

ANNOUNCEMENT: REQUEST FOR PROPOSAL

MEDIA CONSULTANT

1. INTRODUCTION

1.1 Purpose

The purpose of this Request for Proposal (RFP) is to invite prospective service providers to submit a quotation to provide technical expertise and public engagement in fostering investigative journalism and countering disinformation. The RFP provides service providers with the relevant operational and performance requirements. This RFP is open for both Maldivians and foreign nationals.

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 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 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.

Event	Date
RFP Announcement date	19 December 2019
RFP Closes – All Bids Due	26 December 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 therefrom.

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:

Ahmed Naaif
naaif@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 naaif@transparencymaldives.org on or prior to 23:00 hrs on 26 December 2019.

3.5 Criteria for Selection

TM will evaluate bids based on the following criteria:

Candidate Experience - the 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 - the 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 has been providing some capacity building initiatives in this regard by publishing a guide on investigative journalism in Dhivehi, and by conducting sessions for journalists and journalism students on how to use the Right to Information Act to access public information. In order to strengthen investigative journalism in the Maldives, TM has initiated an Investigative Journalism Grant for investigative stories that break new ground and expose corruption and misuse of power.

The Contractor will develop training material and deliver one capacity building sessions on investigative journalism for the three selected journalists as well as individual mentoring session with each of the grantees.

As part of the public engagement component of this activity, the Contractor will also conduct a public talk on media censorship and countering disinformation in partnership with the key stakeholders of the project. The Contractor will also provide technical assistance to government stakeholders in strengthening their work countering disinformation by reviewing current strategies and providing recommendations to strengthen the effort. The Contractor is expected to complete the work within 60 days of commencing work.

5. FUNCTIONAL REQUIREMENTS

The Contractor is expected to start the assignment on 1 January 2020 for a period of 60 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