

**REQUEST FOR PROPOSAL
Research Consultancy**

1. INTRODUCTION

1.1 Purpose

The purpose of this request for proposal is to find a suitable consultant to conduct research through case studies into the incidences of environmental crimes in the country. The case studies are intended to understand the gaps in the governance process relating to environmental protection.

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	19 December 2019
Questions from Service Providers Due	2pm, 07 January 2020
Answers from TM	5pm, 07 January 2020
RFP Closes – All Bids Due	08 January 2020, 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

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

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 on or prior to 23:00 hrs on 08 January 2020.

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 (guideline for assessing the crimes)	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 assignment will see TM conducting a research based on two specific case studies detailing environmental crimes in Maldives.

These case studies compilation 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.

In the backdrop of the general research, case studies need to be developed to bring out examples of environmental crimes in the Maldives. As such, the consultant is expected to conduct a research on two cases of environmental crimes and prepare a short paper on the main findings and recommendations

The research is to be built on review of existing information, reviews of laws and regulations related to the cases that would be selected. Interviews must be conducted with key government stakeholders such as ministries, any contracted parties, relevant local councils, representatives of beneficiaries and people who are impacted by the crimes. The consultant is expected to assess how the issues and challenges in the overall governance system impact or facilitates these environmental crimes and if and how corruption and influence of power plays a role in these cases. The two topics for the case studies will be decided in consultation with TM.

A guideline for assessing the crimes should be submitted by the consultant and should be approved by TM which may be modified by the research team in consultation with TM if required. The verification of information collected is the responsibility of the consultant.

The research should include:

- A brief background of the cases
- An analysis of gaps and inconsistencies in the existing legal framework, governance system and other relevant factors that contributed to the case.
- An analysis of actions taken by the authorities.

- Policy recommendations on reforming and strengthening the existing system to avoid these type of crimes.

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

- Develop a guideline to assess the cases
- Propose potential cases of environmental crimes to which the case studies would be compiled and choose two topics / case studies for this research.
- Submit a realistic work plan for a period not exceeding 60 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.
- Provide notes from the interviews and focus group discussions conducted.
- Provide photos of interviews, focus group discussions and sites visited.
- Produce a draft paper on based analysis of main findings and policy recommendations. (800-1000 words per case study, in English, a total of two case studies)
- Present the findings of the assessment report to TM staff.
- Produce final paper with feedback from TM and stakeholders considered.

5. FUNCTIONAL REQUIREMENTS

The Contractor is expected to start the assignment during the third week of 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. 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 / guideline for assessing the crimes
- 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	QTY	Unit	Total
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		Specifications			
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