Date: **18-March-2024**

Request for Quotation Notice

Mercy Corps is a non-religious, non-profit and non-governmental international humanitarian organization. Mercy Corps is powered by the belief that a better world is possible. Across the more than 40 countries in which we operate, we are working to address root causes of poverty head on and helping those caught in crisis not only meet their immediate needs but build a brighter future.

Mercy Corps New Initiatives Team is looking for a firm to provide generative AI expertise.

Mercy Corps would like to invite interested parties to submit quotes based on the scope of work below.

No	Procurement Number	Category	Deadline of Submission
1.	**HQ535**	Generative AI Pilot	Friday, March 29, 2024, at 5p.m. Pacific Time.

If you are interested in submitting a quote, to Mercy Corps Global Procurement team by **29 March 2024 by 1700hrs PST** according to the guidelines below**.**

- Email quote to gptenders@mercycorps.org with the Procurement number HQ535 in the email subject line.
- Ensure that the following information is present in the quote:
    - **Supplier name**
    - **Supplier address and contact information.**
    - **Registration or Tax Identification number**
    - **Information about the service quoted**
    - **A quoted price**
    - **The date of the quotation**
    - **The validity period of the quotation**
    - **Completion time**
    - **Payment terms**
- Please ensure that the quote does not exceed 5 pages.

1.   **Scope of Work**

Project Title: Generative AI Pilot for New Ini

Project Location(s): Remote

Background:

Mercy Corps is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we partner to put bold solutions into action — helping people triumph over adversity and build stronger communities from within.

The New Initiatives team (NI) and Technology for Development (T4D) team is housed within the Program Department's Technical Support Unit (TSU). It collaborates with Mercy Corps' global teams and external partners to unlock new possibilities that increase program quality, impact, and innovation, helping improve more lives through the power of technology. Our mission and purpose are to drive sustainable program impact through responsible application of existing and emerging digital technologies.

The New Initiatives (NI) team is part of the Technical Support Unit (TSU) with a mandate to increase agency revenue and business development competitiveness.

Purpose / Project Description:

This project will support the research and development of a Generative AI tool to support our New Iniatives group. The tool will support business development needs and may address one or more specific use cases.

- Generative Model Development:
    - o Implement advanced generative AI models to align with use cases for New Initiatives
    - o Optimize and fine-tune models to achieve optimal performance and efficiency
    - o NOTE: use of foundational models and OOB solutions such as AWS Bedrock, Azure OpenAI, GoogleAI, LangChain, HuggingFace, etc is acceptable and encouraged to streamline solution development; however, the MVP should leverage a closed data ecosystem - Mercy Corps data should not become available to the public or used to improve models
- User Interface Integration:
    - o As applicable, design and develop a MVP user interface to enable user testing and feedback
    - o OOB interfaces are acceptable
- Data Processing and Analysis:
    - o Work with proprietary datasets to extract relevant information and insights necessary for model training.
    - o Implement robust data preprocessing and cleaning pipelines to enhance model accuracy.
- Model Evaluation and Testing:
    - o Conduct thorough testing and validation of models to ensure reliability, stability, and performance.
    - o Implement and refine metrics for assessing model effectiveness.
- Documentation:

  o Document all aspects of the generative AI model development process, including code, methodologies, and findings.
  o Provide clear and comprehensive documentation for the user interface for ease of maintenance.

Objectives:

This project's objective is to pilot Generative AI/LLM technologies for business development to determine the feasibility of implementation at scale. For this pilot, the final product will enable one or more New Initiatives use cases. The project should deliver an MVP the NI team can leverage in their daily work and test for useability at scale.

Deliverables:

1. MVP products corresponding with each of the outlined activities above
2. Training with selected NI team members on the use and limitations of the MVP
3. All code, datasets, documentation, or workflows created for each activity above including:
   a. Inline documentation of code
   b. A technical handover document detailing how to run and troubleshoot (can take the form of a Github Markdown readme or pdf)
   c. High level diagrams of data flows/architecture as necessary
4. Recommendations for further development of the MVP

Timeframe / Schedule:

April 1 – June 30, 2024

The Consultant will report to:

- Senior Director, New Initiatives
- Director of Data Science, T4D

The Consultant will work closely with:

- New Initiatives team members