

REQUEST FOR PROPOSAL

Local Consultant to conduct a situational analysis of the pathways to social reintegration for offenders and drug-dependent persons

1. INTRODUCTION

1.1 Purpose

The purpose of this Request for Proposal (RFP) is to invite prospective research experts to submit a technical and financial proposal to conduct a situational analysis of the pathways to social reintegration for adult and juvenile offenders and drug-dependent persons in prison, detention and rehabilitation centers in the Maldives. 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	23 November 2020
Questions from Service Providers Due	28 November 2020, 5pm
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/bcAL9	29 November 2020, 5pm
RFP Closes – All Bids Due	5 December 2020

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: Social Reintegration Study” and the attachments must read “Technical Proposal” and “Financial Proposal”.

3.5 Criteria for Selection

TM will evaluate proposals based on the following criteria:

Selection Criteria	Points Obtainable	Score Weight
1. Technical Proposal		80%
1.1 Proposed methodology and approach		
- Is the scope of task well defined and does it correspond to the RFP?	20	20%

- 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	
- Is there quality assurance procedures and mechanisms in place to ensure quality of research?	20	
1.2 Service Provider Experience		
- Experience in prison reform, correctional services, sociology or a relevant field.	20	40%
- Experience in planning and conducting qualitative and quantitative research.	20	
- Experience on similar projects. Please provide a list of projects and reference contacts.	20	
- Familiarity with social issues and violent extremism in the Maldives.	10	
1.3 Service Provider Qualifications		
- Postgraduate degree in a field related to prison reform, correctional services, sociology, criminology or a relevant field of education.	20	20%
- Relevant short-term trainings or professional qualifications.	10	
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.

SCOPE OF WORK & GUIDELINES

4.1 Background

Reintegration is a necessary component of any comprehensive strategy to prevent crime as well as a crucial element to build more resilient communities and reduce recidivism. Reintegration initiatives, ranging from personal empowerment to the development of employment opportunities, should begin when the inmate or drug-dependent persons in prison is still in custodial, detention or rehabilitation settings to prepare for release. The goal of such initiatives should be to reduce social alienation and the likelihood of recidivism. Reintegration initiatives should also extend to communities to promote social cohesion and reduce negative perceptions of former inmates and drug-dependent persons.

Existing research shows that recidivism is high in the Maldives. According to a recent study by UNDP (Youth Vulnerability in the Maldives, 2019), the prison population is made up mostly of recidivists. There are only about 100 first-time offenders annually. The report also noted that most inmates were aged 30 and eighty percent were serving sentences for drugs. Prison overcrowding and lack of resources for rehabilitation are identified as the reason formerly incarcerated people relapse and re-offend.

4.2 Objectives, Scope and Description of Activities

The purpose of the study is to understand the current pathways to social reintegration, and recommendations to facilitate effective social reintegration for adult and juvenile offenders and drug-dependent persons. The Service Provider is expected to employ mixed methods to undertake a literature review, focus group discussions and key informant interviews with relevant government institutions, civil society groups and former inmates and drug-dependent persons. Prior to submission of the final report, the Service Provider will hold a validation meeting with relevant stakeholders to establish content validity. The final report should include the following information:

- Description of offender reintegration laws and policies in the Maldives.
- Legal or regulatory obstacles that may prevent inter-agency cooperation or the provision of effective supervision and assistance to adult and juvenile offenders in prisons and juvenile detention centers.
- The extent to which Maldives meets relevant international standards and norms in the treatment of prisoners and prison management.
- Social, economic and personal challenges adult and juvenile offenders and drug-dependent persons confront that tend to become obstacles to their social reintegration.
- Social reintegration programs currently available for offenders and special categories of offenders: children in conflict with the law, women offenders, offenders with drug use disorders, prisoners released after extended periods of pretrial detention, violent offenders and members of criminal gangs.
- Effectiveness of existing reintegration programs providing adult and juvenile offenders and drug-dependent persons with the assistance they need to desist from crime, to successfully reintegrate into community, and to avoid relapse into criminal behaviour.
- The challenges adult and juvenile offenders and drug-dependent persons face in accessing existing social integration programs.

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 following validation meeting with stakeholders	14 days

4.4 Audience

The audience of the study is intended to be government partners, policy makers, and civil society.

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 RESPON

Services 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 the Service Provider’s methodological approach for meeting the specifications set out in Section 4 of this RFP.

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: Detailed methodology	
Example: First draft of the research 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