

Request for Proposals (RFP)



**Global
Partnership**
for Sustainable
Development Data

To : Offerors
From : Global Partnership for Sustainable Development Data (GPSDD)/
United Nations Foundation (UNF)
Subject : Increasing the use of citizen generated data (CGD) by official data users

RFP Issue Date : May 14, 2018
RFP Closing Date : June 8, 2018
RFP Closing Time : 17:00 hours U.S. Eastern Time.
Performance Period : Approximately June 25 to September 25, 2018
Performance location : Remote work with virtual meetings and interviews

GPSDD is seeking a consultant/consulting firm with considerable experience and knowledge of the data for development space and citizen generated data (CGD) in particular, to conduct research and analysis aiming to 1) produce recommendations on what types of CGD initiatives are best suited to different purposes, actors and needs, and what this means for their potential to scale and be combined with other data sources, and 2) produce guidance aimed primarily at official stakeholders at all levels of government and international organizations, on how to navigate and engage with the different types of CGD initiatives. GPSDD invites qualified individuals, firms, and organizations (“Offerors”) to submit a proposal for the requested services. The Contract resulting from this award will be a **Consultant Agreement**.

Offerors are encouraged to read this RFP in its entirety, paying specific attention to the scope of services, instructions, and requirements. Issuance of this solicitation does not, in any way, obligate UNF to award a contract, nor will UNF pay for any costs incurred in the preparation and submission of a proposal. The agreement resulting from this RFP will be provided to the most responsive Offeror whose offer will be the most advantageous to GPSDD/UNF in terms of cost, functionality, and other factors as specified in this RFP.

Section 1: Background and Purpose

Background: United Nations Foundation

The United Nations Foundation links the UN’s work with others around the world, mobilizing the energy and expertise of business and non-governmental organizations to help the UN tackle issues including climate change, data, global health, peace and security, women's empowerment, poverty eradication,

energy access, and U.S.-UN relations. The United Nations Foundation hosts and provides administrative, financial and contractual services for GPSDD. For more information, visit www.unfoundation.org.

Background: Global Partnership for Sustainable Development Data

The Global Partnership for Sustainable Development Data is a fast-growing, dynamic international partnership bringing together over 280 different organizations including governments, UN agencies, private companies, civil society organizations, and many others. GPSDD convenes, connects and catalyzes action to address the problems of poor data use, access, quality and production, and to work with stakeholders to fully harness the new opportunities of the data revolution in the service of sustainable development. GPSDD aims to link and align action, capacities and resources across geographies, sectors and data communities. For more information, please visit <http://www.data4sdgs.org>.

Background: Increasing the use of CGD by official data users

Beginning in late 2017, a group of GPSDD members working in citizen generated data (CGD) have collaborated to create a Task Team. The goals of the Task Team are to further the CGD agenda, particularly advocating for inclusion of CGD in development programs and by formal data users when working towards the sustainable development goals (SDGs). The Task Team is working around 3 key objectives:

1. Identifying promising examples of CGD approaches / methodologies to categorize and share with the international community;
2. Identifying CGD initiatives that can (or could) provide robust data at scale to support implementation and monitoring of the SDGs; and
3. Developing recommendations for ensuring quality, relevance and added value of citizen generated data, and documenting key benefits of citizen generated data

Section 2: Scope of Services

The consultant will be required to undertake research and analysis to support the achievement of Task Team objectives 2 and 3. Throughout the process, the consultant will engage periodically with the Task Team, the Task Team co-facilitators and the GPSDD secretariat for feedback, review and sign-off.

In response to objective 2:

- Conduct a literature review of existing research and case studies on CGD, drawing particularly from the [Civicus Datashift Project](#), open mapping, and other initiatives, to distill lessons and recommendations from CGD experience.
- Conduct a desk review of the projects shortlisted by the Task Team as part of objective 1 and those that emerge from the literature review to produce a typology of CGD initiatives.
- The typology will require representative examples of each type identified with accompanying case studies/in-depth analysis that summarizes the methodology followed, the level of scale achieved and the potential for further scale or replication. This will require key informant interviews with stakeholders in those initiatives. A focus area that must be included is CDG initiatives in the **health sector** and those that can be applied to health-related outcomes.
- Conduct key informant interviews with government representatives at different levels of government, including but not limited to National Statistical Offices (GPSDD and Task Team partners will facilitate connections), to understand their needs, expectations and level of

knowledge about CGD. This could be summarized in the form of a checklist for assessing CGD initiatives for inclusion alongside official statistics

- To accompany the typology, produce recommendations on what types of CGD initiatives are best suited to different purposes, actors and needs, and what this means for their potential to scale and be combined with other data sources (interoperability). Recommendations could come in the form of a decision-tree that could be used by stakeholders who wish to engage with CGD initiatives or use CGD data.
- Liaise with the coordinators of the GPSDD Interoperability Collaborative, and feed into CGD-relevant sections of the Interoperability Guide being produced by the Collaborative on SDG Data Interoperability.

In response to objective 3:

- Produce guidance aimed primarily at official stakeholders at all levels of government and international organizations, on how to navigate the different types of CGD initiatives, what types of initiatives are suited to which purposes, how to validate and understand their methodologies, and possibilities for combining CGD with other data sources.

Qualifications

(If a consulting firm is bidding, GPSDD would look for these qualifications from the lead individual and others likely to be significantly engaged in the work.)

Essential

- Masters' degree in international development, public policy or related field or commensurate years of experience
- At least five years' experience working in data, preferably in international development
- Excellent research and analytical skills
- Experience researching and writing case studies
- Demonstrated experience in report writing and producing guidance material
- International development experience
- Fluency in English and ability to work in an environment of diverse languages and cultures.

Desirable

- Experience working with citizen generated data
- Experience in monitoring and evaluation
- Experience working in health sector or with health related data

Deliverables

1. Final synthesis report that: summarizes the literature review, lays out the typology; elaborates what types of CGD initiatives are best suited to different purposes, actors and needs using practical examples and real cases, and what this means for their potential to scale and be combined with other data sources; and includes the health sector focus.
2. Guidance document aimed primarily at official stakeholders at all levels of government and international organizations, including several modules or sections providing guidance that can be applied when engaging or supporting different types of CGD initiatives.

Section 3: RFP Conditions

UNF reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Offeror or other party.
- Accept other than the lowest price offered.
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers.
- Award more than one contract.

Nothing in this RFP is, or should be relied on by Offeror as a promise or representation by UNF. UNF does not make any representation or warranty as to the completeness of this RFP or have any liability for any representations (express or implied) contained in, or omissions from, this RFP. This RFP and any replies to any written notifications are transmitted to the Offeror solely for the purposes of the Offeror preparing and submitting a Proposal. Each Offeror shall keep the RFP and its contents confidential.

Any information or materials submitted in response to this RFP and/or as a proposal (whether successful or unsuccessful) shall become the property of UNF and will not be returned. In submitting a proposal, the Offeror must agree that the offer shall remain firm for a period of no less than **120** days from the RFP closing date. Failure to follow the specifications and requirements provided in this RFP may result in disqualification.

Section 4: Proposal Preparation Instructions

Proposals are expected to be comprehensive and include the information set forth below.

1. Proposal Narrative, no more than 8 pages

The proposal narrative will include:

- A brief description of the Offeror's experience and expertise in the field that illustrates overall qualifications and capabilities to meet the terms of the RFP
- A brief description of the Offeror's understanding of the scope of services and proposed methodology for the work

2. Resume or CV of individual or principals, in the case of consulting firm.

3. List of Past and Current Clients

4. Cost Requirements

The Offeror should include a detailed budget, which at a minimum includes the daily rate and level of effort for each person who will work on the services described above. All budgets must be in U.S. dollars.

If the daily rate of any person included in the budget exceeds \$500, the successful Offeror will be asked to supply a 3-year history of daily rates charged by that person to justify the current rate. (This is a requirement of GPSDD's funder and cannot be waived.)

Proposal Submission: Proposals, including any attachments (limited to 6MB), should be sent electronically in PDF format to: proposals@data4sdgs.org. Be sure to include in the subject line: CGD Consultant. UNF will not accept proposals received by fax or mail.

All proposals are due by the date and time stated above. Any proposal received after the required time and date specified for receipt shall be considered late and non-responsive. Late proposals will not be evaluated.

Section 5: Selection

GPSDD will review candidates with the goal of selecting a consultant/consulting firm most advantageous to GPSDD, based on the qualifications listed above, as demonstrated by the resume or CV, proposal narrative, and additional material, if applicable. GPSDD will consider the Offeror's capability to deliver the scope of services, and the feasibility of the approach. GPSDD will also consider the overall costs to ensure that they are reasonable to deliver the services. GPSDD may meet with one or more Offerors prior to selection.

Section 6: Terms of Payment

Payment terms for the award shall be on a deliverables basis. Payment is dependent upon receipt of valid invoice, and contingent upon successful completion of deliverables and related activities, at the sole discretion of UNF. Payment shall be made in U.S. dollars by the UNF via check or electronic funds transfer/bank wire. The final payment terms in the contract will control, not this RFP. No advance payments will be provided.