



**Global  
Partnership**  
for Sustainable  
Development Data

Request for Proposals

**Make Inclusive Data the Norm: Country Landscape Assessment and Training Provider-  
Ghana**

Consultancy

Deadline: September 6, 2024

Global Partnership for Sustainable Development Data

**To** : Offerors  
**From** : Global Partnership for Sustainable Development Data /  
United Nations Foundation  
**Subject** : Make Inclusive Data the Norm: Country landscape assessment  
and training provider- Ghana  
**RFP Issue Date** : August 5, 2024  
**RFP Closing Date** : September 6, 2024  
**RFP Closing Time** : 17:00 hours U.S. Eastern Time  
**Performance Period** : Approximately September to December 2024

The Global Partnership for Sustainable Development Data (the Global Partnership) is seeking the services of an individual consultant, an organization, or consortium of partners to provide a country landscape assessment in Ghana and thereafter develop and deliver a training on inclusive data, its ramifications and approaches including citizens generated data in Ghana. The Global Partnership invites qualified individuals, 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](http://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](http://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 subgroups 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) 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 consultant, organization, or consortium of partners to carry out landscape assessment in Ghana and subsequently develop a training course on inclusive data, as well as the ramifications and approaches of inclusive data, including CGD, and focused on the issue of Female Genital Mutilation (FGM), as a dimension of gender-based violence (GBV). The selected candidate or consortium will also deliver the training to the respective group(s) of stakeholders identified as part of this research and collaboration with the Global Partnership and lead institutions in Ghana.

The selected applicant will work under the supervision of a technical team led by the Global Partnership's Senior Africa Regional Manager and includes the Global Partnership's Senior Policy Manager and Senior LAC Regional Manager, as well as the IDC Technical Advisor and the Ghana lead focal point (Focal point at GSS).

### **Section 2.1: Specific Activities and Deliverables**

Specifically, the key activities and deliverables of the consultancy are outlined below, and these will be further elaborated during the onboarding stage:

1. Conduct landscape research and capacity training assessments for Ghana using desk review and other qualitative data collection methods (i.e. a mix of key in-depth/informant interviews (face-to-face or virtual), desk reviews of existing or completed project

documents, targeted group conversations and any other approaches as deemed fit), building on the latest regional, national and international best practices on inclusive data from both official and non-official statistics perspectives. The assessments will also contribute to the development of the training course. These assessments should identify:

- a. The country's data landscape, including data availability, the key inclusive data practices, and data issues on various subjects (such as the state of data on FGM/GBV, challenges in data production, who are the data producers and users, how is the data being used and what are the access issues and best practice, and how is the data being used for policy and program action etc),
- b. The training/capacity building gaps and needs of the key stakeholders within the Ghana ecosystem on inclusive data approaches, as well as data and policy development, including policy and governance capacity, from the select group of stakeholders comprising representatives from government and non-state actors with directions provided by the co-lead institutions (Ghana Statistical Service; Ministry of Gender, Children and Social Protection; and Ghana Federation on Disability Organizations).
- c. Ghana's legal and policy landscape on FGM and GBV (including both the current landscape, future opportunities and how inclusive data approaches can contribute to the legal and policy conversations);
- d. Advocacy opportunities for inclusive data and CGD;
- e. Data collection solutions and methods that leverage CGD;
- f. Key stakeholders in Ghana, including duty bearers, their roles and dynamics of their interactions and inclusive data practices.

The assessments will also consider the IT capacity and experience of the co-lead institutions for developing an inclusive mobile and web App citizens generated data collection solution.

2. Develop an end-to-end modular training, including training curriculum/content, approach/design, course schedule and a facilitation guide for an in-country, in-person training and a virtual exchange based off of the landscape assessment outlined above and international best practices. Activities under this includes:
  - a. Work with the Global Partnership Monitoring, Evaluation and Learning team, Program lead and GSS to design and distribute a pre-training assessment to assess the incoming skills and knowledge level of training participants.
  - b. Segment content and participants based on the data collected from the pre-training assessment (for example basic, intermediate and advanced). There should be three (3) participant segments which include:
    - ✓ Data producers and users: where the topics will consider areas such as inclusive FGM data development approaches; how to collect, analyze and communicate the data; and policy development approach using produced data and evidence. The country's Use Case(s) will be determined here based on convergence of a critical problem statement brought into the training by the co-lead institutions.
    - ✓ Policymakers, Duty bearers and Parliamentarians (topic areas to be determined based on research completed)
    - ✓ IT staff of the co-lead institutions for developing capacity for in-house App development for inclusive CGD collection (topic areas to be determined based on research completed).
  - c. Incorporate information from the pre-training assessment results to tailor the training curriculum's learning materials.

- d. Design and develop the course curriculum, content, learning materials (such as PowerPoint presentations, case studies and activities) and facilitation approach, in English, on FGM and GBV within the Inclusive Data and Citizen Generated Data space, incorporating best practices in learning design for in-person and virtual learning.
    - i. Training materials designed should extensively be developed based on global and regional guides such as Ghana Statistical Service CGD Quality Assurance Framework, Colombia's Guide for the Differential and Intersectional Approach, UNSD's Citizen-Generated Data Framework and Kenya's quality criteria for validating CGD and the Kenya Statistical Quality Assurance Framework as well as the desk review and country landscape research.
    - ii. Work with the Global Partnership Monitoring, Evaluation and Learning team to understand the learner competencies and develop course content that meets their needs.
  - e. Working with the Global Partnership Monitoring, Evaluation and Learning team to design and distribute a post-training assessment to all training participants.
  - f. Incorporating feedback and learnings into training materials based on post-training assessments in order to foster an environment of continuous learning and improvement.
3. Facilitating training course sessions in English based on an approved training schedule for the identified group of relevant stakeholders. This will be a blended learning approach that should run as one (1) in-person training for approximately 2-3 days to be delivered to stakeholders in Ghana and one (1) virtual training to be delivered to all countries participating in the project (Colombia, Kenya and Ghana).
  4. Developing and implementing regular assessments throughout the training sessions targeted at tracking performance of the training sessions and participants as well as conducting evaluation checks and quality assurance, such as knowledge checks, practice activities, or case studies, to gauge learners' understanding and progress while also providing feedback to learners in a timely fashion to promote their improvement.
  5. Working with the Global Partnership Team to develop the training course's Certificate of Participation to be given to participants upon completion of the course.
  6. Participating in After Action Review meetings with the Global Partnership to assess the effectiveness and quality of the program delivery.
  7. Draft a supporting, user-friendly summary document that summarizes the compendium of the training materials that will be published on the Global Partnership website.
  8. Submit a draft landscape research report and present the findings (as requested by the Global Partnership) at a country-level validation workshop hosted and organized by the Global Partnership.
  9. Based on input from the validation workshop, revise the draft country landscape research report and submit a final version.
  10. Submit all finalized training materials after incorporation of all inputs and comments from the Global Partnership's team and Ghana co-lead institutions.
  11. 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 the training course, materials and schedule and approve them in order to ensure that the training clearly meets the needs of the country/participants.

## Expected Deliverables:

- Country Landscape Research Report including all information as described above.
- Final versions of all training and learning Materials as well as the supporting summary document for the compendium of the materials described above.
- A Course Schedule for the blended delivery of the in-person training for Ghanaian stakeholders and the virtual exchange with the three countries (Colombia, Ghana, Kenya).
- Simple Risk Management strategy/plan

## Required Qualifications

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

*Minimum qualifications of the organization, if the offeror is an organization or consortium:*

- Cumulative experience of 5 -7 years, and at least 3 prior relevant experiences/similar pieces of country assessments and training and preferably based in, and with experience working in Ghana.
- Demonstrated technical know-how on the subject matter areas of inclusive data, CGD, official statistics, non-official statistics, advocacy and inclusion.
- A strong track record of delivering training similar to the requirements for this assignment;
- Have adaptive strategies for adult learners at different levels and with different needs;
- Prior experience of segmenting learners according to their knowledge level;
- Has qualified instructors who are knowledgeable in the topics that will emerge as priority for Ghana in the landscape assessment and are skilled in the latest instructional techniques;
- Instructors should be able to effectively communicate and engage with learners, utilizing best practices in learner engagement;
- Can utilize a variety of multimedia resources and interactive tools during in-person and remotely facilitated sessions to make learning engaging and memorable for learners;

*Minimum qualifications for an Individual offerer or, if applying as an organization or consortium, for the Team leader of the organization or consortium:*

- At least a **master's degree** in public policy, development planning, economics, development studies, statistics, or similar disciplines.
- At least **7-10 years proven** experience in development planning, data and statistics strategies and training and particularly on inclusive data.
- Possess strong knowledge of national statistical systems, development data initiatives, advocacy for data, inclusive data, stakeholder management and working with key sub-sectors such as gender, disability, and with civil society.
- Have proven experience working with integrating inclusive data related issues in national policies and strategies.
- Experience with consultative and participatory approaches in developing guidelines, strategies and training.
- Excellent drafting interpersonal and group level communication, and problem-solving skills, and ability to think innovatively and strategically
- Excellent command of Microsoft Office software.
- Reliable and with excellent time management and communication skills.
- Fluency in English would be desirable.

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 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**. The fees should be inclusive of all costs that are expected to be incurred including costs such as local transport to attend 2-3 National convenings in Accra to participate in kick-off meetings/events with stakeholders and the validation workshop to share and validate the landscape research results. **Applications submitted without a budget will not be considered.**

**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: **Make Inclusive Data the Norm: Country landscape research and training provider- Ghana**. 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 consultants 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 a 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.