BICI Data and Metrics Consultant FAQ

Shared responses to questions based on the Data Consultant RFP (May 20 2024)

Administrative Questions

Where does the consultant need to be located?

We do not have a specific requirement regarding where the consultant is located. The BICI team with whom the consultant will be coordinating most frequently includes team members in Australia (UTC+10), the UK (GMT), Brussels (CET), the United States (UTC –4), and Mexico (UTC –6). So, some meetings could be outside of normal business hours for the consultant.

What feedback mechanisms will be established?

Early in the project, we will setup a regular cadence of meetings to acclimate to the project and provide any feedback based on initial tasks.

How many hours per week do you estimate to be required to develop the project?

We believe the time estimates could range from 16-24 hours per week depending on specific deliverables.

Data Management and Analysis

Since the BICI Program works with multiple cities around the world, are all relevant data sources accessible, or are there any restrictions or challenges in accessing specific datasets?

Data for the project are all accessible through our local contacts within cities. In some cases, datasets are not available only because they do not exist and may need to be manually collected through the BICI program (not the responsibility of the consultant)

Based on the Guide on How to Evaluate Street Transformations, are you directly collecting the data? is this the general format and structure of the data? Do you use open sources?

Nearly all of the data used is directly collected. However, there are some datasets that are relevant to our project that may be available on open sources (such as existing cycle networks as GIS Shapefiles)

Do all the participating cities have already collected the necessary data, or is it necessary to structure some kind of data collection process?

It will vary by city. As an example, sometimes data is collected manually on paper then later data is entered into a Google form, then exported into Google Sheets for analysis. Setting up a system
that would make this process easier for cities would be helpful. Other cities have extensive count data in granular detail (e.g. counts for 15 min intervals, multiple legs of the intersection) often in different formats. This is challenging to manage and we would appreciate consultant expertise and assistance in helping us standardize these inputs.

Are there any preferred tools, programming languages, or software platforms you currently use or recommend for conducting data analysis and reporting?

At this stage, we do not have any preferred analysis tools. We are currently using standard spreadsheets (MS Office, Google Suite) for tabulation and reporting data. However, we believe expertise in GIS, R, Python, and other data visualization tools (such as Google Looker Studio) could benefit this project.

**Timeline and Milestones:**

Are there any known deadlines that are important to meet with a specific product? (Conferences, Seminars, Elections)

Our next data reporting milestone will be November 2024

Are the expected products to be in the format of a report? visualizations? data pipelines? or can you elaborate more on the form of the deliverables?

For the consultant deliverables, we would request simple slide deck reports including numerical, tabular, and graphical representations of various measures. GDCI staff would then use these to include in its own reports.

What is the expectation/in what format should the Anticipated Scope of Work be delivered?

Given the nature of the work, we recognize that a more detailed scope, tasks, and deliverables will need to be developed upon the selection of the consultant. At this stage, we would request respondents provide their proposed scope of work and workplan by task and an hourly rate.

Does the role need to be completed by a self-employed consultant or can this be in the form of a secondment?

We do not have a specific preference, but we have worked most effectively with small teams or individuals in the past.

Do you have an idea of the likely start date?

We would likely begin in July 2024 and go through the end of 2024.

What is the budget available for this task:

The budget is $15,000 USD
Could we have an extension on the submission date?

We have extended the submission deadline to May 31, 2024.