Annex B. Specification.
Public Opinion Research in Targeted Consolidated Communities (CCs) in 2021

Introduction
Global Communities is an international non-profit organization that works closely with communities worldwide to bring about sustainable changes that improve the lives and livelihoods of the vulnerable. The mission of Global Communities is to create long-lasting, positive and community-led change that improves the lives and livelihoods of vulnerable people across the globe.

In Ukraine, Global Communities is now implementing USAID-funded Program, Decentralization Offering Better Results and Efficiency (DOBRE). Decentralization is a stated priority of Ukraine's post-Euromaidan government, and should result in more decisions and policies being set at the local level, with more resources flowing from the central government down to local communities. DOBRE supports new local governments in managing effectively the new responsibilities that have resulted from the decentralization process, and support the development of stronger community cohesion through citizen engagement in these communities. DOBRE focuses on enabling newly formed Consolidated Communities (CCs) to manage resources better, increase the quality of public services, stimulate the local economy, and improve citizen engagement.

Scope and purpose of requested research project
Global Communities seeks research firm(s)/NGO(s)/institution(s) to conduct public opinion research in 100 selected consolidated communities (CCs) in ten selected oblasts of Ukraine (Chernihiv, Chernivtsi, Dnipropetrovsk, Ivano-Frankivsk, Kharkiv, Kherson, Kirovohrad, Mykolaiv, Ternopil, Zaporizhzhia).

The questionnaire for the research will cover the following issues: public services satisfaction, awareness of how to access the information about government services, confidence in CC stewardship of public assets, trust and confidence in local authorities, confidence that CC budget process is transparent/inclusive, satisfaction with and awareness of citizen engagement by local government, support of decentralization reform etc. The same topics will be reflected in a qualitative interview guide for focus group discussions with CCs citizens. The survey will also provide data to monitor dynamics of 8 DOBRE key performance indicators and allow to present the impact of DOBRE program in the given CCs. Focus group discussion will allow to explore and contextualize given dynamics of DOBRE key performance indicators and complement results and findings identified through quantitative approach.

Statement of Anticipated Work
Global Communities seeks public opinion research firm(s)/NGO(s)/Institution(s) to support its program conducting public opinion research in consolidated communities in accordance with methodological approach presented below.

1. Methodology

1.1. Public Opinion Research
1.1.1 Sampling
Survey sample needs to be representative for each consolidated community.
Target population of this research - local residents aged 15 years and older. Sample must be random at each stage of selection - all surveyed citizens will be randomly selected in households. A bidder shall calculate sample sizes for each community based on the available statistical data for the community population size so that sample error does not exceed 5%. Population size should be calculated using the data from http://decentralization.gov.ua/ and State Statistical Service of Ukraine as of 1.01.2021 under assumption that age/gender structure of separate villages doesn't significantly differ from total structure of rural population for each oblast.

Sample must be random at each stage of selection and all surveyed citizens will be randomly selected. Organization must clearly state the number of re-visits to respondents' households and other measures planned to ensure quality of its random sampling. The list of DOBRE partner CCs is included in Annex B.

1.1.2. Questionnaire
Global Communities will provide the standardized questionnaire in English and Ukrainian. The survey questionnaire that was used in the previous waves of interviews (CAPI) is to be used for this research project too (the questionnaire can be provided on request if needed for the preparation of tender proposals). The selected research organization will have to provide translation of the questionnaire into Russian.
The interview should last about 35-40 minutes.

1.1.3. Data collection
Due to the possible extension of quarantine measures because of COVID-19, the organization should submit proposals according to the following mandatory options:

Option 1
Face-to-face interviews with target population in the place of residence (households) in each community. Computer assisted personal interviews (CAPI) must be used for data collection. A successful bidder shall use its own equipment to perform the task.
A successful bidder should provide interviewers with personal protection equipment (masks, gloves, antiseptics, etc.), conduct a temperature screening before each departure, and cover safety issues during the interviewers' training. In case of an interviewer's sickness or inability to perform for any other reason, the Contractor provides that this interviewer is replaced by another one without any loss in data quality and without any deviation from Work Plan.

Option 2
Due to COVID-19 quarantine measures, the organization have to suggest a mixed mode survey design (this refers to applying different survey methods to different target groups or using combinations of different methods to reach each respondent according to his/her preferred interview mode, whereby, for example, a within-household respondent selections followed by a phone interview or online interview via email, web page etc; to ensure high quality and safe data collection.
A successful bidder should provide interviewers with personal protection equipment (masks, gloves, antiseptics, etc.), conduct a temperature screening before each departure, and cover safety issues during the interviewers' training. In case of an interviewer's sickness or inability to perform for any other reason, the Contractor provides that this interviewer is replaced by another one without any loss in data quality and without any deviation from Work Plan.
A successful bidder shall use its own equipment to perform the task.

Global Communities prefers method is Option 1. Depending on the situation with quarantine restrictions[1] as of November 2021, we may prefer Option 2. Joint monitoring committee of Global Communities and the Contractor will decide on change from Option 1 to Option 2 because of low response rate and ineffective interviews in concrete communities.

1.1.4. Interviewer's training
Prior to data collection, the organization must conduct the interviewers' training that will include detailed consideration of the questionnaire and sampling methodology, based on the developed Training Plan. Only interviewers who score 85% or higher in the training post-test can be allowed to conduct interviews with the target population. The organization should include issues on the interviewers` and respondents' safety during the survey.
Data collection should be conducted in the period of November 2021 - February 2022, or another period agreed upon signing the contract.

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[1] According to the website https://covid19.gov.ua/karantynni-zakhody

1.1.5. Field control

The Contractor must provide and verify no less than 5% of audio recordings of interviews during the data collection stage. Control interviews must be proportionally distributed per interviewers' workload. The Contractor must also verify no less than 15% of interviews during the fieldwork control stage of the research. Data quality control measures should start early after the launch of the fieldwork. Control interviews sample must be selected randomly. Further to this, the Contractor should additionally select for data quality control suspicious cases: interviewers with high workload, interviewers with cases of violations that led to the deletion of the interview (falsification or severe violation of the methodology). In case the interviewer is found to have 3 falsifications, he/she should be removed from the project and all his/her interviews should be controlled.

All interviews with violation of the methodology or falsification must be removed from the database and replaced with the same number of new interviews. Global Communities will pay special attention to data quality control measures.

1.1.6. Data processing

Variables' names, labels, formats, as well as response options and missing values' codes must correspond data coding used in the data files of research previously conducted by DOBRE in 2017 - 2021. Global Communities will provide information necessary to ensure the same data coding.

1.1.7. Reporting

Analytical report in English must include summarized analysis of results in Cohorts #1, #2, #3 and #4 separately and compared between Cohorts and present analysis of dynamics of changes in comparison with baseline and midterm surveys (where applicable). Data file with results of baseline and midterm surveys, previously conducted in Cohort #1, #2, #3 and #4, will be provided by Global Communities for reporting purposes.

Contractor should provide one general Power Point presentation with results and dynamics of changes for Cohorts #1, #2, #3 and #4, and disaggregation by key groups with visualization and mapping in Ukrainian and English based on Global Communities recommendations.

Separate Power Point presentations for each CC in each Cohort should be provided in Ukrainian (illustrating both aggregated data and data disaggregated by key factors including, but not limited to: type and size of communities, sex, age, income level, etc) based on Global Communities recommendations (100 presentations in total).

1.2. Qualitative in-depth analyses – Focus group discussion

1.2.1. Design

This study will apply qualitative methodology, using CCs based group discussions. Focus group discussion will target local residents aged 15 years and older and involve a total of 60 residents. Participants should meet the socio-demographic criteria as well as criteria identified in the sample focus group specification and the screener questionnaire (including, but not limited to: should not be familiar with one to another or pose direct or indirect power over each other, do not have extensive experience of participating in focus groups discussion over the last 12 month).

Focus group discussions will be administered in six groups, each group comprised of 8-12 participants. Respondents will be selected from CCs in three oblasts out of the ten selected for survey. The final CCs where focus groups are conducted will be identified based on both communities' socio-cultural and economic differences and preliminary results of the program impact evaluation. Global Communities will provide the detailed sample focus group specifications and screener questionnaires.

Estimated duration of group discussion: 90-120 minutes.

1.2.2. Qualitative interview guides

Global Communities will provide qualitative interview guides for group discussions in English and Ukrainian. The interview guides will include a mix of semi-structured and structured questions and, if possible, will

incorporate questions and findings based on preliminary results from a quantitative stage. The selected research organization will have to provide a translation of the qualitative interview guide into Russian.

1.2.3. Data collection
Due to the possible extension of quarantine measures because of COVID-19, the organization should submit proposals according to the following mandatory options:

Option 1
Focus group discussion (in person) with target local population in the selected communities from three oblasts.
A successful bidder should provide staff with personal protection equipment (masks, gloves, antiseptics, etc.), conduct a temperature screening before each departure, and cover safety issues during the training. In case of a recruiter`s and discussion moderator`s sickness or inability to perform for any other serious reason, the Contractor provides that this person is replaced by another one without any loss in data quality and without any deviation from Work Plan.
A successful bidder shall use its own equipment (camera, voice recorder, flipchart etc) to accommodate participants in a properly equipped, accessible and neutral meeting room and ensure high quality and safe data collection.

Option 2
Due to COVID-19 quarantine measures, the organization have to suggest a mixed mode survey design (this refers to applying different survey methods to different target groups or using combinations of different methods to reach each respondent according to his/her preferred interview mode, whereby, for example, pre-selected respondents participate in online focus group discussion) to ensure high quality and safe data collection.
A successful bidder should provide staff with personal protection equipment (masks, gloves, antiseptics, etc.), conduct a temperature screening before each departure, and cover safety issues during the training. In case of a recruiter`s and discussion moderator`s sickness or inability to perform for any other serious reason, the Contractor provides that this person is replaced by another one without any loss in data quality and without any deviation from Work Plan.
A successful bidder shall use its own equipment to perform the task.

Global Communities prefers method is Option 1.   Depending on the situation with quarantine restrictions[2] as of November 2021, we may prefer Option 2. Joint monitoring committee of Global Communities and the Contractor will decide on change from Option 1 to Option 2 because of low response rate, ineffective interviews in concrete communities etc.

1.2.4. Recruiters and moderators training
Prior to data collection, the organization must conduct training on focus group methodology to involved personnel who recruit participants and facilitate group discussion and will include detailed consideration of the qualitative interview guide, detailed sample focus group specifications, and screener questionnaire, based on the developed Training Plan.

1.2.5. Data processing
Recordings of all focus groups must be transcribed and translated into English.

1.2.6. Reporting
Separate analytical report that incorporates overall analysis of results from all focus group discussions (six) in selected CCs and findings for each selected CC both in English and in Ukrainian based on Global Communities recommendations.

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[2] According to the website https://covid19.gov.ua/karantynni-zakhody

2. Deliverables

Global Communities expects the research organization to deliver:

1. Work Plan (with terms) in English for each part of the research.
2. Detailed sampling plan in English describing approach to sample units' selection at each stage of the sampling procedure.
3. Sample file with settlements selected and number of interviews assigned in English.
4. Interviewers' Training Plan in English and audio records of training sessions and training post-test results.
5. Audio recordings of interviews gathered during the data collection stage and survey data quality control results report.
6. Raw data sets in SPSS format with English and Ukrainian label.
7. Data cleaning scripts.
8. Final cleaned data sets in SPSS format with English and Ukrainian labels.
9. Recruiters and Moderators Training Plan in English and audio records of training sessions.
10. Recordings and transcripts of all focus group discussions in Ukrainian and English.
11. Brief top-line reports (up to 3 pages) based on moderators` observations for each focus group discussion.
12. Data analysis and reporting:
    - Frequency tables in English for all questionnaire variables with results per each community and overall, including calculation of DOBRE eight key performance indicators. This deliverable is expected no later than March 28th, 2022.
    - Analytical report structure in English with data analyses plan based on Global Communities recommendations.
    - Draft analytical report with analysis of results in English
    - Final analytical report in English, based on Global Communities feedback.
    - Power Point presentation with overall results visualization and mapping in Ukrainian and English based on Global Communities recommendations.
    - Separate Power Point presentations for each CC (illustrating both aggregated data and data disaggregated by key factors), in Ukrainian, based on Global Communities recommendations (100 presentations).
    - Draft of separate analytical report that incorporates overall analysis of results from focus groups conducted in three selected CCs in English and in Ukrainian for review.
    - Analytical report based on focus groups findings in Ukrainian and English based on Global Communities recommendations.
13. Data analysis script with information related to data manipulation, describing the applied analysis, and incorporated into the final analytical report results.

Anticipated Timing

The anticipated timing of this public opinion research is outlined below. This is not a set of firm deadlines, and the timing of each research part may be adjusted upon contract signature or based on mutual agreement.

* Focus group discussions in CCs are planned to be conducted shortly after completing survey data collection and providing the preliminary results (frequency tables)

Type of works	Month, Year	Duration in weeks
Sampling, questionnaire printing/coding, interviewers' training (Deliverables 1, 2, 3, 4)	November 2021	2
Data collection, field control (Deliverables 5, 6, 9)	November 2021 – February 2022	12
Data processing (Deliverables 7, 8, 10,11)	March 2022	3
Data analysis, reporting (Deliverable 12, 13)	March – May 2022	10

Please submit your proposal via e-mail to Global Communities at dobreprocurement@globalcommunities.org by the deadline of: **August 31, 2021 till 6:00 PM inclusively.** Any questions and queries on the RFP should be sent to dobreprocurement@globalcommunities.org **by 12.00 pm August 10, 2021 inclusively.**

To be fully considered, the proposal must include the following:

- Proposed sampling approach with detailed description of sample units selection at each stage and sample size calculation per community based on recent state statistics;
- Detailed description of a mixed-mode design for public opinion survey and focus group discussions (Option 2) and analysis of how proposed design mitigate quarantine-associated risks and limitations;
- Detailed timeline;
- Demonstrated qualifications and experience (supported with CVs of key research team);
- Descriptions of comparable research and projects in terms of covered topics and sample size (please submit the list of comparable research and projects in the relevant field representative at local level with links to the research results);
- A sample of narrative survey report (in English), prepared by proposed research team member/s who will be involved in this research data analysis, to demonstrate organization's capacity to clearly communicate research results to a wide audience; reports representing results of public opinion research and focus groups on relevant topics are preferred;
- A sample of survey data visualizations (either in English or Ukrainian) in Power Point preferably with data mapping used;
- Description of interviewers' network and written confirmation of their availability throughout the contract duration – number of interviewers to be involved into this research project in each oblast, number of interviewers available for a replacement, level of interviewers' general training and experience in random sampling and social research (Annex E);
- Client testimonials and references;
- Detailed budget for different survey methods. Pricing must be valid for the duration of the contract. Please include both budget for all parts (Public Opinion Research and Focus Group Discussion) into budget template (Annex C) together and for each part individually.
- Written confirmation that company provides compliance with all safety conditions and quarantine measures during public opinion research, in accordance with the requirements of the Cabinet of Ministers of Ukraine and the Ministry of Health.

Proposal must be valid for a period of at least 90 days from the closing deadline. The proposal must be submitted in English in both .pdf and .docx (or .xlsx) format.

Proposals will be evaluated by selection committee according to the following criteria:
- Quality of sampling plan (methodology) based on GC requirements stated in this RFP (**20** points).
- Quality of mixed-mode design for survey during quarantine; analysis of possible COVID-19 restrictions and suggestions for the ways to mitigate the limitations; (**5** points)
- Description of field control procedure both for face-to-face and mixed mode methodology (**5** points)
- Detailed workplan within a required timeline (**5** points)
- Experience and qualification: quality of data analysis in previously realized research (according to the provided samples of previous research results), experience and capacity of research firm/institution/NGO and key research staff (**20** points)
- Description and documented confirmation of available interviewers' network in the specified oblasts within required timeframe (Annex E) (**15** points).
- Price (**30** points).

Maximum total score - 100.

The selection committee reserves the right to:

- Not to consider any bid which is not prepared and/or not submitted in accordance with the provisions hereof, and may waive any informalities or reject any and all bids;
- reject any bid or bid modification received after the time and date specified;
- not accept the lowest bid received or assign any reason for the rejection of any bid;
- negotiate with the selected bidder in the event that the price exceeds available funds.

Table 1. DOBRE partner CCs of all Cohorts with population sizes are as follows[3]:

#	CC	Type of community	Oblast	Population (15 y.o. and older)	Cohort
1	Apostolivska	City	Dnipropetrovska	19039	Cohort #1
2	Mogylevska	Village	Dnipropetrovska	3079	Cohort #1
3	Novooleksandrivska	Village	Dnipropetrovska	9128	Cohort #1
4	Oleksandrivska	Settlement	Mykolaivska	7600	Cohort #1
5	Pokrovska	Settlement	Dnipropetrovska	14158	Cohort #1
6	Slobozhanska	Settlement	Dnipropetrovska	12130	Cohort #1
7	Tsarychanska	Settlement	Dnipropetrovska	12447	Cohort #1
8	Pechenizhynska	Settlement	Ivano-Frankivska	14076	Cohort #1
9	Skala-Podilska	Settlement	Ternopilska	21239	Cohort #1
10	Staroborodchanska	Village	Ivano-Frankivska	4844	Cohort #1
11	Verhnyanska	Village	Ivano-Frankivska	8864	Cohort #1
12	Merefyanska	City	Kharkivska	21239	Cohort #1
13	Askania Nova	Settlement	Khersonska	4485	Cohort #1
14	Kochubeivska	Village	Khersonska	2530	Cohort #1
15	Muzykivska	Village	Khersonska	3131	Cohort #1
16	Bobrynetska	City	Kirovogradska	9564	Cohort #1
17	Bashtanska	City	Mykolaivska	18238	Cohort #1
18	Prybuzhanivska	Village	Mykolaivska	6462	Cohort #1
19	Baykovetska	Village	Ternopilska	7483	Cohort #1
20	Biloberizka	Village	Ivano-Frankivska	2111	Cohort #1
21	Husyatynska	Settlement	Ternopilska	6974	Cohort #1
22	Ivanivska	Village	Ternopilska	3634	Cohort #1
23	Mykulynetska	Settlement	Ternopilska	6599	Cohort #1
24	Zavodska	Settlement	Ternopilska	3744	Cohort #1
25	Hrechanopodiyivska	Village	Dnipropetrovska	3989	Cohort #2
26	Myrivska	Village	Dnipropetrovska	6250	Cohort #2
27	Sofiyivska	Settlement	Dnipropetrovska	8163	Cohort #2
28	Vasylkivska	Settlement	Dnipropetrovska	16935	Cohort #2
29	Zelenodolska	City	Dnipropetrovska	15911	Cohort #2
30	Bilshivtsivska	Settlement	Ivano-Frankivska	5280	Cohort #2
31	Nyzhnoverbizka	Village	Ivano-Frankivska	7806	Cohort #2
32	Starosaltivska	Settlement	Kharkivska	6689	Cohort #2

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[3] Calculated using the data from http://gromada.info/ and http://decentralization.gov.ua/ and State Statistical Service of Ukraine as of 1.01.2021 (Cohort #4) under assumption that age structure of separate villages doesn't significantly differ from total for village population of each oblast.

33	Chaplynska	Settlement	Khersonska	12925	Cohort #2
34	Prysyvaska	Village	Khersonska	3932	Cohort #2
35	Malovyskivska	City	Kirovogradska	11335	Cohort #2
36	Novoukrayinska	City	Kirovogradska	15898	Cohort #2
37	Buzka	Village	Mykolaivska	2562	Cohort #2
38	Domanivska	Settlement	Mykolaivska	6746	Cohort #2
39	Halytsynivska	Village	Mykolaivska	6251	Cohort #2
40	Kamyanomostivska	Settlement	Mykolaivska	3166	Cohort #2
41	Mostivska	Village	Mykolaivska	2982	Cohort #2
42	Shumska	City	Ternopilska	17108	Cohort #2
43	Skalatska	City	Ternopilska	11760	Cohort #2
44	Terebovlyanska	City	Ternopilska	24865	Cohort #2
45	Velykohayivska	Village	Ternopilska	8778	Cohort #2
46	Vyshnivetska	Settlement	Ternopilska	6842	Cohort #2
47	Zolotopotitska	Settlement	Ternopilska	8632	Cohort #2
48	Petrikivska	Settlement	Dnipropetrovska	7190	Cohort #3
49	Pischanska	Village	Dnipropetrovska	15869	Cohort #3
50	Pyadytska	Village	Ivano-Frankivska	7824	Cohort #3
51	Dzvynyaska	Village	Ivano-Frankivska	6118	Cohort #3
52	Lanchinska	Settlement	Ivano-Frankivska	9130	Cohort #3
53	Dmytrivska	Village	Kirovogradska	3600	Cohort #3
54	Novoprazka	Settlement	Kirovogradska	7638	Cohort #3
55	Smolinska	Settlement	Kirovogradska	8742	Cohort #3
56	Pomichnyanska	City	Kirovogradska	8592	Cohort #3
57	Kompaniivska	Settlement	Kirovogradska	4817	Cohort #3
58	Voznesenska	City	Mykolaivska	29771	Cohort #3
59	Arbuzynska	Settlement	Mykolaivska	6432	Cohort #3
60	Shevchenkivska	Village	Mykolaivska	8507	Cohort #3
61	Pidvolochyska	Settlement	Ternopilska	16312	Cohort #3
62	Khorostkivska	City	Ternopilska	11860	Cohort #3
63	Lanovetska	City	Ternopilska	10392	Cohort #3
64	Zborivska	City	Ternopilska	13183	Cohort #3
65	Zolochivska	Settlement	Kharkivska	20894	Cohort #3
66	Malynivska	Settlement	Kharkivska	7031	Cohort #3
67	Vysokopilska	Village	Khersonska	5135	Cohort #3
68	Velykokopanivska	Village	Khersonska	5739	Cohort #3
69	Novorayska	Village	Khersonska	3918	Cohort #3

70	Stanislavska	Village	Khersonska	6382	Cohort #3
71	Mykolaivska	Village	Dnipropetrovska	5435	Cohort #3
72	Tlumatska	City	Ivano-Frankivska	14902	Cohort #3
73	Tavrychanska	Village	Khersonska	3602	Cohort #3
74	Borshchivska	City	Ternopilska	18000	Cohort #3
75	Zolotnykivska	Village	Ternopilska	8100	Cohort #3
76	Veselivska	settlement	Zaporizka	11316	Cohort #4
77	Huliaipilska	city	Zaporizka	14758	Cohort #4
78	Komysh-Zorianska	settlement	Zaporizka	5452	Cohort #4
79	Polohivska	city	Zaporizka	23264	Cohort #4
80	Shyrokivska	village	Zaporizka	10054	Cohort #4
81	Velykokuchurivska	village	Chernivetska	11240	Cohort #4
82	Vyzhnytska	city	Chernivetska	14768	Cohort #4
83	Hlybotska	settlement	Chernivetska	15617	Cohort #4
84	Klishkovetska	village	Chernivetska	12355	Cohort #4
85	Mamalyhivska	village	Chernivetska	11928	Cohort #4
86	Nedoboivska	village	Chernivetska	10542	Cohort #4
87	Novoselytska	city	Chernivetska	23876	Cohort #4
88	Rukshynska	village	Chernivetska	6839	Cohort #4
89	Ust-Putylska	village	Chernivetska	4177	Cohort #4
90	Khotynska	city	Chernivetska	15131	Cohort #4
91	Koropska	settlement	Chernihivska	12769	Cohort #4
92	Koriukivska	city	Chernihivska	15205	Cohort #4
93	Losynivska	settlement	Chernihivska	8537	Cohort #4
94	Liubetska	settlement	Chernihivska	4281	Cohort #4
95	Menska	city	Chernihivska	16968	Cohort #4
96	Nizhynska	city	Chernihivska	58711	Cohort #4
97	Novhorod-Siverska	city	Chernihivska	14627	Cohort #4
98	Snovska	city	Chernihivska	16188	Cohort #4
99	Sosnytska	settlement	Chernihivska	11825	Cohort #4
100	Tupychivska	village	Chernihivska	3432	Cohort #4