



# Twaweza monitoring of Solar Aid/TPS partnership

## Terms of Reference

Proposal Due: 27 February 2013

### 1.0 Background

Twaweza partnered with the Dar es Salaam based social venture company [D.Light Ltd.](#) to sell (at a discounted price) thousands of solar re-chargeable lamps to secondary schools students and teachers in Tanzania, with the goal of providing an affordable, clean and healthy source of light. Furthermore, education-focused information materials produced by Twaweza were included in the packaging of the lights and affixed on to the light fixtures. As part of the distribution, a record of schools (locations, names) and contact persons (teachers' names and telephone numbers were collected), to enable easy follow-up. After two years of collaboration, Twaweza (together with D.Light) wishes to carry out a monitoring exercise assessing the effects of the lights primarily on students (their time spent studying or doing other type of learning activities, such as reading). In addition, Twaweza will use this opportunity to assess the recall and engagement with another product – the exercise books containing the Uwezo tests, as printed and distributed by Tanzania Printing Services, in partnership with Twaweza.

### 2.0 Scope of work

Twaweza Learning, Monitoring and Evaluation (LME) unit is looking for competent and reputable organisations who can implement the activities that this work entails.

1. Engage with Twaweza on the best way to select a sample of 270 students from the list of schools where lights were purchased in 2011 and 2012, in the regions of Kilimanjaro, Mwanza and Iringa. In each district 6 schools need to be selected. For details of sampling frame & sample distribution see Attachment 1 – draft study design
2. Obtain necessary permits to conduct data collection in schools, or suggest alternative ways of reaching the study population and propose according sampling plans
3. In dialogue with Twaweza, develop three tools (see Attachment 1), and a list of core indicators to be collected through these tools:
  - a. a quantitative questionnaire targeting students, covering the selected research questions,
  - b. a semi-structured interview tool for collecting “stories of change” among a sub-sample of 18 students
  - c. a semi-structured interview tool for collecting limited data from a sample of teachers
4. Pre-test the tools prior to data collection
5. Train data collectors in conducting the quantitative as well as qualitative surveys
6. Manage the data collection (field work)
7. Conduct data entry, and quality checking, for quantitative data
8. Transcribe the qualitative data (including quality checks)
9. Conduct basic data analysis of quantitative data and produce first-line reports (simple tables) based on the data
10. Conduct basic data analysis (synthesis of main responses, write-up of interesting stories) and product first-line reports (summary of findings) based on the qualitative data

### 3.0 Request for Proposals

Interested parties/organisations are expected to send in a brief (5-10 pages) project proposal by e-mail to [vlipovsek@twaweza.org](mailto:vlipovsek@twaweza.org) with a copy to [smasuka@twaweza.org](mailto:smasuka@twaweza.org) by close of business on 28 February 2013. The proposal must contain:

1. Expression of Interest.
2. Technical proposal with discussion of issues such as quality control, how to deal with selection and attrition. Particular favor will be shown to proposals that have plausible strategies for the minimization of non-response, as well as robust data quality assurance measures. Given that a substantive portion of the work is qualitative, the technical proposal must outline the quality control and other issues related to qualitative methods, including proposed types of analyses.
3. Financial proposal (budget). Proposals that can break down estimated costs by step in the process (e.g., preparation/tool development; field work; data entry & analysis) will be favoured.
4. Evidence of qualifications and relevant work experience (both quantitative and qualitative methods required)
5. Twaweza is particularly interested in proposals showing cost-effectiveness.

Selection will take place based on price, quality of the proposals and demonstration of relevant work experience in implementing similar projects. It is expected that the winning bid will carry out the monitoring exercise in March-April 2013.

### 4.0 Timeline

**Table 1: Timeline of activities**

<b>Activity</b>	<b>Deadline (2013)</b>
Request for proposal out	19 Feb
Proposals received	28 Feb
Selection of preferred service provider	8 March
Negotiations & Contract	15 March
Finalization of protocol, development of tools	20 March
Pre-test, training of data collectors	29 March
Data collection	1 –12 April
Data entry, cleaning, synthesis	19 April
First draft report	26 April
Final report	3 May

#### **Contact Persons:**

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