



Annex A: Terms of Reference

Review of implications and requirements for UNHCR to become
an IATI publisher

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1 Introduction

1.1 Background

UNHCR is strongly committed to transparency and specifically, as a signatory of the Grand Bargain, it is committed to “publish timely, transparent, open, high-quality data on humanitarian funding”. The international Aid Transparency Initiative (IATI) established in 2008, has been recognized by the Grand Bargain as providing a basis for the purpose of a common standard.

UNHCR has undertaken an initial internal analysis to identify the challenges which would need to be overcome in order for the organization to be able to publish to IATI and how it would likely be ranked by the external ranking mechanisms based on current capabilities and criteria.

These Terms of Reference define the scope of the external, independent review which UNHCR now wishes to carry out in order to obtain a more in-depth analysis of the implications and requirements for UNHCR to become an IATI publisher.

1.2 Statement of Purpose & Objectives

The purpose of the review is for an independent consultant with proven thorough knowledge of the IATI standard, including the practical implications and requirements for publishing to IATI, to provide UNHCR with an independent assessment of what is required for UNHCR to become an IATI publisher.

This would include the following:

- Identification of any elements of the Standard that UNHCR would be unable to comply with, given its current business model, accounting and reporting practices and capabilities, together with an assessment of what changes would be required to achieve compliance and the timelines required to implement the changes.
- Identification of technical requirements for UNHCR to become IATI publisher, including as applicable:
 - Data Transformation (ETL) and Database development requirements from UNHCR’s ERP/BI warehousing into an IATI/Portal database;
 - Software development by UNHCR of IATI Publication Tooling and IATI Portal
- Establishment of a roadmap of actions to be taken in order for UNHCR to become IATI publisher
- Provision of an estimate of time and resources required for UNHCR to become IATI publisher
- Consideration of how UNHCR’s data submissions to IATI would be assessed and ranked

The assessment report will be a key input for UNHCR to make a decision regarding whether or not to become an IATI publisher.

2 Requirements

2.1 Review of implications and requirements for UNHCR to become IATI publisher

Requirements

- In-depth knowledge of IATI standard both from content/programmatic perspective and a technical IT perspective;
- Proven track record in similar IATI-related reviews ideally with other UN or international humanitarian organizations;
- Fluency in English.

Methodology

- Desk review of UNHCR's analysis of IATI implications and other relevant documentation in order to gain an understanding of UNHCR's business model and current accounting and reporting capabilities;
- Interviews with relevant UNHCR staff in order to obtain additional clarifications, as necessary following desk review.
- Limited number of interviews with other organizations which have successfully adopted IATI to learn from their challenges/good practices;

Deliverables

- Final report in English providing the consultant's assessment of the four key areas outlined above:
 - Identification of any elements of the Standard that UNHCR would be unable to comply with, given its current business model, accounting and reporting practices and capabilities, together with an assessment of what changes would be required to achieve compliance;
 - Technical requirements for UNHCR to become IATI publisher
 - Roadmap of actions to be taken in order for UNHCR to become IATI publisher
 - Estimate of time and resources required for UNHCR to become IATI publisher, including implementation of necessary changes

Contract duration

- Report should be delivered within four weeks of the start of the review, estimated to commence at the beginning of November 2017.

Location

- The review will primarily take place at UNHCR's headquarters in Geneva, with certain interviews taking place over the phone as needed and visits to some other organizations if required.

2.2 Other services, required for the performance of the key requirements

The consultancy will be supported by, and work closely with UNHCR's Division of Financial and Administration Management through a project focal point who will manage the contacts between other UNHCR Divisions to be consulted during the course of the review e.g. Division of External Relations; Division of Information Systems and Telecommunications; Division of Programme Support and Management etc.

2.3 Customer Responsibilities

UNHCR will provide:

- Access to all relevant documentation relating to the IATI review;
- Facilitation of contacts with relevant UNHCR staff, including setting up interviews as required.

3 Content of the Technical Offer

Your Technical proposal should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

3.1 Company Qualifications

- A description of your company with evidence of your company's capacity to perform the services required, including:
 - Company profile, registration certificate and last audit reports
- If a multi-location company, please specify the location of the company's headquarters, and the branches that will be involved in the project work with founding dates
- Three or more letters of reference with contact information
- Descriptions of similar past projects to include the type of client organization (with names if possible), the scope of the work undertaken and the results of the project.

3.2 Proposed Services

The technical proposal should include:

- A detailed description of the manner in which the consultancy would approach the assessment
- A detailed workplan with related timelines
- Proven expertise in the requirements
- The number of team members

3.3 Personnel Qualifications

Curriculum vitae of the proposed project team member(s) should be provided and include:

- Education and languages spoken
- List of previous major clients they worked with together with relevant project titles and/or short descriptions of the most relevant projects
- Specific details of IATI-expertise, whether at the content or technical level

3.4 Vendor Registration Form

If your company is not already registered with UNHCR, please complete, sign, and submit with your Technical Proposal the Vendor Registration Form (Annex C).

3.5 Applicable General Conditions

Please indicate your acknowledgement of the UNHCR General Conditions of Contract for the Provision of Services by signing this document (Annex D) and including it in your submitted Technical Proposal.

4 Evaluation

4.1 Technical Evaluation

The **Technical offer** will be evaluated using inter alia the following criteria and percentage distribution: **70%** from the total score.

Technical Evaluation Criteria		Max rating
Company Qualifications	a) General experience and expertise in providing consultancy services related to IATI both from a content and technical perspective. b) Experience in providing similar services to relevant clients, particularly other UN organizations, international organizations, non-profit organizations or in the public sector c) References demonstrating the company's capacity and performance	20
Proposed Services	a) Quality of detailed description of the manner in which the consultancy will approach the assessment b) Detail and quality of submitted workplan c) Ability to deliver within the timeframe	20
Personnel Qualifications	a) Qualifications and experience of proposed staff in IATI-related projects, either at the content or technical level b) Experience of proposed team member(s) with UN or international organizations working on similar projects c) Fluency in English of proposed team member(s)	30
TOTAL		70

5 Key Performance Indicators

5.1 *Performance Evaluation*

UNHCR expects to monitor the performance of the selected company.

Emphasis will be on the quality of the final report, including having addressed the four key areas of the assessment and provided clear inputs to assist UNHCR in its decision-making process in relation to publishing to IATI.