

Request for Bids
for an
Afrobarometer National Partner in Guinea-Bissau
to conduct an Afrobarometer Round 10 survey

Afrobarometer is inviting bids from organisations interested in serving as the **National Partner (NP)** for Guinea-Bissau. Under Afrobarometer's direction, the selected NP will conduct a nationally representative sample survey of the adult population of Guinea-Bissau. In addition to conducting an Afrobarometer survey, the successful bidder will act as the representative of Afrobarometer in Guinea-Bissau for the duration of the partnership, and will be eligible to participate in Afrobarometer meetings, workshops, and other capacity building and management activities.

National Partner responsibilities

In close consultation at every stage with the supervising Afrobarometer Core Partner, and in accordance with the Network's protocols, the successful Afrobarometer National Partner will be expected to conduct a nationally representative survey in Guinea-Bissau with sample size of 1,200 respondents (i.e. n=1200). This will include performing the following duties:

1. Identify and access census databases required for designing a nationally representative **sample**, work with the Afrobarometer Sampling Specialist and the national statistics office of Guinea-Bissau to draw the sample and to procure maps and other materials necessary for implementation of the survey;
2. Indigenize the generic Afrobarometer **questionnaire** to suit local settings, work with Afrobarometer surveys and communications teams to develop country-specific questions to be included in the questionnaire, and translate the questionnaire into relevant local language(s) according to Afrobarometer protocols;
3. Solicit a sufficient number of tablets that satisfy the specifications outlined in the Afrobarometer Survey Manual for fieldwork;
4. Recruit fieldworkers with required qualifications, appropriate language and fieldwork skills, and train them to collect data from households using tablets;
5. Select and train field supervisors to monitor fieldwork and oversee fieldwork quality control;
6. Pre-test and make agreed modifications to the questionnaire;
7. Develop a survey logistics plan;
8. Manage all aspects of fieldwork in strict accordance with a timetable developed in consultation with Afrobarometer;
9. Ensure quality control of data collection in the field;
10. Prepare reports on sampling and fieldwork methodology, respectively;
11. Contribute to the preparation of a Summary of Results in conjunction with Afrobarometer technical advisers;
12. Prepare basic analyses of key findings;
13. Plan and execute, with Network technical support, an effective communications program that includes a stakeholder analysis, public dissemination events, published papers, press releases, dispatches and social media support to disseminate survey findings to media, the NGO community, government officials, legislators, the donor community, and other identified stakeholders.

Bids' requirements

Bids should include the following:

1. A description of the personnel who will be involved in the survey. Please list the qualifications and experience of each class of personnel and provide curriculum vitae of the principal

investigator and any other senior management personnel, including the person(s) responsible for sampling and data management. [These personnel are expected to have appreciable proficiency in speaking and working in English.](#)

2. The planned number and qualifications of field interviewers and field supervisors;
3. A detailed description of the survey experience (with supporting documentation if possible) of the proposing organisation and lead researchers, especially in conducting surveys involving nationally representative samples;
4. A description of proposed approaches for (a) fieldwork training, and (b) fieldwork implementation and supervision, including quality control measures to be implemented at each stage;
5. Demonstration of the analytical and writing skills of the researcher(s) who will participate in preparation of survey publications based on survey findings;
6. Demonstration of the organisation's communications capacity, including its ability to engage with media, [government and its officials](#), the public, and other stakeholders and potential users of the data, and to coordinate and host effective public dissemination events;
7. Demonstration of the key management and technical officials of the potential National Partner organization's language capacity, including their ability to speak and write in English; and
8. An estimated budget showing costs for each of the elements below.
 - a. Personnel: Name, position, number of days and daily rates (for principal investigator, field supervisors, fieldworkers, drivers, and any other specialists such as translators, sampler).
 - b. Travel: Vehicle rental (cost per day), bus or boat tickets (where applicable), fuel (estimated mileage), lodging (number of days and daily rates), meals/per diem (number of days and rate), insurance (required).
 - c. Supplies & services: Printing, office supplies, field supplies, maps, etc.
 - d. Other direct costs: Training, maps, venue hire, translations, etc.

Submission of bids

The **deadline** for submission of bids is close of business on **Friday, 28 June, 2024**.

Bids should be delivered in **English** by e-mail to:

Daniel Armah-Aftoh, Afrobarometer project manager for anglophone West and North Africa (daniel@afrobarometer.org) or **Lionel Ossé**, Afrobarometer assistant surveys manager for West and North Africa (lessima@afrobarometer.org). Interested applicants should visit www.afrobarometer.org for more information or send an email to the officials listed above.