

REQUEST FOR PROPOSALS

DEVELOPMENT OF HANDBOOK ON CAREER GUIDANCE FOR YOUTH WHO ARE SOCIALLY AND ECONOMICALLY DISADVANTAGED

Announcement No.	TM/RFP/2022/018
Project:	PRIME
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Deadline due:	14 November 2022 at 23:59hrs
Point of Contact:	procurement@transparency.mv

1. Organizational Background

Transparency Maldives (TM) is a non-partisan organization that endeavors 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. TM continues to support grassroots movements, promoting community empowerment and social cohesion.

2. Eligibility: Individuals

3. Period of Performance: 80 Days

4. Scope of Work and Guidelines:

4.1 Background

Maldivian young people, especially those living in outer atolls have fewer higher education and employment opportunities. Marginalized young people, including those who have existing criminal records, drop out of school or migrate from their home islands, struggle to find stable employment because they lack guidance and information on the demands of the labor market. Career guidance support is also limited in schools across the country and many young people feel that their education has neither helped them get a job nor prepared them well for adult life. Additionally, the lack of social support and other unfavorable socioeconomic conditions often probe young people to get into a career for survival needs without sufficient knowledge of career orientation, career planning, career management and development. The current education system also focuses heavily on qualifications,

and it limits creativity or critical thinking, and students are directed to focus on exam success, a particularly dispiriting way to teach the less academically inclined. Recent studies have also highlighted that careers guidance was almost entirely lacking and young people are disheartened and directionless as they leave school, not knowing what is in store for them next.

In order to create a more supportive environment that can guide marginalized and disadvantaged young people in making career decisions, Transparency Maldives is seeking services of an expert to develop a streamlined and consolidated handbook for career guidance counsellors and other relevant service providers through identifying challenges and opportunities within existing frameworks and building capacities to ensure maximum reach to young people who are socially and economically disadvantaged.

4.2 Objectives, Scope and Description of Activities

The primary objectives of the consultancy services to develop a Handbook on Career Guidance for youth who are socially and economically disadvantaged are:

- To build on the discipline and practices of career guidance and career counselling in the Maldives by building the theoretical understanding of career guidance, practical approaches, and contextualized interventions for youth who are socially and economically disadvantaged
- To improve and broaden the knowledge and capacities of services relating to career planning and development and build the capacity of career guidance related service providers
- To develop and offer tools for connecting with local resources and assistance to support vulnerable youth in actively managing their career path, setting objectives, and making decisions
- To develop a book of reference and practical resources such as training manuals, self-assessment questionnaires, and exercises which can be used in designing, managing, and implementing various career guidance services by a multitude of stakeholders
- To train facilitators to effectively deliver career guidance, career preparation skills and self-development, with a sensitivity to at-risk and vulnerable youth by guiding vulnerable individuals through various educational, vocational, entrepreneurial, and psychosocial interventions
- To identify and recommend the best modalities of engagement and career guidance. Engagement to include state actors, employers, educational institutions, career institutions, CSOs, and private institutions.

Based on these key objectives, the scope of the consultancy services is to develop a handbook on career guidance targeting youth who are socially and economically disadvantaged, to be used for career guidance and counselling service providers which includes:

- I. Theoretical perspectives, definitions, and models for providing vulnerable youth with career guidance and counselling including career types, career development, and career orientation.
 - II. Overview of the existing career guidance and associated services in the Maldives.
 - III. Various career counseling interventions, including vocational and entrepreneurial interventions, for persons who are not academically inclined or are interested in vocational and/or entrepreneurial ventures.
 - IV. Psychosocial interventions that can help youth who are socially and economically disadvantaged establish career paths by improving their self-awareness and self-esteem, as well as interventions that can help parents support in the career planning process.
 - V. Guidance and appropriate tools for developing skills needed in today's professional environment, such as digital literacy, research, leadership and proactiveness, communication and interpersonal skills, time management, and so on.
 - VI. Steps in the career planning process, as well as career preparation tools for building abilities to pursue employment and manage the job-hunting process, such as development of CV/ Resume, cover letters, interview skills, portfolios, networking skills, and so on.
 - VII. Assessments, toolkits, exercises, and quizzes that can be administered by a career guidance counselor to assess youth's skills, interests, aptitudes, personality types, career fields, and career values to help them gain self-awareness, understand their desired career orientation, and progress in their career development.
 - VIII. How to design, plan, manage, and implement various career guidance and counselling activities and services such as workshops, career fairs, career courses, web-based career guidance, one-on-one counseling, job seeker follow-ups and so on.
- ***Please note that the scope outlined above is a guide and not meant to limit the content of the handbook or the methodology of developing the handbook. The final scope will be determined through consultation with the client and consultant and the submission of the handbook outline***

4.3 Key tasks to be accomplished:

- 1. Proposing an outline for the career guidance handbook**
 - a. Propose an outline of a career guidance handbook based on international best practices, with Maldivian cultural sensitivity, focusing on youth who are socially and economically disadvantaged.
- 2. Develop a detailed career guidance handbook**
 - a. Develop a detailed career guidance handbook based on the finalized outline and scope, including the theoretical understandings, skills test and aptitude assessment tools, facilitator training manual (including facilitator guides, training materials) and monitoring, evaluation and learning tools for the program.
- 3. Train facilitators to implement career guidance services and programs**
 - a. Train facilitators to design and implement career guidance services to youth who are socially and economically disadvantaged
- 4. Revise and finalize the career guidance handbook**
 - a. Based on stakeholder input, facilitator feedback and client feedback, bring necessary revisions and finalize the handbook.

4.4 Deliverables and Timeline

Deliverable	Timeline (tentative)
1. Submit proposed outline of a career guidance handbook based on international best practices.	15 days
2. Produce the Career Guidance Handbook including various skills and aptitude assessment tools facilitator training manual (including facilitator guides, training materials), and M&E tools for the program	40 days
3. Conduct facilitator trainings for relevant stakeholders and career guidance service providers	15 days
4. Finalize the career guidance handbook and training manuals, including assessment tools and M&E tools based on the feedback from client and facilitators training.	10 days

5. Form and Content of the Response

Submit application via the website link for the RFP announcement. Must upload each of the required documents in the applicable section.

5.1 Technical Proposal

The technical proposal should include the following information:

Statement of Experience: This section should outline a statement of the Service Provider's capabilities and include details of previous related assignments of similar complexity and subject matter. Please provide a list of projects and reference contacts.

Statement of Qualifications: This section should describe the Service Provider's professional qualifications. Please include CV/resume providing evidence of how the Service Provider meets the knowledge and skills needs of the assignment.

Proposed Methodology: This section should demonstrate the Service Provider's methodological approach for meeting the specifications set out in this RFP.

5.2 Financial Proposal

Financial Proposals must be inclusive of all costs and must address all requirements stated in the RFP, in line with the Offeror's Technical Proposal. The only circumstance under which TM will accept any price changes from what is included in the Offeror's proposal or will accept additional charges beyond what is included in the proposal, is if TM modifies the requirements in writing to all prospective Offerors. Financial Proposal must be submitted according to the template provided in Annex 1 of this RFP.

Offeror should separately mark any recommended options not specifically required or addressed in the Statement of Work or elsewhere in the RFP. Offerors shall note any exceptions to the specifications listed in the Statement of Work and provide alternate prices.

All proposed prices and delivery dates shall be valid for a period of ninety (90) days following the date of submission, unless otherwise clearly specified by the Offeror.

6. Conflict of Interest Statement

All Service Providers and relative team members and staff that will participate must sign the conflict-of-interest statement given in Annex 2 of this RFP and submit it along with their application. Applications without the conflict-of-interest statement will be considered incomplete and TM reserves the right to reject such applications.

7. Evaluation of applications

Proposals which conform to the requirements stated in this RFP which are received by the Submission Due Date and Time will be evaluated for award on the basis of the Best Overall Value to TM and the Donor. Best Overall Value will be determined by TM on the basis of the Technical Evaluation Criteria and financial evaluation Criteria as set forth below.

TM will evaluate proposals based on the following criteria: Selection Criteria	Points	%
1. Technical Proposal	60	%
1.1 Proposed methodology and approach		
<ul style="list-style-type: none"> Approach and methodology to achieving desired outcomes, as per the Statement of Work 	20	
<ul style="list-style-type: none"> Work plan and approach to successfully achieving each deliverable, as per the Statement of Work 	10	%
1.2 Service Provider's Experience		
The following aspects will be considered strongly under experience and service providers are requested to provide references to support their relevant previous work undertaken if possible;		
<ul style="list-style-type: none"> Previous experience in developing career guidance handbooks or other knowledge-based products in a related field 	20	%
<ul style="list-style-type: none"> Experience in engaging with government, civil society is desirable. 	10	
<ul style="list-style-type: none"> Familiarity with working with socially and economically disadvantages youth, and socioeconomic issues in the Maldives 	10	
1.3 Service Provider's Qualification		
<ul style="list-style-type: none"> PHD / Master's Degree in Education, Counselling, Psychology, Social sciences 	5	
<ul style="list-style-type: none"> At least five years of extensive experience working in career guidance, social cohesion, gender issues, or a combination of education and/or teaching experiences. 	10	
<ul style="list-style-type: none"> Demonstrated gender awareness and sensitivity, and ability to integrate a gender perspective into tasks and activities. 	5	
<ul style="list-style-type: none"> Demonstrate knowledge of current concepts, practices, methods, and techniques of Career guidance 	10	%
Note:		
<ul style="list-style-type: none"> <i>Service Providers are requested to submit educational certificates (with transcripts) to support their merit and list of relevant short-term training undertaken.</i> 		
<ul style="list-style-type: none"> <i>Ability to establish and maintain effective and constructive working relationships with people of different cultural backgrounds while maintaining impartiality and objectivity.</i> 		
<ul style="list-style-type: none"> <i>Flexibility and ability to work under time pressure to meet tight deadlines</i> 		
2. Financial Proposal	40	%

Additional Notes:

- Offeror is requested to provide references to support their previous work undertaken.
- For a firm/team of individuals submit a proposal, experience will be assessed based on the individual team members and those of the firm (if application.)
- For a firm/team of individuals, qualification will be assessed based on the combination of the proposed team. Ideally, the team should possess a combination of expertise in the required fields of education.
- In addition to educational qualification, short-term training in relevant areas will also be considered.
- Offerors are requested to submit detailed CVs, educational certificates (with transcripts) to support their merit and list relevant short-term training undertaken.

8. Type of Contract

TM intends to award a Fixed-Price contract as a result of this RFP, though other types of subcontracts may be employed if required. All services and/or supplies must be delivered within date(s) stated above in the Summary section under “Anticipated Period of Performance”.

9. Additional Guidance to Offerors

i. Eligibility Requirements

To ensure that TM does not subcontract to vendors that have been debarred, suspended or proposed for debarment, and to prevent against supporting vendors determined to have committed or pose a significant risk of committing actions of terrorism that threatens national, and US interests, all apparently successful applicants will be checked against the US Government’s Excluded Parties List. As such, TM will perform a search for the applicant’s name on the Excluded Parties List (<http://www.sam.gov>)

1. System for Award Management (SAM) (database maintained by the SAM for Excluded Parties List System (EPLS) available at: <http://www.sam.gov/>).
2. Master list of Specially Designated Nationals and Blocked Persons List maintained by the U.S. Treasury for the Office of Foreign Assets Control (OFAC List) available at: <http://www.treasury.gov/resource-center/sanctions/SDNList/Pages/default.aspx>.
3. United Nations Security designation list available at:
4. http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml

TM will also consider all information about the proposed vendor of which it is aware and all public information that is reasonably available to prior to awarding the project.

TM will also require all vendors (excluding individuals) to submit Data Universal Numbering System (DUNS1) number for any subcontract over under US\$25,000. DUNS registrations and active Systems SAM2 registration will be required for all vendors (above the value of US\$25,000) prior to signing the contract. Details of SAM registration.

ii. Language

Offerors shall provide all proposal documentation in English.

iii. Offeror's Understanding of the RFP

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

iv. Source and Nationality (USAID)

The USAID authorized geographic code for the procurement of goods and services under TM's contract is Code 937 (the United States, the recipient country, and developing countries other than advanced developing countries, but excluding any country that is a prohibited source). A current list of eligible countries and further information on Source and Nationality may be found at www.usaid.gov/ads/policy/300/310. Offerors must agree that no services will be rendered through a Offeror in any foreign policy restricted country or any designated "prohibited source".

10. Additional Terms and Conditions

i. Coverage & Participation

¹ A DUNS number is required for non-U.S. organizations submitting proposals in the amount of \$25,000 or more. A DUNS number is required for U.S. applicants regardless of the grant amount. The contract finalization will be contingent upon the organization providing a DUNS number and completing the . Organizations who fail to provide a DUNS number will not receive a grant. To register visit: <https://www.dnb.com/duns-number.html>

² For more details on registering in SAM visit <https://sam.gov/content/home>

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.

ii. Service Providers' Understanding of the RFP

In responding to this RFP, service providers accept full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to TM as necessary to gain such an 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 Service Providers have demonstrated such understanding. Such disqualification shall be at not fault, cost, or liability whatsoever to TM.

iii. Good Faith Statement

All information provided by TM in the 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.

iv. Communication

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

- Questions and inquiries concerning this RFP must be submitted in writing to procurement@transparency.mv
- 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.

v. Non-Disclosure Agreement

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

vi. Costs

The RFP does not obligate TM to pay for any costs, of any kind whatsoever, which may be incurred by an Offeror or any third parties, in connection with the proposal development.

vii. Intellectual Property

Offeror shall 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.

viii. Modification and Withdrawal of RFP

TM reserves the right to modify by written notice the terms of this RFP at any time in its sole discretion. TM also reserves the right to withdraw this RFP at any time—with or without statement of cause—prior to actual award.

ix. Multiple Awards and No Obligation to Award

TM may accept any item or group of items of a proposal, unless the offeror qualifies the proposal by specific limitations such as “all or none”. TM reserves the right to make an award on any item for a quantity less than the quantity proposed, at the unit prices proposed, unless the Offeror specifies otherwise in the proposal. Proposals will be evaluated on the basis of advantages and disadvantages to TM and USAID in making multiple awards or awarding less than full quantity. TM reserves the right to issue more than one award. TM may reject any or all offers or not award a contract under this RFP if such action is in the best interests of TM, its Client, or the Host Country. TM may also waive informalities and minor irregularities in offers received, should such actions be in the best interest of TM, its Client, or the Host Country. The issuance of any contract resulting from this solicitation is subject to the prior approval from TM’s client.

x. 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 service provider, person or entity for any losses, expenses, costs, claims or damages of any kind; or

Arising out of, by reason of, or attributable to, the Service Provider responding to this RFP;

As a result of the use of information, error or omission contained in this RFP document or provided during the RFP process.

11. Entire RFP

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

ANNEX 1: COST PROPOSAL

Offerors are required to fill out the following cost breakdown. Unit prices are required in the case of discrepancies between unit price and total price, the unit price will be taken as a reference basis in the evaluation.

Pricing must be in US Dollars

RFP Title:

Date:

A: Cost Breakdown per Deliverable

Deliverable	PRICE (All Inclusive)

**This shall be the basis of the payment tranches.*

B: Cost Breakdown by Component

No.	Activities	Quantity	Rate	No. of Days	Total Amount
A	Key Human Resources				
1	Consultant				
Subtotal A					
B	Administrative Costs				
1	Eg: Interviews				
Subtotal B					
C	Total A+B				
D	GST (6%) if applicable				
E	Grand Total (C+D)				

N. B. Administrative and other associated costs, if any, should be built into the above headings proportionately.

Name:

Designation:

Signature:

ANNEX 2: PREREQUISITES CONFLICT OF INTEREST AND FRAUD REPORTING STATEMENT

Conflict of Interest

TM's subcontractors, grantee and vendors at all levels have an obligation to disclose all personal relationships and financial interest related to the Project, as these can consist of real or potential conflicts of interest. Non reporting can result in termination of the agreement/contract or disqualification from this solicitation and being blacklisted for future solicitation opportunities.

By signing this Pre-requisite certification, the Offeror agrees to certify that

1. you do not have any real or potential conflict of interest with this project; OR you have disclosed any existing or potential conflicts of interest, including any close familial, or financial relationships with TM (including staff and members) and other offerors submitting proposals for this solicitation; and as part of your submission;
2. you will update this disclosure promptly if relevant circumstances change and report to the relevant TM's Point of Contact; these would include personal, professional or financial relationship with TM and any other offerors submitting proposals; and
3. you understand that not reporting any real or potential Conflict of Interest can result in the disqualification of the proposal, or in suspension/termination of the agreement/subcontract or purchase order.
4. The prices in the bid/proposal/application/quote have been arrived at independently, without any consultation, communication, or agreement with any other bidder or competitor for the purpose of restricting competition.
5. All information in the proposal and all supporting documentation are authentic and accurate.

Fraud Reporting

TM employees and agents are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business.

Should any person demand/request consideration in exchange of this solicitation or promises successful selection, in exchange for consideration, or to report any potential violations against this solicitation, please contact ethics.committee@transparency.mv.

Signature:

Date:

Name:

Title/ Position:

Entity name:

(For firms/organizations only)

Address:

End of RFP