

REQUEST FOR PROPOSAL

Local Firm to conduct a mapping study to identify and characterize PVE programming in the Maldives

1. INTRODUCTION

1.1 Purpose

The purpose of this Request for Proposal (RFP) is to invite prospective service providers to submit a technical and financial proposal to conduct a mapping exercise of existing and planned countering and preventing violent extremism (PVE) programs in the Maldives. The RFP provides service providers with 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	23 November 2020
Questions from Service Providers Due	28 November 2020, 5 pm
Questions and requests for clarification related to this RFP are to be directed in writing to: Sultana Shakir procurement@transparency.mv	
Answers from TM will be provided in the online document – shorturl.at/ijpCT	29 November 2020, 5 pm
RFP Closes – All Bids Due	5 December 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

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 5 pm on 5 December 2020. The subject line must read “Proposal: Scoping Exercise” and the attachments must read “Technical Proposal” and “Financial Proposal”.

3.5 Criteria for Selection

TM will evaluate proposals based on the following criteria:

Evaluation Criteria	Points Obtainable	Score Weight
1. Technical Proposal		
1.1 Expertise of Firm		
- Reputation of firm and staff (competence and reliability). Please provide reference letters.	10	20%

- Quality assurance procedures and mechanism in place to ensure quality of research.	10	
- Experience on similar projects. Please provide a list of projects and reference contacts.	10	
1.2 Proposed methodology and approach		
- Is the scope of task well defined and does it correspond to the RFP?	20	40%
- Is there an adequate methodology in place for collecting data?	20	
- Is the presentation clear and is the sequence of activities and the planning logical, realistic, and promise efficient implementation to the project?	20	
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1.3 Personnel		
Team Manager/ Team Leader – (as manager and drafter)		
- Postgraduate degree in international development, sociology, economics or a relevant field of education	10	20%
- Professional experience in area of specialization	20	
- Management experience	20	
- Policy/research drafting experience	20	
Senior Member		
- Post-graduate degree in international development, sociology, economics or a relevant field of education	10	
- Professional experience in the area of specialization	20	
- Knowledge of data collection methodologies	20	
- Field work experience	20	
Junior Member		
- Undergraduate degree in international development, sociology, economics or a relevant field of education	10	
- Professional experience in the area of specialization	20	
- Knowledge of data collection methodology and drafting skills	20	
Additional notes: Service Providers are requested to submit educational certificates (with transcripts) to support their merit and list relevant short-term training undertaken.		
2. Financial Proposal	10	20%

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 Background

In 2020, the President of the Maldives endorsed the National Action Plan on Preventing Violent Extremism (NAP PVE). The NAP sets out a 5-year plan for preventing and countering violent extremism in the Maldives through a combination of security and prevention measures that take a whole-of-government, whole-of society

approach. To this end, all elements of government and the broader society through the engagement of civil society organizations and local communities will work towards achieving the following:

1. Building resilient, connected and less vulnerable communities by promoting social cohesion and developing greater autonomy and participation.
2. Lowering the risk of radicalization of at-risk groups through rehabilitation and reintegration programs, and psychosocial and community support.
3. Reducing the vulnerability of young people to radicalization through enhanced education and employment opportunities.

As such, PVE programming as envisioned in the NAP and strengthening the capacities of relevant stakeholders on PVE programming require considerable resources. While international development and donor agencies are supporting the National Counter Terrorism Center (NCTC) in the implementation of the NAP in close coordination and collaboration with lead government agencies and relevant stakeholders stipulated in the NAP, it is unclear what type of interventions are being funded, if there are funding gaps, and if government budget allocations for PVE programming is sufficient for effective implementation of the NAP.

Therefore, Transparency Maldives intends to undertake a mapping exercise to identify and characterise PVE programs in the Maldives.

4.2 Objective, Scope and Description of Activities

The overall aim of the mapping study is to:

- Identify existing and planned PVE programs by the government and civil society.
- Identify funding sources of these programs.
- Identify funding gaps in terms of implementing the NAP PVE.

The Service Provider is expected to undertake a desk review and conduct key informant interviews to create a report with key objectives around the following:

- Describe the broad type of PVE programming in the Maldives by reach, geographical location, type of program, underpinning theory of change, risk factors being addressed, nature and level of intervention, budget/staff/programming plan, who is accountable for the program, implementor, donor, monitoring and evaluation.
- Describe areas that are well funded and areas that require further funding in the NAP PVE.

The Service Provider is expected to share the draft report with relevant stakeholders for their comments to ensure accuracy of information prior to submission of the final report.

The final mapping report must include short and reader-friendly accounts of specific programs that can help characterise the field and build knowledge about an array of PVE programs in the Maldives.

4.3 Deliverables and Timeline

Deliverable	Timeline
Inception report which lays out background, context, methodology, workplan, data collection instruments	30 days
First draft of the report	30 days
Final report after incorporating input from relevant stakeholders	14 days

4.4 Audience

The audience of the mapping report is intended to be the government, international donors and development agencies, PVE practitioners and civil society in the field.

5. FUNCTIONAL REQUIREMENTS

Service Providers are expected to start the assignment during December for a duration of 2.5 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:

Statement of Experience: This section should outline a statement of the Service Provider's capabilities and include details of previous related assignments of similar size and complexity. Please provide a list of projects and reference contacts.

Resource Plan: This section should describe a portfolio of team leader and other key staff, with details on assigned roles and responsibilities. Please include CV/resume of all team members providing evidence of how they meet the knowledge and skills needs of the assignment.

Proposed Methodology: This section should demonstrate how the Service Provider would approach the preparation of the mapping exercise and address the requirements outlined under Section 4 of this RFP.

6.2 Financial Proposal

Please see Annex 1 of this RFP.

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: Detailed methodology	
Example: First draft of the report	
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	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