

## **REQUEST FOR PROPOSAL**

### **Facilitator to conduct workshop on proposal writing for grants**

#### **1. INTRODUCTION**

##### **1.1 Purpose**

The purpose of this Request for Proposal (RFP) is to invite prospective individuals and service providers to submit a proposal and quotation to assist Transparency Maldives (TM) in conducting a workshop on proposal writing for grants with specific attention to grants and subgrants of US Embassy and work with TM to assist the selected Civil Society Organizations through the process of developing proposals in accordance with the standards of US Embassy

##### **1.2 Event Purpose and Description**

##### **1.3 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 corruptions' 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	4 <sup>th</sup> January 2021
Questions from Service Providers Due  Questions and requests for clarification related to this RFP are to be directed in writing to: <u><a href="mailto:procurement@transparency.mv">procurement@transparency.mv</a></u>	7 <sup>th</sup> January 2021, 4pm
Answers from TM will be provided in the online document: <a href="#">[link]</a>	9 <sup>th</sup> January 2021, 11pm
RFP Closes – All Bids Due	12 <sup>th</sup> January 2021, 4pm

### 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 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 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 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 4pm on 13 January 2021.

The subject line must read “Proposal: Facilitator for Proposal Writing for Grants” and the attachments must read “Technical proposal” and “Financial proposal”.

### 3.5 Criteria for Selection

TM will evaluate bids based on the following criteria:

Key Criteria	Weightage %
Prior experience in workshop facilitation	30
Experience of working with CSOs/CBOs	15
Excellent writing and editing skills	15
Experience of writing proposals for international donors	30
Ability to work under tight deadlines	10

### 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 Event specifications:

TM will be conducting a workshop on proposal writing for grants with specific attention to grants and subgrants of US Embassy. This workshop aims to provide participants with hands on experience of proposal writing. By the end of this workshop, participants will be enabled with skills and knowledge needed to write a full project proposal.

This is a 6-day workshop (2.5 hour per day) and is scheduled to begin on 16th January 2021. The facilitator will work with some participants beyond the duration of the workshop to assist selected CSOs and CBOs in proposal writing process.

Expected duration: 2 months Starting date: immediate

#### **4.2 Responsibilities of the Service Provider:**

- Deliver proposal writing training sessions according to the guidelines provided
- Assists selected CSOs/CBOs in the process of compilation of project proposals and budget documents.

### **5. FUNCTIONAL REQUIREMENTS**

Service Providers are expected to start the assignment immediately on award and execute events as scheduled.

### **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.

#### **7.1 Technical Proposal**

- 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.
- CVs of all team members
- Evidence of successful completion of projects of similar size and complexity. Please provide a list of projects and reference contacts.

#### **7.2 Financial Proposal**

- Please see Annex 1 of this RFP.

#### **7.3 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 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.

### **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.

### **8.5 Partial Awarding**

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

### **8.6 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 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 Service Provider 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.

### **8.7 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. Pricing must be in Maldivian Rufiyaa.

**Bid Title:**

**Date:**

**A: Cost Breakdown per Deliverable**

Deliverables (as per RFP)	Price (Lump Sum, All Inclusive)
<b>Total</b>	

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

**B: Cost Breakdown by Component**

N o.	Activities	Quantity	Rate	No. Of Days	Total Amount
A	Key Support costs				
	Example: Team Leader/Project Manager				
	Consultancy fee				
	Subtotal A				
B	Administrative Costs				
1	Example: Licensing				
	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:

Proposals will be disqualified if they are not submitted using this price template.

***End of RFP***