

THE VOICE INC.



Purpose. Confidence. Contribution

Request for Quotation National Survey Training

The Voice Inc (TVI) is implementing a range of work as part of its **Local Leadership and Collective Action Program (LLCAP)** to support collective action aimed at public policy reform and implementation.

A key strategic priority for TVI and under LLCAP is to build the internal capacity to undertake high quality nationally representative citizen surveys. Surveys that unpack citizen understandings of the nature of the state and provide information for public policy reform access points and for civil society, private sector and government.

TVI seeks a highly experienced partner with local or regional experience in delivering high quality nationally representative surveys. This partner will provide training and support to TVI to deliver its first survey and ongoing mentoring as it builds capacity in this work area.

This request is for quotations from high-quality organisations who meet the selection criteria below.

Location of Service	Most work can be done remotely, with one- two face to face training sessions in Port Moresby.
Length/ Timing	January 1 2024- March 31 2025
Deliverables	<ol style="list-style-type: none">1. Completed survey plan.2. Completed staff training.3. Report - Analysis of pilot survey implementation with recommendations.



**Request for Quotation
National Survey Training**

**Details of
Task
Required**

Survey Planning

- Support TVI to understand and plan each element of their pilot survey.
- Support TVI to plan staffing and resourcing for pilot.

Staff Training

- Deliver customized training to TVI staff in all stages of the survey process.
- Support TVI (review/ advice/ QA) to develop accompanying training materials.

Pilot Implementation and analysis support

- Support TVI staff with first field work staff training.
- Mentor staff through first survey fieldwork.
- Mentor TVI staff through data analysis and findings stage.

Ongoing mentoring

- Provide ongoing mentoring for a period of approximately 12 months as TVI builds its capacity and plans and delivers a second survey.



**Request for Quotation
Online Learning Content Development**

The Selection Criteria	<p>Mandatory</p> <ol style="list-style-type: none">1. Proven ability to plan and implement nationally representative quantitative surveys.2. Proven ability to produce analysis and reporting of national level survey data.3. Experience in training organizations in surveying. <p>Desirable</p> <ol style="list-style-type: none">4. International survey or research accreditation/ memberships.
How to Apply	<ul style="list-style-type: none">• Respond using the response template below.• Send all documents as a single PDF to info@thevoicepng.org , subject line- 'National Survey Training Quotation'.• Responses need to be received by 5 pm Port Moresby time, 14 February 2024.• For any queries, email info@thevoicepng.org

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**Request for Quotation
Online Learning Content Development**

Request for quotation response template

Response Section	Details
Profile of organization	1-page maximum plus CVs of key staff as Annex 1
Response to criteria	2-page maximum
Technical Proposal	2-page maximum, includes brief approach to deliver tasks listed above
Costing	1 page. Include cost to deliver services/ cost structure plus reimbursables (e.g. airfares) or approach to reimbursable costs