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TERMS OF REFERENCE (TOR)

ETHIOPIA

FOR THE RECRUITMENT OF FIRM

GENERAL INFORMATION

Services/Work Description:	Consultancy to Design and Develop an Integrated Platform For The Regional Programme's: Digital Investment Map
Project/Program Title:	Regional Programme
Duty Station:	Home based
Type of the Contract:	International Consultancy Firm
Duration:	60 days over 4 months
Expected Start Date:	Immediately after Signing the Contract

I. BACKGROUND / RATIONALE

The Regional Programme (RP) for Africa is part of the UNDP's Regional Service Centre for Africa based in Addis Ababa, Ethiopia. The Regional Programme seeks to address regional issues on the continent, by providing programmatic support to countries facing similar challenges, where a united front of affected countries is best suited to address the prevalent specific issues. Currently, the Regional Programme for Africa runs several flagship projects and is also involved in supporting other crosscutting and emerging issues within the Regional Service Centre, such as gender equality and women's empowerment, climate security, and strengthening UNDP's engagement in the Sahel - all towards enabling Country Offices fulfilling their mandate.

In November 2021, UNDP launched a flagship project on mapping the Regional Programme's footprint in Africa – **a Digital Investment Map**. Leveraging data to make informed development choices remain a global challenge, and the African region is no exception. As a result, it will have a huge impact on both the policy analysis and in the driving of efficient programming.

The Digital Investment Map (DIM) will showcase the RPs investments and the support it provides for the realization of the SDGs and the African Union Agenda 2063. This knowledge platform will enable internal and external stakeholders, to easily obtain data and information which is relevant to understanding demographic trends, monitoring, and evaluating the RPs projects. The map will also make it easy to share data visualizations and infographics. The data and the analysis will therefore be important for the informing on policy development. The **DIM will act as a strategic enabler** in enhancing RP's visibility in the continent and will be an important tool in tracking the progress on the attainment of the SDGs, and the goals of Agenda 2063, and specifically so on those of Digital Transformation.

It is envisaged that the project will encompass quantitative and qualitative data analysis, in corroboration with external sources. The design will be an interactive visual platform¹ that will depict the overall impact of RBA's regional programme, including the resources mobilized, its reach with beneficiaries, in sectoral and thematic areas. The project is further expected to provide a basis for the identification of opportunities for greater synergies, coherence, coordination, and efficiencies within the broader UNDP, including the RSCA and its donors. The DIM will act as a **key knowledge brokering platform** for informing decision-making, based on the expenditure and impacts at the regional and national level, starting from 2020-2022. The map will be updated every six months

¹ See <https://pacificaidmap.lowyinstitute.org/> and <https://open.undp.org/> for similar type designs.

going forward, to ensure that the latest information is available. The RP Data Team **have implemented the data collection process** and will be the first point of contact for project related data.

Against this background, the UNDP RP is therefore, inviting proposals from qualified Consulting Firms to develop a comprehensive Integrated web-based interactive platform to support the analysis, storage, processing, visualization and sharing of RP investments footprint data and information. The Consulting Firm will also be required to build capacity within UNDP RP and support with maintenance of the developed platform for 3-6 months post the production date.

II. OBJECTIVES OF THE SERVICE / WORK

The Digital Investment Map will be a standalone secure platform that will oversee the investment and outcomes realized from the Regional Programme for Africa. It will be one of the **flagship knowledge products** that will project the impact of the regional programme at the regional and national level detailing investments based on geographic locations.

Overall Objective: The main objective of the assignment is to design and develop a time series enabled Integrated Web platform to upload, store, and execute interactive multi-media data visualizations. Furthermore, it is expected to:

- 1) Develop and build a comprehensive and secure Integrated Web Platform with a corresponding insights dashboard (Tableau/PowerBI), that is consistent with UNDP RP's pre-populated data for 2020 and 2021; with the ability to adequately pull together data from external sources, including but not limited to the UN system, non-profit partners, academia, development partners, etc. for cross validation and demographic data.
- 2) Functionality:
 - Overview Tab: Dynamic map with projection of data across the hubs
 - Tab 2: Location Specific Selection of projects by year
 - Tab 3: Dashboard view: Comparison of Project by delivery rate/donors/Beneficiaries, etc.
 - Tab 4: SDG contributions(steps left to attain the Target 2030), Database, and Infographic sheet download
 - Mock pattern
- 3) Develop the backend database for real time data querying and update.
- 4) Design the infographic (demographics included), which comprises a 2-4 pager with the ability to dynamically change after a selection of filters from the map/country/hub/donor functions for comparison.
- 5) Preset Infographics profile with download capability on the (1) Regional Programme , (2) Flagship Projects, (3) Year , (4) Hub, (5) Country (6) Pillar
- 6) Functionality to access RP flagship reports and key resources.
- 7) Projection of steps contributed to attain the 2030 SDG goals by year on year breakdown.

- 8) Develop standard procedures and guidelines for maintaining the Integrated Web Portal.
- 9) Improve the competence by training (application of knowledge and skills) of UNDP RPs staff in maintaining the Integrated Web platform and the updating of functionality.

III. EXPECTED OUTPUTS / DELIVERABLES

The expected outputs and deliverables for the digital investment map are the following:

1. Design and develop a web-platform with a suite of features/functions, backend database system including data analytics, a content management system, vlog, library with search functionality embedded.
2. Populate data for country specific demographic and design an infographic template that will auto populate selection-based demographics with project details for download.
3. Perform testing (unit, integrated and module) and launch the platform to a secure cloud server.
4. Provide a user – friendly and comprehensive user guide for UNDP teams for use/management of the platform.
5. Conduct training sessions for UNDP teams for use/management of the platform.
6. Prepare 120-360 seconds animated launch video of the platform.
7. Technical Support and maintenance for 3-6 months' post deployment to the cloud.

IV. METHODOLOGY / APPROACH OF THE SERVICE (WORK)

Source of Primary Data: The RP's data team will be providing RP project related data and financials, with the following extract from 2020 and 2021 which can be read below. Data will be shared with a customized template in a macro enabled excel file.

- Sector level (OECD CRS/DAC codes)
- Implementing Hub/ Partner
- Impact Area, SDG Contribution
- Country
- Priority Area
- Project Title
- Project/Agreement Number
- Activity Description
- Thematic Area
- Project Expenditure in USD
- Budget Allocation in USD
- Delivery Rate
- Count of Male/Female/Youth Reached
- Project Contributions to GESI
- Info Link
- Notes/Comments

Whereas UNDP RP has provided the general scope of work for this assignment below, the Consulting Firm is expected to propose a plausible approach for undertaking this assignment, and subsequently the linking and integration of the dashboard and map. **The scope of the task also covers the following key components:**

1. Building database (MySQL, Postgres, etc).
2. Digital Map with Dashboard and comparative data analysis based on user selection.

3. Link data from secondary sources for demographics at country level.
4. Infographic design and development.
5. Cloud Hosting incorporating UNDP policies.
6. Develop a database system which is specific to the needs of the project with 6 monthly data updates.
7. The Dashboard will support graphical presentation of information, real time manipulation of data by time, period and/or selection/ de-selection of variables to:
 - a. aggregate statistics and summary visuals.
 - b. overlay and/ or compare data.

The Consulting Firm will develop a ***standard operating procedures manual*** that will include an explanation about:

- Update of Data
- Storage, retrieve and freeze data
- Secure and protect data.

The Consulting Firm will train UNDP RP staff on the various procedures for the database system, including data extraction, analysis, visualization, reporting/transfer, and management (CRUD actions).

Review and Validation: The Consulting Firm is expected to work hand in hand with UNDP RP Data Specialist to ensure approval of the prototype Integrated Web Platform and dashboard, in accordance with UNDP corporate policies and procedures, with the guidance by the RP team. This will entail product presentations and walk through with the core team for feedback and review.

V. LOCATION, DURATION AND TIMEFRAME OF THE WORK /DELIVERABLES/OUTPUT

This consultancy assignment will be home-based and will require travel of the consultants which is to be determined by the provider.

Inception report and work-plan: The Consulting Firm is expected to produce an inception report, work plan and schedule of tasks, with corresponding deliverables as part of the proposal to undertake the assignment. To be submitted 10 working days after signing of contract.

DELIVERABLE SCHEDULE

#	Deliverable	Description	Timing (working days after contract)	Responsibilities
1	Inception report and work-plan	Provides a detailed Solution Architecture, schedule of tasks and timelines	10 days	Consulting Firm submits inception report and workplan to RP Data Specialist.
2	Development of the database system	The database will store, organize, and structure all the information and data for the Digital Map with demographics data integration from public sources.	5 days	Consulting Firm develops database and conducts a Presentation walkthrough to RP Team.
3	Data Clean up and Analytical Dashboard	Module to manipulate, summarize, compare, and visualize the data map with tabs as outlined in the scope of works.	10 days	Consulting Firm develops the Digital Map and Dashboard view, conducts a presentation walkthrough for RP Team.

4	Development of Integrated Web Platform updated with animated video for the platform.	Platform to enable interactive querying, visualization, and the integration of data across databases.	10 days	Consulting Firm develops the Web based platform, conducts a presentation walkthrough for RP Team.
5	Design of Country/Project Infographic	Tab with user selection for auto generation of infographic with data for download.	5 days	Consulting Firm develops the mock infographic, for review from RP team.
6	Updated version Integrated Web Platform	Platform to enable interactive querying, visualization, and the integration of data across databases after requested updates	5 days	Consulting Firm has made requested updates to the Web based platform, new walkthrough for RP Team.
7	Final Training Report & Standard Operating Procedures	Detailed manual with common debugging, operational aspects of the Integrated Web Platform.	10 days	Consulting Firm submits Training Report and SOP to RP Data Specialist.
8	Finalization of products	Finalized platform product uploaded and ready for use	5 days	Consulting Firm uploads the platform within the UNDP Gateway
Total sum of working days			60 days	

The **total duration of the project will be 4 months.**

VI. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

At the beginning of the assignment, the Consulting Firm will present to the RP's Data Specialist an inception report including a workplan on how it will execute the assignment based on the interpretation of the Terms of Reference.

The Consulting Firm will be participating in initial meetings with the RP Data Team, on how the assignment and tasks will be implemented and report regularly on progress as guided by the expected deliverables.

The Consulting Firm will work under the direct supervision of the RP's Data Specialist.

The overall supervision will be overseen by the RP Coordinator. The Consulting Firm's Team Leader will be responsible for all the assignment deliverables.

VII. PAYMENT MILESTONES AND AUTHORITY

Prospective Service Provider will indicate the cost of services for each deliverable when applying for this consultancy. The Proposer will be paid based on the effective UN exchange rate (in case of other currency denomination), and only after approving authority confirms the successful completion of each deliverable as stipulated hereunder.

A winning Proposer shall then be paid the lump sum contract amount upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained from:	Percentage of Payment
1 st Installment	Setup of database system, analytical dashboard and first draft of integrated web platform	Regional Programme	30% (25 days)
2 nd Installment	Integrated Platform with animated video for the platform and additional country and project specific infographics is delivered		40% (20 days)
3 rd Installment	Final product of the platform is finalized. Trainings, and Report and Standard Operational Manual finalized.		30% (15 days)

VII. MINIMUM ORGANIZATION AND CONSULTANCY TASK FORCE REQUIREMENTS

Registered IT Firms are eligible to apply for this consultancy. The firms should have:

- 1) At least 10 years' experience in Web-based applications design and development, particularly with Geographical mapping
- 2) Experience in web-based applications development and management in at least 6 sites, using CMS or other technologies (Provide evidence-contracts/LPOs and certificate of completion for the works done).
- 3) At least 10 years' experience related to data management/database development and archiving, including the use of web-enabled platforms and common statistical analysis tools.
- 4) Experience with data management of data sets from developing countries, systems development, and management. Such experience from within Africa is highly desirable.

Present a technical proposal (10 pages max), which should detail:

1. The proposed approach solution architecture (with timelines, tools, and technology selection) that shows a clear understanding and interpretation of the assignment.
2. A narrative statement on how the design team would approach the development of the platform as per the TOR
3. A description of the organization's prior experience and work with UN agencies.
4. Evidence of two previous web development projects.
5. Short bios/ CVs of the design team.
6. Contact details of previous clients for whom the organization has conducted similar work.

Financial proposal:

Consulting Firms are required to provide a lumpsum quotation to deliver the outputs required under this TOR. The selection of Consulting Firms will be conducted on a price-performance basis. Only Consulting Firms obtaining a minimum of 70% of the total technical points will be considered for financial proposal evaluation. UNDP shall not be liable for unanticipated expenditure and/or errors in costing.

Interested Consulting Firms must submit the following documents/information to demonstrate their qualification, experience, and suitability to undertake the assignment.

- 1) CVs of all key personnel to undertake the consultancy, indicating all experience from similar projects.
- 2) Provide evidence-contracts/LPOs and certificate of completion for the works done, comprising at least 6 websites designed using the latest technologies.

- 3) Letter of Confirmation of Interest and Availability in addition to a Financial Proposal indicating professionalism and service fee.

Incomplete proposals will not be considered.

Qualifications for Team Members	
Team Leader Education, Experience, and technical Competencies	<p>Education: Advanced degree (Masters Level) in a relevant field (Computer Science, Data/Information Management, Advanced Statistical Analysis, Information Technology, and Software Engineering).</p> <p>Experience</p> <ul style="list-style-type: none"> ▪ Have at least 10 years' experience in Web-based applications design and development using CMS, HTML, CSS, JS, Tableau/PowerBI. ▪ Have experience in web-based applications development and management in at least 6 websites using CMS/Web Development (Provide evidence contracts/LPOs and certificate of completion for the works done). ▪ Have at least 10 years' experience related to data management/database development and archiving, including the use of web-enabled platforms and common statistical analysis tools areas. ▪ Prior professional experience with international organizations in multi-cultural settings and multi-stakeholder processes, preferably in the region. ▪ Experience in working in an agile methodology. ▪ Prior experience with data management of data sets from developing countries, systems development and management within Africa are highly desirable. ▪ Prior working experience with the UN system is an added advantage. <p>Technical and Functional Competencies</p> <ul style="list-style-type: none"> ▪ Strong expertise in the development of web-based applications. ▪ Knowledge in Postgres, MySQL database management, CMS, website development, CSS, JS, Graphics design etc. ▪ Strong analytical, writing, communication, reporting and presentation skills. ▪ Demonstrated evidence of having completed similar assignments. ▪ Ability to communicate effectively in written and spoken English.
Web Developer / Programmer	<p>Education: Advanced university degree in Computer Science, Data Analysis, Statistics, or related field.</p> <p>Experience:</p> <ul style="list-style-type: none"> • Bachelor of Science in either of the following: - Computer Science, Software Engineering, Computer engineering or any other relevant field. • Knowledge in MySQL database management, CMS, Website development, CSS, JS, Graphics design etc. • Have at least 6 years' experience in programming. • Have experience in website developments and management in at least at least 6 websites using CMS, Bootstrap, etc. • Experience in Responsive Joomla template development. • Prior work experience with United Nations agencies and/or other international organizations is an asset. • At least 5 years of professional experience in data and statistical analysis. • Prior professional experience with international organizations in multi-cultural settings and multi-stakeholder processes, preferably in the region. <p>Technical and Functional Competencies</p> <ul style="list-style-type: none"> ▪ Strong expertise in the development of web-based applications.

	<ul style="list-style-type: none"> ▪ Proven ability to write code, program parameters for data integrity, and extract data from relational databases using SQL. ▪ Demonstrated expertise in software architecture, object-oriented design, design patterns, data structures and multi-threading. ▪ Strong analytical, writing, communication, reporting and presentation skills. ▪ Ability to communicate effectively in written and spoken English. ▪ Experience working with the United Nations or any other reputable international NGO, bilateral or multilateral development partners especially in the region.
Web Graphic Designer	<p>Education: University degree in UI/UX, Information Technology or related field.</p> <p>Experience</p> <ul style="list-style-type: none"> • Minimum of 4-7 years of experience in Graphic Design. • Understanding of website design, infographic template, corporate identity, product packaging, and multimedia design. • Knowledge of layouts, graphic fundamentals, typography, print, and the web. • Familiarity with HTML, CSS, JS preferred. • Knowledge of Adobe Photoshop, Illustrator, Sketch, InDesign, and other graphic design software. • Prior professional experience with international organizations in multi-cultural settings and multi-stakeholder processes, preferably in the region. <p>Technical and Functional Competencies</p> <ul style="list-style-type: none"> ▪ Strong experience in developing innovative multimedia products and websites. ▪ Strong analytical, writing, communication, reporting and presentation skills. ▪ Demonstrated evidence of having completed similar assignments. ▪ Ability to communicate effectively in written and spoken English.
All team members	<p>PROFESSIONALISM: Sound knowledge of and exposure to a range of development assistance issues, including on action research to that informs development programmes design and management; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; demonstrates professional competence and mastery of subject matter; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations; takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.</p> <p>COMMUNICATION: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style, and format to match audience; demonstrates openness in sharing information and keeping people informed.</p> <p>PLANNING & ORGANIZING: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.</p> <p>TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.</p> <p>ORGANIZATIONAL AWARENESS: Demonstrate corporate knowledge and sound judgment</p> <p>ACCOUNTABILITY: Takes ownership of all responsibilities and delivers outputs in accordance with agreed time, cost, and quality standards.</p>

	<p>COLLABORATION AND PARTNERSHIP: the ability to develop, maintain, and strengthen partnerships with others inside (programmes/ projects) or outside the organization who can provide information, assistance, and support.</p> <p>KNOWLEDGE MANAGEMENT & INNOVATION: the ability to capture, develop, share, and effectively use information and knowledge. Ability to propose new and useful ideas that are practical and work.</p> <p>DELIVERY: Ability to get things done while exercising good judgement.</p> <p>INTEGRITY AND ETHICS: Demonstrates integrity by modelling the UN's values and ethical standards in carrying out the assignment.</p>
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X. LOGISTICAL SUPPORT

The firm will be home based.

XI. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating proposals whose contents are uniformly presented and to facilitate their comparative review, a Service Provider is advised to use a proposed Table of Contents. Hence, your Technical Proposal document must have at least the preferred content as outlined in the respective RFP Proposal Submission Form (*See Next Page*).

XII. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The consultants shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy or the Government without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP. This assignment will be administrated by the United Nations Development Programme (UNDP), and all relevant UNDP rules, policies and procedures will apply.

XIII. TECHNICAL PROPOSAL EVALUATION CRITERIA

Herewith please find the **Standard Technical Proposal Evaluation Criteria** along with respective allocated weight template for Requester's subsequent review.

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise of Firm / Organization	30%	300
2	Proposed Methodology, Approach, and Implementation Plan	40%	400
3	Management Structure and Key Personnel	30%	300
TOTAL		100%	1000

Technical Proposal Evaluation (FORM I)		
Expertise of the Firm / Organization		Points Obtainable
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect implementation <ul style="list-style-type: none"> - Financial Stability - Loose consortium, Holding company or One firm - Age/size of the firm 	90

	<ul style="list-style-type: none"> - Strength of the Project Management Support - Project Financing Capacity - Project Management Control 	
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.)	15
1.4	Quality assurance procedure, warranty	25
1.5	Relevance of: <ul style="list-style-type: none"> - Specialized Knowledge - Experience on Similar Projects - Experience on Projects in the Region - Work for UNDP/ major multilateral/ or bilateral programmes 	120
SUB TOTAL		300
Technical Proposal Evaluation (FORM II)		
Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the Proposer understand the task?	30
2.2	Have the important aspects of the task been addressed in sufficient detail?	25
2.3	Are the different components of the project adequately weighted relative to one another?	20
2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	55
2.5	Is the conceptual framework adopted appropriate for the task?	65
2.6	Is the scope of task well defined and does it correspond to the TOR?	120
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	85
SUB TOTAL		400
Technical Proposal Evaluation (FORM III)		
Management Structure and Key Personnel		
3.1	Task/Project Manager / Team Leader /	
	General Qualification	
	Suitability for the Project	
	- International experience	20
	- Training experience	15
	- Professional experience in the area of specialization	75
	- Knowledge of region	15
	- Language qualification	5
SUB TOTAL		130
3.2	Web Developer/Programmer	
	General Qualification	
	Suitability for the project	
	- International experience	15
	- Training experience	15
	- Professional experience in the area of specialization	65
	- Knowledge of the region	15
	- Language qualification	10
SUB TOTAL		120
3.3	Web Graphic Designer	
	General Qualification	
	Suitability for the project	
	- International experience	5
	- Training experience	5
	- Professional experience in the area of specialization	30
	- Knowledge of the region	5

	- Language qualification	5
	SUB TOTAL	50
	Aggregate	1000