

TMG Research gGmbH
EUREF-Campus 6-9
10829 Berlin

Tel: +49 (0) 30 92 10 74 07 - 00
Fax: +49 (0) 30 92 10 74 07 - 99
info@tmg-thinktank.com

Berlin, 15 November 2023

INVITATION TO PARTICIPATE IN:

**CALL FOR TENDERS FOR THE PROVISION OF CONSULTANCY SERVICES RELATING
TO CROWDSOURCING DATA FOR *THE SEWOH LAB* PROJECT**

TENDER NO.: T.7016.23.011

Dear Sir/Madam,

TMG Research invites qualified individuals and/or organisations to submit tenders to provide services outlined below.

Please direct any questions regarding the Call for Tenders to the *Point of contact for Questions* listed below. All questions should be submitted in writing by email to the address stated in this Call.

TMG Research reserves the right to disqualify and reject proposals from suppliers who do not comply with the guidelines laid out in this letter and below. As part of this tender process, TMG Research makes no obligations in any way to:

- a) Pay any vendor for any Call for Tenders response; or
- b) Award the contract to the lowest or any specific bidder; or
- c) Accept any Tender information received from vendors; or
- d) Include vendors responding to this Call for Tender, in any future invitation; or
- e) Any other commitment to vendors whatsoever.

We look forward to receiving your response.

Yours sincerely,

TMG Research gGmbH

Email: info@tmg-thinktank.com

CALL FOR TENDERS FOR THE PROVISION OF CONSULTANCY SERVICES RELATING TO CROWDSOURCING DATA FOR THE *SEWOH LAB* PROJECT

TENDER NO.: T.7016.23.011

Disclaimer: TMG Research reserves the right to determine the tendering process, number of short-listed participants, the right to withdraw from the process, the right to change the time schedule at any time, and the right to withdraw this tender at any time, without prior notice and without liability to compensate and/or reimburse any party whatsoever.

Synopsis:

Tender No. (To be quoted on all communication)	T.7016.23.011
Issuing office and address	TMG Research gGmbH EUREF Campus 6-9 10829 Berlin Germany
Point of contact for questions	Nicole Paganini, nicole.paganini@tmg-thinktank.com
Email address for submission	nicole.paganini@tmg-thinktank.com daniel.hoehn@tmg-thinktank.com
Date of call for tender	15 November 2023
Deadline for submission of bids	29 November 2023
Validity of Tender	Tenders will be deemed binding for 4 calendar weeks from the date of the deadline for submission of bids.
Award type	Consultant Contract (Freelance)
Duration of assignment including reporting	1-Dec-23 - 31-May-24
Available resources	Approx. No. of Days of Work – max 20 days

Terms of Reference

1. Background

TMG Research, (TMG), is a Berlin-based research institution with a team based in Nairobi and projects across several countries in Africa and Asia focusing on four areas: Food Systems, Land Governance, Nature-Based Solutions and Urban Food Futures.

Urban Food Futures is a transdisciplinary action-research programme conducted in cooperation with TMG's partners from academia and civil society. Our work is centred around hubs in Nairobi and Cape Town, where we focus on informal settlements and low-income areas with a high prevalence of hunger and poverty. Under this programme we are looking for a short-term consultant to support our work.

2. Objectives

The main objective of this call is to identify an individual or organisation to provide consultancy in the field of our Crowdsourcing Data work. This entails the modification of an existing questionnaire as well as the analysis tools; the programming of KoBoToolBox; follow-up training with enumerators and the completion of the data collection together with our partner. Upon completion, the consultant provides a descriptive analysis of the data set. Further, the consultant provides input to the methodology section of an academic paper produced by a project consortium. Additionally, the consultant provides specific analysis (regressions) of the first and second data set according to indicators determined by the programme lead.

This process follows a completed first phase of the project in which household data was collected in six neighbourhoods in Cape Town (n=360). The data will be used to scientifically underpin an accountability mechanism and will be interpreted by the partner University of the Western Cape, Centre of Excellence. The data collection as well as the design of the questions and the sharing back of the results back into the communities, will be carried out by the partner organisation FACT. The consultant will provide technical and statistical expertise to the second round of data collection.

3. Tasks

1) December 2023

- a) Update the monitoring system based on lessons-learnt from the 1st round of Crowdsourcing Data in Cape Town including feedback from enumerators, feedback from partners and feedback from Urban Food Futures programme lead. This includes further:
 - Programming of 2nd questionnaire in KoboToolBox. This includes to programme the script of the questionnaire in Excel and Stata.
 - Update of monitoring tool and data cleaning sheets which served as base for the first descriptive analysis of data collection in August 2023.
- b) Provide comments on the analysis of TMG's partner's scientific paper on the first round of data analysis. This includes to validate the statistical findings which are presented

in the paper. Further, the consultant prepares the raw data which will be required to be submitted to the journal in an anonymous format.

2) January to 15th of February 2024

- a) Provide technical support during the second round of data collection by TMG's partner in Cape Town and provide technical guidance to enumerators. This includes to be present in the first week of the data collection to directly address technical challenges and if necessary, amend the survey tool. Further, the consultant updates all tablets and installs the second survey on the tablets.
- b) The consultant conducts a follow up enumerator training (1 day) to address challenges identified during the first round and introduce the adapted survey. This entails to further explain statistical changes in the FIES measurements of the second round. Further, the consultant runs a test with all enumerators to assure the technical details of skip logic questions are clarified.
- c) The consultant programmes the codes for the indices of the survey and provides the coding tools to TMG's JRA as a base for the analysis of the qualitative questions.

3) 15th of February to 31st of March 2024

- a) Update analysis tool (dashboard) after the second round and provide statistical of the second round of data. This includes the statistical analysis in STATA of sociodemographic household characteristics. Further, the key indicators of the survey (FIES, Cari, Food Consumption Score, rCSI and LCS-FS) are calculated. The findings are updated in the dashboard and provided per ward.
- b) The January data is compared with the August data in STATA. For all indicators, the consultant provides comparison provided as diagrams. If statistically necessary (FIES, rCSI and LCS-FS), the consultant analysis the median for 2023/24.

Optional after March 2024

- c) Provide statistical expertise to the Urban Food Futures team by analysing data based on selected indicators provided by the programme lead. This includes multiple and linear regression analysis (STATA) to statistically analyse the data along indicators such as gender, location, household income, FIES and state of employment.
- d) Provide comparison between 1st and 2nd round of household data survey and 2023 CENSUS of South Africa for food-related indicators.

4. Deliverables

The deliverables include:

- a) Re-programmed KoboToolBox survey back-end (15th of December) and update the survey on all tablets (15th of January)
- b) Updated dashboard (31st of March)
- c) Cleaned dataset after successful completion of 2nd round household survey (31st of March)
- d) Enumerator training conducted and 1 page documentation of training outlining main challenges. Based on training, amend the survey if necessary in coordination with the programme lead (15th of January)

- e) Statistically validate the findings section of the academic paper provided by CoE (31st of January)
- f) 2 page summary (excluding graphs) of regression analysis
- g) 2 page summary (excluding graphs) of CENSUS comparison

5. Supplier Requirements

- a) At least a master’s degree in agricultural economics, political or social science, or in a related field of development and international cooperation, or a related field of equivalent vocational qualification
- b) Relevant experience in qualitative and quantitative data analysis
- c) Understanding of informal settlements in African cities, sound knowledge of food system and food security indicators
- d) Experience with digital data collection tools
- e) Ability to translate a concept note into easy language and a virtual training for enumerators.
- f) Enthusiasm, flexibility, strong team-spirit and a commitment to working within a dynamic, transdisciplinary organisation.
- g) Excellent oral and written communication skills in English

Note: In case the consultant is not based in South Africa and travelling is required, TMG will cover flight costs and accommodation. Local transport, airport transfers, insurance costs and daily allowances will not be covered.

6. Tender requirements

The tender requirements include:

- a) A technical proposal of max. 1 page, detailing the technical expertise of the consultant,
- b) CV(s) of the professional(s) who will work on the assignment,
- c) Net daily rate and total number of days needed,
- d) At least 2 professional references from previous clients and full contact details of the referees.

7. Submission of tender

The complete tender document should be sent by email in one pdf file to the email address(es) listed in the synopsis at the latest by the deadline stipulated in the synopsis and referencing the Tender Number.

8. Evaluation Criteria

Evaluation Criteria	Weight
Price	45%
Previous Experience	45%
Other	10%
Total	100%

TMG Research gGmbH
EUREF-Campus 6-9
10829 Berlin

Tel: +49 (0) 30 92 10 74 07 - 00
Fax: +49 (0) 30 92 10 74 07 - 99
info@tmg-thinktank.com

Correction Notice:

**CALL FOR TENDERS FOR THE PROVISION OF CONSULTANCY SERVICES RELATING
TO CROWDSOURCING DATA FOR THE *SEWOH LAB PROJECT***

TENDER NO.: T.7016.23.011

We hereby give notice of the following changes to this Call for Tenders:

1. X
2. X