TERMS OF REFERENCE

Contract for international professional’s services for a baseline survey (of which a perception survey is a part) under the Kyrgyzstan Peacebuilding and Recovery Facility (PRF)

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Secretariat Support to Joint Steering Committee and PRF projects (PID 87908)</th>
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<tbody>
<tr>
<td>Short title of Assignment:</td>
<td>International Consultant to conduct a baseline (incl. perception) survey for the Kyrgyzstan Peacebuilding Priority Plan (PPP)</td>
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<td>Duty station:</td>
<td>34 working days in Bishkek, Kyrgyzstan 6 days in the country of residence</td>
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<td>Application deadline:</td>
<td>May 2014</td>
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<td>Type of Contract:</td>
<td>Individual Contract</td>
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<tr>
<td>Duration of Contract:</td>
<td>40 working days between 1st July and 31st October 2014 (Detailed schedule to be agreed between consultant and UNDP).</td>
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BACKGROUND

Following the revolution and inter-ethnic violence in Kyrgyzstan in April and June 2010, UN agencies in cooperation with the Government of Kyrgyzstan implemented projects funded under the Immediate Response Facility (IRF) of the Peacebuilding Fund (PBF). These projects, in value of $10m implemented under the IRF window, have brought some positive impacts, were catalytic in addressing some of the root causes of tensions, and contributed to preventing a relapse into violent conflict.

As a response to the request of the country’s leadership made in the fall of 2012 the UN General Secretary Ban Ki-moon approved allocation of additional funds for systemic peacebuilding in Kyrgyzstan and building institutional foundations to prevent recurrence of conflicts in future. The Peacebuilding Priority Plan (PPP) was developed and approved by the Peacebuilding Support Office (PBSO) in New York in July 2013. The PPP describes strategic peacebuilding goals to implement a three-year programme with a $15 million budget to achieve the jointly agreed three outcome results as follows:

1) Outcome 1: Critical laws, policies, reforms and recommendations of human rights mechanisms, including UPR, are implemented to uphold the rule of law, improve access to justice and respect, protect and fulfill human rights.
2) Outcome 2: Local self-government bodies, in partnership with related state institutions, and civil society, bridge divisions and reduce local tensions.
3) Outcome 3: Policies, pilot initiatives and approaches are developed and implemented that enable the further development of a common civic identity, multilingual education and respect for diversity and minority rights.

10 projects were formulated by the recipient UN Agencies to implement the PPP and approved by the Joint Steering Committee (JSC) comprised of 28 people representing the parliament of the country, offices of the President and of the Government, governmental agencies, civil society organizations and UN agencies.
The PPP Results Framework contains 11 outcome indicators for which baseline data need to be determined. Out of 11 indicators there are 5 indicators that require a perception survey to measure the change in perceptions, attitudes and behaviors among a representative sample of the population that was exposed to or indirectly impacted by project activities. The study will also produce data on perceptions of a comparable ‘control group’ that was not targeted by the project in order to validate that changes in perceptions are likely a result of the projects rather than a general change in perception due to other factors. The remaining 6 indicators need baseline information, for which some other strategies need to be identified. For data collection related to all indicators, a local research company and local experts will be hired.

It is crucial to make an appropriate disaggregation in data collection and analysis such as by gender, age, ethnic/linguistic group and geographic locations. It has been decided that PPP Outcomes cover 12 selected districts and 2 cities across the country and within those locations, 36 municipalities are identified jointly by the JSC and the participating UN Agencies.

There is also a need to obtain baseline data through this survey for some projects to assess an impact of their project intervention. It is envisaged that the participating UN agencies make joint efforts with the leadership from the JSC Secretariat in planning, designing and implementing a baseline & perception survey including developing questionnaires where the project interventions are contributing to the PPP outcome achievement. In consultation with other UN agencies, other questions seeking people’s perceptions may be included in the quantitative perception survey to inform project implementation and results frameworks at the project level.

OBJECTIVE

The key objective of the survey is to find baseline data for the PPP indicators that relate to the three PPP outcome areas in targeted and non-targeted locations. This baseline will help measuring the impact all PRF interventions will have by the end of implementing the PPP in September 2016. The baseline data sets collected and analytical findings will be presented to the JSC as well as the participating UN agencies. The international consultant will provide leadership and expert know-how to the process of conducting the baseline & perception survey in close collaboration with a local research company and local consultants to be identified by UNDP based on technical requirements to be defined by the international consultant.

SCOPE OF WORK

The contractor will implement its obligations under the direct supervision and guidance of the PBF Secretariat Manager and in close collaboration with PBF Secretariat staff and relevant UN Experts/Advisors.

The structure and content of the survey report is defined by the scope of work and deliverables stated below in consultation with the PBF Secretariat Manager.

The contractor will be responsible for the following tasks:

Phase I:

1. Review research/survey reports conducted by UN agencies and other organizations in recent years and take lessons learned from those surveys in developing well-thought questionnaires;
2. Plan and design the baseline & perception survey in coordination with the PBF Secretariat and the participating UN agencies; lead all the relevant consultation meetings and discussions on the survey design; Review existing data collections by RUNOs and integrate findings into the final baseline&perception survey;
3. Develop the appropriate sampling methodology for target and non-target populations including respondents size for this particular survey in close consultation with the Secretariat and UN Agencies;

4. Develop, based on above consultations, a concept note that will outline the proposed methodology and overall work plan with a realistic time frame, also highlighting if and how existing data sources can be used as baseline data;

5. Develop specifications and requirements for the identification of a local research company to conduct the survey with expert guidance of the international consultant (provide technical inputs in developing a procurement notice for contracting of the local research company);

6. Develop survey questionnaires that capture the change of perceptions and behaviors among the population; supervise the pre-testing of these questionnaires, and make appropriate modifications;

7. Provide training in quality assurance to the PBF Secretariat and a local consultant to be contracted to monitor the performance and quality of the local research company’s work (ensuring accurate data collection in the field and making sure that methodological guidance will be implemented and all relevant stakeholders interviewed, especially women and ethnic minorities);

8. Develop a field data collection manual or protocol for enumerators of the local research company.

Phase II (Note: The international Consultant will not be required to be in Kyrgyzstan during the data collection by the local research company but will return after data have been collected)

9. Provide distance mentoring and coaching to the PBF Secretariat and the local consultants to be contracted for quality assurance during data collection by the local research company;

10. Review the quality of data collected by the local research company;

11. Ensure, together with the local consultant to be contracted for quality assurance, that data have been appropriately entered into an appropriate statistical database;

12. Conduct an in-depth analysis of the data collected (also examining relevant correlations between different data) in close cooperation with the sub-contracted survey company, and in consultation with the Secretariat and technical experts from the participating UN agencies;

13. Produce the final report on the baseline & perception survey, present it to the PBF Secretariat and UN Agencies, and incorporate their comments as appropriate.

The contractor will report regularly to the PBF Secretariat Manager, and will perform duties in accordance with the work plan to be agreed at the beginning of the assignment.

FINAL DELIVERABLES

The table below outlines the final deliverables according to specific deadlines.

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<tr>
<th>DELIVERABLES</th>
<th>DEADLINE</th>
<th>PAYMENT STRUCTURE</th>
<th>REVIEW AND APPROVALS REQUIRED</th>
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<tbody>
<tr>
<td>Agreed step-wise detailed plan for consultancy phases 1 and 2 detailing how the assignment will be conducted</td>
<td>Within 5 working days upon signing the contract</td>
<td>20%</td>
<td>PBF Secretariat Project Manager</td>
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## REPORTING REQUIREMENTS

The contractor will submit the reports based on the results achieved in agreed format stating all actions taken during the assignment. Report shall be submitted after each deliverable result achieved according to the schedule and approved by PBF Secretariat Project Manager, which will serve as a justification for payments.

## QUALIFICATION REQUIREMENTS

- Master’s degree in social sciences, statistics or other relevant fields;
- Relevant work experience of minimum 5 years in research and/or M&E;
- Professional experience in conducting quantitative surveys (preferably perception or KAP surveys evidenced by survey reports prepared with leadership of the consultant;)
- Familiarity with qualitative research methodologies;
- Facilitation skills to agree on survey design with multiple stakeholders;
- Fluency in English is required. Knowledge of Russian is an asset.
TRAVEL REQUIREMENTS

This consultancy requires 2 travels to Bishkek, Kyrgyzstan 17 working days each (34 working days in total).

In the event of unforeseeable travel, the respective Business Unit and the Individual Contractor should agree upon the manner in which travel costs including tickets, lodging and terminal expenses are to be paid prior to travel.

ADDITIONAL REQUIREMENTS FOR RECOMMENDED CONTRACTOR

Individual Consultants/Contractors whose assignments require travel and who are over 62 years of age are required at their own cost to undergo a full medical examination including x-rays and obtaining medical clearance from an UN approved Doctor prior to taking up their assignment.

Individual Consultants/Contractors are required to have vaccinations/inoculations when traveling to certain countries, as designated by the UN Medical Director. The cost of required vaccinations/inoculations, when foreseeable, must be included in the financial proposal. Any unforeseeable vaccination/inoculation cost will be reimbursed by UNDP.

SECURITY CLEARANCE

The Consultant should undertake the Basic Security in the Field (BSIF) training and Advanced Security in the Field (ASIF) tests prior to travelling. These requirements apply for all Consultants, attracted individually or through the Employer.

UNDP INPUT

UNDP will provide the Consultant with the following:

- Access to premises;
- Access to network, internet & printing/copying communication equipment;
- Consultative support.