REQUEST FOR PROPOSAL (RFP 118/22)

NAME & ADDRESS OF FIRM	DATE: September 7, 2022 REFERENCE: Public Opinion Poll

Dear Sir / Madam:

We kindly request you to submit your Proposal for conducting Public Opinion Poll (the detailed TOR is attached separately as Annex 1a).

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.
Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.
Proposals may be submitted on or before, **20 September 2022, 4:00 pm local Yerevan time** (GMT +4) via **email only:**

to the following e-mail address: tenders.armenia@undp.org

Please note that proposals received through any other e-mail address will not be considered.
Your Proposal must be expressed in the English, and valid for a minimum period of 60 days calendar days.
Please note that your financial proposal must be password protected.

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/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 Unit
UNDP Armenia

Description of Requirements

Context of the Requirement	**Public Opinion Poll**
Implementing Partner of UNDP	National Assembly of RA
Brief Description of the Required Services[1]	To Hire the services of the company for provision of public opinion survey
List and Description of Expected Outputs to be Delivered	– As per Annex 1a – Terms of Reference (TOR)
Person to Supervise the Work/Performance of the Service Provider	Ruzanna Hayrapetyan, Associate Project Coordinator Modern Parliament for a Modern Armenia (MAP), UNDP
Frequency of Reporting	*As per TOR (Annex 1a) 5 Deliverables*
Progress Reporting Requirements	*As per TOR (Annex 1a) 5 Deliverables*
Location of work	☐ Exact Address as provided below ☒ At Contractor's Location, venue to be suggested by the company
Expected duration of work	1st of October to 15th of December 2022, 2,5 months after contract signing by both parties.
Target start date	1 October 2022
Latest completion date	15 December 2022
Travels Expected	As per Annex 1a – Terms of Reference (TOR)
Special Security Requirements	☐ Others ☒ Not Required
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	☐ Office space and facilities ☐ Land Transportation ☐ Others
Implementation Schedule indicating breakdown and timing of activities/sub-activities	☒ Required
Names and curriculum vitae of individuals who will be involved in completing the services	☒ Required ☐ Not Required
Currency of Proposal	☒ United States Dollars (USD)
Value Added Tax on Price Proposal[2]	☐ must be inclusive of VAT and other applicable indirect taxes ☒ 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 ☐ 90 days ☐ 120 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

[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.*

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

<table>
<tr><td>Payment Terms[3]</td><td>
<table>
<tr><th>Outputs</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr>
<tr><td>Inception report</td><td>10%</td><td>14 days after contract signed</td><td rowspan="4">Within thirty (30) days from the date of meeting the following conditions:
a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and
b) Receipt of invoice from the Service Provider.</td></tr>
<tr><td rowspan="3">Survey methodology

Pilot report

Final clean database report</td><td rowspan="3">50%</td><td>21 days after contract signed</td></tr>
<tr><td>30 days after contract signed</td></tr>
<tr><td>40 days after contract signed</td><td></td></tr>
<tr><td>Report with basic data tables and general analysis of the results</td><td>40%</td><td>60 days after contract signed</td><td></td></tr>
</table>
</td></tr>
<tr><td>Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment</td><td>Ruzanna Hayrapetyan, Associate Project Coordinator Modern Parliament for a Modern Armenia (MAP), UNDP</td></tr>
<tr><td>Type of Contract to be Signed</td><td>☒ Contract for Services</td></tr>
<tr><td>Criteria for Contract Award</td><td>☐ Lowest Price Quote among technically responsive offers
☒ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution), where the minimum passing score of technical proposal is 70%.
☒ 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.</td></tr>
<tr><td>Criteria for the Assessment of Proposal</td><td><u>Technical Proposal (70%)</u>
☒ Expertise of the Firm (max score: 350), including:
- Have minimum of 5 years in the industry (max score: 100);
- Having managed at least 3 surveys of comparable magnitude. Having staff who are fluent in English and Armenian (max score: 150);</td></tr>
</table>

[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.*

	- Having the track record in the provision of similar surveys. Having experience in provision of polls survey. (**max score: 100**). ☒ Methodology, its Appropriateness to the Conditions and Implementation Plan **(max score: 250)**, including: - Task implementation approach, including detailed description of implementation methods and milestones to carry out the proposed task; a detailed work plan with timelines for the Deliverables/Outputs (**max score: 250**) ☒ Qualification of Key Personnel **(max score: 400)**, including: - Team Leader: a minimum of 5-year professional experience in public survey provisions (**max score: 150**). - Data Manager: a minimum of 5 years of experience in designing effective communications campaigns, (**max score: 150**); - Team members: a minimum of 3 years of experience with respective portfolio (**max score: 100**). **<u>Financial Proposal (30%)</u>** 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.
Annexes to this RFP[4]	☒ Detailed TOR (Annex 1) ☒ Form for Submission of Proposal (Annex 2) ☒ General Terms and Conditions / Special Conditions (Annex 3)[5] ☐ Others[6]
Contact Person for Inquiries (Written inquiries only)[7]	*Procurement Unit, UNDP Armenia procurement.armenia@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.
Other Information *[pls. specify]*	

[4] *Where the information is available in the web, a URL for the information may simply be provided.*
[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] *A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.*
[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.*

TERMS OF REFERENCE

Project Title: "Modern Parliament for a Modern Armenia"

Duration of the Contract: 1st of October to 15th of December 2022

Duty Station: Armenia, Yerevan

A. Background

The **"Modern Parliament for a Modern Armenia"** Project is designed to strengthen the National Assembly of the Republic of Armenia (NA) in its new and fundamentally enhanced role within the governance system in carrying out its key functions - legislation, oversight, and representation. With a long-term goal of enhancing the overall effectiveness of the NA as a policy-making institution, the Project is designed to support the NA in taking advantage of modern governance tools and mechanisms with a focus on improved operational quality, transparency, and inclusiveness of parliament and enhanced parliamentary capacity for gender-responsive policymaking.

The Project has a three-stage approach to addressing the enhancement of capacity, transparency, and responsiveness:

- a catalytic stage of a needs assessment, strategic agenda-setting, and piloting of designed approaches,
- full-fledged implementation of the strategic agenda, tested approaches, and activities,
- evaluation of the implementation, policy recommendations, and Project closure.

UNDP MAP Project is supporting the NA to enhance its role and functions in law-making, policymaking, and oversight, in particular:

- Enhancing capacity in law-making, policymaking, and oversight,
- Increasing the transparency and inclusiveness of the legislature,
- Responding to the needs of constituents and strengthening interaction with them.

Within its scope of activities, the UNDP MAP Project is collaborating with the Standing Committees (SC) and the Staff of the National Assembly and supports those with analytical and research capacities, enhances their capacities through various interventions based on an approved needs analysis, which provide for improved and informed policy making with independent research expertise. Facilitation of activities identified by the SCs and the Staff through technical expertise, workshops, and CSO involvement is within the context of the approved MAP Project Action Plan.

MAP Project conducted the first public opinion survey in December 2020, assessing the public opinion on the National Assembly of the Republic of Armenia, transparency, and accountability as well as public participation and new innovative tools that the Project will be introducing. The Project, based on the Results and Resources Framework, is conducting periodic public opinions polls on annual basis as well as various crowdsourcing to capture the needs of citizens for outreach and taking part in policy decision-making and adjust the programming.

The primary beneficiary of the Project is the National Assembly of the Republic of Armenia.
The Project is hereby soliciting consultancy to implement a survey utilizing the approved instruments (questionnaire and protocols). The consultancy fits into the overall project framework and the scope of activities for enhancing the overall effectiveness of the NA as a policy-making institution and contributing particularly to enhancing capacity in law-making, policymaking, and oversight.

B. Object of the assignment

The Contractor shall conduct a public opinion survey on perceptions, attitudes, and awareness of Armenian citizens regarding the work of the National Assembly of the Republic of Armenia (NA). The assignment will include adapting the questionnaire provided by UNDP, developing data collection protocols, collecting data, cleaning the database, and providing reports with basic tables. The public opinion poll shall reflect citizens' perceptions on the extent that the National Assembly implements its oversight functions, transparency of its work, as well as public participation and outreach.

C. Scope of Work

Sampling frame and sample size:

- The survey will target citizens of Armenia aged 18 years and over.
- Sample size is around 1,100 respondents with a 95% confidence level and a 2.5-3% confidence interval; the sample must be representative of citizens of Armenia aged 18 years old and older with permanent residency in Armenia (at least during the last 3 years), representative of all marzes of Armenia and Yerevan, and sexes.
- The survey questionnaire will be provided to the contractor. The questionnaire will have 80-85 questions.
- Interviews shall be conducted face-to-face in person.

The Contractor will work under the supervision of the UNDP MAP CTA and/or Project Associate Coordinator. The Contractor shall:

- Gather nationwide data on public perceptions, attitudes, and awareness of Armenian citizens regarding the work of the National Assembly of the Republic of Armenia.
- Ensure that results are robust and comparable over time and checked with the National Assembly for the update.
- Develop data collection protocols (subject to review and approval by UNDP).
- Train the interviewers and supervisors for administering the survey instrument (special attention shall be paid to introducing the interviewers to NA work on transparency, oversight, outreach, and participation; relations with independent scrutiny bodies and) The training shall cover the theory of the survey instrument and each and every question, as well as data collection protocols of the survey (interviews shall be conducted face-to-face in person, health and safety protocols may be considered further in case the public health situation in the country deteriorates).
- Print questionnaires and collect data by administering the questionnaire.
- Provide weekly updates to UNDP on fieldwork progress.
- Implement data cleaning.
- Prepare a draft Report to include results and recommendations in consultation with UNDP[8].
- Finalize the Report and submit it to UNDP in Armenian and English.

[8] The format of the report is annexed to this ToR

D. Specific tasks of the Contractor

Designing the Sample frame and constructing the sample

- The Contractor will adapt the questionnaire provided by the UNDP, and recommend the appropriate sample design, which involves developing the sampling methodology (sampling stages, strata, etc.), the sample frames, the system for selecting the sampling units, sampling weights, sample size, and the procedures for calculation of expansion factors.
- Construct the sample weights and provide documentation on the methodology to construct the weights.

Deliverable(s)*: Inception report on the sample design methodology, sample size, sample weights, and other components of the sampling frame.*

Task Planning, Ethical and other Clearances

- The Contractor will develop an implementation plan and Gantt chart in consultation with the UNDP, outlining the timeline for all activities and providing detailed documentation to the UNDP on all logistical considerations and plans.
- In addition, the Contractor will be responsible for acquiring all permissions and ethical clearances necessary for conducting the survey. Where required, this may include relevant permissions from national and/or sub-national authorities.
- The Contractor will also be responsible for adhering to local formalities, and for obtaining any required permits related to the survey implementation.
- The Contractor will also be responsible for their team's health and accident insurance, salary, taxes, and other obligations as necessary.
- The study must uphold national and international ethical standards and field procedures concerning informed consent, maintaining confidentiality, and storage of questionnaires and data processing.
- In all data collection activities, written consent will be sought following the provision of information to potential respondents informing them as to the purpose of the study and the requirements and expectations should they decide to participate. All potential respondents/informants will be assured that their participation is voluntary and that they will not be penalized if they do not participate. They will also be informed that they are free to skip any questions, terminate the interview at any time, or withdraw from the study after it has been conducted.

Deliverable(s): *(i) Gantt chart for the survey; (ii) Written detailed data collection protocols and logistical plans; (iii) Informed consent form(s)); and (iv) documented evidence of ethical clearance(s) and permits needed to implement the survey tools.*

Survey methodology and protocols

The principal duty of the Contractor will be to conduct a survey for the National Assembly of the Republic of Armenia (NA) about perceptions of the NA. The Contractor will be provided with the questionnaire which shall be adapted while ensuring its comparability and compatibility with previously conducted survey(s) conducted by the UNDP MAP Project. The survey should be conducted:

- Among citizens of the Republic of Armenia aged 18 years and older, who have permanently resided in the country for at least the last 3 years.
- In all marzes (regions) of Armenia, ensuring geographical and sex distribution.

The survey instrument shall, *inter alia*, include questions (non-exhaustive list), enabling:

- Analysis of key demographics and socio-economic characteristics of the respondent.
- Assessment of the perception among citizens of the concept of parliamentary oversight based on the methodology described in the "Scope of Work" section of this TOR (which must be reflected in the proposed technical approach and detailed methodology proposed by a bidder).
- Measurement of the level of transparency of the parliamentary work.
- Analysis of perceptions of the outreach covering attitudes to different groups and the perceived notions on the NA.
- Measurement of the degree and depth of bias and stereotypes in the Armenian society against the NA.

- Measurement of the extent of participation of the citizens in the work of the NA, whether directly experienced by respondents or anecdotal evidence.
- Assessment of whether there is a difference in perceiving the NA depending on sex, social groups, and type of residence (rural, urban).
- Assessment if citizens are familiar with the system of oversight, the relation between the parliament and independent scrutiny bodies and the division of powers, as well as examine what the citizens know about the different independent scrutiny bodies, how they heard of them, and how familiar are they with their competences and tasks.
- Assessment of the awareness of the public about the latest laws and/or amendments that the NA has passed.
- Comparative analysis with the previous survey(s) to improve the work of the NA.
- Assessment of personal experience citizens had with the NA (e.g., have they visited, do they know/have they met an MPs or staff working at the NA).
- Assessment of the sources of information they use to get information about the NA (how frequent is the NA web page used, or whether they read about the NA on social media and hear on TV, do they follow the general session broadcast, etc.).
- Assessment of perceptions on media coverage of the NA in society e.g., to search what respondents think about the media's attitude (TV, radio, print, web) towards the NA and how they report on it.
- Analysis of demographic data: the questionnaire shall include demographic data on the respondent such as age, sex, education level, type of degree obtained (humanities / natural sciences), type of residence (urban/rural), and any other disaggregated data which could show disaggregation of patterns in the change of perception, which will facilitate further programming and design of the project to better target the NA outreach efforts, transparency and voice, and participation.
- Comparative review of the Regional Statistical Data on "Trust for Parliaments" as well as European for comparative data analyses will be comprising the report on findings.

The subject matter shall be clearly explained in the methodology and reflected in the questionnaire using not strictly professional language so that to avoid misinterpretation and get accurate answers. The concepts and definitions of different terminologies shall be clearly explained.
The Bidder shall submit in its proposal to UNDP at least:

- Workplan to achieve the survey objectives and fulfil the tasks of this Terms of Reference
- Detailed description of research methodology: the draft proposed approach to devising the sampling strategy suitable for the proposed methodology, geographic and thematic scope of the survey, and reporting.
- For a survey to be complete, all the relevant information must be obtained and entered the database. No questions should be left blank except the ones to which the respondents chose not to reply, which shall also be reflected in the results and taken into consideration when making the conclusions and recommendations. The Contractor shall collect the highest quality data (this includes compliance with data collection protocols) under criteria of accuracy, validity, completeness, timeliness, consistency, and uniqueness. The Contractor will elaborate detailed methodologies on quality assurance and data management (this may include at least 3% of back checking, at least 5% of random checks, and accompanied interviews and survey implementation monitoring).

Deliverable(s): *survey methodology with instruments and protocols*

Development, Adaptation, and Translation of Tools and Protocols

- The Contractor will adapt draft instruments of the survey in Armenian. In consultancy with the UNDP MAP Project team, the Contractor will complete the development of the survey. This includes an adaptation of questions and answers categories, contextualization, formatting, and preparation of the instruments for use, including double-checking questionnaire skip patterns, numbering, responses, etc. The development of the survey also includes a field pilot (piloting both survey instrument and data collection protocols), which shall also include consultations with the Project and stakeholders to review substantial changes or adaptations to the survey. All changes must be approved by the UNDP.
- The Contractor will complete the final adaptation, formatting, translation, and preparation of the field manual for use. All changes must be approved by the UNDP.
- All deliverables will be submitted in Armenian and English languages.
- **None of the materials, reports, designs, brochures, and articles produced under this Terms of Reference will be used, released, and/or disseminated without prior written approval by UNDP.**

Deliverable(s)*: (i) pilot report;* (ii) *final questionnaire and protocols (English and Armenian).*

Data Collection and data cleaning

The Contractor will develop a logistical plan prior to the start of field operations that includes the team's composition, contingency plans for staffing, systems for tracking equipment and supplies and contingency plans for equipment loss or malfunction, field visit schedule, logistical arrangements (including transportation and lodging for enumerators) and any necessary permissions.

- The Contractor may obtain a letter from the UNDP to share with facilities indicating support of the survey from the UNDP if needed.
- The Contractor will deploy teams of enumerators and field supervisors to undertake the data collection using the survey methodology.

The Contractor will prepare a data management plan. The Contractor provider will monitor the status of each questionnaire and produce weekly reports on progress, existing or potential problems, and suggested solutions. This involves submitting a weekly Field Monitoring and Tracking report, containing facilities covered, refusals (and reasons for refusals), barriers faced and how they were addressed, etc.

- The Contractor will immediately identify whether certain questions are frequently incorrectly answered or missing and assess why this is happening. Confer with the Project to map a way forward to improve quality. In some cases, facilities may need to be revisited to improve poor-quality data.
- The Contractor will provide supervision and oversight for the data entry process to ensure compliance with quality standards including cleaning and reporting on problems discovered throughout the process.
- The Contractor will respond to any data query, request for information, or petition to fix any issues by the UNDP within a week of its initial request.
- The Contractor will produce a full clean database of the survey information and make this available in STATA and archived formats. The clean dataset in STATA format must have unique identifiers for all households (if any) and individuals interviewed and contain variable and value labels constructed from the STATA dictionary developed by the Service provider. The datasets must also have clear linking variables to the sample frame, and between respondents and the households (if any) engaged.
- The Contractor will provide adequate documentation accompanying the dataset describing the construction of the unique identifiers, links across modules, variable descriptions, etc.
- Following review and comments by the supervising Project team, the Contractor will make the required changes and improvements to the dataset for final submission and approval. This should be accompanied by a simple report which includes basic tabulations of all survey variables.

Deliverable(s): (i) final detailed survey data collection protocols and quality assurance protocols; (ii) logistics and safety plans for data collection; (iii) data management plan; (iv) preliminary, cleaned dataset (STATA format) and associated codebooks; (v) final, cleaned dataset; (vi) basic report with tabulations of all survey variables; and (vii) weekly reports on progress, existing or potential problems and suggested solutions.

E. Deliverables and timelines

The selected bidder shall be responsible for the following deliverables:

Deliverables	**Tentative deadlines** (Deadlines are counted from the day of the contract signature)
1. Inception report including the work plan, timings, and sample design	14 days
2. Gantt chart for the survey; detailed draft quantitative and qualitative survey methodology (including the questionnaire); informed consent form, data collection protocols, and logistical plans; documented evidence of ethical clearance(s) and permits needed to implement the survey tools	21 days

3. Pilot report with Final survey instruments (questionnaire, data collection protocols, and data management plan) (in Armenian and English) approved by UNDP	30 days
4. Final Clean database with a report on the tabulation of all survey variables	40 days
5. Report with basic data tables and general analysis of the results (in Armenian and English) approved by UNDP	60 days

F. Corporate Qualifications

The selected Contractor shall meet at least the following requirements:

The legal entity selected to undertake the assignment must fulfil the following minimum requirements:

- Be a legal entity registered with the competent authority of their Country of Origin (for example Business Registry Agency/APR for Armenian bidders) in the required line of business for at least 5 years
- Proven expertise and experience in socio-metric field research (the list of at least 5 performed field research undertaken during the period of the last three years to be provided). A reference list containing information on at least five projects/activities like requirements indicated in this TOR over the period of the last three years must be submitted using the table below

Client[9]	Survey description	Sample	Duration	Value in US$
1.				
2.				

- Documented specific experience in at least 2 parliamentary research is preferred
- Proven organizational capacity to absorb, analyse and synthesize large amounts of complex information within tight deadlines. Have experience in developing a methodology for sample selection, to make sure vulnerable groups are proportionally represented in the sample
- At least 5 years of the proven track record of cooperation with international organizations preferably operating in Armenia. A reference list to be provided (please see the details under the point 2 above).

G. Personnel Qualifications

The Bidder shall propose a team of at least two key experts for this assignment. Bidders may propose more experts (a bigger team) based on their knowledge and experience.

However, UNDP shall score only CVs of key experts mentioned above during the technical and financial evaluation. Bidders must provide a Team Structure Chart in their technical offer containing clearly indicated names and functions of each proposed team member (e.g., Team Leader, etc.)

Team Leader (Key Expert 1) shall meet at least the following requirements:

- A level of education in any of the following fields: advanced degree in mathematics / statistics / data science or relevant social sciences
- At least 5 years of experience in data analysis, leading the quantitative research with similar or larger scale (a list of surveys with details to be provided);
- Proven track records in quantitative research engaging parliament(s);
- Fluency in Armenian and English.

Data Manager (Key Expert 2) shall meet at least the following requirements:

- Advanced degree in mathematics/statistics or relevant social sciences.
- At least 3 years of experience in carrying out quantitative research with similar or larger scale as this assignment (a list of surveys with details to be provided).
- Fluency in Armenian and English.

Team members (e.g., project coordinator, assistants, logistician, supervisors, etc.)**:**

[9] Must include the following details: name of the client, contact person's name, e-mail address and phone number.

- A list of personnel that will administer the survey having supervisory role (each member shall have experience with administering face-to-face in person interviews).

CVs of the Team Leader and Data Manager shall be submitted in a format that allows efficient evaluation of the above-mentioned competences. The list of additional team members shall include description of the relevant experience next to the name of each proposed member, as well as relevant level of effort.

NOTE 1: Contractor's responsibilities
The Contractor shall be responsible for the provision of the following and all related (lump-sum) costs are to be included in the financial proposal:

- Assistance in the implementation of the assignment (secretarial, administrative, logistics, travel, and all other activities),
- Any equipment necessary to provide proper and unremitting working conditions for the Contractor's team engaged under this ToR.

H. Reporting

The language of the Contract is English. However, reports must be submitted in both English and Armenian. Reports to be submitted should be well edited and ready for final publication.

I. Payment Mode

The Contractor will be paid upon the acceptance and approval of the deliverables, per the timescale presented in the table below:

Deliverable	Payment %
1. Inception report including the work plan, timings, and sample design	10%
2. Gantt chart for the survey; detailed draft quantitative and qualitative survey methodology (including the questionnaire); informed consent form, data collection protocols, and logistical plans; documented evidence of ethical clearance(s) and permits needed to implement the survey tools	50%
3. Pilot report with Final survey instruments (questionnaire, data collection protocols, and data management plan) (in Armenian and English) approved by UNDP	
4. Final Clean database with a report on the tabulation of all survey variables	
5. Report with basic data tables and general analysis of the results (in Armenian and English) approved by UNDP	40%

Annex 2 - FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery[10])

(attached separately)

[10] *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*

Annex 3- UNDP GENERAL CONDITIONS OF CONTRACT FOR SERVICES

(attached separately)