

## Commonwealth Human Rights Initiative

### Call for Proposals

#### Crime Victimization Surveys (Mumbai and Delhi)

The Commonwealth Human Rights Initiative (CHRI) is calling for proposals for administering crime victimisation surveys in two Indian cities

- a) Mumbai
- b) Delhi

This is an activity under the European Union funded project “Civil Society and Police Reforms in South Asia”. The crime victimisation surveys aim to collect data on personal and household victimisation including nature, circumstances and frequency of criminal victimisation, major public safety concerns, types of crimes not reported to law enforcement agencies, and profile of the victims. The activity will be guided and monitored by CHRI research team including technical and subject experts. A draft questionnaire has been finalised with approximately 70 questions including section on demographics and is likely to take approximately 30 mins per person.

This Call for Proposals is for administering the survey, data entry and reporting, and providing statistical analysis. Surveys are to be administered following targeted training of the survey team by CHRI’s research team, and must involve a representative sample across each administrative zone in the city being surveyed.

Deliverables will include: i) a detailed survey execution plan that includes details of the sampling exercise drawing out estimates from each zone in Mumbai and/or Delhi, interviewing method, and survey team selection; ii) a plan to conduct a pilot survey using the draft questionnaire; iii) a pilot survey administered to a representative sample and a pilot survey report to be submitted to CHRI research team. The report must state how the draft questionnaire was tested, along with testing of response rates and data retrieval methods. It should also outline changes required to the questionnaire for the final round; iv) a training manual and instruction kit to be used to train the investigators to conduct surveys. CHRI research team will provide inputs on the training manual within five days of receiving the draft manual; v) maintaining a Management Information System (MIS) containing the daily schedule and work plan for the survey, and other details as agreed; vi) a clean dataset in CSV format after the completion of the survey.

Applicants may be firms or not-for-profit organizations. The applicant will need to have proven experience in conducting public surveys (experience in Delhi and Mumbai will be an added advantage). Applications must specify if they are applying for a) Mumbai only; b) Delhi only or c) Delhi and Mumbai. In case of c) the budgets for Delhi and Mumbai must be shown separately.

Applicants must include the following information in the proposal:

#### *Organizational information*

- Company/agency/organization profile including details of previous work (please provide attachments or links) and profile of proposed survey team

#### *Execution plan*

- A plan laying down the steps you will follow while administering the survey.
- Timeline of the proposed survey (separately for each city if applying for both) including the pilot survey, data entry and data analysis.
- A comprehensive budget estimate of the costs. This should include
  - a). cost per household surveyed

- b). total cost including the pilot and data entry only
- c). total cost including the pilot, data entry and data analysis

Proposals should be sent to **Ms Vinu S, Coordinator Planning**, at [vinu@humanrightsinitiative.org](mailto:vinu@humanrightsinitiative.org) no later than **4 pm on 10<sup>th</sup> April 2015**. Proposals received after the deadline will not be considered.

**NOTE: THE DEADLINE FOR RECEIVING PROPOSALS HAS BEEN EXTENDED TILL 4 PM ON 15<sup>TH</sup> APRIL 2015.**

We will get in touch only with short-listed applicants for further discussions on the project.

About CHRI: The Commonwealth Human Rights Initiative (CHRI), established in 1987, is an independent, non-partisan, non-government organisation working for the practical realisation of human rights across the Commonwealth. CHRI is headquartered in New Delhi, India since 1993, and has offices in London, UK and Accra, Ghana. CHRI has worked on police accountability issues in India for over 15 years. Further information can be accessed at [www.humanrightsinitiative.org](http://www.humanrightsinitiative.org).