



Request for Proposals: Data Management Maturity Assessment

What we are seeking:

The CGIAR System Internal Audit Function (IAF) is seeking to engage an experienced Data Management consultant to carry out an assurance engagement to evaluate the Data Management Maturity within CGIAR.

Background

Data Management within CGIAR is largely segregated where each CGIAR entity (i.e. CGIAR Centers and the CGIAR System Organization in this document) is responsible for acquiring, validating, storing, protecting, and processing required data to ensure its accessibility, reliability, and timeliness for the users.

CGIAR entities have implemented a suit of business applications used to perform various business functions including enterprise resource planning (ERP) systems, human resource management and recruitment systems, and risk management systems to name a few. CGIAR entities use various document repository platforms including SharePoint, EPrints3, Dropbox and OneDrive.

CGIAR entities mainly use in-application reporting and excel to meet reporting requirements. The Business Intelligence and data visualization tools in use are Tableau, Snowflake, Power BI, QuickSight and, Qlik Sense.

The CGIAR System Internal Audit Function (IAF) has actively participated in development of Research Data Management good practice note (GPN) that could be used to assess research data management maturity.

State of Research Data Management at CGIAR

At CGIAR level, the expectations on research data management have been established through the formal approval of the [CGIAR Open Access and Data Management Policy \(CGIAR OA/DM\)](#) on 02 October 2013.

Implementation of and compliance with this policy by the CGIAR System office, its members and their partners within the compliance with this policy by CGIAR entities would be phased over the transition period from the effective date of the policy for an initial period of five years, with comprehensive implementation by the end of 2018. The policy is to be utilized in conjunction with the [CGIAR Open Access and Data Management Implementation Guidelines](#).

The implementation of the CGIAR OA/DM policy is currently incorporated in the “Organize” module of [Big Data platform](#) which aims to “harness the capabilities of Big Data to accelerate and enhance the impact of international agricultural research”.

Within the context of the imminent institutional changes in CGIAR, the CGIAR System IAF is seeking to engage an experienced Data Management consultant to carry out an assurance engagement to evaluate the Data Management Maturity within CGIAR.

In 2020 CGIAR System IAF will also perform a cyber security assurance engagement. This will encompass evaluation of the CGIAR cyber security management capabilities to mitigate against cyber security risk and vulnerabilities including network security, application security, endpoint security, data security, data center security, database security and end-user education. The synergy between the cyber security and the data management maturity assessment will be highly desirable.

In addition, the consultant will be required to propose improvements of management of data assets that would benefit all entities within CGIAR in the context of the organizational change.

Deliverables and timeline:

The scope of this engagement includes all CGIAR entity data management arrangements. The review should consider any data management reviews carried out at a Center level in the last two years. The consultant needs to use one of the recognized data management maturity assessment frameworks.

At different stages of the engagement there will be validation of results by the CGIAR System IAF to ensure engagement deliverables are on track and in line with intended objectives.

The engagement’s output will be a report presenting a combined picture of the level of data management maturity across CGIAR, discussed and shared with all CGIAR Center data management focal points, Center AC Chairs, Center Heads of Internal Audit and SMB’s Audit and Risk Committee.

Your response to this request for proposals should be prepared in accordance with the following Table of Contents:

Contents
Executive Summary , specifically setting out the merits of your proposal
1. Your understanding of our requirements (informed by completing comparable assignments)
2. Your suggested Approach
a. Methodology for conducting the engagement and the way you envisage to deliver on the engagement’s objectives
b. Detailed Proposed Work Plan and timetable

Contents	
	c. How you will maximize the value added and minimize effort/fees
3. Project team	
	a. Overview of proposed team (organogram and primary point of contact, if applicable)
	b. Overview of qualifications and relevant experience of proposed team (indicating whether any are contractors/sub-contractors) (detailed resumés may be included as Appendices)
	c. Knowledge and experience of CGIAR/its Centers and the agriculture science sector
4. Other Information	
	a. A statement disclosing whether the proposed team members have any real, apparent or perceived conflict of interest.
	b. A statement of the combined total fees earned from CGIAR/its Centers for the year ended 31 December 2019
5. Appendices (any other/supplementary information you wish to submit)	
6. Proposed fee (to be sent as a separate Annex)	
	a. Quote in the form of a fixed fee (i.e. US\$ amount) with a breakdown by activity; setting out expenses separately

Consultancy Details:

- No on-site visits are envisaged as part of this review; all work will need to be carried out remotely.
- Virtual consultations are expected to be undertaken by Skype and/or through a www.bluejeans.com portal. Access to the latter will be facilitated by the CGIAR System IAF.
- Consultants are responsible for all tax liabilities arising from this assignment.
- Consultants are responsible for securing their own insurance arrangements.

Timeline:

The following schedule includes key milestones and their associated completion dates and is provided primarily for planning purposes. CGIAR System Organization may modify the project timeline at its discretion.

Milestone	Indicative timelines
RFP issued	March 9 2020
End of inquiry period for RFP clarification (bidder)	March 25 2020
Response to inquiries shared and FAQs published on CGIAR website	March 30 2020
RFP submission due (bidder)	April 14 2020
Shortlisted bidders' presentations	April 20 2020
Notification to successful bidder	April 24 2020
Contract execution with CGIAR System Organization	April 30 2020

Milestone	Indicative timelines
Commencement of engagement	May 11 2020
Draft consolidated report submitted	July 03 2020
Final consolidated report submitted to CGIAR System IAF	July 31 2020

Knowledge, skills, and abilities:

The applicants must demonstrate prior experience and technical knowledge of conducting similar reviews within a context of a complex international organization with distributed structures.

Evaluation Criteria:

All proposals will be evaluated on a two-step basis with the technical proposals and the financial proposals being evaluated separately to determine the best value for money. Bidders whose proposals are short-listed may be contacted with questions for clarification.

The evaluation criteria will be as follows:

i) Technical Proposal 80% and includes:

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| • Quality and completeness of the quote response | 10% |
| • Quality of the proposed service | 30% |
| • Strategic, functional, and technical fit | 10% |
| • Experience with similar engagements | 20% |
| • Customer service | 10% |

ii) Financial proposal

Total cost of service	20%
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How to submit a proposal:

Please submit a narrative proposal and a budget proposal as two separate documents to smo-procurement@cgiar.org. Both documents can be attached to the same email.

Narrative proposal will consist of no more than 10 pages using Microsoft Word or similar format, font size 11pt., margins no smaller than one inch.

Budget proposal will be presented using Microsoft Excel or similar format and consist of, at a minimum, the following line items: consultant time, resources, travel. The budget will be presented in US dollars.

All proposals must be received no later than April 14 2020. Only electronically submitted proposals will be considered. Late proposals will not be considered. Shortlisted bidders will be contacted no later than April 24 2020.

Who we are:

CGIAR is a global research partnership for a food-secure future. CGIAR science is dedicated to reducing poverty, enhancing food and nutrition security, and improving natural resources and ecosystem services. Its research is carried out by 15 CGIAR Centers in close collaboration with hundreds of partners, including national and regional research institutes, civil society organizations, academia, development organizations, and the private sector. These 15 Centers have close to 10,000 staff based in over 50 countries.

Each Center has its own charter, board of trustees, director general, and staff. CGIAR Research Centers are responsible for hands-on research programs and operations guided by policies and research directions set by the System Management Board.

The System Management Board, through its Audit and Risk Committee has an oversight responsibility over CGIAR System risks. The CGIAR System Internal Audit Function (IAF) is responsible for providing assurance on System risks and reports to the Chair of the System Management Board through the Audit and Risk Committee.

In 2020, CGIAR is embarking on an ambitious reform, One CGIAR that would help streamline governance and operational structures and processes across CGIAR. More information can be found [here](#).

The CGIAR System Organization, which is an international organization headquartered in Montpellier, France, provides governance to the CGIAR System in collaboration with the System Council and has about 40 staff. The Organization is committed to cultivating a work environment that reflects teamwork, gender equality, and respect for diversity. We endeavor to foster a multi-cultural environment that is free of any form of harassment and discrimination; and that embraces and values individuals regardless of age, ethnicity, race, gender, national or social origin, marital status or any other form of personal identity.

Please find more information about CGIAR at www.cgiar.org

CGIAR Centers across the world

List of web-links to individual Center websites:

- AfricaRice - <http://www.africarice.org/>
- Bioversity International - <https://www.biodiversityinternational.org/>
- CIFOR - <https://www.cifor.org/>
- CIAT - <http://ciat.cgiar.org/>
- CIMMYT - <https://www.cimmyt.org/>
- CIP - <https://cipotato.org/>
- ICARDA - <http://www.icarda.org/>
- ICRISAT - <http://www.icrisat.org/>
- IFPRI - <http://www.ifpri.org/>
- IITA - <http://www.iita.org/>
- ILRI - <https://www.ilri.org/>
- IRRI - <http://irri.org/>
- IWMI - <http://www.iwmi.cgiar.org/>
- World Agroforestry Center - <http://www.worldagroforestry.org/>
- WorldFish - <https://www.worldfishcenter.org/>