

Annex 1

Terms of Reference (TOR)

Production of polling results to assess the levels of trust between the communities

1. OBJECTIVE OF RESEARCH

The Office of the Special Adviser of the Secretary-General on Cyprus (OSASG-Cyprus) facilitates negotiations between the leaders of the Greek Cypriot and Turkish Cypriot communities with a view to reaching a comprehensive and mutually acceptable settlement to the Cyprus problem. Understanding the concerns of the two communities in Cyprus with regards to a possible solution and re-building trust, including through confidence-building measures, are considered important elements in any peace process.

The objective of this research would be: (i) to better understand how the two communities envisage their future both in case of a solution and in case of a non-solution of the Cyprus problem; (ii) to better understand the expectations and concerns of the communities in both scenarios (iii) to build on the most recent polling conducted in 2018 to understand the areas in which the two communities would like to cooperate as well as how this cooperation could be established and maintained. Outcomes of this study would build on the results of previous polling and could help inform recommendations contained in upcoming Secretary-General's reports to the Security Council on his mission of Good Offices. The outcomes will also be shared publicly in both communities.

2. BACKGROUND

On 7 July 2017, the Conference on Cyprus closed in Crans-Montana, Switzerland, in the presence of the UN Secretary-General, without the parties to the Cyprus settlement negotiations having succeeded in reaching an agreement.

On 23 July 2018, the UN Secretary-General deployed Ms. Jane Holl Lute to consult with the parties to the Conference on Cyprus on the way forward and prospects for resuming negotiations under UN auspices. The Security Council requested a report on the Secretary-General's Good Offices on the work of the mission of good offices and the outcome of these consultations by 15 April 2019. In this report, the Secretary-General expressed hope that the ongoing consultations will lead to a return to negotiations. He requested Ms. Lute to continue discussions on his behalf and urged all parties to continue their constructive engagement with Ms. Lute and with each other, as necessary, to establish the basis for negotiations to be resumed. He also stated that, for a solution to be sustainable, the two communities will have to be well informed about the contours of a settlement and the consequences of not achieving it and indicated that efforts should be directed at increasing opportunities for bicomunal cooperation that could contribute to trust-building between the two communities.

With the Secretary-General's consultations with the parties underway, OSASG-Cyprus has continued to

engage in lessons learning from the last round of negotiations (2015-2017). Should the UN's high-level consultations lead to a resumption of full-fledged negotiations, OSASG-Cyprus has, through its lessons learnt exercises, identified as important elements in any resumed negotiation process the need for (i) increased understanding of the two communities' stance on and concerns with regards to a possible solution and (ii) measures to re-building trust, including confidence-building measures.

3. SCOPE OF WORK

The United Nations, through the UNDP, Cyprus programme, commissioned surveys in 2014, 2015 and 2018 to determine Levels of Trust between the two communities in Cyprus. The contractor will be asked to create a surveying technique and questionnaire to address the following research requirements in order to expand the research conducted through previous polling to a number of new areas outlined below.

The successful Offeror will conduct the following scope of work:

Production and administration of surveys regarding how the two communities envisage their future in the two possible scenarios of a solution as well as in the continuation of the current status quo, and their stance regarding possible areas of cooperation and trust-building in the current status quo and how this cooperation can be carried out.

The Offeror will have to suggest the methodology to conduct surveys in both communities on how the two communities envisage their future both in case of a solution of the Cyprus problem and in continuation of the current status quo. The methodology could be implemented through several steps but should include at least a benchmark quantitative study through island-wide representative household survey with a sample size of a minimum of 500 people in each of the two main communities.

Details of Surveys

Level of trust between communities and stance towards a possible solution and confidence-building measures

Concept: Analysis of how the two communities envisage their future in two scenarios of a solution and in the continuation of the current status quo (ie. no solution), their expectations and concerns as well as their stance towards areas of cooperation and trust-building between the two communities and how this can be achieved. Sectors refer broadly to citizens but may also include businesses, academics and citizens' associations. Communities refer to all communities' resident in Cyprus, but a special focus will be on Greek Cypriot and Turkish Cypriot Communities. Special sub-focus will be on the level of citizens' activity in their own community affairs and citizens' perceptions towards greater co-operation and trust-building.

Nature and depth of research required:

The Offeror will present the exact methodology for the conduct of the research, which at a minimum should include Island-wide household representative survey of a minimum of 500 people in each of the two main communities aimed at the general population in Cyprus, with a large enough sample to derive comparative statistics from between different population sub-groups, e.g. men/women, youth/elderly, rural/urban, geographic location etc. Each survey would include between fifteen (15) to twenty-five (25) questions.

The results from the surveys (household and focus groups) that were measured by the United Nations through UNDP-ACT in 2014-2015, as well as the most recent one conducted in 2018 on behalf of the UN, will be made available to the successful Offeror.

Timing:

The services must be completed within a period of eight (8) weeks from the date of commencement of this contract.

4. EXPECTED FINAL DELIVERABLES

Report on how the two communities envisage their future in case of a solution and case of the continuation of the current status quo (ie. no solution), their expectations and concerns as well as their stance towards areas of cooperation and trust-building between the two communities and how this can be achieved. The report should include an executive summary. The report should be made available in a PowerPoint format.

	Deliverables/Outputs		Deadline
1	Deliverable/Output 1	Draft Survey Questions	1 week following signature of contract
2	Deliverable/Output 2	Report – 1 st draft	4 weeks following signature of contract
3	Deliverable/Output 3	Report - Final	7 weeks following signature of contract

5. MODALITIES OF WORK

- 5.1.** In consultation with OSASG-Cyprus, the contractor is responsible for devising, where relevant, surveys and survey questions, sampling size and techniques, criteria for selecting locations for assessment, interview questions, discussion techniques and guides and to determine appropriate sources of primary and secondary data.
- 5.2.** Before proceeding with any fieldwork, the contractor must submit survey designs to UNDP/OSASG-Cyprus for approval.
- 5.3.** The contractor should advise OSASG-Cyprus/UNDP if it finds that other parties are undertaking similar research, so as to allow for further review.
- 5.4.** The contractor will field test surveys before initiating fieldwork full-scale.
- 5.5.** The contractor has the responsibility to apply appropriate information technology for developing a database of relevant information, presenting data clearly and allowing different users to extrapolate different data.
- 5.6.** The contractor must adhere to confidentiality when collecting data, processing data, managing data, analyzing data and reporting data to OSASG-Cyprus/UNDP until it receives a decision in writing from OSASG-Cyprus/UNDP that the information may be made available to the public. UNDP has ownership of all data and the contractor will be obliged to enter into a legal agreement, to which this TOR will be attached.
- 5.7.** The contractor is expected to sign a Face Sheet Contract with UNDP.

6. DOCUMENTATION AND REPORT FORMAT

- 6.1.** The contractor will ensure that all researchers/data gatherers keep detailed notes from their fieldwork. The notes should include their personal observations from the day's meetings and also observations, research notes, completed survey sheets, and useful quotations from interviews and discussions. Final reports must be submitted in English.
- 6.2.** The Reports produced by the contractor, described in section 3 above, (Expected Deliverables) will include at a minimum the following sections:
- o Executive summary
 - o Introduction and background
 - o Purpose of the research
 - o Methodology
 - o Main thematic issues, findings and analysis. References should be made to findings of quantitative surveys/assessments
 - o Conclusion and recommendations
 - o Annexes: basic data, matrix of survey/study findings, interview guides/questions

7. INPUTS

- 7.1.** The contractor is expected to provide professional and appropriate personnel and office resources for fulfilling the design, implementation and reporting requirements of the TOR.
- 7.2.** The contractor is expected to apply transparent processes in the hiring of staff and to orient and train field staff, and to ensure appropriate staff conduct.
- 7.3.** The contractor is expected to display capacity for monitoring conducting of interviews, surveys and research, monitoring quality of reporting and analysis.
- 7.4.** Where any lack of capacity arises, the contractor is responsible for reporting this to UNDP/OSASG-Cyprus and for engaging an appropriate partner/s to implement the TOR on their behalf at its cost and not additional cost to the contract with UNDP.
- 7.5.** The technical proposal should include: Litigation and Arbitration History (specify), Quality Assurance procedures to be included in the technical proposal.

8. COMPANY AND PERSONNEL REQUIREMENTS

- 8.1** The contractor must have the experience of completing at least 2 similar surveys
- 8.2** The contractor is expected to provide professional and appropriate personnel and office resources for fulfilling the design, implementation and reporting requirements of the TOR with:
- At least 1 Greek Cypriot and 1 Turkish Cypriot personnel as team leaders with the qualifications defined below.
 - At least 2 Greek Cypriot and 2 Turkish Cypriot personnel as Researchers with the qualifications defined below.

Qualifications; Team leaders:

- At least 10 years of experience in similar assignments

- Worked in similar polls and developed surveys/methodology
- Experience in supervising staff
- Min 5 years of work expertise in the Cyprus context.

Qualifications; Researchers:

- Graduate degree from social sciences or any other related discipline
- Minimum 5 years of relevant work experience
- At least took role in one similar work experience