

## REQUEST FOR PROPOSALS

### Videography Consultancy

Announcement No.	TM/RFP/2022/021
Project:	Civic Education Project - IFES
Published on:	5 <sup>th</sup> December 2022
Inquiry Submission:	12 <sup>th</sup> December 2022
Deadline due:	19 <sup>th</sup> December 2022 AT 11:59PM
Point of contact:	<a href="mailto:procurement@transparency.mv">procurement@transparency.mv</a>

#### 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.

Transparency Maldives received formal government registration in 2007, and is the National Chapter of Transparency International (TI) in the Maldives.

#### 2. Eligibility: Organizations / Firms / Individuals

#### 3. Period of Performance: 75 Days

#### 4. Scope of Work and Guidelines:

Transparency Maldives, in collaboration with IFES, is currently implementing a Civic Education Project which aims to review the current civic education curriculum in the Maldives and develop support materials for teachers. A comprehensive civic education curriculum is imperative so that students understand the importance of active participation in the society in order to contribute to policy-making, and addressing different issues within the society. Decisions made at the societal level should always be informed by the people living in that society, and building a socially and politically aware youth population is an important step towards this. A civic education curriculum is also important so

that the youth are better able to understand how to work together with decision makers and to hold them accountable.

As part of this project, it is proposed to develop three short videos based on civic education which can be used by teachers and other educators to teach students and youth about (1) the importance of active citizen participation, (2) youth advocacy, and (3) about the significant historical and cultural sites in the Maldives.

A key feature of a functional and vibrant democracy is a citizenry that actively participates in the society. To facilitate this, the youth population should be encouraged to think about what it means to meaningfully engage with each other in matters related to the society. To do this, the negative connotations attached with political conversations, especially when carried out by younger populations, should be addressed. This should be coupled with highlighting that all political decisions have implications on our daily lives, and that it is possible to engage in political conversations without being partisan. Doing this would enable students to think more critically about issues that affect them, and also encourage them to find avenues to voice their concerns and ideas and figure out ways in which they can help solve those issues.

Youth advocacy is another important feature of a healthy democracy. Youth advocacy has always been an important part of informing policy making, especially matters closely related to youth. It will be helpful for Maldivian youth to get a better understanding of the youth advocacy history to contextualise the role that young people have played in making positive contributions to policy making in the Maldives. The young population should be actively involved in policy making related to issues that are relevant to them, such as education, environment, and employment policy, among others.

Learning about the significant historical and cultural institutions in the Maldives can also help students understand how different institutions have affected the Maldivian society. However, given the geographical distribution of the islands, accessing or visiting different sites with historical significance, such as the Hukuru Miskiy or the Utheemu Ganduvaru, has been difficult for some students depending on where they study. A video that explores these sites, and offers a virtual tour of them, will be a great resource for students living far from such sites.

#### **4.1 Background**

TM is a strong advocate for civic education, as instilling values of civic responsibilities, understanding citizens' rights and empowering citizens to hold their public officials accountable are all important to improve local governance, increase integrity of governance systems, and to eliminate corruption. Civic education is also important to encourage wider public participation and to instil values of human rights, tolerance, humility, and respect among the citizens, including youth and young children. Since TM's inception, civic education has been an integral part of all of TM's projects, including its election integrity, local governance, and heritage programmes.

#### **4.2 Objectives, Scope, and Description of Activities**

The key objectives of the three supplementary videos, respectively, are:

- a. Explain the importance of active participation in society
- b. Explain the importance of youth advocacy in policy making
- c. Offering a virtual tour of selected significant historical sites, along with explanation of why they are important

It is proposed to develop these supplementary civic education materials so that they can be used by teachers and in extra-curricular activities by school clubs. The supplementary materials can also be used as resource materials by TM in its voter education as well as by other civil society organisations and educators to promote civic values in the country.

The three videos should be aimed at helping students understand and raise questions about what it means to be a citizen, and how they can participate in the society that they live in by making positive contributions. In addition to this, they should also encourage students to think about how decisions made at the level of the society affect them, and what are the ways they can positively and constructively contribute to these decisions.

#### **Scope and Description of Activities:**

Development of three 3-5 minute videos, aimed at students in grades 7 and 8, based on the following topics:

- Video 1: active citizen participation
- Video 2: youth advocacy and policy making
- Video 3: historical sites in the Maldives

#### **Expected Outputs:**

The Service Provider is expected to:

- (a) Develop three short videos according to the scope set by TM
- (b) Incorporate the content material provided by TM and all the objectives in collaboration with TM
- (c) Make any necessary changes to the videos as suggested by TM
- (d) Make the videos in Dhivehi, with English subtitles and sign language interpretation

**4.3 Deliverables and Timeline**

<b>Deliverable</b>	<b>Timeline (tentative)</b>
Develop Timeline	5 days
Develop Storyboards for the Videos	15 days
Incorporate Comments from TM and Resubmit Storyboards	10 days
Submit Draft Videos	30 days
Incorporate Comments from TM and Finalise all Three Videos	15 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 or team members’ capabilities and include any relevant experience. Any similar previous assignments of similar complexity and subject matter can be included. Statement of experience is not required to be limited to video production.

Statement of Qualifications: This section should describe the Service Provider’s or team members’ professional qualifications and any other relevant qualifications. Please include CV/resume, providing evidence of how the Service Provider or team members meet the knowledge and skills that are required for the assignment.

Proposed Methodology: This section should demonstrate the Service Provider’s or the team’s methodological approach for meeting the specifications set out in this RFP. This should include a work plan according to the timeline set in the RFP.

**5.2 Financial Proposal**

Please see Annex 1 of this RFP

**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**

The applications will be evaluated based on their merit and experience in undertaking this assignment. The following criteria will be used to award scores for applications:

TM will evaluate proposals based on the following criteria:	%
<b>Selection Criteria</b>	
<b>1. Technical Proposal</b>	<b>80%</b>
<b>1.1 Proposed methodology and approach</b> <ul style="list-style-type: none"> <li>• Proposed individual concepts for the three videos</li> <li>• How well the scope of task is defined and how well it corresponds to the RFP</li> <li>• Adequacy of methodology for collecting information and data for the videos</li> <li>• Clarity of presentation, and the efficiency of the sequence of activities and the planning and logistical matters</li> <li>• Relevance and applicability of the concepts provided to the intended age group</li> <li>• Methodology for incorporating the content and comments provided by TM into the videos</li> <li>• Timeline and work plan for finishing the videos</li> </ul>	50%

<p><b>1.2 Service Provider’s Experience</b></p> <ul style="list-style-type: none"> <li>• Reputation, competency and reliability of firm and staff/team members – this will be scored after reviewing relevant references. Please provide reference letters.</li> <li>• Level of quality assurance procedures and mechanisms in place to ensure quality of research and strategy development, and of the final output</li> <li>• Experience from previous similar projects, and any other relevant projects. Please provide a list of projects and reference contacts.</li> <li>• Research experience from previous similar projects.</li> </ul>	20%
<p><b>1.3 Service Provider’s Qualification</b></p> <ul style="list-style-type: none"> <li>• Diverse team with qualifications, skills and experience in areas of videography and Social Sciences or a relevant field of education.</li> <li>• Professional qualifications in area of specialization</li> </ul> <p>Service Providers are requested to submit educational certificates (with transcripts) to support their merit and list of relevant short-term training undertaken.</p>	10%
<p><b>2. Financial Proposal</b></p>	<b>20%</b>

**8. Additional Terms and Conditions**

**a) 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.

**b) 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.

**c) 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.

**d) 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](mailto: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.

**e) Non-Disclosure Agreement**

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

**f) Costs**

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

**g) Intellectual Property**

Service Providers 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.

**h) Service Provider's Proposals**

All proposals and supporting documentation shall become the property of TM, subject to claims of confidentiality in respect of the proposal and supporting documentation.

**i) Partial Awarding**

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

**j) 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.

**9. Entire RFP**

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



**ANNEX 1: COST PROPOSAL**

Service Providers 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 **USD or MVR** (please select as appropriate).

**Bid Title:**

**RFP No.:**

**Applicant:**

**Date:**

**Cost Breakdown by Component**

No.	Activities	Quantity	Rate	No. of Days	Total Amount
A	Key Human Resources				
1	Eg: Budget analyst				
Subtotal A					
B	Administrative Costs				
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: CONFLICT OF INTEREST STATEMENT

Transparency Maldives (TM) is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical capacity. TM does not tolerate fraud, collusion among bidders, falsified proposals/bids, bribery, or kickbacks. Any entity or individual violating these standards will be disqualified from this procurement and barred from future procurement opportunities.

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.

By signing this certification, the bidder agrees to:

- Disclose as part of the proposal submission any close, familial, or financial relationships with TM staff and members. For example, the bidder must disclose if a bidder's mother conducts volunteer trainings for TM.
- Disclose as part of the proposal submission any family or financial relationship with other bidders submitting proposals. For example, if the bidder's father owns a company that is submitting another proposal, the bidder must state this.
- Certify that 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.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to TM's prohibitions against fraud and bribery.

Please contact [procurement@transparency.mv](mailto:procurement@transparency.mv) for any questions or concerns regarding the above information or to report any potential violations.

Signature:

Date:

Name:

Title/ Position:

Entity name (for firms/organizations only):

Address:

*End of RFP*