

## REQUEST FOR PROPOSAL

### Local Consultancy: Developing a Grants Manual for Transparency Maldives

#### 1. INTRODUCTION

##### 1.1 Purpose

The purpose of this Request for Proposal (RFP) is to invite prospective local experts to submit a proposal to provide service as a consultant to Transparency Maldives (TM) to develop a Grants Manual to provide direction and instructions to plan and implement the grants awarding process at TM. 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 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	6 October 2020
Questions from Service Providers Due	11 October 2020, 10am
Questions and requests for clarification related to this RFP are to be directed in writing to:  Sultana Shakir <a href="mailto:procurement@transparency.mv">procurement@transparency.mv</a>	
Answers from TM will be provided in the online <a href="#">document</a> .	12 October 2020, 10am
RFP Closes – All Bids Due	15 October 2020, 5pm

### 3. PROPOSAL PREPARATION INSTRUCTIONS

#### 3.1 Service Providers' Understanding of the RFP

In responding to this RFP, Service Providers accept full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to TM as necessary to gain such an 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 Service Providers have 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 the 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:

Sultana Shakir  
[procurement@transparency.mv](mailto:procurement@transparency.mv)

##### 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 Technical and Financial proposal as separate documents in electronic copy via email to [procurement@transparency.mv](mailto:procurement@transparency.mv) on or prior to 5pm on 15 October 2020, with the subject line, *Proposal: Grants Manual*.

#### 3.5 Criteria for Selection

TM will evaluate proposals based on the following criteria:

Selection Criteria		Points
<b>1. Technical Proposal</b>		<b>60%</b>
<p><b>1.1 Service Provider Experience</b></p> <p>The following aspects will be considered strongly under experience and service providers are requested to provide references to support their previous work undertaken if possible:</p> <ul style="list-style-type: none"> <li>• Experience in design, preparation, and implementation of grants procedures. 20%</li> <li>• Familiarity working in a similar field (grants, procurement, bid awarding). 10%</li> <li>• Experience in international development with an NGO and/or for-profit in the development sector. 10%</li> <li>• Familiarity with the administration of United States Government (USG) and non-USG contracting and grant making procedures, regulations, and policies required. 5%</li> </ul> <p>NOTE: Service Providers are requested to provide reference letters to support their experience in the field where possible. Service Providers may also list referees to contact in lieu of reference letters.</p>		45%
<p><b>1.2 Service Provider Qualifications</b></p> <p>Following criteria will be considered strongly in weighing qualifications for individuals:</p> <ul style="list-style-type: none"> <li>• Postgraduate degree in development studies, law, financial administration, or a related field. 15%</li> </ul> <p>NOTES: For firms, qualification will be assessed based on the combination of the proposed team. Ideally, the team should possess a combination of expertise in the required fields of education. Service Providers are requested to submit educational certificates (with transcripts).</p>		15%
<b>2. Financial Proposal</b>		<b>40%</b>

### 3.6 Selection & Notification

Service Providers determined by TM who possess the capacity to compete for this contract will be selected. The selected Service Provider will be notified via email. Those Service Providers not selected for the negotiation phase will also be notified via email.

## 4. SCOPE OF WORK & GUIDELINES

### 4.1 Overview

TM is undertaking a USAID-supported multi-year program with the overall objective of enhancing community resilience and social cohesion by promoting leadership opportunities, career and employment opportunities, positive social engagements, rehabilitation, and other initiatives, with a focus on youth. The program will achieve its objectives through a series of subgrants to civil society organizations in the Maldives and/or in third countries.

#### **4.2 Scope of Work**

TM is seeking a Service Provider to work closely with TM's Grants Management Team to:

1. Develop a donor-approved Grants Manual for TM to be used for formulating, negotiating, executing, monitoring and closing grants according to USAID regulations and the program's objectives. The Manual will include the following:
  - a. Governing policy on management and implementation of grants
  - b. Solicitation of award of grants
  - c. Grants administration, management and reporting
  - d. Closing out grants
2. Provide recommendations and guidance on establishing a Grants Evaluation Committee, including but not limited to detailing the Terms of Reference and ideal composition of the committee.
3. Provide trainings to staff to familiarize with grants administration and awarding process as outlined in the Grants Manual.

TM will provide an illustrative template for the Grants Manual and RFAs to the selected Service Provider. The selected Service Provider is expected to complete the Grants Manual and RFAs for the donor's review and approval within 1 (one) month, and conduct the staff training within the following month.

#### **4.3 Expected outputs and deliverables**

1. Develop a donor-approved Grants Manual and RFAs.
2. Provide recommendations and guidance on establishing a Grants Evaluation Committee, including but not limited to detailing the Terms of Reference and ideal composition of the committee.
3. Provide trainings to staff to familiarize with grants administration and awarding process as outlined in the Grants Manual.

### **5. FUNCTIONAL REQUIREMENTS**

Service Providers are expected to start the assignment during October 2020 for a duration of 2 (two) months.

### **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.

#### **6.1 Technical Proposal**

The technical proposal should include the following information:

- Brief description of the Service Provider, the services provided, a statement explaining the role of key team members, and CV/resume of team members providing evidence of how each individual meet the knowledge and skills needs of the assignment.
- Evidence the Service Provider meets the required educational and professional skills and experience needed to undertake the assignment.
- Evidence of successful completion of projects of similar scope and complexity. Please provide a list of projects and reference contacts.

## **6.2 Financial Proposal**

Please see Annex 1 of this RFP.

## **6.3 Conflict of Interest Declaration**

The Service Provider must provide a conflict of interest declaration with details of potential conflict of interest and how to mitigate them. Failure to declare conflict of interest may result in disqualification of the Service Provider's proposal.

## **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 Service Provider or any third parties, in connection with the proposal.

### **7.3 Intellectual Property**

Service Providers shall 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 Service Provider's Proposals**

All proposals and supporting documentation shall become the property of TM, subject to claims of confidentiality in respect of the proposal and supporting documentation.

### **7.5 Partial Awarding**

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

### **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 Service Provider, person or entity for any losses, expenses, costs, claims or damages of any kind:

- Arising out of, by reason of, or attributable to, the Service Provider responding to this RFP; or
- As a result of the use of 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.

**ANNEX 1: FINANCIAL PROPOSAL**

Service Providers are required to prepare a Financial Proposal following the below format and submit as a separate document from the Technical Proposal (see Section 3, 3.4 of the RFP for submission guidelines). Proposals will be disqualified if they are not submitted using this price template. Pricing must be in Maldivian Rufiyaa.

**Bid Title:**

**Date:**

**A: Cost Breakdown per Deliverable**

Deliverables (as per RFP)	Price (Lump Sum, All Inclusive)
Example: Develop and finalize Grants Manual	
Example: Training of staff	
<b>Total</b>	

*\*This shall be the basis of the payment tranches.*

**B: Cost Breakdown by Component**

No.	Activities	Quantity	Rate	No. of Days	Total Amount
A	Key Human Resources				
1	Example: Budget analyst				
Subtotal A					
B	Administrative Costs				
1	Example: Interviews				
Subtotal B					
C	Total A+B				
D	GST (6%) if applicable				
E	Grand Total (C+D)				

*N. B. Administrative and other associated costs, if any, should be built into the above headings proportionately.*

Name:

Designation:

Signature:

*End of RFP*