

TERMS OF REFERENCE

Location:	Buka Office, Autonomous Region of Bougainville
Type of contract:	Request for Proposal (RFP)
Project:	The Post-Referendum Process Support Project
Languages Required:	English
Starting Date:	31 st August 2021
Duration of Initial Contract:	2 months with possible extension of 1 Month

1. Project Background

UN PBF Perception Survey in Autonomous Region of Bougainville

The United Nations Development Programme (UNDP) has had a long and proud history in Papua New Guinea (PNG), working in all areas of development over the last 30 years, since the first UNDP office opened in PNG in 1981. With the support of the Government of PNG, and partners and donors, UNDP has forged strong bonds and built successful working relationships in all PNG provinces.

The UNDP also works in Bougainville which is an Autonomous Region of PNG. In 2001, the Bougainville Peace Agreement (BPA) was signed between the National Government of Papua New Guinea (GoPNG) and leaders representing the people of Bougainville. The BPA marked the end of a decade-long civil conflict in which up to 20,000 people died and many more were left without family, access to basic services and infrastructure, traumatized and scarred for life. With an estimated population of over 300,000 people, speaking 28 languages, in 33 constituencies stretching from the atolls and islands to the mountains that dominate the Centre of the mainland, Bougainville is an incredibly diverse region. Bougainvilleans voted overwhelmingly for independence in the 2019 referendum and the two governments are now consulting on the ratification of the referendum outcomes and the next steps in Bougainville's peace process.

To continue to support the two governments with the implementation of BPA, including the post referendum process, UNDP has three active Projects in Bougainville:

- The Post-Referendum Process Support Project, implemented provides for the immediate post-referendum processes, including provision of technical and logistical support, capacity building on the ratification process, continued awareness to the people of Bougainville and PNG on the progress and ensuring inclusive opportunities that supports meaningful participation.
- The Sustaining Peace in Bougainville Project, funded by the UN Peacebuilding Fund (PBF) is implemented by UNDP, UN Women and UNFPA is implemented since 2018. The project ensures the post-referendum process is inclusive, with the participation of marginalized groups (women, youth and veterans). In addition, the project works with the key actors to support outlying factions, who remain outside of the peace agreement, engage in the dialogue and come into the peace architecture.
- Sustaining Peace through Economic Empowerment Project is designed to support the ongoing Bougainville peacebuilding process on political and economic dimensions. The project, funded by Government of Japan, provides support to political dialogue in post-referendum process. The key focus of the project is to stimulate opportunities for investment and jobs, particularly for youth and women, through construction of three innovation hubs in Bougainville and providing computer literacy and entrepreneurship trainings to women and youths.

The UN Peacebuilding Fund support in Papua New Guinea

The UN Peacebuilding Fund (UN PBF) Programme in Papua New Guinea started in 2014, following declaration of eligibility of PNG for PBF support in 2013. The Peacebuilding Priority Plan, covering period of 2015-2018, supported implementation of the Bougainville Peace Agreement (BPA), reconciliation and weapons disposal, as well as preparations for Bougainville Referendum. The 11th of December 2019 marked a historical moment for PNG - Bougainville relations, and implementation of the Bougainville Peace Agreement (BPA), with the announcement of the Bougainville Referendum result of 97.7 per cent of voters choosing Independence from PNG. Following the referendum vote, the PBF support covers aspects of political dialogue in post-referendum process, engaging outlier factions in peace process and awareness-raising activities on BPA and post-referendum processes.

Perception survey in 2016 and 2017

To measure progress achieved within implementation of BPA and peacebuilding processes in Bougainville, there was a need to establish a longitudinal survey, that would serve as benchmark in terms of measuring a change in public opinion in Bougainville. The Perception Survey was designed to measure perception of Bougainvilleans on performance of parliamentarians, public consultations and engagement of political leaders with public. The survey, first administered in 2016 as baseline and 2017 as interim, measured number of community level indicators, focused on public awareness of interventions aimed to sustain peace, security, social cohesion and reconciliation, participation in peacebuilding activities, general awareness on the BPA, referendum etc. As such, the collection of data predominantly focussed on the Autonomous Region of Bougainville with a few indicators also focussed on the views of the Government of Papua New Guinea, including the Parliament and the key institutions focussed on Bougainville affairs.

For the current phase, new Perception Survey needs to be administered in Bougainville, revising and updating the methodology of past Perception Surveys and including measurement of additional Project Indicators (Annex 1), relevant for Sustaining Peace in Bougainville and Post-referendum Process Support Projects' Results Framework.

2. Objective

The main objective of the perception survey is to enable measurement of progress against expected results outlined in Post-referendum Support and Sustaining Peace in Bougainville projects against their respective Result Frameworks. This will include:

- literature review of baseline and Interim perception surveys conducted in 2016 and 2017 respectively;
- revision of methodology and survey questionnaires, used in previous surveys, keeping the original questions where possible, and adapting the research instruments to measure current Project Indicators (Annex 1);
- identifying and training local data collectors;
- collecting and analyzing data and producing a perception survey report.

This Perception Survey will include: review of indicators in the past perception survey, integrating new indicators, revision of methodology and survey questionnaires, identifying and training local data collectors, collecting and analyzing data and producing a Perception Survey report. The institution conducting the survey will need to ensure that its methodology and surveys take into account the specific needs and opinions of women, youth and any other relevant sub-groups, whilst the data collection should disaggregate the data according to those groups.

The first objective of the Perception survey is to provide the implementing partners, the PBF Joint Steering Committee and the UN Peacebuilding Support Office with a clear idea on where the

indicators in current phase of project implementation. The second objective is to provide the population of Bougainville with a voice with regards to their situation and a means of feeding their views back to their authorities and development partners, hence creating and strengthening a loop of communication and mutual accountability.

3. Deliverables

(i) Activities and Responsibilities

The institution which will be contracted will work with the PBF Project Manager and the Assistant Resident Representative (Governance) to execute the following tasks:

(ii) Preparations

- Revise and adjust a methodology for the collection of data and sample size of population covered for the perception surveys in 2016 and 2017, adding new Project Indicators and ensuring that views of women, youth and any other specific stakeholders or vulnerable groups are sufficiently represented.
- Present the outline to UNDP for endorsement.
- Identification of local data collection team for Bougainville, and training on the process of data collection.
- With support of UNDP, hold a meeting briefing session with the National Coordination Office for Bougainville Affairs (NCOBA) and Department of Independence Mission Implementation, ABG.

Revise and adjust questionnaires for Perception Survey, incorporating new Project Indicators

(iii) Data Collection

- Undertake a small pilot of surveys to ensure the question is well understood before the survey teams cover the whole sample.
- Teams of data collectors to conduct the surveys in Bougainville as per the sample size.
- Supervise and quality assures data collection.
- Clean and compile raw data of Perception Surveys gathered in different locations.

(iv) Analyze & Report

- Analyze data gathered from the Perception Survey and finalize findings for indicators in the PBF M&E Plan, as agreed with the PBF Project Manager.
- Develop Perception Survey report of the methodology and key findings.

(v) Stakeholder consultation and finalization of report

- Presentation of the report to UNDP
- Presentation of the report to Bougainville Affairs (NCOBA) and Department of Independence Mission Implementation, ABG.
- Finalize the report and submit to UNDP.

The whole exercise is estimated to take 8 weeks but the duration can be adjusted a little, based on the approved proposal and its methodology.

Results	Weeks after signing contract
Revise and update a methodology for the collection of data and sample size of population to be covered.	Weeks 1 & 2
Present the outline to UNDP for endorsement	Weeks 1 & 2
Identification of local data collection team, grouped into 2 groups, trained on the process of the survey.	Weeks 1 & 2
Hold a meeting briefing session with the National Coordination Office for Bougainville Affairs (NCOBA) and Department of Independence Mission Implementation, ABG.	Weeks 1 & 2
Revise and adjust questionnaires for Perception Survey, incorporating new Project Indicators	Weeks 1 & 2
Testing of questions	Week 3
Data collection for perception surveys and entering of raw data (Bougainville) and some data collection in Port Moresby	Weeks 4 - 6
Analyze data gathered from the Perception Survey and finalize findings for indicators in the PBF M&E Plan, as agreed with the PBF Project Manager.	Week 7
Develop Perception Survey report of the methodology and key findings.	Week 8
Stakeholder consultation and finalization of report	Week 8

4 . Documentation/data/information/guidelines that will be available at the beginning of the contract

- PNG Peacebuilding Priority Plan (2014-2017)
- Evaluation Report of Peacebuilding Priority Plan in Bougainville 2018
- Sustaining Peace in Bougainville and Post-referendum Support Project Documents
- Bougainville Perception Survey Reports in 2016 and 2017 with survey questions and the methodology
- Project progress and final reports
- List of indicators for data collection
- A list of proposed questions to assist in finalizing the methodology.

5 . Institutional Arrangement

(i) Supervision and reporting

The Perception Survey will be executed under the supervision of the PBF Coordinator through the UNDP Project Manager in Bougainville with the oversight of the UNDP Assistant Resident Representative (Governance).

The institution contracted will report on fortnightly basis on work progress, and will work in close liaison with UNDP through the duration of the Perception Survey.

6 . Duration of Work

The contract days are estimated at 8 weeks for the Team Leader specialist and for his team (although the exact number of days and team composition is to be proposed by the bid and in accordance with the deliverables in these TORs). The work schedule proposes the duration of work within this timeframe immediately after the contract is signed. The work is estimated to commence no later than mid-August 2021.

Timing of roles and responsibilities

Activities/Weeks	1	2	3	4	5	6	7	8
Preparation								
Revise and adapt a methodology for the collection of data and sample size of population to be covered.	x	x						
Identification of local data collection team	x	x						
Revise and adjust questionnaires for the survey based on consultation with stakeholders; develop and add new perception survey questions.	x	x						
Data Collection								
Test questionnaires			x					
Data collection for perception surveys and entering raw data.				x	x	x		
Analyze & Report								
Analyze data gathered from the Survey							x	
Any final amendments following feedback from stakeholders.								x

7 . Geographical Area

The Autonomous Region of Bougainville has (3), regions, (13) districts and (43) COEs in total. Decision on the specific location of the survey questionnaires will be proposed by the institution and agreed with UNDP on the basis of the methodology and the proposed sample size. The UNDP envisages representation of the three regions for this exercise, as well as specific focus on Buka and the Government (with a couple of questions potentially focused on Port Moresby and the national government).

8 . Scope of Price Proposal and Schedule of Payments

The contract price is a fixed price based on the results, with the length of service being approximate.

The budget submission should include all costs to allow the implementation of activities provided for in Sections C and F, such as professional fees for team members, travel expenses, attachments, multiplication of survey questionnaires, etc.

The payment schedule will be directly related to the deliverable submissions and progress report after the baseline report is completed and certification by the Secretariat is done.

Deliverables [list them as referred to in the TOR]	Duration	Report Due Date	Percentage of Total Price (Weight for payment)	Review and Approvals
Develop a methodology for the collection of data and sample size of population to be covered.	Weeks 1&2	14 September 2021	50%	PBF Project Manager and or Assistant Resident Representative (Governance)
Identification of local data collection team, grouped into 2 groups, trained on the process of the baseline.	Weeks 1&2	14 September 2021		
Revise and adjust questionnaires for the survey; develop and add new perception survey questions.	Weeks 1&2	14 September 2021		
Test questionnaires	Week 3	21 September 2021	30%	PBF Project Manager and or Assistant Resident Representative (Governance)
Data collection for perception surveys and entering raw data				
Analyse data gathered from the baseline and set baseline.	Weeks 4 - 6	5 October 2021	20%	PBF Project Manager and or Assistant Resident Representative (Governance)
Any final amendments following feedback from stakeholders.	Week 7	19 October 2021		
Perception Survey report on methodology and key findings.	Week 8	26 October 2021		
Total			100%	

9 . Recommended Presentation of Offer

To generate tenders whose content will be in a uniform manner and to facilitate comparative analysis, it is best to make recommendations regarding the content and preferred submission of bids to be filed and the format/order of presentation.

Tender proposals must include:

- Technical proposal with (1) highlights of the relevant expertise of the team and understanding of the TORs; (2) details of approach and methodology proposed for the Perception Survey data collection (3) draft methodology proposed for perception surveys; and (4) work plan outline with composition of the proposed team.
- Financial proposal.
- Any other documentation required such as instructions to bidders including specifications.

10 . Criteria for selection of the Best Offer

Selection will be made with a scoring method that combined the skills and methodology will receive a maximum weighting of 70% and will be combined with the price offer which will receive a maximum weighting of 30%.

11 . Resources Provided

UNDP will provide background information to accomplish activities under this TOR and other necessary support to this Institutional Contract.

12 . Education & Experience

(i) Structure

The consultancy is envisaged to be provided by an NGO, a research institute or a consultancy firm that is specialized in research, statistical work and surveys (design, tools, data collection & analysis), preferably in the field of peacebuilding and governance, with operating experience in volatile areas, with good knowledge of and networks in Bougainville, and with possibility to assemble a field team quickly in Bougainville (with the support of the UN which will provide a list of possible local team members). The structure should have a good understanding of the sensitivities and risk management strategies concerning surveys which deal with political and peacebuilding issues.

(ii) Desired team composition and qualification/experience required

Experience: The team leader should have a minimum of 7 years of experience in monitoring and evaluation and research, including survey design and conduct, data analysis and training and supervising teams. Good understanding of issues of peacebuilding and governance and experience in Bougainville are highly desirable, given the sensitivities of such surveys.

Training: Hold a university degree (Bachelor or Master), preferably in social sciences, statistics, demography, political science, law, international relations, public administration or economics and a thorough knowledge of qualitative methodologies.

The team leader may be assisted by another statistician and the rest of the team will consist of an experienced and trusted local data collection team, which can have access to communities in a sensitive and politicized context of peacebuilding.

13 . Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	300
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted	90
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country	70
1.4	Quality assurance procedures and risk mitigation measures	60
1.5	Organizational Commitment to Sustainability (mandatory weight) -Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points -Organization is a member of the UN Global Compact -5 points -Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	30
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	80
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100
2.3	Details on how the different service elements shall be organized, controlled and delivered	50
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	50

2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	70
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	50
Total Section 2		400

Section 3. Management Structure and Key Personnel			Points obtainable
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?		60
3.2	Qualifications of key personnel proposed		
3.2 a	Team Leader		120
	- General Experience	30	
	- Specific Experience relevant to the assignment	50	
	- Regional/International experience	30	
	- Language Qualifications	10	
3.2 b	Senior Expert		80
	- General Experience	10	
	- Specific Experience relevant to the assignment	40	
	- Regional/International experience	20	
	- Language Qualifications	10	
3.2 c	Junior Expert		40
	- General Experience	5	
	- Specific Experience relevant to the assignment	15	
	- Regional/International experience	10	
	- Language Qualifications	10	
Total Section 3			300

Incomplete proposals and failure to comply with proposal submission instruction will not be considered or will result in disqualification of proposal.

For any clarification regarding this assignment please write to UNDP PNG Procurement at procurement.pg@undp.org