



## **Request for Proposal (RFP)**

### **Engagement of a Third-Party Agency for Baseline & Endline Data Collection and Data Entry in Bihar and Jharkhand (2025-2026)**

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#### **1. Overall Purpose:**

WorldBeing India Foundation invites qualified research agencies or survey firms to submit proposals to carry out **quantitative data collection and data entry** for the evaluation of the **InLight Project** in Bihar and Jharkhand, India. The assignment covers **one baseline (2025)** and **one endline (2026)**. Agency submitting proposals should factor both baseline and endline process.

#### **2. Background of InLight India program:**

By 2030, To make mental, emotional and social wellbeing an integral, guaranteed component of public education for adolescents in India—enabling them to build self-belief, agency and resilience, improve health and education outcomes, and advance gender equity.

#### **Program Objectives**

- I. **Systems Integration:** Embed evidence-based wellbeing curricula and teacher training into state education and tribal welfare systems (policies, pre-/in-service training, textbooks, and M&E frameworks) in at least five “Wellbeing Champion States,” beginning with Bihar and Jharkhand.
- II. **Quality Programming at Scale:** Deliver weekly, curriculum-aligned wellbeing sessions through trained government teachers (Grades 6–8), with fidelity and quality assurance in five “Wellbeing Champion States,”
- III. **Capacity Strengthening:** Train 150,000 Master Trainers and teachers in five “Wellbeing Champion States,” to facilitate resilience, mental health and gender-equity content effectively.
- IV. **Evidence & Learning:** Generate and utilize robust monitoring and evaluation evidence (including retrospective and prospective assessments) to demonstrate impact on mental/physical health, self-efficacy, emotional regulation, goal-setting, school engagement/performance, and gender attitudes, and to inform adaptive management.
- V. **Advocacy & Partnerships:** Conduct coordinated state- and national-level advocacy (workshops, forums, policy dialogues) and build a coalition of governments, NGOs, academic institutions, and funders to secure sustained investment in youth wellbeing within India’s education ecosystem.
- VI. **Equity & Inclusion:** Prioritize marginalized groups—particularly adolescents living in poverty in five “Wellbeing Champion States,” —ensuring gender-responsive, culturally contextualized programming that addresses barriers to education and wellbeing.

### 3. Scope of the RFP:

- **Study title:** *Evaluation of InLight Project in Bihar & Jharkhand, India*
- **Timeline-** Baseline 2025 and Endline 2026
- **Geographic scope:**
  - o **30 government Lab Schools across 10 districts in Bihar.**
  - o **18 Tribal Welfare residential schools (Ashram & Eklavya Model Residential Schools) in 15 districts <sup>1</sup>of Jharkhand** (excluding Ramgarh and Deogarh districts).
- **Target sample (survey):** ~1,800 students & 60 teachers (**Bihar**); ~1,000 students & 36 teachers (**Jharkhand**).

The baseline and endline evaluations aim is to learn about outcomes and implementation of the InLight India intervention in Bihar and Jharkhand.

The specific objectives are to understand what changes occur among students and Teachers at schools benefiting from the intervention.

#### I **Main Exposures and Outcomes:**

The main exposure this study intends to measure the participation in the InLight India intervention. Data analysis will also consider student, teacher and school background characteristics, including but not limited to age, gender, caste, religion, home language, and socio-economic status. The study will also collect information on teacher impressions of and experiences with their training.

A list of outcomes and measures for this study is presented below in Table 1.

**Table 1. Study Outcomes and Proposed Measures**

Outcomes	Measures
<b><i>Student outcomes</i></b>	
Increased knowledge of their own assets and skills	● Likert-scale and multiple-choice survey items assessing confidence to use and apply concepts covered in the InLight India curriculum
Increased emotional resilience	● Changes in the Connor-Davidson Resilience Scale (Connor & Davidson, 2003)
Improved peer-level sense of belonging at school	● Changes in the Classroom Life Scale - Peer Personal Support Subscale (Van Ryzin et al., 2009)
Improved relationship between teachers and their students at school	● Changes in the Teacher Support and Attunement Scale (Whitehead et al., 2021)
Improved personal psychological well-being	● Changes in the EPOCH Adolescent Wellbeing Measure (Kern et al., 2016)
Improved gender attitudes	● Changes in the Roles in Society subscale of the Gender Equality Attitudes Study (UN Women, 2022).
Improved Health and Care-Seeking Behaviors	● Likert-scale and multiple-choice survey items assessing confidence to use and apply concepts covered in the InLight India curriculum

<sup>1</sup> This is a rough estimated number, however it might decrease depending on the final sampling. The agency should keep 15 as maximum while estimating financials.

Outcomes	Measures
<b>Teacher outcomes</b>	
Increased knowledge of psychosocial assets and skills	<ul style="list-style-type: none"><li>• Likert-scale and multiple-choice survey items assessing confidence to use and apply concepts covered in the InLight India curriculum</li></ul>
Increased emotional resilience	<ul style="list-style-type: none"><li>• Changes in the Connor-Davidson Resilience Scale (Connor &amp; Davidson, 2003)</li></ul>
Increased classroom management skills	<ul style="list-style-type: none"><li>• "Punishment," "Rewards and Recognition," and "Aggression" subscales of the Behavior Interventions and Motivational Strategies (BIMS) Questionnaire (Pas et al., 2015)</li></ul>
Decreased feeling of burnout	<ul style="list-style-type: none"><li>• Work-related Burnout subscale of the Copenhagen Burnout Inventory (Kristensen et al., 2005)</li></ul>
Improved teacher-student relationship	<ul style="list-style-type: none"><li>• Self-report item on improvement to teacher-student relationships</li></ul>

## **II Evaluation Design and Approach**

For this study, a **quantitative approach** involving Class 7 and 8 students and their teachers has been identified. Changes in outcomes will be measured using a survey tool.

The student survey tool contains questions on students' socio-demographic background, psychosocial assets and skills, resilience in confronting challenges, peer and teacher relationships at school, personal wellbeing, gender attitudes, health and care-seeking behaviors (including substance use and menstrual health), and participation in InLight India wellbeing sessions.

The teacher survey includes questions about teachers' knowledge and confidence in key concepts and facilitation skills, resilience, teaching behaviors, and burnout.

### **- Study Population**

**In Bihar**, all components of this study will take place in government Lab Schools<sup>2</sup> located in **10 districts** (Banka, Begusarai, Bhojpur, Darbhanga, Gaya, Lakhisarai, Munger, Nalanda, Purnia and Sitamarhi). The schools in this study will include a randomly selected subset of 30 Lab schools implementing InLight India.

**In Jharkhand**, the study will be conducted in Ashram and EMRS schools. A total of 18 schools will be randomly selected from the 29 identified residential schools in 15 districts of Jharkhand (excluding Ramgarh and Deogarh districts).

At the student level, the study population will include girl and boy students in Class 7 and 8 from the selected schools. At the teacher level, the study population will include teachers trained to conduct the program at the selected Lab schools (two teachers for Class 7<sup>th</sup> and 8<sup>th</sup>).

### **- Sampling Strategy**

**Bihar:** The quantitative portion of the study will include a random selection of 30 Lab Schools implementing InLight, India interventions. At each school, all Class 7 and 8 students will be given the opportunity to complete the student survey. We anticipate an overall sample of 1800 students (60 per school) for the student survey in Bihar. The two teachers (for Classes 7<sup>th</sup> and 8<sup>th</sup>) trained at each

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<sup>2</sup> Lab schools in Bihar are model schools which are resourced with modern technology and conduct advanced maths, science and hands-on learning for the students.

school to conduct the program (60 teachers total) will also be invited to participate by filling out teacher surveys.

**Jharkhand:** From the 29 residential schools where the program is currently being implemented, we will randomly select 9 boys' schools and 9 girls' schools for an equal proportion of genders.

We anticipate a total sample size of 1,000 students in Jharkhand. Because the program is conducted in a staged manner in which the first year of implementation only Grade 7 receives the program and during the second year of the implementation both Grades 7 and 8 receive the program, sample size will differ accordingly across schools based on year of implementation. The sample will thus comprise 80 students (40 students each from Grades 7 and 8) per school across 6 ASHRAM schools for which this program year is the second year, plus 40 students (from Grade 7) per school across 12 ASHRAM and EMRS schools for which this program year is the first year. The two teachers (for Classes 7<sup>th</sup> and 8<sup>th</sup>) trained at each school to conduct the program (36 teachers total) will also be invited to participate by filling out teacher surveys.

#### **- Data Collection Tools**

Quantitative data on student and teacher outcomes through paper-based surveys administered prior to and at the completion of the InLight India curriculum will be conducted by the selected agency. For teachers, the agency needs to identify the best process to collect survey data and share this as part of the data collection plan deliverable. The data agency will receive the finalized, translated tools from WBIF.

### **III Data Collection Training**

**Quantitative Data Collection Training.** WBIF will be hosting a data collection tool training with the selected agency. The data collection training will last 4 days, including one day of enumerators' practicing the survey tool. The selected agency will decide the number of enumerators. The enumerators should speak the local language and have past experience in data collection.

### **IV Ethical Considerations**

#### **- Psychological Risks to Participants**

Adolescents and teachers may feel nervous or uncomfortable answering personal or sensitive questions on gender norms, resilience (self-esteem, communication, social skills, support), or school relationships. Some students might disclose upsetting personal experiences; teachers may worry their answers could be judged by administrators despite assurances of confidentiality. To mitigate this, participation is voluntary, questions can be skipped, and participation may be stopped at any time. Surveys are administered with physical spacing or private settings to protect privacy. Data collectors are trained to act with seriousness, respect, and professionalism, and to debrief participants. Although distress has been rare in past WorldBeing studies, elevated distress will trigger immediate referral to a clinical psychologist (with parental permission) and, if needed, onward referral to local services.

#### **- Confidentiality**

The main risk is breach of confidentiality. Personal data will be collected privately and stored using unique identifiers, separating identities from survey responses. The linkage file (identifiers to codes) will be encrypted, password-protected, accessible only to WorldBeing's MEL team and the data collection agency, and destroyed after final data collection. All

research staff will sign confidentiality pledges and are prohibited from sharing participant information outside the research team.

- **Informed Consent**

Written parental consent (or legal guardian consent) and child assent are required for minors; teachers provide their own consent. Trained data collectors will read consent/assent forms aloud in Hindi, and participants may keep a copy.

- **Bihar (day schools):** Students take consent forms home; signed forms are returned to the head administrator. Staff may follow up with parents by phone.

- **Jharkhand (residential schools):** Consent forms are sent home during vacation periods. Data from students will be collected only after parental consent and child assent; teacher data will be collected only after teacher consent.

#### 4. Key tasks and workstreams:

Workstream	Key Tasks
A. Preparation & Training	<ul style="list-style-type: none"><li>• Attend 4-day WorldBeing-led training covering survey instruments, mental health and wellbeing concepts, child-protection and confidentiality procedures.</li></ul>
B. Field Data Collection	<ul style="list-style-type: none"><li>• Deploy 4 enumerators per school; obtain informed consent/assent; administer paper surveys in private settings; manage logistics with school heads.</li></ul>
C. Data Entry & Quality Control	<ul style="list-style-type: none"><li>• Double-enter 20% of filled in questionnaires in Epi-data; resolve discrepancies; assign unique IDs; deliver clean data files.</li></ul>
D. Ethical & Data-Security Compliance	<ul style="list-style-type: none"><li>• Uphold participant privacy; sign confidentiality pledges.</li></ul>

#### Note for preparing proposal

- The selected agency will not be required to develop the tools as it has already received IRB clearance and developed by Worldbeing India.
- The selected agency is required to provide data collection and data cleaning.
- Analysis and report writing are not part of this contract so please ensure the agency does not include it in the financial proposal.
- The data collection timeline is contingent upon government priorities. During kick-off and submission of first deliverable, depending upon the situation in state, data collection can happen simultaneously in both Bihar and Jharkhand, or it can be rolled out one after the other. Agencies should incorporate this factor in their proposal.

## 5. Timeline & Key Deliverables:

Key deliverables	Estimated days	Responsibility
1. Kick off meeting with agency	<b>1 day</b>	WorldBeing India
2. Baseline Data collection plan including field plan to be submitted by agency	<b>3 days</b>	Selected Agency
3. Enumerator training (baseline- 2025)	<b>4 days</b>	WorldBeing India
4. Baseline data collection (both states)	<b>13 days*</b>	Selected Agency
5. Cleaned baseline dataset delivered	<b>10 days</b>	Selected Agency
6. Endline Data collection plan including field plan to be submitted by agency	<b>2 days</b>	Selected Agency
7. Enumerator refresher training (endline- 2026)	<b>4 days</b>	WorldBeing India
8. Endline data collection (both days)	<b>13 days*</b>	Selected Agency
9. Cleaned endline dataset delivered	<b>10 days</b>	Selected Agency
<b>Total days of engagement by Agency</b>	<b>60 days</b>	

Agency is expected to share financial proposal on basis of the total days of engagement as per table above

\*Agency can simultaneously roll out the survey in two states, or depending on the circumstances do it one after the other.

## 6. Payment schedule:

Key deliverables	Payment %
1. Kick off meeting with agency	-
2. Baseline Data collection plan including field plan to be submitted by agency	<b>10%</b>
3. Enumerator training (baseline- 2025)	-
4. Baseline data collection (both states)	20%
5. Cleaned baseline dataset delivered	20%
6. Endline Data collection plan including field plan to be submitted by agency	<b>10%</b>
7. Enumerator refresher training (endline- 2026)	-
8. Endline data collection	20%
9. Cleaned endline dataset delivered	20%
<b>Total</b>	<b>100%</b>

## 7. Supervision and coordination:

The selected agency will be reporting to the Deputy Director for overall approvals. For day- to-day technical advice, the agency will be working with the National LME Manager. Field coordination and data collection process monitoring will be done by the State LME manager and the agency will need to work closely with state program teams from both Bihar and Jharkhand.

## **8. Team composition and qualification:**

The selected Agency should have the following qualifications and experience:

### **Required Skills:**

- Ability to innovate, take risks, and document learnings.
- Ability to work in a team, develop synergies and establish effective working relations with WBIF team members.
- Demonstrated ability to achieve results and meet deadlines in a demanding environment.
- Strong interpersonal and communication skills, resourcefulness, initiative, maturity of judgment, and the ability to cope with situations that may pose conflict.
- Openness to change and ability to receive/integrate feedback.
- Flexibility in terms of scope and needs of work.

### **Preferred Skills:**

- Have experience leading similar evaluations/studies on adolescent mental health, well being and protection issues.
- Have strong experience in quantitative studies.
- Cultural sensitivity with demonstrated experience working in rural communities/contexts like the targeted project area.

### **- Team Roles and Responsibilities**

#### **Team Leader background:**

**Education:** Master's degree public health, social science, or Management (including monitoring and evaluation) or in the project-relevant fields: Adolescent mental health, well-being and protection.

**Work Experience:** A minimum of seven years of progressively responsible professional experience in programme/project evaluation is required. Experience working in India, especially in Bihar and Jharkhand, is preferable.

**Languages:** Fluency in English and Hindi is necessary.

A team leader will be expected but not limited to;

- The team leader will be the prime contact for WBIF for official communication.
- Recruitment and management of enumerators/data collectors.
- Organize and facilitate data collection training (quantitative) for the team members.
- Ensure quality of the data collection (sample check) and daily random quantitative data quality checks of uploaded data if needed for any rectification (support provided by Senior M&E Coordinator, WBIF if need be)
- Monitor the enumerators during data collection, conduct daily de-brief meetings, and share the critical findings for future learning.
- Ensure that the work for both baseline and endline is seamlessly completed without any retention issue.

#### **Data Collector Background-**

**Education:** Minimum Graduation in public health, social science, or Management (including monitoring and evaluation) or in the project-relevant fields: Adolescent mental health, well-being and protection.

**Work Experience:** A minimum of five years of progressively responsible professional experience in research and data collection projects. Experience working in India, especially in Bihar and Jharkhand, is preferable.

**Languages:** Fluency in Hindi and tribal dialects for Bihar and Jharkhand will be essential to be considered.

Data collectors will be expected but not limited to;

- Actively participate in data collection training (quantitative)
- Timely and quality data collection (quantitative).
- Participate in the daily debrief meetings during data collection.
- Uphold the ethics and confidentiality at the highest level.

## **9. Submission Requirements and criteria for assessment of proposal**

*WBIF Technical Evaluation team will comprise of Deputy Director- India, National LME Manager, State LME Manager and Senior LME Advisor, USA. Approval of the shortlisted agency will be done by the Country Director and VP, India as per recommendation of the Technical Evaluation team.*

**9.1. Technical Proposal (70%):** All interested agencies will submit their organisation's/ individual profile with the following information in a **word document format not exceeding 10 pages:**

- I. General information of the Organization/ Individual: Organization overview and its website; for the individual – resume not more than 1 page
- II. Experience on similar assignments (*not to exceed two pages*): Detail of similar kinds of assignments done in the past.
- III. Sample: Provide a sample of similar assignments undertaken previously as appropriately feasible.
- IV. Approach: Please provide details on the approach that will be undertaken for the assignment, including possible steps. Please feel free to draft this in the best possible way.
- V. Proposed team expertise: Provide the list and briefly describe the team, indicating the role of the proposed individuals and CVs of team members; for individuals, only a resume will work.
- VI. Reference: Please provide at least 1 reference with whom similar assignments have been done.

**9.2. Financial Proposal (20%)** - A separate financial proposal must be submitted and categorised as consulting fees, logistics, accommodation fees, and GST for conducting the baseline study.

**9.3. Technical presentation (10%)**- Only shortlisted agencies who have scored over 80% will be selected for the final assessment step of a technical presentation. The agency will be requested to prepare not more than 10 slides to take through their proposed plan as outlined in the RFP. Agencies from Delhi will be invited for a face-to-face meeting, agencies outside Delhi will be connected via online.

## **9.4. Instructions and Deadlines for Responding**

Submit your complete application by email to **wbi-jobs@worldbeing.org** latest by 24:00 Hrs. on 18/08/25. The subject line of the email should read: ***“(agency name) Submission for data collection and data entry agency for InLight Project in Bihar & Jharkhand, India.”***



*Only shortlisted candidates will be connected for the final assessment step as WBIF is a small team and reaching out to all applicants will pose difficulty.*

**10. Terms & Conditions:**

1. WorldBeing is not bound to select any proposal and may cancel the process at any time.
2. All data collected remain the intellectual property of WorldBeing; the agency may not share or use the data for other purposes without written consent.
3. Payments will be milestone-based upon satisfactory completion and acceptance of deliverables.
4. The selected agency shall comply with all child-protection standards and national research ethics regulations.