Please note: The deadline for submissions has been extended by 1 week, closing on May 28, 2021.

Bidding Requirements

1. Can additional information be provided on which Ministries in Sierra Leone are anticipated as the main beneficiaries/audience aside from the Ministry of Information and Communication mentioned in the RFP?

   The main beneficiaries would be the Ministry of Information and Communications, but the plan is to engage other key ministries, such as the Directorate of Science, Technology, and Innovation (DSTI), the Ministry of Finance, and the Ministry of Planning and Economic Development, the ICT Regulator (NATCOM), Universal Access Development Fund (UADF) amongst others.

2. Which key stakeholders have been engaged to date in the Government of Sierra Leone?

   The key stakeholders engaged to date are located within the Ministry of Information and Communications, though we are actively considering ways to engage with individuals from other ministries and agencies within the government. We are also beginning to engage with international organizations and civil society located within Sierra Leone.

3. Will there be a focal point for the project on the Government side?

   There will likely be a focal point within the government to arrange meetings and help coordinate the partnership, though the exact individual has not been determined. There will also be a DIAL country manager and a focal point from Smart Africa contributing to the project, and a steering committee set-up by the Minister of Information and Communications.

4. Does the expected roadmap cover technical aspects?

   The roadmap and project descriptions will include a high-level overview of the projects with sufficient information to help cost their development and implementation. That being said, technical requirements and costing of individuals components of each project or activity will likely be enumerated in a high level of detail.
5. Will the work focus on prioritizing the most relevant projects among those already considered by the Government or will the work consist of proposing and designing 30 to 50 projects from scratch?

There will be a co-creation process with the government during the stakeholder consultation process. The government has key strategic objectives in its National Digital Transformation Roadmap that will likely reflect key projects, but the specifics of the roadmap will be determined through a convening process with representatives of the government.

6. Is it correct that the landscape assessment is the assessment of digital government while the baseline assessment is the assessment of the wider digital ecosystem?

Yes. The baseline assessment is intended to cover the overall ecosystem and use data to develop a picture of the national digital ecosystem, as well as inform the development of KPIs and a detailed MEL plan. The landscape assessment is intended to focus on the digital government ecosystem and all data collected is expected to inform the development of a digital government roadmap/operational plan.

7. Is the MEL framework required for digital government projects only?

Yes, the expected MEL framework is for digital government projects only.

8. Do you foresee the need for larger co-creation, consultation or validation workshops which would need to be organized by the consultant firm?

Yes, we expect for the landscape assessment (Phase 3) to include significant stakeholder consultation, primarily with the Government of Sierra Leone but also with other key stakeholders where needed. This will require several co-creation and consultation workshops, which may be done in-person but can also be held remotely. We are expecting the consulting firm to organize these workshops, but assistance will be provided by DIAL, the Smart Africa Secretariat, and the Ministry of Information and Communications (as needed).

9. Is DIAL’s indicator library mentioned in the call for proposals available publicly?

The Indicator Library is not publicly available, but we will have a beta version available for comment and review by the end of May. We are happy to share a draft version with the consultant if it is of use in designing the proposal.

Submission Requirements

1. Do you have a budget range or ceiling for this project?

The budget ceiling for this project is USD 250,000.

2. What are the options for a remote consultancy in case of travel restrictions?

We prefer in-country missions for part of the consultancy – particularly the primary data collection and some workshops – but fully support remote work.
3. Are there any administrative criteria that may exclude a proposal?

   We expect the firm and its team members to have significant experience in executing
   research and assessments using both qualitative and quantitative methods, as well as
   experience executing projects in Africa (preferably in West Africa and in cooperation with
   government stakeholders). We will endeavor to make all final decisions regarding a firm’s
   suitability holistically and on a case-by-case basis.

4. Is there a minimum number of years of existence of a consulting firm or a minimum
   turnover?

   We do not have a minimum number of years’ existence, experience, or minimum turnover for
   our desired firm, but we will evaluate the profiles of all proposed team members in case we
   have concerns about the firm’s profile or experience.

5. Can additional information be provided on requirements or eligibility criteria for
   bidders, sub-contractors or consultants? E.g., country registration?

   There are no specific requirements from DIAL/UNF regarding country registration of an
   organization. Regarding subcontractors, we would expect full disclosure of which
   firms/individuals will be contracted. Additionally, there are some guidelines that may be
   applicable to your circumstances which we would be happy to share if you feel it is pertinent.
   Please reach out so we can share more information specific to your circumstances.

6. Can the timeline for the consultancy be expanded? Could the timeline be shifted to fall
   when the rainy season is over?

   If needed, we are open to discussing alterations to the timeline and logistics, and would like
   to hear what the consultant feels is realistic. We are hoping to complete the assessment and
   draft roadmap by October at the very latest.

7. Is it possible to partner with another firm for this engagement?

   Yes, we are open to this and would like details of the arrangement in the proposal.