



**Global
Partnership**
for Sustainable
Development Data

Request for Proposals

**Making inclusive data the norm: Data-enabled web application evaluation provider -
Colombia**

Consultancy

Deadline: August 23, 2024

Global Partnership for Sustainable Development Data

To : Offerors
From : Global Partnership for Sustainable Development Data /
United Nations Foundation
Subject : Making inclusive data the norm: Data-enabled web application
evaluation provider - Colombia
RFP Issue Date : August 7, 2024
RFP Closing Date : August 23, 2024
RFP Closing Time : 17:00 hours U.S. Eastern Time
Performance Period : Approximately September to November 2024

The Global Partnership for Sustainable Development Data (the Global Partnership) is seeking the services of an individual or organization to provide a comprehensive and unbiased assessment of alternatives to develop a web application for data collection processes in Colombia and propose a roadmap for the development of the best feasible option. This work also includes facilitating training sessions, creating a virtual repository of relevant documentation for transferring knowledge, and ensuring Colombia's DANE has the knowledge to determine the best alternative for developing an application. The Global Partnership invites qualified academic institutions, research institutions, firms, and organizations ("Offerors") to submit a proposal for the requested services. The Contract resulting from this award will be a Services 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 the United Nations Foundation (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 the Global Partnership/UNF in terms of cost, functionality, and other factors as specified in this RFP.

The Global Partnership is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and consultants.

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 the Global Partnership. For more information, visit www.unfoundation.org.

Background: Global Partnership for Sustainable Development Data

The Global Partnership for Sustainable Development Data (Global Partnership) is a dynamic global

network of governments, UN agencies, private companies and civil society organizations. The Global Partnership 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. For more information, visit www.data4sdgs.org.

Background: Make Inclusive Data the Norm

Inclusive data remains central to the Leave No One Behind (LNOB) agenda and has become more of a priority in recent years. For governments to truly achieve the leave no one behind commitment people who are marginalized or underrepresented must be safely included and represented in the data and data processes that are used to design and monitor development policies. This is relevant for both policy makers and citizens building on the idea that better data can enable more effective advocacy processes in different areas.

We urgently need to have data that reflects the realities of all people's lives - especially those who are poor, marginalized, vulnerable or underrepresented- and does so with their consent and participation. Three specific opportunities present themselves for governments to champion the LNOB agenda:

1. **Prioritization of data disaggregation & intersectionality:** Governments need sufficient disaggregated data to understand the situation of different population groups and target policies and resources towards those most in need. Moreover, governments need to increase their know-how on the implementation of intersectional approaches, allowing them to better understand how the people's different situations intersect to further marginalize them.
2. **Increased participation in data processes:** There are increasing opportunities to use citizen-generated data (CGD) - data that people, or their organizations produce to directly monitor and drive change on issues that affect them – to supplement or complement official data sources and help to shape policies that are responsive to community needs.
3. **Advocacy for data and inclusive policy:** Collecting and processing data must not be an extractive one-sided process. Where a government agency manages to produce highly disaggregated data, efforts should be made to enable different stakeholders (citizens, NGOs, enterprises) to use this data to advocate for their interests, enabling an informed agency process. This process should also motivate inclusive policy making that represents a diverse range of experiences and perspectives.

Governments across the world have made great strides in utilizing the opportunities of the LNOB agenda to strengthen their data systems to be more inclusive. However, governments continue to face similar challenges in strengthening their data systems. Different countries have lots of lessons and experiences to share with each other.

About the project

Over 2024 and 2025, The Global Partnership, in partnership with the Agencia Presidencial de Cooperación Internacional de Colombia (Presidential Agency for International Cooperation of Colombia) (APC-Colombia), will be working with government and civil society actors in Colombia, Ghana and Kenya led by the National Statistical Offices (NSOs).

Make Inclusive Data the Norm: a South-to-South learning project between Colombia, Ghana and Kenya aims to enable the three countries to learn from each other's experiences and challenges in advancing inclusive data, which is essential for achieving the LNOB agenda and the Sustainable Development Goals (SDGs). This project will enable the three countries to add to their knowledge resources and toolkits on inclusive data systems and increase the effectiveness of the development and implementation of urgent development policies.

The Colombian National Statistical Office, Departamento Administrativo Nacional de Estadística (DANE), is a champion of the Inclusive Data Charter (IDC) and has developed guidelines for taking intersectional and differential approaches to data within the national statistical system. Colombia is searching to promote and to transfer its experience to other NSOs about implementation of good practices for the measurement of the differential and intersectional approach. In addition, they are interested in learning about CGD and expand their leadership beyond their existing work in IDC to all-inclusive data practices.

The Kenya National Bureau of Statistics (KNBS) has been strengthening disability data as a champion of the IDC but has also developed criteria for the institutionalization of CGD. Kenya is looking to create coherence between their gender and disability data work including through deepening their intersectional approach. The country also wants to remain ahead in championing CGD.

The Ghana Statistical Service (GSS) has made good progress in establishing a framework for CGD and practically using a technological approach to addressing the data gaps that exist in monitoring the progress in achieving the SDGs. Examples include leading specific initiatives on gender-based violence (GBV), waste management, marine litter data, and public service satisfaction surveys using mobile technologies. GSS has also championed advocacy for statistics through various approaches in various sectors of the country.

All three countries have also contributed their knowledge and experience over the years to the [Copenhagen Framework for Citizen Data](#)- a framework that can help conceptualize and agree on the different ways that citizens can play a role in data; and support formulating action points for the community to move forward. The Copenhagen framework is led by the UN Statistics Division under the [Collaborative on Citizen Data](#).

Section 2: Scope of services

Towards the goal of this project, the Global Partnership would like to hire the services of an individual or organization to provide a comprehensive and unbiased assessment of alternatives to develop an application for data collection processes in Colombia, and propose a roadmap for the development of the best feasible option. The main purpose of this consultancy is to:

- 1) Propose an assessment method to evaluate the feasibility of carrying out the design and development of a multi-modular web/mobile/hybrid application, based on the alternatives of in-house development or hiring external providers, or a combination of the two. The assessment should identify feasible alternatives (considering the particularities, capabilities and available resources in DANE) as well as the advantages and disadvantages of each

alternative. The assessment should result in a recommendation for the selection of a robust and scalable system architecture design which aligns with optimal performance and maintainability of the application throughout its lifecycle.

- 2) Compile and document the functional and non-functional requirements to develop the application, defining the characteristics and acceptance criteria for each requirement.
- 3) Based on the results of the assessment, establish a strategy for the development and implementation of the best feasible solution for a multi-modular web application, dividing the project into manageable phases with established deadlines and defined deliverables, as well as estimating the human, technical and financial resources for each phase.

The successful applicant will work under the supervision of the Program Manager and will work with the Senior Program Managers and the Inclusive Data Charter Technical Advisor, as requested.

The key activities and deliverables of the consultancy are outlined below. These will be further extended during the onboarding phase:

- 1) Carry out a comprehensive analysis to define the required criteria for the design of an assessment method that would determine the best alternative for design and implementation of a web/mobile/hybrid application. The criteria included in the assessment method should allow for the evaluation the alternatives regarding:
 - a) The goals and requirements of the application,
 - b) A cost-benefit analysis of the alternatives,
 - c) The technical feasibility of each alternative given current DANE's IT infrastructure,
 - d) A risk analysis of each alternative,
 - e) Innovation and future trends considerations, and
 - f) The user experience (UX) adoption (where the UX framework to be adopted will be defined in parallel with another consultant).
- 2) Work with the project team to understand the goals and requirements of the project.
- 3) Based on the comprehensive analysis, determine and implement an appropriate methodology for gathering requirements for determining the best alternative for design and implementation of the application, ensuring the active participation of all key stakeholders.
- 4) Work jointly with the Global Partnership's UX consultant to include the UX requirements into the web application development strategy.
- 5) Propose a scoring method for the criteria for the assessment method, including ways to compare between the alternatives such as weighted scores.
- 6) Identify and characterize all alternatives to consider for developing the application, including the use of external providers, in-house development, or a mix of both, based on the goals and requirements of the project.
- 7) Conduct the assessment of the identified alternatives for developing and implementing the application, based on the proposed method for assessment.
- 8) Based on the assessment results, recommend and summarize in detail the attributes of the best feasible alternative for the development of the application, including functional and non-functional requirements of the application as well as advantages and disadvantages of the proposed alternative.

- 9) Create a System Architecture Document (SAD) that comprehensively describes the architectural framework and design for the best feasible alternative to design a multi-module application.
- 10) Formulate and provide clear and substantiated recommendations on the most appropriate design structure for the recommended alternative for the development of the multi-modular application, considering the particularities, capabilities, available resources and strategic objectives in DANE.
- 11) Develop a detailed strategy for the development, implementation and piloting of the web application. The strategy should also incorporate a potential roadmap defining the stages (times, activities) of work, an outline of deliverables and necessary resources, as well as recommendations for International Software Testing Qualifications Board (ISTQB) based testing methodologies to enhance the quality assurance process, ensuring that the development approach of the application not only aligns with the organizational needs but also adheres to recognized standards for software testing to maintain high quality and reliability throughout the application's lifecycle.
- 12) Develop and facilitate virtual and/or in-person training sessions intended to transfer knowledge between relevant stakeholders on how to perform the various assessment alternatives for the development of an application to collect data from citizens.
- 13) Participate in after action review meetings with the Global Partnership to evaluate the effectiveness and quality of the consultancy.
- 14) Bearing in mind some of the inherent but manageable risks and challenges, develop a simple risk management strategy or plan that captures potential risks that can impact quality and timeliness of the work and relevant mitigating measures.

The Global Partnership team will review and approve the training course, materials and schedule to ensure the consultancy clearly meets the needs.

Expected deliverables:

- Relevant documentation for transferring knowledge, including the relevant material for the training sessions, final reports and documents used to build these reports.
- Summary report on the analyses for the proposed criteria to perform the assessment, including minimum requirements
- Document outlining the assessment method proposed
- List and details of the alternatives to consider for the development and implementation of the web application to collect data from citizens.
- Detailed report of the results of the assessment of the alternatives for the development of the application, identifying the best feasible alternative.
- Document outlining the recommendations for the design structure of the best feasible alternative, including functional and non-functional requirements.
- Roadmap for the development and implementation of the multi-modular web application.

Required Qualifications

The Global Partnership is looking for the following qualifications. **If applying as an organization, the team should consist of at least 3 team members that are likely to be significantly engaged in the work.**

The minimum qualifications for the applicant organization, if the applicant is an organization:

- Accumulated experience of 5 -7 years, and at least 2 relevant similar assessment projects in the development and implementation of complex web applications.
- Technical knowledge in IT project management, analysis of technical requirements and application of development plans.
- A strong track record of delivering training like the requirements for this assignment.
- Experience in IT project management, generation of roadmaps, work plans and diagnostics for the design of complex web applications.
- Ability to analyze and understand the business requirements of the organization.
- Extensive ability to manage IT projects efficiently and effectively.
- Skills in presenting executive reports to decision makers in a clear and concise language for multilingual audiences (specifically English and Spanish)
- **At least one person should be fluent in Spanish.**

Minimum qualifications for an individual offeror or, if applying as an organization, for the Team Leader for the organization:

- At least a master's degree in systems engineering, software development, IT development, or similar disciplines.
- At least 7 to 10 years of demonstrable experience in planning and developing complex web applications.
- Knowledge of agile development methodologies.
- Solid knowledge of programming languages, relevant web technologies and new web development techniques at a national and international level.
- Demonstrable experience in preparing development and implementation plans for web applications, as well as designing work plans.
- Experience with consultative and participatory approaches in developing guidelines, strategies and training.
- Excellent writing, interpersonal, communication and problem-solving skills, and the ability to think innovatively and strategically.
- Excellent command of Microsoft Office software.
- Reliable, with excellent time management and communication skills.
- Fluency in English and Spanish.

For additional team members, the above qualifications would be desirable with a minimum of 5 years of experience.

Section 3: Proposal Preparation Instructions

Proposals are expected to be comprehensive and include the information set forth below. Elaborate or unnecessarily voluminous proposals are not desired. The font used should be easy to read and generally no smaller than 11 points. (Smaller font can be used for short footnotes.) Proposals must

be submitted in **English**.

1. Technical Proposal, between 4-5 pages maximum, to include:

- a. The primary contact person for the Offeror: the individual's name, address, phone number and email address.
- b. A summary of the Offeror's understanding of the scope of services and proposed approach of work, along with a positive commitment to perform the work in a timely manner.
- c. 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, and years of relevant experience.
- d. A statement confirming the Offeror does not have a conflict of interest with this RFP, real or perceived.
- e. Two (2) summaries of samples of work designed and delivered on the aforementioned subject matter. In instances where samples cannot be shared, references/ testimonials of the previous work should be provided.

2. Resume(s) or CV(s) and brief Bio(s) of the Key Personnel. Each Resume/CV should be a maximum of two (2) pages.

3. List of References

The Offeror must include a list of three references, including phone number, e-mail address and a short description of work done for each referee.

4. Cost Requirements

The Offeror should include a detailed budget for the services described above. All prices must be quoted in **U.S. dollars. Applications submitted without a budget will not be considered.**

- The fees should be inclusive of all costs that are expected to be incurred such as travel or subsistence. Applicants should also quote the travel plans for potential in-person training/working sessions and events in Bogota, Colombia within their budgets.

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: **Making inclusive data the norm: Data-enabled web application evaluation provider - Colombia**. 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

We will review candidates with the goal of selecting consultant(s) from a diverse range of geographies most advantageous to the Global Partnership, based on the qualifications listed above, as demonstrated by the resume or CV, cover letter, and additional material, if applicable.

The Global Partnership will consider the Offeror's capability to deliver the scope of services, and the feasibility of the approach. The Global Partnership will also consider the overall costs to ensure that they are reasonable to deliver the services. The Global Partnership may meet with one or more Offerors prior to selection.

Section 5: RFP Terms and 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 6: Terms of payment

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