

UNDP-IRH-RFP-2017-04
Regional Roma Survey
Pre-proposal conference meeting notes

Tuesday, May 02, 2017

Pre-proposal conference was held for an hour conference call via Sykpe 5/2/2017 11:30 AM

UNDP

Tugce Akpek – Procurement Assistant
Jasmina Papa – Project Manager
Ieva Vezbergaite - Junior Consultant
Meltem Bayrambey – Project Associate

Attended Bidders

Hakan Demirbuden - UDA Consulting
Yusuf Yuksel - SAM Consultancy
Rami Nabulsi - TN Tech
Murat Cevik – Akademia Ltd.
Hakki Hakan YILMAZ – Akademia-Ltd
Jelena Krstic - IPSOS
Neset Karaca - GOPA

Project Manager Jasmina Papa briefly introduced the Regional Roma Survey project and overview of what is expected from data collection company.

- Reference is ToR.
- Constructing sample of marginalized Roma, 750 Roma households and 350 non-Roma households in each country and territory. Two alternative versions of questionnaires are developed: 170 questions and 180 questions. Bidders are invited to submit financial proposal for both versions.
- CAPI is preferred over PAPI.
- Questionnaire needs to be translated and pre-tested in each country and territory. Results need to be reported to UNDP and WB, so the final questionnaire would be constructed based on the results of pre-testing.
- The company is expected to develop and organize trainings for interviewers. We expect two interviewers for each household (one male and female); and where possible Roma interviewers should be engaged.
- There will be workshops organized by UNDP and World Bank with National Statistical Offices on sampling and overall methodological approach. The company is expected to take active role in these workshops.
- Survey should be fielded in September and the previous experience showed that it is possible to conduct fieldwork in about 8 weeks working simultaneously in all countries and territory.
- Companies are expected to prepare fieldwork reports and overall synthesis report; and the final report on the work that has been completed under the tender.

Questions:

Murat Cevik – Akademia-Ltd

Q1: In case of consortium, will experience will be evaluated for the whole consortium or for the leading company only?

A1: As long as you have experience, there is no issue in evaluation. It considered as a joint venture, so the experience will be evaluated as a whole.

Q2: What is involvement of UNDP and World Bank each?

A2: The project is implemented by UNDP and funded by EC. WB is end user of data and that is why WB is involved in the preparations. In developing questionnaires and sampling, World Bank will have their inputs. World Bank will evaluate the soundness of data as well. However, , the contract is between UNDP and the company.

Hakkı Hakan YILMAZ – Akademia-Ltd

Q1: Please clarify the sample: one sample is 750 Roma and 350 non-Roma households, and alternative proposal was 750 households in total?

A1: Please be informed that correct sample numbers are as follows: 750 Roma and 350 non-Roma households for each country and territory.

Q2: What is the role of the company in finalizing the questionnaires prepared by UNDP and WB?

A2: Company receives pre-finalized questionnaire. The role of company is to inform us if the questionnaire is sound in terms of data collection and analysis, how the questionnaire would work in practice and in what ways it could be improved. Then company will format the questionnaires, translate them in languages of countries and territory where survey will be fielded, print the questionnaires (in cases PAPI is used).

Rami Nabulsi – TN Tech

Q1: Regarding questionnaires, we understand that there are 170 questions for Roma sample and 180 for non-Roma sample?

A1: There will be two alternatives of financial proposals for questionnaire numbers of 170 and 180 for the Roma samples which is 750 Roma and 350 non-Roma households.

Q2: The questionnaire is rather long, could you tell us more are these Yes/No questions, are there open-ended questions?

A2: Questionnaires have several modules: on socio-economic status of the household and members of the households, status of the household, early childhood development, income module and module with randomly selected household member on attitudes and values.

Q3: Can the questionnaire be shared in advance so we could assess them?

A3: The current versions of questionnaire cannot be shared, but you may use as reference 2011 survey's questionnaire (<http://www.eurasia.undp.org/content/rbec/en/home/ourwork/sustainable-development/development-planning-and-inclusive-sustainable-growth/roma-in-central-and-southeast-europe/roma-data.html>). The current version of questionnaire is revised and shortened version of 2011 questionnaire.

Q4: UNDP and EU commission would like to have free access to data?

A4: UNDP would like to ask for information about data collection and inputs in any stage of data collection.

Q5: So there is no requirement in electronic platform of data collection?

A5: This would be beneficial.

Q6: Expected output is Excel and Stata file?

A6: Yes

Q7: Is expected fieldwork 8 weeks?

A7: The previous experience of fielding the survey shows that 8 weeks of data collection in each country and territory simultaneously is possible

Yusuf Yuksel - SAM

Q1: Can acknowledgment letter be in email format or does it have to be printed and signed?

A1: Sending by email will be enough.

Q2: Do you announced the range of the unit costs for each item, or is it open?

A2: We do not announce the budget, you (as a bidder) need to inform what is your expected and estimated total amount, and you should provide the breakdown of items.

Q3: Does the company need to have offices in each country?

A3: The survey will be fielded simultaneously in each country and territory, and it would be easier (for logistical reasons) if the company has a branch in each country and territory, but this is not a requirement and it depends on the structure of the company.

Hakkı Hakan YILMAZ – Akademia-Ltd

Q1: Can the deadline be extended, given that it is a large tender and it takes long time for a company to establish network in all 7 countries (for consortium purposes).

A1: We plan to stick to the deadline, but based on proposal we receive, we might extend it.

Jelena Krstic - IPSOS

Q1: Please clarify samples. Is second option is 750 households in total?

A1: Sample is 750 Roma and 350 non-Roma households in each country and territory in both versions.

Q2: On report structure. ToR page 42 indicates that report must have “findings” of the survey? Do you expect narrative report on survey?

A2: We do not expect companies to analyze data and provide anything other than technical report on the fieldwork.

Q3: On pricing schedule for each deliverable. According to the template, each deliverable has to be split between expert fees and other fees. Does subcontracting costs go under “other fees”. Do we have to indicate expert fees only from leading office or should expert fees of other subcontracted offices be indicated as well?

A3: Ideally we would like to see information and costs of subcontractors (breakdown of costs) and excel can be modified and lines added depending on subcontractor.

Neset Karaca - GOPA

Q1: Can potential bidders have a access of World Bank ongoing work (mentioned in ToR) to make better analysis regarding the target groups.

A1: At the moment, neither UNDP nor WB is collecting quantitative data, but you can use previous survey of 2011 as a reference (<http://www.eurasia.undp.org/content/rbec/en/home/ourwork/sustainable-development/development-planning-and-inclusive-sustainable-growth/roma-in-central-and-southeast-europe/roma-data.html>). This will inform bidders on the preparation of the proposal.

Q2: Can you clarify on UNDP standards for analytical report/ availability of template for the final report.

A2: UNDP will provide overview of expectations on standards of the final report to the selected company