

Annex 1: *Sauti za Wananchi* – Third Party Use Policy

Purpose

Twaweza is a citizen centered initiative focusing on large-scale change across East Africa. Twaweza set up the *Sauti za Wananchi* (SzW) nationally representative mobile phone survey to collect information from citizens about their lives, opinions and choices. From its inception stage, Twaweza intended to share the SzW platform with third parties, meaning that the SzW sample of respondents receives questions originating from a party outside Twaweza. The purpose of this policy is to articulate the principles and practices regarding third party use.

1.1 Eligibility

1.1.1 Access to the platform will be provided to development minded organizations/individuals to use the platform for non-commercial purposes.

1.1.2 Twaweza will on case by case decide on third party applications and partnerships. If access is granted in principle, Twaweza determines the number of call rounds allocated to the third party and the conditions of use.

1.2 Contracting

Third parties need to contract Twaweza to obtain access to the *Sauti za Wananchi* platform. Twaweza will contract a data firm to collect data for all the data collection rounds. Contracts are signed for the number of rounds allocated to the third party.

1.3 Frequency and calendar

1.3.1 *Sauti za Wananchi* will conduct at least one round of data collection in every month. This means the *Sauti za Wananchi* infrastructure can collect data for at least 12 rounds in each calendar year.

1.3.2 Twaweza will decide the maximum number of data collection rounds that a third party can use the *Sauti za Wananchi* platform. At least one round per year will be offered as third party round in each country.

1.3.3 Data collection rounds in the *Sauti za Wananchi* platform are categorized as follows:

- A. **Third party only rounds** - This data collection round will be fully funded by the third party and most/all the questions in that round will come from the third party. Twaweza reserves the right to add a few questions in the third party rounds.
- B. **Joint rounds**- In case there is a round of mutual interest to Twaweza and the third party, Twaweza and the third party will co-fund that round of data collection. Twaweza and the third party will agree on the questions they will load in that data collection round. The agreement on the questions will be done prior to the contracting.

1.3.4 Twaweza reserves the right to determine and change the allocation of data collection rounds on the annual *Sauti za Wananchi* calendar if circumstances so dictate.

1.3.5 In order to provide access to a wide range of partners, at the start of a calendar year third parties will be allocated up to a maximum of two type A (fully funded) rounds for that calendar year (unless otherwise communicated by Twaweza).

1.4 Topics and questionnaires

1.4.1 The contract will allow a questionnaire that has between 15 and 20 questions.

1.4.2 Third parties should ensure that they submit their questionnaires to Twaweza at least one month before the date set for data collection.

1.4.3 Twaweza reserves the right to drop / alter questions but will in such cases contact the third party before doing so (Twaweza may advise third parties on the appropriateness of asking certain questions over the phone or on sensitivity likely to result in general or question specific non-response or even attrition).

1.5 Contact persons

1.5.1 Third parties who will contract Twaweza to use the *Sauti za Wananchi* Infrastructure will designate one liaison person who is able to quickly respond to queries or comments. On the side of Twaweza, the *Sauti za Wananchi* –country officer will be the liaison officer for third Parties, in close contact with the Sauti Regional Manager.

1.5.2 In the event that a third party has data queries on a round they have commissioned, they will contact Twaweza. If necessary, Twaweza will put the third party in touch with the data firm.

1.5.3 In the event that a large part of the data set in a given data collection round cannot be used, Twaweza will offer to liaise with the data firm to re-do that round of data collection. This round of data collection will be scheduled for the next free data collection round. In the event that the third party does not want the round to be re-done, Twaweza will refund the advance payment made by the third party and its liability ends there.

1.5.4 In the event that a third or less of the data in a particular round (not more than 5 questions) cannot be used, Twaweza will liaise with the third party and the data firm to recover the data by loading the lost questions in one of the next rounds.

1.6 Data and Publication Protocols

1.6.1 All data collected for third parties using the *Sauti za Wananchi* platform will be put in the public domain 30 days after data is submitted to the third party unless the data has unresolved data queries.

1.6.2 Twaweza has the right to use and analyze data collected using third party questionnaires immediately after the data is submitted to the third party. Twaweza will publish only after the third party has published using these data or after the data have been made public (whichever comes first).

1.6.3 All publications, graphs, tables, facts and other types of publications based on data collected by the *Sauti za Wananchi* platform should acknowledge *Sauti za Wananchi* as follows:

- For briefs, reports, output: “The findings in this brief (report /output) are based on data collected by *Sauti za Wananchi*, Africa’s first nationally representative mobile phone survey fielded by Twaweza. The findings, interpretations, and conclusions expressed in this brief/report/output are entirely those of the authors and do not necessarily represent the views of Twaweza.” This acknowledgement should be placed in a prominent place.

- For stand-alone graphs, tables, stand-alone facts: “Twaweza, SzW survey (Round[n]), (Month), (Year)” below the graph, table, fact.

1.6.4 The Twaweza logo should only be used in case of a joint publication.

1.6.5 All 3rd parties commit to at least publishing 1 output (briefs, reports & blogs) which results from the use of the Sauti za Wananchi infrastructure. The publishing of the report has to be done not later than 6months from the date of receiving data failure to which future engagement with the partner will be reevaluated.

1.7 Investment

1.7.1 The amount to be contributed by the third party for each data collection round depends on the nature of the data collection round, i.e. type A (third party only) or type B (joint round).

- For a type A (third party only) round, the third party will contribute 100% of the costs of data collection;
- For a type B (joint) round, the third party will contribute 50% of the costs of data collection.

1.7.2 The contributions shall be made as follows:

- 50% upon consideration for a data collection round using the *Sauti za Wananchi* platform - Commissioning Fee
- 50% upon verification of data quality and acceptance by third party of the clean and final data sets marking the successful completion of the round of data collection using the *Sauti za Wananchi* platform- Completion Fee

1.7.3 The cost of data collection to be contributed to by third parties is determined by Twaweza based on monthly data collection and management costs plus a fraction of investment costs. The exact amount may change over time.

1.8 Cancellation of contract

In the event that the third party wants to cancel a round of data collection he or she should do this at least one month prior to the date set for data collection. If the cancellation is done at a shorter notice the third party will lose their 50% of the commissioning fee.

1.9 Copyright

1.9.1 Twaweza shall maintain copyright of the Sauti za Wananchi design, software applications and information including reproduction in any format.

1.9.2 Third parties agree to engage with the *Sauti za Wananchi* platform and data firm only through Twaweza.