

***INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE***

*ANNEX B*

*to the Contract no. 2023-02-026*

*Terms of Reference*

**Survey research services**

**1. Background:**

The International Institute for Democracy and Electoral Assistance (International IDEA) is an intergovernmental organization established in 1995, with member states across all continents, which aims to support sustainable democracy world-wide and assist in the development of institutions and the culture of democracy. At the interface between research, fieldwork and the donor community, IDEA provides a forum for dialogue, builds networks of experts, develops training materials and provides strategic advice at international, regional and national levels, cooperating with a range of organizations.

**2. Objectives of the assignment:**

Through the Democracy Assessment Unit of International IDEA’s Global Programmes, the Institute will conduct survey research regarding popular views of democracy and human rights. This research will take place in a cross-national context, potentially fielding surveys in most independent states. The Institute wishes to establish multi-year framework contracts with survey research providers who can undertake such survey research.

**3. Scope of work:**

This process will establish multi-year framework contracts. As necessary, International IDEA may issue service orders to contracted firms for the provision of survey research data and services.

The survey research provider will need to be able to cover at least **ten** countries in each of the following regions (as defined by the United Nations Department of Economic and Social Affairs): Africa, Americas, Asia, and Europe; and at least **five** countries in Oceania. An ideal list of 30 countries that should be included in a sample financial proposal is as follows (where necessary, bidders may substitute some of these countries with others in the same region):

1. Angola
2. Algeria
3. Bosnia and Herzegovina
4. Brazil
5. Cuba
6. Denmark
7. Egypt
8. Ethiopia
9. Fiji
10. Honduras
11. Iraq
12. Israel
13. Jamaica
14. Kazakhstan
15. Kyrgyzstan
16. Latvia
17. Lebanon
18. Mexico
19. Moldova
20. Nepal
21. Nigeria
22. Pakistan
23. Peru
24. Poland
25. Portugal
26. Slovenia
27. Solomon Islands
28. The Gambia
29. Tunisia
30. Zambia

The recruitment method for respondents is flexible, but survey research providers should be able to provide a nationally representative (or online representative) sample of at least 1,000 persons in each country (with some flexibility in the case of countries with small populations). Further, the provided panels should be able to complete surveys of 50-75 multiple-choice questions. Financial proposals should estimate that the survey will require 15 minutes to complete.

In addition to a nationally representative (or online representative) sample, survey research providers may also be asked to provide additional panels of respondents with particular demographic characteristics. Examples of such characteristics include self-identification as a migrant worker, refugee/asylum seeker, ethnic/racial/religious minority, and/or LGBTQIA+ individual.

Additionally, survey research providers will be required to provide translation services. In consultation with the survey research providers, International IDEA will draft survey questions in English. The surveys should then be delivered in the most common language (or languages) in the countries where the surveys are fielded.

Contracted providers may also be asked to provide guidance on survey design, question wording, sample sizes, and sampling and recruitment methods.

Framework contracts established through this tender process are expected to begin in the first or second quarter of 2023 and continue until as late as 2028 subject to project availability, vendors performance and funding availability.

**4. Deliverables and reporting:**

Survey research providers will be required to provide International IDEA with well-organized data files and codebooks documenting the measures and metadata associated with the surveys. Written products should be provided in English. Additional services may include weighting, frames, and other adjustments of the data.

**5. Management and organisation:**

Once framework contracts are established, survey research providers may be called upon to submit bids for specific survey research as needed. Service orders will be issued to contracted providers according to International IDEA’s needs, and the comparative technical and financial aspects of the bids submitted.

The survey research provider will submit all deliverables to the Head of the Democracy Assessment Unit.

**6. Required competencies:**

The survey research provider must have a significant track record of providing high quality panel data across many countries, and all regions of the globe. The provider must also have the ability to recruit nationally representative (or online representative) panels, target particular demographic groups, translate surveys, provide guidance on survey design and implementation, and assemble well organized and documented data files.