

Call for Bids for Appointment as Afrobarometer National Partner in Gambia



Introduction

The Afrobarometer Network is inviting bids from interested organizations to join the Network as a National Partner to conduct surveys of nationally representative samples of the adult population of Gambia. The purpose of these surveys is to measure public attitudes and behavior on political and governance issues in order to inform the public debate about democracy, governance, and other policy and development issues.

Brief on Afrobarometer

The Afrobarometer is an independent, non-partisan research project that measures the social, political and economic atmosphere in Africa. The project conducts a comparative series of national public attitude surveys on democracy, governance, civil society and a host of related issues in more than 30 African countries. The surveys are repeated on a regular basis. The most recently completed round of surveys (i.e. Round 6) covered 36 countries, which were surveyed in **2014/2015**. Round 7 surveys are currently on-going. Afrobarometer is dedicated to the following three main objectives:

1. To produce scientifically reliable data on public opinion in Africa.
2. To build institutional capacity for survey research in Africa.
3. To broadly disseminate and apply survey results.

The Afrobarometer Network consists of a consortium of independent survey research institutions based mainly in Africa. Four Core Partners provide leadership to the Network on research design, fundraising, project management, publication, and the international dissemination of results. The Core Partners are:

1. Institute for Justice and Reconciliation (IJR) in South Africa
2. Ghana Center for Democratic Development (CDD-Ghana) in Ghana
3. Institute for Empirical Research in Political Economy (IREEP) in Benin
4. Institute of Development Studies (IDS) at the University of Nairobi in Kenya

The Network also includes more than 30 National Partners. Based in the university, private, or non-governmental sectors in each participating country, these organizations are responsible for survey fieldwork and dissemination of findings at the country level. In addition, the Network has two support units located at Michigan State University (MSU) and the University of Cape Town (UCT) that provide technical backstopping, quality control and capacity building support.

Afrobarometer seeks to reach diverse audiences, such as decision-makers in governments and parliaments, policy advocates and civic educators, journalists and researchers, and donor agencies and investors, as well as average Africans who wish to become informed and active citizens. Thus, the results of Afrobarometer surveys are fed directly into the policy process. Further information on Afrobarometer can be found at www.afrobarometer.org.

Bids for appointment as National Partner for Gambia

The Network is inviting bids from eligible organizations with the capacity to conduct Afrobarometer surveys and dissemination of results. The selected organization will become the National Partner (NP) responsible for survey and related activities in Gambia. The National Partner will work in close consultation with Afrobarometer technical advisers and in accordance with protocols in the Afrobarometer Survey Manual (to be made available to selected NP). The National Partner Institution should be conversant with the use of electronic devices such as tablets in data collection. In addition to this, key responsibilities for the NP will include but not be limited to the following:

1. Identifying census data bases and maps for designing the sample;
2. Drawing the sample in conjunction with Afrobarometer technical adviser on sampling;

Call for Bids for Appointment as Afrobarometer National Partner in Gambia



3. Indigenizing and translating the questionnaire into relevant local languages(s);
4. Pretesting and modifying the questionnaire (all modifications require Afrobarometer concurrence);
5. Developing five country-specific questions to include in the questionnaire
6. Developing a survey logistics plan;
7. In conjunction with Afrobarometer technical advisers, recruiting fieldworkers who are conversant with electronic data capture (EDC) and have appropriate language skills;
8. Training fieldworkers to use tablets to collect data from households and training field supervisors to monitor fieldwork;
9. Managing all aspects of fieldwork in strict accordance with the timetable developed in consultation with Afrobarometer technical advisers;
10. Ensuring quality control of data collection during fieldwork;
11. Preparing sampling methodology and fieldwork technical reports;
12. Contributing to the preparation of a summary of results (SOR) in conjunction with Afrobarometer technical advisers; and
13. Planning and executing, with Network technical support, an effective communications program that includes a stakeholder analysis and at least three events, three published papers, press releases, and social media support to disseminate survey findings to media, the NGO community, government officials, parliamentarians/legislators, the donor community, and other identified stakeholders.

Content of bids

Bids submitted by potential NP should include the information below.

1. A description of **personnel** who will work on the Afrobarometer survey project, including the number of field interviewers, field supervisors, and data quality monitors. Specify how many days each category of personnel will work and at what daily rates. Please list the **qualifications and experiences** of each class of personnel and provide curriculum vitae of the principal investigator and/or national coordinator, as well as the person(s) responsible for sampling and data management. *Please, note that Afrobarometer requires a minimum 40% of all personnel to be women.*
2. An **estimated budget** showing costs for each of the following elements:
 - a. Personnel: name, position, date x number of days (for national investigator, field supervisors, fieldworkers, data quality monitors, drivers, and any other specialists such as translators, sampler, or data manager);
 - b. Travel: vehicle rental (cost per day), bus or boat tickets (where), fuel (estimated mileage), lodging (number of days @), meals (number of days @), insurance (required);
 - c. Supplies & Services: printing, computer software, office supplies, field supplies; and
 - d. Other Direct Costs: room rentals, translations, etc.
3. A detailed **description of survey experience** (with supporting documentation if possible) of the proposing organization and lead researchers, especially in conducting surveys involving nationally representative samples.
4. A **description of sampling frames and sampling methodology** that the applicant proposes using for drawing the sample, and methods and materials required for identifying start points.
5. A description of plans for **questionnaire translation** and for **fieldworker and supervisor training**.

Call for Bids for Appointment as Afrobarometer National Partner in Gambia



6. A detailed **fieldwork plan** that describes supervision and quality control structures, as well as transport arrangements and lodging and accommodation plans for field teams.
7. Demonstration of the **analytical and writing skills** of the researcher(s) who will participate in preparation of the country report based on the survey findings.
8. A proposed dissemination plan.

Evaluation of bids

In evaluating bids, the Afrobarometer Network will consider, in order of priority

1. Demonstration of ability to conduct high-quality fieldwork/data collection (including qualifications and experience of lead investigators; skills/qualifications/experience of field staff; clarity of plans for field supervision and quality control),
2. Analytical skills (in particular, the availability of a senior social scientist who can play a central role in analyzing results and preparing and presenting country reports),
3. Budget (including total cost; ratio of management/overhead to fieldwork costs; adequacy of transport/accommodation budgets for fieldwork),
4. The overall quality and completeness of the proposal,
5. Demonstrable working relationship between the bidding institution and the census office - Gambia Bureau of Statistics (GBoS).

Note that all aspects of the project shall be implemented in accordance with the Afrobarometer Survey Manual and associated protocols, which will be provided to the successful applicant. Any necessary adjustments to the successful proposal or bid can be negotiated during the contracting phase.

Deadline for submission of bids

The bid must be delivered in **English** by e-mail or post (EMS etc.) to the address below before the close of business on **Wednesday, February 21, 2018**.

**THE EXECUTIVE DIRECTOR
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