



# Data Ecosystem Mapping Consultancy

Terms of reference

Contents

[About the SDG Kenya Forum 3](#_Toc132277608)

[Overview of the Forum’s SDGs work in Kenya 3](#_Toc132277609)

[Purpose and objectives of the mapping 4](#_Toc132277610)

[Expected outcomes of the consultancy 5](#_Toc132277611)

[Expected outputs and key deliverables of the consultancy 6](#_Toc132277612)

[Ethics and child protection 6](#_Toc132277613)

[Child rights, gender and inclusion 7](#_Toc132277614)

[Timeline 7](#_Toc132277615)

[Role of partner organisations 7](#_Toc132277616)

[Budget 7](#_Toc132277617)

[Consultancy terms of payment 7](#_Toc132277618)

[Expected qualifications 8](#_Toc132277619)

[Data collectors/Research assistants 8](#_Toc132277620)

[Content of expression of interest 9](#_Toc132277621)

[Technical proposal expectations 9](#_Toc132277622)

[Financial proposal expectations 9](#_Toc132277623)

[Individual/Team profile 10](#_Toc132277624)

[Submission instructions 10](#_Toc132277625)

# About the SDG Kenya Forum

The SDG Kenya Forum is an inclusive national membership platform and a convener of Agenda 2030 for the Sustainable Development Goals (SDGs) that provides space for structured and coordinated civil society organisation (CSO) engagement with (national and subnational) governments, citizens, the private sector, media, academia, and development partners.

The Forum engages with governmental and all other stakeholders in the implementation, review, and follow-up of the 2030 Agenda for SDGs. The Forum is currently implementing an 18-month project commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ), entitled **“Strengthening the mandate of the Inter- Agency Technical Working Committee (IATWC) on SDGs Implementation in Kenya”**. The objectives of the project are as follows:

1. Improve not only the decision-making processes within government and amongst stakeholders, but also to provide data capable of improving reporting against the SDGs indicators.
2. Strengthen advocacy efforts of actors in policy and to increase accountability levels in supporting activities and understanding people’s needs and demands in terms of access to policy processes and public services through peer reviews, sharing of knowledge and SDGs good practices.
3. The Forum (through joint action strategies involving strengthening of the Inter-Agency Technical Working Committee (IATWC), SDGs dialogues and the annual multi-stakeholder conference) will ensure a shared understanding of complex challenges and devise and implement integrated solutions while intensifying efforts to raise awareness and forging actions and roadmap towards future planning (financing, reporting and knowledge sharing).

**Our key thematic areas of focus are:**

1. Research and data accountability needs
2. Achieving gender equality
3. Youth Programs and Platforms (YPP)
4. Leave no one behind
5. SDGs communications

# Overview of the Forum’s SDGs work in Kenya

The IATWSC on SDGs is mandated with technical backstopping, national tracking, and reporting of the SDGs processes and progress in Kenya. It comprises of stakeholders from Government Ministries, Departments, and Agencies, Council of Governors (CoG), Parliament, Academia, UN System, civil society organisations, private sector, and other development partners. To ensure harmony and better coordination, the IATWC has three Co-Chairs to facilitate its meetings, forums, and engagement. The SDG Kenya Forum is a Co-Chair of the IATWC, together with the State Department for Planning and Kenya Private Sector Alliance (KEPSA), and has convening powers for SDGs processes in the country. Currently, the IATWC is working towards re-invigorating its efforts towards accelerating the achievement of the SDGs in Kenya in the Decade of Action through its mandate on coordination and coherence of local institutions.

SDG Kenya Forum is a platform that promotes CSO engagement with the government in all aspects of the SDGs. The Forum's mission is to influence multi-stakeholder policies and actions for the achievement of the SDGs in Kenya. The advocacy-based approach the Forum employs to implement, monitor, and review the SDGs is based on collective voice and action by CSOs engaging other stakeholders. This fosters synergies with government, private sector, academia, and media. The overall goal of the Forum is to empower citizens to demand accountability through policy change and budget commitments for sustainable development that leave no one behind.

The Forum advocates for policies and legislation to strengthen commitment, financing, planning and implementation for sustainable development within counties. It also promotes the use of data and evidence in the monitoring and implementation of the SDGs in partnership with other key data stakeholders in Kenya. Furthermore, the SDG Kenya Forum works to raise citizens’ awareness of the Agenda 2030 for sustainable development through ‘leave no one behind' dialogues at county and national level. It also builds local and national partnerships with government, citizens, youth, private sector, media, academia, and development partners to achieve the intended goals.

To help attain gender equality through joint action, the Forum convenes organizations (implementing partners) working on the implementation and policy advocacy of SDG 5 targets. It also advocates for gender-responsive budgeting at county and national levels and ensures the existence of gender policies that support the attainment of SDG 5 targets and indicators. The Forum also assembles a Gender Knowledge Hub through which it broadens its reach to the citizen while providing capacity-building opportunities for these grassroots organisations. The Forum focuses on gender data production and use through its membership of the Inter-Agency Technical Committee for making every woman and girl count, convened by the Kenya National Bureau of Statistics and UN Women.

# Purpose and objectives of the mapping

In 2019, the Forum (under the GIZ Good Governance Programme) conducted a mapping of the SDGs data ecosystem in Kenya that sought to map data producers (official and non-official), tools and methodologies along the data value chain. That study highlighted several recommendations. The objective of this assignment will be grounded on the findings and on those recommendations: Specifically:

1. Conduct a data ecosystem mapping for Kenya as a follow-up to the previous study, it should ensure the following:
   1. Explore the data value chain: data collected by official and non-official data producers, tools and methodologies used for data collection and the main data producers (and users) of the data.
   2. Perform an in-depth analysis: this data ecosystem mapping will be limited to six SDGs (8, 9, 10, 11, 13 and 16) while the indicators to be defined jointly by the Forum and key stakeholders. It will focus both on the national and on the county level (specifically Siaya, Taita-Taveta and Meru counties).
2. Follow-up on the previous recommendations on how to build an integrated multi-stakeholder approach to SDG monitoring in Kenya based on the mapping exercise.
3. Establish emerging issues and further recommendations for ensuring better data production and use in Kenya.

# Expected outcomes of the consultancy

**Strengthen the uptake of citizen generated data (CGD)**

The Kenya National Bureau of Statistics (KNBS) endeavours to deliver quality statistical products that effectively meet user needs. However, the data ecosystem is constantly changing with human, financial and infrastructure resources available to generate official statistics being limited. Therefore, there is need by KNBS to constantly explore alternative data sources to close the existing data gap in official statistics. This calls for collaboration with other stakeholders (private sector, civil society etc) for the use of CGD and big data.

**Improve reporting on SDGs**

At its best, statistics are used to track, monitor, and inform policy making and implementation in a transparent, participatory, and accountable manner. Evidence shows that monitoring and reporting are critical to driving action and demonstrates significant data gaps in measuring progress on SDGs and therefore in Voluntary National Review (VNR) and post-VNR processes for strengthened implementation. Therefore, greater investment in data sources, as well as greater collaboration across data producers, such as civil society, is critical to measuring progress and driving implementation of SDGs in Kenya.

**To create synergy between data producers and users to enable better decision making and policy formulation on development.**

Over the last three years in Kenya there has been a challenge in data production and use; the SDGs framework has deepened and highlighted the gaps further. Kenya reported on 132 indicators within the National Indicators Framework (out of 231 in the Global Indicators Framework for the 2020 [Voluntary National Review](https://www.planning.go.ke/wp-content/uploads/2020/11/Voluntary-National-Review-for-Kenya-2020-Final.pdf)). This is not only a challenge but an opportunity for CSOs to produce data against the missing data. Likewise, data production and use are two integral aspects in the data value chain. Data production is only viable if it justifies the use. A synergy linkage between data producers and users expresses and aligns objectives in a way that explores optimal investments to data.

# Expected outputs and key deliverables of the consultancy

The SDG Kenya Forum expects the following deliverables to be submitted by the consultant (or consulting team) for review and sign-off:

1. Data collection tools and protocol for data collection, preparation, analysis, and reporting: as such develop tools, collect, collate, and synthesize data from a wide range of sources and stakeholders within the data ecosystem (e.g., state departments, NSO, counties, CSOs etc.).
2. Draft an inception report presenting a clear-cut methodology on how the assignment will be accomplished, laying out specific roles and a schedule intended for the assignment until the Final Report.
3. Training materials and schedules for training Research Assistants (if applicable).
4. Quantitative and qualitative raw data and lists of respondents.
5. Undertake comprehensive stakeholder mapping to determine key actors in data management for their engagement in the study and policy advocacy.
6. Prepare a draft data mapping exercise report, with comprehensive feasible strategies, clear deliverables, timelines, KPIs, and aligning recommendations with actors. The report would be subject to a validation process involving stakeholders who participated in the study.
7. Hold debrief meeting with the Forum and incorporate comments/inputs from stakeholders from the stakeholder’s validation forum and finalise the data mapping exercise report.
8. Submit the Final data mapping exercise report.
9. Present and disseminate the finalised report to CSOs, and both national and county levels of government.

# Ethics and child protection

The Forum is committed to ensuring that the rights of those participating in data collection or analysis are respected and protected, in accordance with DI’s [Safeguarding Policy](https://drive.google.com/file/d/1_2TFtqnjuBQqIIIyTrOI2L3gI72qXN3G/view?usp=sharing). All applicants should include details in their technical proposal on how they will ensure this in the data-collection process. Specifically, the consultant(s) shall explain how appropriate, safe, and non-discriminatory participation of all stakeholders will be ensured and how inclusivity and special focus will be paid to the needs of young people, women with a disability, and other vulnerable groups. The consultant(s) shall also explain how the confidentiality and anonymity of participant’s data (as expressed under the Data Protection Act, 2019) will be guaranteed and further expound on ways in which to manage conflicts/sensitivities if they arise.

# Child rights, gender and inclusion

The team undertaking this analysis must adhere to [DI’s safeguarding policy](https://devinit.org/documents/665/Safeguarding_Policy_March_2021.pdf), [vision for gender and inclusion](https://devinit.org/documents/1198/EDI_Statement__Strategy_Aug_2022.pdf?nav=footer), and [business ethics](https://devinit.org/documents/663/Responsible_employer_and_business_ethics_statement.pdf?nav=footer). The consultant(s) contracted for this assignment will be required to sign these policies before they commence work.

# Timeline

The assignment will take 25 working days.

# Role of partner organisations

The role of the partner organisations in this exercise is as follows.

1. Review the tools for data collection developed by the consultant.
2. Mobilise study participants as a complement to list provided by consultants.
3. Provide any documents for review by the consultant(s) as sources of secondary data.
4. Provide support supervision during the assessment period.
5. Prioritise on the scope of the mapping (in terms of counties and the SDGs goals)

# Budget

The financial cost should be worked out in line with the proposed design of the budget analysis. This is a consultancy assignment with a limited budget provision and inclusive of all costs. The financial proposal should include but is not limited to the following lines.

1. Professional fee
2. Costs for in-depth qualitative investigation (if applicable)
3. Data processing and analysis
4. Report writing
5. Any other cost (kindly justify cost line item).

In your financial proposal, please also provide an indication of team composition and professional fees associated with the various team members proposed for the tasks.

# Consultancy terms of payment

1. First instalment, 50% of the total amount payable after signing the contract and submission of an acceptable inception report.
2. Second instalment, 30% of the total amount upon submission of the first draft of the report, payable after signing off an acceptable draft report.
3. Third instalment, 20% of the total amount upon submission of approved final report and dissemination, payable after signing off the final report.

# Expected qualifications

The consultant (or team) is expected to hold the following qualification to be eligible for this position.

1. At least five years of experience in conducting work around SDGs and data.
2. At least five years of experience in quantitative and qualitative data.
3. A minimum of master’s degree level in one of the following, economics, statistics, or another related social science field.
4. A support team experienced in conducting qualitative and quantitative studies using mixed methodologies, with a minimum academic qualification of a bachelor’s degree level in economics, statistics, or another related social science field.
5. Should have worked closely with NGOs/CSOs in the data ecosystem
6. Familiar with the SDGs Indicator Framework and the Voluntary National Reporting of SDGs in Kenya
7. Evidence of successfully designing and managing large-scale, rigorous, and robust research/survey processes (demonstrable through at least three comparable pieces of baseline/research around data frameworks, data support structures and systems and data mapping) with references and their contacts.
8. A demonstrated high level of professionalism and ability to work independently under tight deadlines.
9. Fluency in English and Kiswahili, with evidence of producing high-quality clear, concise reports in English.
10. Expertise/experience of working in-country (preferably in Kenya).
11. Highly analytical mindset and proficiency in data analysis and statistical forecasting.

# Data collectors/Research assistants

If the consultant (or team) is proposing the use of data collectors, minimum requirements are:

1. Degree-/Diploma- level education or higher with demonstrated experience in undertaking research studies.
2. Demonstrated experience of data collection and interview skills.
3. Good teamwork.
4. Exemplary interpersonal skills.
5. Commitment to promoting the participation of vulnerable groups.
6. Strongly encouraged to work with women research assistants.
7. Upholding high ethical standards.

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# Content of expression of interest

Interested consultant(s) and/or agencies are expected to provide an expression of interest letter stating the consultant’s or firm’s capabilities including the following:

1. Consultant(s) or agency profile outlining areas of expertise with samples of select works.
2. Current list of recent and relevant clients.
3. Any direct or relevant experience of undertaking similar initiatives.
4. Names and CVs of the professionals who lead and be associated with the study, and how the study will be managed.
5. Detailed technical proposal demonstrating understanding of the ToR and the scope of the work, outlining the approach and plan to accomplish the assignment.
6. A proposed timelines chart indicating activities/sub-activities to be undertaken and the corresponding outputs.

# Technical proposal expectations

The detailed technical proposal should:

1. Show a thorough understanding of this Terms of Reference.
2. Include a description of the preferred methodology including proposed research and sampling designs.
3. Demonstrate previous experience in quantitative and qualitative study approaches.
4. Demonstrate approaches that will be used to ensure child and youth safeguarding and ethics and principles to be applied throughout the design and data collection phases of the assessment, and how marginalized or vulnerable people will be included.
5. The proposal should not be more than five pages written in English, text in Times Roman, font 12.

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# Financial proposal expectations

The financial proposal is a separate document and should contain (in an Excel format – one sheet):

1. Itemised consultancy fees/costs.
2. Itemised field data collection expenses, including lines for enumerator compensation and transportation (if applicable).
3. Evidence of acceptance to the payment schedule.
4. Itemised administrative expenses.
5. The financial quotations should be all-inclusive. The Forum will not meet any other costs related to the assignment.

# Individual/Team profile

The consultant (or consulting team) profile should be submitted as an annex and contains the following:

1. References. Please provide names, addresses (physical and email), and telephone numbers of three references for the consultancy organisation. Please also provide the contact details (names, addresses, and email and telephone numbers) of the persons who were ultimately responsible and accountable for contracting the consultants for that work. These should relate to work similar to the project in hand, and be from within the last three years.
2. The full names of all participating consultants and their roles, including technical expertise.
3. Physical address of the firm.
4. Telephone number(s) of the firm (if applicable) and participating consultants.
5. Full name and contact information of the contact person within the consulting team.
6. Date of registration and registration number.
7. Certificate of Incorporation or registration certificate for firms.
8. Valid Tax compliance certificate, VAT Certificate, and PIN certificate.
9. Full names of Directors/Proprietors.
10. Clear and detailed work plan including a Gantt chart.

All applications received by the submission date will be reviewed by a selection committee based on predetermined objective criteria on a rolling basis. Upon selection, the consultant(s)/consulting firm would be invited for a discussion and requested to submit a detailed inception report and work plan prior to starting any data collection exercise.

# Submission instructions

Interested and qualified bidders should submit an expression of interest containing both technical and financial proposals to [HRAfrica@devinit.org](mailto:HRAfrica@devinit.org).

The subject of your email should read **\*DATA ECOSYSTEM MAPPING CONSULTANCY NO: 20/03/FY23/2\***

Hard copy documents will not be accepted.

Queries related to the consultancy should be addressed to [festus@sdgkenyaforum.org](mailto:festus@sdgkenyaforum.org)

NB: The Technical and Financial proposals must be submitted as separate documents.

The closing date for submission of complete applications is 14 April 2022 CoB.

**UK Office**Development InitiativesFirst Floor Centre, The Quorum, Bond Street South, Bristol, BS1 3AE, UK+44 (0) 1179 272 505

**Kenya Office**Development InitiativesShelter Afrique Building4th Floor, Mamlaka RoadNairobi, KenyaPO Box 102802-00101+254 (0) 20 272 5346

**US Office**   
Development Initiatives  
110 13th Street, NW,  
Suite 800, Washington DC  
20005, US

Development Initiatives (DI) is a global organisation that applies the power of data and evidence to build sustainable solutions that create an equitable and resilient world

We work closely with partners at global, regional, national and local levels to ensure data-driven evidence and analysis are used effectively in policy and practice to end poverty, reduce inequality and increase resilience.

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Contacts:

Mariam Ibrahim  
Head of East Africa Operations  
[mariam.ibrahim@devinit.org](mailto:mariam.ibrahim@devinit.org)

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