

**REQUEST FOR PROPOSAL  
Research Consultancy**

**1. INTRODUCTION**

**1.1 Purpose**

The purpose of this Request for Proposal (RFP) is to invite prospective service providers to submit a methodology proposal, quotations and technical specifications to undertake a law review pertaining to all laws, policies, and regulations related to the 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 Chapter 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	10 September 2018
Information Session	16 September 2018, 14:30 hrs  <u>Venue</u> Transparency Maldives G. Liverpool North Shabnam Magu Phone: 330 4017 /7789002  RSVP your attendance to Shaziya Ali on <a href="mailto:shaziya.ali@transparencymaldives.org">shaziya.ali@transparencymaldives.org</a> . Title should read

	"Information Session".
Questions from Service Providers Due	18 September 2018
Answers from TM	19 September 2018
RFP Closes – All Bids Due	22 September 2018, 23:00 hrs

### 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 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:

Shaziya Ali  
[shaziya.ali@transparencymaldives.org](mailto:shaziya.ali@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 [shaziya.ali@transparencymaldives.org](mailto:shaziya.ali@transparencymaldives.org) on or prior to 23:00 hrs on 22 September 2018.

### 3.5 Criteria for Selection

TM will evaluate bids based on the following criteria:

Candidate Experience - candidate has successfully completed similar projects and has demonstrable experience in conducting research (i.e. defining scope of research; developing methodology; developing a theoretical framework; identifying stakeholders; conducting interviews and focus group discussions)	20%
Candidate Qualifications - candidate has demonstrable qualifications to undertake the assignment. Please provide qualifications of all team members	20%
Methodology Proposal	40%
Cost Proposal	10%
Proposed Work Plan	10%

### 3.6 Selection & Notification

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

## 4. SCOPE OF WORK & GUIDELINES

Climate finance governance is a key component of the work TM undertakes to monitor the governance of climate finance in the Maldives. Climate funds flow into the Maldives through a range of channels, involving a diversity of actors engaged in funding, coordinating, implementing, monitoring and overseeing this finance in the Maldives. Since 2011, TM has been working with relevant stakeholders to strengthen the existing climate finance governance framework. In this regard TM has undertaken review of climate finance governance landscape of Maldives and conducted a study on climate adaptation finance governance standards.

This law review would be essential in informing further work we do in advocating for strengthening laws in order to enable climate adaptation and mitigation work and combat climate corruption. It will also help contribute to the developing good governance standards in the institutions and processes that are responsible for climate finance.

The law review should include:

- A brief background/history of environmental laws in the Maldives.
- A comprehensive review of all current laws, regulations, and policies related to the environment in the Maldives.
- An analysis of gaps and inconsistencies in the existing legal framework that contradict with international best practices.
- An analysis of the level of implementation and challenges faced in implementing laws, regulations, and policies related to the environment in the Maldives.

- Policy recommendations on reforming and strengthening the existing legal framework.

Responsibilities of Consultant (in close consultation at every stage with TM):

- Undertake a desk review of existing laws, regulations, and policies relating to the environment.
- Provide a detailed methodology for the review of existing laws, regulations, and policies relating to the environment.
- Submit a realistic work plan for a period not exceeding 70 days.
- Identify key stakeholders and provide a list of stakeholders to be interviewed.
- Arrange necessary meetings with stakeholders and conduct interviews and/or focus group discussions.
- Produce a draft report detailing an analysis of existing legal framework relating to the environment, gaps in the framework and laws not aligned with international standards together with recommendations.
- Present the findings of the assessment report to TM staff.
- Facilitate a multi-stakeholder workshop to validate the findings of the report.
- Produce final report with feedback from TM and stakeholders considered.

## 5. FUNCTIONAL REQUIREMENTS

The Contractor is expected to start the assignment in last week of September 2018 for a period of 70 days.

## 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.

1. Details about the service provider:

- Describe your experience in conducting research.
- Provide a brief description of each team member and a statement of how team members meet the knowledge and skills needs of the assignment.

2. Technical proposal detailing:

- Proposed research methodology.
- Proposed work plan from start to finish.
  - The work plan for assignment will be evaluated. In addition, the work plan will be part of the contractual agreement; therefore, a realistic work plan for completion is requested.

3. Evidence of successful completion of an assignment of a similar size and complexity. Please provide a list of assignments and reference contacts. Please also provide the URL for completed reports, studies, etc undertaken. Only links that are live will qualify during evaluation.

## 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
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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***