



## REQUEST FOR PROPOSAL (RFP)

<b>NAME &amp; ADDRESS OF FIRM</b>	<b>DATE: November 1, 2019</b>
	<b>REFERENCE: UNDP-SOI-RFP-2019-036</b>

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Perception Survey of Peace Building Funded Projects in Solomon Islands**.

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

Proposals may be submitted no later than **Friday, November 08, 2019 by 14:00 pm, Honiara time**, by email [procurement.sb@undp.org](mailto:procurement.sb@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/unscc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Nadira Sabirova  
Procurement Specialist  
01 November 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, United Nations Development Programme (UNDP), UNWOMEN and UN ILO 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 projects aim 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 projects not only aim 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. But also empower marginalized young Solomon Islanders, particularly young women, both to engage in decision-making and as pro-active social entrepreneurs to address local sources of grievances. Additionally, 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)- projects to have credible and concrete information for the baseline and contribution and attribution analysis of UN PBF projects in Solomon Islands. The UN PBF Projects will conduct a perception survey/study on peacebuilding and social cohesion, using qualitative and quantitative research methods to generate evidence-based information, especially against the results frameworks of UN PBF funded projects. An independent research institution/contractor will administer this Perception Survey in last quarter of 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 <i>where possible</i>, 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 specific geographical areas where the Peace Building Fund Projects have 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 outcome areas for the Peace building projects.</p>
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<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

Direct project implementing organizations	UNDP, UN WOMEN, UN ILO
Implementing Partners, Governmental and non-Governmental	Ministry of Traditional Governance, Peace, and Ecclesiastical Affairs (MTGPEA) Ministry of Women, Youth, Children and Family Affairs (MWYCFA) Prime Minister Office (PMO) Solomon Islands Chamber of Commerce Industry/Young Entrepreneurs' Council (CSO) Solomon Islands Women in Business Association (CSO) World Vision (NGO)
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 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 perception survey will be used to establish the baseline and targets for the PBF projects. Additionally, it will help to ensure a robust Monitoring &amp; Evaluation (M&amp;E) mechanism of the project.</li> <li>• The findings of the perception survey/study will be used to inform the implementation of project activities. Evidence-based advocacy initiatives, especially inclusiveness of young girls and boys in decision making processes and increased interface between the communities and government.</li> <li>• <b>The 'Bigger Picture' for Strategic Vision Assessment:</b> 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 projects.</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/Perform-	PBF Program Manager & M&E Specialist

<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.

ance of the Service Provider	
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
Expected duration of work	8 weeks after signing the contract agreement.
Target start date	25 November 2019
Latest completion date	20 January 2020
Travels Expected	The selected service provider will include travel related costs to Honiara from their home countr(ies) to complete this assignment and provincial travel in Solomon Islands.
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
Implementation 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 <i>(Counting for the last day of submission of quotes)</i>	<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>	<b>No</b>	<b>Deliverables/Outputs</b>	<b>Payment amount</b>
	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>	40%
	2	Quantitative & qualitative data collection and analysis, including presentation	20%
	3	Data interpretation and presentation of key findings, both quantitative and qualitative	15%
	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.		
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution).  The total score for each proposal will be calculated independently by the following formula:		

<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.

	<p>Rating the Technical Proposal (TP):</p> <p style="text-align: center;"><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP)</p> <p>Rating the Financial Proposal (FP):</p> <p style="text-align: center;"><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> <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>																		
<p>Criteria for the Assessment of Proposal</p>	<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" data-bbox="443 1073 1455 1898"> <thead> <tr> <th colspan="2" data-bbox="443 1073 1299 1157">Section 1. Bidder's qualification, capacity and experience</th> <th data-bbox="1299 1073 1455 1157">Points obtainable</th> </tr> </thead> <tbody> <tr> <td data-bbox="443 1157 535 1297">1.1</td> <td data-bbox="535 1157 1299 1297">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 data-bbox="1299 1157 1455 1297">50</td> </tr> <tr> <td data-bbox="443 1297 535 1381">1.2</td> <td data-bbox="535 1297 1299 1381">At least 5 years' experience in conducting trainings of local counterparts.</td> <td data-bbox="1299 1297 1455 1381">40</td> </tr> <tr> <td data-bbox="443 1381 535 1472">1.3</td> <td data-bbox="535 1381 1299 1472">At least 5 years' experience in the development of social research tools which are relevant to the environment.</td> <td data-bbox="1299 1381 1455 1472">40</td> </tr> <tr> <td data-bbox="443 1472 535 1598">1.4</td> <td data-bbox="535 1472 1299 1598">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 data-bbox="1299 1472 1455 1598">40</td> </tr> <tr> <td data-bbox="443 1598 535 1898">1.5</td> <td data-bbox="535 1598 1299 1898">           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;           <ul style="list-style-type: none"> <li>• Designing qualitative and quantitative research methods and sampling strategies, especially with respect of gender sensitive approaches.</li> </ul> </td> <td data-bbox="1299 1598 1455 1898">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; <ul style="list-style-type: none"> <li>• Designing qualitative and quantitative research methods and sampling strategies, especially with respect of gender sensitive approaches.</li> </ul>	50
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	<ul style="list-style-type: none"> <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	
	- Knowledge of Solomon Islands culture and custom	5	
	- Knowledge of Solomon Islands Pidgin	5	
<b>Total Section 3</b>			<b>200</b>

	<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>	Nadira Sabirova Procurement Specialist Email: procurement.sb@undp.org  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.

<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> (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.</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 files:</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: <a href="mailto:procurement.sb@undp.org">procurement.sb@undp.org</a></p> <p>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 not be provided</u> to UNDP until the submission deadline.</li> <li>▪ Password for financial proposal <u>must not be provided</u> 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: <b>[RFP for Perception Survey of Peace Building Funded Projects in Solomon Islands. Ref: UNDP-SOI-RFP-2019-036]</b></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, contract 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]*

**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>)**

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[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\***

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

*\*This shall be the basis of the payment tranches*

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

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<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				
c. Expertise 3				
3. Services from Overseas				
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				
<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 Perception Survey of Peace Building Funded Projects in Solomon Islands**

November 01, 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, United Nations Development Programme (UNDP), UNWOMEN and UN ILO 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 projects aim 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 projects not only aim 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. But also empower marginalized young Solomon Islanders, particularly young women, both to engage in decision-making and as pro-active social entrepreneurs to address local sources of grievances. Additionally, 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)- projects to have credible and concrete information for the baseline and contribution and attribution analysis of UN PBF projects in Solomon Islands. The UN PBF Projects will conduct a perception survey/study on peacebuilding and social cohesion, using qualitative and quantitative research methods to generate evidence-based information, especially against the results frameworks of UN PBF funded projects. An independent research institution/contractor will administer this Perception Survey in last quarter of 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 specific geographical areas where the Peace Building Fund Projects have 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 outcome areas for the Peace building projects.

## 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.
- **Outcome 3:** Young people's, particularly young women's, voices in decision making processes related to issues identified in the Peacebuilding Perceptions Survey strengthened.

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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

- **Outcome 4:** Communities in the hotspot areas are more resilient to conflict with more socially, economically and politically empowered youth, with special attention to young women, engaging as peacebuilders.

### 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 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 perception survey will be used to establish the baseline and targets for the PBF projects. Additionally, it will help to ensure a robust Monitoring & Evaluation (M&E) mechanism of the project.
- The findings of the perception survey/study will be used to inform the implementation of project activities. Evidence-based advocacy initiatives, especially inclusiveness of young girls and boys in decision making processes and increased interface between the communities and government.
- **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 projects.

### 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 PBF project areas;

Scope of Perception survey/study
Communities (men and women) who feel that peace will be maintained provinces
Perception in communities satisfied with Solomon Islands Government efforts to address development challenges in provinces
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
Progress through follow up actions taken by the government for ensuring an inclusive process for ensuring communique follow up
Progress towards the formulation of a national reparation policy and bill
Progress towards the implementation of recommendations of the government’s report on customary land reform
Consensus for planning and action to advocate for good governance and anti-corruption
Dialogues and consultations among women and youth to engage with policy makers on key national issues
Outreach programs targeting youth and women in the remote communities in partnership with MTGPEA (previously MNURP) and MWCFCA and other non – state actors conducted
Perception in provinces that efforts are made to address decentralization and provincial aspirations

Dialogues on decentralization and resolutions being implemented
Structures strengthened and capacitated including women and youth for addressing peacebuilding challenges established at the provincial level
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
Target communities' satisfaction of government performance in addressing youth issues
People in target communities that women can be leaders in their community (Role of women in peacebuilding and community leadership) <ul style="list-style-type: none"> <li>○ Dispute resolution</li> <li>○ Community chief's role</li> </ul>
Male & female participants (aged 16-24) with increased skills and competencies to engage in decision making processes and structures at the provincial and community level
Provincial and community leaders' willingness and ability to engage youth systematically in decision making processes
Youth dialogues with leaders, representatives from government and private sectors on youth issues and priorities
Status about the youth's interface/dialogues with leaders, representatives from government and private sectors on youth issues and priorities <ul style="list-style-type: none"> <li>○ Status of Youth platforms to interface with stakeholders, if any</li> </ul>
Young people (aged 16-24) (50% women) in target communities that feel involved in community decision making
Youths (aged 16-24) (50% females) skills and competencies to participate/lead community social entrepreneurship project
Project participants (aged 16-24) that have improved perception of women's potential to play leadership roles
Project participants (aged 16-24) viewing their communities as socially cohesive

**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 perception study (2017).

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

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

Province	Population (2017 estimate)	Population (15 years and older)
Honiara	84,522	52,404
Guadalcanal	139,164	86,282
Malaita	156,787	97,208
Central	31,289	19,399
Choiseul	34,197	21,202
Isabel	33,139	20,546
Makira	51,755	32,088
Western Province	93,953	58,251

**Perception Survey/Study Target Stakeholders & Target Locations of the PBF projects**

Direct project implementing organizations	UNDP, UN WOMEN, UN ILO
Implementing partners, Governmental and non-Governmental:	Ministry of Traditional Governance, Peace, and Ecclesiastical Affairs (MTGPEA) Ministry of Women, Youth, Children and Family Affairs (MWYCFA) Prime Minister Office (PMO) Solomon Islands Chamber of Commerce Industry/Young Entrepreneurs' Council (CSO) Solomon Islands Women in Business Association (CSO) World Vision (NGO) SINU
Target Beneficiaries	<ul style="list-style-type: none"> <li>• Youth, aged between 16-24 (female &amp; female)</li> <li>• Community members (male &amp; female)</li> <li>• Community leaders</li> <li>• Young Mothers</li> <li>• Relevant Government Ministries</li> <li>•</li> </ul>
Target Location	<ul style="list-style-type: none"> <li>• Honiara, Guadalcanal, Malaita and Western Province border region.</li> </ul>

**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 and reporting should be stratified by location, sex, age and gender.

The PBF project's beneficiary target group is youth: aged between 16-24, high school graduates, mostly concentrated in a rural setting. Importantly, 50% of the target beneficiaries of the project are females. Additionally, the other target stakeholders of the project include broader communities and relevant Ministries (*see stakeholders' detail in table above*). Therefore, it is necessary that these important aspects to be taken into consideration for the overall design and implementation the baseline survey/study.

### ***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 PBF team in Solomon Islands ultimately need to jointly design the sampling strategy and the final sample must be endorsed by the UN PBF project team in Solomon Islands.

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

A full description of the intended methodology and research tools will be required. Furthermore, it is a mandatory requirement that the data collection methodology with tools and reporting should be sensitive with required level of disaggregation including; location, sex, age and gender. While the original 2017 perception survey had very limited gender disaggregated data reporting, the intention is for the current Perception Survey to integrate these gender indicators as a baseline for future studies or surveys. The Methodology, quantitative and qualitative tools will ultimately be finalized after PBF project 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, UN-ILO and 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 on the survey methodology and tools/questionnaires. 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 PBF projects.
- vi. Document interviews and FGDs with stakeholders to understand current situation in selected areas/provinces on peace building, youth entrepreneurship opportunities and aspects highlighted in section above (scope of baseline survey/study).
- vii. Perception survey/study report that critically analyzes, comparison with baseline study and establishment of new baseline, the perception and understanding of communities in the selected areas/provinces and provides quantifiable sex, location, age and gender disaggregated data analysis against PBF projects' indicators and thematic areas.
- viii. Based on feedback received from PBF project team and other stakeholders, explain any data anomalies which may not tally with the expected results and how to mitigate this risk, revise the report and have it submitted to PBF project team for final review and approval.
- ix. Final PowerPoint presentation of consolidated findings will be presented to the PBF Project team (UNDP, UNWOMEN, UN ILO) and other relevant ministries.
- x. 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:**

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

**7. Time Frame**

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

**8. Intellectual Property Rights**

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

## 9. Expected Deliverables and Time Frame

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

Task	Timeframe
<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
<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
Administration of the survey (data collection in the field) as per agreed sample strategy with UNDP-PBF team and Government Counterparts	Week 3 & 4
Data entry, cleaning and tabulation	Week 4 & 5
Data analysis and presentation of initial report of findings (including case studies/success stories)	Week 6
Sharing of report with PBF project team for review and feedback	Week 7
Submission of final report after incorporation of feedback by UNDP-PBF and other stakeholders involved in the project	Week 8

## 10. Conflict of Interest:

The contractor 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 contractor will report regularly to the Program Manager -PBF & M&E specialist who will also coordinate and support the process. In addition, the contractor 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. Skills Required

The consulting agency must have demonstrated expertise and experience in advanced techniques of conducting quantitative and qualitative research. More specifically, the contractor must be an established leader in social research with demonstrated experience in;

- i. Designing qualitative and quantitative research methods and sampling strategies, especially with respect of gender sensitive approach.
- ii. Designing and conducting similar studies particularly in peace-building, gender promotion and youth promotion initiatives related projects and with national and international organizations.
- iii. Statistical analysis with strong proficiency in data analysis packages such as SPSS, excel, or NVivo.
- iv. Conducting baseline & end-line surveys, social research studies and evaluations, preferably on peace-building, reconciliation, promotion of coexistence and harmony, gender promotion and youth promotion initiatives projects.
- v. Excellent communication and written skills in English and Pijin English (Western Pacific).

## 13. 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> </ul>	40%



• Training Report: Training of enumerators and finalization of tools after tools-testing exercise	
Quantitative & qualitative data collection and analysis, including presentation	20%
Data interpretation and presentation of key findings, both quantitative and qualitative	15%
Final approved report	25%