

Request for Proposals (RFP)



To : Offerors
From : Global Partnership for Sustainable Development Data (GPSDD)/
United Nations Foundation (UNF)
Subject : Data Science Consultant

RFP Issue Date : December 7, 2017
RFP Closing Date : December 15, 2017 (The closing date has been extended from the original date of December 14, 2017. No other changes have been made to the RFP.)
RFP Closing Time : 17:00 hours U.S. Eastern Time.
Performance Period : Approximately January 15, 2018 to July 15, 2018

GPSDD is seeking a consultant with considerable experience and knowledge of data science to lead the development and use of [API Highways](#). 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: API Highways

A core objective of GPSDD is to further promote the development of data ecosystem approaches across sectors and data communities where new sources of data can be applied within the context of the data revolution for sustainable development to solve for the Sustainable Development Goals (SDGs) and development issues more broadly. Issues around interoperability, data access, use and impact are still limiting progress for how data can be applied to action and decision making.

To support addressing these issues, while also working with partners to make their data more accessible, GPSDD has been developing API Highways, a data infrastructure meant to register data from partners and further empower the developer community to innovate across these data through the development of applications, visualizations and the scaling of methods applicable to the SDGs. An initial minimum viable product (MVP) has been developed.

Section 2: Scope of Services

Working as part of the Data Ecosystems Team and closely with the team Director, the Data Scientist will manage the next phase of development of API highways that will focus on increased functionality and user experience, bringing more data into the infrastructure, developing use cases, driving usage and running challenges and hackathons based on key questions driven by the international community and country partners.

Essential Functions

- Manage the next phase of development of API Highways working closely with the vendor and the Director ensuring successful execution against project requirements
- Provide expertise and guidance on the innovative use of APIs to promote data usage, impact and development
- Work with partners to prioritize relevant data sets that can be connected to API Highways and support and technical capacity needed with partners to make these connections
- Develop connectors to highly relevant data nodes where capacity does not exist
- Work with countries and partners to identify compelling questions and issues where data innovations and use cases can be developed
- Work with partners to create sample visualizations and applications by bringing relevant data together from multiple sources
- Provide input and guidance on the information that is most relevant to the developer community to make the infrastructure more usable
- Support the development of challenges and hackathons to drive innovation and impact around available data

Qualifications

- Bachelors' degree required at a minimum in, data science, computer engineering, information technology plus 4-6 years of relevant experience; or an equivalent combination of education and experience
- Experience working with the public sector on developing data-driven solutions
- Experience working on international development, sustainability, official statistics, open data, or geospatial mapping a plus
- Good working knowledge of Web and API architecture, standards and protocols
- Strong working knowledge of Web services and API management technologies (SOAP/REST/XML/JSON, etc) and systems integration
- Strong experience working with APIs to create connectors, applications and visualizations
- A good understanding of what the developer community needs and how to implement initiatives that drive the usage of data and innovation
- A passion for developing communities and working with stakeholders
- Excellent writing, editing, interpersonal, and oral communications skills.
- Sense of humor; highly organized; demonstrates grace under pressure; and delivers results in a fast-paced environment.
- A willingness to travel, domestically and internationally (~ 25%) and the ability to interact with people from diverse, multi-cultural backgrounds.

Deliverables

- Detailed work plan within one month of start date
- Monthly progress reports

Expected Level of Effort

Half time for 6 months. Depending on program needs and consultant performance, the consultancy may be extended for an additional 6 months.

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. Letter, no more than two pages

This letter will summarize, in a brief and concise manner, the Offeror's understanding of the scope of services and 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. It must also include the legal name and registered address of the Offeror.

2. Resume or CV

3. Cost Requirements

The Offeror should state the costs required, using a daily rate, to meet the services outlined. The Offeror should not include travel costs in the cost requirement. Travel costs will be reimbursed based on actual expenses incurred and according to the UNF Travel Policy.

Proposal Submission: Proposals, including any attachments (limited to 6MB), should be sent electronically in PDF format to: info@data4sdgs.org. Be sure to include in the subject line: API Highways 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 most advantageous to GPSDD, based on the qualifications listed above, as demonstrated by the resume or CV, cover letter, 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 negotiated with the successful Offeror. 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 by the UNF via check or bank wire. The final payment terms in the contract will control, not this RFP. No advance payments will be provided.