



REQUEST FOR PROPOSAL

Local Consultancy: Developing a Strategic Plan 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 local consultant to Transparency Maldives (TM) to develop TM's Strategic Plan for the next 5 years and facilitate organizational cohesion to support the implementation of the Strategic Plan. 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	15 November 2020
Questions from Service Providers Due Questions and requests for clarification related to this RFP are to be directed in writing to: Sultana Shakir procurement@transparency.mv	17 November 2020, 11:59pm
Answers from TM will be provided to queries received via email	19 November 2020, 5pm
RFP Closes – All Bids Due	26 November 2020, 11:59pm

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

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 on or prior to 5pm on 26 November 2020, with the subject line, Proposal: Strategic Plan consultancy.

3.5 Criteria for Selection

TM will evaluate proposals based on the following criteria:

- Qualification (15%) – Service providers are requested to submit their tertiary educational qualification certificate and list relevant short-term trainings in the field of strategic planning
- Experience (15%) – Service providers are requested to provide a list of previous similar works undertaken with the duration of the projects and contact or referee details.
- Scope of proposal (15%) - please refer to the proposal format given Section 6.2 below.
- Work plan (15%) - please refer to the work plan format given in Section 6.3 below.
- Financial proposal (40%) - please submit according to the format given in Section 6.4 below.

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

TM is seeking an external Strategic Planning consultant to work with TM Board of Directors, Executive Director, staff and members in a deliberative consultative process over the next two months to establish TM's strategic priorities and needs for the next five years. The strategic review and plan must address existing challenges and situation, both internal and external, and identify focus areas,



strategies and key results area. Through this assignment, the consultant is also required to undertake mapping of TM's organizational cohesion and conduct exercises and activities as necessary to facilitate team building and development. The final product – the delivery of the Strategic Plan – is expected to encompass strategic focus areas for both the governance sector and for TM's growth and development as a non-profit organization.

The consultant is expected to submit a proposed work plan with detailed timeline illustrating how workflow and process will be arranged and completed.

Expected outputs and deliverables include:

- **Productive Collaboration:** Work closely with the Board, ED and TM staff to develop specific details of the planning process, including the timeline, logistics, and deliverables. Collaborative conversations should include the opportunity to provide suggestions and feedback with respect to the content and structure of both stakeholder engagement and board planning sessions.
- **Stakeholder Engagement:** Engage a diverse group of stakeholders including board members, volunteers, donors, and community partners in and around the field to inform the strategic planning process. Stakeholder engagement may consist of focus groups, community listening sessions, surveys, or interviews. Your proposal should describe how you will engage stakeholders, the anticipated time an individual stakeholder might have to commit, and how you will provide the results of the stakeholder input as part of the process.
- **Board Planning Sessions:** Facilitators are expected to conduct one strategic planning session with the Board Strategic Planning Taskforce and additional staff/other stakeholders. The target group for the Board Planning Session, not to exceed 20 people, would include a diverse group of those engaged in our work. It is projected that this could be a one or even two-day session. Other sessions could also be virtual with a few additional targeted stakeholders.
- **Results:** Overall planning results should include affirmation, revision of vision and value statements as well as strategic goals, strategies/action steps, and key performance indicators

5. FUNCTIONAL REQUIREMENTS

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

At the end of the assignment, the Service Provider is responsible for providing the following to TM:

- A 5-year strategic plan including a detailed one-year action plan
- Identify, map and conduct exercises as necessary for TM's team development and organizational cohesion throughout the strategic planning and formulation process.

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 Details about the Service Provider (Qualification and experience)

Provide a brief description of the Service Provider, the services provided, and a statement explaining how key team members meet the knowledge and skills needs of the assignment.

Service Providers are also required to submit their educational qualification and list short-term trainings in strategic planning.

Service Providers must provide evidence of successful completion of projects of similar size and complexity by submitting a list of similar projects undertaken by the Service Provider with duration of the projects and reference contacts.

6.2 Scope of proposal format

Please outline your approach to incorporate the priority areas and scope of work/services (provided in this document) in a proposal addressing the items below:

- Your proposed approach to working with TM, including considerations given to working with Covid-19
- The services you would provide, work plan estimated timeline (please refer to 6.3 for further details)
- Resources and support needed from TM Board, staff and members
- Statement of qualifications and experience (please refer to 6.1 for further details)
- Budget (please refer to 6.4 for further details)

6.3 Work plan format

The proposal should include a detailed description of the activities to be conducted by the consultant to complete the work.

- Specific activities to be conducted at each stage
- Sample timeline for the activity at each stage
- List of milestones & deliverables tied to the activities
- Proposed payment schedule tied to project milestones & deliverables

6.4 Financial Proposal

Please see Annex 1 of this RFP.

6.5 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: Discussions with stakeholders	
Example: Drafting plan	
Total	

**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	Eg: Budget analyst				
Subtotal A					
B	Administrative Costs				
1	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