



Society for International Development
United States

TO APPLY:

Applications should be submitted electronically to membership@sid-us.org by September 16, 2024, with the subject line of: "Membership Survey - Consultant Application".

1. Background of the Consultancy

The [Society for International Development – United States Chapter](#) (SID-US) requires the services of a **Data Analyst/Report Writer** (Consultant) for its 2024 Annual Survey for about 10 weeks ending by December 18, 2024. The scope of work for the Consultant appears below. The Consultant will work remotely, but the Consultant can periodically work in-person at the SID-US office if based nearby.

2. About SID-United States

SID-United States, a US-based 501(c)3, is the largest and most active chapter of the [Society for International Development \(SID\)](#), an international network founded in 1957 to serve as a global forum dedicated to sustainable economic, social, and political development.

SID-US is a membership-driven knowledge organization bringing together people from diverse backgrounds, disciplines, and career stages in a neutral, independent forum to discuss important issues in international development. We convene NGOs, the private sector, small businesses, universities, multilateral development institutions, government agencies, consulting firms, and individuals interested in international development.

Through the locally-driven programs of its member organizations and individuals, the majority of whom work on the front lines of development, SID-US is uniquely positioned to inform and promote more inclusive, equitable, and sustainable international development.

The mission of SID-US is to connect and convene organizations and people to engage, enrich, and expand our globally-minded community to build a more equitable world.

3. Project Overview

Each year, SID-US sends an Annual Survey to its members and the broader network to determine the value of the organization and assess its services to the international development community. We are seeking a **Data Analyst/Report Writer** (Consultant) to review last year's survey and revise it so that it incorporates key outcomes from SID-US's current strategic plan.

Ideally, the analysis would include data visualizations and predictive analytics which we could share both publicly and internally with key stakeholders. Our goal is to use the survey over the next 3-5 years so that we can monitor trends through a digital dashboard.

In addition to updating the survey, the Consultant would review past Annual Surveys and provide an in-depth analysis that includes trends when possible.

4. Scope of Work for the Data Analyst/Report Writer

The Consultant will lead the data analysis and report writing, with a focus on the following key aspects:

- Review and understand our current strategic plan.
- Review the current survey instrument and data analytics platform (Sogolytics) and other data analytic tools, such as software tools Power BI, SAS, MATLAB, Excel, etc.
- Recommend a survey instrument and data analytics tool based on needs.
- Prepare a data analysis plan and share with SID-US staff and board for review and feedback.
- Based on the feedback from SID-US staff and board, adjust the analysis plan.
- Develop a report structure and results dashboard to share with SID-US staff and board for review, feedback and sign-off.
- Draft and finalize a new SID-US Annual Survey based on feedback from SID-US staff and board.
- Analyze the data once survey responses have been collected.
- Share a draft report and dashboard with SID-US staff and board for feedback and review.
- Finalize the report based on feedback.

5. Deliverables, Time Frame, and Level of Effort

The period of the Contract is estimated to be ten weeks as per the agreed upon timeline. All work must be completed by December 18, 2024. The Consultant must provide weekly progress reports or check-in meetings to SID-US to ensure transparency and timely identification of issues. The timeline will be adjusted in the event of any unexpected challenges or delays.

| Week | Proposed Date | Activity |
|--------|---------------|---|
| Week 1 | Oct 7 | <ul style="list-style-type: none"> • Contract awarded. • Conduct a review of current survey instrument, protocols, analysis reports, and strategic plan. • Consult with select SID-US staff and board members on data needs. |
| Week 2 | Oct 14 | <ul style="list-style-type: none"> • Prepare a data analysis plan and framework based on Week 1 activities. |
| Week 3 | Oct 21 | <ul style="list-style-type: none"> • Gather feedback and finalize data analysis plan and framework with SID-US staff and board approval. • Draft survey, report structure, and dashboard. |



| | | |
|---------|--------|---|
| Week 4 | Oct 28 | <ul style="list-style-type: none">• Gather feedback on survey, report structure, and dashboard with SID-US staff and board approval.• Develop communications, outreach, and response rate metrics with SID-US staff. |
| Week 5 | Nov 4 | <ul style="list-style-type: none">• Finalize survey, report structure, and dashboard with SID-US staff and board approval. |
| Week 6 | Nov 12 | <ul style="list-style-type: none">• Launch survey (2 weeks for data collection)• Data collection and outreach managed by SID-US.• Consultant to provide guidance on response rates if needed. |
| Week 7 | Nov 18 | <ul style="list-style-type: none">• Data collection continues. If an extension is needed, the remaining timeline will need to be adjusted. |
| Week 8 | Nov 26 | <ul style="list-style-type: none">• Analyze the data and draft report. |
| Week 9 | Dec 2 | <ul style="list-style-type: none">• Share report with SID-US for feedback and review. |
| Week 10 | Dec 9 | <ul style="list-style-type: none">• Consultant revises and finalizes the report based on feedback. |

6. Qualifications of Consultant

- Minimum of 5 years of experience in designing data analysis plans for the baseline/endline studies for international non-profit organizations, coalitions, or associations.
- Demonstrated experience in quantitative and qualitative data analysis, particularly as it relates to membership-based organizations.
- Fluency in English (spoken and written).
- Ability to produce high quality work under tight timeframes.
- Ability to work jointly with SID-US staff and board members and integrate feedback as required.

7. Application Package and Procedures

Applications for the consultancy must include following components, for a total of number of no more than four pages (excluding appendices, CVs, previous sample work):

- Detailed proposal clearly demonstrating a thorough understanding of this Scope of Work (SoW) and including the following:
 - Demonstrate previous experience in coordinating and administering surveys and data analysis of a similar nature.
 - Propose steps to be taken for the data gathering, analysis, dashboard, and report writing.
 - A proposed timeline detailing activity and a schedule/work plan to be completed by December 18, 2024.
- A financial proposal with a detailed breakdown of costs for the study, including hourly consultancy fees and any other associated costs.



- Curriculum Vitae(s).
- Names and contact information of two references (previous clients or supervisor) who can be contacted regarding relevant experience.
- A copy of a previous report or sample work of a similar nature to this project created by Consultant.

8. Supervision/Management of Assignment

The Consultant will work closely with the SID-US Vice President of Membership and Partnerships.

9. Payment Schedule

Payment to the Consultant shall be made in accordance with normal procedures of SID-US. Consultant fees will be paid upon the satisfactory report of performance from the SID-US Vice President of Membership and Partnerships. The Consultant is expected to pay all government taxes for which they are responsible. The Consultant will need to provide invoices with a breakdown of their fees to SID-US in order to process payments. The payment schedule will be as follows:

- **Payment #1 (Week 3):** 50% of the total payment will be paid after submitting draft survey, report structure, and dashboard.
- **Payment #2 (Week 10):** The remaining 50% of the total payment will be paid upon submission of the final report incorporating all feedback from SID-US.

10. Disclosure of Information

It is understood and agreed that the Consultant(s) shall, during and after the effective period of the Contract, treat as confidential and not divulge, unless authorized in writing by SID-US, any information obtained during the performance of the Contract. Information will be made available for the Consultant on a need-to-know basis. All products, including data, reports, and dashboards, are the property of SID-US.

11. Termination Clause

Either party has the right to terminate the Contract under material breach, change in circumstances, insolvency, and mutual agreement. To terminate the Contract, the terminating party must provide two weeks of written notice to the other party.

Applications should be submitted electronically to membership@sid-us.org by September 16, 2024, with the subject line of: “Membership Survey - Consultant Application”.