REQUEST FOR PROPOSAL (RFP)
IATI Data Use Fund – Theme 1: IATI Awareness Raising

To: Interested Bidders	Date: 13 February 2019
	REFERENCE: **RFP/BPPS/2019/1612 – IATI Data Use Fund – Theme 1: IATI Awareness Raising**

Dear Sir / Madam:

We kindly request you to submit your Proposal for **RFP/BPPS/2019/ – IATI Data Use Fund – Theme 1: IATI Awareness Raising.** Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Friday, March 01, 2019** and via email to the address below, indicating the below indicated references in the subject of the emails:

bpps.procurement@undp.org

Your Proposal must be expressed in the English language, and valid for a minimum period of 120 days.

Proposals sent to other UNDP e-mail addresses will not be accepted and the Purchaser will not be responsible for the confidentiality of such offer.

Proposers must take into account the following:

Proposers must indicate the below in the e-mail subject box while submitting the Technical proposal and other documents related to this bid:

Technical Proposal (items A, B and C of Annex 2). RFP/BPPS/2019/1612 – IATI Data Use Fund – Theme 1: IATI Awareness Raising

Proposers must indicate the below in the e-mail subject box while submitting the Financial proposal:

Financial Proposal (items D and E of Annex 2). RFP/BPPS/2019/1612 – IATI Data Use Fund – Theme 1: IATI Awareness Raising

(Both financial and technical proposals must be submitted as separate files and clearly marked as "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL").

Upon finalizing the technical evaluation, only technically qualified bidders will be requested to provide the password of the financial proposal. The technically qualified proposers will have 24 hours to respond to UNDP's request for the password.

Proposers may send as many e-mails as needed; however, the size of each e-mail should not exceed seven megabytes (7 MB). As an e-mail can take some time to arrive after it is sent, we advise all Proposers to send e-mail submissions well before the deadline. Proposers are solely responsible for ensuring that any and all files sent to UNDP are readable, that is, uncorrupted, in the indicated electronic format, and free from viruses and malware. Failure to provide readable files will result in the proposal being rejected.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above,

for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.
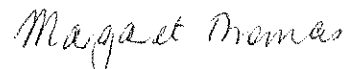
UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Margaret Thomas
Chief a.i.
Development Impact Group
Bureau for Policy and Programme Support
13 February 2019

Description of Requirements

Context of the Requirement	UNDP/IATI is seeking to contract a service provider, who has the capacity to plan, present and implement an innovative and effective small-scale activity that addresses the key challenge: "there is a lack of awareness regarding the existence of IATI as a source for data among key actors holding governments and development actors accountable. This includes in particular aid/development watchdog organizations, journalists and other media actors, and parliamentarians."
Implementing Partner of UNDP	Direct Implementation
Brief Description of the Required Services	The service provider is expected to develop the concept and content of the activity (in coordination with the UNDP IATI Coordinator), to organize the logistical issues, e.g. identify and invite participants, arrange travel and accommodation (if applicable), deliver the proposed activity (according to the methodology provided with the initial proposal) and provide UNDP with a final report, including feedback from the participants (if applicable).
List and Description of Expected Outputs to be Delivered	Please refer to the Terms of Reference (Annex 3)
Person to Supervise the Work/Performance of the Service Provider	IATI Secretariat Coordinator
Frequency of Reporting	The proposed contractor is expected to be in regular contact with the IATI secretariat coordinator to provide progress updates as well as discuss and agree on the approach to resolve unforeseen challenges that may arise.
Progress Reporting Requirements	The proposed contractor is expected to be in regular contact through email or conference calls with the IATI secretariat coordinator to provide progress updates as well as discuss and agree on the approach to resolve unforeseen challenges that may arise. Any issues that pose a risk to contract delivery must be submitted in writing.
Location of work	At Contractor's Location
Expected duration of work	5 – 6 weeks
Target start date	1 April 2019
Latest completion date	31 July 2019
Travels Expected	The selected bidder might be expected to travel depending on the activity proposal outlined in the methodological approach, in addition to possibly obtaining feedback via electronic surveys, email, phone, and/or other means deemed necessary to complete the objectives of the policy review. All costs related to such missions and communications and data gathering/analysis should be factored into the bid – a clear breakdown of cost for all travel requirements associated with the bid must be included in the documents.
Special Security Requirements	Standard security requirements apply, that are governed by the local and international laws.
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	Not applicable. Contractor is expected to have access to communication equipment and facilities deliver the assignment. All associated costs shall be reflected in the financial proposal.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	Required and to be part of the technical proposal.

Names and curriculum vitae of individuals who will be involved in completing the services	Required
Currency of Proposal	United States Dollars
Value Added Tax on Price Proposal	Must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals *(Counting for the last day of submission of quotes)*	☒ 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	Not permitted

	Outputs	Percent	Timing	Condition for Payment Release
Payment Terms	Delivery of the work and outputs as defined in the Terms of Reference (Annex 3) and approval of the IATI Secretarial Coordinator	20% 80%	On approval of methodology. On completion of assignment	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.

Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	IATI Secretariat Coordinator
Type of Contract to be Signed	☒ Contract for Professional Services ☒ Purchase Order
Criteria for Contract Award	☒ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) ☒ Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	**Technical Proposal (70%) (Minimum pass score is 49 points out of 70 total obtainable)** **Proposals will be evaluated separately and based on the below criteria. UNDP may contract up to two companies for this assignment, in order to reach different geographical areas and allow for different approaches to be implemented for tackling the key challenge.** **Qualifications of Company (25 points):** • **Minimum 3 years** of demonstrated experience with awareness raising and communication campaigns related to development; access to information or open data matters (mandatory requirement: 10 points); • Proven experience with communication and awareness campaigns regarding IATI and/or data transparency an additional asset (10 points);

	• Demonstrated experience building strong relationships with clients, focuses on impacts and results for clients (5 points). **Approach and proposed Methodology (25 points):** • Quality of the methodology (logic and suitability of approach, consideration of sustainability and gender concerns) (10 points) • The methodology clearly outlines the target group and beneficiaries, including geographical specifications (10 points) • Quality assurance mechanisms and risk mitigation are reflected in the methodology (5 points) **Qualifications of Key Personnel (20 points):** The **Team Leader** should have the following qualifications and experience: • Bachelor's degree or higher in Communication, Public Administration, International Development, Law, Political Science, Human Rights, Humanitarian Assistance or related field (mandatory requirement – 5 points). • At least 3 years' experience with aid /development effectiveness efforts and/or transparency initiatives (5 points); • Proven experience with communication and awareness campaigns in development contexts (5 points); • Extensive experience in aid effectiveness or development work from the country level perspective (5 points); **Language** • Excellent oral and written communication skills in English • Excellent oral and written communication skills in English, as well as in the language of the selected target country (either Arabic, French, Portuguese or Spanish). *Bidders may offer additional personnel (for research and support work, for example) in their proposal. While UNDP expects that the scope for the assignment can be delivered, bidders may offer more experts in their proposal. Those personnel need to meet the requirements for the assignment.* **Financial Proposal (30%)** (Only bidders which get minimum of 49 points on technical evaluation will be technically responsive and considered for financial evaluation) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100 **Total Combined Score:** (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g. 30%) **Total Combined and Final Rating of the Proposal**
UNDP will award the contract to:	One company or university. Any proposer can submit an offer however a proposer cannot submit at the same time its own proposal and be a subcontractor with another proposer. This situation will raise a conflict of interest. However, two or more companies can form an association and submit ONE proposal. In this case the companies have to select a leading company amongst them and with whom will sign the contract with UNDP.
Annexes to this RFP	☒ Form for Submission of Proposal (Annex 2)

	☒ Detailed TOR (Annex 3) ☒ General Terms and Conditions / Special Conditions (Annex 4)
Contact Person for Inquiries (Written inquiries only)	*Focal Person in UNDP: Annelise Parr, IATI Coordinator* *Email address: annelise.parr@undp.org copying* bpps.procurement.team@undp.org Last day to submit questions to UNDP is 7 days before the submission date. UNDP will provide responses on a rolling basis for each. Any delay in UNDP's response shall not be used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery[1])

[insert: *Location*].
[insert: *Date]*

To: [*insert: Name and Address of UNDP focal point]*

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated 2/11/2019 , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A.   Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
b) *Business Licenses Details -- license number, Tax payment certification, etc.*
c) *Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.;*
d) *Track Record – list of at least three clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B.   Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP in form of a brief methodology (max. 2 pages); providing a detailed description of the foreseen scope of work, including the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work that the bidder suggests.

The methodology shall clearly outline geographical specifications and the cost breakdown must reflect on all required travels associated with the proposal.

C.   Qualifications of Key Personnel

a) *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
b) *CVs of all personnel demonstrating qualifications must be submitted; and*
c) *Written confirmation from each personnel that they are available for the entire duration of the contract.*

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[1] *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*

The Price Schedule Sheet document should be provided as a separate document from the technical offer and to be password protected.

D. **Price Schedule Sheet***

Outputs	Percentage	Price Per Output in USD
Full-fledged concept for the activity, including invites, list of participants and content	100%	
Organization/implementation of national or regional activity		
Final outcome report and the filled-in feedback questionnaires (to be provided by UNDP) from the participants.		
Total Price in USD:		

E. **Cost Breakdown by Cost Component (please include estimate costs for all travel required for the delivery of the proposed activity)**

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement/ Unit price*	No. of Personnel	Total Rate in USD
1. Key Personnel				
1- Team Leader		1 month	1	
2. Other experts (indicate the cost for each personnel separately:				
# proposed		1 month		
II. Other Costs (As applicable)				
Travel (city location, purpose)				
Round trip tickets				
Allowances				
Communications				
Others (kindly specify)				
Total Price in USD:				US$

The proposed period is an estimation. Bidders at their discretion may suggest the different period as long as it will allow UNDP to meet its project timelines.

[Name and Signature of the Service Provider's Authorized Person]
[Designation]
[Date]

Terms of Reference

Title: IATI Data Use Fund – Theme 1: IATI Awareness Raising

Innovative small-scale activity that addresses the challenge: "there is a lack of awareness regarding the existence of IATI as a source for data among key actors holding governments and development actors accountable. This includes in particular aid/development watchdog organizations, journalists and other media actors, and parliamentarians."

Project/Institution Name: IATI Secretariat/UNDP

Region/Country: Global

Background:

The International Aid Transparency Initiative (IATI) is a voluntary, multi-stakeholder initiative that seeks to increase the transparency of development cooperation and increase its effectiveness in tackling poverty and achieving the Sustainable Development Goals (SDGs). IATI was launched at the Third High Level Forum on Aid Effectiveness in Accra in 2008 and was designed to support donors in meeting their Accra commitments on transparency and simultaneously serve the information needs of developing countries to enable the planning and management of national budgets based on more accurate and timely information on resource flows.

IATI brings together donor and recipient countries, civil society organizations, and other experts in aid information. At the centre of IATI is the IATI Standard, a format and framework for publishing data on aid and development cooperation activities.

The initiative is governed by a multi-stakeholder Governing Board (GB), which comprises representatives from all three IATI membership categories ((1) Partner countries, (2) CSOs and others, (3) providers of development cooperation) and the Members' Assembly, formed of all members of IATI. The GB is supported administratively by a virtual Secretariat located in multiple locations and led by UNDP. The UNDP-led Secretariat is run by a consortium that also includes UNOPS and the UK based NGO Development Initiatives (DI). Full membership is open to organizations involved in development cooperation who commit to the aims and objectives of the initiative.

More than 900 organizations are already publishing IATI data on a regular level and the numbers are constantly increasing. One of IATI's main priorities is to continually improve the quality of IATI data to respond to the needs of all stakeholders and facilitate access to executive tools. While IATI has been very successful in increasing the amount of data published since its launch, there is still need to increase and diversify the usage of the generated data as publishing is not an end goal but rather the foundation for well informed, coordinated and effective development cooperation.

A 2015 independent evaluation highlighted that strengthening the 'demand side', e.g. the use of IATI data, especially from partner countries should be a strategic priority for IATI programming. In more detail, the following key challenges have been identified in regard to IATI data usage:
- Partner countries are facing technical challenges or issues of other nature when seeking to integrate IATI data into national systems. As a consequence, beyond individual examples, IATI data is not yet routinely or systematically used in support of international development goals, and one of the main objectives is to increase the integration of IATI data in Aid Management Systems (AIMS) and other national systems and therewith increase the systematic usage in planning processes on all levels;
- Lack of basic awareness, training and guidance, particularly amongst non-technical audiences on the availability and usage of data;
- Data quality issues affect trust in IATI data and limit the usability of the data in some cases;
- Existing tools, including the IATI website, datastore and d-portal may not be user-friendly enough to non-technical users and do not facilitate easy access to the data in common usable formats;
- Language barriers, especially in non-anglophone countries, connectivity and low levels of data literacy impact accessibility and use in different countries and regions.

In order to address the challenges outlined above and implement the recommendations from the independent evaluation, the IATI Board has adopted a <u>Data Use Strategy</u> that includes the establishment of the IATI Data Use Fund (DUF). The DUF is administered by UNDP on behalf of the IATI Data Use Working Group and aligns to the Data Use Strategy's monitoring and results framework. The five outcomes of the strategy are:

1. Raise awareness of IATI as a source of aid data and develop a common understanding of the priority needs of different user groups. (Theme 1: IATI Awareness Raising)
2. Improve data quality and usability in order to assure users of its reliability, including through the development of feedback mechanisms. (Theme 2: IATI Data Quality)
3. Improve existing tools and develop new, user-friendly tools that help multiple actors access and use IATI data. (Theme 3: User-friendly IATI tools)
4. Improve guidance, training and support for specific user groups. (Theme 4: IATI User Guidance Material)
5. Promote integration of IATI data into partner country aid systems and processes. (Theme 5: IATI-AIMS Integration)

This **request for proposals (RfP)** focuses on theme 1: awareness-raising for IATI as a source of development, humanitarian and climate financing data and its usability for different stakeholders.

Under this RfP, UNDP is inviting interested service providers to submit innovative proposals aimed at raising the awareness of IATI data among various stakeholder groups on country/regional level.

Scope of Work

UNDP/IATI is seeking to contract an implementing partner who has the capacity to independently define, plan, present and implement an innovative and effective small-scale activity that addresses the key challenge of the IATI awareness raising theme:

"There is a lack of awareness regarding the existence of IATI as a source for data among key actors holding governments and development actors accountable. This includes in particular aid/development watchdog organizations, journalists and other media actors, and parliamentarians."

This RfP tackles a critical frontier for IATI. With open, standardized data now available from more than 900 publishers, the use of IATI data by diverse user groups (government officials, bureaucrats, parliamentarians, journalists, researchers, development experts, etc.) to meet and monitor sustainable development interventions is a very real possibility. However, there is still limited awareness and knowledge of the potential of IATI among important audiences (including donors and other providers of development assistance), in particular at recipient country level.

At the same time, <u>experience is building across different countries</u> with regard to data use that can be used as best practice examples to inspire similar use of IATI data in different contexts. This RfP seeks to increase both awareness, capacity and willingness to use (and champion use of) IATI data, in specific contexts and among particular target groups of users as proposed by the bidder.

As previously awarded proposals[2] for this theme related to awareness-raising in countries with significant 'on-budget' development contribution, UNDP/IATI is now seeking proposals that target development contexts with more challenging fund tracing flows, where less donor contributions are implemented through the Government (on-budget) and more ODA is directly channeled into activities on programme and project level (off-budget).

At the same time, UNDP/IATI is seeking to fund awareness raising activities that increase the language diversity within the IATI community. Previously awarded proposals for this theme 1 – awareness raising were implemented in the Anglophone IATI partner countries Ghana and Uganda. Therefore, this RfP focusses on IATI partner countries where Arabic, French, Portuguese and/or Spanish is one of the main official languages and the majority of ODA funds is implemented off-budget.

Given the above, this request for proposals is especially seeking proposals for activities to be implemented in the following countries – Benin, Burkina Faso, Burundi, Colombia, Congo, Congo (DR), Dominican Republic, Guinea, Honduras, Lebanon, Madagascar, Mali, Sao Tome and Principe, Syria and Yemen.

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[2] Summaries of all the implemented activities can be found <u>here</u>.

Proposals for activities targeting other countries must make a very strong argument for the rationale of implementing the activity in a certain context and outline in detail the potential for continuous IATI data use in this context.

Challenges to be addressed:

A number of specific challenges are already known in this context. Among the potential user groups, foremost government officials working on budgeting and development processes, but also accountability actors including aid/development watchdog organizations, journalists, parliamentarians and the media are often not sufficiently aware of IATI as a source of development data and its relevance to their work. Development cooperation management officials and in-country donors are often not familiar with the potential of using IATI in coordination, planning and monitoring efforts. We also know that many development actors use information and data from a variety of sources, including less timely and comprehensive data sets, and that IATI has the potential to be of tremendous value to numerous stakeholders.

To date, data-user/IATI stakeholder engagement efforts and technical support at country level have remained relatively ad-hoc and under-resourced. Existing experience also indicates that awareness raising efforts that are not targeted enough to the needs of particular data-user groups are unlikely to create sustainable engagement and data uptake.

The purpose of this RfP is therefore to encourage innovative proposals that increase the awareness and willingness of specific stakeholder groups to use IATI data in their work on a regular and more systemic level. Such efforts can be focused in-country (IATI partner countries), regionally or globally but should clearly identify coherent targets groups and specific engagement objectives and set out how their use of IATI will be increased.

Expected Outputs

- Identified target groups demonstrably have increased their awareness about IATI and are increasingly willing to champion IATI use;
- New examples of IATI data use by specific target groups have been generated or initiated;
- Documentations and publications of learning within the IATI community (e.g. through project report, blogs and IATI discuss contributions, etc.) are available.

Deliverables

Under the overall guidance of the IATI Secretariat Coordinator, the implementing partner is expected to deliver the following:

1. **A concept for the awareness raising activity (to be approved by UNDP/IATI ahead of implementation) that is** clearly outlining a) the target group, b) the content and objective of the awareness raising intervention, c) the methodology of outreach and knowledge transfer and d) the approach to measuring the results of the intervention.
   The conceptual development of the activity must also clearly outline how this measure contributes to tackling the mentioned key challenge, under which criteria the target group(s) are selected, how gender-balance will be assured and what measures will be taken to assure value for money and sustainability concerns. Specific attention will be given to how proposed activities will contribute to increased use of IATI data by target groups.
2. **Implementing/facilitating the proposed activity** in the specified country, region or globally (as relevant to the selected target group(s) and as agreed on with the UNDP IATI Coordinator). The proposal and selection of the geographical location shall be based on the criteria mentioned above, as well as the service provider's expertise, network and other infrastructure and must be carefully considered in terms of logistical, financial and security aspects.
   The organization of the activity must be facilitated by the implementing partner alone, including any location, equipment, transport, visa and travel arrangements (if applicable), and other matters. The content of awareness raising activities must be provided by the implementing partner, as based on the developed and approved concept. However, it is expected that wherever relevant, the activity

considers lessons learned in prior efforts developed within the IATI community. The content and form of the activities must reflect on the level and expertise of the target group(s) and be designed to support them in their current objectives.

3. **Prepare a detailed outcome report** (5 – 10 pages) that can be easily turned into a brief blog for the IATI website and contains recommendations relevant to the IATI community and other relevant actors at the national/regional or global level that can use IATI data or champion its use by others. In particular, this should cover reflection on sustainability and scaling strategies for IATI awareness raising. Annex to the outcome report should include feedback/self-assessment questionnaires from the participants rating the activities' relevance and quality if applicable.

Actions / Deliverables	Indicative Date
1. Full-fledged concept for the activities, target group(s)/participants and content for approval	One week after contract signature
2. Organization/implementation of national, regional or global activity	TBD
3. Final outcome report and draft blog for IATI website	Two weeks after the activity ends

Institutional Arrangements

- The service provider will be working under the guidance of the UNDP IATI Coordinator as focal point for all matters;
- The service provider will be responsible for providing her/his own laptop and software and other equipment to be used;
- The service provider shall only make use of open source IATI tooling freely available to the whole IATI community. All tooling used must be fit for purpose. The use of non-open source publicly accessible visualization tools is permitted.
- Payments will be made upon submission of the deliverables and a detailed time sheet and certificate of payment form, and approval and confirmation by UNDP.

Competencies

Functional Competencies of the Lead Expert

- Expert knowledge related to IATI (or strong interest and clear plan for engaging relevant IATI expertise if not directly available to applicant), open data/government and transparency initiatives;
- Excellent organizational and time-management skills; ability to work independently against tight deadlines;
- Proficiency in the usage of computers, office software packages and online research tools;
- Excellent writing, editing and oral communication skills essential.

Corporate Competencies

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP, IATI and partner organizations;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;

Required qualifications and experience of lead technical expert

Education

- Bachelor's degree or equivalent in Public Administration, International Development, Journalism, Law, Political Science, Human Rights, Humanitarian Assistance or related field.

Experience
- At least 5 years' experience with awareness raising and advocacy efforts in development contexts, ideally related to aid effectiveness efforts and transparency initiatives;
- Proven experience with using IATI or other (open) data from multiple publishers to support decision-makers and accountability actors in their work;
- Proven experience with quantitative and qualitative research;
- Extensive experience in aid effectiveness or development work from the country level perspective.

Language
- Excellent oral and written communication skills in English, as well as in the language of the selected target country (either Arabic, French, Portuguese or Spanish).