



RERA DESIGN PLAN TEMPLATE

AT A GLANCE

- A template for use by the RERA Team to explain how the RERA will be carried out.

TEMPLATES INCLUDED

- RERA Design Plan Template

HOW TO USE THIS TOOL

- Download, adapt, and complete the template once the RERA parameters have been defined.
- Refer to other RERA Tools, particularly Tools 8, 9, and 10, to complete this template.
- Consultation with USAID Mission Education staff is recommended.

TOOL 5: RERA DESIGN PLAN TEMPLATE

Table of Contents	
Acronyms	
RERA Purpose	<ul style="list-style-type: none"> Clearly define the RERA purpose (why it is being conducted now) and audience(s).
Background	<ul style="list-style-type: none"> Outline the context within which the RERA has been procured or commissioned. If the RERA is taking place within an existing activity, describe the original problem or challenge that the activity is designed to address. State the underlying development hypothesis, or causal logic, of the activity or the broader project of which the activity is a part.
Methodology and Limitations	<ul style="list-style-type: none"> State the overarching approach to answering the main RERA research questions, including how sub-questions will be selected and adapted to context and how they relate to the main RERA research questions. Explain the process by which the primary data sample will be selected. Specify the measures to be taken to uphold conflict sensitivity. Identify any limitations to the RERA methodology and challenges to RERA implementation and how these will be addressed.
Work Plan	<ul style="list-style-type: none"> List key RERA deliverables and the corresponding responsible RERA Team members, logistical issues, key meetings, and stakeholders, within an overall delivery timeline.
Data Collection Plan	<ul style="list-style-type: none"> Lay out the overall approach for collecting data. Describe how the desk review will be organized, including the secondary data sources to be used. Describe the primary data collection (fieldwork) methods to be used (e.g., FGDs, KIs, surveys), and how data will be organized, stored, and protected. Outline the primary data collection site planning steps, including ethics, safety and security, participant identification, stakeholder coordination, and logistics. Specify how RERA implementation will engage stakeholders and partners. Summarize the steps to be taken to recruit and train consultants/enumerators, if applicable.
Data Analysis Plan	<ul style="list-style-type: none"> Describe how the data will be analyzed (including disaggregation, triangulation, and coding and sorting) and how findings will be developed.
Final Report	<ul style="list-style-type: none"> Explain how the Final Report, particularly conclusions and recommendations, will be developed, validated, and finalized.
Annex I: RERA Statement of Work	
Annex II: Data Collection Instruments and IRB materials	
Annex III: RERA Team Estimated LOE and Staffing Plan	
Annex IV: RERA Team Roles and Responsibilities Matrix	