



International Foundation for Electoral Systems

Date: September 24, 2018

Ref.: **RFQ-18-056**

Subject: Request for Quotations for Conducting Two Sets of Surveys in Ukraine

The International Foundation for Electoral Systems (IFES), invites your firm to participate in this competitive solicitation for pricing, delivery, and terms of potential sale of the following services for the IFES office in Kyiv, Ukraine. IFES reserves the right to reject any and all offers, to add, delete, or modify any element of the solicitation at any time without prior notification and without any liability or obligation of any kind. This RFQ does not obligate IFES to enter into a contract nor does it obligate IFES to pay any costs incurred in the preparation of submission of any Response.

BACKGROUND

IFES is an independent, non-governmental organization (NGO) with headquarters registered in the United States of America. IFES supports citizens' rights to participate in free and fair elections. Our independent expertise strengthens electoral systems and builds local capacity to deliver sustainable solutions. As the global leader in democracy promotion, we advance good governance and democratic rights by providing technical assistance to election officials, empowering the underrepresented to participate in the political process and applying field-based research to improve the electoral cycle. Since 1987, IFES has worked in over 145 countries – from developing democracies, to mature democracies.

DESCRIPTION OF SERVICES

IFES wishes to conduct five separate surveys in Ukraine under two different lots. Interested vendors can submit quotations for one or both lots described below. The two lots are as follows:

Lot A) Three national public opinion surveys focused on electoral issues; and

Lot B) Two surveys of Internally Displaced Persons (IDPs) in Ukraine.

Responsibilities of offerors (in close consultation at every stage with IFES):

1. Format, translate and print the questionnaires. Contractor is expected to translate the questionnaire into Ukrainian and Russian.
2. Pretest the formatted and translated questionnaire in both languages.
3. Identify population database used to design the sample of the IDP and national face-to-face surveys.
4. Select sampling approach for each IDP and national face-to-face surveys, construct sample and identify method for selecting respondents in consultation with IFES.
5. Describe means to be used to examine the representativeness of the achieved sample for each separate survey.
6. Manage all aspects of fieldwork for the IDP and national face-to-face survey.
7. Screen and hire field staff with appropriate qualifications and regional knowledge.
8. Conduct training of interviewers and enumerators.

9. Develop coding scheme; code, enter, and clean data.
10. Prepare electronic data file, marginal results, tabulations, and a methodological report for each survey.

Expected Deliverables

1. The translated and formatted questionnaires in Ukrainian and Russian languages.
2. Pre-test results and recommendations for changes in questionnaire for survey.
3. Sample design and approach used to select respondents for the survey.
4. Coding scheme (based on question numbers and skips and filter instructions in questionnaire), including codes for open-ended questions.
5. Data frequency results for all questions, with weights, if weights are needed.
6. Data cross-tabulations for all questions by a set of demographic variables specified by IFES.
7. Electronic data file in SPSS.SAV format using coding scheme and open-end code formulation specified by IFES survey research team including any weight variables that may apply.
8. A detailed methodological report for the survey.

Please note all reporting with IFES should be in English language.

These surveys will inform and support IFES programming in Ukraine. The description, specifications, and requirements for surveys are provided below.

SURVEY DESCRIPTION, SPECIFICATION & REQUIREMENTS

1) LOT A

Methodology

Questionnaire: The survey questionnaire will consist of approximately 50-55 closed-ended questions and 5-7 open-ended questions, not including standard demographics (sex, age, education, occupation, income, employment status, place of residence, ethnicity, etc.). Questions will be drafted and provided by IFES in English and it should be translated in Russian and Ukrainian and formatted by the contractor. Interviewing time is estimated at 40-45 minutes.

Interviewing technique: Face-to-face interviewing in respondents' households. If face-to-face interviewing is not possible in specific areas of the country, Contractor shall specify type of interviewing approach that will be utilized in these areas. Before fieldwork starts, the translated and formatted questionnaires shall be pretested with 40 adults in both urban and rural areas. The selection of respondents for the pretest shall also take into account gender, age, and other appropriate demographic criteria such as ethnicity and language. The pretest will identify comprehension problems, the appropriateness of response options, and the sensitivities that any questions may arise.

Sample Design

- The Contractor will provide sample for face-to-face survey with two options: 1,500 respondents (adult citizens 18 years or older) for option 1; 2,000 respondents (adult citizens 18 years or older) for option 2. The Contractor will provide specific advice on sampling strategy to be utilized in Donbas.

- The Contractor shall use a multi-stage, probability proportional to size (PPS) selection method using random selection techniques to select sampling points, where possible. If not possible in Donbas, Contractor should specify type of sampling strategy to be utilized.
- Overall, no more than 8-10 interviews shall be conducted in any one sampling point.
- For the final results, the Contractor will supply IFES with appropriate weights to bring the realized sample in line with population parameters to correct for possible regional disparities or discrepancies between actual population demographics and achieved sample demographics in terms of gender and age.

Contractor shall obtain IFES approval before finalizing sample design. Contractor shall also obtain approval from IFES for any changes during the fieldwork process.

Respondent Selection

- The Contractor shall specify the method used to select respondents. Interviewers are not allowed to make any substitutions except in the following instances: (1) when the respondent completely refuses to be interviewed or to complete the interview; (2) if the respondent is not included in the sample because the respondent is not in the target age or gender group; (3) the selected building is not a home (e.g. company, shop, school, public institution, etc.); or (4) the respondent is not home after repeat visits. It is never acceptable to do substitutions within the household.
- At least two call backs should be done and documented if the randomly selected respondent is not at home at the time of the interview.

Supervision of Fieldwork

Contractor shall ensure that at least 20% of completed interviews are back-checked by supervisors and the management team, and all completed questionnaires are subject to quality control for proper administration. Contractor shall immediately contact IFES should any problems be detected with the quality or timeline of the fieldwork.

Data Entry

Contractor shall enter data into software that can easily transfer data to SPSS. The Contractor shall ensure 100% verification of entered data and shall use logic-testing techniques to verify the soundness of the data.

After completion of the first 500 interviews, the Contractor shall send IFES a list of suggested codes for open-ended questions on the survey, along with sample responses that fit the suggested codes. The Contractor shall code open-ended questions according to the coding scheme approved by IFES.

The Contractor shall submit a data file in SPSS format to IFES upon completion of the data processing. This file will contain variables that will be named according to the English questionnaire number, eg. Q1, Q2, etc. All value labels shall replicate response choices as closely as possible according to the English questionnaire. All "Don't know" responses shall be coded to end in a '8', e.g. 8, 98; All "Refused" responses shall be coded to end in a '9', e.g.: 9, 99, etc. Please note that DK and NR responses should not be classified as 'system missing' responses.

The Contractor shall construct weights necessary to ensure that the sample is representative according to region, gender and age.

Methodological Report:

The Contractor shall submit a methodological report in English for each of surveys within two weeks of completion of data processing. This report shall outline the sampling information, as well as descriptions of fieldwork operations and data processing. The report shall also provide a complete breakdown of response and non-response statistics, including response rate.

Illustrative Timeline (Please note that timelines for the surveys may change due to political developments in Ukraine. IFES will consult with vendor in change of timelines.)

	First survey	Second survey	Third survey
IFES submits the questionnaire to contractor for translation and comments	November 07, 2018	May 01, 2019	October 30, 2019
Translated questionnaires due to IFES; Detailed sampling plan and procedures submitted to IFES	November 12, 2018	May 06, 2019	November 04, 2019
Review of translations by IFES; comments to contractor; IFES signs off on final sampling plan	November 13, 2018	May 09, 2019	November 07, 2019
Contractor pre-tests questionnaires in all languages; pretest results and recommendations to IFES; questionnaire finalized	November 19-21, 2018	May 13-15, 2019	November 11-13, 2019
Interview training	November 22-23, 2018	May 16-17, 2019	November 14-15, 2019
Fieldwork starts	November 26, 2018	May 20, 2019	November 18, 2019
Fieldwork ends	December 13, 2018	June 07, 2019	December 06, 2019
Data file due to IFES	December 20, 2018	June 14, 2019	December 13, 2019
Methodological report due to IFES	December 27, 2018	June 28, 2019	December 27, 2019

2) LOT B

Methodology

Target Population: Internally Displaced Persons, 18 years and older, who have been forced to relocate from their permanent home due to the conflict in Donbas and are currently living outside occupied areas. The Contractor shall specify how they would define 'Internally Displaced Persons' (IDPs) for this survey.

Sample size: Contractor will provide sample for face-to-face survey with two options: 1,500 respondents (adult citizens 18 years or older) for option 1; 2,000 respondents (adult citizens 18 years or older) for option 2.

Questionnaire: The face-to-face survey questionnaire will consist of approximately 30 closed-ended questions and 5 open-ended questions not including standard demographics (sex, age, education, occupation, income, employment status, place of residence, ethnicity, etc.). Questions will be drafted and provided by IFES in English and it should be translated in Russian and Ukrainian and formatted by contractor. Interviewing time is estimated at 30 minutes.

Interviewing technique: Face-to-face interview in respondents' households for the face-to-face survey. Before fieldwork starts, the translated and formatted questionnaires in local languages shall be pretested with 30 adult IDPs in both urban and rural areas. The selection of respondents for the pretest shall also take into account gender, age, and other appropriate demographic criteria such as ethnicity and language. The pretest will identify comprehension problems, the appropriateness of response options, and the sensitivities that any questions may arise.

Sample Design

- The Contractor shall specify a sample design which allocates interviews across all regions of Ukraine (outside occupied territories and Crimea). The Contractor will specify what data source will be used as the basis of the sample design and will also specify whether the sample is or is not representative of the IDP population outside occupied areas in Ukraine. IFES recognizes that interested Contractors may have to utilize sampling approaches that don't conform to a multi-stage probability method to survey IDPs and should specify the methodology in detail.
- Ideally, IFES prefers that the sample be stratified proportionately across Ukraine. The Contractor will specify the criteria for stratification of the sample, for example, whether based on oblast or on geographic regions in Ukraine.
- The contractor shall specify the method used to select respondents for the survey, describing each stage of the respondent selection process. IFES anticipates that multi-stage, probability proportional to size (PPS) selection method will be used.
- Overall, IFES prefers that no more than 10 interviews shall be conducted in any one sampling point.
- For the final results, the contractor will supply IFES with appropriate weights, if any, to bring the realized sample in line with population parameters identified in the sample design. Contractor shall obtain IFES approval before finalizing sample design. Contractor shall also obtain approval from IFES for any changes during the fieldwork process.

Respondent selection

- The Contractor shall specify how respondents will be selected for the survey, whether it is in sampled households or through other means where respondents are sampled individually through contact lists or other means.
- Supervision of Fieldwork: Contractor shall ensure that at least at least 20% of completed interviews are back-checked by supervisors and the management team, and all completed questionnaires are subjected to quality control for proper administration. Contractor shall immediately contact IFES should any problems be detected with the quality of the fieldwork.

Data Entry

Contractor shall enter data into software that can easily transfer data to SPSS. The Contractor shall ensure 100% verification of entered data and shall use logic-testing techniques to verify the soundness of the data. After completion of the first 250 interviews in the face-to-face survey, the Contractor shall send IFES a list of suggested codes for open-ended questions on the survey, along with sample responses that fit the suggested codes. The Contractor shall code open-ended question according to the coding scheme approved by IFES. The Contractor shall submit a data file in SPSS format to IFES upon completion of the data processing. This file will contain variables that will be named according to the English questionnaire number, e.g. Q1, Q2, etc. All value labels shall replicate response choices as closely as possible according to the English questionnaire. All “Don’t know” responses shall be coded to end in a ‘8’, e.g. 8, 98; All “Refused” responses shall be coded to end in a ‘9’, e.g.: 9, 99, etc. The Contractor shall construct weights necessary to ensure that the sample is representative according to region, gender and age. Please note that DK and NR responses should not be classified as ‘system missing’ responses.

Methodological Reports:

The Contractor shall submit a methodological report in English for each of surveys within two weeks of completion of data processing. This report shall outline the sampling information, as well as descriptions of fieldwork operations and data processing. The report shall also provide a complete breakdown of response and non-response statistics, including response rate.

Illustrative Timeline (Please note that the timeline for the surveys may change. IFES will consult with the vendor on change in timeline.)

	First survey	Second survey
IFES submits the questionnaire to contractor for translation and comments	January 18, 2019	January 24, 2020
Translated questionnaires due to IFES; Detailed sampling plan and procedures submitted to IFES	January 22, 2019	January 28, 2020
Review of translations by IFES; comments to contractor; IFES signs off on final sampling plan	January 25, 2019	January 31, 2020
Contractor pre-tests questionnaires in all languages; pretest results and	January 28-30, 2019	February 03-05, 2020

recommendations to IFES; questionnaire finalized		
Interview training	January 31 – February 01, 2019	February 06-07, 2020
Fieldwork starts	February 04, 2019	February 10, 2020
Fieldwork ends	February 22, 2019	February 28, 2020
Data file due to IFES	March 01, 2019	March 06, 2020
Methodological report due to IFES	March 15, 2019	March 20, 2020

QUOTATION SUBMISSION REQUIREMENTS

1. The quotation should be in English and address all the elements of the survey design as described under each Lot (document not to exceed 20 pages) as follows:
 - a. Methodology
 - b. Sample design to include (1) sample design with levels of stratification; (2) method used to select respondents; (3) number of interviews planned for each sampling point; (4) method used to examine the representativeness of the achieved sample; (5) population source for sample design
 - c. Respondent selection
 - d. Supervision of the field work and
 - e. Data entry.
2. Each quotation shall include the detailed budget in **local currency for vendors registered in Ukraine and in US Dollars for all other vendors**, with all applicable taxes/charges clearly identified, provided against each of the categories of services described in this request and with a total cost clearly provided at the end of the cost proposal. **Please note the cost estimates for three national surveys under Lot A should be provided excluding VAT.** The quotation shall provide two cost estimates for each Lot:
 - a. **Option 1** - for IDP and/or national public opinion survey of 1,500 respondents
 - b. **Option 2** - for IDP and/or national public opinion survey of 2,000 respondents
3. Each quotation should provide information on organizational experience and qualification of staff including: (a) Information about the contractor's history and experience including examples of similar survey projects; (b) list of clients with names, addresses, and telephone numbers of three business references, and approval to contact the listed references. IFES reserves the right to request and check additional references. (c) staffing information including (qualifications and experience of the members of your staff who will be directly handling this project, CVs of key personnel who will be responsible for implementing activities, the number of interviewers used for fieldwork and selection criteria, the number of field supervisors accompanying interviewers in the field).

The quotation should contain all the necessary information requested in the RFQ for the survey under the lot you are applying (Lot A or Lot B). If your company is applying under both lots (LOT A and Lot B), then please submit one quotation with clearly identified methodologies for each lot and with two separate budgets for each lot.

Additional REQUIREMENTS:

Prospective contractors must also submit the following information along with the proposal:

1. A contact name, email address, and telephone number to facilitate communication between IFES and the prospective contractor.
2. If a government, its agents, or agencies, have an ownership or managerial interest in the company, the prospective contractor must indicate this when submitting its offer. Failure to do so will result in the prospective contractor's offer being removed from consideration.
3. A brief outline of the company, including:
 - a. Full legal name and address of the company or Private Entrepreneur (PE);
 - b. Corporate and tax registration documents
 - c. Full name of the legal representative (president or managing director) of the company (not applicable for individuals);
 - d. Name of any individuals or entities that own 50% or more of the company;
 - e. Year business was started or established; and
 - a. for U.S. companies must indicate if they are a registered Small Business (Woman owned, Veteran-owned, Minority-owned, Disabled, Service Disabled Veteran-owned).
4. The prospective contractor must disclose in writing with its Response any subcontracting that will take place under an award. Failure to disclose subcontracting relationships will result in the prospective contractor's offer being removed from consideration.
5. IFES requests quotations for the above listed goods/services on a unit fixed price basis.
6. Prospective contractor must be legally registered under the laws of the country in which they are organized and possess all licenses, permits and government approvals necessary for performance of the work.

EVALUATION

IFES will evaluate proposals for each lot based on the following criteria:

1. **Adequacy of Sampling Approach** **25%**
The vendor must meet the methodological requirements about the sample design listed in the RFQ;
2. **Field work and Quality Control Procedures** **25%**
The vendor must describe in detail the fieldwork procedures and quality control measures to meet requirements listed in the RFQ;
3. **Cost Proposal Effectiveness and Reasonableness** **20%**
The total cost must be reasonable and show efficient use of resources, and additional costs, if any, must be clearly identified.
4. **Data Processing Procedures** **15%**
The vendor must meet requirements for data processing procedures and tabulations, as well as questionnaire pretesting as listed in the RFQ;
5. **Organizational Experience and Qualifications of Key Personnel** **15%**
IFES will consider the experience of the organization and the key personnel in the implementation of similar projects in the past.

Evaluation Criteria Grading for Each Criterion:

Highly Exceeds Expectations	5 Points
Slightly Exceeds Expectations	4 Points
Meets Expectations	3 Points
Meets most but not All Expectations	2 Points
Does Not Meet Expectations	1 Point

SCHEDULE OF EVENTS

Release of RFQ	September 24, 2018
Questions Due	October 01, 2018, 6 p.m. Kyiv Time
Answers from IFES	October 05, 2018
RFQ Closes – Responses Due	October 22, 2018, 6 p.m. Kyiv Time

The schedule noted above may be changed at any time in the sole discretion of IFES. All communication must adhere to this schedule and shall be to the attention of Mr. Najeebullah Yousef nyousef@ifes.org with copy to Ms. Sajia Tokhi stokhi@ifes.org. All quotations must be on a company's letterhead with company's contact name and address. Email submission should have "RFQ 18-056" and the bidder's name in the subject line. IFES will confirm receipt of any submissions sent via email.

Copy of this Solicitation, Amendments and or Q&A will be available online at: www.ifes.org/procurement-notice

GENERAL TERMS AND CONDITIONS

1. IFES will only consider responsive Responses from responsible contractors for award.
2. Collusion is strictly prohibited. Collusion is defined as an agreement or compact, written or oral, between two or more parties with the goal of limiting fair and open competition by deceiving, misleading, or defrauding a third party.
3. Prices quoted must be valid for entire period of contract.
4. Unit prices are required and in the case of discrepancies between unit price and total price, the unit price will be taken as reference basis in the evaluation.
5. All procurement will be subject to IFES contractual terms and conditions, and contingent on the availability of donor funding.
6. IFES reserves the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability.
7. IFES reserves the right to accept all or part of the quotation when awarding the contract.
8. All information provided by IFES in this RFQ is subject to change at any time. IFES makes no certification as to the accuracy of any item and is not responsible or liable for any reliance on or use of the information or for any claims asserted therefrom.
9. IFES reserves the right to require any prospective contractor to enter into a non-disclosure agreement.

10. The RFQ does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by the prospective contractor or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of IFES.

IFES has zero tolerance for fraud. Fraud is any act or omission that intentionally misleads, or attempts to mislead, to obtain a benefit or to avoid an obligation. If you have concerns about potential fraud in any way related to IFES projects, contracts or activities, please contact IFES' Compliance Hotline at compliance@ifes.org or at +1 202-350-6791.