ANNEX II: TERMS OF REFERENCE

1. BACKGROUND INFORMATION 2
1.1. Partner country 2
1.2. Contracting authority 2
1.3. Country background 2
1.4. Current situation in the sector 3
1.5. Related programmes and other donor activities 3
2. OBJECTIVE, PURPOSE & EXPECTED RESULTS 4
2.1. Overall objective 4
2.2. Purpose 4
2.3. Results to be achieved by the contractor 4
3. ASSUMPTIONS & RISKS 5
3.1. Assumptions underlying the project 5
3.2. Risks 6
4. SCOPE OF THE WORK 8
4.1. General 8
4.2. Specific work 9
4.3. Project management 10
5. LOGISTICS & TIMING 12
5.1. Location 12
5.2. Start date & period of implementation of tasks 12
6. REQUIREMENTS 12
6.1. Staff 12
6.2. Office accommodation 13
6.3. Facilities to be provided by the contractor 13
6.4. Equipment 14
7. REPORTS 14
7.1. Reporting requirements 14
7.2. Submission & approval of reports 14
8. MONITORING & EVALUATION 14
8.1. Definition of indicators 14
8.2. Special requirements 15

1. BACKGROUND INFORMATION

1.1. Partner country

Guinea-Bissau

1.2. Contracting authority

The European Union Delegation in Guinea-Bissau

1.3. Country background

Guinea-Bissau is a young, unstable, impoverished yet resilient country. Its independence was gained only 45 years ago, after a protracted war. Since then, Guinea-Bissau has suffered frequent military interventions and a civil war in 1998-1999. This instability has undermined the country's political development. According to the 2017 State Fragility Index, prepared by the Center for Systemic Peace, Guinea-Bissau ranks 18 among the most unstable countries in the world, on par with Angola, Zimbabwe and Côte d'Ivoire. This is attributed mostly to Guinea-Bissau's low levels of political effectiveness.

There are many factors contributing to this situation, namely, a long sequence of leadership rivalry and factional dispute, especially within the country's predominant political party, the African Party for the Independence of Guinea and Cape Verde (PAIGC). This is aggravated by a legacy of military autonomy and penchant towards political involvement, an inchoate party system and meagre adherence to the rule of law, notably in the rural areas where the state is mostly absent. Adding to this, widespread corruption and impunity have undermined state capacity and credibility, markedly in the justice system. According to Transparency International, Guinea-Bissau is one of the 10 most corrupt countries in the world.

A military coup d'etat in 2012 aggravated the country's political instability. The restoration of civilian rule following a democratic election in 2014 was marred by a political deadlock that erupted in mid-2015, with the dismissal of the Prime Minister and head of the PAIGC. This aggravated the country's political uncertainty. Failure to implement an international agreement reached in late 2016 increased mistrust among the country's political elite and deepened popular malaise. Facing a new round of international sanctions, the President agreed to establish a new, consensus government in April 2018, and eventually set the country's next parliamentary elections for March 2019.

Guinea-Bissau's political conflict and weak governance have exacerbated the country's social problems. Today it stands as one of the ***poorest nations in the world***. Its Human Development Index score ranks 177 out of 189 countries, while 69% of its population, according to the UNDP, lives below the national poverty line. Food security issues are a pressing matter in this country, where according to the World Food Program, 1 out of 4 people suffer from chronic malnutrition. All this is set in a political economy anchored on a single export crop: cashew nuts, which heightens the country's vulnerability to climate change and global market fluctuations.

Amid these constraints to development, Guinea-Bissau exhibits elements of a ***resourceful, tolerant and resilient society***; stronger and more successful than its state. This can be discerned in the many signs of coexistence among people of different religious and ethnic backgrounds. It can also be recognized in the country's robust web of rural communities, with effective local leadership structures, and in its thriving informal markets. All this is abetted by a youthful energy, originating from the fact that close to 60% of its inhabitants are under the age of 25. Still, 20% of Bissau-Guinean youth - and 40% of its adults - are illiterate. What's more, ethnicity remains an important cleavage and potential source of conflict, while the country's associational life is centred mostly on local engagements rather than national ones. All these trends clearly affect the quality of its civil society arena.

1.4. Current situation in the sector

This initiative ***builds on Guinea-Bissau's first public opinion poll***, the *Vozes do Povo* project, led by *DEMOS – Centro para a Democracia, Criatividade e Inclusão Social*, and carried out in mid-2018. This study, sponsored by the Delegation of the European Union to Guinea-Bissau, offered Guinean citizens a unique opportunity to give feedback on government performance and life conditions. In the process, it produced vital knowledge for evidence-based public advocacy, debate and policymaking. The survey design drew on Afrobarometer methodology and questions, and was conducted in a transparent manner by reputable national and international professionals. The main results received ample publicity in Guinea-Bissau.

A ***variety of multi-country opinion surveys*** have been conducted over the last two decades by institutions like Gallup World Poll, World Values Survey, Transparency International, Eurobarometer, the European Social Survey, Latinobarómetro, AmericasBarometer, Asian Barometer and the Afrobarometer.

Compared to other regions, the ***African continent has lagged behind*** in these endeavors, despite important strides made by the Afrobarometer, Transparency International, Gallup and the Pew Research Center. Afrobarometer, for example, has surveyed 37 African countries between 1999 and 2018. Transparency International has carried out its flagship Global Corruption Barometer survey since 2003, and assessed up to 27 Sub-Saharan countries. The Gallup World Poll, in turn, was established in 2005 and has carried out surveys in 44 African countries. The Pew Research Center, by contrast, has been much more selective in the number of countries surveyed and encompassed only 6 African nations in its 2017 poll on global attitudes towards democracy.

None of these institutions has ever conducted a public opinion survey in Guinea-Bissau. By applying Afrobarometer research standards, ***Vozes do Povo was able to produce a unique data set on public perceptions and attitudes*** dealing with elections, corruption, social and institutional trust, state and leadership performance, and political values. The use of international metrics in designing the survey has made it possible to draw relevant comparisons between Guinea-Bissau and other African and developing nations. All this information, though, needs to be processed further and widely disseminated to ensure its constructive use in efforts to buttress the country's democratic development.

1.5. Related programmes and other donor activities

UNICEF is currently supporting Guinea-Bissau's National Statistical Institute's (INE) efforts to implement UNICEF's Multiple Indicator Cluster Survey (MICS), which gathers extensive household data on issues that affect the situation of women and children. Data collection for the 6th MICS started in November 2018 and is expected to include 7,500 households. Final survey results are due in July 2019.

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1. Overall objective

The overall objective of the project of which this contract will be a part is as follows:

To develop the *Vozes do Povo* data set, by drawing further insights from Guinea-Bissau's first public opinion survey through data mining, comparative assessments, focus group studies; and to disseminate these findings through publications, presentations, and trainings.

2.2. Purpose

The purposes of this contract are to advance several objectives in Guinea-Bissau.

- Explore the *Vozes do Povo data set,* by calculating survey results according to a number of demographic, social and political variables, such as gender, age, geographic region, urban/rural residency, religion, ethnicity, life conditions and democratic/autocratic affinity.
- Make use of econometric instruments to enrich survey findings.
- Draw comparisons with other countries and generate novel insights on Guinea-Bissau's global standing on relevant public opinion data.
- Engage a cross segment of the Guinean population in a re-appraisal of survey results through focus group methodology.
- Build on this information to improve understanding of issues dealing with religious extremism, menace of violence, migration, corruption, and autocratic/democratic dispositions.
- Produce actionable knowledge for development strategies, democracy promotion and political risk assessments.
- Disseminate and facilitate wider use of survey findings, by preparing publications and organizing workshops and trainings designed to increase familiarity with survey results.
- Encourage strategic use of survey data and promote empirical-driven policy-making.
- Generate public awareness of the main research findings.
- Foster a constructive, evidence-based public dialogue on the country's main democratic and development challenges.
- Highlight worthy communal and civic values detected in the study.
- Strengthen the social scientific community in Guinea-Bissau and enhance project sustainability by improving opportunities for further studies of this kind.
- Underscore the value of public opinion surveys as an instrument for social accountability, which can empower humble citizens with a public voice.
- Promote awareness and knowledge about Guinea-Bissau to the broader international community, by making available novel information on this country in English.

2.3. Results to be achieved by the contractor

The project will include ten deliverables:

1) A ***dynamic table with complete survey results in an accessible digital format***, amenable to calculations based on different survey variables.
2) ***A data mining report*** highlighting main findings from survey cross tabulations and econometric exercises, based on key social and political variables, such as gender, age,

geographic region, urban/rural domicile, education, life conditions, religion, ethnicity, autocratic/democratic affinity, civic engagement, social equality, religious sectarianism and societal coexistence.

3) A ***comparative assessment report*** contrasting public opinion views in Guinea-Bissau and other African countries.

4) A ***focus group study*** designed to offer a popular review of survey results.

5) An ***edited volume*** based on survey results and studies derived from this – cross tabulations, statistical exercises, comparative review, focus group sessions – and an interpretive analysis of the information contained therein. To ensure the manuscript's subsequent publication by a reputable academic press, this text will be presented as the *Vozes do Povo* report, rather than a formal book.

6) A ***public presentation of the Vozes do Povo report and press conference*** at an established venue in Bissau.

7) An ***internet publication*** of the studies generated to produce the Vozes do Povo report.

8) ***Three workshops and training sessions*** provided to a select group of journalists, civil society organization representatives, and members of parliament and senior civil servants.

9) A **translated copy of the book manuscript in English**, for submission to reputable academic press.

10) A ***final project report***.

For a timeline of the project outcomes and activities see the tables below.

3. ASSUMPTIONS & RISKS

3.1. Assumptions underlying the project

The follow-up study and trainings based on the *Vozes do Povo* survey assume the following:

- A measure of political stability and freedom to facilitate project activities.
- A disposition within the population to take part of focus group study sessions and take part of discussions in a candid and unconstrained way.
- The capacity of project team members and assistants to carry out their tasks in a competent, professional, and impartial way, and generate credible information as a result.
- The ability of the project team, particularly its coordinator, to present study's main findings in a professional, independent, and objective manner.
- A favourable or neutral disposition among opinion-makers and political leaders in Guinea-Bissau towards the use of public opinion surveys and other research instruments, and inclination to accept the study's findings based on its scientific merit.
- The willingness and interest of journalists, civil society reps, members of parliament and senior civil servants to take part of a workshop and training sessions based on the *Vozes do Povo* survey.
- The competence needed to ensure a professional translation of the book manuscript into English.

- The continued support of the Delegation of the European Union in Guinea-Bissau for the implementation of this scientific and pedagogical undertaking.

3.2. Risks

A preliminary assessment would need to consider the following risks and mitigating responses:

1) ***Political instability*** in Guinea-Bissau could jeopardize conditions for project development.

- Likelihood: Medium
- Severity: Medium
- Mitigation strategy: Anchoring the project in a civil society-based research NGO rather than a state agency should significantly reduce the prospect of disruption. This will also improve conditions for project sustainability.

2) ***Mistrust, perceived political alignments and politicization of civil society*** activities, resulting from Guinea-Bissau's mounting political malaise and conflict, could undermine the credibility of project undertakings.

- Likelihood: Medium
- Severity: High
- Mitigation strategy 1: Establish a project team with well-qualified international and local professionals, broadly seen as neutral actors with regards to the country's internal political tussles. DEMOS' proven capacity in executing the *Vozes do Povo* survey, international background and solid scientific credentials should enhance the credibility of research findings.
- Mitigation strategy 2: Ensure that all project activities, especially the public presentation of the edited volume and trainings, are carried out in a professional and technical manner. Focus group study moderators will undergo proper training to make sure they execute their duties in a neutral and proficient way.

3) ***Difficulties in finding willing and candid focus group participants*** undermine the quality of survey results.

- Likelihood: Low
- Severity: Medium
- Mitigation strategy 1: Survey experiences in Guinea-Bissau have not reported problems finding willing participants, except in the countryside, during the cashew harvest. This can be mitigated by ensuring field research does not overlap with important agricultural occupations.
- Mitigation strategy 2: Bissau-Guineans do not live in a repressive country and are usually not fearful in sharing their opinions. Focus group moderators will be trained to explain that they have no partisan affiliation and are engaged in scientific research project.

4) ***Workshop enrolment problems diminish the availability and diversity of participants in training sessions*** for journalists, civil society reps, and members of parliament and senior civil servants.

- Likelihood: Medium
- Severity: Medium
- Mitigation strategy 1: An experienced local consultant, working in collaboration with DEMOS and the Centro de Estudos Sociais Amilcar Cabral (CESAC), will be hired to organize training logistics and follow-up on the invitations made.
- Mitigation strategy 2: A comprehensive list of invitees will be drafted for each workshop, with relevant contact information. Invitations will strive to ensure ample participation of women, representatives from different parts of the country and diverse party affiliations.
- Mitigation strategy 3: Funds will be made available to facilitate transportation to the workshop site and lodging in Bissau for those traveling from the interior.

4. SCOPE OF THE WORK

4.1. General

4.1.1. Description of the assignment

This initiative builds on recommendations made in the final *Vozes do Povo* project report. It seeks to develop this unique public opinion data set, compare survey results in Guinea-Bissau with other countries, and enrich these discoveries through focus group studies. All this information will be used to organize publications and workshops designed to disseminate and encourage strategic use of survey findings. These activities would address the need to foster a constructive, evidence-based public dialogue on Guinea-Bissau's main democratic and development challenges and recognize positive attributes of its society.

The *Vozes do Povo* database is an informational trove on life conditions, public opinion, and civic practices in Guinea-Bissau. The original survey covered 148 districts in a national sample of 1,184 people, with a margin of error of 2.85% and confidence levels at 95%. The inquiry included 340 questions and sub-questions, which means the *Vozes do Povo* databank encompasses close to 403,000 entries. This is a substantial resource on which to carry out a series of data mining activities and explorations.

In executing this project, DEMOS will reconvene members of the *Vozes do Povo* team. To this effect, it will establish a partnership with the Centro de Estudos Sociais Amilcar Cabral (CESAC), a new research institute based in Bissau and led by Dr. Carlos Cardoso.

This undertaking seeks to generate novel insights on Guinea-Bissau and channel this knowledge into constructive endeavours designed to advance the country's democratic development. This includes establishing a positive precedent and venue for the implementation of future public opinion surveys and other social scientific engagements of high professional calibre. It also seeks to enhance international awareness of Guinea-Bissau, through the preparation of an edited volume in English. Further details on project activities are noted below.

4.1.2. Geographical area to be covered

Guinea-Bissau, various points across the national territory, for the focus group study. Other activities will be anchored mostly in Bissau.

4.1.3. Target groups

The *Vozes do Povo* survey and follow-up studies will be widely shared in Guinea-Bissau and abroad, and be of use to local journalists, political leaders, opinion-makers, civil society representatives, researchers and university educators, and foreign diplomats. In addition, the information produced will be of value to the international development community in Guinea-Bissau, notably the European Union, World Bank, African Development Bank, Economic Community of West African States, UNDP and other UN agencies, UNIOGBIS, and various international NGOs.

Survey results and publications will also be shared with international institutions that conduct or make assessments based on comparable public opinion surveys, namely, the Afrobarometer, Transparency International, the PEW Foundation, the Mo Ibrahim Foundation, Council for the Development of Social Science Research in Africa (CODESRIA), the International Crisis Group, and World Values Survey.

4.2. Specific work

Seven key project components seek to:

1. ***Render Survey Results Amenable to User-Friendly Consultation*** – by producing a dynamic table designed to enhance digital usage of the *Vozes do Povo* data set and facilitate cross tabulations. This will require an effort to re-order, re-label and clean up the entire database. An IT expert will be hired to conduct this work under the supervision of a senior international consultant.

2. ***Explore the Survey Data Set*** – through cross tabulations and econometric exercises based on key social and political variables, such as gender, age, geographic region, urban/rural domicile, education, life conditions, religion, ethnicity, democratic/autocratic affinity, religious extremism, societal toleration, among others. Statistical instruments – such as correlations, multiple regressions, and factorial analysis – will be used to examine causal effects and enrich survey findings. This activity will involve two senior international consultants, a senior national consultant, and an IT assistant, as well as consultations with other national experts.

3. ***Compare Guinea-Bissau's Survey Results with Other Countries*** – by gathering data from Afrobarometer surveys and other sources, and piecing and pairing this information to position Guinea-Bissau on the global map for relevant public opinion data. A special effort will be made to draw comparisons with neighboring countries in West Africa. This undertaking will be led by a senior international consultant.

4. ***Enrich Research Findings through a Focus Group Study*** – by engaging a cross-segment of the population in a qualitative appraisal of survey results. This will be conducted through 10 focus group sessions in selected communities across the country and include about 8-10 participants per community. Research locale and participants will be determined by demographic criteria to ensure gender parity and breadth of views. A trained moderator will lead group discussions based on a questionnaire designed to elicit popular interpretations of key survey discoveries. This qualitative assessment will both complement and refine the analysis produced through data mining.

5. ***Prepare an Edited Volume*** – by drawing on, synthesizing, and analysing all the information generated through the *Vozes do Povo* survey and follow up research: cross tabulations, econometric exercises, comparative assessments and focus group study. A roster of national and international experts on Guinea-Bissau will be invited to contribute to this volume, based on a book proposal crafted by project leaders. Three meetings will be convened to discuss the book's content, review draft chapters, and assess relevant findings and their practical implications for the country's democratic development. Each chapter is expected to provide an empirical analysis of different themes addressed in the *Vozes do Povo* initiative. Together, these contributions will offer an original assessment of public opinion trends and prospects for democratic development in Guinea-Bissau. To ensure the manuscript's availability for publication by a reputable academic press, the text will be presented as the "*Vozes do Povo* report," rather than a formal book. At least 500 copies of the *Vozes do Povo* report, presented in a book-like format, will be made available in print. The book manuscript will be translated into English and submitted to a leading academic publisher.

6. ***Disseminate & Facilitate Wider Use of Survey Findings*** – by publicizing the study and organizing workshops and trainings designed to increase familiarity with survey results. These efforts aim to foster public conversation over the country's main democratic and development challenges, encourage strategic use of survey data, and promote empirical-driven policymaking. This project component will involve three distinct activities, to be carried out in the following order:

- The ***Vozes do Povo report will be presented at a public event and press conference*** held at an established venue in Bissau.

- The ***studies generated to produce the Vozes do Povo report will be published online***.

- A total of three separate, two-day ***workshops and training sessions*** provided to a select group of journalists, civil society organization reps, and members of parliament and senior civil servants. These will be organized by DEMOS in partnership with CESAC and led by experienced trainers. Attempts will be made to ensure ample participation of women in these workshops.

- The ***Vozes do Povo report will be translated into English and submitted to an academic publisher***. An English edition of the book will facilitate its subsequent publication in Portuguese, with an academic press based in Portugal. Both English and Portuguese editions of the book will enable broad access to the study within the international community and help raise global awareness of Guinea-Bissau.

7. ***Project Coordination & Administration*** – This comprises coordination, supervision, and management of all project components, from its inception to the final project report and efforts to close all accounting. In its role as project coordinator, DEMOS will ensure that all activities and deliverables meet the high professional and international standards. To this effect, it will be directly involved in monitoring the quality of all project outputs. These engagements will involve a time commitment of about 21 months.

Sustainability Strategy. The actions carried out through this initiative will help strengthen the social scientific community in Guinea-Bissau, improve opportunities for further studies of this kind, and thus enhance project sustainability. To accomplish this, DEMOS will establish a partnership with the Center for Social Studies Amilcar Cabral (CESAC), a newly founded research institute led by Dr. Carlos Cardoso, a leading Guinean intellectual and social science researcher. CESAC will help execute key local components of the project. By combining international and local expertise, this project seeks to generate a high-quality product associated with Guinean talent and input. This will strengthen local appropriation of the *Vozes do Povo* initiative, facilitate its replication in the mid-future and in doing so help lay the foundation for scientific public opinion polling in Guinea-Bissau.

Relevant global experience suggests that public opinion surveys of the kind pursued here are best lodged in independent research centres and/or specialized polling firms, rather than government bureaus or research agencies. In fact, in politicized environments like Guinea-Bissau, ensuring an element of international and scientific neutrality might be crucial to the long run validation of such initiatives.

The contractor must comply with the latest Communication and Visibility Manual for EU External Actions concerning acknowledgement of EU financing of the project. (See https://ec.europa.eu/europeaid/communication-and-visibility-manual-eu-external-actions_en .

4.3. Project management

4.3.1. Responsible body

The responsible body for this service is the EU Delegation to Guinea Bissau. The project will be implemented by DEMOS – Centro para a Democracia, Criatividade e Inclusão Social, a research NGO founded originally in Paraguay and established in Guinea-Bissau. DEMOS conceived and led the original *Vozes do Povo* initiative, which produced Guinea-Bissau's first public opinion survey.

4.3.2. Management structure

DEMOS is a start-up NGO, led by three officers, a President, Vice-President, and Secretary, and supported by General Comptroller and an administrative assistant. DEMOS activities in Guinea-Bissau are led by its President, in consultation with other presiding officers.

For this project, DEMOS has assembled a group of competent experts, both national and international, who will execute their tasks under the supervision and orientation of DEMOS' Project Coordinator. Activities in Guinea-Bissau will be carried out in partnership with CESAC.

4.3.3. Facilities to be provided by the contracting authority and/or other parties

Contracting Authority will not provide facilities to experts engaged in project implementation.

5. LOGISTICS & TIMING

5.1. Location

The project's operational base will be in Bissau, Guinea-Bissau, and supported by engagements carried out from DEMOS' main headquarters, based in Caacupé, Paraguay.

5.2. Start date & period of implementation of tasks

The intended start date is March/April 2019 and the period of implementation of the contract will be 9 months from this date. Please see Articles 19.1 and 19.2 of the Special Conditions for the actual start date and period of implementation.

6. REQUIREMENTS

6.1. Staff

Note that civil servants and other staff of the public administration of the partner country, or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

6.1.1. Key experts

Key experts are defined and they must submit CVs and signed Statements of Exclusivity and Availability.

All experts who have a crucial role in implementing the contract are referred to as key experts. The profiles of the key experts for this contract are as follows:

Key expert 1: Team Leader

Qualifications, skills and professional experience

A graduate degree, preferably a PhD, in political science or social sciences, with more than 10 years of professional experience in developing countries. Good knowledge of Guinea-Bissau strongly preferred. Close familiarity with field survey research methodologies, public opinion studies and issues affecting prospects for democratic governance in fragile environments. At least 5 years of experience as a team leader and trainer. Fluency in Portuguese and English or French required.

Key expert 2: Survey Statistical Analysis

Qualifications, skills and professional experience

A graduate degree in demography, economics, statistics or social sciences, with more than 10 years of professional experience in developing countries. Good knowledge of Guinea-Bissau strongly preferred. At least 10 years of experience required in designing surveys and producing statistical analyses based on survey results. Close familiarity with SPSS and other relevant tools used for statistical analysis. Fluency in English or French required, and ability to communicate in Portuguese or Spanish strongly preferred.

Key expert 3: Research, Analysis & Trainings

Qualifications, skills and professional experience

A graduate degree in social sciences, demography, economics or relevant field, with more than 10 years of professional experience in developing countries. Must have relevant work experience in Guinea-Bissau and profound knowledge of the country. At least 10 years of experience required in carrying out field research in Africa and formulating survey questions. Fluency in Portuguese, Bissau-Guinean Creole, French or English required.

All experts must be independent and free from conflicts of interest in the responsibilities they take on.

Relevant documentation on this will be provided.

6.1.2. Other experts, support staff & backstopping

The contractor shall select and hire other experts as required according to the needs. The selection procedures used by the contractor to select these other experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience.

The costs for backstopping and support staff, as needed, are considered to be included in the tenderer's financial offer.

The project will retain up to 6 assistants.

One will provide support on IT issues and help design charts and graphs for project reports and publications.

Up to two people will be hired, trained, and deployed to carry out the focus group study.

In addition, it will engage a person to transcribe digital recordings of focus group sessions and another to translate key parts of these transcriptions from Creole to Portuguese.

Finally, a local consultant will be hired to oversee the recruitment of participants and logistics of the workshop and training sessions.

Criteria for these hiring these assistants will consider relevant educational and professional experience.

6.2. Office accommodation

Each expert working on the contract will make use of his or her own office space and facilities. No other office accommodation will be provided under this contract.

6.3. Facilities to be provided by the contractor

The Contractor shall ensure that experts are adequately supported and equipped. In particular it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion.

All project consultants, including the Team Leader, will make use of their own office space and facilities, including phone and computing resources.

The Team Leader will be responsible for hiring an IT assistant. The National Consultant will manage the logistics of the focus group study and hire professionals to transcribe each session and translate relevant sections into Portuguese.

6.4. Equipment

No equipment is to be purchased on behalf of the Contracting Authority as part of this service contract or transferred to the Contracting Authority at the end of this contract. Any equipment related to this contract which is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

7. REPORTS

7.1. Reporting requirements

The Contractor will submit the following reports in English in one original and one digital copy:

- **Inception Report** of maximum 12 pages to be produced after two weeks from the start of implementation. In the report the Contractor shall describe e.g. initial findings, progress in processing data, any difficulties encountered or expected in addition to the work programme and staff travel. The Contractor should proceed with his/her work unless the Contracting Authority sends comments on the inception report.

- **Draft final report** of maximum 20 pages (main text, excluding annexes) in the format given in Annex A. This report shall be submitted no later than one month before the end of the period of implementation of tasks.

- **Final report** with the same specifications as the draft final report, incorporating any comments received from the parties on the draft report. The deadline for sending the final report is 15 working days after receipt of comments on the draft final report. The final report must be provided in English, accompanied by a Portuguese translation of the Executive Summary, along with the corresponding invoice.

7.2. Submission & approval of reports

The report referred to above must be submitted to the Project Manager identified in the contract. The project manager is responsible for approving the reports.

8. MONITORING & EVALUATION

8.1. Definition of indicators

The project can be assessed on the following **objective indicators**:

1) ***Completion of all project deliverables*** at a high professional standard:

- A dynamic table with complete survey results in accessible digital format.
- A report highlighting main findings from survey cross tabulations and econometric exercises, based on key social and political variables.
- A report comparing public opinion views in Guinea-Bissau and other countries.
- A focus group study designed to offer a popular appraisal of survey results.
- A draft edited volume based on survey results and follow-up studies.
- A public presentation of the Vozes do Povo report and press conference in Bissau.

- Three workshops and training sessions provided to a select group of journalists, civil society organization representatives, and members of parliament and senior civil servants.
- Internet publication of the studies prepared for the *Vozes do Povo* report.
- An English translation of the Vozes do Povo report, which will be submitted for publication with an academic press.
- A final project report.

2) ***Public awareness of main research findings***:

- Number of people in attendance at public presentation of the edited volume in Bissau.
- Number of journalists in attendance at this public presentation.
- Number of news articles published on research findings.
- Number of hits on webpage containing edited volume and project reports.
- Number of internet citations of the *Vozes do Povo* report and ancillary studies, as measured by Google Search.
- Number of citations and reviews of the book publication in English.

3) ***Participant evaluations of the workshop and trainings offered***, based on a survey offered at the end of each training session:

- Number of participants in each session, their gender, affiliation, professional background and regional make up.
- Level of satisfaction with training session offered and knowledge gained as a result.
- Increased ability to use public opinion data to craft a news story, design an informational campaign or formulate a policy argument.

In addition, the evaluation could assess project impact through a more ***subjective appraisal***, notably by:

- Interviewing development practitioners in Guinea-Bissau (including European Union Delegation officers), local journalists and political leaders to gather their assessment on the project's relevance and contribution to this country.
- Assessing the scientific quality of the edited volume and reports produced with relevant scholars in Africa and elsewhere
- Reviewing the merits of the *Vozes do Povo* initiative and publications with leading Afrobarometer scholars and assessing its value to comparative public opinion studies in Africa.
- Gauging the relevance and impact of the *Vozes do Povo* training sessions through direct consultation with participants in these workshops and a review of professional activities that may have been influenced by these trainings.

8.2. Special requirements

The contractor must be covered by health insurance which includes medical evacuation.

ANNEX A

Final Report Format

This report will include the following components:

- Introduction
- Methodology & Fieldwork: Challenges & Lessons Learned
- Review of Main Results: A Summation & Brief Analysis
- Conclusions & Recommendations

(The recommendations will be addressed primarily to the EUD in Guinea-Bissau and its international development partners if necessary).

- Annexes: all project deliverables and products

ANNEX III: ORGANISATION & METHODOLOGY

To be completed by the tenderer

Please provide the following information:

1. RATIONALE

The ***successful execution of activities will hinge on*** three main factors:

- A measure of political stability and freedom to facilitate project activities.
- The professional demeanour, technical capacity and motivation of the team responsible for carrying out various components of the study and its dissemination.
- The availability of resources to implement project activities.

Three ***risks that need to be taken into consideratio***n are:

- Political instability in Guinea-Bissau could jeopardize conditions for project development.
- Mistrust, perceived political alignments and politicization of civil society activities, resulting from Guinea-Bissau's political conflict and presidential election, could undermine the credibility of the study derived from the public opinion survey results.
- The willingness and interest of journalists, civil society reps, members of parliament and senior civil servants to take part of a workshop and training sessions based on the *Vozes do Povo* survey.

The ***public opinion survey project assumes*** the following:

- A measure of political stability and freedom that will facilitate implementation of the survey.
- A disposition within the population to take part in the focus group study in a candid and unconstrained way.
- The capacity of project team members and assistants to carry out their tasks in a competent, professional, and impartial way, and generate credible information as a result.
- The ability of the project team, and particularly its coordinator, to present study's findings in a professional, independent, and objective manner.
- A favourable or neutral disposition among opinion-makers and political leaders in Guinea-Bissau towards the public opinion survey and other research instruments, and inclination to accept these findings based on its scientific merit.
- The continued support of the Delegation of the European Union in Guinea-Bissau for the implementation of this survey.

2. STRATEGY

1) Contract implementer, DEMOS, will formalize contracts with the team of experts that have agreed to execute the project.

2) A dynamic digital table will be produced to render the *Vozes do Povo* survey results amenable to user-friendly consultation. This digital instrument will be submitted to the European Union Delegation in Guinea-Bissau (EUD GB).

3) The survey data set will be explored through a series of data mining exercises. These will include cross tabulations and econometric analyses based on a number of demographic, social and political variables. A report presenting the study's main findings will be delivered to the EUD GB.

4) Prepare a comparative assessment of Guinea-Bissau's survey results with that of other countries, particularly in West Africa, by drawing on Afrobarometer surveys. A report based on this investigation will be presented to the EUD GB.

5) Apply a focus group methodology to engage a cross-segment of the Guinean population in a re-appraisal of survey results. Transcribe the exchanges made in ten group sessions and translate the main portions into Portuguese. Prepare a survey report based on highlights from this study and provide this to the EUD GB.

6) Organize a Zoom meeting with collaborators engaged in the *Vozes do Povo* book project to discuss the three reports prepared for this volume, review its content and commission chapters. Provide results of all studies based on the *Vozes do Povo* survey to book contributors.

7) Prepare all volume chapters and review the contributions.

8) Convene a follow-up Zoom meeting to discuss draft chapters and provide feedback to the authors.

9) Hold a separate and final Zoom meeting with project collaborators to examine ideas and proposals for development strategies and democracy-building initiatives, derived from the findings generated through this project. This activity would seek to engage EUD GB, and possibly other partners, in a constructive exchange, geared towards development practitioners.

10) Make final revisions to the book manuscript and complete the opening and closing chapters.

11) Present a draft copy of the book manuscript for review by the EUD GB.

12) Prepare and print 500 copies of the manuscript, in a book-like format. This will be presented as the "*Vozes do Povo* report," rather than a formal book, to ensure the manuscript's availability for subsequent publication by a reputable academic press.

13) Present the *Vozes do Povo* report at a public event and press conference in Bissau.

14) Translate the book manuscript into English and submit the text for publication with an academic press.

15) Publish online abbreviated versions of the three studies – data mining, comparative and focus group assessments - used to generate the book manuscript.

16) Design, organize and implement three separate, two-day workshops and training sessions in Bissau, for a select group of journalists, civil society organization reps, and members of parliament and senior civil servants, to disseminate and facilitate wider use of survey findings. Identify and contract a consultant to support the workshop with journalists.

17) Draft and submit a final project report to the EUD GB.

3. BACKSTOPPING

The project will retain up to 6 assistants.

One will provide support on IT issues and help design charts and graphs for project reports and publications.

One or two people will be hired, trained, and deployed to carry out the focus group study.

In addition, it will engage a person to transcribe digital recordings of focus group sessions and another to translate key parts of these transcriptions from Creole to Portuguese.

Finally, a local consultant will be hired to oversee the recruitment of participants and logistics of the workshop and training sessions.

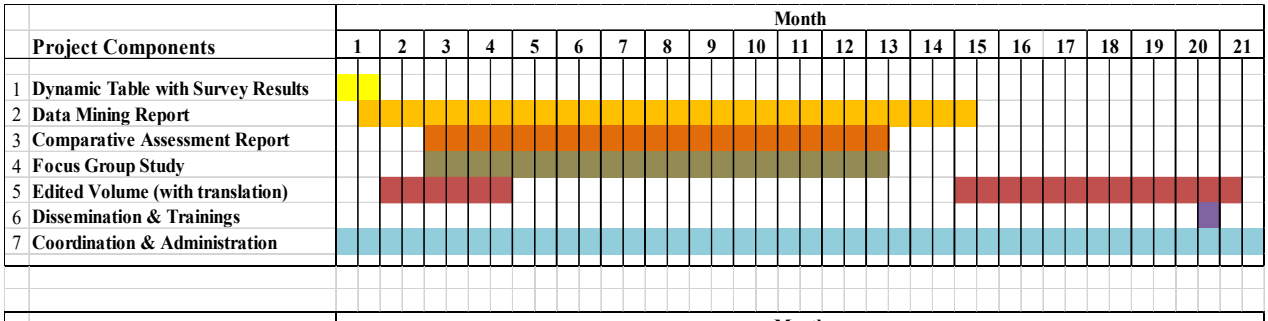
Criteria for these hiring these assistants will consider relevant educational and professional experience.

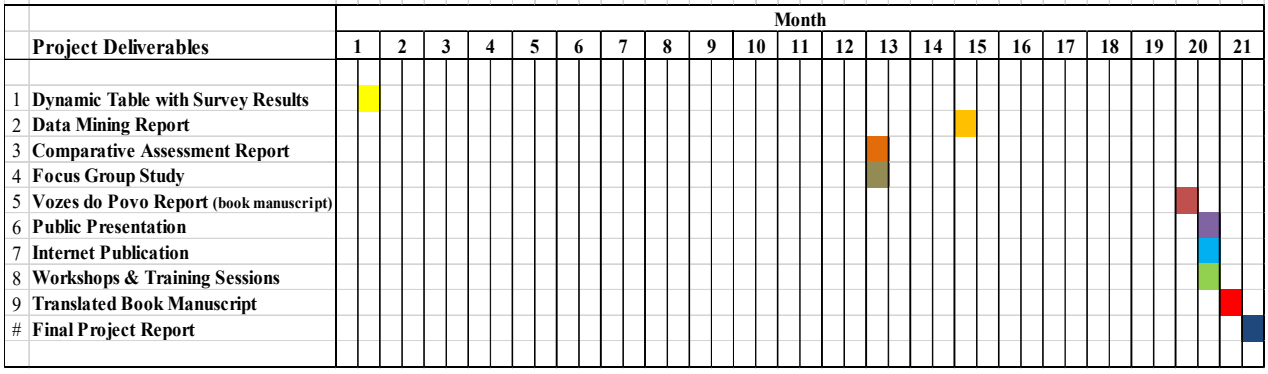
4. INVOLVEMENT OF ALL MEMBERS OF THE CONSORTIUM

No consortium involved, hence not applicable.

5. TIMETABLE OF WORK

A timeline of the project outcomes and activities are noted below. Delivery dates are contingent on the contractual starting date.





6. LOG FRAME

Not applicable for this project.