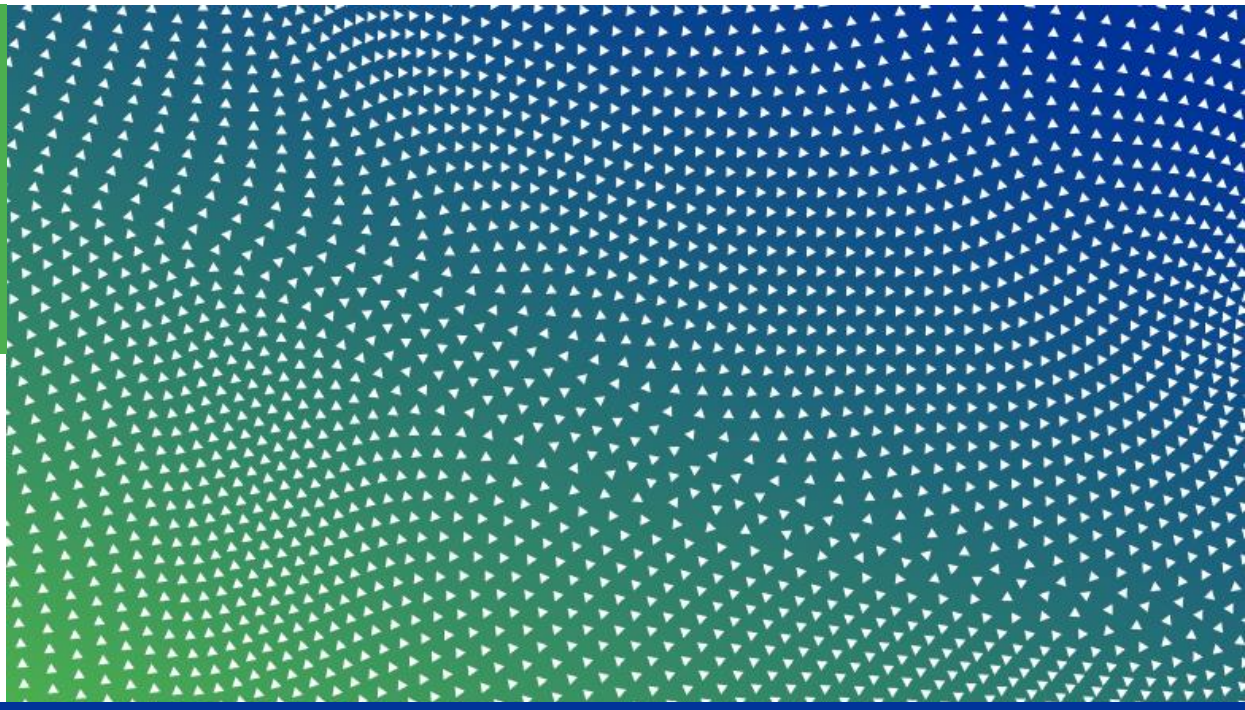
DATA
GOVERNANCE
IN AFRICA



Supporting development-oriented and human-centric data regulation, use and infrastructure in Africa

Training Workshop on Data Economy, South Africa

April 8-9, 2025

Request for Quotations (RFQ)

Request for Quotation (RFQ)

Title: 2-day Training Workshop on Data Economy in South Africa

Procuring Entity: Estonian Centre for International Development (ESTDEV)

RFQ Issue Date: 4 March 2025

RFQ Closing Date: 12 March 2025, 11:59 PM GMT

Contact Information: Laura Roop, laura.roop@estdev.ee

Address: Tatari 1, Tallinn, Estonia

Request for Quotation Submission Process

Interested consultants are requested to submit the following:

1. A proposal outlining their approach and work plan (maximum 5 pages).
2. CVs of proposed trainers highlighting relevant expertise (maximum 4 pages per expert).
3. A financial proposal detailing the cost-of-service delivery in Euros.
4. The assignment should be sent in PDF format by March 12, 2025**, 11:59 PM GMT** to contact person's email address: laura.roop@estdev.ee

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1. Purpose of the Document

The Estonian Centre for International Development (ESTDEV) is seeking a qualified service provider to design and deliver a 2-day training workshop on the Data Economy in South Africa. This training aims to strengthen the capacity of key stakeholders in data governance, data-sharing mechanisms, and data-driven economic growth.

The selected service provider will be responsible for developing training materials, facilitating interactive sessions, and delivering a follow-up webinar to reinforce learning outcomes. This document outlines the context, objectives, and expectations of the training, detailing the scope of work, required expertise, and expected deliverables.

2. Background

In today's digital era, data has become one of the most valuable economic assets, driving innovation, economic growth, and improved public service delivery. Countries and organizations that effectively govern and utilize data can unlock significant economic opportunities, enhance decision-making processes, and foster technological advancements. However, leveraging data as a strategic asset requires robust governance frameworks, well-defined data-sharing mechanisms, and capacity-building efforts to equip stakeholders with the necessary skills to manage and utilize data responsibly.

South Africa is making strides toward digital transformation and data-driven economic development, with an increasing focus on strengthening data governance policies and fostering an inclusive data economy. However, several challenges persist, including fragmented data governance frameworks, limited interoperability of data systems, regulatory complexities, and concerns around data privacy and security. Addressing these challenges requires a multi-stakeholder approach that brings together government agencies, the private sector, academia, and civil society to build a well-coordinated, transparent, and sustainable data governance ecosystem.

Recognizing these challenges, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH and the ESTDEV, through the Data Governance in Africa Initiative, are implementing a capacity-building program to strengthen data governance, enhance policy frameworks, and foster cross-sectoral collaboration in Sub-Saharan Africa. The programme aims among others, to bolster South Africa's ability to adopt data governance best practices, establish responsible data-sharing mechanisms, and create a thriving environment for data-driven innovation. Enhancing data governance is not only critical for national digital transformation efforts but also plays a pivotal role in deepening collaboration between African and European partners in the evolving global data economy.

As part of the capacity-building programme, the Data Economy 2-Day Training Workshop has been designed to equip participants with practical knowledge and skills to navigate the data economy, data governance, and data-sharing frameworks. By the end of the workshop, participants will have gained deeper insights into the evolving data economy, improved their ability to develop and implement data-sharing agreements, and acquired the tools needed to align data governance strategies with national and international regulatory frameworks. The workshop will ultimately contribute to strengthening South Africa's position as a leader in data-driven innovation and policy development within the African digital ecosystem.

This training represents a collaborative effort between GIZ and ESTDEV to enhance the capacity of African public and private sector stakeholders, civil society organizations (CSOs), and academia in data value creation and data sharing. The training is conducted within the framework of the Data Governance in Africa Initiative, a 3.5-year programme dedicated to fostering a development-oriented and human-centric data economy in Africa. Data Governance in Africa Initiative aligns with the Joint AU-EU Vision for Digital Cooperation, which promotes sustainable economic growth and digital partnerships between the African Union (AU) and the European Union (EU). It is funded by the EU, Germany, and Finland, with additional expertise and contributions from Belgium, Estonia, and France.

3. Scope of Work

The service provider will be responsible for designing, preparing, and delivering a high-quality, interactive training workshop focused on the important components of the data economy, data governance, data-sharing mechanisms, and data-driven economic growth. The workshop should be highly interactive, practical and tailored to the learning needs of diverse stakeholders, including government officials, private sector representatives, academia and civil society organizations. The contractor will be required to provide the following services:

3.1. Training Program Development

The service provider will be responsible for developing a 2-day training program and necessary materials, ensuring that the content is comprehensible, relevant, and engaging. This includes:

3.1.1. Designing a structured curriculum covering key topics, such as
- Data governance foundations: principles of data stewardship, accountability and compliance.
- Data value creation: economic opportunities in data-driven innovation.
- Data sharing & interoperability: best practices for secure and ethical data exchange.
- Data privacy & security: compliance with data protection laws and ethical considerations.

3.1.2. Developing engaging training materials, including slides, case studies, exercises, and handouts.

3.1.3. Ensuring the training is adapted to real-world applications, using case studies from South Africa and global best practices.

3.1.4. Incorporating contents from session speakers in the training materials where necessary.

3.2. Workshop Facilitation & Delivery

The contractor will lead and facilitate the two-day workshop, ensuring that the training is interactive, participatory, and impactful. This includes:

3.2.1. Delivering expert-led sessions with clear explanations, real-world examples, and practical applications.

3.2.2. Using a variety of teaching methods, including:
- Presentations to introduce key concepts.
- Group discussions to encourage peer learning and networking.
- Interactive exercises to apply theoretical concepts to real-world scenarios.

- Case study analyses to explore best practices and challenges in data governance.
- Hands-on-workshops where participants apply what is being taught.

3.2.3. Encouraging active participation through open Q&A sessions, breakout groups, and role-playing scenarios

3.2.4. Ensuring that participants gain practical skills they can apply within their organizations

3.3. Pre and Post Training Engagement

The service provider will engage with participants before and after the workshop:

3.3.1. Pre training preparation:
- Distribute pre-training materials (readings, guiding questions, or short video briefings).
- Conduct a short pre-training survey to understand participant expectations and tailor the content accordingly.

3.3.2. Post Training Follow-Up:
- Develop and administer a post training evaluation survey to assess participant feedback and level of knowledge increase.
- Provide recommendations for further learning and potential follow-up initiatives.
- Submit a comprehensive training report, summarizing key discussions, insights, and participant feedback.

3.4. Post Training Online Webinar

As part of the follow-up engagement and knowledge dissemination, the trainers will be responsible for organizing and facilitating an online webinar one to two months after the in-person training. This webinar will serve as an extension of the topics discussed during the workshop, providing an opportunity to reach a broader audience, including stakeholders who are unable to attend the physical training. The trainer will be responsible for:

3.4.1. Designing the webinar content based on the key themes covered in the workshop, ensuring that it remains relevant and practical for online participants.

3.4.2. Structuring the session to be interactive, including Q&A segments, panel discussions, and case study presentations to encourage participant engagement.

3.4.3. Developing and sharing supporting materials (e.g., summary presentations, recorded insights, and resource guides) to reinforce the key learning points.

3.4.4. Coordinating logistics for the webinar, including setting up the virtual platform, managing registrations, and facilitating technical support.

3.4.5. Engaging workshop participants as potential speakers or contributors, encouraging knowledge sharing from those who attended the in-person training.

3.4.6. Collecting feedback from webinar participants to evaluate impact, document key insights, and provide recommendations for future learning initiatives.

3.5. Coordination and Reporting

The contractor will work closely with ESTDEV, GIZ and relevant stakeholders to ensure seamless execution of the training. Responsibilities include:

3.5.1. Participating in planning meetings with ESTDEV and GIZ teams before the training.

3.5.2. Coordinating logistics related to training materials, session structure, and participant engagement.

3.5.3. Submitting a final training report summarizing:

- Key topics covered
- Participant engagement levels
- Challenges encountered and solutions implemented
- Recommendations for future capacity-building efforts.

4. Expected Deliverables

The contractor will be responsible for delivering the following outputs:

4.1. **Training Curriculum & Materials**: A well-structured program with session outlines, slides, case studies, and exercises.

4.2. **Facilitation of the Two-Day Workshop**: High-quality, engaging, and interactive training sessions.

4.3. **Pre-Training & Post-Training Assessments**: Surveys to evaluate participant needs and measure learning impact.

4.4. **Final Training Report**: A detailed summary of the training outcomes, participant feedback, and recommendations for future initiatives.

4.5. **Post Training Online Webinar**: Organize and facilitate an online webinar within 1 or 2 months after the in-person workshop.

5. Tender Requirements

Deliverable / Milestone	Description of Partial Work	Timeline	Criteria for Acceptance
Inception Meeting & Work Plan Submission	Initial meeting with GIZ/ESTDEV to align on objectives, scope, and methodology. Submit a detailed work plan outlining approach, methodology, and milestones.	Within 1 week after contract signing	Approved work plan submitted, incorporating feedback from GIZ/ESTDEV.
Training Needs Assessment & Curriculum Development	Conduct a training needs assessment (survey or consultation) to refine training content. Develop a structured training curriculum with detailed session outlines, materials, case studies, and practical exercises.	2 weeks after contract signing	Training curriculum reviewed and approved by GIZ/ESTDEV. Content aligns with objectives and participant needs.
Pre-Training Engagement & Preparation	Share pre-training materials (reading materials, videos, or guiding questions). Conduct a short survey to assess participant expectations and baseline knowledge. Coordinate all logistics with stakeholders.	1 week before training	Pre-training materials disseminated, and participant engagement confirmed. Logistics finalized.
Facilitation of the Two-Day Training Workshop	Deliver expert-led sessions with interactive presentations, hands-on exercises, and group discussions. Ensure engagement and knowledge transfer through participatory approaches.	8-9th April, 2025	Successful completion of training with active participation and engagement. Positive feedback from participants.
Post-Training Online Webinar	Organize and facilitate an online webinar one	1-2 months after training	Webinar successfully conducted with active

	to two months after the in-person workshop to reinforce key training topics and engage a broader audience. Develop and share supporting materials, coordinate logistics, and facilitate participant interaction.		engagement. Webinar materials and participant feedback report submitted.
Post-Training Evaluation & Follow-Up	Conduct post-training assessment to measure learning outcomes. Collect feedback through participant surveys. Provide recommendations for follow-up initiatives.	1 week after training	Completed evaluation reports showing participant learning impact.
Final Training Report Submission	Submit a comprehensive report summarizing key discussions, outcomes, challenges, and recommendations for future training.	2 weeks after training	Report reviewed and approved by GIZ/ESTDEV. Must include detailed insights, participant engagement levels, and key takeaways.

5.1. Requirements for proposed staff

The tenderer is required to propose personnel for the positions specified here and described with respect to the areas of responsibility and qualifications based on relevant CVs.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

The contractor must provide a team of two experts with complementary expertise in data governance, digital policy, and training facilitation. The team will consist of:

1. Lead trainer/facilitator: responsible for overall training delivery, facilitation, and curriculum development.
2. Support trainer/subject matter expert: responsible for providing specialized technical expertise and assisting in training delivery.

Both trainers should collectively possess strong technical knowledge, extensive professional experience, and practical training skills to engage a diverse group of stakeholders effectively.

5.1.1. Expert 1: Lead Trainer/Facilitator

5.1.1.1. General Qualifications

- Bachelor's degree or higher in data science, digital policy, information management, economics, law, public administration, ICT, or a related field.
- Specialized research in data governance, digital policy, or emerging data regulations is an added advantage.
- Minimum 5 years of experience in data governance, ICT regulation, digital transformation, or data-driven innovation.
- Proven expertise in facilitating large-scale training sessions, workshops, or capacity-building programs for government, private sector, and international organizations.
- Strong experience in curriculum design, instructional methodologies, and training delivery in data governance and related fields.
- Extensive knowledge of data-sharing frameworks, data policy regulations, and interoperability standards.
- Expertise in developing and delivering interactive training programs using adult learning methodologies.
- Ability to simplify complex data governance concepts and translate them into practical, real-world applications.
- Experience using case studies, group exercises, and hands-on activities to engage participants.

5.1.1.2. Experience in the Region / Knowledge of the Country

- Minimum 5 years of experience working in Africa, preferably in Southern Africa
- Deep understanding of South Africa's digital economy, data policy landscape, and national data governance frameworks.
- Experience in engaging with government agencies, private sector, academia, and civil society on data policy and governance.

5.1.1.3. Language Skills

- Business fluency in English (spoken and written) with excellent communication skills.
- Ability to deliver high-quality training materials and engaging presentations tailored to a multi-stakeholder audience.
- Proficiency in local languages is an advantage but not mandatory.

5.1.1.4. Additional Competencies (Preferred but Not Mandatory)

- Strong experience in adult learning techniques, instructional design, and blended learning methodologies.

- Ability to develop digital training materials, online modules, and e-learning resources.
- Experience in multi-stakeholder engagement, workshop facilitation, and participatory training approaches.

5.1.2. Expert 2: Support Trainer/Subject Matter Expert

5.1.2.1. General Qualifications

- Bachelor's degree or higher in data governance, digital policy, cybersecurity, AI ethics, or a related field.
- Specialized research in data governance, regulatory compliance, or digital economy strategies is an added advantage.
- Minimum 4 years of experience in data governance, regulatory compliance, privacy laws, or digital rights.
- Strong experience in advising government institutions, international organizations, or private sector entities on data protection and governance strategies.
- Expertise in policy formulation, regulatory impact assessment, and legal frameworks for data governance.
- Deep understanding of cross-border data policies, AI governance, and responsible data innovation.
- In-depth knowledge of regional and international data regulations, including: South Africa's Protection of Personal Information Act (POPIA), AU Data Policy Framework, EU General Data Protection Regulation (GDPR), Digital trade and data-sharing agreements
- Experience working on digital transformation projects, open data initiatives, or AI policy frameworks.

5.1.2.2. Experience in the Region / Knowledge of the Country

- Minimum 3 years of experience in data policy and governance within an African context.
- Strong knowledge of regional initiatives, including:
  - African Continental Free Trade Area (AfCFTA) and its implications for cross-border data flows
  - Smart Africa Alliance digital policies
  - AU Digital Transformation Strategy and Data Policy Framework
- Experience working with international development agencies and multi-stakeholder projects focused on digital transformation.

5.1.2.3. Language Skills

- Business fluency in English (spoken and written) with excellent communication skills.
- Ability to deliver high-quality training materials and engaging presentations tailored to a multi-stakeholder audience.

- Proficiency in local languages is an advantage but not mandatory.

5.1.2.4. Additional Competencies (Preferred but Not Mandatory)

- Experience in developing policy recommendations, white papers, and data governance guidelines.
- Ability to conduct technical research and policy analysis on evolving data governance trends.
- Knowledge of AI ethics, responsible data innovation, and cybersecurity best practices.

5.2. Requirements for the proposal

The tender should outline a detailed concept describing how the services outlined in Section 3 (Scope of work) will be provided. The proposed approach must demonstrate a clear understanding of the training objectives, methodologies, and expected outcomes, ensuring that the workshop is engaging, practical, and aligned with best practices in data governance and capacity building. The approach should also highlight how the training will be structured to maximize participant engagement and learning retention while ensuring a sustainable impact through post-training activities.

5.2.1. Understanding of the Assignment

The proposal must demonstrate a comprehensive understanding of the assignment, including its objectives, expected results, and relevance to South Africa's data governance landscape. The training is designed to equip participants with the necessary knowledge and practical skills to navigate data governance, data-sharing agreements, and regulatory compliance. The proposal should clearly articulate how the training will address the current gaps in data policy, interoperability challenges, and emerging trends such as AI and cross-border data governance.

The concept should reflect an awareness of South Africa's existing data protection laws, regulatory landscape, and international commitments related to digital transformation and data economy initiatives. The contractor should demonstrate a clear link between the training content and the broader goals of enhancing digital governance capacity in both the public and private sectors. Additionally, the proposal should explain how the training will be tailored to the needs of the various stakeholders, ensuring that content remains relevant and applicable to their professional contexts.

5.2.2. Methodological Approach and Training Design

The proposed methodology should outline a structured, interactive, and results-driven approach to delivering the training. The training should go beyond theoretical knowledge and incorporate practical, hands-on learning experiences that allow participants to apply their knowledge in real-world scenarios. The methodology should integrate case studies,

group discussions, role-playing exercises, and panel discussions to foster engagement and critical thinking.

The training must be inclusive and adaptable to a diverse group of participants, including government officials, industry leaders, policymakers, and civil society representatives. The approach should emphasize interactive learning methods that allow for peer exchange, problem-solving, and the development of actionable strategies for data governance. The trainers should also provide structured learning pathways to ensure that participants progress logically from fundamental to advanced topics. Furthermore, the proposal should indicate how modern digital learning tools (e.g., multimedia presentations, digital collaboration platforms, and real-time polling tools) will be leveraged to enhance the learning experience. Trainers should adopt adult learning methodologies that cater to different learning styles while maintaining an engaging and stimulating workshop environment.

5.2.3. Training Content and Curriculum Development

The proposal must include a detailed breakdown of the training curriculum, clearly indicating how the content aligns with the key thematic areas of data governance, data-sharing agreements, interoperability, and regulatory compliance. The curriculum should be comprehensive yet focused, ensuring that participants gain in-depth knowledge while acquiring practical skills that can be applied in their respective sectors.

The training should cover the following topics:

- Understanding the Data Economy: Exploring how data drives innovation, economic growth, and public sector transformation.
- Facilitating Data Value Creation: how the value of data can be maximised within the country context
- Data Governance and Policy Frameworks: Examining best practices in data governance, including the role of national and regional policies.
- Data Sharing and Interoperability: Understanding the principles of data-sharing agreements, regulatory compliance, and technical interoperability standards.
- Regulatory and Legal Considerations: Reviewing South Africa's data protection laws (e.g., POPIA), international data-sharing frameworks, and the impact of global regulations such as GDPR.
- AI and Emerging Technologies in Data Governance: Discussing responsible AI governance, ethical data practices, and the role of new technologies in shaping data policies.

The contractor must ensure that training materials, including presentation decks, case study documents, reading materials, and workshop exercises, are well-prepared and aligned with best practices. The proposal should also highlight how learning assessments will be integrated into the training to measure participant understanding and track progress.

5.2.4. Post-Training Online Webinar and Knowledge Continuity

As part of the long-term knowledge-sharing strategy, the contractor must organize and facilitate a post-training online webinar one to two months after the in-person workshop. This webinar is intended to reinforce key learnings, address emerging challenges, and provide a platform for continued discussions on data governance.

The proposal should outline a clear structure for the webinar, detailing how it will serve as an extension of the in-person training. The webinar should include panel discussions, interactive Q&A sessions, and case study presentations to encourage participant engagement. Additionally, the contractor should describe how they will develop supporting materials, such as summary reports, recorded presentations, and knowledge-sharing resources, to ensure that webinar participants benefit from high-quality content. The proposal must also address how the webinar will be marketed and structured to engage both workshop participants and a broader online audience. The contractor should highlight the expected outcomes of the webinar, including knowledge reinforcement, stakeholder collaboration, and recommendations for future capacity-building initiatives.

5.2.5. Monitoring, Evaluation, and Impact Assessment

The proposal must include a robust strategy for monitoring and evaluating the effectiveness of both the in-person training and the online webinar. The contractor should implement pre- and post-training assessments to measure participant learning, engagement, and application of key concepts. The evaluation approach should ensure that:

- Learning outcomes are systematically documented and analysed to determine the effectiveness of the training.
- Participant feedback is collected and evaluated to identify strengths and areas for improvement.
- Follow-up recommendations are developed to ensure that knowledge transfer leads to practical applications in participants' work environments.

The final training report should capture key takeaways, challenges encountered, and strategic recommendations for future training initiatives. The contractor should propose a methodology for assessing the long-term impact of the training, ensuring that participants retain knowledge and apply their learning in practical settings.

5.3. Requirements for the service providers

Entities based in the Russian Federation, or the Republic of Belarus are not permitted to participate in this procurement. Submission of a proposal confirms compliance with this requirement.

6. Application Process

Interested service providers are invited to submit:

- A proposal outlining their approach and work plan (maximum 5 pages).
- CVs of proposed trainers highlighting relevant expertise (maximum 4 pages per expert).
- A financial proposal detailing the cost-of-service delivery.

Proposals should be submitted to Laura Roop at laura.roop@estdev.ee by **11:59 PM (GMT) on March 12th, 2025.**

If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

External content (e.g. links to websites) will also not be considered.

7. Rejection Grounds

A proposal may be rejected if:

- It does not meet the requirements specified in section 5.
- It is not submitted on time

8. Selection

Proposals will be evaluated based on the price of the proposals. The proposal that meets all the requirements outlined in Section 5 and offers the lowest cost will be selected.

We look forward to receiving your proposal and working with you to ensure the success of this important initiative.

D4D HUB

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