Invitation to Tender

Development of a Power BI Dashboard for Impact Reporting

**Overarching purpose:**

The overall aim of this project is to create a Dashboard to communicate WWF-UK's impact metrics (on GHG emissions, areas under conservation/protection and societal wellbeing) in a visually appealing way, with access to underlying data and information.

**Background:**

WWF is one of the world’s largest independent conservation organisations, active in nearly 100 countries. Our supporters – more than five million of them – are helping us to restore nature and to tackle the main causes of nature’s decline, particularly the food system and climate change. We’re fighting to ensure a world with thriving habitats and species, and to change hearts and minds so it becomes unacceptable to overuse our planet’s resources.

WWF-UK has recently refreshed its 2018-2030 strategy with renewed clarity about how our strategy will evidence change (impact). In order to be able to both communicate and track progress over time, we plan to use Power BI. We require the skills of an expert to support a small team in WWF-UK to translate the data we have into a dashboard layout that will give both a quick overview and the option to drill into the underlying detail, which can then be managed by WWF-UK staff to continue to enter and update data to refresh the dashboard through until 2030.

**Project scope and objectives:**

* Use the WWF-UK agreed impact structure (layers of data at: global, “goal” and programme levels) to design a dashboard reporting interface for each layer, with clarity about the contribution made from programmes, to goals, to global change.
* Enable the integration of options at all appropriate levels to read explanatory narratives, dig into data sets and see sources of information – while managing over-complexity!).
* Present the information in a way that is easy for non-experts to view and understand.
* Set up the source data sets such that information can be added and updated over time by Power BI license holders within WWF UK.
* Advise on dashboard accessibility within WWF-UK and for a limited external audience.
* Train a group of Power BI license holders to maintain and use the dashboard (data entry, updates and communication).

**Roles and responsibilities**

The consultant will:

* Lead the process to meet the objectives as laid out above working closely with WWF UK core team (1-2 people)
* Advise WWF-UK about alternative approaches – including, if appropriate alternatives to Power BI;
* Write a summary guide for the use of the dashboard as ongoing guidance for new staff and so that where adaptation of the dashboard is needed, WWF-UK will be able to make those changes.

A project working group of WWF-UK will:

* Work closely with the selected supplier
* Provide feedback on interim versions of any platform provided
* Provide data which can be used as a starting point for an initial pilot model
* Answer queries
* Be trained in the use of this dashboard

**Submission of Proposal:**

As part of the submission, applicants are asked to provide a link to (or images of) a dashboard that has been created by the tendering organisation/individual.

Proposals should include:

* How you would respond to the objectives as laid out above
* Relevant background of the supplier/consultant(s) involved
* Cost estimates for the service to be provided. This may be in terms of daily rates and the number of days required to supply the service, as a breakdown of total cost for providing an “off the shelf solution”. Please also include any applicable charity discounts you may offer.
* Detailed timeline for delivery of the final product by 22nd July
* A brief overview of your organisation’s environmental and social policies

The proposal should be no longer than 3 sides of A4.

Proposals will be short-listed using multiple criteria, likely including fit to brief, track record, delivery schedule, value for money, credible proposed methodology. Short-listed organisations will be invited to an assessment interview; information about that will be provided directly.

**Closing date to submit proposals:** 13th June

**Delivery of final product**: 22nd July 2022

**Commissioned by:** WWF-UK, Living Planet Centre, Brewery Road, Woking, GU21 4LL

**Contact person:** Clare Crawford, Head of Design & Impact cacrawford@wwf.org.uk

**Alternative contact:** Procurement Team, procurement@wwf.org.uk