

Technical Reviewers & Editors for Digital Government Policy and Strategy Plan(s)

Open Call for Proposals

11th May 2022

dial Digital
Impact
Alliance



About DIAL

The Digital Impact Alliance (DIAL) is a “think, do, replicate” tank that investigates digital transformation best practice at the national, regional, and global level. DIAL combines practical research with evidence-based advocacy to identify which digital efforts work, package them as re-usable solutions, and encourage their use. DIAL is funded through a collaboration among them, Bill & Melinda Gates Foundation, the United Kingdom’s Foreign & Commonwealth Office (FCDO) and the Swedish International Development Cooperation Agency (SIDA), and hosted within the United Nations Foundation in Washington, D.C.

In its [Strategic Plan 2021-2025](#), DIAL is providing more direct support to national governments to enable more low- and middle-income countries (LMIC) to embark on and accelerate a whole of society approach to digital transformation and responsible data use. DIAL believes that if more countries can demonstrate that their digital and data transformation investments improve service delivery, then new countries can accelerate their own digital transformation and responsible data use journeys.

Background

In December 2019, DIAL formalized its partnership with the Smart Africa Alliance for a Digital Economy Initiative to support Smart Africa Alliance’ Member States on their national digital transformation and responsible data use efforts. For instance, in April 2021, DIAL partnered with the Government of Sierra Leone to provide support for digital government and help accelerate the creation of an inclusive digital economy. This commitment resulted in the development of a **National Digital Development Policy (NDDP)** and **National Digital Development Strategy (NDDS)** with a vision to transform Sierra Leone into a digitally empowered society and knowledge economy. DIAL is currently supporting the development of a **Digital Government Roadmap (DGR)**, **National Data Strategy (NDS)**, and a **National Government Enterprise Architecture (GEA)** blueprint, all to be delivered in 2022. Therefore, the Country Strategy and Evidence Team seeks to create a Roster of Technical Reviewers and Editors to support in the final drafting and production of the resulting policy and strategy plans, blueprints, thought leadership pieces and knowledge products aligned with their subject-matter expertise.

Rationale

The African Union, in September 2020, released the AU Digital Transformation Strategy, a blueprint and master plan that guides a common, coordinated digitalization agenda to enhance synergies among a wide range of partners in Africa, reduce duplication of efforts and optimize utilization of limited resources. In addition, Smart Africa released the Digital Economy Blueprint which seeks to provide a conceptual framework adopted by Kenya in its quest towards the realization of a successful and sustainable digital economy. These and other frameworks informed the development of the NDDP and NDDS.

It is thus imperative that all the Strategy and Policy Plans are properly aligned with global, continental, and regional digital transformation frameworks, while still prioritizing national needs, context, and application. As such, the DIAL wishes to hire a Senior Consultant/Technical Editor who will work closely with the GoSL to review Strategy and Policy Plans, and align them to the global, continental, and regional frameworks to be able to offer useful guidance towards the digital transformation of Smart Africa Alliance’ Member States.

Scope of Work

The main objective of this consultancy is to provide a comprehensive technical review and editing of strategy and policy plans (not limited to (a) legal, policy, regulatory, (b) measurement and evaluation, (c) financing, and (d) technology architecture blueprints} to align with the national context and language, global, continental, and regional strategies and frameworks including the AU Digital Transformation Strategy 2020 and Smart Africa's Digital Economy Blueprint 2020. More detailed tasks include:

Technical Editing

- i. Establish the purpose and intended readership and ensure that the writing style and language is appropriate for the audience.
- ii. Turn the technical content into a language that is concise, clear, and easily understood by the target audience, not be limited to the government, intergovernmental organizations, donors and the corporates.
- iii. Re-organize, where possible and monitor the overall structure for logical flow and balance.
- iv. Investigate factual errors, if any and conduct research to ensure the use of proper technical jargons and terminologies.
- v. Ensure effective use of illustrations, text boxes, footnotes, and annexures, and ensure the data presentation is consistent and correctly cited in the text.

Technical Review and Alignment

- i. Ensure alignment with the global, continental, regional and national frameworks, not limited to National Development Plans, African Union Digital Transformation Strategy 2020 and Smart Africa's Digital Economy Blueprint 2020.
- ii. Determine gaps, if any, in the policies and strategies, if any and advice on the integration of the same.
- iii. Engaging DIAL staff and relevant partners on thematic discussions: In addition to engaging with DIAL staff and relevant partners over the natural course of developing research products, consultants be asked to lead discussion/debate/presentation related to the themes covered in their research.

Stakeholder Engagement

- i. Engaging DIAL, potential audiences, and relevant partners on thematic discussions over the course of developing strategy or policy products in areas related to their subject matter expertise.

Deliverables

Though more specific deliverable(s) and expectations will be determined on a case-by-case basis and in close coordination with the Country Strategy and Evidence Team, generally the Consultant will be expected to produce:

- ii. Final versions of the Blueprint, Strategy and / or Policy Plans and Documents.
- iii. Matrix of major and/ or minor changes made in the draft versions.
- iv. Stakeholder Engagement Reports if need be.

Required Skills and Experience

The consultant will have the following qualifications and experience:

- i. At least a Master’s degree in engineering, Law, ICT Policy, Computer Science or Technology, International Relations, Public Policy, Finance or any other relevant field.
- ii. Demonstrated experience in technical editing, review and writing of outstanding technical research reports, legislative proposals or ICT regulations or policy documents targeting audiences not limited to governments, donors, and inter-governmental bodies with a focus on digital economy.
- iii. Experience working with high level government officials, donors and inter-governmental agencies such as the United Nations and / or other multi-lateral organizations is desirable.
- iv. Outstanding written and spoken English is mandatory.

Reference Documents

[DIAL 2021-2026 Strategic Plan: Digital Beacons¹](#)

[AU Digital Transformation 2020²](#)

[Smart Africa Digital Economy Blueprint 2020³](#)

Schedule of Activities

#	Activity	Indicative Working Days	Output
1.	Preparation/debriefing: This includes (a) Familiarizing with relevant Government Initiatives/Literature /Frameworks	4 days	The Consultant is familiar with the Government’s Digital Transformation Programs and the deliverables.
2.	Stakeholder Engagement	2 days	Stakeholder Engagement Report
3.	Review Strategy and / Policy	12 days	Final Draft Strategy and / Policy
4.	Documents changes	4 days	Matrix of changes
	Total Number of Indicative Working Days	Up to 25 days*	

*Indicative maximum number of working days per strategy, blueprint and / or policy plan

Deliverables Timetable

#	Milestones/Deliverable
1.	Kick-off Meeting
	Stakeholder Engagement Report
2.	Revised Policy, Strategy, Blueprint
4.	Matrix of Major Changes

¹ https://digitalimpactalliance.org/wp-content/uploads/2021/01/DIAL_Strategy_FINAL.pdf

² <https://au.int/sites/default/files/documents/38507-doc-dts-english.pdf>

³ https://smartafrica.org/wp-content/uploads/2021/08/Kenya_Digital_Economy_2019.pdf

Period of Performance

Consultant contract will begin on or around **27th June 2022**. During this time, DIAL anticipates a close working relationship with the selected consultant (s).

Proposal Submission Requirements

In preparing the submissions, respondents should address each of the following areas: -

- **Expertise:** Enumerate areas of technical expertise and interests and how those would support DIAL’s thematic research priorities.
- **Experience:** Explain relevant experience as well as 2-3 examples of similar work. Where possible, please share links or attachments to the policy, strategy, research or blueprints you have been involved in.
- **Budget:** Provide a desired daily rate and an estimated percentage of time you would have available to commit to the project monthly [up to but not to exceed fifty percent of the consultant’s time]
- **References:** Provide names and contacts of at least two prior clients willing to discuss their experiences working with you.

Submission Format

- All submissions must be delivered electronically with the subject line “Digital Impact Alliance (DIAL) Technical Review for Digital Government Strategy and Policy Plan (s) Submission – Company Name.”
- Please send all proposal submissions to RFP@digitalimpactalliance.org
- In case respondents encounter a problem submitting, please contact Theresa Nyamupachitu at tnyamupachitu@digitalimpactalliance.org.

Submission Timeline

- All submissions are due on Tuesday, **June 3rd, 2022, by 5:00 PM ET**
- Questions and clarifications will be communicated to respondents on an ongoing basis
- The selected respondent (s) will be notified by **June 10th, 2022**.

Questions and Answers

Please forward any questions to RFP@digitalimpactalliance.org. DIAL will make every effort to respond to questions within 24 hours and may choose to share the questions and answers from these bilateral discussions with other Respondents.

Evaluation Process

DIAL will review all written proposals and may request a phone or in-person interview and/or updated submission to address questions or provide clarification. The selection decision will be based on the following criteria:

Criteria	Score (100)
The proposed approach appreciates that the context and this is key to national ownership.	20
Demonstrable understanding of digital government policy environment, data governance and trends in Africa, particularly in Smart Africa Alliance’ Member States.	20

Criteria	Score (100)
Appropriate level of understanding of government functions at national and local / regional levels, both from political and technical perspectives.	10
Clear description of stakeholder roles and interaction with DIAL and the Government	10
Achievable action plan that will deliver the project on time and on budget	10
Thoughtful risk identification and mitigation strategies	10
Demonstrated experience with document analysis and thought leadership pieces with a focus on low and medium income countries (LMIC) particularly in Africa.	10
Demonstrates ability to access necessary resources and knowledge centers to be successful	5
The proposed pricing demonstrates a competitive price and good value for money.	5

Intent and Disclaimer

This Open Call for Proposals is made with the intent to identify a Firm or Individual consultant to deliver results as described in this Call for Proposals. Issuance of this Open Call does not obligate DIAL to award a resulting contract and any costs incurred in preparation of a proposal is the sole responsibility of the respondent.

In submitting a proposal, the respondent certifies that information contained therein is truthful and accurate to the best of the respondent's ability. Should any information later be found to not be in-line with this certification, DIAL reserves the right to terminate any resulting contract(s) and/or select an alternative contractor. DIAL assumes it can be confident in the Consultant's ability to deliver the product(s) and/or service(s) proposed in response to this Call.

If DIAL amends the Call for Proposals, copies of any such amendments will be sent to all respondents.

DIAL is partially funded by SIDA with a commitment to women and non-US owned organizations, DIAL will consider all proposals in consideration of the selection criteria but will give preference to women and non-U.S.-owned businesses.

Contract Terms

The UN Foundation/DIAL will negotiate contract terms upon selection. A copy of the contract terms and conditions will be provided upon pre-selection. All contracts are subject to review by UN Foundation's Business Services Budget Reporting (BSBR) team. Once a draft contract is reviewed by BSBR, DIAL's Program Administrator will contact the Vendor. The project will start upon the execution of the contract. The contract will outline terms and conditions, scope, budget, and applicable flow-down terms prescribed by the funding partners and the UN Foundation.

Release

Consultant understands that DIAL has chosen to solicit a Call for Proposals for consulting services, and that consultant's response does not guarantee that DIAL will enter a new contract with consultant or continue any current contract(s) with consultant.

Consultant agrees that DIAL may, in its sole discretion:

- Amend or cancel the Call for Proposals, in whole or in part, at any time
- Extend the deadline for submitting responses
- Determine whether a response does or does not substantially comply with the requirements of the Call for Proposals

- Waive any minor irregularity, informality or nonconformance with the provisions or procedures of the Call for Proposals
- Negotiate with all consultants that UNF deems acceptable
- Issue multiple awards
- Copy the responses

This Call for Proposals is not an offer to contract. DIAL assumes no responsibility for Consultant's cost to respond to this Call for Proposals. All responses become the property of DIAL.

The Consultant, by submitting a response to this Open Call, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this Call for Proposals. Consultant represents that it has responded to the Call for Proposals with complete honesty and accuracy. If facts provided in Consultant's response change, Consultant agrees to supplement its response in writing with any deletions, additions, or changes within ten (10) days of the changes. Consultant will do this, as necessary, throughout the selection process. Consultant understands that any material misrepresentation, including omissions, may disqualify it from consideration for a contract award.

Consultant understands it may receive proprietary and confidential information from DIAL during the Call for Proposals process ("Confidential Information"). Consultant agrees to not use Confidential Information for any purpose other than its participation in the Call for Proposals process and to not reveal Confidential Information directly or indirectly to any other person, entity, or organization without the prior written consent of DIAL. Consultant further agrees to exercise all reasonable precautions to maintain the proprietary and confidential nature of Confidential Information where it can best demonstrate its value and capacity to deliver ecosystem-wide, meaningful value.

Intellectual Property Considerations

DIAL's mission is to create public goods that enable a more efficient digital economy for everyone's common benefit. To serve this goal in partnership with other organizations and individuals, DIAL funds the development of important hardware and software, databases, computer protocols, research, and useful industry standards.

Intellectual property (IP) is at the heart of all things creative and inventive. DIAL's IP policy is shaped by our key funders' i.e., Bill & Melinda Gates Foundation (BMGF), the United Kingdom's Foreign & Commonwealth Office (FCDO) and the Swedish International Development Cooperation Agency (SIDA) policies. DIAL's work products thus must comply with BMGF's "Open Access" policy. Further, any IP DIAL funds should be licensed for free use worldwide. This is accomplished through open source and Creative Commons licensing and by open standards, unencumbered by restrictive copyrights and patents.

The scope of work for this project and deliverables will, as such, abide by DIAL's IP policy and its donor's compliance requirements. If special considerations are required, DIAL will negotiate those on a case-by-case basis with selected vendors.

As required by its donors, DIAL is committed to "Global Access." As such, DIAL will ensure that knowledge and information gained from any project and any deliverable produced will be prompt and broadly disseminated under a creative commons license, and any funded developments will be made available at an affordable price to:

- People most in need within developing countries and /or
- In support of the U.S. educational system and public libraries, as applicable.

DIAL will take into consideration consultants' intellectual property issues as part of the selection process.