

REQUEST FOR PROPOSAL
Nationwide Survey

1. INTRODUCTION

1.1 Purpose

The purpose of this Request for Proposal (RFP) is to invite prospective parties and individuals to submit a proposal, quotations and technical specifications to the conduct a national survey of the adult population in the Maldives aged 18 years or older. The purpose of this survey is to assess public attitude and opinion towards democratic practices, norms, values and institutions in the Maldives. The survey will seek to gauge citizen's orientations to democracy, local governance and how they evaluate different aspects of the political environment. 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 corruptions 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	11 March 2018
Questions from Service Providers Due	20 March 2018
Answers from TM	25 March 2018
RFP Closes – All Bids Due	11pm, 4 April 2018

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 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 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:

Aiman Rasheed
aiman.rasheed@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 shifu@transaprencyomaldives.org on or prior to 23:00 hrs on 4 April 2018, with the subject line, Proposal: Democracy Survey.

3.5 Criteria for Selection

TM will evaluate bids based on the following criteria:

Adequacy of sampling plan	25%
Fieldwork and quality control procedures	25%
Cost proposal	15%
Data processing procedures	15%
Qualification of key personnel	10%
Organisational experience	10%

3.6 Selection & Notification

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

4. SCOPE OF WORK & GUIDELINES

4.1 Overall Design of the Survey

4.1.1 Sample: The survey should be designed to be nationally representative. The contractor shall submit a sampling plan for an achieved sample with two different scenarios: a sample of 800 respondents and a sample of 1,000 respondents (18 years and older) covering all the administrative regions of the Maldives using random selection techniques. The sample design shall ensure that observations are stratified proportionately across the regions of the Maldives taking into account urban, rural and demographic characteristics.

The contractor should specify all assumptions for the division of the country into a specific number of regions. The contractor shall specify the data source upon which the sample is based. TM requires that no more than 10 interviews take place in any one sampling point. Submitted proposals should reflect this requirement for the fieldwork.

4.1.2 Questionnaire: TM will provide the English text of the questions, consisting of approximately 35 closed-ended questions and 8 open-ended questions, not including standard demographics (sex, age, education, occupation, employment status, place of residence, ethnicity, religious affiliation, etc.). Interviewing time is estimated at 35 to 40 minutes. The contractor will be responsible for translating the questionnaire into Dhivehi. The contractor must also conduct a back-translation by employing an external party as an additional check on the accuracy of the translation. TM will review the translated version(s) and provide comments to the contractor.

4.1.3 Pretest: The translated and formatted questionnaire shall be pretested with 30 adults (18 years and older). The selection of respondents for the pretest shall also take into account gender, age, language, and other appropriate demographic criteria. The pre-test will identify comprehension problems, the appropriateness of response options, and the sensitivities that any

questions may arouse. The contractor shall submit data from the pretest and recommendations to TM in accordance with the agreed-upon schedule.

4.1.4 Training of Interviewers: Before pre-testing of the questionnaire, the contractor should provide an orientation to the interviewers on the objective of the survey and review the questionnaire from the field perspective. The contractor will provide a schedule for the orientation so that TM staff may observe.

4.1.5 Interviewing: Personal, face-to-face interviews should be conducted in the homes of the respondents by trained interviewers. The contractor shall specify how close supervision of field interviews and quality control of survey returns will be assured. The contractor shall make arrangements for adequate numbers of interviewers to administer the questionnaires in the language of respondent's choice. The contractor shall demonstrate that there will be a balance of male and female interviewers during the fieldwork process.

4.1.6 Data Processing and Tabulations: The contractor will create a coding scheme for both open and closed-ended questions. Survey data will be coded and organized in SPSS in accordance with the guidelines set forth by TM and as found in the English-text of the questionnaire. Data entry must be checked for errors before proceeding. The contractor should provide clear quality control measures for both field work and the data entry process. An Excel file with marginal frequency tabulations (topline data) will provide results for the total samples and by sex, age, urban/rural distribution, education, region, and ethnicity or any other variable decided by TM. TM will need complete data set in both SPSS and Excel files.

4.2 Responsibilities of Contractor (In close consultation at every stage with TM)

- 4.2.1 Format, translate and print the questionnaires.
- 4.2.2 Ensure a back translation of the questionnaire is done by an independent third party.
- 4.2.3 Create a coding scheme for the questionnaire.
- 4.2.4 Pre-test the formatted and translated questionnaires.
- 4.2.5 Identify population database used to design sample.
- 4.2.6 Select sampling approach, construct sample and identify method for selecting respondents in consultation with TM.
- 4.2.7 Describe means to be used to examine the representativeness of the achieved sample.
- 4.2.8 Manage all aspects of fieldwork.
- 4.2.9 Screen and hire field staff with appropriate qualifications and regional knowledge.
- 4.2.10 Conduct training of interviewers and enumerators in consultation with TM.
- 4.2.11 Develop coding scheme in consultation with TM; code, enter, and clean data.
- 4.2.12 Prepare electronic data file (with weight if necessary), a marginal frequency tabulations file, and a methodological report.
- 4.2.13 Institute quality control measures.
- 4.2.14 Provide technical support during the dissemination of findings.

4.3 Materials Delivered by Contractor to TM (all via email):

- 4.3.1 The translated and formatted questionnaires.
- 4.3.2 Pre-test results and recommendations for changes in questionnaires.
- 4.3.3 Sample design and approach used to select respondents.
- 4.3.4 Coding scheme, including codes for open-ended questions.

- 4.3.5 Marginal frequency results (topline data).
- 4.3.6 Electronic data file in SPSS.SAV format using coding scheme and open-end code formulation specified by TM (with weight if necessary).
- 4.3.7 Electronic data file in Excel format (frequency table and complete dataset).
- 4.3.8 A methodological report for the survey.

4.4 Materials to be Provided by TM

- 4.4.1 English language text of questions and instructions for placement.
- 4.4.2 Assistance in developing coding for open-ended questions, as needed.
- 4.4.3 Sample design assistance, as needed.
- 4.4.4 Advice in interviewer training, as needed.
- 4.4.5 Schedule for the project.

5. FUNCTIONAL REQUIREMENTS

5.1 Timeline

TM invites service providers to suggest a timeline to conduct this survey. Based on previous experience in Maldives, TM expects the fieldwork and data processing to take approximately 8-10 weeks from the time the questionnaire is delivered to the contractor till the time that the data files and methodological report is delivered to TM.

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.

6.1 Details about the service provider

- Provide a brief description of the company and services provided and a statement explaining how key team members meet the knowledge and skills needs of the assignment.

6.2 Technical proposal

- Technical proposal detailing company's methodological approach and timeline for meeting the specifications set out in the Scope of Work and anticipated timeline detailed above in Section 4.
- Evidence of successful completion of a project of a similar size and complexity. Please provide a list of projects and reference contacts.

6.3 Conflict of interest declaration

- The contractor must provide a conflict of interest declaration with details of potential conflicts of interest and how to mitigate them. Failure to declare conflict of interests may result in disqualification of the contractor's proposal.

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