

## Request for Proposals (RFP)



**To** : Offerors  
**From** : Global Partnership for Sustainable Development Data (GPSDD)/  
United Nations Foundation (UNF)  
**Subject** : Communications & Research Consultant – Data Policy

**RFP Issue Date** : May 6th, 2021  
**RFP Closing Date** : May 16th, 2021  
**RFP Closing Time** : 17:00 hours U.S. Eastern Time.  
**Performance Period** : Approximately May 31<sup>st</sup> to November 15<sup>th</sup>, 2021  
**Location** : Virtual

GPSDD is seeking a consultant with editorial, social media and research capabilities and with enthusiasm for the data for development space, to commission and edit blogs and social content and perform research support across two projects: The Data Values Project and Agriculture Data to Tackle Food Insecurity.

- 1) Hold editorial oversight of Data Values Project – commissioning, editing and posting thought-provoking content from sector experts leading this policy advocacy process
- 2) Track and synthesize global and multilateral discussions on data for food and agriculture and perform literature reviews and virtual event support as needed
- 3) Develop social media content plans that engage the Global Partnership’s online community for these and other initiatives

Funding of up to USD \$25,000 is available for this assignment and the successful Offeror would be expected to work full time during the performance period.

GPSDD invites qualified individuals (“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 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](http://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. For more information, please visit <http://www.data4sdgs.org>.

### **Background: Data Values Project**

The Data Values Project is a new policy consultation and advocacy campaign aiming to unlock the value of data for all. Led by the Global Partnership for Sustainable Development Data's Technical Advisory Group, we are working with a network of 275 partners to tackle how governments, businesses and civil society are using data - to develop common positions and policies on data ethics, rights and governance issues. We are developing a new web hub to house debate and dialogue on this subject and need editorial assistance from someone who can draw out interesting angles and foster engagement with a broad audience online.

### **Background: Agriculture Data to Tackle Food Insecurity**

In order to improve support for and investment in agriculture statistics, and building on our support of the 50x2030 initiative, the Global Partnership for Sustainable Development Data is building political support from UN member states and agriculture sector stakeholders on the urgent need for investment in agricultural statistics and the institutional changes that are needed to strengthen data and statistics in the food and agriculture sector. We need some research support on this work to capture discussions, perform literature reviews, hone messaging products, support virtual events and more.

### **Broader editorial and communications support**

Our External Relations team maintains <https://www.data4sdgs.org/>, [@data4sdgs](https://twitter.com/data4sdgs) and [LinkedIn](https://www.linkedin.com/company/data4sdgs/) among other social channels. We are looking for temporary support drafting social copy to share our policy and knowledge products online.

## Section 2: Scope of Services

Deliverables of this consultancy are as follows:

- **Social media:** Draft appropriate social plans and copy to engage our online community in Data Values Project, Agriculture Data to Tackle Food Insecurity, COVID-19: Data for a Resilient Africa and more.
- **Editorial support:** Produce an editorial plan and commission and edit content from GPSDD's Technical Advisory Group members and partners across different policy tracks the of Data Values Project. Review others' blogs and papers in the space to identify links with related online dialogue. Post blogs via a Drupal Content Management System.
- **Research tasks:** Support advocacy work on data for food and agriculture with literature reviews, synthesizing global and multilateral discussions, and supporting virtual events.

The GPSDD Secretariat will provide project management oversight and coordination. The Consultant will report to the External Relations Director and Communications Manager.

### Qualifications

- Masters' degree in statistics, journalism, international development, public policy or related field or commensurate years of experience
- Excellent research and writing skills
- At least 1-2 years' experience working in a data rich or international development field
- Demonstrated interest in data for sustainable development ecosystem and challenges
- Fluency in English and ability to work in an environment of diverse languages and cultures, French or Spanish language abilities desirable.
- Excellent stakeholder management and communications skills.

### 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. Cover letter, no more than 2 pages

The cover letter 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 approach for the work explaining how they would apply their qualifications and capabilities to meet the terms of the RFP

### 2. Writing sample, no more than 5 pages (can be an excerpt of a longer document)

The writing sample should demonstrate the Offeror's ability to distill a complex topic into clear and easily accessible language.

### 3. Resume or CV of Individual

### 4. List of Three References, with Contact Details

### 5. Cost Requirements

The Offeror should include his/her daily or hourly rate. No travel will be authorized for this project and, therefore, should not be included in the budget.

**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: Communications and Research 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, 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. While total cost will not be the primary factor in selection, it will be a factor when choosing the successful Offeror. GPSDD may meet with one or more Offerors prior to selection.

## Section 6: Terms of Payment

Payment terms for the award shall be upon delivery of monthly deliverables report. 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 electronic funds transfer/bank wire. The final payment terms in the contract will control, not this RFP. No advance payments will be provided.