

## **REQUEST FOR PROPOSAL**

### **REVIEW AND EDITING CONSULTANCY**

#### **1. INTRODUCTION**

##### **1.1 Purpose**

The purpose of this Request for Proposal (RFP) is to invite prospective service providers to submit a quotation to review and edit a draft survey report on public attitude and opinion towards democratic practices, norms, values and institutions in the Maldives. 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 Organization**

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 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.

<b>Event</b>	<b>Date</b>
Release of RFP	15 October 2019
RFP Closes – All Bids Due	20 October 2019, 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**

Any 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:

Shifza Omar

[shifu@transparencymaldives.org](mailto:shifu@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 submit a quotation and other necessary documents in electronic copy via email to [shifu@transparencymaldives.org](mailto:shifu@transparencymaldives.org) on or prior to 23:00 hrs on 20 October 2019.

### 3.5 Criteria for Selection

TM will evaluate bids based on the following criteria:

Candidate Experience - candidate has successfully completed similar work and has demonstrable experience in reviewing and editing reports.  (Note: Please provide the URL for completed reports, studies, etc undertaken. Only links that are live will qualify during evaluation.)	40%
Candidate Qualifications - candidate has demonstrable qualifications to undertake the assignment.	40%
Cost Proposal	20%

### 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

TM conducted a national survey of the adult population in the Maldives aged 18 years or older to assess public attitude and opinion towards democratic practices, norms, values and institutions in the Maldives. The survey gauges citizens' orientations to democracy, local governance, and how they evaluate different aspects of the political environment.

The Contractor will review and edit the draft survey report to produce a well-structured, clear, concise and print-ready report. The Contractor is expected to complete the work within 14 days of commencing work.

## 5. FUNCTIONAL REQUIREMENTS

The Contractor is expected to start the assignment on 23 October 2019 for a period of 14 days.

## 6. FORM/CONTENT OF THE RESPONSE

Service providers must provide the following information in order for their proposal to be considered.

1. CV of the service provider.
2. 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.
3. Quotation

## **7. ADDITIONAL TERMS & CONDITIONS**

### **7.1 Non-Disclosure Agreement**

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

### **7.2 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.

### **7.3 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.

### **7.4 Respondent's Responses**

All accepted Responses shall become the property of TM and will not be returned.

### **7.5 Partial Awarding**

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

### **7.6 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.

### **7.7 Entire RFP**

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

*End of RFP*