

Date:  
18 November 2014

**Twaweza, an initiative of Hivos Tanzania,  
invites tenders regarding  
Tanzania follow-up survey**

You are hereby invited to submit tenders for Twaweza Tanzania follow-up survey in accordance with this tender documentation. Tender documents need to be delivered in the form specified herein by 1600 on 2 December 2014. Twaweza reserves the right to reject any and all tenders.

Rakesh Rajani  
Head, Twaweza

## 1 Administrative conditions

Contracting authority	Twaweza
Postal address	38342, Dar es Salaam, Tanzania
Contact person	Varja Lipovsek
Deadline to submit tender	2 December 2014 at 1600 EAT
Address and marking	<p>The tender <u>must</u> be <b>sealed</b> and addressed to The Contracting Authority. c/o Head, Twaweza 127 Mafinga Road, off Kinondoni Road, P.O. Box 38342, Dar es Salaam</p> <p>The tender envelope <u>must</u> be <b>clearly marked</b> as indicated below: TENDER Twaweza follow-up survey</p> <p>Tender <u>may</u> also be sent by email to <a href="mailto:tender@twaweza.org">tender@twaweza.org</a></p>
Tenders submitted by fax	Not allowed
Procurement procedure	Open
Contract period	15 December 2014 – 31 March 2015
Questions for clarifications	contact <a href="mailto:vlipovsek@twaweza.org">vlipovsek@twaweza.org</a> by 26 November

## 2 Procurement regulations

### 2.1 Questions and answers regarding the contract documents

During the procurement process, the contracting authority (Twaweza) is not permitted to discuss documentation, tenders, evaluation or other such matters with tenderers in a manner which favours or disfavors one or more tenderers. Questions regarding contract requirements and clarifications may be directed to Twaweza email [vlipovsek@twaweza.org](mailto:vlipovsek@twaweza.org) no later than 26 November, 2014.

### 2.2 Compulsory requirements

The contract documents, together with the Appendixes, contain a number of compulsory requirements, designated by the underlined word must. In order for a tender to be examined, evaluated and adopted these must requirements have to be satisfied.

### 2.3 Evaluation of the tenders submitted

Initially, an examination will be made of the must requirements (see sections 3 to 6). Tenderers who satisfy the must requirements are deemed qualified for evaluation. The evaluation criteria are set out in section 7.

## 2.5 Notice of award

All tenderers will be notified by e-mail of the winning tender as soon as possible after a decision has been made to award the contract. A notice of award does not mean that a binding contract has been entered into between Twaweza and the winning tenderer. A contract is not legally binding until it has been signed by both parties. Twaweza has the right to reject any or all tenders.

## 3 General tendering conditions

1. Tenders must be prepared based on the conditions indicated, and satisfy the listed requirements.
2. Tenders must contain Contact information about the tenderer
3. The tender and all documentation appended must be drawn up in English and contain the information and documents indicated in this tender documentation.
4. Tenders must be in writing and signed by the tenderer, and must be submitted in one printed copy and one electronic copy on a flash disk (USB drive) or CD.
5. The tender must be submitted as one complete original set. If the tender versions in paper copy and electronic copy differ, the paper copy shall govern. Certificates from the Companies Registration Office and/or Tax Authority, or their equivalents, need not be submitted in digital form.

## 4 Requirements regarding the tenderer (qualification)

The following requirements must be satisfied:

The tenderer must be in good standing and have fulfilled all required legal obligations regarding registration, licensing and taxation. The tenderer and individuals representing the tenderer must not have been found guilty of any crime related to the exercise of his profession.

A tenderer must append the following documents in a copy to its tender as evidence that the requirements have been satisfied.

- a) A copy of the registration certificate issued by the authorised government agency, provided that an obligation to register exists. In the case of companies in the process of being established, the company must be registered in the company registry at the time the contract is signed.
- b) A business license if applicable

### 4.1 Financial position

Tenderers must have a stable financial basis. Tenderers must, upon request, submit their most recently adopted (not older than two years) annual financial statements.

### 4.2 Tenderer's technical and professional capacity

Tenderers must have documented resources, competence and experience to perform projects in the requested areas of expertise. In particular, tenderers must:

- a) have documented resources, knowledge and experience to implement a nationally representative household survey following a panel design
- b) have demonstrated experience of implementing similar surveys
- c) have demonstrated expertise and experience in high-quality data entry and quality assurance

The assessment of the tenderer's technical capacity and capability must:

- a) Confirm that the requirements specified above are fulfilled and present a specification of at least two major survey assignments successfully undertaken in Tanzania. The specification shall include: scope of work; start date and completion date; name of client; number of staff months provided by the tenderer; and internet link to the final report.
- b) Present a brief description of the tenderer (facts about the company, competence and capacity, systems for quality assurance of the evaluation process).
- c) Confirm that the resources necessary for the performance of the framework agreement will be at the tenderers disposal. The description must show that the tendering company has the capacity to fulfil the requirements stated in this procurement
- d) Include a description how the tenderer handles quality assurance; the description must show the routines and resources to deliver and maintain quality, and the description must include a plan for replacement of personnel in case of sickness or injury.

Tenderers must offer a team of senior staff and/or consultants with an assigned team leader. The team leader must be a person responsible for the performance and quality of the survey, and must have a very high level of competence within his/her area as per the below requirement:

- a) At least seven years relevant working experience overseeing large surveys, and responsibility for at least five major survey assignments in related topic areas.

The team must be staffed by senior persons with university degrees and at least five years professional experience of implementing and overseeing large surveys, which enable the team to have the following combined mix of competence and experience:

- a) Expertise in sampling and sampling design.
- b) Expertise in data collection / fieldwork methodologies, training, and oversight.
- c) Expertise working in Tanzania & fluency in Swahili.
- d) Expertise in data entry, quality assurance, and data cleaning.

Documents that must be enclosed in the tender document are:

- a) Information stating which individuals the tenderer intends to use to carry out the assignments. The persons shall be introduced in an enclosed Curriculum Vitae (CV) which contains name, competence, experience and assignments carried out that show that the requirements regarding team leader and senior consultants have been met.
- b) List of consultants (individuals) offered by the tenderer, summarising how each profile corresponds to the above requirements.
- c) Two letters of reference from clients within past three years who have commissioned similar work to this.

## 5 Tender price

### 5.1 Fees and costs

Fees and costs must be given in USD, but including any other taxes and fees, ideally broken down by each key stage of work. VAT should be stated separately where applicable. Note that Twaweza disburses against successful delivery of outputs.

## 6 Terms of reference

The terms of reference (see Appendix 1) indicate the background and scope and practical arrangements of the assignment.

## 7 Evaluation

Tenderers who fulfil the requirements set out in sections 3 to 6 will be evaluated as follows:

### 7.1 Implementation and method

The tender, based on the requirements in the terms of reference, must describe the organisation and method to be used for the assignment. The following criteria will be assessed:

- a) The level of understanding of the assignment in the Tanzanian context of conducting nationally representative surveys, and surveys with a panel design
- b) The level of organisational experience.
- c) The adequacy of the methods and approaches to be used for the survey.

### 7.2 Procedures and organisation

The tender must describe the organisation and availability that will be applied for the assignment. The following criteria will be assessed:

- a) The adequacy of internal procedures and routines in place to secure quality of the survey
- b) Clarity and transparency of the distribution of responsibilities in the proposed organisation and team structure, including regarding the interface with Twaweza and AIID

### 7.3 Qualification and competence

The tender must contain information regarding the qualifications and competence of the persons proposed as required by section 4.2. This information will be evaluated based on the following preferences for both team leader and senior consultants (over and above the required musts in section 4.2):

- a) The level of team leader competence and experience in the assigned areas.
- b) The level of combined team competence and experience of survey methodologies and sampling
- c) The level of combined team competence and experience in fieldwork training, conducting of fieldwork and quality assurance
- d) The level of combined team competence and experience in data entry and cleaning and relevant quality assurance

## 8 Evaluation of tenders

An internal committee shall assess the tenders. Assessment will be done based on criteria set in the tender document and recommendations made to the Head of Twaweza.

The Head may:

- Approve the selected bidder
- Reject and order re-assessment
- Reject all bids and order re-tendering.

Outcome of the assessment is expected to be communicated by December 8, 2014.

**Twaweza**  
**Tanzania “follow-up” survey**  
**Terms of Reference**

## **1.0 Background**

Twaweza is a ten year citizen-centered initiative ([www.twaweza.org](http://www.twaweza.org)), focusing on large-scale change in East Africa. We seek to foster conditions and expand opportunities through which citizens can get information and make change happen in their own communities directly and by holding government to account. As part of the evaluation of Twaweza’s first strategic period (2009-2014) and in collaboration with the Amsterdam Institute of International Development (AIID), Twaweza conducted a nationally-representative survey of 2,500 households throughout Tanzania. The survey collected data on an extensive set of indicators related to citizen agency and government responsiveness particularly in the education, health and water sectors (the highlights of the findings can be found here <http://www.twaweza.org/uploads/files/AIIDBaseline-small.pdf>). Additional (brief) surveys were conducted in the 250 communities where the households were located at schools and health facilities, and with leadership of the selected location/village. This survey also formed the baseline of a 4-year research project planned by Twaweza and AIID. The follow-up survey was planned for 2014, and is the subject of this RFP.

Twaweza is seeking a competent and reliable organization that can carry out high-quality data collection for the follow-up survey, based on a re-visit to the 2,500 households included in the baseline, and re-survey of the 250 communities in which the households are located.

The original sampling design is attached as Annex 1. The core of the baseline was a household questionnaire; there were also school, health centre, and community-based questionnaires. The original questionnaires can be obtained by request from Twaweza. Note that there may be changes to the follow-up sampling design (e.g., replacing certain communities or households) and questionnaires (primarily to shorten the tools).

Twaweza reserves the right to review and approve progress at key stages before further work can proceed and payments are to be released. The key stages are: (a) final detailed fieldwork plan, composition of teams, pre-tested and scripted questionnaire; (b) satisfactory training of all surveyors, and piloted questionnaire; (c) report of the fieldwork, including results/findings from quality assurance mechanisms; (d) final clean dataset with codebook, including results from quality assurance checks.

## **2.0 Scope of work**

- 1) Engage with and understand the evaluation design, the baseline sampling frame and the follow-up sampling frame (as provided by Twaweza).
- 2) Design a fieldwork methodology corresponding to the sampling.
- 3) Design quality assurance mechanisms, particularly as related to following up with households from the baseline, and propose solutions to tracing and/or replacing households.
- 4) Engage with and understand the questionnaires provided by Twaweza, translate and back-translate from English to Swahili, and pilot the questionnaires prior to fieldwork. The baseline household questionnaire will be pared down to ensure that the follow-up questionnaire can be completed in 120 minutes; the community, school and health centre questionnaires will also be reviewed as needed.

- 5) Ensure all data collectors are trained appropriately, including in-depth understanding of the questionnaire, sampling protocols, and quality assurance mechanisms. Involve Twaweza in training of the surveyors to ensure understanding of the core areas of the data collection tools.
- 6) Collect the data according to sampling plans, making use of quality assurance checks and GPS/date-time stamps.
- 7) Provide a token gift of appreciation to respondents who successfully answer all question (suggested phone credit of approximately 5,000 TSH).
- 8) Enter the data into an agreed-upon format (Stata preferred), following data architecture instructions (e.g., unique identifier codes for matching baseline & follow-up respondents) and data cleaning protocol provided by Twaweza
- 9) Provide at least on a weekly basis updates to Twaweza on progress during data collection and data entry, and respond to inquiries.
- 10) Liaise with AIID as requested, with the purpose of answering / clarifying all queries arising from the fieldwork as well as data entry and cleaning

### 3.0 Deliverables

- 1) A proposed payment schedule linked to deliverables (with a timeframe allowing for Twaweza approval).
- 2) Piloted, approved and fielded survey instruments
- 3) A detailed fieldwork plan approved by Twaweza, including:
  - a. Sampling lists, together with replacement protocol
  - b. Detailed composition of teams and team leaders, calendars, geographic assignments
  - c. A realistic timeline
  - d. Details of quality assurance mechanisms in place during data collection, and mechanisms for communicating issues to Twaweza
  - e. Enumerator contact list with phone numbers
- 4) A fieldwork report, including
  - a. General description of fieldwork implementation progress, including the tracing success
  - b. Description of the use/application of quality assurance mechanisms, and findings arising from these
  - c. Any issues encountered during the fieldwork and how they were addressed through quality assurance mechanisms
- 5) A detailed quality assurance plan for data entry, and a report of the process
- 6) Perform preliminary data cleaning and provide any assistance requested for further data cleaning
- 7) Clean dataset in Stata format with Excel codebook/data map and preliminary descriptive statistics

### 4.0 Timeline

**Table 1: Expected timeline**

<b>Activity</b>	<b>Timeline</b>
Request for proposal out	17 November 2014
Proposals received	2 December 2014
Selection of preferred service provider	5 December 2014
Negotiations & Contract	December 2014
Questionnaire finalization, training, pilot	January 2014
Field work	February 2014
Complete & clean dataset delivered	March 2014

## Annex 2: Baseline sampling design

### Tanzania: Twaweza Baseline Survey Notes on Sampling

October 2010

The intention is to sample 2500 households in 250 villages. In order to be able to pick up information spillovers we want to sample some villages in “pairs” (2 adjacent villages). The sample will consist of 24 of such pairs (48 villages) and 202 unpaired locations. There are three further considerations. First, the sample should be representative at the zonal level. There are seven zones<sup>1</sup> in Tanzania. Since we have no prior information on inter-zonal differences in the variance of outcomes we propose to sample an equal number of villages from each zone. This amounts to about 36 villages per zone.

Secondly, in all zones some villages have already experienced, prior to the baseline, one Twaweza intervention, namely the learning assessment organized by Uwezo.<sup>2</sup> Since the Uwezo villages were selected randomly the effect of the intervention can be inferred through comparison with a control group of non-test villages. For other interventions the fact that the Uwezo test preceded the baseline survey is a serious disadvantage. This is an argument for limiting the number of Uwezo villages in the sample. These two considerations can be reconciled by oversampling Uwezo villages but only to a limited extent. We propose to sample a third of the villages in our sample from the Uwezo test villages. By sampling Uwezo villages only from the five zones with the largest population (Central, Eastern, Lake, Northern and Southern Highlands zones) the share of Uwezo villages in those zones will be 50% which maximizes the statistical power of comparison tests between Uwezo and non-Uwezo villages.

Thirdly, it is considered desirable to have an equal number of rural and urban locations in the sample.

We propose the sample composition by zone, Uwezo status, and rural/urban status shown in the Table 1 below. This composition implies a share of 49% of urban locations (*mtaa*) and 36% percent of Uwezo villages, close to the objectives of 50% and 33% respectively. In the original sample of Uwezo villages the share of urban locations in each district is approximately equal to the urban population share, resulting in an overall 26% share of urban locations. Inflating the 26% to the target of 50% would however lead to excessively high urban shares in some zones (up to 82%). We have reduced the number of urban locations in those zones (Eastern and Southern Highlands zones) and increased the number of urban locations in the less urbanized zones (Southern and Western zones) as compensation.

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<sup>1</sup> These are Central, Eastern, Lake, Northern, Southern Highlands, Southern and Western zones.

<sup>2</sup> See <http://www.uwezo.net>. The Uwezo villages were selected through stratified sampling: 38 districts were selected randomly from the 133 districts in the nation; within each district 30 urban and rural villages were randomly selected, the share of urban locations being equal to that in the (district) population. From each village the largest government school was picked. Learning tests were administered to the children from 20 randomly households in the village.



<b>Table 1</b>					
<b>Sample Composition</b>					
Zone	Uwezo village	Uwezo locations (mtaa)	Other village	Other urban locations (mtaa)	Total
	Rural	Urban	Rural	Urban	
Central	9	9	9	9	36
Eastern	7	11	7	11	36
Lake	8	10	8	10	36
Northern	9	9	9	9	36
SHL	7	11	7	11	36
Southern			24	11	35
Western			24	11	35
Total	40	50	88	72	250

We propose to limit the pairing operation to the Southern and Western zones where the Uwezo complication does not apply. In each of these zones 12 pairs (24 rural villages) will be sampled. Since the concept of an adjacent location for information transfer makes little sense in an urban context we do not include pairs of urban locations in the sample.

In each location 10 households will be sampled, in two clusters of 5 households. In an urban *mtaa* the clusters could be sampled from different sides of the street, in a rural village from two distinct areas.