Request for Proposals (RFP)

To	: **Offerors (Consultants/Consulting Firm)**
From	: **Global Partnership for Sustainable Development Data (GPSDD)/ United Nations Foundation (UNF)**
Subject	: **Joining-up Health Data in Kenya Project**
RFP Issue Date	: **15 July 2019**
RFP Closing Date	: **5 August 2019**
RFP Closing Time	: **17:00 hours U.S. Eastern Time.**
Performance Period	: **2 September 2019 to 30 June 2020 (10 months)**

GPSDD is seeking a consultant/consulting firm with considerable experience and knowledge of the data for development space and digital health data interoperability in particular, to support the *Joining-up Health Data in Kenya* project. 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 200 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: Joining-up Health Data in Kenya

As part of the five-year 'Big 4 Agenda' (2018 – 2022), the Government of Kenya has prioritized the attainment of universal health coverage (UHC). A key part of this will be the timely, seamless and frictionless sharing of data and information on health information: from patient numbers, the availability of resources (personnel, medical supplies, access to health services, etc.), to financial resources, planned health activities, and ultimately aggregation of health outcome data into official statistics.

As it currently stands, the wealth of health-related data and information that exists in Kenya is held confidentially in silos across numerous entities in the country; including the national Ministry of Health and public health service providers, county and municipal authorities, private hospitals and church-based clinics, UN agencies, (I)NGOs, and others. Despite an abundance of information, there is currently no comprehensive, timely and easily accessible way of accessing the wealth of health data in the country. The lack of interoperability and data exchange across various health domains and systems to facilitate joining-up of health data and information - from official statistics to disaggregated administrative data on health care delivery at the site level or resource flows to the health sector - hinders the provision of timely, affordable and targeted life-saving care.

In recognition of the above challenges and also the potential of joined-up health data to contribute to governmental targets on UHC, the Office of the President and Office of the Deputy President have requested that the current **health data interoperability framework** be finalized and operationalized to support the generation and sharing of better quality, timely and holistic data and information on health care delivery in Kenya. The framework should address both technical and governance issues - from the ICT architectures and data systems required, through to cross-stakeholder institutional arrangements and operational protocols. Finalization of the framework should be led by the Government of Kenya, with support from local and international partners, and be informed by existing best practices guidance on the production of interoperability frameworks, available from the Collaborative on SDG Data Interoperability convened by the UN Statistical Division and GPSDD and the Health Data Collaborative, among others. In addition to the production of the health data interoperability and exchange framework, it is envisaged that the Kenyan **HIV/AIDS data dashboard** will be updated and operationalized to highlight what data exists (and where gaps are) in relation to HIV/AIDS and its comorbidities specifically.

To operationalize the interoperability framework and dashboard, GPSDD is supporting the formation of a high-level political **Steering Committee** comprised primarily of Ministerial-level policy-makers to oversee the project; a **Technical Working Group**, comprised of health data technical experts to produce technical recommendations on the opportunities for health data interoperability in Kenya; and, a multi-stakeholder **Kenya Health Data Interoperability Collaborative** to discuss solutions to operational challenges opportunities and challenges around implementation of the interoperability framework, including for institutional governance of interoperability in the health sector in Kenya.

High-Level Regional Event

Two key goals of GPSDD's work are (1) to increase awareness of the need to strengthen data ecosystems and (2) to increase the capacity of national and local data ecosystems to achieve and monitor the Global Goals. In order to help meet these outcomes, a high-level Africa-regional event will be held in Kenya during

the project period to share and disseminate the interoperability framework report and listen to findings and outcomes from other interoperability projects as well as other interoperability projects taking place in Africa. The deliberations and recommendations from this regional event will be consolidated into a concept note on proof of concept to support operationalizing implementation of digital health data interoperability and exchange across international boundaries in the east Africa region.

Timeline:

Activity	Month
Launch meeting	Early September 2019
Supporting procurement of technical consultant	September – October 2019
Planning and holding regional event	September 2019 – February 2020
Supporting the production of the interoperability framework	September 2019 – July 2019
Supporting the development of the HIV/AIDS dashboard	September 2019 – June 2020
Coordinating and liaising with the GPSDD Kenya team and Collaborative on SDG Data Interoperability as needed	September 2019 – June 2020

Section 2: Scope of Services

The Consultant's role shall primarily be to support the formation, coordinate and facilitate the functioning of the three groups described above, with the goal of producing the outputs described above in a timely manner. Moreover, towards the end of the project, the consultant shall support the organization and holding of the high-level regional event. It is expected the Consultant will devote all of his/her time to this project during the period of performance.

Key tasks include:

1. Support and facilitate multiple meetings of government, multilateral agency, academia, private sector and civil society stakeholders operating in the health sector in Kenya on health data interoperability;
2. in collaboration with the Technical Working Group, drafting an RFP for a consultant to support operationalization of the HIV/AIDs dashboard and assist with the procurement and implementation process;
3. assist with the drafting and incorporation of recommendations into the framework for interoperability in the health sector in Kenya, building on inputs from the three groups described above;
4. Support the documenting meeting and event outcomes and producing briefing notes and reports as required;
5. Support planning and coordinating events – from small meetings to a large high-level regional gathering; and,

6. liaising and coordinating with the GPSDD Africa Regional Team, Interoperability Lead, Monitoring and Evaluation Manager, Communications Team and other Consultants involved in interoperability work in Kenya and the region, as needed.
7. In collaboration with the Technical Working Group, assist in drafting the concept note to support operationalization of HIV/AIDs and related issues data interoperability and exchange dashboard

Deliverables
1. Successful coordination and (where needed) facilitation of meetings of the Steering Committee, Technical Working Group, and Kenya Health Data Interoperability Collaborative;
2. Successful organization and holding of in-country meetings and a high-level regional event;
3. Briefing notes and reports following relevant meetings and events;
4. Produce final framework for interoperability in the health sector in Kenya that incorporates discussions and recommendations from the high-level interoperability regional event
5. Develop a funding concept note to support operationalization of HIV/AIDs and related issues data interoperability and exchange dashboard
6. An RFP for the operationalization of the HIV/AIDS dashboard; and,
7. Supporting the drafting/amending of an interoperability framework that is acceptable to all stakeholders.

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

Essential
• Masters' degree in public health, international development, public policy or related field or commensurate years of experience;
• At least five years' experience working in digital health interoperability and data exchange platforms data-related development issues, preferably with international development actors or partners;
• Excellent communication, engagement and organizational skills;
• Ability to communicate effectively in verbal and written forms with a wide range of stakeholders;
• Project design, management, implementation and evaluation experience;
• Presence in Kenya;
• Ability to deliver high-quality, concise, and timely results;
• Experience organizing events, including high level events, and coordinating and facilitating meetings;
• Fluency in English and ability to work in an environment of diverse languages and cultures.

Desirable
• Experience working with both technical and policy-making professionals;
• Experience in health data interoperability and data exchange issues specifically; and
• Experience working in the health sector and with health-related data.

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. Elaborate or unnecessarily voluminous proposals are not desired. Proposals must be submitted in English.

1. **Proposal Narrative, no more than 2 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 CVs of key personnel or individual, or principals, in the case of consulting firm.**

3. **Prior Experience**
   Provide two examples of prior experiences provided that are of comparable scope and complexity. The examples should include a summary of the services provided as well as information for a point of contact.

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 Questions: Questions regarding this RFP must be submitted to proposals@data4sdgs.org by 17:00 hours U.S. Eastern Time on **Thursday 25 July**. Be sure to include in the subject line: Kenya Interoperability Consultant - Clarification Questions. Answers to questions received by this deadline will be released on the GPSDD website on Monday 29 July.

Questions must be submitted in writing to the e-mail address referenced above. Questions submitted via other means or after the deadline will not be answered.

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: Kenya Interoperability 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 proposals with the goal of selecting the Offeror most advantageous to GPSDD, based on the qualifications listed above, as demonstrated by the proposal materials. GPSDD will consider the Offeror's capability to deliver the scope of services, and the feasibility of the approach. GPSDD intends to enter into a contract that provides the best value and benefit, not necessarily the lowest price. GPSDD may meet with one or more Offerors prior to selection.

To select the winning Offeror, GPSDD will use the following evaluation method:

1) Threshold Criteria – Before judging proposals on their merits, GPSDD will eliminate all proposals that fail to adhere to proposal preparation and submission instructions, including deadlines.

2) Merit Criteria – GPSDD will award merit points to each proposal. A proposal can earn up to 100 points. The evaluation criteria and their point values are these:

Scoring	Criteria
Understanding of project scope and objectives (40 points)	• Understanding of the scope and objectives of the project demonstrated in clear and articulate description of interest, skills and experience and suggested approach to achieving project goals

Personnel Capabilities and Experience **(40 points)**	Essential • Masters' degree in international development, public policy or related field or commensurate years of experience; • At least five years' experience working in data-related development issues, preferably in international development; • Excellent communication, engagement and organizational skills; • Ability to communicate effectively in verbal and written forms with a wide range of stakeholders; • Project management experience; • Presence in Kenya; • Ability to deliver high-quality, concise, and timely results; • Experience organizing events, including high level events, and coordinating and facilitating meetings; and • Fluency in English and ability to work in an environment of diverse languages and cultures. Desirable • Experience working with both technical and policy-making professionals; • Experience in data interoperability issues specifically; and • Experience working in the health sector or with health-related data.
Budget and Value for Money **(20 points)**	• Overall cost of work • Realistic and reasonable cost efficiency, relative to methodology and approach • Completeness of financial considerations • Evidence of sound financial practices

Section 6: Terms of Payment

Payment terms for the award shall be on a fixed fee 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.