

Request for Proposal

Office	Regional Office for West Africa – Sahel / Dakar (Senegal)
Sector	Communication and Information
Duration	6 – 10 months
Mission	Development of comprehensive set of indicators of information preservation sustainability
Ref.	DAK/CI/2020/RFP/002
Deadline	June 10, 2020

A. Introduction

Promoting Information preservation is one of the six priority areas of UNESCO's Information for All Programme (IFAP), which sees it as contributing to guaranteeing right and access to information (SDG 16) for present and future generations. Confronted with high risks of information lost, relentless technological progress and increased production of information in non-digital and digital forms, countries are challenged to adapt and ensure suitable preservation of those knowledge resources.

Supporting countries in addressing those challenges and raising awareness on the importance of information preservation are all part of UNESCO lines of intervention as exemplified, in 2015, by the adoption of a Recommendation concerning the preservation of, and access to, documentary heritage including in digital form. A major instrument of the Memory of the World (MoW) programme.

In 2019, participants at the IFAP Forum: *"Knowledge Societies for Sustainable Development in Africa"*, organized in Harare (Zimbabwe), highlighted not only the need for urgent policy and operational actions to ensure information preservation on the continent, but also the difficulties for advocating persuasively without data. In consequence, they called for the development of an Advocacy Toolkit on information preservation comprising of, among other things, indicators for monitoring and evaluating information preservation and a Model strategy for information preservation.

It is in this context that the UNESCO, through its Office in Dakar, launched mid 2019 an initiative to develop a set of Indicators to assess information preservation at country level called: Indicators of Information Preservation Sustainability (IIPS). In September 2019, experts from several countries in Africa, following workshop held in Dakar, proposed a preliminary set of indicators that now form the "draft zero" of the IIPS. Those initial indicators fall within five categories: Legal and regulatory framework, Institutional capacities, Conservation, Human resources, and Infrastructures and Technologies. Following that draft, and in line with recommendations from the workshop, UNESCO Dakar Office is now seeking for qualified experts to further the work towards formulation of a comprehensive and suitable set of indicators.

B. Main objective

Develop a comprehensive set of key indicators that are relevant and suitable to monitor the effectiveness of policies and practices aimed at ensuring continuous and long-term information preservation.

C. Mission

The Contractor will:

- Identify and elaborate a comprehensible set of indicators that are relevant to measure the various facets of information preservation at country level, taking into consideration UNESCO ROAM principles and its works within Information For All Programme (IFAP) and Memory of the World (MoW) Programme.
- Review existing works by UNESCO as well as those out of the Organization to determine the state of knowledge regarding measuring information preservation and specifically at country level.
- Take stock of existing categories and indicators, in Draft Indicators of Information Preservation

- Sustainability (IIPS) and propose suitable areas or dimensions as well as relevant indicators;
- Plan and conduct multi-stakeholder consultations online and (where possible) offline in Africa and other regions, in collaboration with UNESCO, to seek inputs and insights from experts and other stakeholders to inform the formulation of relevant and context-sensitive indicators;
- Include relevant means of verification and data sources for the indicators;
- Explore and propose indicators suitable for measuring gender discriminatory policies and practices in the various dimensions of information preservation;
- Propose a model methodology suitable for properly applying the indicators at country level ensuring national ownership;
- Ensure the indicators and the proposed methodology are suitable in wide range of contexts and particularly in Africa.

D. Key Deliverables

1. Report of findings from comprehensive assessment of existing indicators with proposed categories and way forward;
2. Preliminary set of indicators organized by categories and including gender-related indicators;
3. Plan for global consultation containing list of proposed stakeholders per region as well as indication how inputs collated are to be used;
4. Report of the global consultations integrating updated list of indicators, means of verification and data sources;
5. Final set of indicators containing:
 - Introductory remarks (2-3 pages);
 - Literature review (3-6 pages);
 - Description of categories and/or dimensions with reference to ROAM principles (2-5 pages);
 - Description of indicators per category followed, for each category, with means of verification and data sources (40 - 70 pages);
 - Proposed methodology for applying the indicators (4-6 pages); conclusion (1-3 pages); and
 - List of core indicators.

The final deliverable, #5 above, will take the form of a policy paper in English with maximum 100 standard A4 pages (minimum of 320 words each) excluding annexes and bibliography.

E. Duration

The work is to be undertaken in the following timeframe: 6-10 months

F. Supervision

All the activities are performed under the authority of the Director of UNESCO multi-sectorial Regional Office in Dakar (Senegal) and direct supervision of the Adviser for Communication and Information.

G. Tentative payment schedule

Payment is made after reception and approval of deliverables

Instalment	Percentage
1	30%
3	20%
4	20%
5	30%

H. Desired experience and qualifications

- The team in charge of this task shall be composed of experts who collectively represent the various field of expertise related to information preservation from theoretical, policy, practices, and technology perspectives;
- Experts should demonstrate past experience in developing, managing or evaluating information

- preservation (including archives, libraries, digital repositories, etc.);
- Experts should demonstrate ability to conduct research and policy analysis in the field of library and information sciences;
 - Experience working with memory institutions in various African countries is an asset;
 - Past-experience in developing monitoring tools or indicators in similar discipline is an asset.

I. Submission

To apply, each applicant shall submit:

- A proposal detailing the methodology, implementation strategy, planning, etc. (not more than ten(10) pages – excluding appendices and reference);
- Sample previous works (or links to downloadable version) related to the field of Library and information science;
- Budget proposal quoted in US Dollars;
- Supporting documents to justify required qualifications or experience;
- CVs of persons involved in the project;

J. Selection criteria

Experience and experts with the relevant background (70%)

Budget (30%)

K. Contact person

M. Michel Kenmoe
Adviser for Communication &
Information and Head of
Communication & Information
Unit, UNESCO Regional Office in
Dakar

Candidates shall send their application, in **electronic version only**, at the following email address:
me.kenmoe@unesco.org
before **June 10, 2020 – Midnight (Dakar time)**.
Each application shall cite the following reference: **CI-2020-RFP-002**.