



## Request for Proposals

### Data Preparation and Release Window

Revised: November 29, 2015

Deadline: rolling

#### Introduction

The Data Preparation and Release Window (DPRW), along with 3ie's [Replication Programme](#), are intended to increase the transparency of research, and thus the quality of evidence, that influences policymaking for development in low- and middle-income countries. The DPRW provides small contracts to the original authors of selected impact evaluations to prepare their raw datasets and accompanying codebooks for public use and to release them through 3ie's [Data Clearinghouse](#). The intent of the DPRW is to fill the gap in public data accessibility, as funding requirements and professional standards are catching up to the wave of impact evaluations in international development. DPRW is designed to help mitigate the costs of preparing older datasets for public release so that those data can be used for policy-influential analysis.

The DPRW and 3ie's Replication Programme are complementary. Only datasets used for impact evaluations in the replication programme's [Candidate Studies List \(CSL\)](#), selected under a 3ie Replication Window or selected for 3ie in-house replication studies are eligible for funding under DPRW. Studies are chosen for the replication programme based on whether they are influential, innovative and/or controversial. A key goal in the design of DPRW is to facilitate the catching up process, while still adhering to the programme's philosophy that making data publicly accessible is part of the core work of an impact evaluation in international development. As such, the window is only available for **datasets used in papers published before 1 September 2013**.

#### Eligibility

Eligible applicants must be one of the following types of authors:

- Original authors of studies on the 3ie CSL with a publication date before 1 September 2013.
- Original authors of studies selected under a 3ie's Replication Window with a publication date before 1 September 2013.
- Original authors of studies with a publication date before 1 September 2013 selected for 3ie in-house replication studies.

#### New Delhi

202–203, Rectangle One  
D-4, Saket District Centre  
New Delhi – 110017, India

3ie@3ieimpact.org  
Tel: +91 11 4989 4444

#### London

c/o LIDC, 36 Gordon Square,  
London WC1H 0PD  
United Kingdom

3ieuk@3ieimpact.org  
Tel: +44 207 958 8351/8350

#### Washington, DC

1029 Vermont Avenue, NW, Suite 1000  
Washington, DC 20005  
United States of America

3ieus@3ieimpact.org  
Tel: +1 202 629 3939

---

The original authors of all eligible studies are notified directly by 3ie when they become eligible.

Original authors may formally designate an individual to apply for the award and conduct the work under the DPRW. In such case, the original authors will still have primary responsibility for the provision of data and code for the replication and public release. However, 3ie would sign an independent consulting agreement with the designated individual in order for the individual to be paid for the work. Only one award is permitted for each candidate study.

*Note: Original authors of studies with a publication date after August 2013, who believe there are extraordinary circumstances that explain why the data and code cannot be provided easily for replication without this supplemental funding, may apply for an exemption to the eligibility cut-off date so that they may apply. Such requests should be submitted to [dprw@3ieimpact.org](mailto:dprw@3ieimpact.org). 3ie will send further information about the application requirements in these cases.*

## Duration of eligibility

A study selected for the CSL may change status from CSL to: (i) replication study awarded; (ii) data and code acquired; (iii) pure replication completed; (iv) completed replication study, or (v) unable to replicate. A study obtains the 'unable to replicate' status if an award is given to replicate it, but the original authors do not make the data and necessary code available. Generally, studies stay on the CSL until they are selected, although occasionally 3ie may remove studies from the list.

A study remains eligible for DPRW as long as it is listed in the replication programme's CSL or as a study that is not replicable. Original authors of these studies, subject to the publication date eligibility requirement, may submit an application at any time while the DRPW remains open.

In cases where a study is selected for a replication window award, the original authors will have two weeks from the date of notification to confirm that they will submit a DPRW application and five weeks from the date of notification to submit the application, if they want funds for data preparation and release. If the original authors decide not to apply at that time (and do not otherwise provide the data necessary for the replication study) the study will move from the awards list to the 'unable to replicate' list to give the replication researcher the opportunity to select another candidate study for replication. The original authors remain eligible to apply to the DPRW at a later date. If the data for a study become available at a later date, 3ie will review the 'unable to replicate' designation for the study.

## Terms

The specific terms of the [institutional \(for authors\)](#) and [individual consultant \(for designated individuals\)](#) contract templates may be found [here](#) in the template, which are available from 3ie. Key terms are summarised here:

- The data must be made publicly available on 3ie's [Data Clearinghouse](#).
- The data should be publicly released with all necessary documentation for replication as soon as possible after signing and within three calendar months of contract signing.
- The data should be raw data, cleaned for keying and coding errors, combined with the necessary documentation for transformations, such as the creation of new variables, the cleaning of outliers and the handling of missing values.

- Awardees will receive 50 per cent of the funding upon signing and the remaining 50 per cent once the data and documentation are public and have been checked by staff in the 3ie Data Preparation and Release Programme.

## Instructions to applicants

Applications include both a technical proposal and a proposed budget. The technical proposal should be submitted as a Microsoft Word file in a minimum 11-point font, not to exceed 10 pages, excluding the cover page.

The technical proposal must include the following elements:

- Description of the current state and location of the data and programme files.
- Explanation of the tasks necessary to get the data and coding into replication-ready state. Replication ready means that the data are the raw data used for the published study, and that the codebook(s) or log files provide sufficient information for third parties to understand any transformations made to the raw data in order to create the dataset eventually used for the analysis.
- Demonstration that no direct stakeholders to the original data collection and analysis required that the data be made available for replication or made public. These stakeholders include all funders of the impact evaluation, the institutions where the original authors are employed, the journal(s) where the study was published, and any implementing agency involved in funding or implementing the intervention evaluated in the study. The demonstration must include a link to the documentation showing that the stakeholder does not require data release for replication or public use (e.g. an online publication policy document) or a contact name, email address, and phone number for each stakeholder. If contact information is provided in lieu of documentation, applicants are responsible for acquiring written certification from each stakeholder affirming that original authors were not required to make data publically available. If needed, a one-time additional 30 days beyond the application deadline will be provided to demonstrate this certification.
- A work plan for preparing and releasing the data, including specification of where the data and codebook(s) will be made publicly accessible. A summary of qualifications for each individual proposed to work on the data preparation and release, who is not among the original authors. Full CVs are not required, and all qualifications submitted are counted against the page limit.

The cover page should include the full citation of the eligible study, the name and contact information of the primary applicant (in all cases), and the name and legal designation of the institution (if applicable).

The proposed budget should be submitted in the [3ie budget template](#). The ceiling price for each contract is US\$10,000. 3ie will sign only one institutional or short-term consultant agreement for each DPRW award. The budget must adhere to 3ie's [direct](#) and [indirect](#) cost policies. Independent consulting agreements may not include indirect costs or fringe rates and should include salary documentation to support rates listed.

**Applications should be submitted to [dprw@3ieimpact.org](mailto:dprw@3ieimpact.org).**

## Selection criteria

- Applications will be reviewed by at least two internal reviewers against the following criteria: Sufficient demonstration that no stakeholder in the original study has a prior standing requirement of the author(s) to make their data publically available;
- Sufficient work plan for providing raw data and codebook(s);
- Sufficient qualifications of any individuals not among the original authors; and
- Appropriate budget to the work plan.

The contracts funded through the DPRW are not selected in comparison to other applications but rather are scored according to sufficiency criteria. Each criterion must be sufficiently met, so there are no weights.

### **Notification**

3ie will strive to notify applicants of the award decision within two weeks of application submission. 3ie may request revisions or clarifications to applications. **Questions regarding this RFP may be sent to [dprw@3ieimpact.org](mailto:dprw@3ieimpact.org).**