REQUEST FOR PROPOSAL (RFP)
(For Low-Valued Services)

Name and Address of Firm	DATE: September 21, 2021
	REFERENCE: RFP/PNG/008-2021

Dear Sir / Madam:

We kindly request you to submit your Proposal for the ***Provisions of Perception Survey of Bougainvillean Population under Post- Referendum Support and Sustaining Peace in Bougainville Projects in Papua New Guinea.***

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

Proposals may be submitted on or before Monday, October 04, 2021 and via email, courier mail or fax to the address below: procurement.pg@undp.org

Your Proposal must be expressed in the English, and valid for a minimum period of 120 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 indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

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/protestandsanctions/

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 : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,
Procurement Team
UNDP PNG

Annex 1

Description of Requirements

Context of the Requirement	Perception Survey of Bougainvillean Population under Post- Referendum Support and Sustaining Peace in Bougainville Projects in Papua New Guinea
Implementing Partner of UNDP	Papua New Guinea National Government
Brief Description of the Required Services[1]	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.
List and Description of Expected Outputs to be Delivered	**A. Deliverables** **a) 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: **b) 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.

[1] *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.*

	Revise and adjust questionnaires for Perception Survey, incorporating new Project Indicators **c) 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. **d) 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. e) **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.
Person to Supervise the Work/Performance of the Service Provider	PBF Project Manager and Assistant Resident Representative
Frequency of Reporting	Weekly basis based on payment schedule
Progress Reporting Requirements	Reporting based on progress reports.
Location of work	☒ Exact Address: ☒ At Contractor's Location
Expected duration of work	2 Months with a possibility of 1 Month Extension
Target start date	11 October 2021
Latest completion date	24th December 2021
Travels Expected	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).
Special Security Requirements	☒ Others: **Not required**
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	☒ Others: **UNDP will not be required to provide additional resources to this Institutional Contract. This contract is supported by a proposal (RFP) for the same project period and by the provision on UNDP staff member (PBF Project Manager) to support the delivery of shared objectives.**
Pre-Bid Conference	Will be conducted Time: 11AM, (PNG Local Time) Date: September 27, 2021 11:AM Venue: ZOOM Meeting ID 821 1545 0164 **https://undp.zoom.us/j/82115450164** Pre-Bid Meeting - Provision of Perception Survey of Bougainvillean Population under Post-Referendum Support and Sustaining Peach in Bougainville Projects in PNG The UNDP Focal Point for the arrangement is: **Valentrude Urading** Email: procurement.pg@undp.org
Implementation Schedule indicating breakdown and timing of activities/sub-activities	☒ Required: **Refer to TOR**
Names and curriculum vitae of individuals who will be involved in completing the services	☒ Required

Currency of Proposal	☒ United States Dollars
Value Added Tax on Price Proposal[2]	☒ must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals *(Counting for the last day of submission of quotes)*	☒ 60 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	☒ Not permitted
Payment Terms[3]	Refer to TOR for payment for detailed information.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Project Manager and or Assistant Resident Representative
Criteria for Contract Award	☒ Lowest Price Quote among technically responsive offers ☒ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) ☒ 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.
Criteria for the Assessment of Proposal	**Technical Proposal (70%)** ☒ Expertise of the Firm (21%) ☒ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (21%) ☒ Management Structure and Qualification of Key Personnel (28%) *(To be technical competent bidder must score minimum 49% out of 70%)*

[2] *VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.*

[3] *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.*

	Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	☒ One and only one Service Provider
Type of Contract to be Signed	☒ Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilized for Long-Term Agreement[4] and *if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)*
Contract General Terms and Conditions[5]	☒ General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP[6]	☒ Form for Submission of Technical Proposal (Annex 2) ☒ Form for Submission of Financial Proposal (Annex 3) ☒ Bid Submission Form (Annex 4) ☒ Detailed TOR (Annex 5) ☒ Project Indicators for Perception Survey (Annex 6) ☒UN PBF Baseline Survey in Autonomous Region in Bougainville 2016(Annex 7) ☒UN PBF Interim Survey 2017 (Annex 8)
Contact Person for Inquiries (Written inquiries only)[7]	UNDP PNG Procurement *procurement.pg@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.

[5] *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.*
[6] *Where the information is available in the web, a URL for the information may simply be provided.*
[7] *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.*

Required Documents that must be submitted to Establish Qualification of Processes	☒ Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ☒ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ☒ Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation ☒Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any ☒ Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report past [2 years] ☒ Statement of Satisfactory Performance from the Top [3] Clients in terms of Contract Value the past ☒ CV's of all key personnel proposed for this tender ☒ Information about „green" efforts of the company ☒ All information regarding any past and current litigation during the last five (5) years, in which the involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the resolution if already concluded. ☒ Statement of Satisfactory Performance from the Top [3] Clients in terms of Contract Value the past [5 years] ☒ Signed Technical Proposal (Annex 2) ☒ Signed Financial Proposal (Annex 3) ☒ Signed Bid Proposal Form(Annex 4)

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL[8]

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery[9])

[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 *[specify date]* , 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.

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[8] *This serves as a guide to the Service Provider in preparing the Proposal.*
[9] *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*

C. **Qualifications of Key Personnel**

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]
[Person]
[Designation]
[Date]

Annex 3

A. Cost Breakdown per Deliverable*

Deliverables [list them as referred to in the TOR]	Duration	Report Due Date	Percentage of Total Price (Weight for payment)
Develop a methodology for the collection of data and sample size of population to be covered.	Weeks 1&2	25th October 2021	50%
Identification of local data collection team, grouped into 2 groups, trained on the process of the baseline.	Weeks 1&2	25th October 2021	
Revise and adjust questionnaires for the survey; develop and add new perception survey questions.	Weeks 1&2	25th October 2021	
Test questionnaires	Week 3	25th November 2021	30%
Data collection for perception surveys and entering raw data			
Analyse data gathered from the baseline and set baseline.	Weeks 4 - 6	24th December 2021	20%
Any final amendments following feedback from stakeholders.	Week 7		
Perception Survey report on methodology and key findings.	Week 8		
Total			**100%**

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

D. **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
I. Personnel Services				
1. Services from Home Office				
a. Team Leader				
b. Senior Expert				
2. Services from Field Offices				
a . Data Collectors				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				

4. Reproduction/ Printing costs				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

Annex 4

Bid/Proposal Submission Form

Date: ____

To: UNDP

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services to [Insert tender title] in accordance with your Request for Proposal dated (insert the date) and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal sealed under a separate envelope.

We hereby declare that:

a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification;

b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;

c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and

d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP's Contract for Professional Services.

We agree to abide by this Proposal for 120 days. We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet. We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:_____
Name and Title of Signatory:_____
Name of Firm:_____
Contact Details: [please mark this letter with your corporate seal, if available

6 No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.14

Annex 5

TERMS OF REFERENCE

Location:	Buka Office, Autonomous Region of Bougainville
Type of contract:	Request for Proposal (RFP)
Project:	The Post-Referendum Process Support/ Sustaining Peace in Bougainville Projects
Languages Required:	English
Starting Date:	4th October 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	25th October 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			
Revise and adjust questionnaires for the survey; develop and add new perception survey questions.	Weeks 1&2			
Test questionnaires	Week 3	25th November 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	24th December 2021	20%	PBF Project Manager and or Assistant Resident Representative (Governance)
Any final amendments following feedback from stakeholders.	Week 7			
Perception Survey report on methodology and key findings.	Week 8			
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 not be required to provide additional resources 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	Data collectors		40
	- General Experience	5	
	- Specific Experience relevant to the assignment	15	
	- Regional/International experience	10	
	- Language Qualifications	10	
	Total Section 3		**300**

Annex 6

Project Indicators for Perception Survey

List of Project Indicators for Perception Survey	
Project Outcome 2	Outcome Indicator 2 a
Increased dialogue and awareness on the BPA, referendum and post-referendum issues ensuring that both the population in and outside of Bougainville is informed, and is and feels, included in the process	Increase in the proportion of women and youth that have confidence in the post referendum process (including the outlying factions)
	Outcome Indicator 2 b
	Improved understanding of BPA and its pillars by the wider Bougainville population
Output 3.2	Output Indicator 3.2.2:
Support to the factional unification in Bougainville, including bringing the remaining outliers on board with the BPA and helping to implement and monitor the MOUs between the factions and the ABG.	Participation of women and youth in outlying factions in the peace and unification process disaggregated by age and sex
	Output Indicator 3.2.4
	Level of confidence among women, youth and people in Bougainville in the peace process and ABG (including the outlying factions)
UNDAF	UNDAF Indicator 4.1.3.1
Sub-Outcome 4.1: By 2022, government agencies and non-government organizations working on good governance, peace and security have capacity and leadership to undertake measures to combat corruption, prevent violence and provide access to justice	Percentage of population expressing satisfaction about quality of services provided by selected government and non-government institutions to combat corruption, prevent violence and provide access to justice
UNDAF	UNDAF Indicator 4.3.3.1:
Sub-Outcome 4.3: By 2022, people in Papua New Guinea live in a safe and secure environment that allows them freedom to exercise their political, social, economic, civil and cultural rights enshrined under the Constitution.	Percentage of population demonstrating understanding and confidence key policy and legislative provisions (Bougainville Peace Agreement) disaggregated by sex, target group and institutions