

## Request for Proposals (RFP)



**To** : Offerors

**From** : Global Partnership for Sustainable Development Data (GPSDD)/  
United Nations Foundation (UNF)

**Subject** : Compendium of good practices and lessons learned in linking  
Civil Registration and Vital Statistics (CRVS) systems to identity management  
systems

**RFP Issue Date** : January 2, 2019

**RFP Closing Date** : January 21, 2019

**RFP Closing Time** : 17:00 hours U.S. Eastern Time.

**Performance Period** : Approximately March 1 to June 30, 2019

GPSDD is seeking consultants/consulting firm with considerable experience and knowledge of civil registration and vital statistics (CRVS) systems and the identity ecosystem to develop country case studies on the good practices and lessons learned in linking CRVS systems and identity management systems. 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](http://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 320 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: Foundational Systems to Leave No One Behind (LNOB)**

As the world strives to meet the Sustainable Development Goals (SDGs), there are fundamental challenges that need to be overcome in order to leave no one behind. Goal 16, Target 16.9 makes the commitment that **by 2030** (countries will) **provide legal identity for all including free birth registrations.**<sup>1</sup>The latest World Bank data estimates that [1 billion people](#) cannot legally prove who they are due to lack of recognized identity documentation (ID). This means that country Civil Registration and Vital Statistics (CRVS)<sup>2</sup>systems, which ought to capture data on key vital events including births and deaths, are not working adequately.

The identity ecosystem in each country can be quite complex as it involves numerous government and non-government providers, users and enablers of identity assets, systems and registers. These systems have often been developed in isolation because they are driven by different actors with various political and development objectives. In countries with weak CRVS systems and particularly low levels of birth and death registration, the failure to ensure well-functioning civil registration and integrate it with other ID systems has led to numerous problems, including perpetuating exclusion of certain population groups, incomplete and unreliable population registers which limit governments' ability to use the data for planning and service delivery, and public resource wastage from investments in systems that are not well-used beyond a single event like an election cycle.

While this is starting to change, the legacy of these systems and the perspectives of the institutions that support them often perpetuate a siloed approach. There is a fairly widespread consensus among technical specialists on the need to strengthen the links between CRVS and ID systems. Yet there is limited evidence documenting lessons from successful cooperation/integration between CRVS and ID systems, and little reflection on the lessons learned in cases where information sharing between these systems has not been successful.

With funding from the [IDRC Centre of Excellence on CRVS systems](#), GPSDD will aim to:

- Strengthen the evidence base on the successful cooperation/integration between CRVS and ID systems by producing country case studies and a synthesis report;
- Disseminate the evidence in a number of global, regional and country level events to:
  - build momentum on the importance of addressing these two systems as one and the benefits it brings, particularly to policy makers.
  - Increase more awareness to non-technical audiences and hence promote learning

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<sup>1</sup>Measured by the percentage of children under the age of 5 years whose births are registered by a civil authority.

<sup>2</sup> This is the systematic reporting and registration of vital and civil events—including birth, death (and causes of death), adoption, marriage, and divorce. CRVS forms the foundational collection of information about people through their lifetime.

This RFP outlines the scope of work for consultants/consulting firms to support this effort by developing country case studies on the successful integration of CRVS and ID systems. The aim of this work is to develop a compendium of good practices and lessons learned in linking CRVS systems and identity management systems.

GPSDD plans to produce between 6 and 8 country case studies in the period of this project. The work will have a lead researcher who will provide direction and guidance to all case study authors. An Advisory Group consisting of renowned experts in the CRVS and ID field will provide additional guidance and peer review of the work. Through this RFP, GPSDD seeks authors for 3 case studies in: Rwanda, Namibia and Chile.

## Section 2: Scope of Services

The consultant/consulting firm will be required to undertake research and analysis to:

1. With support from GPSDD, IDRC and other partners, build a relationship with the responsible government authorities of the case study country before the start of the work in order to ensure buy-in and uptake of work.
2. Carry out field work in the case study country, ensuring a mix of respondents are interviewed. The methodology for this work will be designed by the lead researcher, but case study authors will be invited to provide input.
3. Conduct desk research to effectively verify and capture the lessons learned.
4. Work with the GPSDD secretariat, Advisory Group, lead researcher, IDRC and other partners in the network and beyond to identify, verify and iterate on the case studies.

We anticipate that each case study will take approximately 15 days to complete, including 5 days in country. Each case study author will also be expected to attend an in-person meeting with the Advisory Group and other case study authors in Washington DC/ New York. The Offeror should include 2 days in their budget for this meeting.

While we welcome all interested applicants, we highly encourage Latin America based consultants/consulting firms for the Chile case study, and Africa based consultants/consulting firms for the Rwanda and Namibia case studies. Applicants can opt to bid for only one case study, although preference will be giving to applicants who bid to complete both African case studies.

### 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.)*

- Master's degree in public policy, international development, or other relevant field, plus 5-10 years of relevant experience; or an equivalent combination of education and experience. Communications experience is also an asset.
- Experience conducting research and assessing case studies across countries and sectors in particular on CRVS and ID systems;
- Exposure to foundational population systems and the LNOB agenda;

- Demonstrated knowledge of data for sustainable development challenges;
- Conversant in policy discourse on the Sustainable Development Goals, the data revolution, CRVS and ID systems;
- Strong strategic thinker with the ability to identify lessons (both successes and failures) to develop a compelling case study;
- Excellent writing, editing, interpersonal, and oral communications skills.
- Working knowledge of the language spoken in the case study country of focus.

### **Deliverables**

- Iterate the case study with GPSDD secretariat, lead researcher and Advisory Group;
- Present the case study findings to the Advisory Group in a peer review meeting, and make the necessary changes to the case study.
- Final country case study;
- Where necessary, support the dissemination of the findings.

## **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. Cover Letter**

A one (1) page cover letter on the Offeror's letterhead should be submitted and should include the following:

- a. A reference to the RFP subject.
- b. The primary contact person with respect to this RFP: the individual's name, address, phone number and email address.
- c. A statement confirming the Offeror does not have a conflict of interest with this RFP, real or perceived.
- d. **Signature** of the person(s) duly authorized to sign on behalf of the Offeror and bind the Offeror to statements made in response to the RFP.

## **2. Proposal Narrative, no more than 6 pages**

The proposal narrative will include:

- A brief description of the Offeror's understanding of the scope of services and proposed methodology for the work
- 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

## **3. Resume or CV of individual or principals, in the case of consulting firm.**

## **4. List of Past and Current Clients**

## **5. Cost Requirements**

The Offeror should state the costs required, on a daily basis, to meet the services outlined. All costs must be in U.S. Dollars.

- Travel will be arranged separately and should not be included in the budget.
- Additionally, no costs related to dissemination work should be included in the budget. Costs related dissemination work will be negotiated with the successful Offeror at a later date.

**Proposal Submission:** Proposals, including any attachments (limited to 6MB), should be sent electronically in PDF format to: [proposals@data4sdgs.org](mailto:proposals@data4sdgs.org). Be sure to include in the subject line: CRVS/ID Country Case Study 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.