



International Organization for Migration (IOM)  
The UN Migration Agency

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**BID BULLETIN NO. 3121-01**

**Conduction of the survey in the framework of the National Monitoring System within the project “Essential Humanitarian Assistance and Early Recovery Support to Vulnerable Returnees, IDPs and other Conflict-Affected Communities in Eastern Ukraine”**

02 December 2019

The Bids Evaluation and Awards Committee of IOM Ukraine hereby issues Bid Bulletin No. 3121-01 to answer the following request for clarifications:

**1. Conducting of sample surveys of IDP households via face-to-face interviews:**

**Questions:**

- 1.1.** Do you expect the contractor to replicate the sample design of the Round 14 of NMS ([http://ukraine.iom.int/sites/default/files/nms\\_round\\_14\\_eng\\_web.pdf](http://ukraine.iom.int/sites/default/files/nms_round_14_eng_web.pdf)) – should the list of settlements be replicated or the Contractor can propose another list of settlements?
- 1.2.** There is a notice in General methodology of the Round 14 of NMS that “about 43% of this Round’s face-to face IDP sample was surveyed in the previous round” – is it required/desirable to have a certain share of “panel” respondents in upcoming round(s)?
- 1.3.** The Round 14 of NMS also included telephone survey – was this component excluded from the new round(s)?
- 1.4.** Should the survey be conducted using tablets (CAPI) or with pen-and-paper (PAPI) – considering the data collection method used in the previous rounds?
- 1.5.** What is the approximate length of the questionnaire used in previous rounds (in minutes or in pages)?

**IOM’s Official Answers:**

- 1.1.** A proponent is considered to propose a methodology of the research taking into account the requirements indicated in the tender documentation. The survey geographical coverage includes 24 oblasts of Ukraine.

- 1.2. A proponent is considered to propose a methodology of the research considering the requirements indicated in the tender documentation. There are no limitations in methodology extension and modification.
- 1.3. The next NMS rounds are considered to include component of telephone survey.
- 1.4. There are no limitations to the usage of different methods of data collection.
- 1.5. The NMS questionnaire covers various aspects of IDPs' life and the process of integration. The length of the interview is a minimum of 30 minutes.

## **2. Conducting of sample surveys of people who are moving across the contact line:**

### **Questions:**

- 2.1. Should the Proponent replicate the same sampling scenario as in the Round 14 – surveying people at the five operating EECs located in Donetsk (Hnutove, Maiorske, Marinka, Novotroitske) and Luhansk (Stanytsia Luhanska) oblasts – for keeping the same sampling scenario as in the previous rounds?
- 2.2. Should the survey be conducted using tablets (CAPI) or with pen-and-paper (PAPI) – considering the data collection method used in the previous rounds?
- 2.3. What is the approximate length of the questionnaire used in previous rounds (in minutes OR in pages)?

### **IOM's Official Answers:**

- 2.1. A Proponent is considered to propose a methodology of the research considering the requirements indicated in the tender documentation. A proponent could justify usage of relevant approach for sample design.
- 2.2. A Proponent is considered to propose a methodology of the research considering the requirements indicated in the tender documentation. There are no limitations of usage particular methods of data collection.
- 2.3. The length of the interview is a minimum of 12 minutes.

## **3. Conducting of discussions via focus group with IDPs, returnees to NGCA, and key informant (urban/rural areas):**

### **Questions:**

- 3.1. Whom IOM defines as “returnees to NGCA” within NMS – (1) those people who had received an official status of IDP but had returned to NGCA and lost the status or (2) those people who have the official status of IDP at the moment (and received social benefits as registered IDPs on the GCA territory) but live in the NGCA most of the time?
- 3.2. Whom IOM defines as “key informants (KI)”? I.e. in Round 14 these were “representatives of the local community, IDPs, local authorities, as well as NGOs responding to the issues faced by IDPs”. If these audiences remain relevant, will IOM provide the Contractor with the contacts of potential FGD participants or the Contractor ensures recruitment using own contacts/recruiters?
- 3.3. What is the geographical locations of 5 FGDs per round / and in next rounds? Whether the locations are the same as in Round 14 - IDP population (two FGDs in Ternopil and

Izium), key informants (two FGDs in Sumy and Zhytomyr), and returnees to the NGCA (one FGD in Starobilsk, Donetsk Oblast GCA)? If the locations can be changed in upcoming survey, are there any preferable locations of FGDs / the parameters to choose the locations?

**IOM's Official Answers:**

- 3.1. The returnees to NGCA are those who had received an official status of IDP but had returned.
  - 3.2. The categories of KI remain to be the same. A contractor ensures the recruitment of the FGD participants.
  - 3.3. The locations can be changed in upcoming survey. The locations could be distributed based on the character of the target groups and the IDPs' geographical distribution.
4. **Question:** The list of supporting documents to be provided with the analytical report contains "Audio files of semi-structured interviews (list of recorded interviews along with original audio files on memory carrier)", although there are no semi-structured interviews in the scope of work. Please clarify.

**IOM's Official Answer:**

The Proponent is considered to propose a methodology of the research considering the requirements indicated in the tender documentation. The proposed methodological framework can be adjusted and expanded.

5. **Question:** The list of expected deliverables contains "1 briefing/training for a survey team" – what is the preferable setting for the trainings: in Kyiv for supervisors and interviewers, or for the supervisors in Kyiv and for the interviewers locally (held by supervisors)? Whether 1-day long training is sufficient to be budgeted?

**IOM's Official Answer:**

The length of the training depends on the proposed methodology and the peculiarities of its implementation.

6. **Question:** What information should be indicated in the section 1.13 Financial Records of the Project Proposal (Annex 4 – Project Proposal forms)?

**IOM's Official Answer:**

The forms and procedures of the submission of the reports determined by the type of work and the timing of their completion.

**7. Vendor Information Sheet:**

- 7.1 **Question:** Is it enough to include one project in the section "List of Relevant Projects According to Contract Value"?

**7.2. Question:** In the section “List of Qualified Technical Personnel” should we list all the all key staff of the institute/ organization or those who will be involved in this project?

**IOM’s Official Answers:**

**7.1.** There is no requirement regarding the number of projects.

**7.2.** The list should include the list of qualified technical personnel who involved in the project.

**8. Question:** What should be indicated in the sections 1.15 (First Independent Referee ) and 1.16 (Second Independent Referee) in the Annex 1 to the Form-PPF 1 (Annex 4 of Project proposal forms)?

**IOM’s Official Answer:**

The recommendations should be provided by the organizations which can prove a proponent’s experience and qualification.

**9. Question:** Regarding working in 24 oblasts in the Ukraine, can you confirm whether this is to include the Crimea?

**IOM’s Official Answer:**

The IP conducts survey in Ukraine government-controlled area.

**10. Question:** Can you be more specific about the meaning of interviewing conflict-affected people on the ‘contact line’? Does this mean near the front line, do you have a criteria for who these people are, do you have specific information on the locations?

**IOM’s Official Answer:**

The NMS methodology contains component related to the conduction of the survey with people crossing the contact line. A respondent is a person who crosses the contact line.

**11. Question:** Do you have a list of districts within every oblast we’re expected to work in or is expected that we include every district in our sampling frame (for IDP interviews that is)?

**IOM’s Official Answer:**

A contractor ensures elaboration of the sample.

**12. Question:** Does IOM intend to hire one organization to develop a unified methodology and survey IDPs across Ukraine, or Implementing Partners in each of the 24 oblasts?

**IOM’s Official Answer:**

One Implementing Partner will conduct national survey.

**13. Question:** If the tender applies to Partners from oblasts, could you clarify the sample by Cherkasy region with breakdown by urban and rural IDPs; the list of settlements where fieldwork is required and the number of questions in the survey questionnaire.

**IOM's Official Answer:**

The sample size for Cherkasy Oblast can be found in the NMS report provided conduction of the national survey.

**Bids Evaluation and Awards Committee  
IOM Ukraine**