



## REQUEST FOR INFORMATION (“RFI”)

<b>RFI Title:</b>  Centre of Excellence for Civil Registration and Vital Statistics Systems-Stakeholder Mapping	<b>RFI #:</b>  17180009
<b>Issue Date:</b>  Thursday, May 25, 2017	<b>Close Date &amp; Time:</b>  Thursday, June 15, 2017 at 1:00 p.m. Eastern Daylight Time
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## 1.0 INTRODUCTION

### 1.1 IDRC Overview

#### 1.1.1 The International Development Research Centre (IDRC)

IDRC was established by an act of Canada's parliament in 1970 with a mandate "to initiate, encourage, support, and conduct research into the problems of the developing regions of the world and into the means for applying and adapting scientific, technical, and other knowledge to the economic and social advancement of those regions."

A **Canadian Crown corporation**, IDRC supports leading thinkers who advance knowledge and solve practical development problems. IDRC provides the resources, advice, and training they need to implement and share their solutions with those who need them most. In short, IDRC increases opportunities — and makes a real difference in people's lives.

Working with development partners, IDRC multiplies the impact of investment and brings innovations to more people in more countries around the world. IDRC offers fellowships and awards to nurture a new generation of development leaders.

IDRC employs about 400 people at the head office located in Ottawa, Canada, and in four (4) regional offices located in Cairo-Egypt, New Delhi-India, Nairobi-Kenya, and Montevideo-Uruguay Cairo, Egypt.

IDRC is governed by a board of up to 14 governors, whose chairperson reports to Parliament through the Minister of International Development.

For more details visit: [www.idrc.ca](http://www.idrc.ca)

### 1.2 Purpose and Nature of this RFI

#### 1.2.1 Purpose of this RFI

In order to support the potential fulfilment of the services described in **section 2** of this RFI, IDRC is seeking information from interested consultants (organizations or individuals) to obtain knowledge of these services and their associated costs, and to get acquainted with these providers.

#### 1.2.2 No Commitment by IDRC

This RFI should not be construed as intent, commitment, or promise to acquire goods and or services.

IDRC may or may not issue a competitive solicitation (e.g. Request for Proposal (RFP)) for the goods and or services described in **section 2** following this RFI.

No contract will result from any response to this RFI.

#### 1.2.3 No Cost to IDRC

IDRC will not reimburse respondents for any costs in conjunction with their response to this RFI.

#### 1.2.4 Distribution and Use of RFI Responses

Copies of all documentation submitted in response to this RFI will be available to all IDRC stakeholders for review purposes.

Responses will not be formally evaluated.

Information submitted in response to this RFI may be used by IDRC for any purpose whatsoever.

## **2.0 INFORMATION BEING REQUESTED**

### **2.1 Purpose**

The Centre of Excellence for Civil Registration and Vital Statistics Systems is planning to conduct a mapping of the Civil Registration and Vital Statistics (CRVS) Systems main sectors and stakeholders at country level in the Global Financing Facility (GFF) priority countries: Tanzania, Kenya, Uganda, Ethiopia, Mozambique, Cameroon, Democratic Republic of Congo, Liberia, Nigeria, Guinea, Senegal, Sierra Leone, Vietnam, Bangladesh, Guatemala and Myanmar.

### **2.2 Objective**

The purpose of this mapping is to generate an in-depth analysis of the CRVS systems interoperability between the main CRVS data providers and stakeholders at country level, focusing on the GFF priority countries, namely: Tanzania, Kenya, Uganda, Ethiopia, Mozambique, Cameroon, Democratic Republic of Congo, Liberia, Nigeria, Guinea, Senegal, Sierra Leone, Vietnam, Bangladesh, Guatemala and Myanmar.

The mapping will fulfill the following objectives:

1. Provide an overview of the CRVS systems at country level, main sectors involved and their functions, legal frameworks, resources allocated, national strategies and priorities;
2. Provide an overview of currently active national and international partners, and their roles or activities in strengthening CRVS systems;
3. Describe the coordination mechanisms used between different CRVS sectors and between state and non-state sectors, as well between national and international partners; and
4. Identify main challenges and gaps in CRVS systems capacity in each country.

This country-level mapping exercise will provide an overview of the existing CRVS systems in GFF priority countries; including local governance and legal frameworks, allocation of financial resources, coverage and completeness of births and deaths registration, mechanisms of coordination, national strategies and national priorities, interoperability and coordination mechanisms between sectors, and main gaps in technical assistance or capacity in each of the GFF priority countries.

The findings of this mapping will facilitate Centre of Excellence and GFF secretariat planning and engagement relative to these countries in the near future, and inform potential collaboration with other organizations active in CRVS. It will also provide a model/framework for examining the interoperability and coordination between the local CRVS actors and the stakeholders in the GFF priority countries.

### **2.3 Program Background**

Funded by Global Affairs Canada and the International Development Research Centre (IDRC), and housed at IDRC, the Centre of Excellence for CRVS Systems was established to link knowledge seekers with information, tools, and expertise to facilitate the development and implementation of integrated CRVS systems. The Centre of Excellence coordinates with existing expert groups to generate, consolidate and disseminate information, including by developing an open access, electronic platform to make key resources readily accessible. It facilitates exchange of good practices and capacity strengthening, and plays an important role in brokering technical assistance for countries needing more direct support.

The Centre of Excellence works in close collaboration with the [Global Financing Facility](#) (GFF) secretariat to enable the development and implementation of CRVS systems plans as part of country led Investment Cases eligible for Global Financing Facility funding. The Global Financing Facility in support of the Every Woman Every Child initiative was launched in July 2015 to serve as a major vehicle for supporting countries to develop sustainable health financing strategies that lead to universal access to quality reproductive, maternal, newborn, child and adolescent health (RMNCAH) services by 2030.

## 2.4 Rationale

Systematic registration of vital events, including birth, death, causes of death, marriage, and divorce is critical for improving reproductive, maternal, new born, child, and adolescent health, and for protecting sexual and reproductive health rights. Integrated into existing health information systems, the vital statistics generated from civil registration become valuable evidence, giving policymakers and practitioners the knowledge they need to review the circumstances leading to each maternal and child death, identify preventable factors, and take action where needed. Further, CRVS systems are important for the protection of basic rights and empowerment, and for facilitating access to legal identity and health and social services, especially for vulnerable women and girls. However, such crucial information systems are lacking in many countries. Where global norms, standards, tools, and promising practices exist, they are not readily accessible and useable to those who need them the most.

There is an urgent need to leverage appropriate knowledge, expertise, and resources to advocate for strengthened CRVS systems, and to support countries in doing so. A key opportunity lies in ensuring that (i) CRVS components are effectively incorporated in country led investment cases for improving reproductive, maternal, newborn, child and adolescent health, which are eligible for financing support from the Global Financing Facility and (ii) that countries needing technical assistance, either for developing the CRVS component of country investment cases or other national CRVS systems strengthening strategies, are able to access such assistance.

Since CRVS systems are often managed by more than one sector in each country, it is crucial to identify the main sectors and their roles in providing, managing and influencing the CRVS system in each country. The main sectors include agencies such as the Ministry of Health, the Ministry of Interior, Social Protection, the Department of Statistics, and Departments responsible for identity documents and passports. . The roles and dynamics of these sectors as the main providers of CRVS data varies, as each country has its own unique systems. Further, international organizations – including United Nations Children Fund, World Health Organization, and United Nations Economic Commission for Africa, Plan International, and local stakeholders for civil registration – are actively engaged at different levels and in different ways to support CRVS activities in any given country. There is a need to strengthen in-country coordination between the main sectors providing data and the local and international stakeholders supporting CRVS activities, to avoid duplication of efforts and enhance efficient use of resources for CRVS.

## 2.5 Scope of Work and Expected Outputs

The scope of work for this mapping is to undertake an in-depth analysis of available civil registration and vital statistics functions at country level, identifying main sectors and stakeholders, mechanisms of coordination, resource allocation, legal frameworks, and the key country priorities as well as the main gaps in capacity, and technical assistance needed in each country, and will include the following areas:

The primary output of the mapping will be a comprehensive report for each country, describing the following:

- a. A strategy outline used to carry out the analysis in each country;
- b. A summary of the data collection methods, including the outreach plan used to contact local organizational and individual stakeholders;
- c. A summary of the selection criteria used to identify local and international stakeholders for inclusion in the mapping;

- d. The actual analysis of the CRVS systems main sectors and the stakeholder activity mapping, with the data disaggregated by agreed upon categories, including the following information per country:
  - The national CRVS systems actors, primarily main sectors providing data, their roles and mandates;
  - The local and international stakeholders, supporting/influencing CRVS systems, their areas of CRVS expertise, and capacity to provide country level technical assistance;
  - The local governance and legal framework for CRVS activities, the organization of the CRVS systems and related policies;
  - Coverage and percentage of births and deaths registration and trends during the last 3 years, including the sources of data;
  - The percentage of registered deaths that include the causes of death, current practices to register causes of deaths, availability of the medical certification training programs, including ICD 10 training programs, in and outside hospitals;
  - The national allocation of financial resources for CRVS, per year, disaggregated by local government and donors allocations, including in particular; the infrastructure available for CRVS, disaggregated by human resources, facilities and supplies at national and district level;
  - Existing coordination mechanisms between the main sectors providing CRVS data at national level, and the interoperability and coordination between the main sectors and stakeholders, to help develop a model coordination framework;
  - A summary of the national strategy to strengthen CRVS systems, main objectives, priorities and the main gaps in technical assistance, implementation barriers;
  - A proposal for a list of policies needed to strengthen the CRVS systems per country;
- e. Identification of the main challenges and/or key gaps in CRVS expertise or technical assistance provision based on the report results, as well as general recommendations for key areas where the Centre of Excellence can step in to fill gaps in the future; and
- f. List of persons interviewed.

## **2.6 Methodology:**

The present scope of work applies for each country according to the rules and regulations in each country, availability of data, access to country documents and to the key senior officials in the main sectors. The selected organization/individual is expected to use a culturally and ethically responsive approach in collecting data at national and local/district levels.

The selected organization/individual is expected to coordinate with the regional bodies and core groups coordinating work for the CRVS systems, such as Africa Programme for Accelerated Improvement of Civil Registration and Vital Statistics and the Regional CRVS Core Group led by United Nations Economic Commissions for Africa.

The mapping of the CRVS sectors and stakeholders in this contract will have several layers, covering national and subnational levels in each country. As part of the execution of this mapping, it will be necessary to develop a methodology for identifying relevant national sectors and stakeholder organizations, as well as recognizing roles and technical expertise they provide at country level. This includes the design of data collection tools and techniques required to map the CRVS systems functions, actors, technical capacities and/or gaps. The development of this methodology is part of this contract, as is IDRC's approval of the proposed methodology.

It is suggested that this methodology include:

- The plan of action for the implementation of this mapping in each country;
- The design of the information collection tools, consent forms and ethical considerations, as well as systems for logging responses and organizing the collected information;

- Interviews with key country level CRVS sectors officials as needed, including (but not limited to) those in the Ministries of Health, Civil Registration Departments, National Statistical Offices, Ministries of Interior, as well as other relevant government ministries and departments, research and academic institutions and civil society organizations;
- Interviews with key regional and international stakeholders who have, or who will, play a role in strategies intended to strengthen CRVS systems in each country, including (but not limited to) the World Bank country teams, the United Nations Economic Commission for Africa (UNECA), United Nations Statistical Division (UNSD), the World Health Organization (WHO), the United Nations Children Fund (UNICEF), Plan International and other relevant local or international CRVS stakeholders and research institutions;
- Undertaking the mapping in close cooperation with the national CRVS offices;
- Collection and review of documents relating to country legislations, policies, and allocation of resources;
- Collection and review of national strategies to strengthen CRVS systems, investment plans, annual reports, death and birth registration percentage and trends, national priorities of work, challenges in scaling up CRVS systems, and the main gaps in technical expertise and capacity; and
- Additional data collection tools as needed.

## 2.7 TimeFrame

The Centre of Excellence for CRVS Systems estimates that the contract will require approximately 40 days of work in each country.

## 3.0 INSTRUCTIONS FOR RESPONDING TO THIS RFI

### 3.1 How to Respond

#### 3.1.1 Enquiries

Any questions or other communication regarding this RFI **must** be directed to the Contracting Authority named on page 1.

As this is not a competitive solicitation, IDRC will not necessarily respond to questions in writing or circulate answers to all potential respondents.

#### 3.1.2 Method of Sending

Respondents **must** send one (1) **electronic copy via email** of their responses in Microsoft Word or PDF format to the Contracting Authority named on page 1.

Respondents *email subject line* should cite the RFI # and the RFI title.

#### 3.1.3 Close Date

Responses to this RFI **must** be received at IDRC by the date and time noted on page 1.

### 3.2 Format of RFI Responses

#### 3.2.1 Official Languages

Responses may be submitted in English or French.

#### 3.2.2 Submissions

Organizations, institutions or individuals may submit responses.

### 3.2.3 Response Guidelines

Requests for Information are encouraged from organizations as well as from individuals, taking into consideration the following points:

- Responses can be prepared for a number of countries or for one country;
- All organizations/institutions/ government, non-government/ for profit or not-for-profit/ professional associations/ public health networks/ multilateral and public interest organizations can apply;
- Organizations with regional and/ or country level mandates related to public health/ civil registration and vital statistics, governance and strategic planning, health systems analysis and strengthening, situation analysis and assessments, policy analysis and development and research;
- Individuals with professional expertise in one of the following areas, civil registration and vital statistics, public health, health systems integration, governance, situation analysis and assessments.

Responses to this RFI should include the following sections:

**a. Key Contact Person:** The respondent's primary contact person's name with respect to this RFI including their address, telephone number, and email address;

**b. Company or Individual Profile:** This section should include:

i. The individual or organization's legal name and address, and if applicable "Operating as" name.

ii. A brief summary of the individual or the applicant organization, as follows:

- For individuals: area of work or specialization; employment history, including current employment if applicable; professional and/or organizational networks.
- For organizations: area of work or specialization, the range of products and services offered by the organization; the total number of years in business, and the number of full-time and part-time employees.

**c. A short two (2) page statement of interest.** This section should include:

- Indicating which countries the individual or the applicant organization would be capable of carrying out the mapping for.
- Demonstrating the level of experience and/or track record of working in civil registration and vital statistics, public health, governance, law, health research and/or assessment in the selected countries.
- Commenting on the expected timeline, whether or not the applicant would be able to carry out the work required within the specified timeframe.

**d. Information, advice and recommendations** organized as requested in this RFI.

**e.** Identification and discussion of **key factors** that the respondent recommends that IDRC consider when establishing its future business requirements.

**f. Other required information** specific to the nature of this RFI and deemed important by the respondent.

**g. Estimated Costs:** Clearly identify all costs (high-level cost estimates for budget purposes) so that IDRC will be able to establish a project budget. All costs should be stated in Canadian funds exclusive of taxes.

### 3.2.4 Response Size

Please limit the size of your response to 20 pages.



## **4.0 RESPONSE REVIEW PROCESS AND SCHEDULE**

### **4.1 Clarification**

To fully comprehend the information contained within a response to this RFI, IDRC may seek further clarification, which may be requested verbally by telephone or in writing via email.

### **4.2 RFI Response Presentations**

Respondents may be invited to present their response to IDRC stakeholders. The purpose of this presentation would be to seek clarification of information contained in the response (as noted above), to further explore issues raised, or to further meet the goals of the RFI.

### **4.3 Schedule**

The following schedule summarizes target dates for this RFI process:

<b>RFI issued:</b>	May 25, 2017
<b>RFI responses due:</b>	June 15, 2017
<b>Review of RFI responses:</b>	June 22, 2017