



## REQUEST FOR PROPOSAL

### SURVEY FIRM FOR CONDUCTING SURVEY AND EXPERIMENTAL DATA COLLECTION FOR YOUTH AGRIPRENEUR PROGRAMS IN GHANA

#### **About the Alliance:**

The Alliance of Bioversity International and the International Center for Tropical Agriculture (CIAT) (The Alliance) delivers research-based solutions that harness agricultural biodiversity and sustainably transform food systems to improve people's lives. Alliance solutions address the global crises of malnutrition, climate change, biodiversity loss, and environmental degradation. With novel partnerships, the Alliance generates evidence and mainstreams innovations to transform food systems and landscapes so that they sustain the planet, drive prosperity, and nourish people in a climate crisis. The Alliance is part of CGIAR, a global research partnership for a food-secure future.

<https://alliancebioversityciat.org/> , [www.cgiar.org](http://www.cgiar.org)

#### **1. Background and Objective**

The Alliance of Bioversity International and the International Center for Tropical Agriculture (CIAT) is undertaking a study to improve the targeting, design, and effectiveness of youth agripreneurship programs in Ghana.

The study evaluates alternative targeting approaches for identifying high-potential youth beneficiaries, including:

- Data-driven targeting, using machine learning–based prediction methods, and
- Peer- and community-based targeting within youth networks.



The Alliance of Bioversity International and the International Center for Tropical Agriculture (CIAT) is part of CGIAR, a global research partnership for a food-secure future.

Bioversity International is the operational name of the International Plant Genetic Resources Institute (IPGRI).

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[alliancebioversityciat.org/](https://alliancebioversityciat.org/)  
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Selected beneficiaries will receive seed capital support, combined with structured capacity-building interventions across three components:

1. Agronomy, livestock production, and entrepreneurial skills
2. Logistics, transportation, and supply chain management
3. Agroecology-focused agripreneurship training for selected value chains

The study will cover approximately 1,800 youth participating in agripreneur programs in the Northern Region (three districts) and Greater Accra Region (three Districts) in Ghana.

To support this work, the Alliance seeks to engage a qualified survey firm to implement a comprehensive baseline survey and embedded experimental design.

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## **2. Objectives of the Assignment**

The selected firm will:

- Implement a high-quality, face-to-face baseline survey
  - Administer experimental targeting protocols
  - Ensure robust, accurate, and well-documented datasets for analysis
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## **3. Scope of Work**

The assignment includes:

### **3.1 Survey Design and Content**

The survey will consist of:

- A youth-level questionnaire (~1.5 hours)
- An experimental module (~1 hour)

The instruments will collect data on:

- Socio-demographic characteristics
- Employment and time use
- Business ownership and entrepreneurial capacity
- Barriers to participation in agripreneurship
- Value chain engagement and preferences
- Targeting in value chains
- Life skills and socio-emotional wellbeing

Both modules will be implemented in a **single field visit** per respondent in the Northern Region (three districts) and Greater Accra Region (three districts) in Ghana from July to September 2026.

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### 3.2 Field Implementation Responsibilities

The survey firm will:

#### *a. Preparatory Activities*

- Obtain all necessary local administrative approvals and permits
- Translate survey instruments into relevant local languages (subject to review by the Alliance team)
- Program the survey using CAPI platforms (preferably SurveyCTO)
- Preload respondent data where required
- Adhere to ethical research standards

#### *b. Staffing and Training*

- Recruit enumerators, supervisors, and quality control staff

- Conduct comprehensive training sessions, in collaboration with Alliance researchers
- Prepare and submit all training materials and field protocols

#### ***c. Pre-testing and Piloting***

- Lead pre-testing and pilot exercises
  - Refine survey instruments and CAPI programming based on pilot results
  - Validate interview duration, logic flows, and experimental tasks
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#### ***d. Field Data Collection***

- Implement the baseline survey and experimental targeting interventions
  - Manage logistics, including transport, accommodation, and field coordination
  - Ensure appropriate use of tablets and CAPI systems
  - Conduct call-backs and back-checks to ensure data quality
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#### ***e. Data Management and Quality Assurance***

- Monitor data collection in real time
  - Conduct consistency checks and field-level validation
  - Report issues promptly to the Alliance focal point
  - Ensure confidentiality and data protection
  - Perform any additional tasks necessary to ensure successful survey implementation and data integrity
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#### ***f. Deliverables***

The firm will submit:

1. Raw dataset (as captured in CAPI)
2. Cleaned and labeled dataset
3. Complete data documentation, including:
  - Survey instruments
  - Data cleaning syntax (e.g., do-files)
4. Fieldwork report, including:
  - Implementation challenges
  - Data quality issues
  - Recommendations

**Table 1: Activity and Deliverables**

	<b>Activity</b>	<b>Sub activities</b>	<b>Expected Output</b>	<b>Dates</b>
1	Preparatory activities, and pre-testing	<ol style="list-style-type: none"> <li>1. Recruit enumerators, supervisors, and quality control staff</li> <li>2. Conduct comprehensive training sessions</li> <li>3. Submit all training materials and field protocols</li> </ol>	Recruitment plan and staff training plans	July 25

2	Field Data Collection	<ol style="list-style-type: none"> <li>1. Program the survey using CAPI platforms (preferably SurveyCTO)</li> <li>2. Implement the baseline survey and experimental targeting interventions</li> <li>3. Pre-test survey instruments</li> </ol>	<ol style="list-style-type: none"> <li>1. Raw dataset (as captured in CAPI)</li> <li>2. Complete data documentation</li> <li>3. Finalized survey instruments</li> </ol>	July 30 to August 30
3	Data management, quality Assurance	<ol style="list-style-type: none"> <li>1. Conduct call-backs and back-checks to ensure data quality</li> <li>2. Produce fieldwork report</li> </ol>	Fieldwork report, including capturing implementation challenges and data quality issues	July 30 to August 30
4	Cleaned data	<ol style="list-style-type: none"> <li>1. Conduct quality checks on final data</li> <li>2. Data cleaning syntax (e.g., do-files)</li> </ol>	Submit final clean and labelled data	September 4

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***g. Coordination***

- Maintain regular communication with the Alliance Bioversity-CIAT team
  - Participate in review meetings and technical discussions
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**4. Timeline**

The survey is expected to be conducted from July to September 2026, including:

- Preparation and training
- Pilot testing
- Full implementation

(A detailed timeline will be agreed upon with the selected firm.)

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**5. Selection Criteria**

The firm will be selected based on:

- Demonstrated ability to deliver high-quality data
  - Strength of methodological and quality assurance systems
  - Relevant experience and technical expertise
  - Cost-effectiveness (value for money)
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**6. Required Qualifications**

**Mandatory Requirements**



The Alliance shall evaluate all eligible proposals based on proposed cover adequacy, institutional competence and price. To be considered eligible, offers must meet and demonstrate the following minimum requirements:

#### **6.a Established field presence and networks within Ghana**

- Submit a copy of the certificate of registration/ incorporation
- Submit a Valid Tax Compliance Certificate issued by the Local Revenue Authority
- Provide a copy of the company's profile with CVs of key staff
- Provide references from your major clients where you have successfully carried out similar or comparable assignments.
- Must submit copies of the audited accounts for the previous three (3) years (2022, 2023 and 2024).

#### **6.b Technical Requirements**

The survey firm must demonstrate:

- Proven experience in large-scale quantitative household and community surveys
- Strong expertise in CAPI programming and survey implementation
- Experience in agriculture, rural development, food security, or related fields
- Capacity to manage experimental or quasi-experimental designs
- Demonstrated ability to obtain government permits and approvals
- Strong project management and coordination skills
- Experience collaborating with research institutions and development partners
- Familiarity with previous survey rounds or similar populations

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### **7. Reporting and Contract Management**

The selected firm will report directly to the Alliance Bioversity-CIAT research team, which will provide:



- Technical oversight
- Survey instruments
- Quality control guidance

## 8. Technical proposal

The applicants must clearly explain how the activities described in the Terms of Reference, along with the technical and methodological considerations, will be implemented to achieve the scope of work and objectives.

## 9. Financial proposal

- The applicants must submit a detailed budget based on the activities and deliverables as per Table 2 below
- Amount to be quoted in USD

**Table 2**

Activity	Timeline	Deliverable	Amount USD
Preparatory activities and pre-testing			
Field data collection: field operations, enumeration cost, training, travel, gift, etc.			
Data management and quality assurance			

processes, delivery of clean data			
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## 10. Instructions for submitting proposals

The proposal must be submitted no later than 5:00 p.m. local time in Nairobi on 10 July 2026 to [alliance-kenya-procurement@cgiar.org](mailto:alliance-kenya-procurement@cgiar.org) with the email subject “**Request for Proposal for Survey firm for conducting survey and experimental data collection for youth agripreneur programs in Ghana**”

Technical and financial proposals must be submitted in separate files. The format of the files sent must be Word, Excel or PDF. Do not use sending platforms. (Google drive, Dropbox, etc.). The RFP number should be included in the subject line.

## 11. Documents required for the proposal submission

Offeror must submit:

1. A technical proposal with details on how they meet the required qualifications and explaining how they will achieve the deliverables set out in the scope of work.
2. A financial proposal using the format provided in Table 2
3. A copy of the certificate of registration/ incorporation
4. A copy of a Valid Tax Compliance Certificate issued by the Local Revenue Authority
5. A copy of the company’s profile with CVs of key staff
6. At least 3 references from your major Clients where you have successfully carried out similar or comparable assignments.
7. Submit copies of the audited accounts for the previous three (3) years (2022, 2023 and 2024).
8. Signed Completed Vendor Conflict of Interest Declaration Form as provided.