Terms of Reference – Research project on citizen trust in local government in Kyrgyzstan

Background
Westminster Foundation for Democracy (WFD) is the UK public body dedicated to supporting democracy around the world. WFD partners with UK political parties, parliaments, electoral and financial audit institutions to help over 30 countries make their governments fairer, more effective and accountable.

As part of the Inclusive and Accountable Politics grant from the Foreign Commonwealth and Development Office (FCDO), WFD has been running a programme in Kyrgyzstan for several years. It is working at a local level and seeks to strengthen women’s political leadership and improving oversight by local councils.

The project
As part of the Inclusive and Accountable Politics programme, WFD will conduct research into citizen trust in Kyrgyzstan between January and March 2021 and is looking for a consultant researcher to lead this. The project will seek to understand and explore citizen trust in local government. The main objective of the research is to explore citizen’s trust in local governance and gain recommendations/expectations from the citizens to address relevant authorities/state institutions. The project will consist of two phases.

The aim of the first phase is to review quantitative data on citizen trust, already collected by international organisations and the Kyrgyz government. The researcher will conduct analysis of this data to determine the current trends in citizen trust in local government.

For the second phase, the researcher will respond to the findings of the first phase. They will design qualitative analysis that interrogates trends and delves deeper into the questions raised by the quantitative analysis. This is likely to involve focus group discussions and key informant interviews in the some or all of the localities that WFD works, Karakol, Balykchy, Batken and Naryn. It will likely include research with local authorities (representative and executive), CSOs and citizens.

Inclusion of the perspectives of women and other marginalised groups (e.g. people with disabilities, ethnic minorities) should be explicitly incorporated at all phases of the research.

Deliverables
- Submit final detailed implementation plan of the assignment
- Conduct quantitative analysis of existing data on citizen trust in local government
- Prepare internal report on analysis findings
- Participate in meeting with key WFD stakeholders to determine the direction for phase two of the project
- Design methodology and research questions for phase two
- Conduct phase two qualitative research and analysis, likely including focus group discussions and key informant interviews
- Create final report summarising research from phase one and two

Timeline
- Project start date 18 January 2021
- Phase 1 report (in English) due 3 February 2021
- Final report due (in English) 10 March 2021

Contract and fees
The contract will be for up to 28 days of work. Potential suppliers should quote their day rate in their proposal.

Working Arrangement
Work location and equipment must be provided by the consultant. Some travel for phase two of the project will be required. This must be arranged by the consultant, but WFD Kyrgyzstan will be able to support with providing contacts and arranging interviews, and will cover the costs of travel. If COVID-19 related restrictions do not allow to travel for conducting research a researcher/company needs to be able to deliver this assignment remotely.

Evaluation Criteria
Proposals will be assessed on the following requirements:
- Knowledge of existing research and methodologies on political trust/public perceptions of politics
- Experience of conducting quantitative analysis, software must be provided by the consultant
- Experience of conducting qualitative research, including remotely
- Excellent report writing skills
- Ability to communicate effectively and to facilitate discussions
- Fluency in written and spoken English, Russian and Kyrgyz
- Ability to travel to some/all of the areas WFD works, including Karakol, Balykchy, Batken and Naryn. Travel is dependent on COVID-19 restrictions and safety considerations.

Proposal submission
Proposals can come from individuals but also teams of experts, NGOs, consultancy firms, universities, etc. The selected contractor shall demonstrate proven experience in the areas outlined in the terms of reference.

Interested parties are requested to submit the following documentation via email responding to the Terms of Reference:
- A summary of relevant experience (a brief CV with two relevant references).
- Technical Proposal (including understanding of the assignment, workplan, draft timeline and milestones).
- Financial Proposal outlining day rate
The subject line of the email should read ‘Kyrgyzstan Citizen Trust’ to Aigul Baiburaeva, aigul.baiburaeva@wfd.org, by 10 January 2021.