



**To** : Offerors  
**From** : Global Partnership for Sustainable Development Data (GPSDD)/  
United Nations Foundation (UNF)  
**Subject** : Project Management Consultant – Citizen Generated Data on Anti-Microbial  
Resistance  
**RFP Issue Date** : 10 August 2020  
**RFP Closing Date** : 24 August 2020  
**RFP Closing Time** : 17:00 hours U.S. Eastern Time.  
**Performance Period** : September 2020 – August 2021  
**Location** : Nairobi, Kenya

GPSDD is seeking a passionate and dynamic Project Manager who will assist in the implementation of a project focused on generating and using citizen generated data (CGD) on anti-microbial resistance (AMR). The Contract resulting from this award will be a **Services Agreement**.

Offerors are encouraged to read this RFP in its entirety, paying specific attention to the scope of services, instructions, and requirements. Issuance of this solicitation does not, in any way, obligate UNF to award a contract, nor will UNF pay for any costs incurred in the preparation and submission of a proposal. The agreement resulting from this RFP will be provided to the most responsive Offeror whose offer will be the most advantageous to GPSDD/UNF in terms of cost, functionality, and other factors as specified in this RFP.

## Section 1: Background and Purpose

### **Background: United Nations Foundation**

The United Nations Foundation links the UN's work with others around the world, mobilizing the energy and expertise of business and non-governmental organizations to help the UN tackle issues including climate change, data, global health, peace and security, women's empowerment, poverty eradication, energy access, and U.S.-UN relations. The United Nations Foundation hosts and provides administrative, financial and contractual services for GPSDD. For more information, visit [www.unfoundation.org](http://www.unfoundation.org).

### **Background: Global Partnership for Sustainable Development Data**

The Global Partnership for Sustainable Development Data is a fast-growing, dynamic international partnership bringing together over 250 different organizations including governments, UN agencies, private companies, civil society organizations, and many others. GPSDD convenes, connects and catalyzes action to address the problems of poor data use, access, quality and production, and to work with stakeholders to fully harness the new opportunities of the data revolution in the service of sustainable development. GPSDD aims to link and align action, capacities and resources across geographies, sectors and data communities. For more information, please visit <http://www.data4sdgs.org>.

## **Background: Citizen Generated Data on Anti-Microbial Resistance**

Global action to tackle AMR is insufficient because public engagement on AMR is limited. CGD can help close this gap and help communities and decision-makers take collective action on AMR.

This project will apply CGD methods in three Kenyan counties to empower communities, health-workers, researchers and policymakers to generate and use data on AMR. A robust scoping phase will involve stakeholder consultations to tailor CGD methods and engagement mechanisms to the local contexts. The project will have three tracks:

1. Data to Empower: engaging citizens to better understand AMR related behavior and perceptions, and empowering citizens with objective and contextually relevant information;
2. Data to Give Direction: using CGD to empower citizens to change behaviors, fill evidence gaps for the research community, and support health policy decision-making; and,
3. Advocacy on CGD: encouraging researchers and policymakers to incorporate CGD as an important source of evidence for more holistic AMR policies

## **Section 2: Scope of Services**

GPSDD is looking a passionate and dynamic Project Manager who will assist in the implementation of a project focused on generating and using citizen generated data (CGD) on anti-microbial resistance (AMR). The ideal candidate will be organized, efficient and able to multitask to support this important area of work.

### ***The main activities of the consultancy will be:***

- Create and execute on all project documentation including schedules, workplans, and budgets, ensuring alignment with GPSDD and funder regulations and goals.
- Identify and proactively drive high quality project deliverables, proactively manage changes in project scope, and create contingency plans in a constantly changing environment particularly in light of covid-19 restrictions.
- Work with the team to estimate the staffing, subcontracts and other resources required to successfully achieve project goals.
- In collaboration with the Senior Manager, Monitoring, Evaluation and Learning, define project success criteria, track progress and review throughout the duration of the project.
- Work closely with knowledge sharing efforts to capture and share outcomes more broadly with the Global Partnership.
- Establish clear ownership for project tasks, ensure that team members have the tools needed and provide timely feedback.
- Meet budgetary objectives and make adjustments to project constraints based on financial analysis.
- Proactively communicate project status, issues and risks to leadership and key stakeholders – keep leadership apprised of project changes and milestone delays.
- Motivate project team to have a positive, accountable, and collaborative approach – effectively communicate project expectations to all team members and stakeholders.
- Track progress and review project tasks to ensure key deadlines are met appropriately.

- Conduct regular status meetings with all stakeholders. Manage stakeholder meeting planning, preparation, and logistics.
- Establish and maintain relationships with contractors and the advisory committee as needed.
- Work closely with the communications team to ensure effective communication to external stakeholders of project achievements and announcements, as appropriate.
- Manage day-to-day interaction and expectations of internal and external stakeholders, including funders and partners such as the Government of Kenya.

***The person we are looking for will:***

- Have a minimum of 4 years' experience in project management.
- Hold a Bachelor's degree in a relevant field, project management certification preferred.
- Have knowledge of citizen generated data and the data for sustainable development field preferred.
- Have knowledge and experience in the health sector or AMR advantageous.
- Have experience working closely with government.
- Have the ability to work across departments and with colleagues in different countries to accomplish mission.
- Be flexible, with the ability to think intuitively and multitask.
- Have strong planning and organizational skills.
- Have the ability to manage multiple tasks with attention to detail and deadlines.
- Have experience preparing a variety of written materials and reports.
- Have financial management experience.
- Have communications skills (listening, speaking, and writing) and continuous learning skills.
- Be a team player that is interested in being part of a highly functioning, fast-paced group of professionals.
- Have the ability to work under pressure, handle stress, and meet regular attendance / tardiness policy.
- Have a sense of humor and ability to work well with individuals from very different cultural and institutional backgrounds.
- Be available by September, and able to commit until August 2021

### **Section 3: Proposal Preparation Instructions**

Proposals are expected to be comprehensive and include the information set forth below. Elaborate or unnecessarily voluminous proposals are not desired. Proposals must be submitted in English.

#### **1. Cover Letter (no more than 3 pages)**

The cover letter will include:

- A brief description of the Offeror's experience and expertise in the field that illustrates overall qualifications and capabilities to meet the terms of the RFP
- A brief description of the Offeror's understanding of the scope of services and proposed approach for the work

#### **2. Resume or CV of the Offeror**

### 3. List of References

The Offeror will include a list of three references, including phone number, e-mail address and a short description of work done for the referee.

### 4. Cost Requirements

The Offeror should include his/her monthly rate which should include insurance, taxes and other costs. Travel should not be included as it will be managed separately, if applicable.

**Proposal Submission:** Proposals, including any attachments (limited to 6MB), should be sent electronically in PDF format to: [proposals@data4sdgs.org](mailto:proposals@data4sdgs.org). Be sure to include in the subject line: **CDG-AMR Project Consultant**. UNF will not accept proposals received by fax or mail.

All proposals are due by the date and time stated above. Any proposal received after the required time and date specified for receipt shall be considered late and non-responsive. Late proposals will not be evaluated.

## Section 4: Selection

GPSDD will review proposals with the goal of selecting the Offeror most advantageous to GPSDD, based on the qualifications listed above, as demonstrated by the proposal materials. GPSDD will consider the Offeror's capability to deliver the scope of services, and the feasibility of the approach. GPSDD intends to enter into a contract that provides the best value and benefit, not necessarily the lowest price. GPSDD may meet with one or more Offerors prior to selection.

## Section 5: Terms of Payment

Payment terms for the award shall be based on the negotiated monthly rate. No advance payments will be provided. Payment is dependent upon receipt of valid invoice, and contingent upon successful completion of tasks, at the sole discretion of UNF. Payment shall be made in U.S. dollars by UNF via check or electronic funds transfer/bank wire. The final payment terms in the contract will control, not this RFP.

## Section 6: RFP Conditions

UNF reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Offeror or other party.
- Accept other than the lowest price offered.
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers.
- Award more than one contract.

Nothing in this RFP is, or should be relied on by Offeror as a promise or representation by UNF. UNF does not make any representation or warranty as to the completeness of this RFP or have any liability for any representations (express or implied) contained in, or omissions from, this RFP. This RFP and any replies to

any written notifications are transmitted to the Offeror solely for the purposes of the Offeror preparing and submitting a Proposal. Each Offeror shall keep the RFP and its contents confidential.

Any information or materials submitted in response to this RFP and/or as a proposal (whether successful or unsuccessful) shall become the property of UNF and will not be returned. In submitting a proposal, the Offeror must agree that the offer shall remain firm for a period of no less than **120** days from the RFP closing date. Failure to follow the specifications and requirements provided in this RFP may result in disqualification.