



Call for Expression of Interest to Manage Uwezo Uganda 2018 National Learning Assessment Data

A: Introduction

Uwezo is an initiative of Twaweza East Africa operating in Kenya, Uganda and Tanzania since 2009. This initiative 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 a national 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 2018 Uwezo has undertaken a national assessment in 32 districts in Uganda involving approximately 960 primary schools, approximately 19,000 households and over 35,000 children. We now seek a data management firm to specifically undertake the following;

- 1) Screen, recruit, supervise and pay suitably qualified data entry clerks
- 2) Using the availed data entry and reentry software and accompanying manual, ensure data entry and re-entry is conducted as per agreed standards
- 3) Ensure data is backed up on a daily basis
- 4) Post code in the case of qualitative entries
- 5) Manage data entry and reentry
- 6) Conduct quality control checks
- 7) Guide on specific variable analysis as may be requested

C: Deliverables

Three types of outputs will be expected;

- 1) A data entry plan
- 2) Provide quality check reports
- 3) Three 2018 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 10 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 copied to isentamu@twaweza.org by 4pm on Friday 26th October 2018.

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 Twaweza Country Lead & Uwezo Regional 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 | 10 th October 2018 | 10 th October 2018 |
| Receiving Proposals | 12 working days | 11 th October 2018 | 26 th October 2018 |
| Selection and contracting the successful firm | 5 working days | 29 th October 2018 | 2 nd November October 2018 |
| Recruitment and training of data entry clerks | 5 working days | 5 th November 2018 | 9 th November 2018 |
| Execution of the task and submission of complete datasets | 15 working days | 12 th November 2018 | 30 th November 2018 |