

## REQUEST FOR PROPOSAL

### CONSULTANCY SERVICES FOR AN ELECTORAL EXPERT

#### **1. INTRODUCTION**

##### **1.1 Purpose**

The purpose of this Request for Proposal (RFP) is to invite prospective service providers to submit a technical proposal detailing the proposed research methodology, cost proposal and work plan to develop the rapid assessments and election observation reports for the observation of the Local Council and Women’s Development Committee WDC Election 2021.

##### **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.

<b>Event</b>	<b>Date</b>
Release of RFP	17 <sup>th</sup> February 2021
Questions from Service Providers Due	20 <sup>th</sup> February 2021, 11:59pm
Questions and requests for clarification related to this RFP are to be directed in writing to:  Mariyam Hawla <a href="mailto:procurement@transparency.mv">procurement@transparency.mv</a>	
Answers from TM will be emailed to service providers.	21 <sup>st</sup> February 2021, 5pm
RFP Closes – All Bids Due	24 <sup>th</sup> February 2021, 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:

Mariyam Hawla

[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 the proposal in electronic copy via email before the stated deadline.

#### **3.5 Criteria for Selection**

TM will evaluate proposals based on the following criteria:

- a. Service provider's experience: Service provider has successfully completed similar projects and has demonstrable experience in conducting research (i.e. defining scope of research; developing methodology; developing a theoretical framework; identifying stakeholders; conducting interviews and focus group discussions, undertaking rapid assessments and subsequent reports) (20%)
- b. Qualifications: Service provider has demonstrable qualifications to undertake the assignment. Please provide qualifications of all team members. (20%)
- c. Technical proposal detailing proposed research methodology (30%)
- d. Cost proposal (20%)
- e. Proposed work plan (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**

Election observation is a key component of the work TM undertakes to promote electoral integrity and public confidence in electoral processes. To date TM has observed major national-level elections in the Maldives.

In this regard, Transparency Maldives is seeking to assess the quality of women's inclusion and participation in the stages of the electoral process and election administration for the observation of the Local Council and Women's Development Committee (WDC) Election, 2021.

The scope of the work comprises of:

- A pre-election analysis, Election Day observation report, post-election analysis, and a post-election report for the observation of the Local Council and WDC Election 2021.
- Publishing a rapid pre-election assessment of the election environment to be used as an advocacy tool.
- Submitting a work plan with data collection and analysis, not exceeding 3 months.
- Submit a detailed methodology to conduct the pre-election assessment.
- Collect MEL data through pre and post evaluations to monitor the effectiveness of trainings.

## 5. **FUNCTIONAL REQUIREMENTS**

The selected service provider is expected to start the assignment in March 2021 for a period of 3 months.

## 6. **FORM/CONTENT OF THE RESPONSE**

Service providers must provide the following information in order for their proposal to be considered. Both individuals and teams may submit proposals.

- Details about the service provider: Describe your experience in conducting research. Provide a brief description of each team member and a statement of how team members meet the knowledge and skills needs of the assignment.
- Technical proposal detailing proposed research methodology.
- Proposed work plan from start to finish. (The work plan for assignment will be evaluated. In addition, the work plan will be part of the contractual agreement; therefore, a realistic work plan for completion is requested.)
- Evidence of successful completion of an assignment of a similar size and complexity. Please provide a list of assignments and reference contacts. Please also provide the URL for completed reports, studies, etc undertaken. Only links that are live will qualify during evaluation.
- 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.
- Cost proposal: The Service Provider must submit cost proposal as per the format given in Annex 1.

## 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: QUOTATION

Service providers are required to prepare a Quotation/cost proposal following the below format. Proposals will be disqualified if they are not submitted using this price template.

Pricing must be in Maldivian Rufiyaa.

**Quotation Title:**

**Date:**

**A: Cost breakdown**

No.	Description/Specification	Quantity	Unit	Total Price
<b>Total (Total Final and All-Inclusive Price Quotation (including 6% GST))</b>				

Delivery Schedule:

Payment Schedule:

Name:

Designation:

Signature:

*End of RFQ*