



**REQUEST FOR PROPOSAL (RFP)
(For Low-Valued Services)**

To: Interested Bidders	DATE: November 10, 2021
	REFERENCE: RFP/BPPS/2021/3515 – IATI Datastore Classic

Dear Sir / Madam:

We kindly request you to submit your Proposal for **RFP/BPPS/2021/3515 – IATI Datastore Classic**. Please be guided by the form attached hereto as Annex 2, in preparing your proposal.

Proposals may be submitted on or before **26 November 2021** via email to margarita.bernardo@undp.org indicating the below references in the subject of the emails. Proposals sent to other UNDP email addresses will not be accepted and the Purchaser will not be responsible for the confidentiality of such offer.

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

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/2021/3515 – IATI Datastore Classic

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/2021/3515 – IATI Datastore Classic

(Both financial and technical proposals must be submitted as separate files).

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. Kindly ensure that your proposal documents 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/business/protest-and-sanctions.html>

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: https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsccl/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Faiza Effendi

Faiza Effendi
Chief, Effectiveness Group
Bureau for Policy and Programme Support

ANNEX 1**Description of Requirements**

Context of the Requirement	The International Aid Transparency Initiative's <u>IATI Datastore</u> is a cornerstone of the IATI technical infrastructure: it is the interface providing users with access to the wealth of data published by organizations using the latest version of the IATI Standard. A new version of the official IATI Datastore ("v3") is scheduled to be launched by the end of 2021. However, this will not have a user interface, and once Datastore V3 is launched and stable, there will need to be a period of time to allow users to test and transition. There is thus a need for a further period of support for Datastore Classic.
Implementing Partner of UNDP	Direct Implementation
Brief Description of the Required Services	Under the guidance of the IATI Coordinator together with nominated representatives of the Data Use Working Group, the service provider is expected to ensure the uptime and stability of Datastore Classic for a period of up to twelve months. The full description of the expected deliverables are detailed in the Terms of Reference (Annex 3).
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 Coordinator, together with nominated representatives of the Data Use Working Group
Frequency of Reporting	The proposed contractor is expected to be in regular contact with the IATI Coordinator to provide progress updates as well as discuss and agree on the approach to resolve unforeseen challenges that may arise.
Progress Reporting Requirements	Formal progress reports are not required, and an iterative approach is preferred. To provide progress updates, the proposed contractor is expected to be in regular contact with the IATI Coordinator. Any issues that pose a risk to contract delivery must be submitted in writing, ahead of any deadlines indicated on the contract.
Location of work	At Contractor's Location
Expected duration of work	6 Months initially, could be extended up to 12 months
Target start date	28 December 2021
Latest completion date	30 June 2022
Travel Expected	Not Applicable
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 in order to deliver the assignment. All associated costs shall be reflected in the financial proposal.
Implementation Schedule indicating	Required and should be part of the technical proposal

breakdown and timing of activities/sub-activities																	
Names and curriculum vitae of individuals who will be involved in completing the services	Required																
Currency of Proposal	United States Dollar																
Value Added Tax on Price Proposal	Must be exclusive of VAT and other applicable indirect taxes.																
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 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																
Payment Terms	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percent</th> <th>Due Date</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>Fortnightly written updates from the vendor indicating the current status and progress against the expected outputs accepted by UNDP</td> <td>50%</td> <td>31 March 2022</td> <td> 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. </td> </tr> <tr> <td>Fortnightly written updates from the vendor indicating the current status and progress against the expected outputs accepted by UNDP</td> <td>50%</td> <td>30 June 2022</td> <td> 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. </td> </tr> <tr> <td>Hosting Fees</td> <td>-</td> <td>Upon signature of contract</td> <td> 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. </td> </tr> </tbody> </table>	Outputs	Percent	Due Date	Condition for Payment Release	Fortnightly written updates from the vendor indicating the current status and progress against the expected outputs accepted by UNDP	50%	31 March 2022	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.	Fortnightly written updates from the vendor indicating the current status and progress against the expected outputs accepted by UNDP	50%	30 June 2022	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.	Hosting Fees	-	Upon signature of contract	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.
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Person to review/inspect/approve outputs/ completed services and authorize the disbursement of payment	IATI Coordinator, together with nominated representatives of the Data Use Working Group																

Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services <input checked="" type="checkbox"/> Purchase Order
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> 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	<p><u>Technical Proposal (70%) (Minimum pass score is 49 points out of 70 total obtainable)</u></p> <p>Proposals will be evaluated separately and based on the below criteria.</p> <p><u>Qualifications of Company (45 points):</u></p> <ul style="list-style-type: none"> • Previous experience supporting open data initiatives over a period of at least 4 years (required) (10 points) • Experience working with IATI data (required) (10 points) • Experience with open source software over a period of at least 4 years (required) (10 points) • Experience of delivering production tools with Python and Flask or equivalent framework (required) (10 points) • Previous experience providing datastores or other similar infrastructure to open data initiatives (preferred) (4 point) • Engagement with the International Aid Transparency Initiative (IATI) over at least 4 years (1 point) <p><u>Approach and Proposed Methodology (15 points):</u></p> <ul style="list-style-type: none"> • Proposed methodology and timeline for the completion of services (15 points) <p><u>Qualifications of Key Personnel (10 points):</u></p> <p>The Team Leader should have the following qualifications and experience:</p> <ul style="list-style-type: none"> • Bachelor's degree or higher in Public Administration, International Development, Law, Political Science, Human Rights, IT, Humanitarian Assistance or related field (5 points) • 4+ years' experience in open source software, especially in a development/international organization context (5 points) <p><i>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.</i></p> <p>Language</p> <ul style="list-style-type: none"> • Excellent oral and written communication skills in English. Oral and written communication skills of an additional UN language is desirable. <p><u>Financial Proposal (30%)</u> (Only bidders which get minimum of 49 points on technical evaluation will be technically responsive and considered for financial evaluation)</p>

	<p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u> (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</p>
UNDP will award the contract to:	<p>One company or university.</p> <p>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.</p> <p>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.</p>
Annexes to this RFP	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> Detailed TOR (Annex 3)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions¹ (Annex 4)</p>
Contact Person for Inquiries (Written inquiries only) ²	<p><i>Focal Person in UNDP: Marita Bernardo margarita.bernardo@undp.org</i></p> <p>Last day to submit questions to UNDP is 7 days before the submission date. UNDP will provide responses on a rolling basis for each.</p> <p>Any delay in UNDP's response shall be not 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.</p>

¹ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

² This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

ANNEX 2**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL³*****(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁴)***

[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 [specify date], 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 – Registration Papers, 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 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; providing a detailed description of 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.

³ This serves as a guide to the Service Provider in preparing the Proposal.

⁴ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide:

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

D. Cost Breakdown per Deliverable*

Outputs	Price Per Output in USD
Total	USD

E. Cost Breakdown by Cost Component [This is only an Example]:

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				
2. Other experts (indicate the cost for each personnel separately:				
# proposed				
II. Other Costs (As applicable)				
Others (kindly specify)				
Total Price in USD				USD

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

[Designation]

[Date]

ANNEX 3

TERMS OF REFERENCE

Maintenance of Datastore Classic

Summary

These Terms of Reference outline requirements for maintaining [Datastore Classic](#) for six months with possibility of extension to twelve months. The work will be carried out on behalf of the IATI Data Use Working Group (DUWG), a multi-stakeholder group of IATI community members interested in promoting the systematic use of IATI data. It will be funded out of the IATI Data Use Fund (DUF).

Background

The purpose of an IATI datastore is to help users quickly access the chunks of IATI data they need, without having to download everything from the IATI Registry. For example: a user in Liberia may only want to download activities tagged with the recipient country Liberia, and to find these activities without having to download the rest of the IATI dataset.

The first IATI Datastore ("v1 Datastore") was built in 2013/2014 by [the Open Knowledge Foundation](#) on behalf of IATI. It worked well, but always remained in "alpha" status and work to improve it stopped in [mid 2015](#). In [early 2018, IATI outsourced](#) the build and initial maintenance of a new datastore ("v2 Datastore"). In June 2021, [IATI announced](#) that the v2 IATI Datastore would be integrated into IATI's new "unified single platform". [As of July 1st](#), the v2 IATI Datastore became unavailable for users. Users were advised to use alternatives during this period of planned downtime, and were direct to either:

- IATI.Cloud (provided by Zimmerman, who built the V2 Datastore);
- Datastore Classic (provided by Code for IATI);
- Country development finance data tool; or
- D-portal.org.

In order to ensure continuity of service for all types of data users during the planned downtime of the v2 IATI Datastore, the DUWG agreed to fund the maintenance and server costs for Datastore Classic for an initial period of five months, up to the end of 2021. A new version of the official IATI Datastore ("v3") is scheduled to be launched by the end of 2021. However, [this will not have a user interface](#), and once this Datastore is launched and stable, there will need to be a period of time to allow users to test and transition. The Data Use Working Group has recommended a further period of support for Datastore Classic to ensure no interruption of access to IATI data.

Datastore Classic

The IATI Secretariat releases all its software as open source software. Volunteer developers under the umbrella of "Code for IATI" took the original v1 Datastore code, updated it, fixed a number of bugs and added a small number of new features. The updated code was released as "Datastore Classic". The codebase includes a thorough set of tests, and is also released as open source code⁵, under the Affero General Public License (AGPL) v3.0.

Scope of Work

A vendor is requested to provide a service to ensure the uptime and stability of Datastore Classic for an initial period of six months with the possibility of extension for up to twelve months. Specifically, the vendor should deliver the following:

Actions / Expected Deliverables	Delivery Date
Uptime, maintenance, hosting and troubleshooting:	Continuous

⁵ <https://github.com/codeforiati/iati-datastore>

<ul style="list-style-type: none"> • Ensure 99.9% uptime; • Ensure all files are updated every six hours (within 24 hours after publication), where there are any changes to those files⁶; • Ensure that Datastore Classic responds to five concurrent requests for the entire set of results for any country in XML format within 90 seconds⁷; • Ensure that Datastore Classic responds to five concurrent requests for the entire set of results for any country in CSV format within 90 seconds⁸; • Address critical bugs within 24 hours (maximum two per month during the contract period); • Address non-critical bugs within 7 days (maximum four per month during the contract period); • Review and merge Pull Requests provided by the community to fix bugs, improve functionality and add new features, provided these Pull Requests satisfy Contributing Guidelines; • Provide three days a month (on average during the contract period) for maintenance and adjustment as required; • Monitor/log the success and failure of redirected API calls⁹, and monitor their origins; 	
Share publicly a fortnightly log indicating the number of users, their API calls and their locations;	Every fortnight upon contract start date
Provide a written fortnightly update (of no more than 5 lines) to the DUWG indicating the current status and progress against the deliverables. This update will also be shared publicly on IATI Connect.	Every fortnight upon contract start date

Datastore Classic will remain a community product, and the vendor will be supported by members of the IATI community on a voluntary basis. The IATI DUWG will form a sub-group to support management of the work. This sub-group will identify one or more people to work with the vendor on a day to day basis, flagging critical and non-critical bugs to the vendor, and determining development priorities. Github will be used for managing the development process.

The vendor is requested to also provide hosting for Datastore Classic for an initial period of 6 months with a possibility of extension by an addition six-month period up to a total of twelve months. The vendor should provide a quote for hosting as a separate line-item.

Competencies:

Professional

- Communicates effectively to a variety of audiences.
- Excellent client orientation and interpersonal skills.
- Capable of working in a highly pressured environment with extreme deadlines, managing many tasks simultaneously.
- An excellent team player, projecting a positive image and ready to take on a wide range of tasks to create an enabling environment for the supervisor, focusing on results for the client and responds positively to feedback.

⁶ As of 2021-07-13, daily updates are running smoothly. IATI Data Dump is used to download all files very quickly: <https://iati-data-dump.codeforiati.org/>

⁷ As of 2021-07-13, one request to the following URL takes 78 seconds: <https://datastore.codeforiati.org/api/1/access/activity.xml?recipient-country=NG&stream=True>

⁸ As of 2021-07-13, one request to the following URL takes 94 seconds: <https://datastore.codeforiati.org/api/1/access/activity.csv?recipient-country=NG&stream=True>

⁹ Redirect functionality is developed in: <https://github.com/codeforiati/datastore-redirects>

Technical

- Understanding of Python and Flask or equivalent framework
- Demonstrated ability to deliver agile software development projects
- Understanding of IATI Standard and IATI Data

Corporate

- Demonstrates integrity and fairness, by modelling the UN/UNDP's values and ethical standards.
- Promotes the vision, mission and strategic goals of UN/UNDP.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Respect for diversity and understanding of the United Nations system, operations and structures, this includes demonstrating keen political awareness, particularly in relation to the principles of development effectiveness and transparency.

Experience

- Previous experience supporting open data initiatives over a period of at least 4 years (*required*)
- Experience working with IATI data (*required*)
- Experience with open source software over a period of at least 4 years (*required*)
- Experience of delivering production tools with Python and Flask or equivalent framework (*required*)
- Previous experience developing the v1 Datastore or Datastore Classic (*preferred*)
- Previous experience providing datastores or other similar infrastructure to open data initiatives (*preferred*)
- Engagement with the International Aid Transparency Initiative (IATI) over at least 4 years (*preferred*)

Required qualifications and experience of lead technical expert

- Bachelor's degree or higher in Public Administration, International Development, Law, Political Science, Human Rights, IT, Humanitarian Assistance or related field.
- 4+ years' experience in open source software, especially in a development/international organization context

Institutional Arrangements

- The service provider will work under the guidance of the IATI Coordinator working closely with nominated representatives of the Data Use Working Group.
- The service provider will be responsible for providing software and other equipment to be used, with the exception of the materials listed above.
- Payments will be made upon completion of deliverables submitted and approved by UNDP.

Payment Terms:

Outputs	Percent	Due Date	Condition for Payment Release
Fortnightly written updates from the vendor indicating the current status and progress against the expected outputs accepted by UNDP	50%	31 March 2022	Within thirty (30) days from the date of meeting the following conditions: c. UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and d. Receipt of invoice from the Service Provider.

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