

## Terms of Reference for a Sociological Research Company to conduct the 2<sup>nd</sup> wave of the Gender and Generation Survey (GGS) in the Republic of Moldova

<b>Title</b>	Sociological Research Company to conduct the 2 <sup>nd</sup> wave of the Gender and Generation Survey (GGS) in the Republic of Moldova
<b>Duty Station</b>	Republic of Moldova
<b>Duration</b>	March – December 2024
<b>Sector</b>	Population Dynamics
<b>Implementing Agency</b>	UNFPA, United Nations Population Fund, Moldova Country Office
<b>Development partner:</b>	India-UN Development Partnership Fund, Swiss Agency for Development and Cooperation SDC
<b>UNFPA CPD Outcome 4</b>	Strengthened data systems and evidence-based policies that consider population dynamics and regional developments for building demographic resilience.
<b>Project outputs</b>	Enhance the use of administrative and other type of data in the national statistical system to ensure the resilience to humanitarian and emergency shocks.
<b>project partners:</b>	Ministry of Labor and Social Protection, Netherlands Interdisciplinary Demographic Institute (NIDI) and National Bureau of Statistics of the Republic of Moldova

### 1. BACKGROUND INFORMATION

During the last 10 years, the Republic of Moldova passing through rapid demographic changes characterized by aging, low fertility, migration of the working-age population and low life expectancy have implications on the overall development of the country. In response to these demographic challenges, the Government of the Republic of Moldova conducted [the Gender and Generation Survey](#) to address the demographic and develop evidence-based and people centered policies. The Generations and Gender Survey (GGS) is an individual-level panel survey conducted so far in more than 24 countries, being a key data resource on issues of fertility decisions, work-life balance, transition to adulthood, and intergenerational exchanges with a longitudinal perspective. It is a panel survey, which means that it aims to revisit the panel of respondents' multiple times, at approximately three-year intervals. Respectively, the GGS is a central part of the Generations and Gender Programme (GGP; <https://www.ggp-i.org/>), a Social Science Research Infrastructure initiated in 2001. Since 2009 it has been coordinated by the Netherlands Interdisciplinary Demographic Institute (NIDI). Technical guidelines on GGP can be accessed [here](#).

According to the research methodology, this survey is carried out in 3 stages (waves), so it involves the monitoring of demographic changes in life and overtime from the same panel of respondents. Thus, the [1st wave of GGS in the Republic of Moldova](#) was conducted in 2020 by UNFPA Moldova CO in partnership with the Ministry of Labour and Social Protection, National Bureau of Statistics (NBS) and Netherland Interdisciplinary Demographic Institute (NIDI). The field data collection was conducted by [Magenta Consulting](#) company during September 2019 – April 2020, based on a probabilistics sample that was drawn by the National Bureau of Statistics (NBS).

The aim of the 2<sup>nd</sup> wave of the GGS is to track the progress reached during the last 3 years and provide evidence on policy impact through delivering high quality data on population dynamics and family change, relationships between generations, and changes in the social roles of women and men, accounting for economic, social, and cultural [contexts](#). The survey will be conducted under the direct coordination and supervision of the [Netherlands Interdisciplinary Demographic Institute \(NIDI\)](#), and in closer cooperation with the [Ministry of Labor and Social Protection](#) and [UNFPA Country office](#).

**Sample details:**

The GGS is probabilistic using a three-stage design. For the 1<sup>st</sup> wave of GGS, the sample was drawn by the National Bureau of Statistics based on a complex listing exercise, carried out using geospatial technologies and digital software. All sample details, including extraction of a probabilistic sample of Primary Sampling Units (PSU), households and finally respondents can be found [here](#).

The survey sample includes 10,044 respondents, aged 15-79 years from [153 localities](#) of the Republic of Moldova, except for the region on the left bank of the Dniester. Respectively, its coverage was for 4 development areas of the country: north, center, south and Chisinau municipality. In order to maintain the respondents' interest in the survey, UNFPA kept in contact by informing the respondents about GGS results and how the data was used by the Government for policy development. Respondents were informed about the fact that the 2<sup>nd</sup> wave of the GGS study will take place in the fall of 2023, reconfirming the contact details.

#### **Data collection process:**

*Face-to-face* method was used for the data collection process. At the same time, the data has been collected on tablets using the centralized free of charge survey tools Blaise Survey Tools Suite and ODK. Thus, the data has been uploaded to the NIDI maintained server who is responsible for data monitoring and validation. Weekly inputs to the Company related to the quality of the collected data and the need to re-visit or correct the data was provided by NIDI. The full data collection process, challenges and lessons learned is [here](#).

#### **Questionnaire details:**

Baseline Questionnaire ([download here](#)) has been developed for GGS-II that ensures comparability with GGS-I and the FFS (1990's). More information on the development of the Baseline Questionnaire is available [here](#) and in this webinar ([watch here](#)). The questionnaire for the second wave of GGS is not available, but will include only half of the questions from the baseline version and will last approx. 25-30 minutes. The English version of the questionnaire was provided by NIDI at the beginning of October 2023. The company will lead the harmonization, translation and pre-testing of the questionnaire.

A large part of the survey questionnaire is devoted to questions on the family situation at the time of the interview, family-related events experienced in the past, and the respondents' plans. The survey also deals with several aspects that influence the probability of experiencing those events and their intentions, these include socio-economic characteristics such as activity and education level, income, and assets; health; normative pressures from family, kin and social network, and an individual's own values, orientations, and beliefs, respectively there are also several questions regarding sexual health practices and behaviors for which experts with special sensitivities will have to be involved. The questionnaire includes a dedicated section on SRH and Contraception which is sensitive and requires separate training of enumerators in this area.

### **1. SCOPE OF THE ASSIGNMENT**

UNFPA is looking to contract a Sociological Research Company to conduct the 2<sup>nd</sup> wave of the Gender and Generation Survey (GGS) in the Republic of Moldova, by using the same sample and methodology, in order *to monitor demographic changes* between the waves and assess the impact of public policies.

The data collection will be conducted under the overall coordination and technical guideline of Netherlands Interdisciplinary Demographic Institute (NIDI) and UNFPA. The GGS data collection will be carried using tablets or/and mobile phones and will use ODK and Blaise software data collection. The monitoring and quality check of collected data will be conducted by the NIDI team. The data will be stored on the NIDI server that ensures global coordination.

### **2. OBJECTIVES & EXPECTED OUTPUTS**

- a. Pre-test the RO and RU version of the questionnaire, programmed on the devices that will be used during the fieldwork (tablets) in order to identify any problems that the interviewers might experience regarding the questionnaire/question wording, device and software.
- b. To develop technical instruction for completing the questionnaire, in close cooperation with UNFPA
- c. Recruit and deploy adequate numbers of supervisors, interviewers, and tablets to carry out the field work within the designated period of time. At least 100 field operators to be recruited for this purpose.
- d. Conduct 2-days training the operators/interviewers who will carry out the interviews, respectively the questionnaires, inclusive the field work within the designated period of time. The Company will sub-contract 2 experts on gender and SRH to conduct dedicated sessions.
- e. Develop strategy for data collection process to ensure high level participation rate to interview at least 8000 respondents. Innovative solutions to be identified to address soft and hard refusals (estimated approx. 2000 respondents).
- f. Make all required logistical arrangements to carry out the fieldwork in an efficient and timely manner;
- g. To install all required applications and software on the devices/tablets used for GGS data collection (Blaise and ODK);
- h. The main technical output of the company is to have available technical equipment for carrying out the questionnaire (tablets, phones etc.)
- i. To cooperate with NBS in storage of personal data collected through ODK software.
- j. To cooperate with NIDI on the issues related to the pre-testing and data collection stages in order to ensure the quality of the collected data. The Company has to reply to NIDI weekly feedback, and based on this, to solve different problems occurring in the field work;
- k. To ensure the confidentiality of the collected information based on the Statement of Confidentiality to be signed

## ACTIVITIES

In order to accomplish the above-mentioned assignment objectives, the Contracted Sociological Research Company (contract holder) will have to perform the following activities:

### **Activity 1: Inception Report development, including a result-oriented Work Plan**

The contract holder is expected to deliver an Inception Report as the first key deliverable, which will be shared with UNFPA Moldova Country Office for comments and clearance. The Inception Report shall describe the conceptual framework and the *data collection strategy* that the contract holder will use in conducting the 2<sup>nd</sup> wave of the GGS, in accordance with the internationally recognized methodology provided by the NIDI.

The Inception Report will include: the research team composition and distribution of duties/responsibilities, a result-oriented work plan that includes: **1.** main activities, deliverables, milestones and the timeframe (in line with the provisions of the present ToR), including preparatory work to be carried out prior to data collection and a particular detailed focus to be on data collection; **2.** the number/list of field operators to be involved in the data collection process; **3.** the number of tablets to be used for the survey (at least 100 tablets); **3.** explain how the quality of data collection and analysis will be ensured; **4.** present and give reasons for any potential limitations expected and explain how these limitations will be mitigated.

Also, the company will develop its own strategy to collect the data and address refusals, style of data collection based on using a mobile team of operators or individual approach, monitoring techniques, potential risks and mitigation actions etc. The company has to consider different ways of respondents' motivation in order to encourage participation and increase the response rate in alignment with the [GGP Technical](#)

[Guidelines](#) (Incentives, point 49). This will ensure a positive perception for the upcoming waves of data collection.

It is relevant to specify as GGS is designed as a panel with 3-year intervals between waves. Data is collected from the same respondents at different occasions. If necessary, additional information will be collected about the respondents with the purpose to ensure their contact at subsequent waves (e.g. the interviewers can ask the respondent for the name and address of persons close to him/her who are unlikely to move - parents).

### **Activity 2. Questionnaire pre-testing**

The pre-testing will encompass the technical pre-testing. The digital questionnaire, programmed in Blaise, will be used for this stage, due to the fact that the questionnaire will be programmed for Computer-Assisted Personal Interviewing (CAPI) using the Blaise survey software. [Blaise](#) is software developed by Statistics Netherlands (CBS) that will be used for GGS data collection. The company is not required to have Blaise licenses. This stage will ensure that all problems related to connection to the server, filters in the questionnaire, other technical problems with network, ODK, etc. are eliminated.

The contract holder will conduct the pre-test according to the following specifications:

- The pre-testing phase has to include at least 30 participants for each language (Romanian and Russian). The sampling and recruitment of the participants will be done in cooperation with UNFPA, but ideally should represent approximately the characteristics of the population of interest and different situations like: women with children or without children, divorced women, etc.
- The contract holder will provide the interviewers with the devices/tablets they will be using during fieldwork. The company will install all the applications and software to be used during the data collection (ODK);
- The contract holder prepares a report on the pre-test including:
  - a. problems occur with the understanding of the translation of the questionnaire and on which items;
  - b. technical problems occur with the questionnaire-environment interface;
  - c. problems occur with the display and interaction with the questionnaire in the agency's devices;
  - d. technical problems occur with the upload and transmission of the data to NIDI servers.
  - e. problems that the interviewers might experience regarding the device and software (for e.g. filling in and uploading the contact form, interacting with the data entry interface, upload, etc.).

The contract holder will be responsible for the installation of the Blaise Data Entry Client app in the devices to be used for the pre-testing and data collection. This app then connects directly to the GGP server at NIDI for downloading the questionnaire and transmitting the data entered by the interviewer through a secure internet connection. As a result of the pre-testing stage, the contract holder should organize a discussion session with the field operators with the purpose to collect their impressions about their experience and any issues encountered. All GGS stages, including the pre-testing stage will be conducted by the contract holder under the supervision of NIDI.

### **Activity 3. Trainings of enumerators on questionnaire, sensitive issues and usage of Blaise software**

The Company will be responsible to recruit, train, assign, equip, supervise, and compensate all enumerators it needs to carry out the survey. The contract holder will develop the script and technical instruction for completion of the questionnaire. Valid ID cards equipped with a photo and clearly and visibly stating the name and organization will be provided by the Sociological Company. 2-days interviewer training will be organized for at least 100 field operators on how to conduct the interviewer, the presentation of general aspects about the survey, main survey questions and sensitive questions in order to avoid negative reactions to the survey. Accordingly, in the training process, the sociological company will have to involve experts in the sensitive field

of gender, reproductive health, as well as other sensitive aspects to ensure that the operators understand the questions as a whole.

#### Activity 4. Carrying out the data collection process

The data collection will be carried out on the same sample of 10,044 respondents that were interviewed in 2020. The company should apply innovative strategies in order to cover at least over 80% of respondents. The survey will be implemented from the server maintained by GGP CCT at NIDI to ensure that data is collected efficiently and effectively across a wide range of countries.

All data will be collected via *face-to-face* interviews conducted by an interviewer using a new centralized survey instrument Blaise Survey Tools Suite and ODK App installed on tablets. The following information will be collected by using ODK App: data and time of the interview, address, phone/e-mail, number of visits conducted, the reason for non-response, observations. This information will be stored in a secure location on the device to be further uploaded to the NBS server.

A special Fieldwork Guidelines that includes technical description of all software tools to be used during the fieldwork will be provided to the Sociological Company (attached to the ToR) by the UNFPA. The contract holder should develop its own strategy to collect the data, including here the incentives for the respondents, style of data collection based on using mobile team of operators or individual approach, monitoring techniques.

After the completion, the questionnaires will be uploaded to NIDI servers. NIDI will provide brief weekly fieldwork reports and will validate the data. The company will be responsible for all field operations, including logistical arrangements for data collection and obtaining the consent of respondents, transportation. Also, the Company will ensure the supervision of all fieldwork activities and will inform the enumerators about the quality of the collected data based on the weekly monitoring reports provided by NIDI.

### 3. DELIVERABLES AND TIMEFRAME

Deliverable	Deadline
1. <b>Inception Report</b> developed and submitted to the UNFPA Moldova Country Office for comments and clearance. The report will include: <ol style="list-style-type: none"> <li>a. The Work Plan that has to integrate the research team composition, distribution of duties/responsibilities, a result-oriented plan, main activities, deliverables, timeframe, types of preparatory work activities to be carried out prior to data collection etc.</li> <li>b. The conceptual strategy for the fieldwork submitted and approved. The strategy will integrate any potential limitations and how these limitations will be mitigated.</li> </ol>	March 15, 2024
2 All required applications and software (e.g., the Blaise App, ODK or other software) installed on the devices/tablets used for GGS data collection. Required number of tablets and printed Show Cards provided to the field operators.	April 15, 2024
3. The questionnaire pre-tested on at least 60 respondents to identify possible technical difficulties related to tablet use and questionnaire issues on content. <ol style="list-style-type: none"> <li>a. A discussion session with the field operators on pre-testing stage conducted.</li> <li>b. A report based on the pre-testing results submitted and approved. The report will integrate the following: problems occurred with the understanding of the translation of the questionnaire; technical problems with the interface, display, upload and transmission of the data to the NIDI server etc.</li> </ol>	April 30, 2024
4. At least 100 field operators recruited, equipped and trained on GGS questionnaire, sensitive issues, Blaise and ODK use. A special USB stick is necessary to ensure the internet connection for at least 100 field operators provided. A report on the recruitment process.	May 10, 2024

<p>5. Data collection process conducted, including:</p> <ol style="list-style-type: none"> <li>Weekly reports on data collection progress provided.</li> <li>A monitoring report on fieldwork activities developed and approved.</li> <li>Field data collection completed and uploaded to NIDI server.</li> <li>A total number of 10 000 questionnaire validated by the NIDI.</li> <li>Final report on fieldwork completion developed.</li> </ol>	<p>July 30, 2024</p>
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## MANAGEMENT ARRANGEMENTS AND COLLABORATION

The 2nd wave of the Gender and Generation Survey will be conducted based on an internationally-recognized methodology provided to the contracted Sociological company. The contract holder has to designate a Team Leader who will be accountable for timely delivery of qualitative results to accomplish the objectives of the assignment in line with the present Terms of Reference provisions.

The Team Leader shall be in regular communication with the UNFPA Moldova Country Office, coordinating all issues with the UNFPA Programme manager on Gender and Generations Programme and NBS coordinator. The contract holder will consider the NBS suggestions addressed to different stages of the survey. Also, the Team Leader shall be in communication with NIDI Project Manager on Generations and Gender who will provide weekly reports on the quality of empirical data uploaded during the period of data collection.

## 5. TIMING (DURATION OF WORK)

The assignment shall be conducted in the following period: **from the date of Contract enters into force till 31 December, 2024**. The deliverables are expected to be submitted in accordance with the provisions of point 5 “Deliverables and Timeframe” of the present Terms of Reference.

## 6. PAYMENT CONDITIONS

The contracted Sociological Company/Consortium will be paid a fixed lump sum for the provision of services and payment will be realized in four installments, as follows:

- 1<sup>st</sup> installment – 10% after the presentation and approval by the UNFPA of the Deliverable 1, 2;
- 2<sup>nd</sup> installment – 15% after the completion of the Deliverable 3, 4;
- 3<sup>rd</sup> installment – 25% after the completion, submission and validation by NIDI of 5000 questionnaires (Deliverable 5);
- 4<sup>th</sup> installment – 50% upon completion of all tasks described in the present Terms of Reference and presentation of all finalized deliverables, and upon certification by the UNFPA Moldova Country Office of satisfactory completion of the tasks and successful performance.

## 7. ETHICAL CONSIDERATIONS/INTELLECTUAL PROPERTY RIGHTS

The UNFPA will have the copyright and ownership of the survey outputs, except personal contact information of the respondents, collected and stored on NBS server with the purpose to maintain respondents' contacts for the subsequent waves. The contracted company will not publish or disseminate collected information or any other documents produced, without express permission and acknowledgment of the UNFPA. The contracted company must also abide by the ESOMAR code of conduct (<https://www.esomar.org/what-we-do/code-guidelines>).

## 8. BIDDERS CONFERENCE

UNFPA Moldova CO will organize a bid conference to provide clarification regarding this Request for Proposal on **05 January 2024, 14:00 (Moldova local time)** in the UNFPA office on 131, 31 August 1989 street, Chisinau, Republic of Moldova (please note that participants will need an ID to enter the UN House). Any interested bidders who would like to join this conference, **please contact Mr. Iurie GOTIȘAN at [gotisan@unfpa.org](mailto:gotisan@unfpa.org) before 03 January 2024 at 15:00 (Moldova local time)**.

## Annex 1

Broadly, the GGS adopts a life course approach and will collect both retrospective information (fertility, family formation and dissolution) and prospective ones (intentions to have children, intentions of union formation, and further prospective information through its panel design). Thus, this being a cross-national longitudinal survey that provides open access data to researchers on several issues, *its main objective* is to collect data on individual life courses and family dynamics, including opportunities and challenges that people face along the way. As most of the respondents are known, including their names, for this second wave of the GGS the members of the target population will be sampled from the household that is their usual place of residence.

The main indicator topics of the GGS questionnaire include:

- Fertility rate, partnership histories, gender relations, including age at first sex, first birth, knowledge and use of contraception, unmet need for family planning, condom use etc.
- Household composition, number of people living within the household, division of housework and childcare tasks;
- Partnership relationship, marriage and divorce practices, circumstances that prevent partners to living together;
- Respondent's Activity and Income, economic activity, work-family balance, retirement, health and well-being etc. (See Table 1)

The GGS adopts a life course approach and will collect both retrospective information (fertility, family formation and dissolution) and prospective ones (intentions to have children, intentions of union formation, and further prospective information through its panel design). Thus, the 2<sup>nd</sup> wave of the GGS results will be used in the developing of public policy scenarios on demographic issues, that will support the Moldovan Government in analyzing different policy options in addressing aging, low fertility, and migration or population dynamics.

**Table 1:** *Information collected in the GGS*

Questionnaire modules	Examples
Demographics	Sex; age; education; dwelling unit; building, occupancy; satisfaction with the accommodation
Life Histories	Current partner; complete partnership history by month; intentions of union formation;
Fertility	Ever had sexual intercourse; current pregnancy; fecundity; intentions to have children
Household Decisions	Household roster; Household organization; decision-making; help and support; Childcare; child alimony/ maintenance;
Generations	Questions about biological parents; brothers, sisters, grandparents; grandchildren; parental home during childhood;
Well-Being	Health in general; height and weight; locus of control; well-being; loneliness; depression
Work	Current activity status; Additional job or business; Working Conditions and availability of reconciliation policies;
Income	Household possessions and economic deprivation; income from employment and other sources; total household income;
Attitudes	Religiosity; Attitudes about interpersonal trust; Attitudes about marriage; Attitudes about gender\$
Report	Others present; interruptions; interview quality.