du tableau ci-dessous.**

#	Question	Réponse du soumissionnaire	
		Yes/No	Comments
1	The bidder accepts IPA's "General Terms and Conditions of Purchase" and agrees that any contract awarded to it shall be governed by the general terms and conditions.	Yes/No	Comments
2	The bidder certifies that it is not an entity subject to prohibitive measures under applicable sanctions or anti-terrorism laws, that it does not supply goods subject to sanctions by the United States of America or the European Union, and that it agrees to IPA conducting independent checks to confirm this.	Yes/No	Comments
3	The bidder certifies that they are fully qualified, authorized, and registered to establish a business relationship with IPA (which includes compliance with all relevant local country legislation).	Yes/No	Comments
4	The bidder must be up to date with their tax payments at least as of December 31, 2024.	Yes/No	Comments
5	<b>Extract from the Trade and Personal Property Credit Register (RCCM);</b>	Yes/No	Comments/Attachments
6	Copy of the Tax Declaration of Existence and Taxpayer Account Number	Yes/No	Comments/Attachments
7	Bank account certification	Yes/No	Comments/Attachments
8	Physical existence of an office or registered office	Yes/No	Comments/Attachments

**SECTION 3 – QUESTIONS ABOUT CAPACITY AND SUSTAINABILITY**

*Instructions – Bidders are required to complete all sections of the table below.*

#	Question	Bidder's response			
8	<b>Bidder's experience and performance</b> <ul style="list-style-type: none"> <li>List your five largest contracts executed since January 2021 in the selected fields</li> <li>For each reference provided, the bidder must provide a <b>Certificate of Good Performance (ABE)</b> and ensure that the client indicated agrees to be contacted by IPA.</li> </ul>	<b>Client Name</b>	<b>Type of goods, services, or benefits provided</b>	<b>Contract amount</b>	<b>Contact person (name, position, email address, and phone number)</b>
		1)			
		2)			
		3)			
		4)			
		5)			
9	<b>Are you located in Côte d'Ivoire?</b>	<b>Yes / No</b>		<b>Specify City</b>	

## SECTION 4 – BIDDER CHECKLIST

We, the bidder, hereby certify that we have completed all sections of the bidder response document:		
Nº	Section	Check the corresponding boxes
1.	Section 1 General information about the bidder	
2.	Section 2– Essential criteria	
3.	Section 3 – Capacity and sustainability criteria	

Nous, le soumissionnaire, certifions avoir fourni l'ensemble des informations et justificatifs demandés :		
Section	Required documents/supporting evidence	Specify the number of documents/supporting documents provided
<b>Essential criteria – Supporting documents</b>	Extract from the Trade and Personal Property Credit Register (RCCM);	
	Copy of the Tax Declaration of Existence and Taxpayer Account Number	
	Bank Domiciliation Certificate	
<b>Capacity criteria – Supporting documents</b>	Certificates of Good Performance (ABE)	

Successful vendors will be notified and included in IPA's prequalified vendor roster for 2 years. Prequalified vendors will be contacted for opportunities as needed.

### 3. TERMS & CONDITIONS

- a) The Call for EOI is not and shall not be considered an offer by IPA.
- b) All responses must be received on or before the date and time indicated on the Call for EOI.
- c) IPA reserves the right to accept or reject any EOI or cancel the solicitation process at any time and shall have no liability to the proposing organizations submitting EOIs for such rejection or cancellation of the request for EOI.
- d) All information provided by IPA in this Request for EOI is offered in good faith. Individual items are subject to change at any time, and all bidders will be provided with notification of any changes. IPA is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.
- e) IPA reserves the right to require any bidder to enter into a non-disclosure agreement.
- f) The bidders are solely obligated to pay for any costs, of any kind whatsoever, which may be incurred by the bidder or any third parties, in connection with the Response. All responses and supporting documentation shall become the property of IPA, subject to claims of confidentiality in respect of the response and supporting documentation, which have been clearly marked confidential by the bidder.