

Meeting minutes

With potential candidates to bid for the services on developing a methodology and conducting a survey of young people in Central Asia for the UNDP regional project on Strengthening Community Resilience and Regional Cooperation for Prevention of Violent Extremism (PVE) Conducive to Terrorism in Central Asia

24.06.2019

Participants:

1. Ainur Kanafina – Regional Project Manager;
2. Meruyert Bolyssayeva – Procurement Associate;
3. Doruk Ergun – Conflict and Peacebuilding Specialist, IRH;
4. Zhanar Sakadiyeva;
5. Mousimi Sarkar;
6. Eliza Mandieva;
7. Chiara Pieroban;
8. Francesco Toppi;
9. Hayk Gyuzalyan;
10. Loes van der Graaf;
11. Noah Tucker.

Agenda of the Meeting:

1. General information on the bidding.
2. Q&A session

1) General information on the bidding

Regional Project Manager Ainur Kanafina welcomed the participants of the meeting, briefly explained the objective of the project and informed about the launch of the bidding, which is aimed at finding a company that will develop a methodology and conduct a survey among young people in 4 countries in Central Asia, namely Kazakhstan, Kyrgyz Republic, Tajikistan and Turkmenistan. The methodology should be flexible and could be adjusted to each country depending on a country background. **Ainur Kanafina** has mentioned that potential company could conduct research in each country itself in collaboration with UNDP staff in each country office.

Doruk Ergun has further explained that the purpose of this potential company is to work with target communities in helping UNDP understand what the attitudes, behaviors and perceptions toward violent extremism and other challenges in the region. Also, the company needs to design methodology that may come in the youth perception survey to gauge people's expectations, understanding of their communities and predict attitudes and behaviors that cause risk factors leading to violent extremism. Then company should run this survey across four countries. The methodology should be proposed by company and discussed with UNDP country offices. There is a need to initially conduct pilot surveys in the subject communities and then redesign the survey and methodology based on this. Eventually the company will collect and compile a report based on results on a survey. **Doruk Ergun** has also mentioned that the in the framework of the project there already were conducted some interventions in some localities that provided data for baseline study to help link project interventions to broader behavioral change outcome as a part of project's M&E framework which can be provided to company.

Ainur Kanafina has added that M&E framework is an internal document and would be shared only after the selection of company has been made. And the baseline survey should be conducted along the lines of the M&E framework.

2. Q&A session

First question was asked by **Eliza Mandieva** on the definition of youth age whether it is 15-24, 18-20 or 18-25. **Ainur Kanafina** has replied that target youth is aged from 18-35.

Second question was asked by **Hayk Gyuzalyan** on the data that have been collected for baseline study and are there any examples available. **Doruk Ergun** has answered that the data was collected on a country level. Each country has conducted an assessment on selection of beneficiaries before interventions were made. Although there were some common interventions, there were also distinct ones for each country. That is why baseline assessments at the country level has been dependent to country itself. What needs to be done is to provide comparable data across all countries and create a mechanism that allows track changes in indicators across all countries and compare them as everything has been conducted independently.

The third question was also asked by **Hayk Gyuzalyan** on the location of project implementations whether it is rural or urban areas. And how many people are involved? And, should survey be done in this area? **Doruk Ergun** has answered that the localities of interventions are both rural and urban areas depending on country and the amount of people are 1000- 3000 individuals including direct and indirect beneficiaries of the project. **Doruk Ergun** also has mentioned the youth camps that bring countries together to meet and discuss common challenges. And during this event some tests might be done.

Eliza Mandieva asked on the availability of the list of beneficiaries as the access to them is needed the conduct a survey. She was also interested whether it is possible to get an access to beneficiaries in Turkmenistan? **Doruk Ergun** has replied that there is a list of beneficiaries and that which would be provided once the company will be selected. In regards with Turkmenistan, the access is available to some beneficiaries and it depends on the context of methodology. **Ainur Kanafina** has also mentioned that that each country has different localities and survey should not be limited to the list of beneficiaries available.

Hayk Gyuzalyan has asked whether locations be provided for survey. **Doruk Ergun** has answered yes, they might be provided.

Noah Tucker next had a question on whether studies were conducted earlier as it is difficult to make a methodology without understanding who the recipients of survey are. And what exactly needs to be measured. **Doruk Ergun** has answered that there is need to provide a comparable data for what has ben done in two years including indicators of M&E framework such as how many jobs were provided and what changes were made. Nevertheless, it does not mean that proving jobs people will immediately solve issues relating to violent extremism. What instead aimed is reducing the vulnerability level in each country and reduce the socio-economic exclusion. As soon as the company selected all the data would be shared. **Ainur Kanafina** has added that what needs to be measured is if the project interventions have made any impact or not.

Mousimi Sarkar questioned about indicators to be measured and the possibility to share it with company. **Doruk Ergun** has answered that M&E framework will be shared after company selection.

Eliza Mandieva expressed concerns on survey dates because July – August might be difficult to conduct field work as young people might have vacation or travel elsewhere. **Ainur** has answered that she is acknowledged with this situation, however due to project restrictions, survey must be run on this summer. And there is a need to find some representatives with an assistance of each country office.

Eliza Mandieva has also asked about the country related study, whether 10-page analysis should be written for each country or all counties. **Doruk Ergun** has answered that it is a final analysis for all countries.

Hayk Gyuzalyan was interested about the full list of deliverables expected from UNDP. **Doruk Ergun** explained that the first deliverable is survey design and methodology, second is conducting a survey and collecting data, third is a report analyzing this data. He also would like to include a plan on conflict sensitivity within this deliverable especially for the methodology itself as part of research plan

Eliza Mandieva has asked about the types of analysis descriptive or causal should be applied. **Doruk Ergun** has answered that it is up to company depending on a methodology.

Loes van der Graaf was interested about application submission requirements. What kind of documents must be provided for sub contacts. What kind of document is needed to provide evidence of subcontractor's availability during the project. Should it be a letter of attend or another document. **Meruyert Bolyssayeva** has replied that proposal could be submitted upon Consortium. There should not be any subcontractors. Company could work on a Consortium-based agreement as the contract will be concluded with one company only. In regards attraction of external experts, they need to provide declaration which justifies their availability during implementation of survey. **Meruyert Bolyssayeva** has emphasized that financial proposal must be protected by password otherwise it will not be considered. For the technical proposal there is no need.

Hayk Gyuzalyan has told that his company would apply on behalf of a legal entity registered in USA and was curious whether it is fine and if the value added tax is applicable in that case. **Meruyert Bolyssayeva** has answered that it is fine, and the financial proposal should include VAT.

Eliza Mandieva asked if 15th September was the latest date to finish the survey or there is room to finalize all documents. **Ainur Kanafina** has answered that project has a timeline and ideally survey must be finished until September 15.

Eliza Mandieva was interested if company could use tablets or paper and pencil only. **Doruk Ergun** has answered that here are no specific suggestions.

Hayk Gyuzalyan asked if language of source questionnaire should be English or local language and if the working language should be English. **Ainur Kanafina** has answered that questionnaires should be translated to local languages as outlined in RFP as beneficiaries do not speak English. In terms of working language, it would be English. **Eliza Mandieva** has added that questionnaires might be provided in Russian and local languages.

Hayk Gyuzalyan UNDP staff could take part in survey implementation. **Doruk Ergun** has answered that ideally company should conduct survey itself but if it would be feasible then UNDP staff might capacitate.

Eliza Mandieva questioned about the pilot survey whether it would be considered to all countries or several. **Doruk Ergun** has answered that It depends on the methodology but it does not need to be conducted separately in all countries.

After the end of all questions, **Ainur Kanafina** and **Doruk Ergun** have thanked all participants and wished good luck with application submissions.

Secretary of the Meeting:

Anel Takauova