

Request for Proposals (RFP)



To : Offerors
From : Global Partnership for Sustainable Development Data (GPSDD)/
United Nations Foundation (UNF)
Subject : Ghana Press Fellowship Event Coordinator

RFP Issue Date : Monday, April 1 2019
RFP Closing Date : Wednesday, April 10 2019
RFP Closing Time : 17:00 hours U.S. Eastern Time.
Performance Period : As soon as possible to May 31, 2019

GPSDD is seeking a media field trip and event coordinator/fixer (or organization with equivalent capabilities) with considerable experience and knowledge of event coordination in Ghana to help plan and implement a 5-day press fellowship tour with approximately 9 fellows from around the world, and 10 to 20 staff and local participants. In the context of this RFP, fixer is defined as a person, “who solves problems and gets things done¹” and someone who assists foreign correspondents in local environments. 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.

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 several hundred 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

¹ <https://www.collinsdictionary.com/us/dictionary/english/fixer>

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: Ghana Press Fellowship

Ghana, with a population of almost 30 million people, is one of the fastest growing economies in Africa and looked to as an innovator in data and technology for sustainable development. Despite this progress, the country still faces stark development challenges, with the United Nations' Special Rapporteur on Extreme Poverty and Human Rights reporting in 2018 that inequality is higher than it has ever been in Ghana, while almost one-quarter of the population lives in poverty and one person in every 12 lives in extreme poverty. The press fellowship invites reporting on the reality of using frontier technology while overcoming the fundamental issues common to countries undergoing rapid development.

Ghana is one of five countries using the [Africa Regional Data Cube](#) – a new innovation that packages 17 years of analysis-ready Earth observation and satellite data – to address challenges such as illegal mining, agricultural production, and urbanization. This work supports progress toward the Sustainable Development Goals (SDGs), a comprehensive plan to address social, economic, and environmental challenges adopted by 193 countries at the UN in 2015.

“The Government of Ghana is a leader on data and technology for sustainable development. This is an opportunity to see the reality of how governments are using much-hyped new technology and data, and applying it to real world problems – with the opportunities and the challenges that this presents,” said Claire Melamed, Chief Executive Officer at the Global Partnership for Sustainable Development Data. “We want to give journalists a front row seat to see how data can help monitor and achieve the SDGs.”

GPSDD has selected 9 journalists to participate in a week-long reporting trip to Ghana. Selected journalists will have access to expert briefings and field trips to explore how data and technology are being used to drive progress and improve life for Ghanaians, with a focus on issues such as environmental protection, equality and inclusion, and maternal health. The fellowship will give journalists access to the government officials, civil society leaders, and representatives of international organizations working in Ghana. Journalists will attend a satellite data training with NASA, learn how government officials are working to end extreme poverty using data and technology, and meet the people who are making it happen on the ground.

A tentative agenda for the fellowship can be found on the following page.

DRAFT SCHEDULE – Activities & briefings will continue to be added to this schedule. Exact timings to be confirmed.	
Date	Activity
Mon May 20	Travel day 1
Tues May 21	Travel day 2 – all fellows to have arrived in Accra Journalists informal welcome meeting, introductions & accreditation checks. Tour of Accra with Global Partnership for Sustainable Development Data and local guide. Fellowship Welcome dinner with guest after dinner speaker, Senior Representative, Government of Ghana
Wed May 22	Breakfast Briefing with NASA Space Agency and Global Partnership for Sustainable Development Data, representatives govts Ghana and region on Africa Regional Data Cube (ARDC). Q&A and interviews. Morning: observe Africa Regional Data Cube training with NASA/Committee on Earth Observation Satellites and government representatives from Ghana and region. Interact with those learning how to use satellite data to monitor human impact on local environment and natural resources. Afternoon briefing on ‘making invisible people visible’ with policymakers, civil society groups, NGOs detailed briefing on challenges and opportunities in working to capture marginalized groups through: better gender data, birth and death registration, ID systems, admin data – explain Ghana pilot on ID systems.
Thurs May 23 rd	Field trip with field personnel connected to survey/census population and settlement data collection in villages & slums. Afternoon visit & briefing with private sector/tech sector innovators, academics & start-ups working on artificial intelligence and machine learning – see what emerging technology looks like in Ghana, how can the country manage the ‘frontier and the fundamentals’
Friday May 24 th	Africa Regional Data Cube Field trip – having seen the impact of human activity on the natural environment using satellite data, journalists and country representatives will visit one of the sites they viewed from space, to see the real-world impact of harmful human activity (e.g. deforestation, illegal mining) and meet locals affected by these activities. Afternoon: Briefings with civil society groups & activists, Anti-galamsey taskforce.
Saturday May 25 th	Optional briefings/follow-up time Closing Lunch

Section 2: Scope of Services

As directed by GPSDD, and in coordination with the Ghana Press Fellows Task Team (a small group representing the Government of Ghana), the services provided by the event coordinator/fixer will include (but are not limited to) the following:

No.	Description	Unit Rate (USD)	Unit	No. of Days	Total (USD)	Notes
1	Field trip organization • Recce and advance planning with task team, including visiting sites ahead of time, taking photographs and sharing with task team • Coordinating logistics for 2 field trips within approx. 2hrs drive from Accra and reporting trips within Accra • Advise on good safety practices for field trips • Working closely with task team and GPSDD communications team in New York, help find/identify relevant people willing to be interviewed by journalists on various topics • Accompany group on field trip and manage release process – i.e. that all persons interviewed on record have signed release forms • Support media accreditation process, checking that group has necessary documentation with them during field trips • Facilitate journalists' requirements e.g. identifying possible spots to film, record audio, interview people • Coordinate ground transportation • Coordinate meals/refreshments/food options for field trips					
2.	Production and Coordination Services • Organize, perform and manage tasks necessary to support GPSDD and the press fellows in meeting the fellowship requirements and objectives • Work with task team and GPSDD communications team to coordinate and execute fellowship needs (signage, drivers, visas, day-to-day logistics etc.)					

	• Develop and manage overall timeline identifying responsible party for each aspect • Identify local interpreters, videographers, catering, business services such as printing, wifi hotspots while in transit etc. • Determine AV needs for briefing sessions and make arrangements with the venue to provide all necessary AV equipment such as microphones and internet access • Liaison with hotel(s) to manage and finalize room bookings, event spaces, security protocols for receiving high-level government officials/ministers • Arrange ground transportation for various events/trips/meetings throughout the week • In advance of travel, provide half hour consultations with fellows interested in conducting additional reporting following the fellowship, to advise them on best practices and next steps <i>(Should fellows be interesting in contracting with the event coordinator/fixer following this consultation, fellows will be responsible for all contractual arrangements and costs.)</i>					
3.	Arrange and subcontract services with limited small vendors The ideal Offeror will be able to provide or enter into subcontracts with the selected providers; all expenses related to the subcontracts will be reimbursed by GPSDD. • Arrange and subcontract services including but not limited to: ○ Local interpreters ○ Ground transportation ○ Local catering for field trips					
4.	Management Fees					

Travel

Strong preference will be given to event coordinators located in Accra, Ghana. If an Offeror from outside Accra is selected, costs of travel to Accra will be reimbursed. These costs must be included in the proposal budget.

Qualifications

- A minimum of 5 years of relevant experience;
- Experience working with the media;
- Experience working with non-profit clients;
- Experiencing planning events with several field trips;
- Experience working with international speakers and attendees;
- Holds all needed certifications and licenses required by law to operate in the Ghana;
- Holds insurance required by law to operate in the Ghana;
- Key Personnel must possess excellent interpersonal and oral communications skills.

Deliverables

- Planning timeline
- Staffing plan
- Contact list with all relevant numbers during trip
- Detailed agendas of fellowship activities, briefings and field trips
- Final financial report

Section 3: Proposal Preparation Instructions

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

1. Narrative Proposal, no more than five pages

Provide a narrative proposal that summarizes, in a brief and concise manner, the Offeror's understanding of the scope of services and a description of the approach the Offeror would use to make the press fellowship a success. It should include a description of the Offeror's experience and expertise in the field.

2. Resume or CV for all Key Personnel**3. Prior Experience**

Provide a list of 3 recent events of comparable size and complexity planned by the Offeror. Examples of events held in Accra are preferred. The list should include the following details for each event:

- Purpose of event
- Dates of event
- Location of event
- Event venue(s)
- Number of attendees

- Client
- Summary of responsibilities

4. List of References

Provide a minimum of 3 references from clients that have worked with the Offeror in the last 5 years at events of comparable size and complexity. The list must include contact names, phone number, e-mail address and name of the conference.

5. Budget

Using the template above, provide a detailed budget. The budget must be in U.S. dollars.

Proposal Submission: Narrative proposals, including any attachments (limited to 6MB), must be sent electronically in PDF format. Budgets must be sent in Excel format. All documents must be submitted to info@data4sdgs.org. Be sure to include in the subject line: Press Fellows Event Coordinator Proposal. 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 4: Selection

GPSDD will review candidates with the goal of selecting a event coordinator/fixer 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 5: 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. UNF will not pay for any costs incurred in the preparation and submission of 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 6: Terms of Payment

Payment terms for the award shall be on a fixed fee basis for planning and management time; other expenses will be reimbursed. 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 bank wire. The final payment terms in the contract will control, not this RFP.