

Term of Reference

Project Title: "Grassroots Civil Society Development Facility in the Republic of Moldova"

Consultant services: Survey on CSOs profile in the regions of Republic of Moldova

Background

Expert Grup as part of consortium is implementing the project "Grassroots Civil Society Development Facility in the Republic of Moldova". The **overall objective** of the project is to contribute to the development of civic engagement and of grass-roots civil society actively involved in policy and decision making which promotes and monitors transparency and accountability of public institutions, including in the implementation of the EU-Moldova Association Agreement.

Objectives of the assignment:

To conduct a national level survey of CSOs in Moldova, excluding Chisinau municipality and regions that are not under control of the constitutional authorities of Republic of Moldova to:

- Assess the state of CSOs through face to face interviews with relevant representatives of CSOs,
- Assess the level of development of civil initiatives at local areas (provided by a group of persons, without registration as legal person),
- Obtain and provide reliable empirical data according to the Questionnaire elaborated by Expert-Grup with support of the consultant.

Timeframe

The assignment will begin in April and be completed in May 2019. Further details on the timeframe of survey implementation should be included in the Consultants project proposal.

Key aspects of the survey

Population of survey: The population of the survey is all CSOs officially registered and working in Moldova at local level (excluding Chisinau and regions that are not under control of the constitutional authorities of Republic of Moldova).

Sampling frame: A list of all members of a population used as a basis for sampling. For the purpose of this assignment, sampling frame shall include all CSOs defined by Population of the survey, namely:

- Status: All CSOs presented financial reports (zero and non zero) to the National Bureau of Statistics for most recent available year.
- Geographic coverage: Geographic coverage describes the locations covered by the survey. For the purpose of this assignment, CSOs from throughout Moldova, disaggregated by Nord, Central, South and Gagauzia development regions (NATS 2) should be included in the sampling frame.
- Size of CSOs: All size CSOs (determined by the level of financing) should be included in the sample frame.
- Business Activity: All economic sectors as classified by Moldovan legislation except for public administration and companies conducting extraterritorial activity (international organizations).
- Sampling: Sampling is the process of selecting a number of cases from all the cases in a particular group or universe. For the purpose of this assignment, sampling will be stratified by regional location. The sample distribution must be representative of the population distribution by regions.
- Respondents: For the purpose of this assignment, respondents shall be from among top representatives of the CSOs.
- Sample size: For the purpose of this assignment, the sample size is about 200 CSOs.

Scope of services

The Consultants conduct face-to-face interviews with top representatives of CSOs who presented financial reports (zero and non zero) to the National Bureau of Statistics for most recent available year. The CSOs will be sampled from the list provided the National Bureau of Statistics. Also, the Consultant will assess the level of development of civil initiatives (provided by a group of persons, without registration as legal person) at local areas.

Particular tasks

- Finalize survey instruments and methodology proposed in the Proposal with inputs from the Beneficiary,
- Elaboration of the questionnaire together with Beneficiary (i.e. list of questions to be asked during the interviews, initial estimation of the number of questions in the questionnaire is about 35-40) and the contact form,
- Elaboration of the methodology and questionnaire for assessing the level of development of civil initiatives at local areas,
- The Consultants should develop a sample for the survey according to the agreed methodology and consult with Beneficiary,
- Perform the survey according to the agreed methodology and sample,
- According to the results of the survey the Consultants shall prepare statistic tables,
- Consultant will provide a short technical report on the conducted survey.

Deliverables

1. Final methodology
2. Dataset with answers to the questionnaire and information from the contact forms in SPSS format (with appropriate explanations of applied coding) and statistic tables
3. Technical report on the conducted survey

All deliverables should be produced in Romanian.

Institutional Arrangement

Consultant will work on its premises. During initial phase the Consultant will work in close cooperation with Beneficiary team.