



## REQUEST FOR PROPOSALS OPEN DATA SCOPING STUDY

**Deadline for Application: August 21, 2015**

1. **PURPOSE:** Global Financial Integrity (GFI) is seeking proposals from experts in the area of data standards for a consultant to produce a scoping study that identifies the range of open data standards<sup>1</sup> that might accompany the Financial Transparency Coalition's (FTC) transparency platform and an assessment of the related political challenges and opportunities. This is a project of the FTC managed by GFI.
2. **BACKGROUND:** GFI is a non-profit organization dedicated to curtailing the flow of illicit funds leaving developing countries and is the leading provider of global estimates of illicit financial flows from developing countries. GFI is also a Coordinating Committee Member of the FTC, which is a global network of more than 150 allied organizations, fourteen governments, and many of the world's foremost experts on illicit financial flows, who are working toward the creation of a sustainable financial system that works for everyone. As part of its work for the coalition, GFI is serving as the manager of this scoping project.
3. **SCOPE OF WORK:** The scoping study will, in whole or in part:
  - i. identify the range of open data standards that might accompany the FTC's transparency platform<sup>2</sup>, including a "gold" standard;
  - ii. identify the related data standards used most predominantly by governments with respect to the type of data that is being/will be collected under our transparency platform priorities in developed countries and in developing countries, indicating if there is a difference, and discuss why they are most often used;
  - iii. recommend appropriate open data standard for the transparency platform that are consistent with technological advances in this area and yet are able to be practically implemented worldwide;

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<sup>1</sup> We refer to the Open Knowledge Foundation's Open Data Format, as not all of the initiatives in our transparency platform include information that will be in the full public domain. The definition of Open Data Format is "The work must be provided in a convenient and modifiable form such that there are no unnecessary technological obstacles to the performance of the licensed rights. Specifically, data should be machine-readable, available in bulk, and provided in an open format (i.e., a format with a freely available published specification which places no restrictions, monetary or otherwise, upon its use) or, at the very least, can be processed with at least one free/libre/open-source software tool." Available at <http://opendefinition.org/ofd/>.

<sup>2</sup> Beneficial ownership of companies, country-by-country reporting of financial information by corporations, and automatic exchange of financial information.

- iv. provide an assessment of the political opportunities and challenges to progressing the identified open data standards;
  - v. presence in open data working session during FTC conference in Jakarta, October 20-21, (paid for by FTC) and participate in at least one call with open data advisory group (to be convened by the FTC) ahead of FTC annual conference.
  - vi. after the report is complete, engage in a meeting with FTC members of not more than two hours in length to discuss the political assessment; and
  - vii. provide an estimate of the cost of countries to transition their data systems to the recommended standard as well as to the gold standard, noting whether there is a difference in expected cost to developed versus developing countries.
4. **DELIVERABLES:** The scoping study shall be in the form of a written report provided in English. The proposal shall specify whether the political assessment will be included within the written report or delivered via in-person/remote conference (depending on location of parties).
5. **TIMELINE:**
- i. The contract will be awarded on or before August 31, 2015.
  - ii. The first draft of the scoping study shall be provided by the contractor to GFI by November 9, 2015.
  - iii. GFI will provide comments on the first draft to the contractor by November 23, 2015;
  - iv. The final draft of the scoping study shall be provided to GFI by December 11, 2015.
  - v. The contractor shall agree to find a mutually agreeable time to have the meeting to discuss the political assessment (see 3. Scope of Work, para v.) on or before January 15, 2016.
6. **REQUIREMENTS FOR PROPOSAL PREPARATION:** The applicant shall provide the following
7. **CONTRACTUAL TERMS AND CONDITIONS:** The contractor will be required to sign GFI's standard independent contractor agreement, reflecting the specific terms set forth herein.
8. **PAYMENTS AND PENALTIES:** The agreed contract amount shall be paid in U.S. dollars and delivered in two installments, the first half of the contract amount upon signature of the contract and the second half of the contract amount upon completion of the project requirements. It is necessary that the contractor meet the dates set forth in the timeline because other events are contingent upon their completion. As a result, should the contractor fail to meet the scheduled deadlines then the final payment shall be reduced by \$100.00 per calendar day that the contractor is late on delivery.
9. **REQUIREMENTS FOR PROPOSAL PREPARATION:** Applicant must be an expert in the field of data standards. Proposals are due on or before August 21, 2015 and must include the following elements:
- i. If applicant is an organization, a description of the organization not greater than 1 page in length. If applicant is an individual, a CV/résumé of not greater than 2 pages in length. A list of publications may be appended separately, including as many pages as necessary.
  - ii. No more than 2 pages describing the applicant's experience with similar projects, including links to or references for published studies authored by the application which may provide a relevant example of the applicant's work in this area.
  - iii. No more than 2 pages describing the proposed methodology/approach to this research.

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- iv. Applicant's proposed fee for the study, which must be less than U.S.\$30,000 (gross).<sup>3</sup> We appreciate that costing estimates can be particularly time/labor intensive and, depending on the applicant's experience in this area, may not be possible to include in this study for under U.S.\$30,000. We therefore request each applicant to provide two proposed fees – one that includes the costing work (see 3. Scope of Work, para vi.) and one that does not include the costing work.
- v. If applicant is an organization, the name(s) of the person/people who will be carrying out the work and the number of years that they have been employed by the organization.
- vi. Name, email, and telephone number of two references who have previously engaged the applicant's services for project-based work.
- vii. Name, email, and telephone number (including country code) of the applicant/contact person at applicant organization.

**10. EVALUATION CRITERIA:** Applications will be assessed based on:

- i. Previous relevant experience in the area of data standards;
- ii. Previous experience drafting reports of the kind;
- iii. The quality of previous work product;
- iv. Proposed fee;
- v. Timeliness and interaction with project managers, as indicated by applicant's references; and
- vi. Ability to comply with application instructions.

**Tip:** GFI is seeking work product that is clear, concise, and complete. This project is not about the quantity of the pages but rather the quality of the information. We encourage applicants to make their applications a reflection of those attributes.

**11. ADDRESS AND TIMING FOR PROPOSALS:** Applications must be received by GFI on or before August 21, 2014 in one of the following ways:

- i. By email to [proposals@gfintegrity.org](mailto:proposals@gfintegrity.org)
- ii. By mail or courier to  
Global Financial Integrity  
Attn: Proposal  
1100 17<sup>th</sup> St. NW, Suite 505  
Washington, DC 20036  
USA

Procedural questions should be directed to [proposals@gfintegrity.org](mailto:proposals@gfintegrity.org). We will decline to answer any questions that GFI, in its sole discretion, decides would create an unfair advantage for the applicant making the request vis-à-vis the other applicants.

Thank you for considering our Request for Proposals, and we look forward to receiving your application.

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<sup>3</sup> Any taxes owed by the contractor on this contract will be the sole responsibility of the contractor.