# NATIONAL COHESION AND INTEGRATION COMMISSION

## INVITATION FOR EXPRESSIONS OF INTEREST (EOI)

### SELECTION OF AN INDIVIDUAL CONSULTANT

### STATISTICIAN FOR THE NATIONWIDE HOTSPOT MAPPING

### TENDER NO. NCIC/EOI/RKM/017/2026-2027

## CLOSING DATE:

## Friday 13th November 2026 at 11:00 AM

**SELECTION OF AN INDIVIDUAL CONSULTANT – STATISTICIAN FOR THE NATIONWIDE HOTSPOT MAPPING FOR KENYA**

**TENDER NUMBER: NCIC/EOI/RKM/017/2026-2027**

## SECTION 1: INVITATION TO TENDER

The National Cohesion and Integration Commission (NCIC) invites applications from suitably qualified and experienced individual consultants for the assignment of Statistician to provide technical leadership in the quantitative component of the nationwide electoral violence hotspot mapping for Kenya ahead of the 2027 General Elections.

The assignment will support the Commission to assess the likelihood of electoral violence across Kenya's counties, identify factors associated with such violence and inform evidence-based policy and preventive interventions.

This procurement is for an individual consultant. Applications from firms, consortia or teams of consultants will not be evaluated under this request. The individual selected must personally perform the assignment and may not substitute another person without the Commission's prior written approval.

Interested applicants shall submit an application comprising a signed application letter, detailed curriculum vitae, academic and professional testimonials, evidence of relevant assignments and a technical statement demonstrating their understanding and proposed approach. Applicants shall not submit a financial proposal at the application stage unless expressly requested through a written clarification/addendum.

Applications shall be submitted electronically to tenders@cohesion.go.ke on or before **Friday 13th November 2026 at 11.00 AM East African Time.** The email subject shall read: **"APPLICATION – NCIC/EOI/RKM/017/2026–2027 – STATISTICIAN – HOTSPOT MAPPING"**. Late applications shall be dealt with in accordance with the applicable procurement law and the tender document.

The Commission reserves the right to accept or reject any application in accordance with the law. All applicants shall bear their own costs of preparing and submitting applications.

Tender documents with detailed specifications may be downloaded from our website: www.cohesion.go.ke or IFMIS portal www.tenders.go.ke FREE of charge

**COMMISSION SECRETRY/CEO**

**National Cohesion and Integration Commission**

## SECTION 2 : INSTRUCTIONS TO APPLICANTS

### 2.1 Definitions

“Commission” or “Procuring Entity” means the National Cohesion and Integration Commission. “Applicant” means an individual natural person submitting an application. “Consultant” means the individual selected to provide the services described in the Terms of Reference. “Assignment” means the statistical consultancy services for the nationwide hotspot mapping for Kenya.

### 2.2 Applicable procurement framework

This selection shall be conducted in accordance with the Constitution of Kenya, the Public Procurement and Asset Disposal Act, 2015 (as amended), the Public Procurement and Asset Disposal Regulations, 2020, applicable circulars and guidelines, and the procurement documents. In particular, the individual consultant selection procedure shall be guided by Regulations 127 and 128 of the 2020 Regulations.

### 2.3 Selection method and process

The Commission intends to use open advertisement by request for applications for selection of an individual consultant. Applications will be evaluated against the criteria and scoring framework disclosed in this document. Applicants who fail to meet mandatory requirements, have a disqualifying conflict of interest or fail to attain the minimum technical score shall not be considered further. The highest technically ranked eligible individual shall be recommended for award, subject to the required approvals. Following approval, the first-ranked consultant shall be invited to negotiate fees, reimbursable expenses and contract terms. If negotiations fail in accordance with the Regulations, the next-ranked consultant may be invited.

### 2.4 Eligibility and individual responsibility

Applicants must be natural persons and must possess the qualifications and experience stated in this document.

Applicants shall disclose any actual, potential or perceived conflict of interest, including involvement in the design of this procurement or other assignments that could impair independence.

Applicants shall disclose any suspension, debarment or other legal restriction that affects eligibility to participate in public procurement.

The selected consultant shall personally lead and undertake the assignment. Any proposed support personnel must be disclosed and may only be engaged with the Commission’s prior written approval; the assignment shall not be converted into a firm/team engagement.

Applicants shall provide truthful, verifiable information. Material misrepresentation may result in disqualification and any other action permitted by law.

### 2.5 Clarifications and addenda

Requests for clarification shall be submitted in writing to [insert official procurement email/contact] no later than [insert number] days before the closing date. Responses of general relevance and any addenda shall be communicated to all applicants through the same channel used for the invitation. Applicants are responsible for taking account of all issued addenda.

### 2.6 Submission requirements

The application shall be submitted as one searchable PDF file, clearly indexed and paginated, or in the electronic format prescribed by the Commission, Email tenders@cohesion.go.ke . Where the procurement is processed through the Government electronic procurement system, the system instructions and submission requirements shall prevail. The application shall be signed by the applicant and include:

a) Signed application letter identifying the procurement reference and confirming availability for the assignment.
b) Detailed and current curriculum vitae, signed and dated, with contact details for at least three professional referees.
c) Copies of academic certificates and transcripts, where relevant, and professional certificates/testimonials.
d) Evidence of relevant consultancy assignments, including client, assignment title, dates, role performed and contactable references or completion certificates where available.
e) Technical statement setting out understanding of the assignment, proposed methodology, work plan, quality assurance and risk management.
f) Signed declarations on eligibility, accuracy of information, conflict of interest, confidentiality and data protection.

### 2.7 Opening and evaluation

Applications shall be opened in accordance with the applicable Regulations and the Commission’s approved procedures. Evaluation shall be undertaken by a duly appointed evaluation committee using only the criteria and scoring disclosed in this document. The committee may verify certificates, references and assignment experience. Applicants may be contacted for clarification in accordance with the law; clarification shall not be used to materially alter an application or improve its score.

### 2.8 Confidentiality and communication

Information relating to evaluation shall not be disclosed to applicants or other persons not officially concerned with the process until the applicable procurement stage permits disclosure. All communications shall be through the authorized Commission contact. Applicants shall not seek to influence the evaluation or award process.

### 2.9 Costs and validity

Applicants shall bear all costs associated with preparing and submitting their applications. Applications shall remain valid for 150 days from the closing date. The Commission may seek an extension in writing where permitted by law.

### 2.10 Negotiations and contract award

The first-ranked applicant, following approval of the evaluation recommendation by the Accounting Officer, shall be invited to negotiate the proposed fees, reimbursable expenses, level of effort, deliverables, payment milestones and contract terms. Negotiations shall be documented. The Commission shall not be bound to award a contract until the required approvals have been obtained and a written contract has been executed.

### 2.11 Integrity, anti-corruption and sanctions

Applicants shall observe the highest standards of ethics and integrity. Any corrupt, fraudulent, collusive, coercive or obstructive practice, or any attempt to improperly influence the process, may lead to disqualification and referral to the relevant authorities, as applicable.

**SECTION 3: DATA SHEET**

| Item | Particulars |
|---|---|
| Procuring Entity | National Cohesion and Integration Commission (NCIC) |
| Assignment | Statistical consultancy services for Nationwide Hotspot Mapping for Kenya |
| Procurement reference | NCIC/EOI/RKM/017/2026-2027 |
| Selection approach | Open advertisement – Individual Consultant Selection |
| Number of positions | One (1) individual consultant |
| Assignment location | Kenya; with work coordinated from NCIC and nationwide fieldwork support as required |
| Expected commencement | 1st December 2026 or as Negotiated |
| Assignment duration / level of effort | 3 Months or as Negotiated |
| Application deadline | Friday 13th November 2026 at 11AM EAT |
| Submission channel | tenders@cohesion.go.ke, Physically NCIC offices at 17TH FLOOR, BRITAM TOWERS, HOSPITAL ROAD, UPPERHILL<br>at the Tender Box situated on 17th Floor |
| Clarification contact | tenders@cohesion.go.ke |
| Minimum technical score | 75% |
| Contract form | NCIC-approved individual consultancy agreement, based on the applicable standard form |
| Remuneration | To be negotiated with the first-ranked consultant after approval of the evaluation recommendation; subject to budget availability and applicable law |

## SECTION 4: MANDATORY ELIGIBILITY REQUIREMENTS

The following are pass/fail requirements. An applicant must satisfy all mandatory requirements to proceed to technical scoring. The Commission shall verify submitted information where necessary.

| No. | Mandatory requirement | Evidence required | Assessment |
|---|---|---|---|
| M1 | Applicant is an individual natural person applying in their own name. | Signed application letter and CV identifying the applicant. | Pass/Fail |
| M2 | Master's degree in Statistics, Applied Statistics, Biostatistics, Econometrics, Data Science, Demography or a closely related quantitative field. | Certified or verifiable copy of master's degree certificate; transcripts may be requested. | Pass/Fail |
| M3 | At least ten (10) years' experience in designing and analysing large-scale surveys. | CV with dated assignments and roles; references and supporting evidence. | Pass/Fail |
| M4 | Demonstrated experience in sampling design, sample-size determination and weighting for national or multi-country surveys. | CV and assignment descriptions identifying the applicant's actual role and outputs. | Pass/Fail |
| M5 | Proficiency in at least one recognized statistical package (SPSS, Stata, R or Python) and Excel. | CV and description of practical use in relevant assignments; may be verified during interview/presentation if provided for. | Pass/Fail |
| M6 | Signed declarations on conflict of interest, eligibility, accuracy of information, confidentiality and data protection. | Completed forms | Pass/Fail |

## SECTION 5: TECHNICAL EVALUATION CRITERIA

Only applicants who pass all mandatory eligibility requirements shall be technically evaluated. The evaluation committee shall award points only on the basis of evidence submitted and verifiable information. The maximum technical score is 100 points. The minimum qualifying score is 75 points (75%).

| Criterion | Sub-criterion and scoring guide | Maximum points |
|---|---|---|
| A. Academic and specialist qualifications | Master's degree in a directly relevant field: 10 points. Additional relevant postgraduate qualification (e.g. PhD or second relevant master's degree): 4 points. Relevant specialised training in survey statistics, sampling, econometrics, data science or GIS/spatial analysis: up to 6 points (2 points per evidenced course, maximum 3). | 20 |
| B. Relevant professional experience | 10–12 years' relevant experience: 10 points; over 12–15 years: 13 points; over 15–20 years: 16 points; over 20 years: 18 points. In addition, up to 12 points for up to four relevant large-scale national/multi-country survey or comparable quantitative research assignments (3 points each), based on complexity, personal role and evidence of outputs. | 30 |
| C. Sampling design and survey methodology | Up to 8 points for demonstrated probability and multi-stage sampling, including purposive selection where methodologically justified; up to 4 points for sample-size determination, precision, confidence levels, design effects and non-response; up to 4 points for weighting, stratification and demographic representation; up to 4 points for sampling of KIIs/FGDs and integration with mixed methods. | 20 |
| D. Statistical analysis, risk modelling and GIS | Up to 5 points for descriptive and inferential analysis; up to 4 points for index construction, indicator selection, weighting, thresholds and sensitivity/robustness testing; up to 3 points for GIS/spatial analysis and hotspot mapping; up to 3 points for data management, coding, validation and reproducible scripts. | 15 |
| E. Digital data collection, quality assurance, ethics and context | Up to 3 points for KoboToolbox/ODK/SurveyCTO or comparable digital collection tools; up to 3 points for real-time data quality monitoring and fieldwork support; up to 2 points for data protection, research ethics and sensitive-topic safeguards; up to 2 points for knowledge of Kenya's socio-political, peacebuilding, conflict and electoral context. | 10 |
| F. Technical statement and communication | Up to 3 points for understanding of the TOR and a coherent, feasible methodology; up to 1 points for a realistic work plan and deliverable sequencing; up to 1 points for clear technical writing and ability to communicate findings to non-technical audiences. | 5 |
| | **TOTAL** | **100** |

## SECTION 6: TERMS OF REFERENCE

### 6.1 Background

The National Cohesion and Integration Commission is a statutory body established under the National Cohesion and Integration Act, Cap. 7N. The Commission's mandate includes promoting national cohesion and integration, addressing ethnic discrimination and mitigating ethnically motivated violence. In preparation for the 2027 General Elections, the Commission intends to undertake a nationwide hotspot mapping exercise to assess the likelihood of electoral violence across Kenya's counties and inform preventive policy interventions.

The Commission requires the services of an individual Statistician to provide technical leadership on sampling, quantitative instrument design, data quality assurance, statistical analysis and production of county-level electoral violence risk mapping. The consultant will work closely with the NCIC Research team and relevant technical partners.

### 6.2 Overall objective

To ensure that the quantitative component of the nationwide hotspot mapping study is statistically sound, methodologically defensible, representative where required, ethically implemented and capable of supporting county-level assessment of electoral violence risks.

### 6.3 Specific objectives

Identify conflict hotspots by mapping the likelihood of election-related violence across Kenya's counties.

Ascertain factors likely to trigger or exacerbate electoral violence.

Propose evidence-based interventions that can prevent and mitigate electoral violence.

### 6.4 Scope of services and responsibilities

### A. Study design and sampling

- Review the concept note, study objectives and desk-review outputs and confirm the quantitative design.
- Develop a sampling framework and plan appropriate to a rapid nationwide scan, combining purposive selection of counties with random selection of sub-counties, wards, enumeration areas and respondents, where appropriate and justified.
- Determine sample sizes at national and county levels, stating confidence levels, margins of error, design effects, non-response assumptions, precision limitations and any constraints on county-level inference.
- Ensure appropriate representation by gender, age (including youth), disability status, ethnic community, urban/rural residence and other relevant demographic characteristics, while applying ethical safeguards and avoiding unsafe or unnecessary collection of sensitive personal data.

- Document sampling weights, selection probabilities, non-response adjustments and post-stratification procedures where required.
- Advise on sampling of key informant interview (KII) and focus group discussion (FGD) participants to complement the quantitative sample.

**B. Quantitative instrument and risk index design**

- Contribute to short, structured questionnaires measuring perceptions of and exposure to factors associated with electoral violence, including political polarisation, ethnic mobilisation, hate speech, youth unemployment, historical grievances, trust in institutions and policing, and misinformation/disinformation.
- Develop a transparent electoral violence likelihood index or scoring framework, with clearly defined indicators, data sources, weighting logic, aggregation method, missing-data treatment and risk thresholds (for example, low, medium and high).
- Ensure questions are valid, reliable, neutral, unbiased and appropriate for sensitive topics through pre-testing and reliability checks.
- Advise on coding schemes, skip logic and programming of digital data collection tools, such as KoboToolbox, ODK, SurveyCTO or other approved platforms.

**C. Enumerator training and fieldwork support**

- Facilitate enumerator training on the questionnaire, sampling procedures, respondent selection, research ethics, informed consent, safeguarding and data protection.
- Lead the pilot test and refine the tools and sampling approach based on documented findings.
- Establish and monitor a real-time data quality system during fieldwork, including checks for completeness, outliers, duplicates, interview duration, GPS/location anomalies and enumerator-level patterns.
- Provide timely technical support to field teams and resolve data collection and sampling issues, documenting material decisions and deviations.

**D. Data management and protection**

- Design the data structure, variable naming conventions and comprehensive codebook.
- Clean, validate and document the dataset, retaining a clear audit trail of all changes and decisions.
- Apply data minimisation, access controls, secure transfer and storage, anonymisation or pseudonymisation as appropriate, and other safeguards required by the Data Protection Act, 2019 and NCIC policies.
- Ensure respondent identities and direct identifiers are not included in analytical datasets or public outputs unless lawfully required and specifically authorised.
- Hand over the final cleaned dataset, codebook, metadata, data quality logs and reproducible analysis scripts to the Commission in agreed formats.

**E. Statistical analysis and hotspot mapping**

- Conduct descriptive analysis, including frequencies, means and cross-tabulations, disaggregated by county, region, gender, age, ethnicity, residence and other relevant variables.
- Conduct appropriate inferential analysis to identify factors statistically associated with the likelihood of electoral violence, clearly distinguishing association from causation.
- Compute the composite electoral violence risk index for each county and classify counties into risk categories using transparent and defensible thresholds.
- Compare findings with the 2022 Hotspot Mapping, subject to availability and comparability of data, to identify changes in risk levels and emerging hotspots.
- Work with GIS specialists to produce county-level hotspot maps and associated metadata.
- Integrate relevant secondary data where feasible, including historical incident data, election results and socio-economic indicators, documenting sources, quality and limitations.
- Support triangulation of quantitative findings with qualitative themes from KIIs and FGDs.
- Undertake sensitivity and robustness checks and clearly state assumptions, limitations, uncertainty and risks of misinterpretation.

**F. Reporting and dissemination**

- Prepare the statistical methodology and analysis sections of the draft and final reports.
- Produce clear tables, charts, infographics and maps for policy makers and non-technical audiences.
- Contribute to evidence-based, county-specific recommendations for preventing and mitigating electoral violence.
- Present findings at the validation workshop and address feedback from NCIC, UNDP, KOICA and other relevant stakeholders, as directed by the Commission.
- Support finalisation of the study report and respond to reasonable technical comments from the Commission.

### 6.5 Expected deliverables, Timelines and acceptance criteria

| No. | Deliverable | Minimum contents / acceptance criteria | Indicative timing |
|---|---|---|---|
| 1 | Inception and statistical design report | Refined quantitative methodology; sampling frame and sample-size calculations; analysis plan; data protection and field quality plan; detailed work plan. Approved by NCIC Research team. | Propose |
| 2 | Sampling and data collection package | Sampling manual; questionnaire input; codebook framework; programmed digital tool specifications; enumerator training materials; pilot report and revised instruments. | Propose |
| 3 | Fieldwork quality assurance report | Training and pilot summary; real-time monitoring framework; fieldwork issue log; quality checks and documented corrective actions. | Propose |
| 4 | Cleaned and validated dataset | Anonymised/appropriately de-identified dataset; codebook; metadata; cleaning log; reproducible scripts; documented limitations and data quality report. | Propose |
| 5 | Draft statistical analysis and county risk outputs | Descriptive and inferential results; county risk index and classifications; sensitivity analysis; comparison with 2022 mapping where feasible; draft maps, tables and charts. | Propose |
| 6 | Final statistical report and handover package | Final methodology and analysis chapters; validated maps and visualisations; policy-relevant findings; final dataset, codebook, scripts and presentation; response-to-comments matrix. | As approved |

The proposed timings above are indicative placeholders and must be reconciled with the approved project implementation schedule before issue. Each deliverable shall be submitted to the Director, Research and Knowledge Management, or the designated contract officer, for review and written acceptance. The Commission may require reasonable corrections where a deliverable does not meet the TOR.

### 6.6 Reporting and coordination

The consultant shall report to the Director, Research and Knowledge Management, and work closely with the NCIC Research team and designated technical stakeholders. The consultant shall provide progress updates at agreed intervals and promptly disclose risks, delays, methodological limitations or data protection incidents.

### 6.7 Required qualifications and experience

- Master's degree in Statistics, Applied Statistics, Biostatistics, Econometrics, Data Science, Demography or a closely related quantitative field.
- At least ten (10) years' experience in designing and analysing large-scale surveys.
- Demonstrated experience in sampling design, sample-size determination and weighting for national or multi-country surveys.
- Proficiency in statistical packages such as SPSS, Stata, R or Python and in Microsoft Excel.
- Experience with digital data collection platforms such as KoboToolbox, ODK, SurveyCTO or comparable systems, and real-time data quality monitoring.
- Strong report-writing and data visualisation skills, including presentation of technical findings to non-technical audiences.
- Knowledge of Kenya's socio-political context and a sound understanding of research ethics, integrity and confidentiality.
- Prior experience in peace, conflict, governance, social cohesion or electoral studies, including risk-index development or conflict early-warning systems.
- Experience with GIS or spatial analysis (for example QGIS or ArcGIS) and mixed-methods research.
- Fluency in English and Kiswahili.

### 6. 8 Level of effort and duration

The consultant's expected level of effort is 60 working days over a 3months duration. The final schedule, work locations, field support expectations and availability requirements shall be agreed during contract negotiations and reflected in the signed contract. The consultant shall identify any pre-existing commitments that may affect delivery.

### 6.9 Commission's inputs and support

- Provide access to the approved concept note, relevant desk-review outputs and available 2022 hotspot mapping materials, subject to access controls.
- Facilitate coordination with the NCIC Research team and authorized stakeholders.
- Provide timely review and consolidated feedback on deliverables.
- Clarify the fieldwork arrangements, enumerator deployment and digital data collection infrastructure to the extent these are within the Commission's responsibility.

### 6.10 Data ownership, confidentiality and intellectual property

All data, records, instruments, codebooks, scripts, reports, maps and other outputs produced under the assignment shall be delivered to and remain the property of the Commission, subject to applicable law and the contract. The consultant shall not publish, disclose, transfer or reuse confidential information or identifiable respondent

data without prior written authorisation. The consultant shall comply with the Data Protection Act, 2019, applicable regulations, research ethics requirements and NCIC information-security instructions. Confidentiality obligations shall survive expiry or termination of the contract.

### 6.11 Performance and acceptance

Performance shall be assessed against timeliness, methodological soundness, accuracy, completeness, reproducibility, compliance with data protection requirements, responsiveness to comments and acceptance of deliverables. The Commission shall document acceptance or reasons for requiring correction. Payment shall be made only in accordance with the executed contract, approved deliverables, applicable financial controls and the original TOR requirement that payment is finalised after completion and delivery of the service, unless the approved contract lawfully provides otherwise.

## SECTION 7: APPLICATION FORMS AND DECLARATIONS

**Form 1:** Application letter

To: The Accounting Officer
National Cohesion and Integration Commission

RE: APPLICATION FOR SELECTION OF AN INDIVIDUAL CONSULTANT – STATISTICIAN, HOTSPOT MAPPING FOR KENYA
Procurement Reference: NCIC/EOI/……/2026–2027

I, [full name], submit my application for the above assignment. I confirm that I have read and understood the Detailed EOI / Application Document and the Terms of Reference. The information and documents submitted with this application are true and accurate to the best of my knowledge. I confirm my availability for the assignment in accordance with the schedule to be agreed, subject to contract execution.

I understand that this is an individual consultant assignment and that I will personally perform the services. I consent to the verification of my qualifications, experience and references.

Full name: _____
National ID/Passport No. (provide securely as required): _____
Telephone: _____
Email: _____
Signature: _____
Date: _____

**Form 2:** Curriculum vitae – minimum information

Full name and contact details.

Professional profile and areas of specialisation relevant to the TOR.

Academic qualifications: institution, qualification, field and year awarded.

Professional/specialist training: course, institution and date.

Employment and consultancy history: organisation/client, position/role, dates and responsibilities.

Relevant assignments: title, client, duration, scope, personal role, methods/tools used, outputs delivered and referee contact details.

Statistical software, digital data collection tools and GIS platforms used, with examples of practical application.

Languages and proficiency.

At least three professional referees who may verify the applicant's work.

Declaration that the CV is accurate, signed and dated.

**Form 3:** Conflict of interest declaration

I declare that: (a) I have disclosed below any actual, potential or perceived conflict of interest relevant to this assignment; (b) I have not engaged in any conduct intended to improperly influence this procurement; and (c) I shall promptly notify the Commission if a conflict arises during the procurement or contract period.

Details of any conflict or relationship requiring disclosure (state “None” if not applicable):

_____
_____
_____
_____

Name: _____ Signature: _____ Date: _____

**Form 4:** Eligibility and integrity declaration

I declare that I am eligible to participate in this public procurement and have disclosed any relevant suspension, debarment, conviction or legal restriction that may affect my eligibility. I have not offered, promised or given any inducement to any public officer or other person in connection with this procurement. I understand that false declarations may lead to disqualification or other action under applicable law.

Details requiring disclosure (state “None” if not applicable): _____

Name: _____ Signature: _____ Date: _____

**Form 5:** Confidentiality and data protection undertaking

If selected, I undertake to: (a) use personal data only for the purposes authorised under the contract; (b) maintain confidentiality and appropriate security safeguards; (c) avoid unnecessary collection or disclosure of sensitive personal data; (d) report any suspected loss, unauthorised access or disclosure promptly; (e) return or securely dispose of information as directed by the Commission and the contract; and (f) comply with the Data Protection Act, 2019, applicable regulations and NCIC policies.

Name: _____ Signature: _____ Date: _____

## SECTION 8: CONTRACT AND NEGOTIATION FRAMEWORK

The successful applicant shall enter into a written individual consultancy contract with the Commission. The contract shall, at minimum, specify:

- Parties, assignment title, procurement reference and effective date.
- Detailed scope of services, deliverables, milestones, level of effort and completion date.
- Agreed professional fees, applicable statutory deductions/taxes, reimbursable expenses (if any), supporting documentation and payment conditions.
- Reporting, supervision, review, acceptance and approval arrangements.
- Confidentiality, data protection, information security, intellectual property and ownership of outputs.
- Conflict of interest, professional standards, record keeping and audit/access rights.
- Delay management, variations, force majeure, suspension, termination and dispute resolution.
- Applicable law, contract administration and handover obligations.
- Negotiation record: The evaluation committee shall document the negotiation process, agreed fee and reimbursables, any agreed refinement of the work plan, and confirmation that the negotiated terms remain within the approved budget and procurement requirements. The scope and essential requirements shall not be materially changed through negotiations.

## SECTION 9: CHECKLIST FOR APPLICANTS

| Check | Document / requirement |
|---|---|
| ☐ | Signed application letter |
| ☐ | Signed and dated detailed CV |
| ☐ | Master's degree certificate and relevant academic testimonials |
| ☐ | Evidence of at least ten years' relevant experience |
| ☐ | Evidence of sampling design, sample-size determination and weighting experience |
| ☐ | Evidence of relevant survey, conflict, peacebuilding, governance or electoral research assignments |
| ☐ | Technical statement and proposed approach |
| ☐ | Signed conflict of interest declaration |
| ☐ | Signed eligibility and integrity declaration |
| ☐ | Signed confidentiality and data protection undertaking |
| ☐ | Referee details and supporting assignment evidence |