TERMS OF REFERENCE (TORs) FOR SCRIPTING AND PROGRAMMING OF THE SURVEY TOOL TO OPEN DATA KIT (ODK) FOR STUDY ON PERFORMANCE OF THE DISTRICT TASK FORCES (DTFs) IN UGANDA

AUGUST 2020

1. Introduction

The Advocates Coalition for Development and Environment (ACODE) has been implementing the Local Government Councils Scorecard Initiative (LGCSCI) since 2009. The Local Government Councils Score-Card Initiative (LGCSCI) is implemented by ACODE in partnership with the Uganda Local Government Association (ULGA) with the aim of strengthening citizens' demand for effective public service delivery and accountability. This initiative currently covers 35 districts in Uganda. This is a social accountability initiative that promotes citizen participation, political accountability and good governance at the Local Government (LG) level. As part of this initiative, ACODE with support from the Democratic Governance Facility (DGF) is undertaking a study to explore the dynamics surrounding the functionality of the District Covid-19 taskforces.

2. Background

On March 11, 2020, the World Health Organization declared COVID-19 a global pandemic. Subsequently, each country in the ensuing days made significant steps in curbing the spread of the coronavirus. In Uganda, the president took swift preventive actions even before Uganda registered any single case of COVID-19. The measures instituted included prohibition of people to people contact, closing of all businesses services save for a few essential ones like food markets, supermarkets and drug shops and strict adherence to personal hygiene practices including hand washing, the use of masks and sanitizers. As a result, two coordination bodies were instituted at both national and local government levels. These include; the National Covid-19 Taskforce headed by the Prime Minister at the national level and the District Covid-19 Task Forces headed by the RDCs at the Local Government level. The District taskforces have been put in place to help Local Governments contain COVID-19 in relation to case management, surveillance, health promotion, resource mobilization and enforcement of control measures as well as for continued delivery of basic services. While the visibility of the national task force is not in question, what has largely remained hazy is the collective picture of how the District COVID-19 taskforces are operating. Anecdotal information indicates that there are task forces that are performing so well while others are struggling. By understanding these dynamics, it is hoped that the information gathered will go a long way in improving the effectiveness, efficiency and functionality of these district COVID-19 taskforces and provide future lessons for handling emergency situations.

3. Objectives of the study

The main objective of the study is to establish the determinants of successful performance of District Covid-19 Task Forces in order to enhance their effectiveness while the specific objective is

1. To establish level of effectiveness, efficiency and functionality of the district task forces;
2. To establish the role of Central Government Support to District Task Forces and identify success stories for replication.
3. To establish the level of participation of civil society organisations in the activities of the District Task Forces;
4. To provide appropriate policy recommendations for establishing resilient and effective disaster response structures at the local government level

4. Methodology

The general approach to this study is an appreciative inquiry. This entails looking at what is working well (appreciated) and how that can be scaled up. Instead of focusing on problems and gaps, this study will focus on solutions and successes of District Task Forces as a motivational way to improve the functioning of those Task Forces that are not yet (completely) there. The research will be exploratory/deductive and will draw upon qualitative and quantitative methods.

The anticipation is to use secondary data sources using empirical techniques. These are supposed to be supplemented by use of semi-structured quantitative interviews with selected target audiences in local governments, Civil Society and private sector. Secondary information sources should include (peer reviewed published works in) journals and books, government reports/plans, newspaper articles and other grey literature. We anticipate to have a report that is informed by an enhanced analysis of primary and secondary data.

5. Expected Deliverables

Services of the programmer are needed to script the questionnaire in ODK software to facilitate Computer-Assisted Personal Interviews (**CAPI**) as a face-to-face **data collection** method in which the interviewer uses a tablet, mobile phone or a computer to record answers given during the interview. The programmer is required to undertake the following activities:

a) Programme the questionnaire in CAPI using ODK software;
b) Follow and programme all the skip patterns as indicated in the questionnaire
c) Provide the CAPI link where Research Assistants can download the survey tool using their mobile phones wherever they are.
d) Provide hosting services for the dataset and receive all submitted questionnaires that are duly filled.
e) Provide summary statistics of the data as is being submitted to keep the research team updated on the field progress in terms of numbers of interviews coming in by district and Research Assistants.
f) Participate in the training of the Research Assistants on using CAPI and attend to any queries during the training and during data collection.

6. Expected outputs

The service provider is expected to produce the following outputs:

a) A link of the programmed questionnaire in ODK
b) Summary statistics during the process of data collection
c) An excel spreadsheet of row data
d) Destringed dataset in STATA format

7. Time Frame

The timelines for completion of this assignment is strictly 18 days. That is; 3 days from the time and date of signing the contract, to get the questionnaire ready in CAPI for training, and 15 days from the date data collection starts, to submit both the excel format and STATA format of the dataset. The service provider will be required to submit summary statistics of the data as it comes in every after 2 days during data collection to inform the research on the progress.

8. Reporting lines and administrative support

Throughout the contract, the service provider will be directly reporting to the Project manager, Local Government Council Scorecard Initiative (LGCSCI).

9. Qualification and Experience Requirements

Suitably qualified individuals with strong knowledge and experience in CAPI programming in ODK with a minimum of 3 years' experience in the same field are hereby called to apply for this opportunity. More experience working with other CAPI software like Survey CTO, COBBO_COLLECT and World Bank Survey Solutions will be an added advantage.

10. Call for Applications

Applicants should express interest to undertake this assignment and attach their CVs detailing their previous engagements on projects that required similar services. Applicants should indicate at least 2 referees following the previous projects they have worked on.

Applications in PDF format should be sent to the Project Manager, Local Government Council Scorecard Initiative (LGCSCI) to jmbabazi@acode-u.org. Deadline of receiving applications is September 8, 2020.