



Dear supplier,

<b>Date of issue:</b>	06.12.2023
<b>RFI no.:</b>	2023-065
<b>Contract title:</b>	NCA HO Data Platform
<b>Closing date:</b>	January 15 <sup>th</sup> , 4 pm.
<b>Contracting Authority:</b>	<p>Norwegian Church Aid Postboks 7100, St. Olavs plass, 0130 Oslo</p> <p>Contact persons: <a href="mailto:lakshay.kochhar@nca.no">lakshay.kochhar@nca.no</a> <a href="mailto:oda.thune@nca.no">oda.thune@nca.no</a></p> <p>Email quotations: <a href="mailto:procurement@nca.no">procurement@nca.no</a></p>
<p><b>Communication regarding this opportunity is to be directed to the above e-mail addresses with the following reference in the subject field: "RFI nr. 2023-065".</b></p>	

## REQUEST FOR INFORMATION (RFI)

### A. Instructions

Norwegian Church Aid is inviting suppliers to express their interest in helping us to build a solid infrastructure. One of the key pillars in our strategy is to be more data driven. To be able to use data across the various divisions in the organization and move as one NCA, we need a solid infrastructure which enables downstream analytics capabilities. It is important to have a supplier with a comprehensive understanding and experience on the topic.

## A.1 Background information about the organization.

NCA is one of the biggest Norwegian actors in the field of developmental aid and humanitarian assistance. We provide emergency assistance in disasters, work for long-term development in local communities and address the root causes of poverty, we advocate for just decisions by public authorities, business and religious leaders. Norwegian Church Aid is an ecumenical diaconal organization for global justice. We work to help the poorest and those in need, regardless of their creed, race, political or religious affiliation. NCA employs around 1000 people globally, which entails the head office in Oslo and local employees in 30 countries globally. NCA's financial annual turnover is about 1 billion NOK.

## HOW WE WORK



### SAVING LIVES

The poorest are always hit the hardest in times of crisis. Many lives are lost each year due to the lack of clean water in emergencies. This is why we provide clean water first. Together we save lives and protect the vulnerable.



### CHANGING LIVES

To be poor is to lack opportunity. But where there are challenges, we also find the best solutions. Permanent access to clean water is one of them. Together we can help people find their own way out of poverty.



### CHANGING THE WORLD

Poverty is injustice. There is enough water, food and work for all, but global structures help keep the rich and the poor poor. Together we can advocate for change where decisions are made.

## A.2 The purpose.

The purpose of this document is to share information about NCA's needs and get information back from external parties about the way forward. Below are highlighted the data the primary data sources which the NCA uses and the section after then details use cases which are needed to become more data informed.

### Primary Data sources:

- Maconomy
- PIMS
- Salesforce
- Aditro (SDworks)
- Currency rates (global/ all NCA areas)
- Sharepoint excel files

These are the data sets NCA wants extracted initially to get started. Some future datasets will also need to be added once tools are finalized across the organization. These datasets are from the following areas of work:

- Planner tool (Microsoft applications)
- LinkedIn Analytics
- Procurement systems
- Salary systems
- Travel system
- Farmer monitoring system
- WASH (Water, Sanitation and Hygiene) remote monitoring system

The above data sources need to be brought together in one place. A centralized data analytics platform which enables the combining and merging of data tables across various data sources to unlock the insights within the organization.

**Some analytics uses cases and outcomes across the organization are highlighted below:**

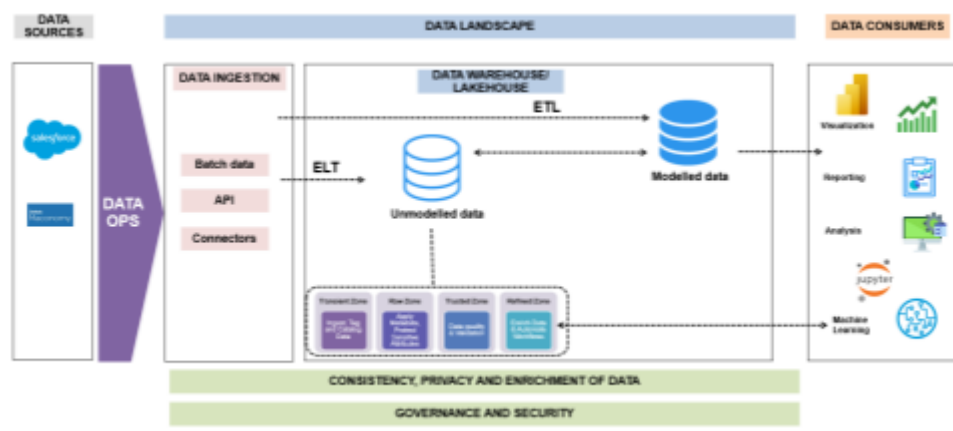
- Reporting automation (budget vs actuals)
- Combining data sources/ datasets
- Automated controls (notifications/ reports)
- Data quality checks
- Dashboarding
- Data modelling
- Effective value
- Efficiency
- ROI
- QMR (Quarterly management reporting)
- Monitoring visits/ compliance/ operations manual minimum requirements
- Interactable Chat bot
- Currency controls
- Quality controls

Some additional requirements to ensure better functionality of the platform are also highlighted below:

- Data documentation: The ability to document data sources where the data transformation happens. Further, this documentation should also be distributable within the organization
- Ability to write tests on the data to ensure quality and consistency
- Monitoring of data pipelines and ability to detect changes in data sets/ breakage of data pipelines
- Role based access control
- Collaborative coding/ notebooks for SQL and python among others
- Reusability of data models

- Data lineage
- Security (GDPR compliant)

The below diagram highlights the desired architecture with two example data sources



The above diagram illustrates the architecture for a general data platform. NCA would like to consider Microsoft Fabric as one of the solutions for achieving the above goals as the data for some of the systems is hosted in Azure databases and because NCA already uses other Microsoft products. Further, NCA would like to learn more about other technologies which can help us with fulfilling these requirements.

### A.3 Time plan

The deadline is 15 January, 2024.

### A.4 Instructions

To express your interest, kindly fill in and submit Annex A, and attach a document containing the following information:

1. Your organization history (1 page maximum)
  - Mission statement
  - Brief description of the company's background and main line of work
  - Company Registration certificate
2. Your Statement of interest (3 pages maximum)
  - Give a short overall description of how you would help us achieve our objectives.
  - Describe your organization's experience/s working with an implementation of a similar data platform solution (preferably for a Non-profit initiative though not a requirement).
  - Describe your approach and methodology in establishing a data platform ....
3. Attach your organization's 3 most recent audited financial statements.
4. Explain your pricing structure/ licensing model for the relevant product and services.

**Annex A: Company information form**

<b>CANDIDATE OR COMPANY INFORMATION</b>	
Company (legal name)	
Street name and no.	
City	
Postal code	
Country	
Phone no.	
Email	
Website	
Director (name)	

<b>GENERAL COMPANY INFORMATION</b>	
Year of establishment	
Number of full-time employees	
Licence number (VAT no./TAX id)	
Countries with registered office:	
Registration Certificate – please attach	
Does your company have CSR related policies in place – e.g. Health, Safety, HR, Energy or Climate policy or is a member of Global Compact? Please state which policies.	
Does your company have a Code of Conduct?	

<b>PROCUREMENT SPECIFIC INFORMATION</b>	
Does solution have local supplier/support in Norway?	Yes/No
Does solution support several languages?	Yes/No
Is data stored according to GDPR/Privacy regulations?	Yes/No

<b>REFERENCES</b>				
<b>Name and country of customer</b>	<b>Type of contract</b>	<b>Value</b>	<b>Contact name</b>	<b>Phone/fax and email</b>

**Include details of the experience and past performance on contracts of a similar nature and information on other contracts in hand and/or future commitments including details of the actual and effective participation in each of such contracts, description of the Candidate's assignments and periods of engagement and references from minimum 1 relevant implementation, preferably from humanitarian/development organizations.**

This Request for information is not part of a procurement process and will not commit the supplier nor NCA in relation to a later request for proposal.