
GIZ Office Kabul, Afghanistan
Consulting Firms

Project no.:
17.9091.4-001.00

1 Background

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a federal enterprise that supports the German Government in achieving its objectives in the field of international cooperation for sustainable development and international education. GIZ operates in more than 120 countries worldwide and has more than 20,000 staff members around the globe, some 70% of whom are employed locally as national personnel.

2 Project Description

Under a commission from the German Foreign Office (AA), GIZ is assisting Afghanistan to improve stability and security by supporting the Afghan National Police (ANP). The aim is to promote a more citizen-oriented and professional police force and strengthen individual and organisational capacities. As part of police reforms initiated in Afghanistan, GIZ has been conducting joint measures with its partners in the area of community policing (CP) for some years now. Activities at provincial and district level support the ANP in its plan to implement CP by contributing to cooperation as trust-building measure between police and the population.

CPA assists the ANP with the organisation and hosting of community consultation meetings, which are dialogue platforms between the population and the police on district level. Currently, CPA support the police in this regard in a total of 25 provinces.

3 Objective of the assignment

The objective of the baseline survey is to

- assess the level of cooperation and the development of trust between the people and the police fostered by the project activities

The baseline report is to be used for establishing a benchmark for future evaluation of the project implementation. Target group of the survey are selected members of the community consultation meetings, i.e., members of the so-called consultation committees, supported by CPA.

4 Description of the assignment

The contractor is expected to conduct a survey with members of the consultation committees. The selection of the target group has been based on the accessibility and the necessary diversity of settings and contexts. Further details on the number of individuals to be surveyed and the locations can be found in Annex A (Survey target group).

The contractor is expected to perform the following tasks:

- a. Arrange for the questionnaires¹ to be translated into the relevant languages (Dari and Pashto)

¹ The questionnaires will be developed by GIZ CPA and made available to the contractor after the award of contract.

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- b. Hire and train field supervisors and enumerators
- c. In cooperation with CPA, identify the consultation committee members to be surveyed
- d. Plan the field work logistics
- e. Conduct a pilot survey and revise the questionnaire based on the findings
- f. Prepare survey implementation and questionnaire documentation (e.g. enumeration templates and manuals)
- g. Supervise survey implementation and ensure quality control
- h. Develop data entry sheet (compatible with MS Excel), perform and supervise data entry and monitor accuracy
- i. Analyse and report the findings of the survey and provide datasets and final documentation to GIZ CPA
- j. Be available for subsequent inquiries and questions

The survey will take place in coordination with GIZ CPA.

The contractor is required to visit and interview the respondents at their desired location and time. Comments and responses provided by the interviewees must be respected and recorded. The contractor must provide accurate documentation for each individual interview such as original questionnaires, forms, etc. completed during the interview. All documents must be labelled properly by name (both surveyor and interviewee), date, time, and location. Along with the forms and questionnaires, the contractor must provide photos of each individual interview. Both interviewer and interviewee should appear in the photo while conducting the interview. The photo could be taken from a different angle so that the interviewee's face does not appear in case he or she does not wish to be photographed.

In case the selected committee member is not available during the survey, a different candidate must be picket from an alternative list which will be provided by the GIZ CPA separately (see attachment 2). The alternative candidates might be based in a different province.

5 Deliverables

1. *Original documentation completed during the survey*

The contractor must provide accurate documentation for each individual survey such as original questionnaires, forms, photo etc. completed during the interview. All the documents must be labelled properly by name (both surveyor and interviewee), date, time and location.

2. *Data analysis matrix*

All findings of the survey must be entered into an MS Excel matrix with which the survey data are measured and analysed. Statistical reports (e.g. tables, bar charts and other diagrams) should be generated from the data matrix.

3. *Narrative Report*

A comprehensive and professional narrative report shall be provided once the survey is thoroughly completed. It should have a dynamic base of analysis and it should reflect the reality of the results which are gained during the survey process. The report must clearly point out the strengths, weaknesses as well as opportunities based on the objective. Besides the data

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analysis and statistics, the report must also include the survey technicalities such as implementation method, challenges and suggestions for improvement.

6 Timeline and Reporting

Timeline

Compilation of survey forms and templates	7 days from the date of contract award
Individual survey time	(to be specified by the surveying company once the questionnaire is finalised)
Survey time as whole	15 calendar days – to be started max. 14 days after contract award

Reporting

First Progress report	8 days after the start - 50% of interviews completed
Second Progress report	15 days after the start - 100% of interviews completed
Draft report of the survey (excel matrix & narrative report)	8 days after the completion of the survey
Final report and original survey data	5 days after project response on the draft report

7 Administrative Information

- All the tools and resources required for the survey must be provided by the contractor
- GIZ will not take any liability for the contractor's property and resources loss and damage
- Survey products will remain GIZ's property, the contractor is not authorised to use it for any other purpose outside this contract
- Delay in deliverables will be subject to disciplinary consequences based on GIZ rules and regulations
- Payment will be done after receipt of complete package of deliverables and their verification by GIZ management
- 30% of the contract value can be requested as an instalment (advance payment) after the contractor has started the survey

The tenderer is requested to submit the following documents:

1. Technical proposal
2. Financial Proposal including a price sheet

For reasons of comparison and fair selection, all tenderers are obliged to use the attached Price Sheet template

3. Company profile and registration

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4. Prove of similar contracts with other funding agencies
5. Bank account details
6. CVs of staff proving the experience in the field of surveys

Annex A: Survey target group

As mentioned in the ToR above, the target group of the baseline survey are consultation committee members in the following 25 provinces:

Badakhshan, Balkh, Bamyán, Farah, Helmand, Herat, Jowzjan, Kabul, Kandahar, Kapisa, Kunar, Kunduz, Laghman, Logar, Nangarhar, Nimruz, Nuristan, Paktika, Panjsher, Parwan, Samangan, Sar-e Pol, Takhar, Uruzgan and Wardak.

The consultation committee members to be targeted by the baseline survey must be from all 25 provinces and different districts². Also, gender should be considered adequately.

With a total number of around 4.442 consultation committee members in all 25 provinces, and aiming at a confidence level of 95% and a calculated margin of error of 7%, the sample size of the consultation committee members to be surveyed for the baseline must be at least 188. Rounding the number of, a total of 200 consultation committee members should be considered.

Divided by the number of provinces, at least 2 people of 4 different consultation committees are to be identified and interviewed:

No.	Province	No. of committee members to be interviewed
1	Badakhshan	8
2	Balkh	8
3	Bamyán	8
4	Farah	8
5	Helmand	8
6	Herat	8
7	Jowzjan	8
8	Kabul	8
9	Kandahar	8
10	Kapisa	8
11	Kunar	8
12	Kunduz	8
13	Laghman	8
14	Logar	8

² The selection of districts shall be based on accessibility/the security situation as well as on diversity of settings and contexts.

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15	Nangarhar	8
16	Nimroz	8
17	Nuristan	8
18	Paktika	8
19	Panjsher	8
20	Parwan	8
21	Samangan	8
22	Sar-e Pol	8
23	Takhar	8
24	Uruzgan	8
25	Wardak	8
Total		200