



# Request for bids

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## Afrobarometer Core Partner for Francophone Africa

### About Afrobarometer

Afrobarometer (AB) is a pan-African, nonpartisan, and nonprofit research organisation that tracks political, economic, and social conditions in Africa. Guided by the vision of a world in which Africa's development is anchored in the realities and aspirations of its people, Afrobarometer provides high-quality data and analysis on citizens' evaluations and experiences of democratic governance and quality of life. This data is provided as a public benefit and is freely available to governments, policymakers, policy advocates, civil society organisations, academics, news media, donors and investors, and ordinary Africans.

Launched in 1999 in 12 countries, AB has completed more than 300,000 interviews in 9 survey rounds in 39 countries. The 10<sup>th</sup> Round of surveys started in January 2024 and is currently ongoing. AB conducts face-to-face interviews in the language of the respondent's choice with nationally representative samples. AB is also currently conducting pilot mobile phone surveys to build a workable methodology for this mode of data collection. Effective analysis and communication of survey findings, as well as capacity building for survey research, analysis, and communications skills, are integral parts of AB's work.

AB has three main objectives:

- to produce scientifically reliable survey data on public attitudes in Africa
- to broadly disseminate and apply survey results, and
- to build capacity for survey research and analysis in Africa.

Afrobarometer Core Partners (CPs) play a critical role in the management and implementation of AB's activities. Through their role in the AB Network Advisory Council (NAC), they assist the Secretariat in providing overall direction and management of the surveys and related activities. CPs manage National Partners (NPs) on all survey and dissemination activities. **Afrobarometer is issuing this Call for Bids to invite interested organisations to join the Network as Core Partner** to manage its work in Francophone Africa and to provide support and strategic advice to facilitate the execution of all surveys and dissemination activities in the region. The following countries currently fall under AB's Francophone region: **Benin, Burkina Faso, Cameroon, Côte d'Ivoire, Congo Brazzaville, Gabon, Guinea, Madagascar, Mali, Mauritania, Niger, Senegal, and Togo**. The number of countries may increase as AB expands its country coverage. More information on the Afrobarometer can be found at [www.afrobarometer.org](http://www.afrobarometer.org).

### Main duties and responsibilities of Afrobarometer Core Partners



1. Managing surveys of nationally representative samples of the adult population of each National Partner (NP) country in Francophone Africa. This involves negotiating survey schedules with all NPs, negotiating budgets, contracting NPs, overseeing the identification of appropriate census data and sample design, reviewing questionnaires including translations, overseeing training of field staff and data collection and ensuring that NPs adhere to timelines and AB survey protocols.
2. Overseeing all activities related to dissemination of survey results and ensuring AB protocols on communication are observed.
3. Overseeing the implementation of sub-grant agreements in compliance with all associated conditions on behalf of the AB, including timely reporting on sub-grant activities. Must also ensure that payments made to NPs and activities under the CP do not exceed the agreed subgrant budget.
4. Offering strategic advice for AB survey and related activities, specifically data management and capacity building.
5. Providing advice and strategic guidance to all staff in the institution who work on AB surveys.
6. Coordinating with the line directors of AB project staff (and the chief operating officer), to ensure that AB activities within the CP are carried out in adherence with AB policies, protocols, and job descriptions.
7. Be a standing member of, and actively participate in, the AB Network Advisory Council (NAC), attend all NAC meetings (travel and other logistical costs will be covered by the AB Secretariat).
8. Be a standing member of and actively participate in the AB COO-CP quarterly meetings.
9. Ensuring that the employment or contracting of staff working on AB surveys and related activities are fully compliant with legal and institutional requirements.
10. Coordinating with AB on annual performance reviews of staff working on AB surveys and related activities, ensuring compliance with legal and institutional requirements.
11. Clear and regular communication with national partners to ensure alignment around implementation schedules.
12. Facilitating timely payment to national partners upon completion of their contractual obligations.
13. Ensuring alignment between core partner organizational processes and procedures and that of Afrobarometer.
14. Convening mandatory monthly meetings and emergency meetings as and when required between CP director or his/her designated team lead and CP staff working on Afrobarometer.
15. Any other necessary duties that may emerge in the course of the partnership or as determined by the Central Management Team.

## **Bid submission**

Bids must include the following:

1. Details of your institution and other relevant documentation
2. A detailed description of the Institution's experience in managing large national surveys/large projects, with examples and supporting documentation if available.



3. A description of the personnel to work on the Core Partner team. Typically, the Afrobarometer Core Partner Team includes: Core Partner Director, Project Manager, Assistant Project Manager, Regional Communications Coordinator and a Data Quality Officer. **Since Afrobarometer already has a project manager and regional communications coordinator for Francophone Africa, the successful institution should be willing to integrate these two key personnel into its core team, ensuring continuity and effective project management and communication of survey results in Francophone Africa.**

It is thus expected that the bids should include the curriculum vitae of the proposed Core Partner director, proposed assistant project manager, data quality officer and other staff who will be providing finance and administrative support.

The bids should highlight details of the expertise and experience of the proposed persons in managing nationally representative surveys; assessing sample design; developing and indigenizing survey questions; programming survey questionnaires; monitoring data collection remotely or physically; reviewing and cleaning datasets; analysing, interpreting and presenting survey results to government, policy actors, civil society organisations, media, donors, academia etc. In addition, the CP must have experience in managing donor funds. The bids should specify monthly salary rates for the proposed persons.

4. Audited accounts and a list of funders and grants received in the last 5 years
5. Three references from researchers/scholars who can attest to the quality of the institution's work
6. Any other supporting documents that may be relevant for this role, including ability to disburse funds to National Partners, sometimes at short notice.

In evaluating bids, Afrobarometer will consider, in order of priority:

1. Demonstration of the ability and commitment to manage and oversee the conduct of high-quality fieldwork/data collection (including clarity of plans for supervision and data quality assurance and quality control)
2. Evidence of a good understanding of and capacity to oversee data collection, analysis and dissemination of findings in the Francophone Africa region.
3. Analytical skills (in particular, the availability of social scientists who can play a central role in analyzing survey results and working with the country teams to prepare and present country reports)
4. Capacity to manage resources: evidence of applicant's ability to manage donor funds.
5. The overall quality and completeness of the proposal.

Note that all aspects of the project must 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 can be negotiated during the contracting phase.



### Deadline for submission of bids

The bid, including all supporting documents, must be delivered in **French and English** by e-mail to [contact@afrobarometer.org](mailto:contact@afrobarometer.org) by close of business (5pm GMT) on 24 May 2024, with '**AB Core Partner for Francophone Africa**' as the subject line.

If you have questions or need additional information, please contact Afrobarometer Procurement Team at: [contact@afrobarometer.org](mailto:contact@afrobarometer.org)