

**REQUEST FOR PROPOSAL
Research Consultancy**

1. INTRODUCTION

1.1 Purpose

The purpose of this request for proposal is to find a suitable consultant to:

1. Research and write **two environmental crimes case studies** with emphasis on the gaps in the environmental governance and protection processes that impacted the environmental crimes.
2. Research and write a **position paper** reviewing the criminalisation (or lack thereof) of crimes/ecocides in the Maldives and internationally, with a view to a) identifying legal and practical gaps; and b) providing recommendations to strengthen Maldives' environmental justice system.

The research work is expected to be conducted in consultation with relevant stakeholders.

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 the country's leading anti-corruption non-governmental organization, and is part of a global coalition sharing one vision: a world in which government, business, civil society and the daily lives of people are free of corruption.

Transparency Maldives received formal government registration in 2007, and is the National Chapter of Transparency International (TI) in the Maldives. Further details of our work can be found [here](#).

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 Consultants.

Event	Date
RFP announcement date (Original call)	22 March 2020
RFP re- announcement date (2nd time)	02 April 2020
Questions from consultants due	06 April 2020
Answers from TM	07 April 2020
RFP closes – All bids due	23:00 hrs on 11 April 2020

3. PROPOSAL PREPARATION INSTRUCTIONS

3.1 Consultants’ Understanding of the RFP

In responding to this RFP, the consultant 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 consultant who demonstrates less than such understanding. Further, TM reserves the right to determine, at its sole discretion, whether the consultant 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 Consultants’ Inquiries Applicable terms and conditions herein shall govern communications and inquiries between TM and consultants 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@transparency.mv

3.3.2 Formal Communications shall include, but are not limited to:

- Questions concerning this RFP must be submitted in writing.
- Consultants shall recommend to TM any discrepancies, errors, or omissions that may exist within this RFP. With respect to this RFP, consultants 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 consultants to send a proposal and a budget in electronic copy via email to shaziya@transparency.mv on or prior to 23:00 hrs on 11 April 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;	30%
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developing methodology; developing a theoretical framework; identifying stakeholders; conducting interviews and focus group discussions)	
Candidate Qualifications - candidate has demonstrable qualifications to undertake the assignment. Please provide qualifications of all team members and their roles.	20%
Methodology Proposal (guideline for assessing the crimes and the methodology to undertake the research)	40%
Proposed Work Plan (feasibility of the plan)	10%

3.6 Selection & Notification

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

4. SCOPE OF WORK & GUIDELINES

As an organization working towards a corruption-free society, a core area of Transparency Maldives' work is monitoring the governance of climate funds that flow into the Maldives through a range of channels, involving multiple actors engaged in funding, coordinating, implementing, monitoring and overseeing these funds. As such, the case studies and position paper produced under this consultancy will inform the advocacy efforts of Transparency Maldives to strengthen the climate finance governance framework of the country.

The Consultant is expected to:

- Research and write **two case studies** (no more than four pages for each case study) on environmental crimes that take place in the Maldives. The case studies must also explore how the issues and challenges in the overall governance system impact or facilitate environmental crimes, and how corruption and influence of power plays a role in environmental crimes cases. The cases for the case studies must be selected in consultation with TM. Once the cases are selected, in addition to conducting desk reviews of existing information and laws and regulations related to the cases, the consultant is also expected to conduct interviews with key government stakeholders such as ministries, contracted parties, relevant local councils, representatives of beneficiaries and people who are impacted by the crimes.
- Research and write a **position paper** (no more than four pages) reviewing how environmental crimes/ecocides are criminalised in the Maldives and internationally. The position paper must identify the legal and practical gaps and conclude with recommendations based on international best practices and feedback from stakeholders. The consultant is expected to undertake desk review, conduct interviews with state and non-state stakeholders who might be able to provide key information on the subject. The position paper is expected to include, but not limited to, the following: (a) An introduction to the concept of environmental crimes/ecocides; (b) A look at countries that have criminalised environmental crimes/ecocides; (c) Arguments for and against criminalising it; (d) The Maldivian context, and; (e) Recommendations.

The verification of information collected for both research work is the responsibility of the Consultant.

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

- Submit a realistic work plan for a period not exceeding 60 days.

- Identify and propose two environmental crime cases for TM's consideration.
- Identify key stakeholders and provide a list of stakeholders to be interviewed.
- Organize and arrange interviews with state and non-state stakeholders.
- Provide notes from the interviews and focus group discussions conducted.
- Provide photos of interviews, focus group discussions, and sites visited.
- Produce two case studies (not exceeding four pages) with feedback from TM and stakeholders considered.
- Produce a position paper (not exceeding four pages) with feedback from TM and stakeholders considered.

5. FUNCTIONAL REQUIREMENTS

The Contractor is expected to start the assignment during the 3rd week of April for a period of 60 days.

6. FORM/CONTENT OF THE RESPONSE

Consultants must provide the following information in order for their proposal to be considered. Both individuals or teams may submit proposals.

1. Details about the consultant:
 - 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

Consultants 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 a reference basis in the evaluation. Technical Specification must be shown per each item.

The total cost for the activity must not exceed **MVR 60,000**.

No.	Item Description	Technical Specifications	QTY	Unit	Total
1.					
2.					
3.					

Total	MVR _____
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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 Authorship Rights

TM reserves the right to be labelled as author of any works produced under this RFP. The consultant shall have the right to be labelled as researcher/s of the works

8.5 Respondent's Responses

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

8.6 Partial Awarding

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

8.7 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.

8.8 Entire RFP

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

End of RFP