



**Alliance of Civil Society Organizations of Tigray
(ACSOT)**

Bid Document

**For Consultancy Service to Conduct Public Opinion Survey
in Support of ACSOT’s Peace Building and Governance
Initiative.**

Procurement No. ACSOT/iri/SC001/25

FAS NO. 72066324LA00001/0064.01

**January 17, 2025
Mekelle**

SERVICE CONTRACT NOTICE
For Consultancy Services for Conducting Public Opinion Survey

1. References: [ACSOT/iri/SC001/25](#)

2. Date of Announcement: January 17, 2025

3. Procedure: Open Tender

4. Program Title: Enhancing Civic Engagement and Advocacy for Peace-building and Democratic Governance

5. Contracting Authority Alliance of Civil Society Organizations of Tigray (ACSOT)

6. Contract Description

This contract involves hiring a consultant to conduct a public opinion survey in Tigray. The survey will collect perspectives from diverse stakeholders, including community leaders, marginalized groups, and political representatives in several locations across Tigray. The consultant will analyze the data, present the findings during advocacy workshops in Mekelle and Addis Ababa, and prepare a comprehensive report to guide ACSOT's advocacy for sustainable peace and inclusive governance (*details are available in the TOR*)

8. Legal Basis and Eligibility: Consulting firms with renewed licenses for the 2017 Ethiopian Calendar fiscal year, along with a VAT registration certificate and VAT declaration, are eligible to participate

9. Number of Tenders: Only one tender can be submitted per tender.

10. Subcontracting: Subcontracting is not allowed.

11. Implementation Period of the Contract

The contract period is two months for data collection, analysis and reporting starting February 17, 2025, and ending April 17, 2025.

12. Selection Criteria

Technical and Financial offers will be weighed at 70% and 30%, respectively.

13. Deadline for Submission of Tenders February 06 2025, at 3:00 PM

14. Tender Opening Session February 06 2025, at 3:30 PM at the ACSOT Mekelle office.

15. Operational Language: English

16. Access to Tender Dossier

The tender dossier, including the TOR (Annex B), can be accessed in PDF format through the ACSOT website at [link].

17. Additional Information For further inquiries, contact via:

- **Email:** welday@acsot.org, **Phone:** +251914017885

ANNEX A

Instructions to Tenderers

1. Service to Be Provided

The required services are detailed in the TOR (Annex B) of this tender dossier.

2. Timetable

Activities	Date	Time Deadline
Deadline for Submitting Tenders	06/02/2025	3:00 PM
Opening of Tenders	06/02/2025	3:30 PM
Completion of Evaluation	14/02/2025	4:00 PM
Notification of Award	14/02/2025	4:30 PM

3. Content of Tenders

3.1. Technical Offer

The Technical Proposal should include:

- Legal entity documentation.
- Description of the organization and recent experience with similar projects.
- Comments and suggestions on the TOR.
- Approach with detailed data collection tools and methodology, specifying the number of participants (samples taken) categorized by geographical areas and societal groups.
- List of key personnel with CVs, relevant qualifications, experience, and signed commitments to work on the project.
- Time schedule indicating the estimated duration.
- A duly authorized signature document.

3.2. Financial Offer

The Financial Proposal should include:

- A summary of costs, specifying VAT inclusions.
- A breakdown of costs per activity including transportation cost
- Cost for facilitation/presentation of findings at workshops
- Any other items as required in the tender documentation.

4. Submission of Tenders

- **Electronic submission** is not applicable.
- **Physical submission:** Tender proposals must be submitted to the ACSOT Mekelle Office (Egri-Mitkal Building, 2nd Floor, Room 202, Hawelty Sub-city, Tabia Selam).

- Proposals must follow the double envelope system, with one sealed envelope marked "Envelope A — Technical Offer" and the other "Envelope B — Financial Offer," placed in an outer envelope.

6. Amending or Withdrawing Tenders

Tenders may be amended or withdrawn before the submission deadline through written notification.

7. Costs for Preparing Tenders

Costs incurred in preparing and submitting tenders are non-reimbursable.

8. Ownership of Tenders

All tenders received become the property of the contracting authority and will not be returned.

9. Evaluation of Tenders

9.1. Evaluation of Technical Offers

Technical proposals will be scored based on the criteria outlined in the TOR.

10. Choice of Selected Tenderer

The best price-quality ratio (70% technical, 30% financial) will determine the selected tenderer.

11. Confidentiality

The evaluation process is confidential. Evaluation committee deliberations and records are for official use only.

12. Signature of Contracts

12.1 Notification of Award

Tenderers will be notified of the award decision in writing.

12.2 Contract Signature

The selected tenderer must sign and return the contract within three days of receiving it. Failure to comply may result in the award being annulled.

13. Cancellation of Tender

ACSOT reserves the right to cancel all or part of the tender process if necessary.

14. Appeals

Complaints or appeals regarding the tender process should be submitted in writing to ACSOT.

Terms of Reference (TOR)

For Consultancy Services to Conduct Public Opinion Survey and Facilitate Advocacy Workshops in Support of ACSOT's Peacebuilding and Governance Initiative

1. BACKGROUND INFORMATION

The Alliance of Civil Society Organizations of Tigray (ACSOT) is a regional consortium of civil society organizations (CSOs) from various sectors in Tigray. Established in 2007 G.C. and re-registered under the Ethiopian CSOs Proclamation No. 1113/2019, ACSOT currently boasts a rapidly growing membership of over 138 national and regional CSOs working throughout Tigray. ACSOT is deeply committed to advancing the welfare of the people of Tigray through its expertise in capacity building, advocacy, and partnership.

In the context of Tigray's post-conflict recovery, ACSOT is implementing a project to promote sustainable peace and democratic governance. A key component of this project is gathering insights into the concerns and priorities of the Tigray community through a public opinion survey. The findings will be presented to promote democratic governance in Tigray and inform national political processes and peacebuilding initiatives, including the full implementation of the Pretoria Cessation of Hostilities Agreement (COHA). This TOR outlines the scope and expectations for hiring a consultant to conduct the survey, analyze the findings, and facilitate advocacy workshops.

2. OBJECTIVES AND EXPECTED OUTPUTS

2.1 General Objective

To support ACSOT's advocacy efforts for inclusive governance and sustainable peace in Tigray and Ethiopia through evidence-based decision-making.

2.2 Specific Objectives

1. Conduct a public opinion survey to identify key challenges, concerns, and opportunities related to peace building and governance in Tigray.
2. Develop a final report incorporating survey findings and workshop inputs to inform ACSOT's advocacy and policy recommendations.
3. Deliver presentations at workshops in Mekelle and Addis Ababa to validate survey findings and gather additional feedback.

3. SCOPE OF WORK

3.1 General

3.1.1 Description of the Assignment

The consultant will:

- Design survey tools and methodologies tailored to Tigray's socio-political context
- Collect and analyze data from diverse stakeholders, including community leaders, Religious leaders, political representatives, marginalized groups, and internally displaced persons (IDPs), youth, women, PWD, Business communities, Academia and others

Emphasis should be placed on the representatives of samples/participants in the survey to ensure they reflect the different communities of Tigray in socioeconomic, political, and other current situations.

- Present preliminary findings in a series of consultative workshops in Mekelle and Addis Ababa.
- Finalize and submit a comprehensive report detailing Tigray's legitimate concerns and recommendations for governance and peace building processes.

3.1.2 Geographical Areas to Be Covered

- Across Tigray

3.1.3 Target Groups

The target stakeholders include but are not limited to:

- Community leaders, religious leaders, and political figures. women, youth, persons with disabilities, Irob, and Kunama communities
- Media professionals, CSO members, and IDPs.

3.2 Specific Work

The consultant is expected to:

1. Design Survey Tools and Methodology
 - Develop a methodology incorporating quantitative and qualitative approaches.
2. Data Collection
 - Engage with stakeholders across diverse demographic groups and ensure inclusive. Data from persons with disabilities (PWD), including those with hearing impairments, as well as the Kunama and Irob communities, shall be approached in their own languages.
3. Data Analysis and Reporting
 - Clean and analyze data to identify key challenges, opportunities, and community concerns.
 - Draft a comprehensive report summarizing findings and actionable recommendations.
4. Deliver presentations at Workshops
 - Present survey findings in four workshops:
 - There are three in Mekelle for political parties, community representatives and Tigray interim Government Officials.
 - One in Addis Ababa for national-level stakeholders
 - Incorporate stakeholder feedback into the final report.
5. Prepare Final Report
 - Submit a final report with recommendations emphasizing the importance of inclusive governance and the full implementation of the Pretoria COHA.

4. LOGISTICS AND TIMING

4.1 Start Date and Period of Implementation

The assignment will commence on February 17, 2024. Tentatively, workshops will be held on May 3, May 17, May 28, and July 12, 2025 that the consultant will deliver presentations.

5. REQUIREMENTS

5.1 Personnel Requirements

Senior Expert(s) Qualifications

- Master's Degree or higher in Political Science, Law and Governance, peace and security or other related fields.
- Proven expertise in conducting public opinion surveys and data analysis.
- Experience in facilitating workshops with diverse stakeholders.
- Familiarity with Tigray's socio-political dynamics.
- Strong writing and communication skills in English and Tigrigna

6. DELIVERABLES AND TIMELINE

Deliverable	Timeline
Inception report detailing methodology and work plan. Survey tools and data collection instruments.	Within 1 week of contract signing.
Public opinion survey findings (preliminary report).	60 days after a contract is signed
Presentation of findings in four consultative workshops.	As per the workshop schedule.
Final report incorporating feedback and actionable recommendations.	Within 2 weeks after the final workshop.

7. PROJECT MANAGEMENT

7.1 Responsible Body

The ACSOT Secretariat will manage the contract through its Project Coordinator.

ANNEX C

Administrative Compliance Grid

Contract title:		Consultancy Service For Consultancy Service to Conduct Public Opinion Survey and Facilitate Advocacy workshop in Support of ACSOT's Peace Building and Governance Initiative.						Publication reference:		
Tender number	Tenderer name	Tender submission form duly completed? (Yes/No)	Tenderer's declaration (signed by each consortium member, if appropriate)? (Yes/No)	Language as required?	Organisation & methodology exists?	Key experts (list + CV)? (For contracts requiring key experts)	Key experts are present in only one tender as key experts? (For contracts requiring key experts)	All key experts have signed statements of exclusivity & ..availability? (For contracts requiring key experts)	Key experts' CVs comply with minimum requirements (Yes/No)	Overall decision? (Accept / Reject)
1										
2										
3										
4										
5										
6										
7										
8										

Chairperson's name	
Chairperson's signature	
Date	

ANNEX: D

Technical Evaluation Grid

	Maximum Score
Organization and methodology	
Methodology and Approach	50
Presentation of proposal	15
Total score for methodology	65
Relevant Experience	
Relevant Consultancy experience (Company-level)	10
Competency of key professionals (Qualifications and experiences)	25
Total score for key experts	35
Overall total score	100