

**REQUEST FOR PROPOSAL
Research Consultancy**

1. INTRODUCTION

1.1 Purpose

The purpose of this Request for Proposal (RFP) is to invite prospective service providers to submit a methodology proposal, quotations and technical specifications to undertake a pre-election assessment. The RFP provides service providers with the relevant operational and performance requirements.

1.2. Coverage & Participation

Transparency Maldives (TM) reserves the right not to enter into any contract, to add and/or delete elements, or to change any element of the coverage and participation **prior to the award** without prior notification at any time without any liability or obligation of any kind or amount.

2. GENERAL INFORMATION

2.1 The Organisation

Transparency Maldives (TM) is a non-partisan organization that endeavours to be a constructive force in society by promoting collaboration and discussion on corruption, transparency, and accountability. TM seeks to engage with stakeholders from all sectors (government, business, political and civil society, among others) to raise awareness of corruption’s detrimental effects on development and society, improve transparency and accountability in governance, and eliminate corruption from the daily lives of people.

Transparency Maldives received formal government registration in 2007, and is the National Contact of Transparency International in the Maldives.

2.2 Schedule of Events

The following tentative schedule will apply to this Request for Proposal (RFP), but it may change in accordance with TM’s needs or unforeseen circumstances. Changes will be communicated by email to all service providers.

Event	Date
Release of RFP	22 November 2017
Information Session	<p>26 November 2017, 15:00 hrs</p> <p><u>Venue:</u> Transparency Maldives G. Liverpool North Shabnam Magu (road opposite the mosque in front of Galolhu Stadium) Phone: 330 4017</p> <p>RSVP your attendance to Thoriq Hamid on thoriq.hamid@transparencymaldives.org. Title should read “Information Session”.</p>

Questions from Service Providers Due	28 November 2017
Answers from TM	29 November 2017
RFP Closes – All Bids Due	2 December 2017, 23:00 hrs

3. PROPOSAL PREPARATION INSTRUCTIONS

3.1 Service Providers' Understanding of the RFP

In responding to this RFP, the service provider accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to TM as necessary to gain such understanding. TM reserves the right to disqualify any service provider who demonstrates less than such understanding. Further, TM reserves the right to determine, at its sole discretion, whether the service provider has demonstrated such understanding. Such disqualification shall be at not fault, cost, or liability whatsoever to TM.

3.2 Good Faith Statement

All information provided by TM in this RFP is offered in good faith. Individual items are subject to change at any time. TM makes no certification that any item is without error. TM is not responsible or liable for any use of the information or for any claims asserted there from.

3.3 Communication

Apart from the verbal communication that shall take place during the Information Session as per Schedule of Events in 2.2, other verbal communication shall not be effective unless formally confirmed in writing by a TM staff in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

3.3.1 Service Providers' Inquiries Applicable terms and conditions herein shall govern communications and inquiries between TM and service providers as they relate to this RFP. Inquiries, questions and requests for clarification related to this RFP are to be directed in writing to:

Ibrahim Thayyib
ibrahim.thayyib@transparencymaldives.org

Thoriq Hamid
thoriq.hamid@transparencymaldives.org

3.3.2 Formal Communications shall include, but are not limited to:

- Questions concerning this RFP must be submitted in writing.
- Service providers shall recommend to TM any discrepancies, errors, or omissions that may exist within this RFP. With respect to this RFP, service providers shall recommend to TM any enhancements, which might be in TM's best interests.
- Inquiries about technical interpretations must be submitted in writing.

3.3.3 Addenda TM will make a good-faith effort to provide a written response to the questions or request for clarification that requires addenda per the Schedule of Events in 2.2.

3.4 Proposal Submission

It is mandatory for service providers to send a proposal and a budget in electronic copy via email to ibrahim.thayyib@transparencymaldives.org on or prior to 23:00 hrs on 2 December 2017.

3.5 Criteria for Selection

TM will evaluate bids based on the following criteria:

Candidate Experience - candidate has successfully completed similar projects and has demonstrable experience in conducting research (i.e. defining scope of research; developing methodology; developing a theoretical framework; identifying stakeholders; conducting interviews and focus group discussions)	30%
Candidate Qualifications - candidate has demonstrable qualifications to undertake the assignment. Please provide qualifications of all team members	20%
Methodology Proposal	30%
Cost Proposal	10%
Proposed Work Plan	10%

3.6 Selection & Notification

Service providers determined by TM who possess the capacity to compete for this contract will be selected. The selected provider will be notified. Those service providers not selected for the negotiation phase will not be notified.

4. SCOPE OF WORK & GUIDELINES

Election observation is a key component of the work TM undertakes to promote electoral integrity and public confidence in electoral processes. To date TM has observed major national-level elections in the Maldives, including the first multi-party Presidential Election in 2008 and again in 2013, Parliamentary Election in 2009 and 2014, and Local Council Election in 2011 and 2017.

As with all TM's major election observation efforts, a key component of the election observation programme is undertaking a pre-election assessment to feed into the larger advocacy work TM does around elections. Therefore, in preparation for the 2018 Presidential Election, TM intends to conduct a comprehensive assessment of the pre-election political and electoral environment of the country. The assessment should include:

- An analysis of the electoral legal framework.
- An analysis of the conditions for a free, fair and credible election process and the extent to which Maldives meet these conditions.
- An analysis of the political environment within which the 2018 Presidential Election will take place and a projection of anticipated challenges.
- Anticipated areas of concern in electoral administration based on past elections and political developments.
- The status of media freedoms in the Maldives and implications for the Presidential Election.
- Anticipated issues in vote buying and campaign financing.

The Consultant shall:

- Submit a work plan with data collection and analysis, not exceeding 3 months.
- Submit a detailed methodology to conduct the pre-election assessment.
- Identify key stakeholders and provide a list of stakeholders to be interviewed.
- Arrange necessary meetings with stakeholders and conduct interviews and/or focus group discussions.

- Undertake a desk review of existing literature pertaining to elections and political and electoral environment of the Maldives.
- Produce a draft report analysing electoral legislations and pre-election political and electoral environment together with recommendations.
- Present the findings of the assessment report to TM staff.
- Facilitate a multi-stakeholder workshop to validate the findings of the report.
- Produce final report with feedback from TM and stakeholders considered.

5. FUNCTIONAL REQUIREMENTS

The Contractor is expected to start the assignment in December 2017 for a period of 3 months.

6. FORM/CONTENT OF THE RESPONSE

Service providers must provide the following information in order for their proposal to be considered. Both individuals or teams may submit proposals.

1. Details about the service provider:

- Describe your experience in conducting research.
- Provide a brief description of each team member and a statement of how team members meet the knowledge and skills needs of the assignment.

2. Technical proposal detailing:

- Proposed research methodology.
- Proposed work plan from start to finish.
 - The work plan for assignment will be evaluated. In addition, the work plan will be part of the contractual agreement; therefore, a realistic work plan for completion is requested.

3. Evidence of successful completion of an assignment of a similar size and complexity. Please provide a list of assignments and reference contacts. Please also provide the URL for completed reports, studies, etc undertaken. Only links that are live will qualify during evaluation.

7. BUDGET & ESTIMATED PRICING

Service providers are required to fill out the following cost breakdown. Pricing must be in Maldivian Rufiyaa. Unit prices are required and in the case of discrepancies between unit price and total price, the unit price will be taken as reference basis in the evaluation. Technical Specification must be shown per each item.

No.	Item Description	Technical Specifications	QTY	Unit	Total
1.					
2.					
3.					
	Total				MVR _____

8. ADDITIONAL TERMS & CONDITIONS

8.1 Non-Disclosure Agreement

TM reserves the right to require any respondent to enter into a non-disclosure agreement.

8.2 Costs

The RFP does not obligate TM to pay for any costs, of any kind whatsoever, which may be incurred by a respondent or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of TM, subject to claims of confidentiality in respect of the Response and supporting documentation.

8.3 Intellectual Property

The respondent should not use any intellectual property of TM including, but not limited to, all logos, registered trademarks, or trade names of TM, at any time without the prior approval of TM, as appropriate.

8.4 Respondent's Responses

All accepted Responses shall become the property of TM and will not be returned.

8.5 Partial Awarding

TM reserves the right to accept all or part of the quotation when awarding the purchase order.

8.6 No Liability

TM reserves the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability.

TM shall not be liable to any respondent, person, or entity for any losses, expenses, costs, claims or damages of any kind:

- Arising out of, by reason of, or attributable to, the respondent responding to this RFP; or
- As a result of the use of any information, error, or omission contained in this RFP document or provided during the RFP process.

8.7 Entire RFP

This RFP, any addenda to it, and any attached schedules, constitute the entire RFP.

End of RFP