



**Organization for Security and Co-operation in Europe
High Commissioner on National Minorities**

RfP HAG/009/2019

The Hague, 28 October 2019

Terms of Reference

Request for Proposals: Data collection for the “ethnobarometer”

Project 1400375-C

Background and scope of the work

The office of the High Commissioner on National Minority (HCNM) is seeking for talented and innovative companies and organizations to perform data collection for the survey as designed by the Steering Committee established by the Berlin-based Institute for European Politics (IEP).

The High Commissioner on National Minorities (HCNM) is mandated to provide “early warning” and, as appropriate, “early action” at the earliest possible stage in regard to tensions involving national minority issues. Within the institution’s mandate, the HCNM addresses the short-term triggers of inter-ethnic tensions and long-term structural concerns. As part of this long-term approach towards conflict prevention, consecutive High Commissioners have recommended that the OSCE participating States adopt measures and implement policies aimed specifically at promoting the integration of diverse groups within society.

The HCNM has advised on and supported the development of integration strategies in several OSCE participating States, including in Moldova, where HCNM support has been instrumental for the development of the National Strategy for Consolidation of Interethnic Relations for 2017-2027 (hereinafter the Strategy) and the related Action Plan 2017-2020 (AP). The Strategy is the key policy document addressing the integration of Moldova’s diverse society in the spirit of the HCNM’s Ljubljana Guidelines on Integration of Diverse Societies (which can be downloaded from the OSCE’s website). The Strategy addresses four priority areas:

1. Participation in public life
2. Language as a means of integration
3. Intercultural dialogue and civic belonging to the State
4. Mass-media

To evaluate progress of the implementation of the Strategy/AP, it is necessary to establish baseline data on all priority areas against which progress towards Strategy/AP objectives can be measured and new policy actions can be planned. In this regard, the HCNM seeks to support relevant national authorities, including the Ministry of Education, Culture and Research and the Agency for

Interethnic Relations, to conduct quantitative and qualitative studies of the current state of affairs in the field of inter-ethnic relations in Moldova.

In 2005, the Institute for Public Policy, a Moldovan NGO, conducted a so-called “ethnobarometer” to investigate into the state of interethnic relations in Moldova, including attitudes among majorities and minorities towards the respective other groups. The results were published in a comprehensive 379 page report in 2006 and no ethnobarometer has been conducted since. The data provided by such an instrument is considered valuable to monitor inter-ethnic relations over time, however. As such, it would constitute valuable baseline data for the monitoring of the Strategy/AP.

In the spring of 2016, Berlin-based IEP and HCNM decided to support a new edition of the ethnobarometer. IEP established a steering committee to develop the survey and methodology. The Steering Committee includes the MECR, the National Bureau of Statistics, the AIR, the Equality Council, IEP and HCNM and has been supported by a group of national and international experts.

The 2019 ethnobarometer is designed as a quantitative survey that seeks to measure, monitor and analyse perceptions, attitudes and beliefs of major ethnic groups in Moldova regarding: (1) their own self-identification; (2) their relation to the Moldovan state; (3) their relation to their kin-states; (4) their relation to other ethnic-groups; (5) their integration into Moldovan society, including the use of language by national minorities and their access to Media. It will contribute to creating base lines for monitoring the implementation of the Integration Strategy and its action plans. It is thus expected to serve as a baseline for data-driven analysis of language issues, various societal issues, participation in public life, as well as the relationship between ethnic communities and their kinstates. The ethnobarometer will include the major ethnic communities in the Republic of Moldova, as well as those less numerous ethnic groups where targeted state policies exist to support these communities. As such, the survey will be conducted for the following ethnic groups: Moldovan, Romanian, Ukrainian, Russian, Gagauz, Bulgarian and Roma. If repeated regularly it would allow policymakers to monitor developments over time and based on sociodemographic classification by gender, age, education, residential area, and other markers. As such it is instrumental for evidence-based policy making and the effective implementation of the Strategy for the Consolidation of Interethnic Relations.

The HCNM is now seeking to contract a data collection company to implement the survey as designed by the Steering Committee.

Working Method

The winning company will be invited to review the preliminary developed methodology (see Annex B) and suggest any necessary revisions to the methodology to make it more time- and cost-efficient and effective in terms of survey findings’ validity and reliability. The contractor is required to test the questionnaire (see Annex C) in both language versions (Romanian and Russian) before the actual data collection to prevent potential misinterpretations of certain questions by respondents and, in consultation with the HCNM, make final adjustments to the questionnaire. HCNM will review these suggestions and together with the Steering Committee approve the final methodology of the questionnaire to be implemented.

The contractor will then perform the data collection, continuously updating HCNM staff on the progress and alerting them to any issues. The interviewers should, preferably, be of the same

ethnicity as interviewees if the survey is conducted in compactly populated areas of a certain ethnic group, or at least fluently speak the language of the respondent (Romanian or Russian).

The contractor is required to comply with local data protection regulations and other relevant legislation.

Upon completion of the data collection the contractor will hand over the final data to HCNM and remove it from its own servers.

Deliverables

- Pre-test of the questionnaire and consultation of any necessary revisions to the methodology with the HCNM; deadline for submission to HCNM 15 February 2020.
- Raw data collected in the .xlsx format (or equivalent format readable by Microsoft Excel), deadline for submission to HCNM 30 April 2020;
- Report with description of results per question as text and in charts (bar charts or similar); deadline for submission to HCNM 30 April 2020.

Copyright: Potential bidders are advised to take note of the OSCE General Conditions of Contract specifically section 10 on Intellectual Property:

‘Except to any extent that the Contractor has granted a license to the OSCE, the OSCE shall be entitled to all intellectual property, including without limitation copyrights, patents and trademarks, with regard to any products, documents or other materials related to, produced or collected pursuant to the Contract. The Contractor shall take all necessary steps, prepare and process all necessary documents and assist in securing such property rights and transferring them to the OSCE.’

Duration of the contract

All deliverables must be submitted to HCNM no later than **30 April 2020**.

Bidder qualifications

- A minimum of three years relevant commercial experience including in conducting a national-level household survey of similar size and scope in Moldova
- Minimum three references (contact details) for national-level studies of similar size and scope including at least one national-level household survey in Moldova

Procedures

The documents mentioned in the application instructions have to be submitted by email to procurement.hcnm@osce.org by **29 November 2019 12:00 CET**. Proposals received after this deadline will not be accepted. **Please submit the financial offer in separate file using Annex D!**

Questions regarding this request for proposals can be submitted to procurement.hcnm@osce.org until **15 November 2019 12:00 CET**. HCNM will then share all questions and answers with all interested parties in writing.

Vendors who are not registered with OSCE need to complete the Vendor Registration Form <http://www.osce.org/procurement> and to submit it together with supporting documents, i.e. copy of business registration and licenses.

The contract award will be made based using the Least Cost Selection Method.

Submission

Participants in the tender will present a file that will include:

- General description of the company and its prior experience with conducting nation-wide household surveys (incl. references);
- Timeline (in accordance with deliverables schedule above) for data collection and presentation of results (e.g. descriptive statistics per survey question), including the detailed schedule of activities, e.g., the training of interviewers;
- Sampling methodology including detailed description of the sampling methodology: the size of the sample, randomization technique, the number of respondents for each ethnic group and the sampling scheme (based on sampling outline in Annex B);
- The method used for data collection (such as house-hold interviews at the respondents' homes);
- Description of the mechanism of verification of data accuracy;
- Considerations and proposals for questionnaire review if any;
- The format of the presentation of the survey results (such as excel spreadsheets, word files, databases or other online tools)
- Written confirmation that surveying staff shall be comprised of both Romanian and Russian speakers.
- Written confirmation that the surveying staff surveying the Roma community will be representatives of the Roma community.
- Financial offer with detailed budget using the template in Annex D in a separate file. Elaborations are encouraged to clarify the financial structure of the offer. Additional lines may be added if justified. The budget should ideally cover each component of the survey.

The Offer should be valid for 60 days.

Method of payment

The fee will be paid by HCNM at the end of the contract period upon satisfactory completion of requirements as specified in the terms of reference. Advance partial payment can be arranged with HCNM.

Any Contract or Purchase Order will be subject to the OSCE General Conditions of Contract which can be viewed at <http://www.osce.org/procurement>. Detailed “Instructions to Bidders – Request for Quotation” are also provided on this website.

ANNEX

- Annex A – Survey Overview
- Annex B – Sampling outline suggested by Steering Committee
- Annex C – Survey questionnaire in English, Romanian and Russian
- Annex D – Financial offer