



Request for Proposal for Data Collection: 2022 Moldova Social Cohesion and Reconciliation Index (SCORE) & Snap Polling Services

Dexis Consulting Group
Moldova
dexisonline.com

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INTRODUCTION

1.1 PURPOSE

The purpose of this Request for Proposal (RFP) is to invite potential subcontractors to submit a proposal and quote for data collection for the 2022 Moldova Social Cohesion and Reconciliation Index (SCORE) & Snap Polling Services. Dexis is currently implementing the Moldova Resilience Initiative on behalf of the United States Agency Office of Transitions Initiative in Moldova.

1.2 COVERAGE & PARTICIPATION

Dexis reserves the right not to enter into any subcontract, to add, remove, or edit any aspect of the subcontract's statement of work, prior to the negotiation of a subcontract without prior notification or liability. Dexis is not obligated to execute a subcontract nor is it committed to pay any costs incurred in the preparation and submission of the proposals.

GENERAL INFORMATION

2.1 THE ORGANIZATION

Dexis Consulting Group is a for-profit company founded in 2001 to strengthen management systems for the U.S. Government across developing economies. Dexis provides monitoring and evaluation, program management, institutional support, project implementation, and training solutions to address some of the world's greatest challenges.

2.2 CHRONOLOGICAL LIST OF PROPOSAL EVENTS

The following calendar summarizes important dates in the solicitation process. Offerors must strictly follow these deadlines.

RFP transmitted	June 7 2022
Deadline for written questions	June 8 2022 COB
Answers provided to questions/clarifications (estimated)	June 10 2022
Proposal due date	June 21 2022
Subcontract award (estimated)	June 29

The dates above may be modified at the sole discretion of Dexis. Any changes will be communicated by e-mail to all prospective Offerors.

PROPOSAL PREPARATION INSTRUCTIONS

3.1 UNDERSTANDING

In responding to this RFP, Offerors accept full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to Dexis as necessary to gain such understanding. Dexis reserves the right to disqualify any service provider who illustrates less than such understanding. Such disqualification shall be at no fault, cost, or liability to Dexis.

3.2 GOOD FAITH STATEMENT

All information provided by Dexis in this RFP is offered in good faith. Individual items are subject to change at any time. Dexis makes no certification that any item is without error and is not responsible or liable for any use of the information or for any claims asserted there from.

3.3 COMMUNICATION

All questions or clarifications regarding this RFP must be in writing and submitted to mriprocurement@dexisonline.com. Questions and requests for clarification, and the responses thereto, will be circulated to all RFP recipients who have indicated an interest in this RFP.

Only written answers from Dexis will be considered official and carry weight in the RFP process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in writing, from employees or representatives of Dexis Consulting Group, Moldova Resilience Initiative, or any other party, will not be considered official responses regarding this RFP.

3.3.1 OFFEROR INQUIRIES

Applicable terms and conditions herein shall govern communications between Dexis and Offerors in relation to this RFP. All questions related to this RFP are to be directed in writing to:
mriprocurement@dexisonline.com

3.3.2 ADDENDA

Dexis will make a good faith effort to provide a written response to the questions or requests that require addenda per the *Chronological List of Proposal Events* in Section 2.2.

3.4 SUBMISSION INSTRUCTIONS

Offers must be received via email by **June 21 2022, 6pm Moldova time**. Offerors should send their offers by email to the individuals identified in Section 3.3.1, inclusive of one (1) email with the Offeror's technical proposal and a separate email with the Offeror's cost proposal (10 MB limit per email). No cost information should be provided in the technical proposal. Further details can be found in Annex 2 Proposal Requirements.

Offers must be on company letterhead with the company's contact name and address. The subject line of the offer transmission email must identify the RFP reference number (MRI-RFP-00001) and the Offeror's name.

3.4.1 Format/Content of the Offer and Requirements

An offer must:

- Be in the English language.
- Include a detailed technical proposal for the implementation of the scope of work as included in this RFP (Annex 2).
- Provide resumes for all Key Personnel, not to exceed three pages per individual.
- A detailed, itemized budget inclusive of all required costs. Pricing must be in USD. 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. The Offeror must agree to keep these prices valid for a minimum of 60 calendar days.
- Detailed budget narrative which addresses and explains every cost included in the cost proposal.
- Be complete and submitted on company letterhead.
- Include proof of successful completion of a similar project and a brief description, as well as place and year of implementation.
- Names, addresses, and telephone numbers of three business references, and approval to contact those references. Dexis reserves the right to request and check additional references.
- A contact name, email address, and telephone number for an authorized negotiator of the Offeror.
- A completed cover letter, and Evidence of Responsibility, provided in Annex 1.
- If an Offeror anticipates issuing a subcontract for any part of this Statement of Work, they must disclose who is the anticipated recipient and the dollar value. Failure to disclose this in the proposal may result in either exclusion from competition or termination after award.
- Offerors must provide proof of legal registration under the laws of the country in which they operate.

3.5 Selection Criteria

The evaluation of each response to this RFP will be based on its demonstrated competence, compliance, format, and organization. The purpose of this RFP is to identify those suppliers that have the interest, capability, and financial strength to supply Dexis with the product and/or service identified in the Scope of Work.

3.6. EVALUATION CRITERIA

Evaluation Criteria	Evaluation Sub-criteria
Technical Approach, Methodology	

25 points	Offerors must demonstrate an understanding of qualitative & quantitative research and its application in a conflict-sensitive manner with proper data quality assurance protocols, and the integration of sound ethical considerations for populations being assessed. They must detail how they envision completing both scopes of work.
Management, Key Personnel and Staffing Plan	
25 points	Offerors must designate a dedicated Project Manager for each proposed scope of work. This individual must have previous experience leading related socio-political analysis for international organizations, or other similar work for private clients. This individual must have at minimum: 5 years progressive experience, an advanced degree (Master’s or equivalent) in a related field, and experience in leading research projects similar to the proposed scopes of work. Offerors should also detail their plans to hire, train, and mobilize the required data collectors.
Corporate Capabilities, Experience, and Past Performance	
30 points	Offeror must demonstrate their past experience in implementing successful past contracts on at least five (5) similar contracts in the last three (3) years with government agencies, international organizations, and private industry in terms of cost control, quality of work, and compliance with performance schedules.
Cost/Price	
20 points	Proposed prices shall be evaluated for cost realism, completeness, reasonableness, allowability, and allocability. This analysis is intended to determine the degree to which the price proposal is fair and reasonable.

3.7 SELECTION AND NOTIFICATION

Offerors whom Dexis determines to possess the capacity and past performance to compete for this subcontract will be selected to move into the negotiation phase of the competition. Written notification will be provided via e-mail. Offerors not selected will not be notified.

4 STATEMENT OF WORK

Please refer to Annex 2 for the statements of work to be conducted under this procurement

5.1 GEOGRAPHIC CODE

Dexis’ project is funded by the United States Agency for International Development (USAID) and is therefore subject to Source and Nationality Geographic Code 935. Please see [ADS Chapter 310](#) for additional information. Offerors who are within the code or offer products within the code are highly encouraged to apply. Offerors who are not within the code must be aware that a waiver may be required, which may or may not be secured, and the award of any subcontract to an Offeror is subject to client approval or grant of a waiver.

5.2 LICENSE, CLEARANCE, AND APPROVALS

The Offeror must already possess all legally required licenses, clearances, and/or approvals to provide the services requested by the Scope of Work. If the Offeror is lacking any of those items, time to secure them should be included and specified in the proposed project timeline.

ADDITIONAL TERMS & CONDITIONS

6.1 NON-DISCLOSURE AGREEMENT

Any subcontract issued by Dexis will contain either a Non-Disclosure Agreement or provisions covering the disclosure of information in the course of completing the Scope of Work.

6.2 INTELLECTUAL PROPERTY

The Respondent should not use any intellectual property of Dexis including, but not limited to, all logos, registered trademarks, or trade names of Dexis, at any time without the prior written approval of Dexis, as appropriate.

6.3 OFFERORS' RESPONSES

All accepted Responses shall become the property of Dexis and will not be returned.

6.4. PARTIAL AWARD

Dexis reserves the right to accept all or part of the Offer when making the award.

6.5 LIABILITY

Dexis reserves the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability. Dexis shall not be liable to any Offeror, person, or entity for any losses, expenses, costs, claims, or damages of any kind:

- Arising out of, by reason of, or attributable to, the Offeror responding to this RFP; or
- As a result of the use of any information, error, or omission contained in this RFP document or provided during the RFP process.

6.6 NO COLLUSION

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.

6.7 GENERAL TERMS

Dexis will only consider responsive Offers from responsible offerors for award. Prices quoted must be valid for entire length of contract (up to 1 year). 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. All procurement will be subject to Dexis contractual terms and conditions.

6.8 ENTIRE RFP

This RFP, any addenda to it, and any attached schedules, constitute the entire RFP.

Dexis 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 Dexis projects, contracts, or activities, please visit <https://www.lighthouse-services.com/index.html>.

RFP:

[Offerors: Each offeror must read and understand the requirements of this RFP, and include all required information and annexes.]]

Sincerely yours,

Signature

[Offeror: Insert name of your organization's representative]

[Offeror: Insert name of your organization]

Evidence of Responsibility

Company Name

Company Name makes the following statements with respect to Contractor Responsibility:

- 1) *Company Name* has adequate financial resources to perform the contract, or the ability to obtain them;
- 2) *Company Name* is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental commitments;
- 3) *Company Name* has a satisfactory performance record;
- 4) *Company Name* has a satisfactory record of integrity and business ethics;
- 5) *Company Name* has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them (including, as appropriate, such elements as production control procedures, property control systems, quality assurance measures, and safety programs applicable to materials to be produced or services to be performed by the prospective contractor and subcontractors).;
- 6) *Company Name* has the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and
- 7) *Company Name* is qualified and eligible to receive an award under applicable laws and regulations (e.g., Equal Opportunity, Clean Air and Water, Small Business Subcontracting, etc.)

I declare under penalty of perjury that the foregoing is true and correct.

Name

Title, Company Name

ANNEX 2: PROPOSAL REQUIREMENTS

Each proposal must consist of two (2) sections, as follows:

1) Technical Volume

Technical Approach and Methodology/Management; Key Personnel; Corporate Capabilities, Experience, and Past Performance; and Staffing Plan/Safety and Integrity (not to exceed ten [10] pages combined). How offeror submissions will be evaluated is listed in Section 3.5: Selection Criteria and Section 3.6: Evaluation Criteria. The offeror's submission should clearly detail how it intends to meet the terms of the included scope of work and deliverables in Section 4: Scope of Work.

Past Performance References and Sample Work (no page limit), including:

A minimum of three client (and/or employer) references, to include:

- Name of company/person
- Name of point of contact
- Email address
- Phone number
- Short description of services rendered and applicability to scope of work

Past performance detail on previous projects implemented with similar scopes of work within the last three (3) calendar years. Please list only the research and mapping work you have implemented within that time frame, a brief description of how each is relevant to this scope of work, and the contact details for each previous client or donor.

Sample work including, but not limited to, open source interactive maps, data visualizations, infographics, etc. can be included in this section. The sample work offered may be from the projects cited for your past performance references, but it is not mandatory.

2) Cost Volume

The Cost Volume must include a budget **in Excel format with access to formulas** that encompasses the Offeror's:

- Labor
- Other direct costs
- Any indirect costs/rates (as applicable)
- Fee (if any)
- Written budget narrative (additional details below)

Offeror's are encouraged to use the cost proposal template below.

Description	Unit	Quantity	Frequency Unit Cost	Total Price
I. Labor				

II. Program Material & Equipment				
IV. Travel (if any)				
V. Indirect Costs (if any)				
Total				

Offers must show unit prices, quantities, and total price. The budget should be broken out by the anticipated levels of effort or nature of taskings. All items, services, etc. must be clearly labeled and included in the total offered price. Costs must be expressed in U.S. Dollars.

The cost proposal shall also include a **budget narrative** that explains the basis for the estimate of each cost element or line item. Information that supports these costs must be provided in enough detail to allow for a complete analysis of each cost. The total length of the budget narrative should not exceed five (5) pages. Final budget(s) will be contingent on an evaluation of cost reasonableness and additional information may be requested to substantiate offeror costs. Dexis reserves the right to review all cited indirect costs.

Offerors are strongly encouraged to provide commercial pricing schedules that they have consistently used with other clients.

Scope of Work

Snap Polling Services for Moldova Resilience Initiative partners

Background

Dexis, acting on behalf of OTI/USAID intends to carry out data collection for partners of the Moldova Resilience Initiative (MRI) project for three months throughout the summer of 2022. Moldovan partners are working to improve strategic communications to its constituents throughout the country, particularly around key messages and themes. They require a mechanism to regularly collect data on citizen response and sentiment to test messaging effectiveness. In addition, these actors may be interested to gauge citizens' views and opinions on other issues and topics through 'snap polls' through Computer Assisted Telephone Interview (CATI) surveys and focus group discussions. This data will help MRI partners better understand constituent sentiments and more effectively target their messaging. The number of surveys and exact target areas will be determined according to projected needs. Offerors are expected to express pricing in the budget on a "per survey" basis.

Main tasks envisioned:

1. Developing and piloting the polling questions

The polling partner will coordinate with Moldova Resilience Initiative partners to develop polling questions for a CATI survey and Focus Group Discussion guides on specific issues or messages in both Romanian and Russian. The polling partner will test questions for both instruments on a small sample to ensure that respondents will be able to fully understand and respond to it. The polling company may suggest changes to the wording of questions to ensure good quality polling by all respondents. The polling company will deploy a pilot survey of at least 40 respondents, and report on which parts of the 'snap poll' need editing or improving in a short piloting report. This will be based on which questions in the survey are unclear, not well-understood, inefficient, confusing or too sensitive to ask. The written feedback shall include an assessment of the comprehensibility of the questions, the respondents' level of engagement in the poll, the average length of time to respond to the question as well as feedback on questions that yielded high no response/refusal rates, or which the polling company suspects are giving bad, meaningless or erroneous data. Accordingly, the polling company will then liaise with the relevant MRI counterparts to implement appropriate redesigns to the questions which will make the survey able to measure intended indicators without compromising the quality of the data.

2. Recruiting and training enumerators/interviewers

The polling partner will be responsible for recruiting and training interviewers for CATI snap polls and Focus Group Discussion guides. They will be recruited from local regions of polling, and trained according to best practices, sensitivity, to ensure utmost quality and high ethical standards. The training should involve key data collection concepts and any other skills that the polling company deems appropriate to ensure high quality and efficient data collection. The polling company should assign a team structure, including a project lead, responsible for the general oversight and quality control of the snap polling data collection process, as well as team leaders who will supervise individual enumerators to ensure their work is timely and good quality.

3. Setting up a quality control process to ensure good quality data

The polling company is expected to include in their response to this call a quality control process which will ensure that bad, erroneous, incomplete or fake data is appropriately filtered and identified. This process should ensure some level of back checks and call-backs from the polling company to locations/individuals that have been surveyed, as well as backchecking interviewers, interviewees, and supervisors. The polling company should record the results of these back-checks (degree of accuracy or bad data) and have a strategy for responding to issues with data collection quality as the survey is being deployed, in real-time.

4. Collecting the data according to the sampling strategy

The polling company will collect data through a structured short phone interview, not more than 10 questions, from a sample of 500 respondents **randomly and proportionally sampled across Moldova** (but excluding territories not under the control of the Government of Moldova). The sample will be a random stratified sample. The polling company will propose an appropriate randomization and sampling process to ensure randomness and representability of the collected sample, based on the best demographic census data available. Randomization of the sample selection should include a proposal for a process of randomizing settlements within regions, houses within settlements, and individuals within households, or some other method. Exact sample characteristics will be confirmed with the MRI counterpart and Dexis team.

Sampling information in this Scope of Work is tentative, and subject to changes.

If possible, collected data should be geotagged and the location (coordinates, as well as name of settlements) included in the dataset.

There should be regular updates from the polling company to the relevant MRI partners, OTI/USAID and Dexis on the progress of data collection which should also highlight and flag any key issues or challenges.

The data should be proportional and representative of key demographic groups of the country: age groups, genders, urban/rural residents.

Central (excluding Capital)	33%	165
Capital	17%	85
Gagauzia	5%	25
North	29%	145
South	16%	80

5. Setting up appropriate dataset templates

The polling company will set up dataset templates in SPSS and XLSX formats. Template datasets in SPSS should include variable names, labels, encoding values, and missing values appropriately defined, in a structured framework, and all in English. Ideally all this should be defined using some automated syntactical method.

6. Cleaning, organizing and submitting the collected data in structured datasets

The polling company will collect, organize, and clean the data, to be submitted into SPSS and XLS formats. The company should ensure that the data is properly cleaned, with any erroneous or impossible values amended or removed, while also applying logic checks on some sections of the data to ensure validity. Surveys that have a very short or very long duration (time) should be rejected, as should any that were terminated mid-way through, or have more than 25% missing values or non-responses. All datasets should follow the same templates, variable names, and encodings. This final dataset, after cleaning and removing rejected or faulty cases, should match the initial sample size (500).

The polling company should develop weights to ensure that frequencies and indicator scores can be reported at the regional and national level (and in the booster samples) to ensure proportionality and representation.

The polling company should submit a technical report which outlines the data collection process. This should give information about the data collection process, training process, challenges and mitigation strategies, quality control processes. It should contain a full description of the sample, the number focus group discussions and surveys per enumerator and location, response rate, the accuracy of the back-checks, the enumerator maps, and any issues that were encountered. It should also give information on how the weights were calculated, and syntax used to create them.

7. Liaising with MRI counterparts, OTI/USAID, and Dexis throughout

The polling company will coordinate with and update all partners when significant milestones and decision points are reached, including the completion of all the above steps.

Deliverables

The selected company will provide the following deliverables per survey over a duration of three months:

1. Questionnaires developed in coordination with the MRI counterpart (2-5 questions per questionnaire)
2. Pilot survey dataset collected and training for the enumerators. Suggestions and feedback on the edits to the survey following the pilot.
3. Template dataset. The subcontractor will submit a SPSS and XLS format template dataset.
4. Final dataset of National Proportional Sample, with at least 500 cases, in SPSS and Excel formats.
5. Final technical report: The Subcontractor will submit final fieldwork reports of the data collection process.
6. Questionnaire guide for Focus Group Discussion.
7. Focus Group Discussion transcript and analysis.
8. Presentation of significant findings outlined in the technical report.

Tentative Timeline

Month/year	2022	
Activity	July	August
Develop questionnaires, pilot survey and template dataset		
Ongoing CATI surveys and topical focus groups (as requested)		
Presentation of findings & production of final report		

Scope of Work

Social Cohesion and Reconciliation Index (SCORE) Moldova – Wave 2

Background

Dexis, acting on behalf of OTI/USAID intends to carry out data collection for the panel survey “Social Cohesion and Reconciliation Index (SCORE) in Moldova – Wave 2” in early summer 2022. OTI in Moldova intends to use the SCORE study to understand social tensions, citizens’ views and opinions, intergroup relations, aspirations on the future of Moldova, and other key psychological, psychosocial and socioeconomic factors. This will inform OTI’s activities and its program in Moldova. The process of a SCORE involved the design and calibration of the survey (to be led by SeeD), the collection of the data (to be led by the polling company), the analysis of the data (to be led by SeeD), and the interpretation and socialization of the data to influence policy and programming (to be led by diverse stakeholders in Moldova, including OTI/USAID).

The SCORE survey will be based on an existing SCORE Moldova survey which was designed by the Centre for Sustainable Peace and Democratic Development. This survey was deployed in 2018, and data was collected, analyzed and the results published. Some of the results are available [here](#). The research areas of that study included social cohesion, migration tendency, political orientation, social relations, views regarding Gagauzia, and so on.

SCORE surveys have been deployed, with various partners, around the world, in countries including Ukraine, Moldova, South Sudan, Liberia, Afghanistan, Cyprus, Bosnia-Herzegovina, and so on (see [recent publications](#)). Typical dimensions and indicators within SCORE surveys include tracking conflict and peacebuilding processes, reconciliation and social cohesion, livelihoods and poverty, and future visions for the country. In Moldova only some of these will be relevant. The final design of the survey will be provided to the chosen organization when it is finalized. The Subsubcontractor will be responsible for data collection for the survey Social Cohesion and Reconciliation Index (SCORE) for Moldova – Wave 2.

Main tasks envisioned:

1. Translating the survey from English

The polling partner will be provided with a SCORE survey in English, to be translated into local languages (Romanian, Russian). The polling partner must ensure that, when the survey is administered, the respondents will be able to fully understand and respond to it. Therefore, the polling company may suggest that more languages of translation may be needed in order to ensure good quality polling by all respondents.

2. Recruiting and training enumerators/interviewers

The polling partner will be responsible for recruiting and training enumerators for the SCORE survey. They should be recruited from local regions of polling, and trained according to best practices, sensitivity, to ensure utmost quality and high ethical standards. The training should involve familiarization with the SCORE survey, as well as with the key data collection concepts and any other skills that the polling company deems appropriate to ensure high quality and efficient data collection. The polling company should assign a team structure, including a project lead, responsible for the general oversight and quality control of the SCORE data collection process, as well as team leaders who will supervise individual enumerators to ensure their work is timely and good quality. Both the project lead and the team leaders should participate in trainings of the enumerators on the SCORE survey.

3. Setting up a quality control process to ensure good quality data

The polling company is expected to include in their response to this call a quality control process which will ensure that bad, erroneous, incomplete or fake data is appropriately filtered and identified. This process should ensure some level of back checks and call-backs from the polling company to locations/individuals that have been surveyed, as well as backchecking interviewers, interviewees, and supervisors. The polling company should record the results of these back-checks (degree of accuracy or bad data), and have a strategy for responding to issues with data collection quality as the survey is being deployed, in real-time.

4. Piloting the Survey

The polling company will deploy a pilot survey of at least 40 respondents, and report on which parts of the survey need editing or improving in a short piloting report. This will be based on which questions in the survey are unclear,

not well-understood, inefficient, confusing or too sensitive to ask. The written feedback shall include an assessment of the comprehensibility of the SCORE survey, the respondents' level of engagement in the survey, the average length of an interview as well as feedback on questions that yielded high no response/refusal rates, or which the polling company suspects are giving bad, meaningless or erroneous data. Accordingly, the polling company will then liaise with SeeD and OTI/USAID to implement appropriate redesigns to the survey which will make the survey able to measure intended indicators without compromising the quality of the data.

5. Collecting the data according to the sampling strategy

The polling company will collect data through a structured quantitative tablet-assisted face-to-face interview, anticipated to be between 60 and 75 minutes long, from a sample of 2700 respondents. **2300 of these will be randomly and proportionally sampled across Moldova** (but excluding territories not under the control of the Government of Moldova), while up to 650 will be collected from specific booster samples in target areas. The sample will be a random stratified sample, with a series of booster samples. The polling company will propose an appropriate randomization and sampling process to ensure randomness and representability of the collected sample, based on best demographic census data available. Randomization of the sample selection should include a proposal for a process of randomizing settlements within regions, houses within settlements, and individuals within households, or some other method. Exact sample characteristics will be confirmed between the SeeD research team, OTI/USAID and the Subcontractor, following latest official statistics.

The remaining 400 sample size will be collected as part of two booster samples. The first booster sample will be of **200 people living in Gagauzia**. The second booster sample will be of **200 people living in the municipality of Balti**. **IF requested, and the selected contractor has the capacity, an additional sample of 250 people living in Transnistria may be requested.** OTI/USAID will finalize the precise details of these booster samples in the coming weeks, and reserves the right to change the geographic focus of the booster samples, always in coordination and consultation with the selected polling company. Sampling information in this Scope of Work is tentative, and subject to some small change.

Data should be collected using digital tools and appropriate hardware (eg tablets). Collected data should be geotagged and the location (coordinates, as well as name of settlements) included in the dataset.

There should be regular updates from the polling company to OTI/USAID, SeeD and Dexis on the progress of data collection (eg weekly updates on the progression of sample-size), which should also highlight and flag any key issues or challenges.

The data should be proportional and representative of key demographic groups of the country: age groups, genders, urban/rural residents.

The following table shows *Tentative* sample sizes by region and boosters, to serve as a basis for a proportional regional sample to be proposed and implemented by the polling company:

Central (excluding Capital)	33%	754		754
Capital	17%	385		385
Gagauzia	5%	110	200	310
North	29%	678		678
South	16%	374		374
Balti	N/A		200	200
Transnistria*			250	250

***Applicant firms should describe their data collection methods for Transnistria if possible. If the applicant is unable to conduct data collection in Transnistria, please specify the barriers to this data collection. Ability to collect data in Transnistria does not disqualify an applicant from being considered for award.**

6. Setting up appropriate dataset templates

The polling company will set up dataset templates in SPSS and XLSX formats. Template datasets in SPSS should include variable names, labels, encoding values, and missing values appropriately defined, in a structured framework, and all in English. Ideally all this should be defined using some automated syntactical method.

7. Cleaning, organizing and submitting the collected data in structured datasets

The polling company will collect, organize, and clean the data, to be submitted into SPSS and XLS formats. The company should ensure that the data is properly cleaned, with any erroneous or impossible values amended or removed, while also applying logic-checks on some sections of the data to ensure validity. Surveys that have a very short or very long duration (time) should be rejected, as should any that were terminated mid-way through, or have more than 25% missing values or non-responses. All datasets should follow the same templates, variable names, and encodings.

The polling company should submit a preliminary dataset when 25% of the sample is collected. Then, it should submit a final dataset when the full 100% of the sample is collected. This sample, after cleaning and removing rejected or faulty cases, should match the initial sample size (2300). The polling company should follow the same logic for the two booster sample datasets, using the same templates and cleaning procedures. Three separate final datasets should be submitted, as well as a final merged one.

The polling company should develop weights to ensure that frequencies and indicator scores can be reported at the regional and national level (and in the booster samples) to ensure proportionality and representation.

The polling company should submit a technical report which outlines the data collection process. This should give information about the data collection process, training process, challenges and mitigation strategies, quality control processes. It should contain a full description of the sample, the number of surveys per enumerator and location, response rate, the accuracy of the back-checks, the enumerator maps, and any issues that were encountered. It should also give information on how the weights were calculated, and syntax used to create them.

8. Liaising with the OTI/USAID, Dexis, and SeeD teams throughout

The polling company will coordinate with and update all partners when significant milestones and decision points are reached, including the completion of all the above steps.

Deliverables

The selected company will deliver the following deliverables:

1. Survey translated into local languages
2. Pilot survey dataset collected and training for the enumerators. Suggestions and feedback on the edits to the survey following the pilot.
3. Template dataset. The subcontractor will submit a SPSS and XLS format template dataset.
4. Preliminary dataset with 25% of cases. The Subcontractor will submit a preliminary data set of 25% of the total number of cases, using the same basic template as the template dataset.
5. Final dataset of National Proportional Sample, with at least 2300 cases, in SPSS and Excel formats.
6. Final dataset from Gagauzia Booster Sample, with 200 cases, in SPSS and Excel formats.
7. Final dataset from Balti Booster Sample, with 200 cases, in SPSS and Excel formats.
8. Final dataset from Transnistria Booster Sample, with 250 cases, in SPSS and Excel formats, if applicable.
9. Final technical report: The Subcontractor will submit final fieldwork reports of the data collection process.

Tentative Timeline

Month/year	2022	
Activity	July	August
Setting up a quality control process and piloting the Survey		
Data collection according to the sampling strategy (setting up appropriate dataset templates)		
Process the data and translation of data into required languages: English, Romanian and Russian		
Cleaning, organizing and submitting collected data in structured datasets to OTI/USAID, SeeD and Dexis		