**Section II: Schedule of Requirements**

TERMS OF REFERENCE (TOR)

IATI Data Publishing Tool

**TABLE OF CONTENTS**

[**1. Overview 2**](https://docs.google.com/document/d/1LzxGXq37d3N9JhRHGfffgS-8NsnII2drt1L7XaQstOU/edit#heading=h.2se60moi02b9)

[**2. About us 2**](https://docs.google.com/document/d/1LzxGXq37d3N9JhRHGfffgS-8NsnII2drt1L7XaQstOU/edit#heading=h.qdtq0amcq2ch)

[**3. Background 2**](https://docs.google.com/document/d/1LzxGXq37d3N9JhRHGfffgS-8NsnII2drt1L7XaQstOU/edit#heading=h.19qzhncoxzui)

[**4. Project Objectives 3**](https://docs.google.com/document/d/1LzxGXq37d3N9JhRHGfffgS-8NsnII2drt1L7XaQstOU/edit#heading=h.yep6eem4dy1p)

[**5. Activities 6**](https://docs.google.com/document/d/1LzxGXq37d3N9JhRHGfffgS-8NsnII2drt1L7XaQstOU/edit#heading=h.kw7i1lxkfh6j)

[**6. User stories 7**](https://docs.google.com/document/d/1LzxGXq37d3N9JhRHGfffgS-8NsnII2drt1L7XaQstOU/edit#heading=h.hwyiew8pvp90)

[**7. Background data and other supporting information 8**](https://docs.google.com/document/d/1LzxGXq37d3N9JhRHGfffgS-8NsnII2drt1L7XaQstOU/edit#heading=h.kq1me5f1psc6)

[**8. Non-Functional Requirements (NFRs) 9**](https://docs.google.com/document/d/1LzxGXq37d3N9JhRHGfffgS-8NsnII2drt1L7XaQstOU/edit#heading=h.lj58aymzazgc)

[**9. Quality Assurance Plan 9**](https://docs.google.com/document/d/1LzxGXq37d3N9JhRHGfffgS-8NsnII2drt1L7XaQstOU/edit#heading=h.qcli3evm9wqc)

[**10. Personnel and Evaluation Criteria 9**](https://docs.google.com/document/d/1LzxGXq37d3N9JhRHGfffgS-8NsnII2drt1L7XaQstOU/edit#heading=h.3zwp5sjnjbo3)

[**11. Intellectual property 11**](https://docs.google.com/document/d/1LzxGXq37d3N9JhRHGfffgS-8NsnII2drt1L7XaQstOU/edit#heading=h.34w3lc1y53lv)

[**12. Budget and timeline 11**](https://docs.google.com/document/d/1LzxGXq37d3N9JhRHGfffgS-8NsnII2drt1L7XaQstOU/edit#heading=h.ftg9993lsal)

[**13. Procurement process 12**](https://docs.google.com/document/d/1LzxGXq37d3N9JhRHGfffgS-8NsnII2drt1L7XaQstOU/edit#heading=h.q9ydynb5rcqs)

[**14:  APPENDIX 12**](https://docs.google.com/document/d/1LzxGXq37d3N9JhRHGfffgS-8NsnII2drt1L7XaQstOU/edit#heading=h.90a669p2h72z)

# 1. Overview

The International Aid Transparency Initiative (IATI) is seeking a software development team to develop a free-to-use publishing tool which will provide a simplified, intuitive and more efficient process for publishers to add, modify and update their IATI data.

# 2. About us

IATI is a global initiative to improve the transparency of development and humanitarian resources and their results to address poverty and crises.

IATI is administered by a [secretariat](https://iatistandard.org/en/governance/who-runs-iati/) led by the UN Development Programme (UNDP), together with the UN Office for Project Services (UNOPS) and the UK-based independent international development organisation Development Initiatives as the Technical Lead for IATI. Secretariat staff manage the day-to-day running of IATI and are accountable to the members’ assembly, and the governing board.

# 3. Background

***Context***

The International Aid Transparency Initiative (IATI) brings together governments, multilateral institutions, private sector and civil society organisations and others to increase the transparency and openness of resources flowing into developing countries.

IATI encourages all organisations that distribute or spend resources for the purpose of international development and humanitarian aid to publish information about their activities using IATI’s data standard. This is a set of rules and guidance to ensure information is easy to access, understand and use.

In order to successfully publish to IATI, publishers must prepare their data according to the IATI [schema](https://iatistandard.org/en/iati-standard/203/schema/) and [rulesets](https://iatistandard.org/en/iati-standard/203/rulesets/) and convert it to XML (IATI data must be in a machine-readable format). There are several third party tools available to assist publishers in this process; some are free, others are paid for and each has varying levels of built-in guidance and templates. Some of the larger IATI publishers with a significant volume of activity files have developed bespoke in-house publishing tools to suit their needs.

Currently IATI does not provide its own publishing tool, and publishers must use external tools and systems to publish their data. Relying on external providers for publishing presents risks to IATI. One such risk is that IATI has little control over how these external tools and systems operate and therefore limited ability to influence how and what data is published. In addition, research has shown that the process of publishing to IATI is time-intensive, complex and confusing.

The new IATI publishing tool should be simple to use, intuitive and aligned with the IATI [schema](https://iatistandard.org/en/iati-standard/203/schema/) and [rulesets](https://iatistandard.org/en/iati-standard/203/rulesets/) so there is as little confusion as possible for publishers. It should also make use of the IATI Validator and check the data before publication.

***Supporting research***

Between December 2020 and February 2021, IATI led a research project to fully understand the needs and pain points of organisations publishing data to IATI. The key findings from the research identified the primary requirements from a publishing tool as follows:

* Free to use
* Intuitive process and UI
* Clear list of required fields
* Embedded help
* Clarity on options to select
* Ability to publish to registry in formats other than XML (Automatic conversion of data to XML)
* Accurate, form-field validation for items such as dates as well as embedded validation against IATI Schema/Rulesets
* Pre-configured Excel template
* Publishing in bulk

A full copy of the report with a summary of key findings from the above mentioned research will be made available to the successful bidder.

Following the presentation of the research project’s findings, the IATI Governing Board agreed that IATI should launch an open procurement for the provision of a free IATI publishing tool which will have the advantage of  delivering the most transparent, open process for selecting a supplier and would mean that a new tool could be built from scratch with no existing technical debt.

# 4. Project Objectives

**4.1 Overall description of the work.**

The end goal is to develop an IATI publishing tool that adheres to the IATI schema and rulesets. The tool should have appropriate functionality that meets the needs of small and medium publishers, and also allow organisations to continuously update and improve their data.

**4.2 Deliverables**

The ultimate deliverable is a free-to-use IATI publishing tool that publishes valid IATI activity and organisation files to the IATI Registry. The tool must allow users to simply prepare and publish valid data in all IATI elements and attributes.

The table below describes the basic requirements for what the tool should include, non-functional requirements are highlighted in [Section 8](https://docs.google.com/document/d/1LzxGXq37d3N9JhRHGfffgS-8NsnII2drt1L7XaQstOU/edit#heading=h.lj58aymzazgc) below. The deliverables are not listed in any specific order:

|  |  |
| --- | --- |
| **Deliverable** | **Description of Requirement** |
| Publishing Template | * Intuitive and simple publishing: a step-by-step publishing process * Pre-populate default fields * Clear distinction between organisation file and activity files * Ensure the naming of elements in the tool match the IATI elements/attributes/vocabularies * Embedded, clear guidance/definition of terms for each form field through hover-over or on-click function, with links to IATI website guidance pages. * Ensure all IATI codelists are embedded in the tool so users can easily select * Users should be able to save their settings, creating efficiency and ease of use should they need to update or add data * Excel template option for offline prep and online upload * Option to download existing data in Excel/CSV, make updates/changes and upload again * Manual upload option for small organisations with fewer files * Bulk upload option for publishers with very large datasets * Allow XML upload of existing datasets (relevant for existing publishers that want to move to this free publishing tool) * Allowing multiple users to add and update data from the same organisation |
| Integration with IATI Registry | * Automatic integration with the publisher’s IATI Registry account via API * No need for user to enter API key or publisher ID * Published files are processed and visible immediately on Registry, allowing other tools, such as d-Portal and the Datastore, to pick up the data without delay. |
| Utilisation of IATI Validator | * Publishing tool should make use of the IATI Validator Public API * Form field validation against IATI schema and rulesets * Bulk validation to enable completing and verifying multiple activities simultaneously * Form field validation against accepted formats (dates for example) * Format form fields to prevent/reduce users from inputting erroneous information |
| File Formatting | * Automatically parse files for use on the back end (no need to differentiate between “segmented” vs. “unsegmented”) * Automatically convert uploaded files to XML |
| Display mandatory vs non-mandatory elements | * Clearly identify in the interface and Excel template the list of mandatory IATI fields and provide clarity on which options to select * Group required core IATI elements together * Group optional (non-mandatory) IATI elements together and hide/collapse in a drop down. |
| Publication success/fail messaging | * Upon completion, users should know if data has published successfully or not * Display a clear success/fail message * In the event of failure, list all errors in a different colour with hyperlinks to where errors exist, and clear instructions on how to fix * If successful, display success message with a hyperlink to view published data on IATI Registry |
| Translation capability | * Translation of the interface text to multiple languages for non-native English speakers. The tool should include the ability to swap language strings and also to translate language packs. The following languages will be required initially:  English, French, Spanish |
| Integration with Org-id | * To automatically update the [register codelists](https://org-id.guide/about) as they are added/amended by Open Data Services |
| Embedded Zendesk function | * To allow users to contact IATI support helpdesk without leaving the publishing tool environment - <https://www.zendesk.co.uk/embeddables/> |
| Google Analytics integration | * Inclusion of the Google Analytics tracking snippet (IATI will provide this) to allow IATI Tech Team to conduct detailed web data analysis on usage of the tool following launch |
| IATI Standard version control | * New publishers should be made aware that they will be publishing to the latest version of the IATI Standard (display a message with the latest version in a persistent banner on the page for example) * For existing publishers migrating to this new tool, data uploaded in version 2.01 or 2.02 of the IATI Standard should be automatically converted to the latest version 2.03, with error messaging to show items that require correction |
| Documentation | * Documentation related to configuration of system functionality * Step by step user guides for publishers to use whilst publishing * Use of and access to Git repositories via software such as GitHub |
| Data storage | * The potential supplier will be responsible for the provision of adequate and secure data storage for published data * Provision of a hyperlink to the stored data |

**4.3 Constraints**

* We anticipate that the primary users of the tool will be small or medium-sized organisations, but the tool should be able to accommodate a maximum of 1,000 activities per publisher.

**4.4 Assumptions**

* The end product will be a web application
* It will be hosted on servers administered by the successful supplier
* Uptime expectations will be as defined in the [NFR’s](https://iatistandard.org/en/guidance/developer/non-functional-requirements/)
* The supplier will be proficient in any and all programming languages necessary for successful delivery against the technical criteria detailed below
* The display language will be English; with translation as specified in deliverables.
* All code will be under the AGPL license
* The successful supplier will have demonstrable experience of successfully building and delivering a similar tool
* Ownership: IATI will have the full ownership of the tool and any other documents and source codes related to it.  IATI will have full and sole authority to license, copyright, modify and re-engineer the tool.

**4.5 Out of Scope Items**

Out of scope:

* We do not expect the publishing tool to be customised for specific donor requirements. It only needs to follow the IATI schema and rulesets.
* We do not expect the publishing tool to check the content or the accuracy of the data. It only needs to validate against schema and rulesets.

# 5. Activities

We expect the successful supplier to include the following steps in the delivery of the tool:

* Desk research on current IATI tools and publishing processes
* Design, definition and wireframing
* Development of Prototype/Pilot version
* Monitoring of pilot version
* Final development and User Acceptance Testing
* Quality assurance
* Hosting, Support and maintenance

Please see the detailed list of milestones in [Section 12](https://docs.google.com/document/d/1LzxGXq37d3N9JhRHGfffgS-8NsnII2drt1L7XaQstOU/edit#heading=h.ftg9993lsal) below.

**5.1 Ways of working**

* Consultants must present a completed “design phase” (as outlined in the appendix) before any code is written as part of this contract.
* Consultants will be expected to follow an agile process of iterative development that prioritises demonstrations and working code, and that allows for approved/agreed changes in implementation details.

* Consultants will be able to hold calls or workshops with partners, organized with IATI’s assistance, in order to, for example: elaborate user needs; refine or validate the specifications of features; and/or conduct usability testing.

* The consultants will meet (virtually) with the relevant team members at IATI on a weekly basis to discuss progress updates and to agree on goals and tasks for the following period.

* Consultants will be given an induction to and demonstration of the IATI tools relevant to this project.

* Improvements and maintenance requests to be submitted via GitHub as pull requests

# 6. User stories

Following interviews and surveys with IATI stakeholders and publishers, the user personas below have been created to describe the needs and concerns of the two main types of IATI publishers.

They fall into two groups: very small organisations with just a few activities who publish infrequently and medium organisations with substantial datasets who publish regularly throughout the year.

**1. A small, understaffed local NGO**

* As an NGO employee, publishing to IATI is just one task within the responsibilities of my role. I do it twice a year at most, and it’s a requirement of the donors who fund our organisation
* I must to be able to publish to IATI for free, as quickly, simply, and correctly as possible. (I don’t have time to read pages and pages of instructions and definitions, I’m not technologically savvy, I don’t know what an API is.)
* I should be able to choose to prepare my data offline (an Excel template would be ideal), upload it without looking at any XML (the conversion will be automatic) and I should see any validation errors at this stage so I can correct them prior to publishing
* I may not be a native English speaker, so the content should be written in simple terms that can be easily translated to other languages
* The ideal outcome with all the above considered is that publishing is not a complex, overwhelming and time-consuming task

**2. A medium sized organisation**

* As an international NGO, we publish regularly to IATI. This task is the responsibility of the Senior Transparency Officer
* I must be able to publish quickly and efficiently as we have a lot of downstream partners
* I should have an option available to publish bulk activities to IATI, without following the same manual process as the very small organisations who have fewer than 10 activities. Validation errors should be flagged before a “publication success” confirmation
* I may have more detail in my data than other users so automatic pre-population of any default fields will save me time
* Considering all of the above, the ideal outcome is that published data is accurate and up to date in order to comply with our internal mandates and those of our donors (if relevant)

# 7. Background data and other supporting information

Pre-bid meeting

Consultants will be given access to:

* Necessary data sources, including dummy data for testing purposes
* Data dictionaries
* Other relevant documentation such as:

[IATI Standard SSOT](https://github.com/IATI/IATI-Standard-SSOT) (including reference to IATI schemas, rulesets, codelists and extra documentation)

[Example usage XML](https://iatistandard.org/en/iati-standard/203/activity-standard/example-xml/)

[IATI Standard publishing guidance](https://iatistandard.org/en/guidance/standard-guidance/)

[IATI Validator](https://iativalidator.iatistandard.org) - Note that version 2 of the Validator with a supported Public API is in development and expected to be available to use with this project. A “Preview Testing” API is already available upon request.

A full copy of the [previously mentioned](https://docs.google.com/document/d/1LzxGXq37d3N9JhRHGfffgS-8NsnII2drt1L7XaQstOU/edit#heading=h.19qzhncoxzui) research report with a summary of key findings

# 8. Non-Functional Requirements (NFRs)

IATI has adapted the **Product Quality Model (4.2) of the ISO/IEC 25010:2011 standard** as our NFRs Framework. Detailed non-functional requirements are available at [this link](https://docs.google.com/document/d/1z-bfhEEGrE562JiKELgIlEEhbMt0lIKRHxu_tyIxUAY/edit).

The document categorises system and software product quality properties into eight characteristics:

1. **Functional suitability**
2. **Performance efficiency**
3. **Compatibility**
4. **Usability**
5. **Reliability**
6. **Security**
7. **Maintainability**
8. **Portability**

# 9. Quality Assurance Plan

To be developed based on the Open Contracting Partnership [model](https://docs.google.com/document/d/1s-PJSdX43_DMAcXYalG9Upm31XvWCp31j_QGCzFJ7qY/edit).

# 10. Personnel and Evaluation Criteria

The consultants must designate a Project Manager and other team members as Key Personnel for this project. The Project Manager will be a direct liaison to IATI and will be responsible for the supervision and management of the consultants’ personnel. The Project Manager must have a full understanding of the technical approach to be used by the consultants and will be responsible for ensuring that the consultants’ development team follows that approach.

**Evaluation Methodology and Qualifying Criteria**

The panel will evaluate proposals using the cumulative analysis methodology by completing the following steps of the evaluation process:

1. Preliminary screening of proposals, including an assessment of whether proposals comply with the formal and eligibility criteria. All proposals substantially compliant at this stage will go through the subsequent evaluation stages. Proposals will be evaluated based on Pass/Fail criteria. The preliminary evaluation panel may require bidders to provide additional clarifications.

2. Evaluation against qualification criteria, determining which proposals are substantially compliant to the qualification criteria, and rejecting non-compliant proposals. Only proposals meeting or exceeding the qualification criteria shall qualify for further technical evaluation. Proposals will be evaluated based on Pass/Fail criteria.

3. Technical evaluation (technical criteria), determining the technical points achieved by each proposal, as per the scale assigned per criterion. Only proposals that meet the minimum technical threshold of 70% of the maximum potential score shall be considered for financial bid opening. Thus, the minimal technical threshold shall constitute 52.5 (fifty twopointfive) points.

4. Financial evaluation will be performed only for proposals that achieve the minimum technical threshold. Proposals will be checked for any arithmetical errors.

The maximum number of points for the Financial Proposals is 30.

This maximum number of points will be allocated to the lowest price financial proposal.

Financial proposals from other technically compliant offerors will receive points in reverse proportion according to the following formula: 30 points x lowest price / quoted price. The winning proposal will be the one with the highest number of points after the points obtained in both technical and financial evaluations. The contract will be recommended to the Bidder that submitted the winning proposal.

**Evaluation Matrix with Technical Criteria**

Qualification and eligibility criteria

|  |  |  |
| --- | --- | --- |
| Summary of Technical Proposal Evaluation Form | | Maximum obtainable points |
|
| 1 | Clear methodology, with timeline, outlining how the bidder intends to implement this project. We will consider realistic but timely delivery as part of the assessment of the methodology. Max [25] points  Methodology (10 points); timeline (15 points); | 25 |
| 2 | Demonstrated experience of successfully building, delivering, hosting and supporting a similar web application. Max [20] points.  Building of similar web application (10 points); delivering ( 7 points); hosting (3 points) | 20 |
| 3 | Previous experience working with API’s. Max [10] points.  Up to three years of experience (7 points); more than three years (up to 10 points) | 10 |
| 4 | Evidence of a competent team, with adequate combined experience to deliver this project. Evaluated based on CVs, statements of experience, and / or past projects submitted. Max [10] points. | 10 |
| 5 | Experience in or exposure to international development, transparency, development cooperation and open data. Max [3] points. | 3 |
| 6 | Organization’s commitment to sustainability Max [2] points | 2 |
|  | Total Max points | 70 |
|  |  |  |

# 12. Payments and timeline

Latest delivery is end of 2022 but timeline for the delivery will be considered in evaluation of bids.

Payment will be linked to the following project milestones and deliverables (payment schedule is detailed in the [Appendix](https://docs.google.com/document/d/1LzxGXq37d3N9JhRHGfffgS-8NsnII2drt1L7XaQstOU/edit#heading=h.90a669p2h72z)):

**Anticipated milestones (to be agreed with the successful supplier).**

* **Stage 1 - Design (1 month)**
  + Software design specification
  + Hardware infrastructure
  + Define data sets required
  + Software development plans
  + Functional requirements
  + Wireframing and graphic design - will require sign off from IATI Product Owner before progressing to the subsequent step

* **Stage 2 - Development of Prototype/Pilot version**
  + Configuration and development of test environment
  + Configuration and development of priority functionality as defined in requirements
  + Integration with other systems and websites where needed
  + Development of training material and documentation
  + User training
  + Pilot testing

* **Stage 3 - Monitoring of pilot version (1-2 months)**
  + Monitor pilot phase
  + Resolve any issues
  + Bug fixes

* **Stage 4 - Final development and User Acceptance Testing (1-3 months)**
  + Analyse results from pilot phase
  + Implementation of all functionality
  + Final training on how to use

* **Stage 5 - Quality assurance (with Stage 4)**
  + Performance and stress testing
  + Security testing including data protection

* **Stage 6 - Support and maintenance (to be detailed in contract) (suggest 3 year overall)**
  + Technical support to correct any identified issues related to the system functionalities or the system software configuration after the acceptance of the final version
  + Troubleshooting of problems related to development and configuration of the system functionalities not identified during the testing phase
  + Additional knowledge transfer if it is deemed necessary by IATI
  + Post-implementation support according to the requirements and the SLA
  + Implementation of minor additional functionalities identified by IATI during the post-implementation phase
  + Hosting

# 13. Procurement process

Request for proposal

# 14:  APPENDIX

**Schedule of Payments**

|  |  |
| --- | --- |
| **Outputs (as detailed in Milestones)** | **Percentage of total Contract Value** |
| The first payment will be realised after stage 1…... | 10% |
| The second payment will be realised after stage 2……. | 10% |
| The third payment will be realised after stage 3……. | 20% |
| The forth payment will be realised after review and approval of the deliverable by stage 4/5….. | 40% |
| The final payment will be realised after providing support and maintenance by stage 6….. | 20% |

**Gender considerations:**

Woman owned businesses and companies with qualified female key personnel are strongly encouraged to apply to this tender.

**Other considerations:**

The bidder is encouraged to demonstrate how the organization plans to integrate sustainability measures in the execution of the contract, if selected.