

REQUEST FOR BIDS - Afrobarometer Survey in Uganda

The Afrobarometer Network wish to conduct a survey of a nationally representative sample of the adult population of the Republic of Uganda. The purpose of the survey 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.

We invite organizations to bid on this project. Your submission must be received no later than **Friday 17th January 2014**, and directed to the attention of **Mr. Abel Oyuke** (abelovuke@yahoo.co.uk and/or aoyuke@gmail.com). If you have any questions please e-mail Mr. Abel Oyuke or call him on **+254 722 816 242 or +254 736 169 322**

Background

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 up to thirty five (35) African countries. The surveys are repeated on a regular basis and have been conducted since 1999.

The Afrobarometer is dedicated to three main objectives:

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

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

- The Centre for Democracy and Development (CDD), Ghana
- Institute for Empirical Research in Political Economy (IREEP), Benin
- The Institute for Development Studies (IDS), University of Nairobi in Kenya
- Institute for Justice and Reconciliation (IJR), South Africa

The network also includes National Partners (NPs) in each participating country. Based in the university, private or non-governmental sectors in each participating country, these organizations are responsible for survey fieldwork and for the dissemination of survey results at the country level. Support units are located at the University of Cape Town, South Africa and Michigan State University, USA.

Results of Afrobarometer surveys are fed directly into the policy process. We seek to reach diverse audiences: 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.

Further information on the Afrobarometer can be found at www.afrobarometer.org.

Design of the Project

1. **Sample.** Afrobarometer surveys are based on nationally representative samples of the adult, voting-age population (18 years and above). The goal is to give every adult citizen an equal and known chance of selection for being interviewed. In consultation with an Afrobarometer technical advisor, the contractor will, following Afrobarometer sampling protocols, draw a nationally representative sample, strictly applying random selection methods at every stage of sampling. The sample will be drawn so as to include the **urban and rural populations in every province/region** with probability proportional to population size. Thus, contractors submitting proposals should make adequate provisions for transport and other requirements necessary to reach the randomly selected Primary Sampling Units in all parts of the country, possibly including remote rural areas of all provinces/regions. The contractor shall submit bids for an achieved sample size of 2,400.
2. **Questionnaire.** Afrobarometer will provide the English text of the survey instrument, which will consist of approximately 100 closed-ended questions. Interviewing time is estimated at 45-65 minutes. The contractor will translate the questionnaire into the local languages spoken by 5% or more of the population. Translations must be thoroughly back-checked with adequate synchronization of the translation of all questions and concepts ensured across all languages.
3. **Pretest.** In each language into which it is translated, the questionnaire will be pretested. The pretest will identify any necessary modifications to the instrument. Modifications to the questionnaire can only be made with Afrobarometer concurrence.
4. **Recruitment and Training.** The contractor will recruit teams of qualified and experienced interviewers and train them to administer the survey instrument. A five-day training workshop is required for all interviewers, to be conducted immediately before fieldwork commences. An additional 2-3 day training workshop is required for field supervisors.
5. **Interviews.** The contractor will deploy field teams to sampled sites for face-to-face interviews in the homes of respondents. The contractor shall specify:
 - (a) How supervision of data collection will be obtained and how quality control of survey returns will be assured (we seek a supervisor to interviewer ratio of 1:4);
 - (b) How field teams will be transported and accommodated in the field (we intend that teams will travel together to enable daily supervision).

6. Data Entry. Survey data will be entered into an SPSS data entry template provided by Afrobarometer unless use of another data entry system is approved by Afrobarometer. The contractor will deliver a clean data set, together with frequency tabulations, for all variables in the survey.
7. Post-coding. The current survey instrument will require only minimal post-coding. The contractor will assign a senior analyst with thorough understanding of the relevant social science concepts to review and assign post-codes where necessary.
8. Reporting. In conjunction with Afrobarometer technical advisors, an Afrobarometer country summary of results detailing the survey findings will be prepared for public release.
9. Dissemination. In conjunction with the Afrobarometer technical advisor, the contractor will coordinate and participate in dissemination events for the public release of the survey findings. A minimum of 3 dissemination events will be held with senior officials of the executive branch, parliamentarians, journalists/media, and civil society and academia to promote understanding and use of Afrobarometer results.

Contractor Responsibilities: to be undertaken in close consultation at every stage with Afrobarometer technical advisors and in accordance with protocols in the Afrobarometer Survey Manual (to be provided).

1. Identify census databases and maps for designing sample; draw the sample in conjunction with Afrobarometer technical advisor.
2. Translate and print formatted questionnaire.
3. Pretest and modify questionnaire (all modifications require Afrobarometer concurrence).
4. Develop survey logistics plan from sample.
5. Recruit fieldworkers with appropriate language skills; in conjunction with Afrobarometer technical advisors, train fieldworkers to use survey instrument, and in addition, train field supervisors to monitor fieldwork.
6. Manage all aspects of fieldwork in strict accordance with timetable developed in consultation with Afrobarometer.
7. Ensure quality control of data collection in field.
8. Enter and clean data; prepare electronic data file in SPSS. A minimum of 10 percent of questionnaires should be double-entered to ensure data quality.
9. Prepare reports on sampling methodology and fieldwork.

10. Contribute to the preparation of a summary of results in conjunction with the Afrobarometer technical advisors.

11. Coordinate and participate in events to disseminate survey findings to media, the NGO community, government officials and parliamentarians.

Deliverables

1. A timetable for survey implementation.

2. An estimated project budget.

3. A methodological report detailing the survey sample and sampling methodology.

4. Translations of questionnaire

5. Pretest results and recommendations for changes in questionnaire, if any (e-mail).

6. A fieldwork report based on field observations, supervisor records, and debriefing interviews with fieldworkers.

7. Electronic files containing all raw data (cleaned) in SPSS.sav (as e-mail attachment). Data files in any other format are not acceptable. The final data set will contain no more than a 1 percent error rate if the data set is checked against a random sample of original questionnaires. Data must also be cleaned to minimize missing data, remove invalid codes, and to achieve internal consistency as outlined in Afrobarometer protocols.

8. A summary of results that presents frequency counts and percentages for every question.

9. A dissemination plan and a report on dissemination activities at the completion of the project (e-mail).

10. Two Highlights/Indicator bulletins and two Briefing Reports.

11. A financial report.

Timetable

1. Bids **MUST** be received at the above e-mail addresses no later than **Friday 17th January 2014**,

2. An Afrobarometer technical advisor **MUST** oversee the drawing of the sample.

3. An Afrobarometer technical advisor **MUST** attend the fieldworker training program and field supervisor training program, to be scheduled in the last 1-2 weeks before fieldwork begins.
4. The fieldwork will be conducted on dates to be agreed upon with Afrobarometer technical advisors. All fieldwork will be completed within a maximum of 30 days.
5. The electronic data files, frequency results, and methodological report **MUST** be received by Afrobarometer not later than 3 weeks after the completion of fieldwork.
6. The final summary of results should be completed not later than two months after the completion of fieldwork.
7. All dissemination and outreach events must be completed not later than three months after the completion of fieldwork.

Bids

Bids should include the following:

1. A description of the **personnel** to be used on the survey, including the number of field interviewers, field supervisors, and data entry clerks. Specify how many days each category of personnel will work and at what daily rates. Please list the **qualifications and experience** 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 females.
2. An **estimated budget** showing costs for each of the following elements:
 - a. Personnel: name, position, rate and the number of days (for national investigator, field supervisors, fieldworkers, data entry clerks, 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.
 - d. Other Direct Costs: room rentals, translations, etc.
3. A detailed **description of the 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**.
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. A detailed **data entry plan** that describes the facilities to be used and the skills and qualifications of data entry clerks and supervisor(s).
8. 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.
9. A proposed **dissemination plan**.

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

- a. Demonstration of the 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)
- b. Analytical skills (in particular, the availability of a senior social scientist who can play a central role in analyzing results and preparing and presenting a country report)
- c. Budget (including total cost; ratio of management/overhead to fieldwork costs; adequacy of transport/accommodation budgets for fieldwork)
- d. 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.

Thank you for your interest.