

PART E - Timelines

Our suggested timeline is submitted below which is in line with the requirement with the invitation to Tender. If the team is successful we would happy to brief the client on a more detailed outline.

| Table 3: Timeline | | | | | | | | | | | |
|---------------------------------|---|----|----|----|----|----|----|----|----|----|-----|
| | Task | W1 | W2 | W3 | W4 | W5 | W6 | W7 | W8 | W9 | W10 |
| Step 1: Developing the projects | Receive information for desk research | | | | | | | | | | |
| | Desk research and Development of Face-to-Face | | | | | | | | | | |
| | Translation and verification of the survey | | | | | | | | | | |
| | Training/Piloting | | | | | | | | | | |
| Step 2: Fieldwork | Fieldwork: National Survey | | | | | | | | | | |
| | Preliminary findings to develop Focus Group Guide | | | | | | | | | | |
| | Fieldwork: Focus Groups | | | | | | | | | | |
| Step 3: Analysis and Reporting | Data Cleaning | | | | | | | | | | |
| | Preliminary Report on Focus Groups | | | | | | | | | | |
| | Interim Report on Quantitative Survey | | | | | | | | | | |
| | Final Report and Presentation | | | | | | | | | | |
| Online Analysis | Boolean Search Term Development | | | | | | | | | | |
| | Data collection | | | | | | | | | | |
| | Data Verification | | | | | | | | | | |
| | Qualitative & Quantitative analysis | | | | | | | | | | |
| | Outline with preliminary data | | | | | | | | | | |
| | Draft reporting | | | | | | | | | | |

Key Milestones

| Table 4: Key Milestones | | | |
|--------------------------------|---|---------------------------|------------------------|
| | Task | Deadline | Responsibility |
| Step 1: Developing the project | Contracting of partners and subcontractors | 15 th January | Albany |
| | Initial kick off Meeting | 16 th January | Albany/Saatchi/ORB/FCO |
| | Desk research and Development of Face-to-Face Survey | 23 rd January | Albany/ORB |
| | Sign-off of English version of Survey | 26 th January | FCO |
| | Translation and verification of the survey | 31 st January | ORB |
| | Review and sign-off of translation | 3 rd February | FCO |
| | Questionnaire script finalised | 9 th February | ORB |
| Step 2: Fieldwork | Training/Piloting finalised | 15 th February | ORB |
| | Fieldwork: National Survey | 15 th March | ORB |
| | Final Data Cleaning | 17 th March | ORB |
| | Data Delivery (Quantitative) | 20 th March | ORB |
| | Preliminary findings to develop Focus Group Guide | 1 st March | ORB |
| | Focus group Guide sign off | 3 rd March | FCO |
| | Fieldwork: Focus Groups | 17 th March | ORB |
| Step 3: Analysis and Reporting | Preliminary Report on Focus Groups and Step 1 & 2 of project | 23 rd March | Albany/ORB |
| | Interim Report on Quantitative Survey and project progress | 23 rd March | Albany/ORB |
| | Final Report and Presentation | 31 st March | Albany/ORB |
| Online Analysis | Boolean Search Term Development | 16 th January | M&C HD |
| | Data collection | 23 rd January | M&C HD |
| | Data Verification | 30 th January | M&C HD |
| | Qualitative & Quantitative analysis | 13 th February | M&C HD |
| | Outline with preliminary data | 11 th March | Albany/M&C HD |
| | Draft reporting to be included in Final Report and Presentation | 17 th March | Albany/M&C HD |

A two-week contingency period has been built into our timeline to ensure delivery within the FY16/17 deadline.