

TERMS OF REFERENCE

Project title: Strengthening transparency and accountability for gender equality in Western Balkans and Moldova (Gender Budget Watchdog Network, Phase II)

PUBLIC CALL FOR HIRING A SURVEYING COMPANY: Gender Analysis of the Transportation Sector towards Gender and Climate-responsive Policy Solutions in Western Balkans and Moldova

About the project:	This project supports the Gender Budget Watchdog Network (GBWN) development and work in the Western Balkans and Moldova. GBWN is watchdogging the public finance use for gender equality and specifically applies gender lenses in monitoring of climate change financing.
Contracting authority	The contracting authority is Centre for Research and Policy Making – CRPM on behalf of the Gender Budget Watchdog Network – GBWN.
Project objective:	The overarching long-term objective of the project is to improve public commitments for gender responsive climate action and increase available financing to implement gender-responsive climate action in the Western Balkans region and Moldova.
Target groups:	The direct target group of the action is civil society organizations, members of the Gender budget watchdog network and beyond. Specifically, the action is focusing on: <ul style="list-style-type: none"> 1. Women’s rights organizations 2. Men’s organizations 3. CSOs working on environment protection and climate change 4. CSOs working on implementation of UN Convention 1325.
Subject of Procurement	GBWN seeks for a surveying company that will conduct a representative survey in Albania, Bosnia and Herzegovina, Kosovo, North Macedonia, Montenegro, Moldova, and Serbia. The survey can be administered as an omnibus field survey.
Needs for the survey:	The transportation sector globally ranks as the second largest contributor to CO2 emissions, impacting climate change. Gender dynamics play a crucial role, with women less likely to own and use cars due to various factors, including religious restrictions. Access to transportation is vital for marginalized groups, and improving public transportation can enhance women’s access to various opportunities. However, a comprehensive gender analysis of the transport sector is lacking in the Western Balkans and Moldova, hindering efficient and equitable transportation systems and alignment with the EU Gender Action Plan III.

	<p>GBWN will produce a study: Gender Analysis of the Transportation Sector towards Gender and Climate-responsive Policy Solutions in Western Balkans and Moldova. The study will be based on quantitative primary data gathered through a representative survey and qualitative primary data gathered through interviews.</p>
<p>Scope of work:</p>	<p><u>Purpose and Objectives</u></p> <p>The purpose of this research is to identify climate- and gender-needs of diverse women and men's access to public transport. The objectives include:</p> <ol style="list-style-type: none"> 1. Identifying and analyzing gender patterns in access to and use of various types of transportation. 2. Identifying budget options for state expenditures to improve transportation access. 3. Providing recommendations for funding priorities in the country and region based on research findings. <p><u>Research Questions</u></p> <p>Corresponding with each objective, the main research questions are:</p> <ol style="list-style-type: none"> 1. To what extent do diverse women and men have access to and use various forms of transportation? 2. How do power, institutions, and access to resources influence transportation choices and policies? 3. How gender responsiveness, costs and benefits for women and men can be improved in transportation sector? <p><u>Survey:</u></p> <ul style="list-style-type: none"> • Initially, the company should organize training for enumerators which will include gender perspective. This can be organized with the GBWN partners in each country. • Test the survey instrument on 24 cases or 2 per country (representing genders equally) and update the survey questionnaire based on the test experience in consultation with the contracting authority. • The test phase should include various characteristics of the target group including different languages, rural/urban place of living or other relevant diversities/specifics for the target group. • Conduct face-to-face field survey administered on a representative sample in each project country by applying already developed Surveying Questionnaire focusing on transportation needs, perceptions, experiences, and expenditures. • Administering the survey as an omnibus survey is an option. <p><u>Data Analysis</u></p>

- The company should provide information on how researchers will secure the quality of the collected data. The company should conduct checkbacks for quality assurance (recommended 10%).
- The quantitative data to be analyzed by the contracted company in response to the research questions and presented in a technical report.
- The analysis should include cross-tabulation by gender and other diversity factors including age, geographic location, disability, ethnicity, parenthood, as well as correlation, regression and multivariate analysis.
- Data sets (SPSS and excel file) and technical report of data interpretation to be prepared by the company per country and for the region.

Technical Report

The report should present the survey results, offering valuable insights into the transportation needs and preferences of diverse communities and informing efforts to promote gender- and climate-responsive transportation policies and initiatives. Based on the activities described for primary data collection through a survey, the report should be delivered encompassing following key components:

1. Introduction: Providing an overview of the survey organization, challenges in implementation and limitations, including the sampling strategy and scope of the survey, and the sample's targeted sample size and demographic structure. Specifically refer to any measures taken to ensure data quality and participant confidentiality.
2. Data Analysis: Presenting the findings of the survey, following gender analysis approach, presenting the differences in preferences, interests and needs of the women and men. The analysis is to identify trends or patterns in transportation needs, perceptions, experiences, and expenditures.
3. Data sets: Tables and charts presenting survey data, and any other relevant documentation supporting the survey findings should be attached to the report.

The contractor should minimize the possible negative environmental impact of the intervention.

Deliverables

- The contracted surveying company will deliver:
- a. Inception Report, which contains a comprehensive and time bounded work plan identifying the organization of the survey, the team structure and roles, the detailed methodology (including the description of the tools to be used in the survey, sample size, and quantitative data collection guides) and annotated outline of the final report.
 - b. Test the survey questionnaire and based on the experience proposed, consult with contracting authority and finalize the questionnaire.
 - c. Survey draft report plus the data sets in SPSS and excel formats including visualizations.
 - d. Final report incorporating comments from GBWN partners.
 - e. End of Activity Report

Location:	<i>Albania, Bosnia and Herzegovina, Kosovo, North Macedonia, Montenegro, Moldova, and Serbia</i>													
Evaluation procedure	Applicants will be evaluated based on the following criteria:													
	<table border="1"> <thead> <tr> <th colspan="2">Selection criteria</th> <th>Max Points</th> </tr> </thead> <tbody> <tr> <td>Relevant Expertise :</td> <td>Number of years in the survey industry Demonstrated proficiency in designing survey methodologies. Specific knowledge in data collection techniques applicable to the objectives of the survey</td> <td>20</td> </tr> <tr> <td>Track Record:</td> <td>Evidence of delivering high-quality survey results Examples of surveys conducted relevant to our subject of interest.</td> <td>20</td> </tr> <tr> <td>Financial Offer:</td> <td>Cost estimate for conducting the survey project. Breakdown of pricing components and any additional fees.</td> <td>20</td> </tr> </tbody> </table>		Selection criteria		Max Points	Relevant Expertise :	Number of years in the survey industry Demonstrated proficiency in designing survey methodologies. Specific knowledge in data collection techniques applicable to the objectives of the survey	20	Track Record:	Evidence of delivering high-quality survey results Examples of surveys conducted relevant to our subject of interest.	20	Financial Offer:	Cost estimate for conducting the survey project. Breakdown of pricing components and any additional fees.	20
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Payment schedule	1. Inception report outlining the survey organization, the survey tools, timeline, team to be deployed and data collection guides, as well as confidentiality and ethical considerations that will be applied	20% of the contract value												
	2. Draft report on the findings of the survey plus the data sets in English language	30% of the contract value												
	3. A final analytical report incorporating addressed comments of the GBWN	50% of the contract value												
Time frame	The assignment is expected to start April 10 th and finish on May 30 th , 2024. The contracting authority should be regularly updated on the process of implementation.													
The proposal	Interested parties should submit their offers including: <ul style="list-style-type: none"> - Letter of expressing interest accompanied with: <ul style="list-style-type: none"> o Company's portfolio with relevant work and references. (submitted published reports based on conducted surveys by the company will be considered as an assets) o CV 's of leading team experts that will be assigned for the survey - Financial offer to be expressed in EUR (the price should be expressed in NET, since the project is exempt from VAT) 													
Deadline for submitting the offer:	The offers should be submitted to the email address: varoshlija@crpm.org.mk The deadline for submitting the offers: April 3rd, 2024, 17:00 h													

