

Terms of Reference (ToR)

Project Title: Belarus Economy Monitor – Quarterly Survey Series

1. Project Overview

The project involves four waves of surveys conducted with Belarusian households to evaluate their perception of the economic situation in Belarus. These surveys will be conducted online via an opt-in online panel and will cover a sample of approximately 1000 respondents per wave of Belarusian adult citizens. The objective of the research is to gather insights into the economic sentiment and conditions from the perspective of Belarusian citizens. The results will contribute to the "Belarus Economy Monitor" series, which is a key policy research publication produced by BEROE Economic Research Center. This research is part of the project "Strengthening the Independent Belarusian Social, Political, and Economic Research," funded by the European Union.

2. Project Timeline

The surveys will be conducted in four waves, with the following schedule:

- **Wave 1:** February 2026
- **Wave 2:** May 2026
- **Wave 3:** August 2026
- **Wave 4:** November 2026

3. Research Methodology

The research will employ the following methodology:

- **Survey Method:** Online-survey via opt-in online panel.
- **Sample Size:** Approximately 1000 respondents per wave, totaling 4000 respondents across all four waves.
- **Target Population:** Belarusian households.
- **Data Collection Tools:** Online survey platform, using pre-designed questionnaires targeting economic perception metrics.

4. Results Format

The final output of the research will be:

- **Datasets in SPSS-compatible format (.sav):** The datasets will include all raw data collected from the surveys, structured for easy analysis in SPSS software.

5. Responsibilities of the Service Provider

The selected service provider will be responsible for:

1. **Survey Design & Development:**
 - Designing and developing a comprehensive online survey instrument aligned with the project's objectives.

- Ensuring that the survey design captures all relevant economic perception data from the Belarusian respondents.
- 2. **Survey Deployment:**
 - Conducting each of the four survey waves (February, May, August, and November 2026).
 - Ensuring smooth deployment and completion of surveys within the stipulated timelines.
- 3. **Sampling:**
 - Ensuring a representative sample of approximately 1000 respondents per wave, with an appropriate demographic balance for accurate reflection of Belarusian households.
 - Monitoring the quality and completeness of data collection throughout each wave.
- 4. **Data Collection & Cleaning:**
 - Collecting survey responses in an organized manner.
 - Cleaning the data to ensure accuracy and completeness for analysis.
- 5. **Data Format & Delivery:**
 - Delivering the final datasets in SPSS-compatible format (.sav) for further analysis.
 - Providing clear documentation on the datasets, including variable definitions and coding systems used.

6. Requirements for the Service Provider

To be eligible to submit a quotation, the service provider must meet the following criteria:

- Experience in conducting online surveys, especially within Eastern European markets.
- Proficiency in survey tools and data management software, particularly SPSS.
- Expertise in the development and deployment of large-scale survey campaigns.
- Ability to deliver high-quality datasets in the required format and within the agreed timelines.
- Proven track record of similar research projects, particularly in social or economic surveys.

7. Proposal Submission Requirements

The service provider must submit the following documents as part of their proposal:

1. **Technical Proposal:** Description of the methodology and approach to be used for the survey design, data collection, and reporting.
2. **Financial Proposal:** Breakdown of costs for conducting each wave of the survey, including any additional costs for data cleaning, and delivery.
3. **Timeline:** A detailed timeline for the completion of each survey wave, including milestones for survey design, data collection, and delivery.

8. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Quality of the technical approach and methodology.

- Demonstrated experience in conducting similar surveys.
- Cost-effectiveness and clarity of the financial proposal.
- Ability to meet deadlines and deliver high-quality datasets.
- Previous work samples and client references.

9. Submission Deadline

Proposals must be submitted by January 15, 2026. Late submissions will not be considered.

11. Point of Contact

For any clarifications or questions regarding this ToR, please contact:
Lev Lvovskiy, BEROC Academic Director