



IPA – Cote d'Ivoire

Request For Proposals (RFP)

No. IPA FWA – CI005 – August 2026

Recruitment of a Data Protection Officer (DPO)

Issue Date: 27 August 2026

WARNING: Prospective Offerors who have received this document from a source other than from IPA Cote d'Ivoire, should immediately contact fwa_propositions@poverty-action.org and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and communicated by email to all registered candidates

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Synopsis of the RFP

RFP No.	IPA FWA – CI005 – August 2026
Issue Date	27 August 2026
Title	Recruitment of a Data Protection Officer (DPO) for IPA Côte d'Ivoire
Issuing Office	IPA-Côte d'Ivoire, Quartier Angré Bessikoi, en face du CHU, Lot 3160, Ilot 25, Appartement A5, Cocody ; 16 BP 427 Abidjan 16 ; Phone:+225 2722540835 Mail : fwa_propositions@poverty-action.org
Bidders' Conference	No pre-proposal bidders' conference is planned for this solicitation, given the short solicitation timeline. Prospective offerors may submit questions in writing as indicated below
Deadline for Receipt of Questions	03 September 2026, 17:00 (GMT, Abidjan time)
Point of Contact for Questions	fwa_propositions@poverty-action.org
Deadline for Receipt of Proposals	10 September 2026, 17:00 (GMT, Abidjan time)
Proposal Submission Address	fwa_propositions@poverty-action.org Please indicate the call for proposals number in the subject line of your message.
Anticipated Award Type	Consultancy Agreement (individual consultant or consulting firm), for a term of twelve (12) months, renewable by mutual written agreement.
Basis for Award	The award will be issued to the responsible and reasonable offeror who provides the best value to IPA and its client using a combination of technical and cost/price factors.

Interested Offerors may obtain a full copy of the RFP which contains detailed instructions for preparation of the proposal. The RFP may be obtained from fwa_propositions@poverty-action.org

1. Introduction and Purpose

1.1 Purpose

IPA Côte d'Ivoire invites qualified offerors (individuals or legal entities) to submit proposals to provide Data Protection Officer (DPO) services in support of program implementation.

Innovations for Poverty Action (IPA) is an international nonprofit organization specialized in research and public policy support, working closely with governments, researchers, and implementing partners to generate evidence that improves the effectiveness of public programs. Present in Côte d'Ivoire since 2016, IPA processes a significant volume of personal data from various internal and external stakeholders (employees, project beneficiaries, respondents, partners, field staff, etc.) as part of its project implementation.

The national legislative framework on the protection of personal data (Law No. 2013-450) requires data controllers to ensure the lawful collection, processing, transmission, and use of personal data. To strengthen its commitment to data privacy and protection, and to ensure compliance with global and local legislation, IPA Côte d'Ivoire shall appoint a Country Data Protection Officer (DPO) to act as point of contact for privacy, as detailed in the Scope of Work (Attachment 10.1).

1.2 Issuing Office

The Issuing Office and Contact Person noted in the above synopsis is the sole point of contact at IPA for purposes of this RFP. Any prospective offeror who fails to register their interest with this office assumes complete responsibility in the event that they do not receive direct communication (amendments, answers to questions, etc.) prior to the closing date.

1.3 Type of Award Anticipated

IPA anticipates awarding a Consultancy Agreement to the selected Data Protection Officer (individual consultant or consulting firm), for a term of twelve (12) months from the date of signature of the contract, renewable by mutual written agreement between IPA and the Data Protection Officer, in line with Section VI (Duration of the Assignment) of the Scope of Work (Attachment 10.1). This award type is subject to change during the course of negotiations.

A Consultancy Agreement is: An award engaging an individual consultant or a consulting firm to perform a defined scope of professional services over a specified period, in exchange for agreed professional fees (e.g., a fixed monthly fee), payable against approved deliverables and/or on a periodic basis (e.g., quarterly), as set out in the Price Schedule (Attachment 10.3).

2. General Instructions to Offerors

2.1 General Instructions

"Offeror", "Subcontractor", and/or "Bidder" means a firm proposing the work under this RFP. "Offer" and/or "Proposal" means the package of documents the firm submits to propose the work.

Offerors wishing to respond to this RFP must submit proposals, in English, in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror's risk. If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged.

Issuance of this RFP in no way obligates IPA to award a subcontract or purchase order. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. IPA shall in no case be responsible for liable for these costs.

Proposals are due no later than no later than 10 September 2026, 17:00 (Abidjan time), to be submitted by email to the Proposal Submission Address indicated in the Synopsis above. The RFP number and title of the activity must be stated in the subject line of the email. Technical and cost/price proposals shall be submitted in the same email, as separate attachments (technical proposal and cost/price proposal must each be clearly labeled and, where possible, password-protected or submitted to allow separate evaluation). Late offers will be rejected except under extraordinary circumstances at IPA's discretion.

The submission of a proposal to IPA in response to this RFP will constitute an offer and indicates the Offeror's agreement to the terms and conditions in this RFP and any attachments hereto. IPA reserves the right not to evaluate a non-responsive or incomplete proposal.

2.2 Proposal Cover Letter

A cover letter shall be included with the proposal on the Offeror's company letterhead with a duly authorized signature and company stamp/seal using the [Proposal Cover Letter template](#) (see Attachments) for the format. The cover letter shall include the following items:

- The Offeror will certify a Acknowledge the solicitation amendments received, if any.
- Confirmation that the Offeror meets the profile and qualification requirements set out in the Scope of Work (Attachment 10.1), Section V (Profile and Qualifications).

2.3 Questions regarding the RFP

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email or in writing to the Issuing Office as specified in the Synopsis above. No questions will be answered by phone. Any verbal information received from an IPA Cote d'Ivoire employee or other entity shall not be considered as an official response to any question regarding this RFP.

Copies of questions and responses will be distributed in writing to all prospective bidders who are on record as having received this RFP after the submission date specified in the Synopsis above.

2.4 Pre-Proposal Bidders' Conference

No Pre-Proposal Bidders' Conference is planned for this solicitation, given the short solicitation timeline. Prospective Offerors with questions are encouraged to submit them in writing per Section 2.3 above. Should IPA determine that a conference is needed, notice will be circulated to all prospective offerors on record, and any resulting clarifications will be issued as an amendment to the RFP

3. Instructions for the Preparation of Technical Proposals

Technical proposals shall include the following contents:

1. Technical Approach - Description of the proposed services which meet or exceed the stated technical specifications or scope of work. The proposal must show how the Offeror plans to complete the work and describe an approach that demonstrates the achievement of timely and acceptable performance of the work.
2. Management Approach - Description of the Offeror's staff assigned to the activity (for legal entities) or of the proposed Data Protection Officer's own qualifications (for individuals). The proposal should describe how the proposed team members/individuals have the necessary experience and capabilities to carry out the Technical Approach.
3. Past Performance - Provide a list of at least five (5) recent engagements of similar scope over the past three years, in line with the evaluation criteria in Section 5.1. The information shall be supplied as a table (template provided in Attachment 10.4), and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract, description of any problems encountered and how it was resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization.
4. Statutory and Compliance Documents, and Profile/Qualifications - Supporting documentation demonstrating that the Offeror (individual or legal entity) meets the requirements set out in Section V (Profile and Qualifications) of the Scope of Work (Attachment 10.1), including, as applicable, proof of nationality of an ECOWAS Member State, relevant degree(s), evidence of at least five years of relevant professional experience, commercial register, tax registration certificate, and proof of tax and social security compliance

3.1 Services Specified

For this RFP, IPA needs the services described in Attachment: Scope of Work.

4. Instructions for the Preparation of Cost/Price Proposals

4.1 Cost/Price Proposals

Provided in Attachment 10.3 of this RFP is a template for the Price Schedule for the twelve (12)-month DPO consultancy assignment. Offerors shall complete the template with their proposed professional fees (e.g., a monthly rate), reflecting all cost elements associated with delivering the Scope of Work (Attachment 10.1), including any recurring/quarterly and annual reporting activities. Any required payment terms (e.g., schedule of payments against approved deliverables) must be included in the cost proposal.

It is important to note that Value Added Tax (VAT) shall be included on a separate line. The Subcontractor is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.

5. Basis of Award

5.1 Evaluation Criteria

Each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below.

Evaluation Criteria	Evaluation Sub-Criteria	Maximum Points
Administrative Compliance	Administrative documents (10 points): copy of the Commercial Register (for legal entities), copy of the Tax Registration Certificate, proof of tax compliance and social security registration, bank account in the name of the individual or legal entity. Existence of a representative office (5 points).	15
Technical Approach	Understanding of the assignment; proposed approach and methodology; work plan.	35
Past Performance and Experience	A list of at least five (5) clients for whom similar services have been provided over the past three years, including supporting documentation (service certificates, references, or completion attestations) and contact details for reference checks; detailed CV of the proposed Data Protection Officer and, where applicable, any supporting personnel.	25

Evaluation Criteria	Evaluation Sub-Criteria	Maximum Points
Cost	Competitive and reasonable financial proposal, including all required cost elements.	25
Total		100

5.2 Proposal Submission Format

To facilitate the evaluation process by the Evaluation Committee, Offerors are strongly encouraged to submit their proposals in the following format:

- Cover Letter - Include a concise cover letter introducing your proposal. Use the provided template (Attachment 10.2).
- Introduction / Business Profile - Provide an overview of your organization or individual profile, its history, and relevant experience.
- Statutory and Compliance Documents - Include essential documents such as business registration, tax files, proof of social security compliance, and any other relevant compliance documents (see Section V of Attachment 10.1).
- Technical Proposal - Refer to Section 3 for detailed instructions on preparing the technical proposal, including all necessary supporting documentation and attachments as required by the Evaluation Criteria.
- Cost / Price Proposal - Include detailed cost/price information as outlined in Section 4. Should be realistic and acceptable.
- Implementation Timelines - Include a timeline aligned with the tasks and deliverables outlined in Section 6 and Attachment 10.1.
- Any Other Pertinent Information - Include any additional information that you believe is essential to your proposal.

Please adhere to this format to ensure a structured and comprehensive submission that will aid in the evaluation process.

5.3 Best Value Determination

IPA will review all proposals and make an award based on the technical and cost evaluation criteria stated above and select the offeror whose proposal provides the best value to IPA. IPA may also exclude an offer from consideration if it determines that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities required to perform the work required.

IPA may award to an Offeror without discussions. Therefore, the initial offer **must contain the Offeror's best price and technical terms.**

5.4 Responsibility Determination

IPA will not enter into any type of agreement with an Offeror prior to ensuring the Offeror's responsibility. When assessing an Offeror's responsibility, the following factors are taken into consideration:

1. Provide evidence of the required business licenses (or professional accreditation, for individuals) to operate in the host country.
2. The source, origin and nationality of the products or services are not from a Prohibited Country.
3. Having adequate financial resources to finance and perform the work or the ability to obtain financial resources without receiving advance funds from IPA.
4. Ability to comply with required or proposed delivery or performance schedules.
5. Have a satisfactory past performance record.
6. Have a satisfactory record of integrity and business ethics.
7. Have the necessary organization, experience, accounting and operational controls and technical skills.
8. Have the necessary equipment and facilities, if applicable.
9. Be qualified and eligible to perform work under applicable laws and regulations, including Law No. 2013-450 on the protection of personal data and applicable ARTCI requirements.
10. Be qualified and eligible to perform work under applicable laws and regulations.

5.5 Additional Due Diligence

Upon completing the evaluation process, IPA may choose to engage in additional due diligence processes with a particular vendor or vendors without notifying the bidder.

The purpose of this process is to ensure that IPA engages with reputable, ethical, and responsible vendors with solid financials and the ability to fulfill the contract. Additional due diligence may include, but is not limited to, the following processes:

- Reference checks
- Verification of whether the firm has been barred by any organization or is on any anti-terrorist checklist

5.6 Bidders' Presentations

At the discretion of IPA, selected Offeror(s) may be invited to supply additional information on the contents of their proposal during the evaluation period. Such Offerors could be asked to give a presentation of their proposal (possibly with an emphasis on a topic of IPA's choice) followed by a question-and-answer session.

If IPA determines that there is such a need, the presentation will be held at IPA CO , or by videoconference/Internet. Offerors will be given reasonable time to prepare for the presentation.

NOTE: Presentations or other individual contact is expressly prohibited before the closing date for proposal submission.

6. Anticipated post-award Deliverables

Upon award of a subcontract, the deliverables and deadlines detailed in the table below will be submitted to IPA. The Offeror should detail proposed costs per deliverable in the Price Schedule. Deliverables must be submitted to and approved by IPA before payment will be processed.

No.	Description / Deliverable	Due Date
1	Diagnostic and compliance analysis report on personal data protection at IPA Côte d'Ivoire	Within the first 2 weeks of the assignment
2	Detailed methodology and compliance implementation plan	Within the first 3 weeks of the assignment
3	Processing register, established and updated as necessary	Ongoing throughout the assignment
4	Declarations and authorization requests submitted to ARTCI, as required	As required throughout the assignment
5	Quarterly report on the status of personal data protection at IPA Côte d'Ivoire	Quarterly
6	Privacy policies, user information notices, and related compliance documentation	As required throughout the assignment
7	Staff awareness and guidance activities conducted, as needed	Ongoing throughout the assignment
8	Annual activity report on personal data protection compliance submitted to ARTCI	Annually

7. Inspection & Acceptance

The designated IPA staff will inspect from time to time the services being performed to determine whether the activities are being performed in a satisfactory manner, and that all equipment or supplies are of acceptable quality and standards. The subcontractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the IPA Country Director/Representative as a result of such inspection.

8. Compliance with Terms and Conditions

8.1 General Terms and Conditions

Offerors agree to comply with the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Terms and Conditions listed in the accompanying [Attachment](#).

9. Procurement Ethics

Neither payment nor preference shall be made by either the Offeror, or by any IPA staff, to affect the results of the award. IPA treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated, and IPA employees and/or subcontractors/grantees/vendors who engage in such activities will face serious consequences. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the IPA staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 844 837 5445. IPA ensures anonymity and an unbiased, serious review and treatment of the information provided. Such practice may result in the cancellation of the procurement and disqualification of the Offeror's participation in this, and future, procurements.

By submitting an offeror, Offerors certify that they have not/will not attempt to bribe or make any payments to IPA employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted.

10. Attachments

10.1 Scope of Work for Services or Technical Specifications

TERMS OF REFERENCE — RECRUITMENT OF A DATA PROTECTION OFFICER — IPA CÔTE D'IVOIRE

I. Background and Rationale

Innovations for Poverty Action (IPA) is an international nonprofit organization specialized in research and public policy support. We work closely with governments, researchers, and implementing partners to generate evidence that improves the effectiveness of public programs.

Present in Côte d'Ivoire since 2016, IPA processes a significant volume of personal data from various internal and external stakeholders (employees, project beneficiaries, respondents, partners, field staff, etc.) as part of its project implementation.

The national legislative framework on the protection of personal data (Law No. 2013-450) requires data controllers to ensure the lawful collection, processing, transmission, and use of personal data. These legal and regulatory provisions aim to prevent personal data breaches and protect the dignity, privacy, and individual freedoms of data subjects.

Innovations for Poverty Action and its affiliates are committed to protecting the privacy and security of the Personally Identifiable Information (PII) of our employees, contractors and partners. To strengthen our commitment to data privacy and protection; and ensure compliance with global and local legislation, IPA Côte d'Ivoire shall appoint a Country Data Protection Officer (DPO) to act as point of contact for privacy.

II. Responsibilities and Description of the Data Protection Officer's activities

The Data Protection Officer shall work closely with IPA Côte d'Ivoire and the Global DPO to support compliance with personal data protection requirements. As part of their duties, the Data Protection Officer performs the following tasks:

Promoting Privacy Awareness

- The Country DPOs will serve as advocates for data privacy and protection principles within their respective countries.

- Encourage a culture of privacy by design and default by emphasizing the importance of practicing data minimization, purpose limitation and ensuring employees understand the retention requirements with regards to Personally Identifiable Information.

Providing Guidance and Support

- Act as a first point of contact for employees seeking guidance on data privacy and protection matters, including questions, concerns, or incidents related to data privacy and protection. The Country DPO will handle basic queries and escalate more complex issues to the Global DPO.
- Provide technical guidance and support to maintain compliance with ARTCI requirements related to the processing of personal data, including personal data processed in the context of research activities.;
- Collaborate with the Global DPO to ensure accurate and timely responses to judicial authorities on data privacy and protection incidents, breaches and queries, while maintaining confidentiality and professionalism.
- Report any non-compliance or breaches to the Global DPO promptly, following established incident reporting procedures.
- Notify the Data Protection Authority of any violation of previously reported legislation that has not been corrected;

Monitoring Compliance

- Regularly assess data privacy and protection practices within their respective countries identifying areas of improvement and potential risks.
- Reporting on defined KPIs to the global DPO.
- Support the Global DPO in conducting internal and external audits or inspections related to data privacy.
- Where required under data protection legislation, participate in statutory external audits alongside the Global DPO.
- Support IPA Côte d'Ivoire in implementing recommendations and corrective actions arising from personal data protection audits, assessments, and compliance reviews;
- Provide recommendations and warnings, and escalate compliance concerns to the Global DPO when necessary;

Regulator and Data Subject Communications

- Serve as the point of contact for data subjects and ensure access to data for any data subject who requests it to exercise the rights granted to them under applicable law;
- Submit an annual report to the Data Protection Authority (Ivory Coast Telecommunications/ICT Regulatory Agency - ARTCI);
- Ensure that the organization's data processing activities comply with regulations regarding the protection of personal data;
- Establish and maintain documentation regarding the processing of personal data (including the processing register);

Horizon Scanning

- Keep abreast of developments in regional data protection laws, regulations, and industry best practices, and share relevant updates with the Global DPO.

III. Responsibilities of IPA

IPA and the processor(s) must ensure that the Data Protection Officer is involved, in an appropriate and timely manner, in all matters relating to the protection of personal data.

IPA and the processor(s) shall assist the Data Protection Officer in performing their duties by:

- Providing the necessary resources to carry out these duties; facilitating access to personal data and processing operations;
- Enabling the Data Protection Officer to maintain specialized knowledge commensurate with the nature of the operations, processing activities, and the size of the organization;
- Making an official announcement of the Data Protection Officer's appointment to all staff and providing support for the performance of their duties;
- Facilitating the Data Protection Officer's access to other departments within the organization to support collaboration and obtain the information necessary for the performance of their duties;
- Compensating the Data Protection Officer in accordance with the negotiated financial terms.

IV. Expected Results and Deliverables

The Personal Data Protection Officer will work to produce and update the following documents during their assignment:

- A diagnostic and compliance analysis report on IPA Côte d'Ivoire's adherence to laws and regulations regarding personal data protection;

- A detailed methodology and plan for achieving compliance;
- A quarterly report on the status of personal data protection at IPA Côte d'Ivoire;
- Declarations and authorization requests submitted to ARTCI;
- The processing register;
- Annual reports on personal data protection compliance submitted to ARTCI;
- Privacy policies and user information notices.

For the purposes of these Terms of Reference, references to the "Data Protection Officer" shall apply equally to an individual or a legal entity appointed by IPA to perform the functions of Data Protection Officer.

V. Profile and Qualifications

The skills and expertise required for the role of Data Protection Officer include the following:

- Expertise in national and ECOWAS data protection laws;
- Understanding of the processing operations carried out;
- Understanding of information technology and data security;
- Knowledge of the industry and the organization;
- Ability to promote a culture of data protection within the organization.

The Data Protection Officer must meet the following requirements:

For individuals:

- Be a national of an ECOWAS Member State;
- Hold at least a bachelor's degree in law or an equivalent degree in computer science, auditing, or the field of networks and electronic communications;
- Have at least five years of professional experience in the fields of expertise mentioned above;
- Have proven expertise in personal data protection;
- Have a good understanding of database management and operating systems, data storage and security methods, and information system security policies;
- Be proficient in office software and the Internet;
- Possess excellent writing and organizational skills;
- Have never been the subject of a final criminal conviction or a permanent or temporary prohibition on practicing a profession imposed by an Ivorian or foreign court, or a sanction imposed by the ARTCI regarding personal data protection;
- The Data Protection Officer, who must be a natural person, may be appointed by only one Data Controller and shall perform their duties exclusively for that Data Controller, under penalty of removal by the ARTCI;
- Demonstrate professional proficiency in both French and English.

For legal entities:

- Be a legal entity under Ivorian law;
- Provide proof of tax compliance and registration with social security institutions;
- Have been engaged for at least five years in activities in the fields of legal sciences, information technology, networks and electronic communications, and personal data protection, and provide supporting documents and other evidence;
- Provide an insurance policy covering professional risks related to personal data protection activities;
- The personnel assigned to the duties of the Data Protection Officer must meet at least the profile of the Data Protection Officer, as a natural person, described above;
- The Personal Data Protection Officer (acting as a legal entity), may be designated by one or more Data Controllers and may carry out its duties on their behalf, under the supervision of the ARTCI;
- Demonstrate professional proficiency in both French and English.

VI. Duration of the assignment

The term of the Data Protection Officer's assignment shall be twelve (12) months from the date of signature of the contract and be renewed by mutual written agreement between IPA and the Data Protection Officer.

However, IPA may terminate the assignment:

- In the event of a breach of duties, at the request of IPA and following a favorable opinion from the Data Protection Authority;
- In the event of a decision by IPA to replace the Data Protection Officer, duly justified and notified to the ARTCI, in accordance with regulatory provisions;
- In the event of bankruptcy, liquidation, or receivership;
- In the event of death or permanent unavailability;
- In the event of termination of the contractual relationship with the Data Controller.

Throughout the duration of the assignment, the Data Protection Officer shall carry out the following activities and deliver the corresponding outputs:

Tasks / Activities	Deliverables	Timing
Diagnostic and compliance assessment	Diagnostic and compliance analysis report on personal data protection at IPA Côte d'Ivoire	Within the first 2 weeks
Development of the compliance methodology and implementation plan	Detailed methodology and compliance plan	Within the first 3 weeks

Tasks / Activities	Deliverables	Timing
Establishment and maintenance of the processing register	Processing register established and updated as necessary	Ongoing throughout the assignment
Preparation of declarations and authorization requests	Declarations and authorization requests submitted to ARTCI, as required	As required throughout the assignment
Compliance monitoring and reporting	Quarterly report on the status of personal data protection at IPA Côte d'Ivoire	Quarterly
Development and update of data protection documentation	Privacy policies, user information notices, and related compliance documents	As required throughout the assignment
Awareness raising and staff support	Staff awareness and guidance activities conducted, as needed	Ongoing throughout the assignment
Annual compliance review and reporting	Annual activity report on personal data protection compliance submitted to ARTCI	Annually

VII. Selection Criteria (Evaluation)

Evaluation Criteria	Evaluation sub-criteria (if necessary)	Points/Maximum
Administrative Compliance	• <u>Administrative documents (10 points)</u> – Copy of the Commercial Register (for legal entities) – Copy of the Tax Registration Certificate – Proof of tax compliance and registration with social security institutions – Bank account in the name of the individual or legal entity • <u>Existence of a representative office (5 points)</u>	15 points
Technical Approach	– Understanding of the assignment – Proposed approach and methodology – Work plan	35 points
Past performance and Experience	– A list of at least five clients for whom similar services have been provided over the past three years, including supporting documentation (e.g., service certificates, references, or completion attestations) and contact details for references checks – Detailed CV of the proposed Data Protection Officer and, where applicable, any personnel who will support the assignment.	25 points
Cost	Competitive and reasonable financial proposal, including all required cost elements.	25 points
Total		100 points

10.2 Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: Innovations for Poverty Action

[Address]

We, the undersigned, provide the attached proposal in accordance with **RFP-** (insert number). issued on (Insert date). Our attached proposal is for the total price of (Sum in Words).

I certify a validity period of (enter number) days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

We understand that IPA is not bound to accept any proposal it receives.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: [Click here to enter text.](#)

Name of Firm: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Telephone: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Company Seal/Stamp:

10.3 Price Schedule

Item Number	Item Name	Description/Specifications	Qty (months)	Monthly Fee	Total Price
1	DPO Consultancy Fees	Monthly professional fee for Data Protection Officer services as described in the Scope of Work (Attachment 10.1), including all deliverables listed in Section 6.	12		
2	Delivery Cost				
3	VAT				
GRAND TOTAL IN (currency).					

Delivery Period and Payment terms:

10.4 Past Performance Form

Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee.

#	Description of Activities	Location Province/ District	Client Name/Tel No/ email address	Cost	Start- End Dates	Comple ted on schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement (fixed price, cost reimbursabl e)
1								
2								
3								
4								
5								

10.5 Terms and Conditions

- a) The Request for Proposal is not and shall not be considered an offer by IPA.
- b) All responses must be received on or before the date and time indicated on the RFP.
- c) All proposals will be considered binding offers. Prices proposed must be valid for entire period provided by respondent.
- d) All awards will be subject to IPA contractual terms and conditions and contingent on the availability of donor funding.
- e) IPA reserves the right to accept or reject any proposal or cancel the solicitation process at any time and shall have no liability to the proposing organizations submitting proposals for such rejection or cancellation of the request for proposals.
- f) IPA reserves the right to accept all or part of the proposal when award is provided.
- g) IPA shall solely own all intellectual property (e.g. datasets, material, etc.) created under the resulting award.
- h) All information provided by IPA in this RFP is offered in good faith. Individual items are subject to change at any time, and all bidders will be provided with notification of any changes. IPA is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.
- i) IPA reserves the right to require any bidder to enter into a non-disclosure agreement.
- j) The bidders are solely obligated to pay for any costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the Response. All responses and supporting documentation shall become the property of IPA, subject to claims of confidentiality in respect of the response and supporting documentation, which have been clearly marked confidential by the bidder.