

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

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