

## Section II

# Schedule of Requirements - Amendment # 1

## Request for Proposal

**Provision of services for conducting a baseline crime survey in Ukraine (UNOPS-PRAVO2-2021-S-001)**

**e-Sourcing reference: RFP/2021/22790**

## 1. TERMS OF REFERENCE

### Provision of services for conducting a baseline crime survey in Ukraine

#### I. Background

Crime surveys have been administered in various states, where criminal justice stakeholders have prioritized to reveal so-called “dark figures of crime”, that is – non-reported, or non-recorded criminal activities. Surveys help to estimate rates of persons victimized through representative random sampling of the population. Such survey methods are selected depending on objectives of a given survey and available resources for its administration. For sustainability purposes (including cost), it is important to note that selection of a methodology for baseline survey will impact all future surveys.

Crime surveys represent a useful tool for obtaining data about crime and public attitudes, which along with crime statistics provide useful criminological/victimological picture to criminal justice policymakers. The most widely known surveys are the Crime Survey of England and Wales;<sup>1</sup> National Crime Victimization Survey in the U.S.;<sup>2</sup> Crime Victimization Statistics of Finland;<sup>3</sup> European Fundamental Rights Survey,<sup>4</sup> and the International Crime Victims’ Survey.<sup>5</sup>

Crime surveys have not yet been implemented in Ukraine. Implementation of a baseline survey has several strategic goals. Namely, to provide decision-makers with useful data for criminal justice policy planning and implementation; to provide baseline data which will allow to measure progress in years to come; and to establish survey methodology which will be used for future surveys.

For certain criminal offences, usually, the number of complaints is far below the rate of actually committed crimes, since crime statistics does not reflect a large part of committed crimes. Therefore, crime policy cannot and should not be solely derived from official statistics. It should be kept in mind that there is no direct correlation between latent and registered crimes. It is impossible to develop algorithms to calculate latent crime based on a number of registered crimes.

Many European countries (Germany<sup>6</sup>, Sweden<sup>7</sup>, Luxemburg<sup>8</sup>, Romania, Hungary,<sup>9</sup> etc.) examine not only crime situation in the country based on available official data, but also use perception about law enforcement agencies by public,<sup>10</sup> which provides additional, useful information for policy-making authorities. That especially applies to those countries, which undergo law enforcement reforming and restructuring processes. Applied surveys deliver information about both - results of the reforms, as well as public opinion about them.

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<sup>1</sup> <https://www.crimesurvey.co.uk>

<sup>2</sup> <https://www.bjs.gov/index.cfm?ty=dcdetail&iid=245>

<sup>3</sup> [https://pxnet2.stat.fi/PXWeb/pxweb/en/StatFin/StatFin\\_oik\\_optula/statfin\\_optula\\_pxt\\_004.px/](https://pxnet2.stat.fi/PXWeb/pxweb/en/StatFin/StatFin_oik_optula/statfin_optula_pxt_004.px/)

<sup>4</sup> <https://fra.europa.eu/en/publication/2020/fundamental-rights-survey-trust>

<sup>5</sup> [http://www.unicri.it/services/library\\_documentation/publications/icvs/data](http://www.unicri.it/services/library_documentation/publications/icvs/data)

<sup>6</sup> (Birkel et al. 2019) S.57.

<sup>7</sup> (The Swedish National Council for Crime Prevention (Brå), n.d.) S.31.

<sup>8</sup> (Heinz, Steffgen, and Willems 2015, #) S.29.

<sup>9</sup> (Andreescu 2010, #) S.181-182.

<sup>10</sup> (Junger, Koppen, and Diepeveen 1996, #) S. 270-271

Results of crime victimization surveys are often used for quality control of crime statistics. (Australia<sup>11</sup>, U.S.<sup>12</sup>). In recent years, many of Western countries demonstrated a significant improvement in the quality of crime statistics, as the crime rate is growing according to statistics, but the numbers in crime victimization surveys remain the same.<sup>13</sup>

In 2010, the United Nations Office on Drugs and Crime published a Manual on Victimization Surveys.<sup>14</sup> The Manual provides recommendations on survey preparation, including methodology, quality assurance, and target population; questionnaire design; interviewing; data processing; and results dissemination. The major goal of the Manual is to create standards for comparability of surveys across jurisdictions. Therefore, it is believed to be important to consult the Manual in the process of identifying the sampling method by an implementing partner – a polling company. It is also important for the survey to be compatible with similar surveys conducted by European states.

The Office of Prosecutor General of Ukraine, in cooperation with the donor community aims to implement the baseline Ukraine Crime Survey. The activity will be part of a broader collaboration in ongoing research, which will aim at periodic and upon/need upgrading of criminal justice policy. In the spirit of transparency and engagement, the OPG commits itself to circulation of existing and future studies, surveys and materials with stakeholders. Such a decision is based on the following acts:

1. According to Article 131-1 of the Constitutions of Ukraine, “the Prosecutor’s Office carries out (...) 2) organization and procedural management of pre-trial investigation, resolution of other issues in accordance with the law during criminal proceedings, supervision of covert and other investigative actions of law enforcement agencies.”<sup>15</sup>
2. Further, according to the Article 25 of Law on Prosecutor’s Office of Ukraine, “(...) 2. The Prosecutor General, the heads of the relevant prosecutor’s offices, their first deputies and deputies shall, in accordance with the division of responsibilities, coordinate the activities of law enforcement bodies of the relevant level in the field of combating crime.”<sup>16</sup>
3. In addition, Priorities of activities of law enforcement bodies and prosecutor’s office in the field of criminal justice policy for 2020 note, that while “exercising their Constitutional functions (...) and guided by the provisions of the Law of Ukraine “On the Prosecutor’s Office”, the prosecutor’s office coordinates the work of law enforcement agencies in the implementation of criminal policy. (...) the prosecutor’s office, in coordination with law enforcement agencies, facilitates: (...) 12. Introduction of periodic objective public opinion survey on the effectiveness of criminal justice policy.”<sup>17</sup>
4. Finally, Section 4.2. of the Prosecutor’s Office Development Strategy on “Effective coordination of activities in the fight against crime and the work of the criminal justice system”, calls for “4.2.1.1. Organization of collection of complete and reliable data to determine the priorities of criminal justice policy.”

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<sup>11</sup>(Indermaur 1996, #) S.4

<sup>12</sup>(O’Brien 1996, #)

<sup>13</sup>(Marianne 2002, #) S. 154.

<sup>14</sup> <https://www.unodc.org/unodc/en/data-and-analysis/Manual-on-victim-surveys.html>

<sup>15</sup><https://zakon.rada.gov.ua/laws/show/254k/96-bp#Text>

<sup>16</sup><https://zakon.rada.gov.ua/laws/show/1697-18#Text>

<sup>17</sup> <https://www.gp.gov.ua/ua/priorities2020>

## **II. Goals and objectives**

The main goals of the survey are to enhance understanding by law enforcement and policy stakeholders of the real level of crime, as well as emerging types of criminal activities nationally, as well as in each of its regions; to learn about public opinion concerning performance of law enforcement agencies; to study the risk groups and to design effective crime prevention initiatives.

The objectives of the survey are to:

- identify public perceptions and expectations to foster a sense of security;
- obtain important knowledge base, which will enable the prosecutor's office to effectively coordinate development and implementation of criminal justice policy; as well as results of its performance;
- analyze potential risks and protective factors to prevent victimization;
- estimate more accurate numbers of criminal activities;
- obtain data on the prevalence of specific crimes against specific groups of victims, or property;
- learn more about victim and offender profiles;
- track victimization trends and feelings of safety;
- collect information about various safety measures undertaken and their effectiveness;
- assess willingness of members of communities to cooperate with law enforcement agencies;
- assess credibility of / trust in the criminal justice process; and
- use obtained data as a useful input for planning thematic engagement activities with various communities concerned.

## **III. Methodological outline**

The study should be carried out in the form of a public opinion survey. In that process, it is important for the public to be informed about the objectives of the study and the usefulness of the data obtained for the development of criminal justice policy and for making useful managerial decisions. Applied questionnaire and methodology should help persuade potential respondents to participate. For the Survey results to be reliable, the number of refusals should be low, but at the same time, potential respondents should be able to choose whether or not they want to participate. Their decision not to participate should be honored and it should not have any negative consequences for them.

The study should be carried out in three main phases:

1. Inception
  - a. Needs and resources assessment in consultation with the client;
  - b. Reviewing and finalising the questionnaire (including Pilot Survey and results);
2. Implementation:
  - a. Main survey (field work);
  - b. Interpretation of data (Preliminary Report);
3. Reporting (Detailed Report)

The samples should be representative of all the population of Ukraine and the population of each Oblast separately. Method for selection of interviewees and other relevant aspects should be suggested/offered by a potential implementing partner – Ukrainian public opinion polling company, and further refined, structured in the spirit of partnership. The sample size shall be suggested by the

polling company (implementing agent) (representative sampling should be provided for the whole Ukraine and all the oblasts). The implementing partner should consider the necessary precision to be able to achieve objectives and goals of the survey, as well as available resources. Planning and implementation of the survey should result in obtaining representative samples across targeted territory and groups.

#### **IV. Targeted territory**

The survey will be conducted on all territory of Ukraine, excluding territories, which are temporarily outside of control by Ukraine's legitimate government.

#### **V. Survey participants**

Survey is targeting a representative sample of Ukrainian people aged 16 to 65+, representative sampling should be provided for the whole Ukraine and all the oblasts. Analysis of data about experiences of representatives of those groups should allow policymakers to determine approaches in crime prevention, detection and reaction. Targeted groups will consist of juveniles from 16 to 18 years old; adults from 18 years old; and elderly from 65 years old. The implementing partner in its Report should highlight other groups, such as internally displaced persons, minorities; migrants; and people with disabilities, when and if they emerge in general sampling.

#### **VI. Composition of questionnaire**

The questionnaire should consist of several blocks of separate, but interconnected questions.

1. General questions about attitude: to measure attitudes towards the criminal justice system, including trust in justice and in law enforcement sector institutions through questions from European Social Survey module "Trust in Justice"<sup>18</sup>;
2. Fear-related questions: to measure fear of crime; and the level of safety;
3. "Crime experience:" to measure victimization;
4. "Follow-up measures for victims:" to measure the level of latent crime; to find out the context of victimization; and the help that they needed and received; and
5. Prevention, security and safety: to assess crime prevention measures, systems and / or security strategies.

Sample survey blocks and questions will be made available to the contracted supplier after completion of the bidding. The selected polling company will be responsible to review and finalize a questionnaire, based on the provided sample, examples of other countries and UNODC Model document, as well as its own expertise and the feedback from the created Working Group. It is important for survey questions to be sensitized to local factors while maintaining the comparability with the international instruments. Also, it is important for the survey length to be reasonable. Therefore, the number of survey questions may be altered prior and after preliminary testing.

#### **VII. Preliminary testing of questionnaire**

Questionnaire should be tested prior to its application. Given the delicate nature of victimization, victims may be reluctant to report victimization during an interview. In order to minimize such a risk, it is important that questions are carefully formulated and tested. Participants of the testing can be consulted about the questions to be covered by the Survey. They may provide useful input in

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<sup>18</sup> <https://www.europeansocialsurvey.org/data/themes.html?t=justice>

determining how to formulate questions, how to ask them, etc.. Thus, preliminary testing will be essential for assessing the effectiveness of the questionnaire and for building productive dialogue with respondents and obtaining the desired data. Preliminary testing, actual field work and other steps should be implemented bearing in mind the tentative schedule attached to this ToR.

### **VIII. Training of interviewers**

Due to a specific nature of the Survey, it is considered to be important to integrate the following topics into training materials for interviewers:

1. Interviewers should have a general understanding of problems associated with victimization and become familiar with strategies and tools for dealing with issues that may arise during / after interviews on victimization / domestic / sexual abuse topics.
2. Given the delicate nature of victimization, victims may be reluctant to report victimization while being interviewed. Therefore, it is important that interviewers receive specific training in that sensitive topic. It is believed that awareness and sensitization of interviewers may increase the likelihood of cooperation by respondents.
3. Different people may react differently to a survey. Some people like to discuss what happened, others can be very concerned about the content even when they are not affected by what happened, especially if the questions are considered as culturally and / or socially inappropriate for the context in which they are being asked.
4. Interviewers and others who have access to survey data must comply with high ethical standards to prevent disclosure of information to those who should not have access to such information.
5. Interviewers should have a specific protocol, which should be used for protecting information provided by respondents, for removing identifiers from survey responses, as well as for securely storing information and encrypting files and reports.

### **IX. International Comparability**

It is important to be able to compare existing data for Ukraine with data obtained from other countries. Such a comparison may allow professionals to further research certain laws and practices, as well as other factors which enable certain jurisdictions to succeed vis-à-vis the others. The ability to compare data from different countries depends on research methodology applied, definition of crime, wording of questions, data processing practices and cultural factors – i.e. what is considered serious criminal behavior in one country may not be considered a crime in another. In order to ensure a possibility of comparison, while developing the methodology, the selected local polling company should consult with UNODCs model document - Manual on Victimizations Surveys. It is the responsibility of the polling company to ensure comparability.

### **X. Deliverables**

During the execution of the project the implementing partner will be expected to provide the client - UNOPS with the following deliverables:

1. Inception Phase:
  - a. Final questionnaire, validated through the Working Group and the Client;
2. Implementation Phase:
  - a. raw data preferably in Excel and/or other widely used statistical software;

- b. preliminary Narrative Report with results<sup>19</sup>, statistical tables and graphs;
  - c. a powerpoint presentation outlining the content of a Narrative Report.
3. Final phase - Reporting:
  - a. Detailed Analytical Report
  - b. Updated powerpoint presentation outlining the content of a Narrative Report
  - c. Up to a total of five presentations of the findings, together with representatives of the Working Group and/or other senior level employees of the OPG

The implementing partner is requested to validate important outputs/recommendations through focus group discussions. To convene focus groups, upon agreement with European Union Advisory Mission to Ukraine, among other locations, the implementing partner may use some of the EUAM's field offices in Lviv, Odesa, Kharkiv and Mariupol. A total of six focus group discussions should be held with the representatives of the general population, or the particular target groups, per consultation with the Working Group and in agreement with UNOPS. However, the Bidders are invited to propose within their Technical proposals the solution which is considered the most appropriate for the achievement of the results related to the focus group discussions and to the overall objectives of the intervention.

Preliminary Narrative report must provide a descriptive statistical overview based on the sections of the study bringing out the overview of the general results, results in the regions and main socio-economic groups (age, gender, nationality, economic well-being etc). Where reasonable and meaningful the implementing partner should highlight other groups, such as internally displaced persons, minorities; migrants; and people with disabilities, when and if they emerge in general sampling. After receiving initial feedback from the Working Group and the Client, the implementing partner should develop a Detailed Analytical Report, which will be based on analysis of data. The Detailed Analytical Report should include objectives and goals of the survey; detailed information about methodology and sampling; data about validity and reliability; conclusions and data backing those conclusions; and interesting discoveries and trends. The Detailed Analytical Report should, in addition, include a management letter to the Client outlining recommendations for a follow-up survey, which will be based on a lessons learned exercise conducted by an implementing partner. The Detailed Analytical Report should include the results that were published in the Preliminary Narrative report but it must expand in terms of depth of the analysis (while using besides descriptive statistics other analysis techniques that make it possible to understand causal relations), also comparisons with international data should be provided where possible. The Detailed Analytical Report must also include separate reports based on all oblasts that provide general narrative overview, tables and graphs based on descriptive statistics, the differences between oblasts should be highlighted.

## **XI. Expected impact**

Results of the Survey will be submitted to the Client and presented by the implementing partner to the Working Group. The Working Group may have written questions and/or comments, which will be communicated with the implementing partner. Once those comments are analyzed and relevant changes are made, and when other criteria outlined in this ToR are met, the Client will accept deliverables via an act of acceptance.

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<sup>19</sup> The Narrative Report should include objectives and goals of the survey; major aspects about methodology and sampling; data about validity and reliability; major conclusions and interesting discoveries and trends.

Sets of thematic findings and conclusions will be developed by the Working Group. Those findings and conclusions will be communicated with OPG employees, employees of Regional and Local Prosecutors' Offices, as well as the National Police of Ukraine. Findings and conclusions will be made public through a series of presentations, including for thematic groups (attorney groups, judges, NGOs, law, sociology and social work students), as well as be made available through the OPG's website. Conclusions should impact (1) policymaking through guidelines; as well as (2) crime prevention work by the Prosecutor's Offices, as well as by Community Safety Groups and Community Safety Strategies, wherever they exist. It is expected that collaboration with donors after implementation of the survey will focus on planning of follow-up initiatives. The implementing partner will be expected to conduct up to a total of five presentations together with representatives of the Working Group and/or other senior level employees of the OPG. The client (UNOPS) will facilitate such presentations on a needs basis.

## **XII. Following surveys**

In order for policymakers to be able to compare data, assess crime trends and the impact of criminal justice policy implementation, the second and following surveys should be implemented in regular intervals. The same methodology should be applied and for the most part, the same questions should be asked. It is possible to alter, or add a small portion of questions, mainly reflecting contemporary phenomena, problems and needs.

For sustainable application of the survey in following years, it is important to ensure that the methodology belongs to the government of Ukraine; that the cost of survey implementation is manageable for fundraising; and that the survey project maintains continued attention of criminal justice policymakers.

## **XIII Timeframe**

The contract with the implementer is expected to be signed by the mid October 2021 and it will last **a minimum of 6 months and no longer than 9 months.**

## **2. EVALUATION METHOD AND CRITERIA**

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. The price proposals will be opened only for submissions that passed the minimum technical score of 70% (or 49 points) of the obtainable score of 70 points in the evaluation of the technical proposals.

In the First Stage, the technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR) and as per below Evaluation Criteria.

In the Second Stage, the price proposals of all Bidders, who have attained minimum 70% score in the technical evaluation, will be reviewed.

Overall evaluation will be completed in accordance with the cumulative analysis methodology, under which the technical and financial aspects will have pre-assigned weights on 70% and 30% of the overall score respectively. The lowest cost financial proposal (out of technically compliant) will be

selected as a baseline and allocated the maximum number of points obtainable for the financial part (i.e. 30). All other financial proposals will receive a number of points inversely proportional to their quoted price; e.g. 30 points x lowest price / quoted price.

The winning proposal will be the one with the highest number of points after the points obtained in both technical and financial evaluations, respectively, are added up. The contract will be devoted to the Bidder that submitted the winning proposal.

### **The Eligibility and formal evaluation of the proposals**

Eligible to apply to this RFP are Offerors as defined in the document Section I: Instructions to Offerors, Article 4. Consortiums are eligible to apply. All proposals substantially compliant with the formal and eligibility criteria set out in the tender (Section **Formal and Eligibility criteria**) will go through subsequent evaluation.

- Legal entities with relevant and provable business/operational experience relevant to this ToR, registered and active for at least three years. Joint ventures can apply. Certificate of incorporation (business registration document) issued by the relevant government body is required (for each member, in case of joint ventures).

The proposals will be evaluated against the qualification criteria set out in the tender (section **Qualification criteria**).

- The applicant should demonstrate sufficient **economic and financial capacities**. The legal entity registered and active for at least three years, with sufficient annual turnover of 100,000.00 USD minimum (or equivalent in other currency) in any of the last three years. The last three Balance Sheets/Financial Reports, if available, must be provided.
- The applicant should demonstrate sufficient **technical and professional capacities** for the implementation of this ToR. The legal entity should have a proven track record of contracts in the area relevant to this ToR (conducting public surveys) in the past three years. At least three contracts relevant to this ToR (conducting public surveys and social analysis) must be submitted, supported by a reference letter issued by the purchasers of the services, to qualify for further evaluation.

The legal entity should also demonstrate their **organisational capacities** for the provision of services. To qualify for further evaluation, the Bidders must respond to the following mandatory requirements:

#### **Team Leader**

- Minimum of a bachelor degree in a discipline relevant to the required expertise (such as social sciences, political sciences, law, project management, etc. ). At least three similar national/ international projects in conducting surveys and social analysis and a minimum of five years of professional experience in delivering similar projects within surveying research/polling institutes/companies/organisations and leading the team of researchers. Fluent knowledge of spoken and written English, Russian/Ukrainian language is a mandatory requirement. He or she would be directly responsible for the delivery of the expected outcomes and activities defined by this ToR.

Required mandatory documents:

- CV (Form F) of the Team Leader is required, demonstrating his or hers engagement on at

least three different projects relevant for this ToR, with the list indicating the names, titles and contact details of the persons which might be contacted as a reference

- Statement of Exclusivity and Availability (Form I) is also required.

### Key Team member/s

- At least one Key Team member will be a Senior Researcher and must possess a minimum of a bachelor degree in a discipline relevant to the required expertise (law, sociology, psychology, or other, relevant field). The team member must have a minimum three years of professional experience in serving as a criminologist and/or working on analysis of crime statistics in Ukraine institutes/companies/organisations and at least one similar national/international project in conducting surveys and social analysis.

Required mandatory documents:

- CV (Form F) of the Senior Researcher is required, demonstrating his or her engagement on at least one different projects relevant for this ToR, with the list indicating the names, titles and contact details of the persons which might be contacted as a reference.
- Statement of Exclusivity and Availability (Form I) is also required.

### Team members

Apart from the mandatory requirements, Bidders are invited to propose their team composition, which will streamline the survey process and prove to be most effective and efficient, and would therefore guarantee that the objectives of this TOR will be reached.

Bidders are also invited to demonstrate their plan to integrate gender mainstreaming measures in the execution of the contract, through provision of an organizational chart of all the proposed personnel, by roles, including share of males and females to be engaged at the project as a percentage of total team members.

### Technical Evaluation Criteria

Only proposals meeting or exceeding the eligibility, formal and qualification criteria shall be considered substantially compliant and will be evaluated against the technical criteria set out in the tender (section **Technical criteria**).

Summary of Technical Proposal Evaluation Form		Score Weight	Max Points obtainable
1	Expertise of firm /organization submitting proposal	30%	21
2	Proposed Work Plan/Methodology and Timelines	34.30%	24
3	Personnel (qualifications of the team leader, supervisors and enumerators)	35.7%	25
<b>Total</b>		<b>100%</b>	<b>70</b>

Evaluation forms for technical proposals are available in Section III Returnable Bidding Forms. The

obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process.

<b>Expertise of a company / organization / Team of Experts submitting proposal</b>		Points obtainable
1.1	General organizational capability which is likely to affect implementation: <ul style="list-style-type: none"> <li>● General organisation capability to implement the survey (single company, loose/strong consortium of 2 or more companies/NGOs – <b>2 points</b></li> <li>● Company/Consortium being active from 3 to 6 years since registration date – <b>1 point</b></li> <li>● More than 6 years of activity since registration date – <b>1 point</b></li> </ul> <b>(maximum 4 points)</b>	4
1.2	Proven experience of the organisation in conducting public surveys: <ul style="list-style-type: none"> <li>● At least 3 years of experience in conducting public surveys (this is a minimum requirement) – <b>2 points</b></li> <li>● More than 3 years of experience in conducting public surveys – additional <b>1 point per year, up to 5 points</b></li> </ul> <b>(maximum 7 points)</b>	7
1.3	Previous specialized expertise and experience on similar projects: <ul style="list-style-type: none"> <li>● At least three similar national/ international projects in conducting surveys and social analysis (this is a minimum requirement) - <b>3 points</b></li> <li>● More than 3 similar national/ international projects in conducting surveys and social analysis projects – additional <b>1 point per project, up to 3 points</b></li> <li>● Similar projects national/ international projects in conducting surveys and social analysis funded through the UN system – <b>2 points</b></li> <li>● Similar projects national/ international projects in conducting surveys and social analysis with more than 2500 interviewees – <b>additional 2 points</b></li> </ul> <b>(maximum 10 points)</b>	10
Total for Form 1		<b>21</b>

<b>Proposed Work Plan, Approach and Methodology, Timelines</b>		Points Obtainable
2.1	Approach and methodology: Approach, methodology, and tools in order to	Up to 9

	meet or exceed the requested outputs and deliverables show understanding of the scope of services as outlined in the Schedule of Requirements and have the important aspects of the task been addressed in sufficient detail and is the sequence of activities logical.	
2.2	Organizations commitment to sustainability. The Bidder should provide a Company's Sustainability Policy, or sustainability measures and practical plan for implementing sustainable practices, developed specifically for the purpose of implementing this assignment, etc.).	Up to 4
2.3	Quality assurance: Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.	Up to 5
2.4	Implementation plan: the proposed timeline, work plan are detailed and realistic and promise efficient implementation to the project. The timeline should account for travel time, expected non-responses, number of data collectors to be deployed per location, etc.). The proposed team composition is effective and efficient and would therefore guarantee that the objectives of this TOR will be reached	Up to 6
Total for Form 2		24

Proposed Key Personnel		Points Obtainable
<b>Team Leader (as demonstrated by the CV)</b>		
<p>The Team Leader would be directly responsible for the delivery of the expected outcomes and activities defined by this ToR.</p> <p>Fluent knowledge of spoken and written English, Russian/Ukrainian language is a mandatory requirement.</p>		
3.1.1	<p>The team leader has a (minimum) bachelor degree in an expertise discipline relevant to this ToR such as social sciences, political sciences, law, project management, etc. - <b>1 point</b></p> <p>The team leader with master degree or higher in an expertise discipline relevant to this ToR such as social sciences, political sciences, law, project management, etc. - <b>additional 1 point</b></p> <p><b>Maximum of 2 points</b></p>	2

3.1.2	<p>Team Leader has professional experience in delivering similar projects within surveying research/polling institutes/companies/organisations and leading the team of researchers:</p> <ul style="list-style-type: none"> <li>- Five (5) years of relevant professional experience (minimum) - <b>1 point</b></li> <li>- From six (6) to eight (8) years of relevant professional experience - <b>additional 1 point</b></li> <li>- Nine (9) and more years of relevant professional experience - <b>additional 1 point</b></li> </ul> <p><b>Maximum of 3 points</b></p>	3
3.1.3	<p>Team Leader has professional experience in delivering similar projects within surveying research/polling institutes/companies/organisations:</p> <ul style="list-style-type: none"> <li>- At least three similar national/ international projects in conducting surveys and social analysis (this is a minimum requirement) - <b>2 points</b></li> <li>- More than 3 similar national/ international projects in conducting surveys and social analysis projects – <b>additional 1 point per project, up to 4 points</b></li> <li>- Similar projects national/ international projects in conducting surveys and social analysis funded through the UN system – <b>1 points</b></li> <li>- Similar projects national/ international projects in conducting surveys and social analysis with more than 2500 interviewees – <b>additional 1 points</b></li> </ul>	8
Sub-score for 3.1		14
<p><b>Key Team Member - Senior researcher</b></p> <p>The <b>Senior researcher</b> is a mandatory Key Team Member. He or she would be directly responsible for the implementation of the baseline survey and the expected results. Fluent knowledge of Russian/Ukrainian language is a requirement. Knowledge of English is desirable.</p>		
3.2.1	<p>The key team member (Senior Researcher) has a (minimum) bachelor degree in law, sociology, psychology, or other, relevant field. - <b>1 point</b></p> <p>The team member with master degree or higher in law, sociology, psychology, or other, relevant field - <b>additional 1 point</b></p> <p><b>Maximum of 2 points</b></p>	2
3.2.2	<p>The key team member (Senior Researcher) has professional experience serving as a criminologist and/or working on analysis of crime statistics in Ukraine.institutes/companies/organisations:</p> <ul style="list-style-type: none"> <li>- Three (3) years of relevant professional experience (minimum) - <b>1 point</b></li> <li>- From four (4) to six (6) years of relevant professional experience - <b>additional 1 point</b></li> <li>- Seven (7) and more years of relevant professional experience - <b>additional 1 point</b></li> </ul> <p><b>Maximum of 3 points</b></p>	3
3.2.3	<p>The key team member (Senior Researcher) has professional experience in delivering similar projects within surveying research/polling institutes/companies/organisations:</p>	6

	<ul style="list-style-type: none"> <li>- At least one similar national/ international projects in conducting surveys and social analysis (this is a minimum requirement) - <b>1 point</b></li> <li>- More than one similar national/international projects in conducting surveys and social analysis projects – additional <b>1 point per project, up to 3 points</b></li> <li>- Similar national/ international projects in conducting surveys and social analysis funded through the UN system – <b>1 points</b></li> <li>- Similar national/ international projects in conducting surveys and social analysis with more than 2500 interviewees – <b>additional 1 point.</b></li> </ul>	
	Sub-score for 3.2	11
3.3.1	<p><b>Team members</b></p> <p>The Bidder demonstrates its plan to integrate gender mainstreaming measures in the execution of the contract.</p> <p>Implementation team with majority female representation - <b>additional 1 point.</b></p> <p>The bidder must provide an organizational chart of all the proposed personnel, by roles, including: share of males and females to be engaged at the project as a percentage of total team members.</p> <p>Bidders are encouraged to familiarize themselves with UNOPS Gender Parity Strategy as an example, available online at <a href="https://www.unops.org/news-and-stories/news/unops-launches-gender-strategy">https://www.unops.org/news-and-stories/news/unops-launches-gender-strategy</a></p>	1
	Sub-score for 3.3	1
	Sub-score for 3.1-3.3	25
	Total for Form 3	25