



Request for Proposal: Baseline Survey in Tanzania

1. Introduction

Twaweza (www.twaweza.org) meaning “we can make it happen” in Swahili, is a citizen-centred initiative that aims to trigger large scale social change in Kenya, Tanzania and Uganda. Twaweza believes that lasting change requires bottom-up action. By expanding access to information and the flows of information for at least ten million people, Twaweza seeks to enable citizens to enhance their agency i.e. their ability to make change happen in basic service delivery and other areas of importance to them.

The Twaweza initiative has a ten-year time frame, with three goals (i) enhance access to and flow of information among citizens (ii) enhance ‘citizen agency’ and (iii) enable citizens to use (i) and (ii) to improve their access to basic education, primary health care, and clean water, as well as other issues of importance to them.

This Request for Proposals outlines a baseline survey for Tanzania to be completed (i.e. fielded and analysed) by the end of 2010. Baseline surveys for Kenya and Uganda will also be undertaken, but under separate RFPs later in the year. The baseline surveys are central components in Twaweza’s overall evaluation, which will be undertaken by an independent evaluator over the next four years (2010/11 – 2013/14).

Twaweza is looking for an experienced survey firm to undertake this baseline survey in Tanzania.

2. Objectives and scope of the baseline survey

The baseline survey consists of a cross-sectional, national household survey, community survey and facility survey, to be fielded in Tanzania between September and mid-November and to be analysed by the end of 2010. The surveys will act the basis for follow-up surveys including at the end of 2013 as part of the overall impact evaluation. Those findings will then act as a baseline for Twaweza’s second phase of work (2014 – 2018). Findings from these surveys will also enable Twaweza and the external evaluators to design methods for assessing impact at key points along the way to allow for adaptive management and course adjustments.

Sample size for the national survey is 2500 households, designed to be regionally representative and to permit national-level generalisations. A sampling frame needs to be proposed as part of the proposal. Each interview will be two and a half hours maximum.

The facility survey will cover clinics, schools and access to water, and can be surveyed at the same time as, and using the sites for, the household surveys.

The community survey assesses the profile of a village or ward, including conditions, infrastructure, economy, social services, security, social organizations, and social climate. The respondent for this survey is the village or ward leader (the Village/Ward Executive if available).

Draft questionnaires are already in place for each of these and will require fine-tuning. Since external evaluators are still in the process of being appointed, the survey contractor will need to consult with these in the two weeks between 31 August and 15 September 2010, before field testing of questionnaires.

3. Description of the work

Development

- Sampling frame developed
- Research clearance obtained
- Preparation of the baseline questionnaire, enumerator manual and consistency checks
- Field testing of all three questionnaires
- Translation of questionnaires

Data collection

- Baseline enumeration and supervision
- Data entry
- Consistency checks, follow-up and supervision

Synthesis and reporting

- Clean anonymised data set, sampling description, questionnaires, consistency checks and enumerator manual
- Summary report

5. Request for proposals

Proposals should provide:

- A detailed cost breakdown for the various activities
- A description of the survey project team
- Evidence of previous experience with similar activities
- At least two contactable referees from former clients.

6. Timeline and financial arrangements

- Proposals received 30 July 2010
- Selection of preferred service provider 10 August 2010
- Finalisation of preparations 31 August 2010
- Consultation with external evaluators by 15 September 2010
- Baseline survey data collection by 30 November 2010

Field work has to begin by 1 October and be completed by 30 November. For this reason tranches will be organized to correspond with these dates, and there can be no extensions of deadlines. Twaweza is not bound to accept the lowest or any bidder.

7. Application procedure

Proposals addressing the above should be submitted to:

- Catherine Kell: ckell@twaweza.org
- Rakesh Rajani: rrojani@post.harvard.edu
- Please cc to Lorna Fernandes: lfernandes@twaweza.org