



## **Request for Proposals | Managing Uwezo Uganda 2015 Annual Learning Assessment Data**

### **A: Introduction**

Uwezo is an initiative of Twaweza East Africa operating in Kenya, Uganda and Tanzania since 2009. This initiative annually gathers and shares evidence about children's actual competencies in literacy and numeracy. In Uganda data is collected at enumeration area, school and household level and all children aged 6-16 in each sampled household are assessed to measure their literacy and numeracy competencies. Data collected is generalizable at national and district level. Once all the data is collected, it is processed and an annual learning assessment report is produced. The findings are then communicated widely to citizens, parents, teachers and government to inspire action to improve learning.

### **B: Scope of the assignment**

In 2015 Uwezo has undertaken a national assessment in 112 districts in Uganda involving 3360 primary schools, approximately 67200 households and over 100,000 children. We now seek a data management firm to specifically undertake the following;

- i. Screen, recruit, supervise and pay suitably qualified data entry clerks
- ii. Using the availed data entry and reentry software and accompanying manual, ensure data entry and re-entry is conducted as per agreed standards
- iii. Ensure data is backed up on a daily basis
- iv. Post code in the case of qualitative entries
- v. Manage data entry and reentry
- vi. Provide dummy tables to guide data analysis/tabulation
- vii. Guide on specific variable analysis as may be requested

### **C: Deliverables**

Three types of outputs will be expected;

- I. A data entry plan
- II. Dummy tables based on requests from Uwezo country office
- III. Three 2015 Uwezo Uganda assessment datasets i.e. enumeration area, school and household datasets

### **D: Expertise and infrastructure required**

The successful firm will have the following:

1. Expertise in data management of 5 years and above
2. Network or collaborations with nationally recognised statistical bodies
3. Not less than 20 computers available for data entry
4. All data entry computers residing on a common network
5. The data entry computers should have at least the following specs:
  - 2.0 GHz processor
  - 300 GB hard drive
  - 1GB Memory
  - computers should be running Windows 7/8

6. A server with at least the following specs:
  - Intel or Celeron dual Core 2.3 GHz processor
  - Standard 2GB UDIMM memory
  - 500 GB hard drive
  - windows Server 2008 R2
7. Fulltime internet connectivity to allow for remote help

**E: Request for proposals and time frame**

Twaweza is now accepting brief (not more than 10 pages) technical and financial proposals from interested firms and individual consultants in response to this call. Submissions are strictly through e-mail to: [gnakabugo@twaweza.org](mailto:gnakabugo@twaweza.org) copied to [fnassereka@twaweza.org](mailto:fnassereka@twaweza.org) by 4pm on Wednesday 14<sup>th</sup> October 2015.

Only complete proposals containing the following will be accepted;

- i. Letter of expression of interest
- ii. Technical proposal demonstrating understanding of assignment and approach.
- iii. A financial proposal with clear tasks and assigned duration
- iv. Evidence of relevant experience in data management and consultant qualifications

The Consultant/firm will work closely with Uwezo Uganda Country Manager (or a designated Program Officer) based in the Kampala Office and Twaweza East Africa Senior Data Analyst based in Nairobi. The Consultant will mainly work from outside the Twaweza offices, but will be expected to meet with the relevant teams at the Twaweza offices when necessary.

**F: Proposed Timeframe**

Activity	Duration	Estimated Start Date	Estimated End Date
Request for proposals out	1 day	5 <sup>th</sup> October 2015	5 <sup>th</sup> October 2015
Receiving Proposals	5 working days	6 <sup>th</sup> October 2015	14 <sup>th</sup> October 2015
Selection and contracting the successful firm	5 working days	15 <sup>th</sup> October	22 <sup>nd</sup> October 2015
Recruitment and training of data entry clerks	5 working days	16 <sup>th</sup> October 2015	30 <sup>th</sup> October 2015
Execution of the task and submission of complete datasets	30 working days	2 <sup>nd</sup> November 2015	11 <sup>th</sup> December 2015