

## REQUEST FOR PROPOSALS

### TRANSLATION OF POSITION PAPER ON ENVIRONMENTAL IMPACT ASSESMENT (ENGLISH TO DHIVEHI)

Announcement No.	TM/RFP/2024/012
Project:	CLIMATE GOVERNANCE INTEGRITY PROGRAMME
Published on:	16 <sup>th</sup> December 2024
Inquiry Submission:	23 <sup>rd</sup> December 2024, 12:00PM
Deadline:	30 <sup>th</sup> December 2024, 12:00PM
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. Project Duration: 1 month

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

##### 4.1 Background

Maldives is one of the most vulnerable countries which is facing the consequences of climate change. As a low-lying country, Maldives has declared climate change as its greatest challenge to development and security in the 21st century. As the impact of climate change is intensifying, the risk of weather events such as droughts, flooding, land erosion, and storm surges has increased.

According to the ND-GAIN Index, Maldives ranked 113th out of 181 countries, where a lower score indicates higher vulnerability to climate change and other global vulnerabilities. In order to combat this, Maldives has vocalized the need for stronger mitigation and adaptation measures at several international platforms. As a result, there is a steady inflow of funding coming into the country. However, serious concerns exist over how the government utilizes these funds and whether these funds reach the vulnerable population, including women, children, and the elderly.

Transparency Maldives has been working in the area of climate governance since 2013. Through our continued efforts, we are nationally recognized as a key stakeholder in climate governance and have been working with communities, other CSOs and government partners at different levels.

In the past, Transparency Maldives have worked on supporting and educating activists on the area of climate governance and tools they can use for accountability, ultimately contributing to the development of climate activists and the creation of a network of likeminded CSOs who work in the area.

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

Transparency Maldives is seeking a service provider to translate a position paper titled “Findings on the existing mechanisms for Environmental Impact Assessment, putting forward recommendations for change” from English to Dhivehi language. Total number of pages for the position paper is 15 pages (A4, font size 12).

#### **The Service Provider is expected to:**

- Translate a position paper titled “Findings on the existing mechanisms for Environmental Impact Assessment, putting forward recommendations for change” from English to Dhivehi
- Incorporate comments from TM and produce the final translation of the documents

#### **4.3 Deliverables and Timeline**

<b>Deliverable</b>	<b>Timeline (tentative)</b>
Submission of the initial translated draft of the position paper.	12 days
Incorporation of feedback and comments from TM on the initial draft.	8 days
Submission of the revised translation for final review	6 days
Delivery of the finalized translation incorporating all comments	4 days

## **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: (as applicable)

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 Third Party Reference letters (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.

## 5 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>70%</b>
<b>1.1 Service Provider's Experience</b> <ul style="list-style-type: none"> <li>• Previous experience of translation work.</li> <li>• Demonstrable evidence of the service provider's ability to undertake the assignment.</li> </ul>	40
<b>1.2 Service Provider's Experience</b> <ul style="list-style-type: none"> <li>• Set points of observation and individual score as appropriate</li> <li>• Examples of previous translation work, preferably related to policy, research, or technical documents.</li> <li>• Assessment will focus on the depth and relevance of past projects</li> </ul>	15
<b>1.3 Service Provider's Qualification</b> <ul style="list-style-type: none"> <li>• Relevant educational background, skills, and expertise in translation or related fields.</li> <li>• Familiarity with technical or policy language will be an advantage.</li> <li>• Service Providers must submit: <ul style="list-style-type: none"> <li>• Educational certificates (with transcripts) to validate qualifications.</li> <li>• A list of relevant short-term training or professional development undertaken.</li> </ul> </li> </ul>	15
<b>2. Financial Proposal</b>	<b>30%</b>

## 6 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.

**7 Entire RFP**

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

**8 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**

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**.

**Bid Title:**

**RFP No.:**

**Applicant:**

**Date:**

**Cost Breakdown by Deliverable**

<b>No.</b>	<b>Deliverable</b>	<b>Amount</b>
<b>1</b>	XXXXX	XXXX
<b>2</b>	XXXXXX	XXX
<b>3</b>	XXXXX	XXX
<b>4</b>	XXXX	XXX
<b>Grand Total</b>		<b>XXXX</b>

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***