1. Background

In September 2015, the Sustainable Development Goals (SDGs) were adopted by 194 member countries of the United Nations General Assembly, including Trinidad and Tobago. The 17 SDGs and 169 targets are part of the 2030 Agenda for Sustainable Development adopted by 194 Member States at the UN General Assembly Summit in September 2015, and which came into effect on 1 January 2016.

The Government of Trinidad and Tobago remains committed to the 2030 Agenda for Sustainable Development. To this effect, our National Development Strategy: Vision 2030, incorporates the Sustainable Development Goals (SDGs), and other internationally agreed frameworks, across the three dimensions of sustainable development, economic, social and environmental. The UN and its partners in Trinidad and Tobago are working towards achieving the Sustainable Development Goals: 17 interconnected and ambitious Goals which address the major development challenges faced by people in Trinidad and Tobago and around the world. Investing more in human capital is seen as a priority for sustainable development and economic growth.

Driven by a collective commitment to inclusivity, Trinidad and Tobago follows the whole-of-government and whole-of-society approach to SDG implementation. As such, nationwide consultations with multiple stakeholders were held. However, while the recent COVID-19 pandemic resulted in the postponement of some in-person consultations, the Government continued engagements through an online platform. The Government of Trinidad and Tobago will be reviewing the Medium-term National Goals (2021-2025) to ensure alignment with SDG targets and indicators. In addition, the Accelerators identified in Trinidad and Tobago’s Roadmap for SDG Implementation will receive further focus for integration in national policies and plans.

The SDGs and targets will stimulate action in the following critically important areas: poverty, hunger, education, health and well-being, education, gender equality, water and sanitation, energy, economic
growth and decent work, infrastructure, industry and innovation, reducing inequalities, sustainable cities, consumption and production, climate action, ecosystems, peace and justice, and partnership. This comprehensive agenda recognizes that it is no longer sufficient just to focus on economic growth, but on fairer and more equal societies, and a safer and more prosperous planet. It recognizes that the tasks of peace, justice, environmental protection, and industrial development are not disconnected from each other, but part of the same change. It recognizes, above all, that global and interconnected challenges can only be fought with global and interconnected solutions. It is an ambitious plan that will require a renewed global partnership between governments, businesses, the civil society, and individuals.

The Government of the Republic of Trinidad and Tobago (GoRTT) continues to promote inclusive participation of all stakeholders for the implementation of and reporting on the SDGs and the 2030 Agenda for Sustainable Development. Trinidad and Tobago does not have an SDG Platform and it is imperative to have such a data platform; the existence of one would help galvanize action by the Public & Private sector, Civil Society Organizations and development partners. In Trinidad and Tobago, development data is largely separated into siloed, disconnected systems. This has led to challenges in unifying development data, thereby impeding policy makers furthering evidence-based decisions and solutions. Often, policy makers rely on historical and dated information, rather than drawing on the full world of available data on interconnected issues. The United Nations in Trinidad seeks to address these challenges by supporting government’s efforts towards the modernization of the local data ecosystem. A key aspect of this support is the implementation of an SDG Interactive Digital Data Platform for Trinidad and Tobago, as a data repository of the official SDG indicators that the country has the capacity to report. The SDG data platform builds on the existing body of work that has already identified SDG indicators and data sets, and will bring together data from various datasets, portals and sectors to one common place that will enable GoRTT to track its progress towards achieving the SDGs. The project will aim to create a single unified technology driven tool to bring together sub-national data together to act as a guiding tool for all development initiatives in the country.

2. Objective

To develop, implement and maintain an SDG Digital Data Platform in Trinidad and Tobago to:

1. Measure, track, and accelerate Agenda 2030 with data, empowering GoRTT to assess country's exact SDG progress today and proactively address barriers, rather than realizing what should have been done after fallen short of targets
2. Align development programs, be it at the national, sub-national or local level, implemented by the government, business or NGOs, to focus on the indicators, sectors, marginalized population and geographies that can maximize progress toward the SDGs.
3. Encourage participation of the communities and businesses to provide feedback, track progress, co-create development solutions and mobilize financing.
4. Plan based on data: around the ongoing schemes in the upcoming years and see how the progress has happened in the base year especially for the marginalized population.
5. Budget better: view the outcomes and outputs, along with the inputs to budget better for development and non-developmental initiatives.
6. Financing the gap: identify gap areas for financing and partner with private sector to address the funding gap, including co-creating development solutions
7. Monitor: The SDG data platform will be a single source of information to be used to monitor the comparative progress of the sub-nationals towards the SDG parameters. The data platform showcase baseline and progress indicators.

8. Manage responsibly: A clear picture of SDG-Targets allotted to departments, keeps the stakeholders informed of their responsibilities in achieving the SDGs by working with cross-sectoral counterparts.

3. Scope of Work

The firm shall assist and support the UNCT in designing, developing, supporting and maintaining the Trinidad and Tobago SDG Platform by:

✓ Developing, designing and maintaining an online data platform for facilitating monitoring of SDGs.
✓ Leveraging data analytics for SDG monitoring to provide decision driving insights
✓ Creation of a data entry tool
✓ Data Extraction, and Data Visualizations
✓ Supporting data exchange
✓ Training assigned staff in use and administration of the SDG data platform
✓ Providing hosting and maintenance support

4. Key Tasks and Deliverables

The firm will be responsible for the following:

a) With support from relevant technical staff from the UNCT, define strategy and business architecture
   o Understand business processes
   o SDG indicators framework
   o Collate available data
   o Develop Data structure by SDGs
   o Disaggregation of data
   o Review and Harmonize Available data
   o Data Quality Check

b) Design and Develop SDG Data Platform
   o User Friendly Design
   o Develop using Open Source technologies
   o Mapping of Data to visualizations
   o Set and Import default visualization type
   o Allow users to change visualization type
   o Thematically present SDG indicators data on maps, tables and charts
   o Present Data via visualizations by SDGs
   o Indicator selection by SDG Targets
   o Indicator selection by Goals
   o Present data using Thematic Map
   o Sub-national View
   o Indicator Search option
o Development of various modules of SDG Data Platform including role-based data administration module
o Data Import using CSV files
o Online Data Entry
o Area Management - Delete Area and related data, Manage Area ID by hierarchy and by refer to Geojson map
o Indicator Management - Delete Indicator and related data, Add new indicators interactively (besides importing using CSV), View Indicator metadata in the Indicator Management for reference
o Manage Users - Users, Roles, Assign indicators and Areas, Designation, Organization
o Provision and Import of Metadata
o Export SDMX-ML compliant files
o Set and Import default Chart type
o Data Entry - View data by Status (Pending, Approved, Disapprove), Data Entry by Form (interactive besides importing using CSV)
  o Data Approve - View data by Status ((Pending, Approved, Rejected), Approve and Disapprove data, Add reasons of Disapproving)
o Assign indicators by Source
o API Integration
c) Data Exchange - To encourage open access and use of data across multiple organizations, platforms, and systems international standards make the database comply with Statistical Data and Metadata Exchange (SDMX) standards.
d) Support and Maintenance - Ensure ongoing maintenance and support of initial 12 months for the SDGs Platform
  o Resolve data quality issues
  o Data mapping and transformation
  o Fixing of any technical issues and bugs reported
  o Provide support on request and helpdesk assistance.
e) Capacity Building - Train the designated staff on the working and use of the platform.
  o Training PowerPoint
  o User Manual
  o Admin Manual
  o “How To” videos
f) Hosting – Provide 12 months of initial hosting
g) Knowledge transfer to UN team
h) Towards end of the contract, provide technical support to deploy the Trinidad and Tobago SDG data platform on UN assigned servers.

The deliverables and proposed timeline are listed in the table below.
5. Qualifications and Competencies

**Firm**
The firm should be a reputable institution, and satisfy the following:

- Should have minimum 5 years of working experience in technology for development sector
- Should have experience designing and developing at least 3 similar SDG data Platforms
- Should have experience working with SDG data
- Should have experience in implementation of SDMX
- Should have experience developing Open-Source solutions
- Should have experience working with UN organizations

The team shall comprise a team lead and an appropriate number of team members.

**Team Lead**

- An Advanced University degree in computer science or other relevant fields.
- Experience in developing online platforms for tracking progress and facilitating seamless data visualization and analysis
- At least 7 years’ experience in developing web-based data solutions.
- Experience working with UN Agencies, similar multilateral agencies and government entities.
- Good analytical skills, ability to understand complex problems and to deliver appropriate solutions.
- Excellent spoken and written communication skills, including the ability to liaise with technical staff and present information in a clear and concise style.
- Ability to plan projects and activities, work to tight deadlines, and manage conflicting priorities.

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Timeline</th>
<th>Terms of Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Requirements Specification document</td>
<td>January 28, 2023</td>
<td>10% of total contract</td>
</tr>
<tr>
<td>Data harmonized and database structure developed</td>
<td>February 15, 2023</td>
<td>15% of total contract</td>
</tr>
<tr>
<td>Prototype Developed</td>
<td>March 31, 2023</td>
<td>15% of total contract</td>
</tr>
<tr>
<td>SDG Platform Developed, tested and hosted</td>
<td>May 30, 2023</td>
<td>40% of total contract</td>
</tr>
<tr>
<td>Capacity Building workshop completed</td>
<td>June 15, 2023</td>
<td>10% of total contract</td>
</tr>
<tr>
<td>After 12 months of Support and Maintenance</td>
<td>December 8, 2023</td>
<td>10% of total contract</td>
</tr>
</tbody>
</table>
• Working experience in the field of sustainable development is desirable.

Team Member

• University degree or diploma in computer application or other relevant fields, or an equivalent combination of education, training, and experience.
• Experience working or contributing to the development of database management and data visualization systems.
• 5 years work experience in developing platforms using open source technologies.
• Good spoken and written communication skills, including the ability to liaise with technical staff and present information in a clear and concise style.
• Ability to understand users’ needs in order to provide user-friendly solutions that meet the project team’s requirements.

5. Reporting Requirements and Confidentiality

This project is being executed by a project technical team with the UN RCO focal point as the lead, with the oversight of the SDG Data Fund Project Steering Committee comprised of representatives of key organizations across the UNCT, Government, Academia and public and private sectors. The lead consultant of the Firm will report directly to the project technical team. In addition, he/she is expected to meet as necessary (either virtually or in person, as appropriate) with the project team and Steering Committee.

At the end of the contracted time period, the firm should have submitted all project outputs to the project team, to be assessed for validity, quality and completeness of produced deliverable, and should be in the desired format mutually agreed upon by the Firm and project team.

6. Technical Evaluation Criteria

<table>
<thead>
<tr>
<th>Summary of Technical Evaluation Forms</th>
<th>Points Obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Bidder’s Qualifications, Capacity and Experience</td>
<td>150</td>
</tr>
<tr>
<td>2 Proposed Methodology, Approach and Implementation Plan</td>
<td>250</td>
</tr>
<tr>
<td>3 Management Structure and Key Personnel</td>
<td>450</td>
</tr>
<tr>
<td>TOTAL</td>
<td>850</td>
</tr>
</tbody>
</table>

**Technical Proposal Evaluation (SECTION I)**

<table>
<thead>
<tr>
<th>Bidder’s Qualifications, Capacity and Experience</th>
<th>Points Obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Reputation of Organization and Staff / Credibility / Reliability / Industry Standing</td>
<td>20</td>
</tr>
<tr>
<td>1.2 General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, strength of the project management support, project management controls, extent to which any work would be subcontracted</td>
<td>40</td>
</tr>
</tbody>
</table>
### Technical Proposal Evaluation (SECTION II)

<table>
<thead>
<tr>
<th>Proposed Methodology, Approach and Implementation Plan</th>
<th>Points Obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Degree of understanding of the task</td>
<td>25</td>
</tr>
<tr>
<td>2.2 Sufficient detail provided on the important aspects of the task</td>
<td>25</td>
</tr>
<tr>
<td>2.3 Description of the Offeror’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference</td>
<td>50</td>
</tr>
<tr>
<td>2.4 Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic</td>
<td>75</td>
</tr>
<tr>
<td>2.5 Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract</td>
<td>75</td>
</tr>
</tbody>
</table>

**SUBTOTAL SECTION II** 250

### Technical Proposal Evaluation (SECTION III)

<table>
<thead>
<tr>
<th>Management Structure and Key Personnel</th>
<th>Points Obtainable</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 General qualification, composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?</td>
<td>100</td>
</tr>
<tr>
<td>3.2 <strong>Team Lead</strong></td>
<td></td>
</tr>
<tr>
<td>- Degree in relevant field</td>
<td>30</td>
</tr>
<tr>
<td>- Local and Regional experience</td>
<td>30</td>
</tr>
<tr>
<td>- Professional experience relevant to the assignment</td>
<td>100</td>
</tr>
<tr>
<td>- Experience in Design and Development of Data Visualization Platforms</td>
<td>50</td>
</tr>
<tr>
<td>- Project planning and management experience</td>
<td>30</td>
</tr>
<tr>
<td>- Language Qualification</td>
<td>10</td>
</tr>
</tbody>
</table>

**SUBTOTAL** 250

| Team Members                             |                   |
|------------------------------------------|                   |
| - Degree or diploma in relevant field    | 20                |
| - Local and Regional experience          | 20                |
| - Professional experience relevant to the assignment | 50 |
| - Language Qualification                | 10                |

**SUBTOTAL** 100

**SUBTOTAL SECTION III** 450

**TOTAL (SECTIONS I. II & III)** 850