

**REQUEST FOR PROPOSALS**  
**Research Consultant to conduct two Pre-Election Assessments**

Announcement No.	TM/RFP/2023/004
Project:	Election Observation 2023
Published on:	30 March 2023
Information Session:	5 April 2023 @ 11 AM at Transparency Maldives Office, 3 <sup>rd</sup> floor
Deadline:	13 April 2023
Point of contact:	<a href="mailto:procurement@transparency.mv">procurement@transparency.mv</a>
General FAQ:	<a href="#">FAQ.docx</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. Project Duration:** Mid April 2023 to Early June 2023 for Presidential Election and Early December 2023 to End of January 2024 for Parliamentary Elections.

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

TM is seeking the services of a research consultant to conduct two comprehensive analyses of the pre-election political and electoral environment of the country prior to the 2023 Presidential Election and 2024 Parliamentary Elections. The analyses should include:

- Assessments of the electoral legal framework.
- Assessments of the conditions for a free, fair and credible election process.
- Assessments of the political environment within which the 2023 Presidential Elections and 2024 Parliamentary Elections will take place and a projection of anticipated political challenges in both elections.
- Anticipated areas of concern in electoral administration based on past elections and new political developments.
- The status of media freedoms in the Maldives and implications for both the elections.
- Anticipated issues in abuse of state resources, vote buying and campaign financing.
- The participation of politically disadvantaged groups.

The Consultant is expected to produce two detailed reports on findings along with recommendations of best practices and areas of improvement for both assessments.

#### 4.1 Background

Election observation is a key component of the work Transparency Maldives 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 Elections in 2008, 2013 and 2018, Parliamentary Elections in 2009, 2014 and 2019, and Local Council Election in 2011, 2017 and 2021. As with all TMs election observation efforts, a key component of the Election Observation Programme is undertaking a pre-election assessment. TM undertook similar pre-election assessments in preparation for the 2013 and 2018 Presidential Elections, and 2014 and 2019 Parliamentary Elections, that examined the existing conditions for conducting elections in the country, including legal, political and institutional contexts.

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

TM is seeking a consultant to undertake an assessment of the pre-election environment in preparation for the 2023 Presidential Election and 2024 Parliamentary Elections. The findings and recommendations of the assessments will provide guidance for advocacy and election observation and would be key reference points for stakeholders and international partners. The Consultant is expected to:

- Undertake desk reviews of existing literature pertaining to elections and political and electoral environment of the Maldives.
- Provide a detailed methodology to conduct the pre-election assessments.
- Prepare interview/assessment questions, identify key stakeholders throughout the country, hold necessary meetings and conduct interviews and focus group discussions with relevant stakeholders, including all political parties, women and youth groups.
- Develop two comprehensive assessment reports with findings and recommendations.
- Facilitate multi-stakeholder validation workshops to validate the findings of both reports.
- Finalise the reports based on validation workshops.

#### 4.3 Deliverables and Timeline

<b><i>Deliverables for First Assessment</i></b>	<b><i>Timeline (Tentative)</i></b>
Inception report including: <ul style="list-style-type: none"> <li>· Desk review</li> <li>· Methodological framework</li> <li>· Tools such as interview questions for stakeholder consultations</li> </ul>	End of April 2023
First draft of the assessment report	May 2023
Validation session of draft report with stakeholders	End of May 2023
Final Report	Early June 2023
<b><i>Deliverables for Second Assessment</i></b>	
Inception report including: <ul style="list-style-type: none"> <li>· Desk review</li> <li>· Methodological framework</li> <li>· Tools such as interview questions for stakeholder consultations</li> </ul>	Early December 2023

First draft of the assessment report	December 2023
Validation session of draft report with stakeholders	Early January 2024
Final Report	Mid January 2024

**5. Documents to be submitted**

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 must include the following information:

5.1.1 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.

5.1.2 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.

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

5.1.4 Third Party Reference (Minimum three references)

**5.2 Financial Proposal**

Please see Annex 1 of this RFP.

**5.3 Conflict of Interest Statement**

Please see Annex 2 of this RFP

\*\*All Service Providers and relative team members and staff that will participate must sign the conflict-of-interest statement and submit it along with their application. Applications submitted without the above documents will be considered incomplete and TM reserves the right to reject such applications.

**6. 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:

Selection Criteria	%
<b>1. Technical Proposal</b>	<b>70%</b>
<b>1.1 Proposed methodology and approach</b>	
• Methodology to achieve the outcome as per the scope of work	15%
• Proposed work plan and timeline	10%
<b>1.2 Service Provider’s Experience</b>	10%
• Previous experience in conducting similar research and regulations.	10%

<ul style="list-style-type: none"> <li>• Demonstrate a strong understanding of Maldivian political and social landscape</li> <li>• Demonstrable evidence of the service provider’s ability to undertake the assignment.</li> </ul>	10%
<b>1.3 Service Provider’s Qualification</b>	
<ul style="list-style-type: none"> <li>• Minimum Master's degree in law, governance, anti-corruption, business administration, or a relevant field.</li> <li>• Any relevant short-term training or professional qualifications.</li> </ul>	10%
	5%
<b>2. Financial Proposal</b>	<b>30%</b>

**7. 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. TM also reserves the right to award the second assessment based on the satisfactory delivery of the first assessment.

**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.

**8. Entire RFP**

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

**9. Submission Instructions**

This RFP, along with all the mandatory documents stated in section 5 must be uploaded to the website or emailed to [procurement@transparency.mv](mailto:procurement@transparency.mv)

Applications received after the deadline or does not include mandatory documents stated in section 5, will be rejected.

**ANNEX 1: COST PROPOSAL**

**Bid Title:**  
**RFP No.:**  
**Applicant:**  
**Date:**

Pricing must be in **USD or MVR** (please select as appropriate).

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.

<b>Deliverables</b>	<b>%</b>	<b>Value</b>
Inception reports including <ul style="list-style-type: none"> <li>• Desk review</li> <li>• Methodological framework</li> <li>• Tools such as interview questionnaires and surveys for stakeholder consultations</li> </ul>	25%	
First drafts of reports	25%	
Validation sessions of draft reports	25%	
Final Reports	25%	

**Cost Breakdown by Component**

<b>No.</b>	<b>Activities</b>	<b>Quantity</b>	<b>Rate</b>	<b>No. of Days</b>	<b>Total Amount</b>
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***