



REQUEST FOR PROPOSAL
IT STRATEGY *CONSULTANT*

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1. Introduction

This is an invitation to bid for the INTOSAI Development Initiative's (IDI) contract to evaluate the current IT infrastructure, policies, processes, and capabilities of IDI. The objective is to develop an IT strategy that aligns with the IDI Strategic Plan 2024-2029, the organization's goals, enhances current operational efficiency, and maximizes IDI's positive impact on society.

2. INTOSAI Development Initiative (IDI)

The INTOSAI Development Initiative (IDI) is a not-for-profit, autonomous implementing body. IDI is mandated to support Supreme Audit Institutions (SAIs) in developing countries to sustainably enhance their performance and capacity.

Our work is based on the needs and challenges SAIs experience. Our support focuses on a sustainable and needs-based approach. We seek to empower SAIs by promoting gender-responsiveness and peer-to-peer cooperation as essential elements of long-term capacity development.

Each country has a Supreme Audit Institution whose job is to audit public funds as an effective, accountable and inclusive institution. We are convinced that our contribution to strengthening Supreme Audit Institutions can make a difference in the lives of citizens because:

- Government audits are key components of effective public financial management and Good Governance.
- SAIs contribute to the quality of government engagement and better state-society relations through their work
- SAIs are key stakeholders in supporting the implementation of the Sustainable Development Goals (SDGs).

As an integral part of the INTOSAI community, IDI has a unique mandate to serve the needs of all developing country SAIs while not being tied to any country's specific geographic or political interests.

IDI's work builds on the successes of INTOSAI and IDI's own long experience in capacity development. IDI maximises its value to SAIs by focusing on areas where its unique position and experience give it a comparative advantage over other providers of support.

Additional information about the IDI is available on www.idi.no

3. The Procurement

3.1 Description of the Assignment

Currently, IDI does not have a dedicated IT Manager. Instead, the Deputy Director General - Administration oversees internal IT responsibilities. The IT infrastructure and maintenance are outsourced to an external service provider. IDI attempted to develop an internal ICT policy by involving managers responsible for the SAI-facing ICT projects. IDI has a Manager for Data and Information systems working on an internal in-house built Information Management System and a Digital Education Manager in charge of the Learning Management System.

IDI's IT landscape includes, amongst others, the following systems:

- The Information Management System currently has a contact database, event planning and event reporting modules. This year it is planned to extend the Information System with a module supporting measuring IDI results as per the key results framework.
- IDI's IT infrastructure (i.e., laptops, networks, switches) are managed by a 3rd party service provider.
- The Learning Management System is a key platform for delivering digital education and certification to SAIs.
- We use the Microsoft suite of systems and are fully cloud based with our systems portfolio. Teams is our main internal tool for communication and collaboration tool.
- SImployer is the current HR system.
- Xledger is the current accounting system.
- Finally, the IDI webpage is a platform for sharing news and global public goods with SAIs and other external stakeholders. The IDI webpage for the IDI is presently undergoing reengineering as part of a project aimed at upgrading the website.

There are several crucial operational processes that could benefit from and utilise technological advancements to improve IDI's operational performance and ultimately contribute to providing better services to SAIs. These processes include operational planning, monitoring and reporting, donor funding management, performance measurement and

reporting, digital education and certification delivery, knowledge management, accounting, expenses and time reporting, etc.

Considering the above-mentioned situation and constraints, the selected consultant will be required to:

1. Conduct an initial consultation and requirement gathering, including stakeholder interviews and workshops, review of existing IT documentation, and compilation of an inventory of existing information systems. We expect the consultations to partly be done in person in the Oslo office.
2. Rapidly assess the current IT environment by evaluating IT operations, organisation, policies, procedures, infrastructure, cybersecurity measures, and data management practices.
3. Perform a gap analysis to identify discrepancies between current IT capabilities and IDI Strategic Plan 2024-2029, the organisation's goals, and business requirements. Based on the initial consultations and findings from rapid assessment and gap analysis, determine and prioritise areas for efficiency and service delivery improvements, and assess potential risks.
4. Develop an IT strategy to better support the IDI Strategic Plan 2024-2029 implementation and the organisation's goals. This strategy should include prioritised process improvements, the introduction of new or upgraded information systems, allocation of current staff and a future IT transformation role and other resources required to implement the IT strategy, as well as a potential implementation roadmap with priorities, potential timelines, milestones, and key deliverables.
5. Outline the job description and role requirement for the future IT Transformation role, who will take ownership to implement the IT Strategy for IDI.
6. Compile a detailed report of findings, analyses, and recommendations and present it to key stakeholders. Facilitate a feedback session to refine the strategy based on their input.

Deliverables:

- Summary of the rapid IT assessment with identified potential process, staff and other relevant resource allocation, systems improvements, and related risks.
- A well-structured and concise IT Strategy document aligned with IDI Strategic Plan 2024-2029.
- Proposed Implementation Roadmap with potential and recommended scenarios for further development.
- Propose JD and requirements for the IT Transformation role.
- Final presentation to stakeholders with a recommended course of action.

3.2 Ownership of content

IDI will receive full ownership of the content produced.

3.3 Contact Person

Written questions about the assignment can be directed to idi@idi.no or to Brynjar Wiersholm, Deputy Director General - Administration at Brynjar.Wiersholm@idi.no

3.4 Timelines

Receipt of proposal: 11 October 2024.

Decision by IDI: 21 October 2024.

3.5 Language

All communication between the parties will be done in English. The proposal shall be submitted in English.

3.6 Contract Period

1 November 2024 - 31 January 2025 (3 months)

3.7 Submission of proposal

Address: INTOSAI Development Initiative, Stenersgata 2, 0184 Oslo, Norway

The offers can also be submitted by email to idi@idi.no by 5 pm (Oslo time) on 11 October 2024.

3.8 Requirements of proposal

The proposal should include the following:

1. A signed letter including a detailed proposal including a
 - a. Description of the project scope, timeline, and activities to be performed.
 - b. Terms and conditions and the financial offer including a total cost, made up of price per day and any other costs.
 - c. Potential reservations shall be stated clearly in the letter with reference to where the reservations are stated (page number) in the offer.
2. Tax and VAT certificates of the bidder.
3. Documentation on the legal registration of the bidder.
4. Documentation of the professional qualifications of the bidder, including the CV.
5. The CV should highlight the following experience:
 - a. Previous experience in conducting business process/gap assessments for organisations to identify IT improvement initiatives.
 - b. Previous experience in outlining the IT Strategy for any company/companies.
 - c. Previous experience in leading and improving the IT landscape of any company.
6. Self-declaration on Health, Safety and Environment.
7. Updated list of references, including from organisations similar to the IDI.
8. Examples of similar work done.

If any of the documents in the table are missing, the bidders must provide a suitable explanation to the IDI.

3.9 Assessment of offers

Disclosure: The IDI will provide written feedback if a proposal is not accepted, or if no proposals are accepted or the process is cancelled.

Confidentiality: All bid documents will be treated confidentially by the IDI.

3.10 Criteria for assessment of offers

The Purchasing Committee will only consider bids that provide all the required documents mentioned above.

The Purchasing Committee will evaluate the technical proposal as per the following criteria

- Knowledge and experience – 35%
- Quality of proposal (meets IDI requirements, innovation) – 35%
- Cost – 30 %

3.11 Expenditures incurred in preparing the bid

Bidders will have to cover all costs regarding the process and no costs will be reimbursed by the IDI.