

Request for Proposals (RFP)

Fieldwork Execution Services for Baseline Household and Institutional Surveys

Issued by:

Carbon 4 Safe Water (C4SW), for the Carbon Aggregator Platform (CAP) Uganda Program

Issue Date:

July 7, 2026

Proposal Submission Deadline:

July 24, 2026

Anticipated Fieldwork Window:

August or September 2026

Geographic Scope:

Selected districts across the CAP Uganda program area, covering household and institutional end-users serviced by CAP's safe water project developers (see Section 5 for detail by developer and district).

1. Background

Carbon 4 Safe Water (C4SW) is coordinating the CAP Uganda carbon crediting program. The program aggregates community and institutional safe-drinking-water activities delivered by multiple developers for certification under the Gold Standard for the Global Goals (GS4GG) methodology for Emission Reductions from Safe Drinking Water Supply (SDWS, v2.0).

The GS4GG SDWS methodology requires a rigorous, statistically defensible baseline scenario assessment prior to crediting, including household- and institutional-level data on water sources, water treatment practices, boiling fuel use and stove efficiency, and household/population size. These data inform the Baseline Scenario Survey parameters (SDWS 5, 6, 8, 11, 12, 22, 23, 29) and are distinct from post-implementation monitoring.

C4SW is designing the sample size, survey forms, and randomization, in line with the GS4GG methodology and the CDM Standard: Sampling and Surveys for CDM Project Activities and Programme of Activities (or A6.4/PACM equivalent). C4SW is now seeking a qualified Ugandan field research firm to critically review the sample framework documents and once finalized, execute the baseline data collection fieldwork under C4SW's supervision.

2. Purpose of this RFP

C4SW invites proposals from qualified survey/research firms based in Uganda to provide fieldwork execution services for the CAP Uganda baseline household and institutional surveys. This RFP is for execution only. The sampling frame, randomization approach, replacement rules, and survey forms will be provided by C4SW. The selected contractor will be responsible for staffing, field logistics, data collection, field-level quality control, delivery of clean datasets, and training on C4SW's protocol.

3. Scope of Work

3.1 What C4SW will provide

- Final sampling frame(s) and target sample sizes by developer, district, and system/school.
- Eligibility criteria and definitions triggering the survey or continuation to next household (e.g., accessible boundary criteria per system type, definition of a household user vs. institutional user).
- Randomization method and household/respondent replacement rules for each system type (e.g., piped networks vs. central collection points; contexts with and without household lists or GPS points).
- Finalized survey forms (household questionnaire, institutional/school questionnaire, skip logic) and any required electronic data collection (EDC) forms.
- A training-of-trainers session (delivered by C4SW) to ensure all Gold Standard requirements are thoroughly understood by the contractor).
- Available system/community GPS locations and service-area information provided by developers, to the extent available at the time of award, and updated before the survey.

3.2 What the Contractor will deliver

- Recruitment, vetting, and training of enumerator and field supervisor teams sufficient to complete fieldwork within the agreed window.

- Execution of the C4SW-designed sampling protocol in the field, including implementation of randomization and respondent replacement procedures exactly as specified by C4SW for each system type.
- Household- and institution-level data collection using C4SW-provided forms/questionnaires, via electronic data collection (e.g., ODK, KoBoToolbox, SurveyCTO, or equivalent) unless otherwise agreed.
- Daily field-level quality control: supervisor back-checks, spot checks, and GPS/photo verification of survey data.
- Logistics management: enumerator transport, community entry/permissions, translation into relevant local languages, and coordination with developers' local staff for site access.
- Daily/weekly progress reporting to C4SW (completion rates by stratum, refusal/replacement logs, issues log).
- A final fieldwork report summarizing coverage achieved against target sample sizes, deviations from protocol (if any) and how they were resolved, and lessons learned.

3.3 Explicitly out of scope

- Design of the sampling frame, randomization method, or replacement rules.
- Design or revision of survey questionnaires or eligibility criteria without C4SW consultation
- Statistical analysis, weighting, or reporting of survey results beyond field-level completion/QC reporting (C4SW will lead analysis).

4. Baseline Survey Populations and Preliminary Sample Sizes

The table below reflects C4SW's current preliminary planning estimates. These figures are provided to give bidders a scope and cost-estimation basis; final sample sizes and stratification will be confirmed by C4SW prior to fieldwork mobilization. Bidders should propose a cost structure (e.g., a per-survey or per-day rate) that can flex with modest changes in final sample size, rather than a single fixed lump sum tied only to the figures below.

Baseline category	Population / sampling universe	Preliminary sample size	Notes
CWT/CWS household users	15,546 households	296 household surveys	Population is estimated pending confirmed household/community-served counts.
IWT institutional users	67 schools/institutions; ~108,000 students	300 individuals, proportionally allocated to schools by size	Allocation approach: districts selected first, then sample proportionally split across schools within each selected district by enrollment.

5. Geographic Scope by District

The table below lists the preliminary districts where system installation is planned for each developer. These are the working geographic footprint for cost and logistics planning. Not all these locations must be visited and sampled by surveyors.

Confirmed districts (GPS-backed sites on file)	Component	Households/Schools	Possible Sample Size
Kasese	CWT/CWS (household)	3,000	57
Bukomansimbi, Sembabule, Gomba	CWT/CWS (household)	7,495	143
Kamuli, Kapchorwa, Kabarole, Rukungiri, Wakiso	IWT (institutional/school)	67	300 individuals or 60 schools
Hoima, Kikuube, Kakumiro, Kamwenge, Mubende, Kyenjojo, and more	CWT/CWS (household)	5,051	96

*Still finalizing sample plans

6. Indicative Timeline

Fieldwork is targeted to take place in August 2026. Bidders should confirm in their proposal their ability to meet this window or propose adjustments with justification.

Milestone	Indicative Date	Notes
RFP issued	July 7, 2026	
Deadline for clarification questions	July 13, 2026	Submitted in writing (Section 10)
Proposals due	July 20, 2026, 17:00 EAT	
Evaluation and shortlist / clarification calls	July 7–22, 2026	If needed
Contract award	July 24, 2026	
Mobilization, protocol handover, and enumerator training	July 25-31, 2026	Led by C4SW; contractor coordinates logistics
Fieldwork	August 2026	Exact start/end confirmed at award
Final data delivery (cleaned datasets)	By September 5, 2026	Rolling delivery during fieldwork; final package at close
Final fieldwork report submitted	By September 12, 2026	

7. Contractor Qualifications

Bidders must be legally registered to operate in Uganda and demonstrate the following minimum qualifications:

- Experience conducting household and/or institutional survey fieldwork in Uganda, ideally including WASH, public health, education, or carbon credit project survey work.
- Experience with electronic data collection platforms (e.g., ODK, KoBoToolbox, SurveyCTO) and GPS/photo-enabled data capture.
- Local language capacity relevant to the CAP Uganda program districts.

8. Proposal Requirements

Proposals should be concise (technical proposal not to exceed 10 pages) and organized as follows:

7.1 Technical / Field Execution Approach

1. Company profile, registration, and relevant experience
2. Proposed field team structure (enumerators, supervisors, field coordinator)
3. Proposed data collection technology/platform, offline data capture capability, and data transmission/backup procedures.
4. Logistics plan: transport, community/school entry procedures, coordination with developer field staff, and language coverage by district.

7.2 Cost Proposal

Bidders should submit a cost proposal structured to allow C4SW to compare value and to flex with sample-size adjustments. At minimum, include:

- A per-survey (or per-respondent) rate for household surveys and for institutional/school-based individual surveys, respectively.
- Fixed costs shown separately from variable per-survey costs.
- Any travel, transport, or per-diem assumptions underlying the rates.
- Total proposed cost based on the preliminary sample sizes in Section 4
- Payment milestones proposed (e.g., mobilization, interim delivery, final delivery).

10. Submission Instructions

- Clarification questions must be submitted in writing by July 21, 2026 to the contact listed below. Consolidated answers will be shared with all bidders who have registered interest.
- Proposals must be submitted by July 24, 2026, by email to the contact below, with the subject line: “RFP CAP-BASELINE — [Bidder Name]”.
- Proposals should be submitted in PDF format. Cost proposals may be submitted as a separate Excel workbook.

Contact: TJ Askew — Carbon 4 Safe Water (C4SW) — tjaskew@carbon4safewater.org