



## REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: March 25, 2019
	REFERENCE: UNDP-SOI-RFP-2019-013

Dear Sir / Madam:

We kindly request you to submit your Proposal for **The Solomon Islands Peace Building Fund II Perception Survey**.

Please be guided by the form attached hereto as Annex 2 and 3, in preparing your Proposal.

Proposals may be submitted no later than **Monday, April 08, 2019 by 12:30 pm, Honiara time**, by email or courier to the address below:

**United Nations Joint Presence Office**  
UNDP, Ground Floor, ANZ Haus, Prince Philip Highway,  
Honiara, Solomon Islands  
Tel: +677 27446  
Email: [soi.bids@undp.org](mailto:soi.bids@undp.org)

Your Proposal must be expressed in the English, and valid for a minimum period of 90 days

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsccl/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsccl/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Rohana Dissanayake  
Operation Manager  
25 March 2019

## Description of Requirements

Context of the Requirement	<p>In view of the RAMSI<sup>1</sup> drawdown and the need to maintain peace and stability, the Government of Solomon Islands and United Nations Development Programme (UNDP) are jointly implementing innovative and catalytic initiatives to strengthen national capacity for sustaining peace including the engagement of women and youth in peace and reconciliation. The project aims to support sustaining peace in Solomon Islands in the immediate post RAMSI and election period through inclusive implementation of solutions addressing impediments to peace and development as identified in the national communique and agreed at the national / provincial dialogues, women and youth summits. The project also aims to build consensus and facilitate initiatives to address key peacebuilding challenges such as on reparations/reconciliation; land disputes; governance and social cohesion, in an inclusive manner, taking into account the voices of women and youth together with men. It will also help establish and institutionalize structures at the provincial level to help address the key peacebuilding challenges.</p> <p>In order for the Peace Building Fund (PBF)-[Phase-II] project to have credible and concrete information for the contribution and attribution analysis related to the impact of the project, the UN Peace Building Fund II Project will conduct a perception survey/study on peacebuilding, using qualitative and quantitative research methods to generate evidence-based information, especially against the results framework, relevant to peace building, reconciliation and stability. An independent research institution will administer this Perception Survey in early-mid 2019 which is designed to be a follow up from an earlier Perception Survey conducted in 2017. The contractor will therefore build on the results of the 2017 survey where possible, tracking any longitudinal trends using common indicators. However, the current Perception Survey will be more limited in scope compared to the first, and will focus on 4 specific geographical areas where the Peace Building Fund Project has been most engaged.</p> <p>UNDP will be looking for strong technical proposals which describe how the contractor will approach the Perception Survey, along with a detailed methodology, sampling strategy, how the contractor intends to align the current Survey with the previous, any immediately apparent risks or issues foreseen, and any enhancements or suggestions to improve the survey in order to capture public perceptions on the two main outcome areas for the Peace building project.</p>
Implementing Partner of UNDP	<p>Ministry of National Unity, Reconciliation and Peace (MNURP)  Ministry of Women, Youth, Children and Family Affairs (MWYCFA)  Prime Minister Office (PMO)  USP, SINU, NGOs</p>

<sup>1</sup> Regional Assistance Mission to Solomon Islands - created in 2003 in response to a request for international aid by the Governor-General of Solomon Islands. The mission officially ended on 30 June 2017

Brief Description of the Required Services <sup>2</sup>	<ul style="list-style-type: none"> <li>• The Perception survey/study will include collection and analysis of data corresponding to the original survey baseline of 2017. The survey report will retrospectively present achievements against project targets and draw a comparison of the end line data findings against the baseline data. It will highlight significant trends, important gaps and any other findings of interest.</li> <li>• The 'Bigger Picture' for Strategic Vision Assessment: Another objective of the Perception survey/study is to gather data with a forward-looking focus to draw on objective and concrete information that might inform future, Peace Building activities.</li> </ul>
List and Description of Expected Outputs to be Delivered	<p>The service providers will deliver the following outputs:</p> <ul style="list-style-type: none"> <li>• Secondary research/desk review and development of gender-sensitive Perception methodology and sampling strategy.</li> <li>• Perception survey/study tools/questionnaires design and finalization.</li> <li>• Development of training manual and training of Enumerators.</li> <li>• Pre-testing and finalization of Perception survey/study tools.</li> <li>• Administration of the survey (data collection in the field) as per agreed sample strategy with UNDP-PBF team and Government Counterparts.</li> <li>• Data entry, cleaning and tabulation.</li> <li>• Data analysis and presentation of initial report of findings (including case studies/success stories).</li> <li>• Submission of final report after incorporation of feedback by UNDP-PBF and other stakeholders involved in the project.</li> </ul>
Person to Supervise the Work/Performance of the Service Provider	UNDP-PBF Project Manager
Frequency of Reporting	<i>Based on agreed outputs</i>
Progress Reporting Requirements	One inception report, one interim (draft) report and one final report. Informal updates on the detailed workplan on an ad-hoc basis.
Location of work	Honiara, Solomon Islands with some provincial travel

<sup>2</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Expected duration of work	8 weeks after signing the contract agreement.
Target start date	22 April 2019
Latest completion date	17 June 2019
Travels Expected	The selected service provider will include travel related costs to Honiara from their home countr(ies) to complete this assignment.
Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	No
Implementati on Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Local Currency
Value Added Tax on Price Proposal <sup>3</sup>	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes

<sup>3</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.		
Partial Quotes	<input checked="" type="checkbox"/> Not permitted		
Payment Terms <sup>4</sup>	No	Deliverables/Outputs	Payment amount
	1	<ul style="list-style-type: none"> <li>Inception Report: Finalize inception study design, tools after tools testing &amp; detailed field plan/workplan.</li> <li>Training Report: Training of enumerators and finalization of tools after tools-testing exercise</li> </ul>	30%
	2	Quantitative & qualitative data collection and analysis, including presentation	25%
	3	Data interpretation and presentation of key findings, both quantitative and qualitative	20%
	4	Final approved report	25%
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Program Manager -PBF & M&E specialist		
Type of Contract to be Signed	Professional Services Contract		
Preliminary Examination	UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, whether or not the Proposer is in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's list of suspended and removed vendors, and whether the Proposals are generally in order, among other indicators that may be used at this stage.		
	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution).		

<sup>4</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

Criteria for Contract Award	<p>The total score for each proposal will be calculated independently by the following formula:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Rating the Technical Proposal (TP):</p> <p><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP)</p> <p>Rating the Financial Proposal (FP):</p> <p><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><b>Total Combined Score:</b></p> <p style="text-align: center;">(TP Rating) + (FP Rating) x Weight of FP (30%)</p> <p style="text-align: center;"><b>Total Combined and Final Rating of the Proposal</b></p> </div> <p><input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</p>												
Criteria for the Assessment of Proposal	<p><b>Technical Proposal (70%)</b></p> <p><input checked="" type="checkbox"/> Expertise of the Firm <b>250 points</b></p> <p><input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan <b>250 points</b></p> <p><input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel <b>200 points</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: left;">Section 1. Bidder's qualification, capacity and experience</th><th style="text-align: right;">Points obtainable</th></tr> </thead> <tbody> <tr> <td>1.1 At least 7 years' experience in working with donor/ international and / or national government organizations in Asia/Pacific for similar social research engagements.</td><td style="text-align: right;">50</td></tr> <tr> <td>1.2 At least 5 years' experience in conducting trainings of local counterparts.</td><td style="text-align: right;">40</td></tr> <tr> <td>1.3 At least 5 years' experience in the development of social research tools which are relevant to the environment.</td><td style="text-align: right;">40</td></tr> <tr> <td>1.4 At least 5 years' experience in cooperation with local government and international organizations working in the field of social research and peace building.</td><td style="text-align: right;">40</td></tr> <tr> <td>1.5 Demonstrated expertise and experience in advanced techniques of conducting quantitative and qualitative research. More specifically, the successful organization must be an established leader in social research with demonstrated experience in conducting field surveys;</td><td style="text-align: right;">50</td></tr> </tbody> </table>	Section 1. Bidder's qualification, capacity and experience	Points obtainable	1.1 At least 7 years' experience in working with donor/ international and / or national government organizations in Asia/Pacific for similar social research engagements.	50	1.2 At least 5 years' experience in conducting trainings of local counterparts.	40	1.3 At least 5 years' experience in the development of social research tools which are relevant to the environment.	40	1.4 At least 5 years' experience in cooperation with local government and international organizations working in the field of social research and peace building.	40	1.5 Demonstrated expertise and experience in advanced techniques of conducting quantitative and qualitative research. More specifically, the successful organization must be an established leader in social research with demonstrated experience in conducting field surveys;	50
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	<ul style="list-style-type: none"> <li>• Designing qualitative and quantitative research methods and sampling strategies, especially with respect of gender sensitive approaches.</li> <li>• Statistical analysis with strong proficiency in data analysis packages such as SPSS, excel, or NVivo.</li> <li>• Conducting baseline &amp; end-line surveys, social research studies and evaluations,</li> </ul>	
1.6	At least 3 (three) testimonial reports on the company's prior research and implementation capabilities.	30
<b>Total Section 1</b>		<b>250</b>
<b>Section 2. Proposed Methodology, Approach and Implementation Plan</b>		<b>Points obtainable</b>
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the survey adequately weighted relative to one another?	50
2.2	Methodology clearly outlines the role, contracting of and training of (including in gender sensitivity) and technology to be employed by enumerators as well as data quality control measures to be undertaken.	50
2.3	Methodology adequately explains how the particular approach taken and provinces covered will add value to the existing literature and programming in the area	70
2.4	The presentation of the Implementation Plan is clear, and the sequence of activities and planning is logical, realistic and promises efficient implementation of the project	50
2.5	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	30
<b>Total Section 2</b>		<b>250</b>
<b>Section 3. Management Structure and Key Personnel</b>		<b>Points obtainable</b>
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?	20
3.2	Qualifications of key personnel proposed	



	<b>3.2 a</b>	<b>Survey Manager (1 person)</b>		<b>100</b>
		- Master's or advanced degree in Statistics, Social Sciences, Development, Economics, Quantitative Analysis	20	
		- Demonstrated experience in perception surveys, research, report writing and presentation to stakeholders including UN Agencies, government and development partners.	30	
		- Experience in problem solving and organizing, executing and contingency planning for complex and unpredictable transport contexts, particularly in Solomon Islands.	30	
		- Experience training enumerators (including in gender sensitive methodologies) or equivalent training experience	10	
		- Knowledge of Solomon Islands culture and custom	5	
		- Knowledge of Solomon Islands Pidgin	5	
	<b>3.2 b</b>	<b>Survey Data Expert (1 person)</b>		<b>40</b>
		- Master's or advanced degree in Statistics, Social Sciences, Development, Economics, Quantitative Analysis	10	
		- Relevant experience in perception surveys particularly data cleaning, assurance and oversight of data collection quality in rural and remote areas	10	
		- Experience training enumerators or equivalent training experience	10	
		- Knowledge of Solomon Islands culture and custom	5	
		- Knowledge of Solomon Islands Pidgin	5	
	<b>3.2 c</b>	<b>Junior Expert or Support Person (1 person)</b>		<b>40</b>
		- Master's or advanced degree in Statistics, Social Sciences, Development, Economics, Quantitative Analysis	10	
		- Relevant experience in supporting perception surveys research and data collection in Melanesia, including logistics support in remote areas	20	

	<p>- Knowledge of Solomon Islands culture and custom 5</p> <p>- Knowledge of Solomon Islands Pidgin 5</p> <p><b>Total Section 3 200</b></p> <p><b>Financial Proposal (30%)</b> To be computed as a ratio of the Proposal's offer to the lowest price among the other proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions <sup>5</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)  Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP <sup>6</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Financial Proposal (Annex 3) <input checked="" type="checkbox"/> Detailed TOR <input checked="" type="checkbox"/> Others <sup>7</sup> (General Terms and Conditions)
Contact Person for Inquiries (Written inquiries only) <sup>8</sup>	<p>Sereyvattaana Chan Procurement Analyst a.i Email: Sereyvattana.chan@undp.org or soi.procurement@undp.org</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

<sup>5</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>6</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>7</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>8</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

<p>Other Information [pls. specify]</p>	<p><input checked="" type="checkbox"/> <b>Technical Proposal:</b> Form for Submitting Service Provider's Technical Proposal is duly completed and signed as per <b>Annex-2</b> <i>(the form would allow bidders to confirm its conformity with the requirements defined in the Request for Proposal and all its attachments, as well as the provision of UNDP General Contract Terms and Conditions required under this process) and complete the information and supporting document for Qualification of Service Provider, Proposed Methodology for Completion of Service, and Qualification of Key Personnel.</i></p> <p><input checked="" type="checkbox"/> <b>Financial Proposal:</b> Form for Submitting Service Provider's Financial Proposal is duly completed and signed</p> <p><b>Technical and Financial Proposals are submitted in separate sealed envelopes or Separate files:</b></p> <p><b>(1) In case the proposal submitted by courier:</b></p> <p>Interested bidders are required to submit Technical and Financial Proposals in separate envelopes and track delivery to the UNDP Office in Honiara:</p> <p><b>United Nations Joint Presence Office</b> UNDP, Ground Floor, ANZ Haus, Prince Philip Highway, Honiara, Solomon Islands Tel: +677 27446 Please ensure to mention the company name and reference number on the Envelope of solicitation document e.g. [Ref. UNDP-SOI-RFP-2018-013].</p> <p><b>(2) In case the proposal submitted by email:</b></p> <p>Interested bidders are required to submit Technical and Financial Proposal documents in separate files. The Electronic proposal must be sent on the email ID: <b><u>soi.bids@undp.org</u></b> Further please note.</p> <ul style="list-style-type: none"> <li>▪ Format: PDF files only</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Password for technical proposal <u>must</u> not be provided to UNDP until the submission deadline <i>(for email submission only)</i></li> <li>▪ Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP. Security features (e.g. encryption, authentication, digital signatures etc.) are strictly required.</li> <li>▪ Max. File Size per transmission: 3.5 MB</li> <li>▪ Mandatory subject of email: [RFP for The Solomon Islands Peace Building Fund II Perception Survey Ref: UNDP-SOI-RFP-2018-013]</li> <li>▪ For segregated emails please use sequence of emails like Email 1 of 4, Email 2 of 4 ..... In the subject line</li> </ul>
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## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>9</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>10</sup>)*

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated **3/25/2019**, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

### A. Qualifications of the Service Provider

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :*

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

### B. Proposed Methodology for the Completion of Services

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

<sup>9</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>10</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**C. Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide :*

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

*[Name and Signature of the Service Provider's  
Authorized Person]*

*[Designation]*

*[Date]*

## Annex 3

### FORM FOR SUBMITTING SERVICE PROVIDER'S FINANCIAL PROPOSAL<sup>11</sup>

(This Form must be submitted using the Service Provider's Official Letterhead<sup>12</sup>)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

#### A. Cost Breakdown per Deliverable\*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3	Deliverable 3		
4	Deliverable 4		
	Total	100%	

\*This shall be the basis of the payment tranches

#### B. Cost Breakdown by Cost Component *[This is only an Example]:*

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
c. Expertise 3				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				

<sup>11</sup> This serves as a template to the Service Provider in submitting the Financial Proposal.

<sup>12</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

c. Expertise 3				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
c. Expertise 3				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

*[Name and Signature of the Service Provider's  
Authorized Person]*

*[Designation]*

*[Date]*

# Terms of Reference for the Solomon Islands Peace Building Fund II Perception Survey

Project Title: Consolidating peace, stability and social cohesion  
in Solomon Islands post-Regional Assistance Mission to  
Solomon Islands (RAMSI)

Version: March 2019



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## 1. Background

In view of the RAMSI<sup>13</sup> drawdown and the need to maintain peace and stability, the Government of Solomon Islands and United Nations Development Programme (UNDP) are jointly implementing innovative and catalytic initiatives to strengthen national capacity for sustaining peace including the engagement of women and youth in peace and reconciliation. The project aims to support sustaining peace in Solomon Islands in the immediate post RAMSI and election period through inclusive implementation of solutions addressing impediments to peace and development as identified in the national communique and agreed at the national / provincial dialogues, women and youth summits. The project aims to build consensus and facilitate initiatives to address key peacebuilding challenges such as on reparations/reconciliation; land disputes; governance and social cohesion, in an inclusive manner, taking into account the voices of women and youth together with men. It will also help establish and institutionalize structures at the provincial level to help address the key peacebuilding challenges.

In order for the Peace Building Fund (PBF)-[Phase-II] project to have credible and concrete information for the contribution and attribution analysis related to the impact of the project, the UN Peace Building Fund II Project will conduct a perception survey/study on peacebuilding, using qualitative and quantitative research methods to generate evidence-based information, especially against the results framework, relevant to peace building, reconciliation and stability. An independent research institution will administer this Perception Survey in early-mid 2019 which is designed to be a follow up from an earlier Perception Survey conducted in 2017. The contractor will therefore build on the results of the 2017 survey *where possible*, tracking any longitudinal trends using common indicators. However, the current Perception Survey will be more limited in scope compared to the first, and will focus on 4 specific geographical areas where the Peace Building Fund Project has been most engaged.

UNDP will be looking for strong technical proposals which describe how the contractor will approach the Perception Survey, along with a detailed methodology, sampling strategy, how the contractor intends to align the current Survey with the previous, any immediately apparent risks or issues foreseen, and any enhancements or suggestions to improve the survey in order to capture public perceptions on the two main outcome areas for the Peace building project.

## 2. Project Outcomes

- **Outcome 1:** Consensus is built, actions and initiatives are taken amongst state and non-state actors, including women and youth, to address conflict causes and triggers (notably, reparation framework, land disputes, governance deficits, weak social cohesion) identified through the national and provincial dialogues, and youth and women's summits;
- **Outcome 2:** Structures, inclusive spaces and solutions to address peacebuilding challenges identified through national and provincial dialogues are established at the provincial level, institutionalized and effective.

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<sup>13</sup> Regional Assistance Mission to Solomon Islands - created in 2003 in response to a request for international aid by the Governor-General of Solomon Islands. The mission officially ended on 30 June 2017

### 3. Objective of the perception survey/study

- The Perception survey/study will include collection and analysis of data corresponding to the original survey baseline of 2017. The survey report will retrospectively present achievements against project targets and draw a comparison of the end line data findings against the baseline data. It will highlight significant trends, important gaps and any other findings of interest.
- **The 'Bigger Picture' for Strategic Vision Assessment:** Another objective of the Perception survey/study is to gather data with a forward-looking focus to draw on objective and concrete information that might inform future, Peace Building activities.

### 4. A guide to the study design & methodology

The Perception survey/study will aim to explore understanding & the perception of communities (including; youths, community leaders) and other stakeholders on the following areas with reference to the project's results framework:

Scope of Perception survey/study	Indicator
Communities (men and women) who feel that peace will be maintained provinces	Strategic Vision (Outcome Indicator 1.1)
Perception in communities satisfied with Solomon Islands Government efforts to address development challenges in provinces	Strategic Vision (Outcome Indicator 1.2)
Progress towards the operationalization of the National Task Force established at the PMO in support of the post-dialogue follow up and implementation of the Communique	Outcome Indicator 1.1
Progress through follow up actions taken by the government for ensuring an inclusive process for ensuring communique follow up	Output Indicator 1.1.1
Progress towards the formulation of a national reparation policy and bill	Output Indicator 1.2.1
Progress towards the implementation of recommendations of the government's report on customary land reform	Output Indicator 1.3.1
Consensus for planning and action to advocate for good governance and anti-corruption	Output Indicator 1.4.1
Dialogues and consultations among women and youth to engage with policy makers on key national issues	Output Indicator 1.5.1
Outreach programs targeting youth and women in the remote communities in partnership with MNURP and MWCFA and other non – state actors conducted	Output Indicator 1.5.2

Perception in provinces that efforts are made to address decentralization and provincial aspirations	Outcome Indicator 2.1
Dialogues on decentralization and resolutions being implemented	Output Indicator 2.1.1
Structures strengthened and capacitated including women and youth for addressing peacebuilding challenges established at the provincial level	Output Indicator 2.2.1
Progress towards the implementation of strategy and plan to empower traditional leaders, women and youth to play a greater role and active efforts to ensure peaceful border Western province bordering with PNG	Output Indicator 2.3.1

*Table 1: Scope of Perception study aligned with project's results framework*

It is not expected that all of the above indicators will be reflected in the perception survey, only those which are measurable and are relevant to the focus areas of the study.

## 5. A guide to the Perception Survey/Study Design

For the purposes of preparing a detailed technical and financial proposal the data below will help inform the bidder's estimations of sampling, population size, and geographical locations.

### *Perception Survey/Study Population & Sampling*

The tables below reflect status of population which has been taken from the population estimates projected by the National Statistics Office<sup>14</sup>: Solomon Islands for the year 2017. The population status will be taken as a reference to draw sample for Perception survey/study as the same status was taken during the baseline study.

<b>Population (2017 estimate)</b>	<b>Population (15 years and older; 62% of population)</b>
653,248	405,014

*Table 2: Total population as per 2017 estimates.*

<b>Province</b>	<b>Population (2017 estimate)</b>	<b>Population (15 years and older)</b>
Honiara	84,522	52,404
Guadalcanal	139,164	86,282
Malaita	156,787	97,208
Central	31,289	19,399

<sup>14</sup> Projected population by province 2010-2015 by Solomon Islands National Statistics Office: <http://www.statistics.gov.sb/statistics/social-statistics/population>

Choiseul	34,197	21,202
Isabel	33,139	20,546
Makira	51,755	32,088
Western Province	93,953	58,251

Table 3: Provincial level population estimates (2017)

### ***Perception Survey/Study Target Stakeholders & Target Location of the project***

Direct project implementing organizations	UNDP, UN WOMEN
Implementing partners, Governmental and non-Governmental:	Ministry of National Unity, Reconciliation and Peace (MNURP) Ministry of Women, Youth, Children and Family Affairs (MWYCFA) Prime Minister Office (PMO) USP, SINU, NGOs
Target Beneficiaries	<ul style="list-style-type: none"> <li>Youth (including females)</li> <li>Communities (especially women)</li> <li>Community leaders (including women)</li> </ul>
Target Location	<ul style="list-style-type: none"> <li>Honiara, Guadalcanal North Coast, North Malaita and Western Province border region.</li> </ul>

Table 4: Stakeholders & target location of the project

### ***Approach of Sampling Strategy***

Proposals for this Perception survey/study should be results based and clearly describe % confidence interval and a % margin of error. A sampling strategy should be included with the survey design which aims at achieving a representative sample of the population in each geographical focus region. In order to further capture a representative sample of the total population, data collection should be stratified by location, age and gender.

### ***Selection of households and respondents***

- Household interviews are also anticipated so the bidders should describe how households are selected and how the interviews are intended to be conducted e.g. face to face, questionnaire only, or a combination of both and how randomized sampling is to be achieved in the study's methodology.
- To ensure sufficient geographical spread within selected sample, the selected contractor institution and UN Peace Building project will ultimately need to jointly design the sampling strategy and the final sample must be endorsed by the UN Peace Building project.
- It is important to note that Solomon Islands Government counterparts based in the field will be engaged in administering the Perception Survey, as part of their normal duties. These government officers will however require comprehensive training by the selected contractor on how to administer the questionnaires, hold face to face interviews, and how to record the results objectively.

### ***Methodology & Tools***

A full description of the intended methodology and research tools will be required. Furthermore, it is essential that the data collection methodology and tools should be gender disaggregated. While the

original 2017 perception survey had very limited gender disaggregated data, the intention is for the current Perception Survey to integrate these gender indicators as a baseline for future studies or surveys. Once again, the Methodology, quantitative and qualitative tools will ultimately be finalized after UNDP-PBF team's approval. Proposed tools may include but not limited to Secondary Research/Desk Review (especially original baseline perception survey report, progress reports), Survey/Questionnaires, Focus Group Discussions (FGDs), Key Informant Interviews (KIIs), Case Studies.

It is also expected that the technical proposal will include clear methodological safeguards for data validation. Data validation methodology will be reviewed at two levels:

1. Inbuilt methodological safeguards need to be embedded within the data collection tools.
2. Spot validations will be conducted by PBF Project-M&E.

## **6. Perception Survey/Study Deliverables**

### ***Inception phase:***

- i. Inception report outlining, gender sensitive Perception survey/study methodology with desk review, proposed sampling strategy, tools, details of data validation and a detailed field plan/workplan.
- ii. Present the inception phase report to stakeholders (UNDP, UNWOMEN, relevant Ministries) for feedback and approval.

### ***Data Collection:***

- iii. Develop & pre-test the Perception survey/study tools and data collection guidelines/manual for enumerators.
- iv. Train interviewers/enumerators from the Solomon Islands Government on the survey methodology and tools. The tools should also be translated in local (*Pijin*) language.

### ***Reporting:***

- v. Document interviews and FGDs with stakeholders to develop success stories/case studies for highlighting the qualitative results of the project. The areas/themes for case studies/success stories will be approved by UNDP-PBF team
- vi. Perception survey/study report that critically analyzes, comparison with baseline study, the perception and understanding of communities in the selected areas/provinces and provides quantifiable gender disaggregated data analysis against key project indicators and thematic areas. (Please refer: Perception matrix with results indicators Phase II).
- vii. Based on feedback received from UNDP and other stakeholders, explain any data anomalies which may not tally with the expected results and how to mitigate this risk, revise the end-line study report and have it submitted to UNDP-PBF for final review and approval.
- viii. Final presentation of consolidated findings (comparison of baseline & endline studies) to the PBF Project team, UNWOMEN, and other relevant ministries.
- ix. Submit weekly brief progress report during consultancy period. The weekly report should detail:
  - a. activities /tasks completed to date
  - b. any challenges faced
  - c. any adjustments made in response to challenges

- d. any deviations from timeline and explanations for deviations
- e. others as per need

***Documentation:***

- x. Fully 'cleaned' dataset in Excel and/or SPSS file format.
- xi. Provide all filled Perception survey/study tools/questionnaires in properly managed hard box files.

## **7. Time Frame**

Time for completing the assignment and provision of final report is within **8 weeks** of signing of the contract agreement. The selected firm will provide a work plan detailing all activities from initiation to the submission of final deliverables.

The selected firm is expected to base in Solomon Island to complete the output No 3, 4,5 and 6.

## **8. Intellectual Property Rights**

All outputs under the assignment shall be the sole property of UNDP-PBF. The Consulting Firm shall not exercise any rights on all the outputs and cannot share the same with any outsiders without the prior consent of UNDP-PBF.

## **9. Expected Deliverables and Time Frame**

The firm will deliver the following over a period of two months:

<b>Task</b>	<b>Timeframe</b>	<b>Duty station</b>
<ul style="list-style-type: none"> <li>Secondary research/desk review and development of gender-sensitive Perception methodology and sampling strategy</li> <li>Perception survey/study tools/questionnaires design and finalization</li> </ul>	Week 1	Home based
<ul style="list-style-type: none"> <li>Development of training manual and training of Enumerators</li> <li>Pre-testing and finalization of Perception survey/study tools</li> </ul>	Week 2	Home based
Administration of the survey (data collection in the field) as per agreed sample strategy with UNDP-PBF team and Government Counterparts	Week 3 & 4	Solomon Island
Data entry, cleaning and tabulation	Week 4 & 5	Solomon Island
Data analysis and presentation of initial report of findings (including case studies/success stories)	Week 6	Solomon Island
Submission of final report after incorporation of feedback by UNDP-PBF and other stakeholders involved in the project	Week 8	Home based

## 10. Conflict of Interest:

The consulting firm should declare any potential conflicts of interest arising before, during the conduct of key activities or at the later stage that they may be aware of.

## 11. Reporting:

The Consulting firm will report regularly to the Program Manager -PBF & M&E specialist who will also coordinate and support the process. In addition, the firm will be asked to present to the UNDP senior management and other stakeholders involved in the project on completion of each of the deliverable/output.

## 12. Payment Plan

This will be an output-based contract and payments will be made as per the following schedule:

Deliverable	Payment (%)
<ul style="list-style-type: none"><li>• Inception Report: Finalize inception study design, tools after tools testing &amp; detailed field plan/workplan</li><li>• Training Report: Training of enumerators and finalization of tools after tools-testing exercise</li></ul>	30%
Quantitative & qualitative data collection and analysis, including presentation	25%
Data interpretation and presentation of key findings, both quantitative and qualitative	20%
Final approved report	25%