



*Council of Europe Office in Ukraine*

**SPECIFICATION**

**for call for tender 26-8417-2017 as of 26 September 2017**

**For the conduct of public opinion poll on decentralisation and territorial consolidation  
in Ukraine**

<b>Specification subject</b>	<b>Conduct of public opinion poll on decentralisation and territorial consolidation in Ukraine</b>
<b>Timeframe for service delivery</b>	<b>10 October 2017 – 20 November 2017</b>
<b>Tipy of Tender</b>	Open
<b>Source of financing</b>	Council of Europe (CoE)
<b>Description/list of requested services:</b>	<ul style="list-style-type: none"> <li>- to develop a concept and a methodology, for the conduct of a public opinion poll on decentralisation and territorial consolidation in Ukraine;</li> <li>- to develop and finalize a questionnaire for the public opinion poll on decentralisation and territorial consolidation in Ukraine (40 – 45 questions) in cooperation with the CoE consultant/expert and with final approval by the CoE Programme “Decentralisation and territorial consolidation in Ukraine”;</li> <li>- to define the schedule for the conduct of public opinion poll and to coordinate it with the CoE Programme “Decentralisation and territorial consolidation in Ukraine”;</li> <li>- to conduct public opinion poll among adults (aged 18 years and older) in all regions of Ukraine, taking into account the demographics, gender, age, social status and other criteria. It is expected that the opinion poll will cover not less than 2 000 respondents. Sampling error must not exceed 3%. The public opinion poll should be carried out <u>via face to face interview</u>;</li> <li>- to develop and provide the CoE Programme “Decentralisation and territorial consolidation in Ukraine” with final report on sociological research on the results of the opinion poll on decentralisation and territorial consolidation in Ukraine conducted <u>not later than by 25 November 2017</u> not less than 120 pages text (A4, Times New Roman, size 12, * .doc and *.pdf formats) in English and Ukrainian languages. The report must include</li> </ul>

	<p>processed statistical information in tables and diagrams in a format ready for publication. Also, along with the report all the source data of the research should be submitted for possible verification of the data (data collected using the SPSS / PASW program);</p> <ul style="list-style-type: none"> <li>- to present sociological research on the results of the opinion poll on decentralisation and territorial consolidation in Ukraine for public; tentative time period for research presentation is the end of November – beginning of December 2017;</li> <li>- to submit a final invoice on the services rendered.</li> </ul>
<b>Terms of payment</b>	<p>The estimated budget submitted by the applicant shall not be increased. In return for the fulfillment by a Service Provider of its obligations under a contract, the CoE undertakes to pay the Service Provider a fee in EUR/UAH as follows:</p> <ul style="list-style-type: none"> <li>- advance payment of max 50% from the total price shall be paid within twenty (20) business days from the date of signing the contract by both parties and approving the estimated budget;</li> <li>- the balance amount as per actual expenditures incurred for the research shall be paid within 60 calendar days upon completion of services, providing deliverables under the contract, their acceptance by the CoE and upon presentation of an invoice;</li> </ul>
<b>Service provider eligibility criteria</b>	<p>To be eligible, applicants must:</p> <ul style="list-style-type: none"> <li>- be legally registered in Ukraine under the current legislation;</li> <li>- have the right to perform the services, mentioned in the application, in accordance with the applicant's statutory documents;</li> <li>- have sufficient financial and operational capacities to operate under a contract with the CoE.</li> </ul>
<b>Service provider exclusion criteria</b>	<p>Applicants should:</p> <ul style="list-style-type: none"> <li>- not have been sentenced by final judgment on one or more of the following charges: participation in a criminal organization, corruption, fraud, money laundering;</li> <li>- not be in a situation of bankruptcy, liquidation, termination of activity, insolvency or arrangement with creditors or any like situation arising from a procedure of the same kind, or is not subject to a procedure of the same kind;</li> <li>- not have received a judgment with res judicata force, finding an offence that affects its professional integrity or constitutes a serious professional misconduct;</li> <li>- comply with its obligations as regards payment of social security contributions, taxes and dues, according to the legislation of the country where it is established.</li> </ul> <p>By signing the application form, all applicants claim under their own responsibility that they are not in any of the above situations. In this regard, the CoE reserves the right to request additional documents from the selected applicants.</p>
<b>Service Provider Award Criteria</b>	<ul style="list-style-type: none"> <li>- The quality of the concept and a methodology for the conduct of public opinion poll on decentralisation and territorial</li> </ul>

	<p>consolidation in Ukraine – 30%;</p> <ul style="list-style-type: none"> <li>- Solid experience on conducting large scale All-Ukrainian socio-political sociological researches and experience in decentralisation sociological researches – 25 %;</li> <li>- The quality, accuracy and completeness of the application and the proposed budget – 15%;</li> <li>- Total budget and conditions of the service providing - 15%;</li> <li>- The possibility to provide services and develop report in indicated in the specification period – 10%;</li> <li>- Focus on customer requirements, providing professional support at all stages of service delivery – 5%.</li> </ul>
<b>Requirements for the preparation of bidding proposals</b>	<p>To participate in the tender, bidding proposals should consist of:</p> <ul style="list-style-type: none"> <li>- Tender Application Form (template attached as Appendix I) <b>No. 26-8417-2017 as of 26 September 2017</b>, fully completed, signed and stamped;</li> <li>- Detailed Price proposal template filled in PDF <u>and</u> Excel formats. Submitted PDF formatted Price proposal should be <u>duly signed, stamped, dated and provided on the applicant's letterhead</u> (the estimated budget should be in both UAH and EUR at exchange rate 31,152 dd. 25/09/2017;</li> <li>- Concept and methodology for the conduct of public opinion poll on decentralisation and territorial consolidation in Ukraine in Ukrainian language in PDF format <u>duly signed and stamped</u>;</li> <li>- Information about applicant's experience in conducting research and public opinion polls on election related issues;</li> <li>- Registration Certificate;</li> <li>- EDRPOU Certificate.</li> </ul>
<b>Selection of a winner</b>	<p>A service provider will be selected based on and upon the results of evaluation of bidding proposals received, evaluation of professional, financial and operational capacities of applicants according to the exclusion, eligibility and award criteria specified above.</p>
<b>Announcement of tender results</b>	<p>Applicants will be informed about the results of the tender via email within 3 working days from the date when the decision on the selected service provider is taken, but not later than <b>on 9 October, 2017</b></p>
<b>Deadline for submission of bidding proposals</b>	<ul style="list-style-type: none"> <li>• The deadline for bidding proposals submission is <b>5 October, 2017, 12:00 (Kyiv time)</b>.</li> <li>• All bidding proposals received after the deadline for the submission of applications shall be excluded from the tender.</li> <li>• Bidding proposals should be signed and stamped by the responsible person and sent by email to: <a href="mailto:kyiv@coe.int">kyiv@coe.int</a> with the subject "<b>Tender 26-8417-2017 as of 26 September 2017 - public opinion poll on decentralisation and territorial consolidation in Ukraine</b>".</li> </ul>
<b>Questions concerning the tender</b>	<p>Questions concerning the tender should be send by e-mail to: <a href="mailto:kateryna.sasina@coe.int">kateryna.sasina@coe.int</a> with the subject - "<b>Tender 26-8417-2017 as of 26 September 2017 – questions</b>".</p>