

REQUEST FOR PROPOSAL

Research Consultancy to conduct a study to understand the process of radicalization in prisons, juvenile detention centers and State care facilities and analyze the prison reform plans

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:

- 1) Conduct a study to understand the process of radicalization in prisons, juvenile detention centers and State care facilities.
- 2) Review and assess the existing prison reform plans in the Maldives with respect to addressing violent extremism.

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	1 March 2021
Questions from Service Providers Due Questions and requests for clarification related to this RFP are to be directed in writing to: Hassan Rushdan Mohamed Arif procurement@transparency.mv	4pm, 15 March 2021
Answers from TM will be provided in the online document here	18 March 2021
RFP Closes – All Bids Due	4pm, 31 March 2021

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:

Hassan Rushdan Mohamed Arif
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.

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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 no later than 4pm on 31 March 2021, with the subject line, Proposal: Radicalization in Prisons.

3.5 Criteria for Selection

TM will evaluate proposals based on the following criteria:

Selection Criteria		Points
1. Technical Proposal		80%
1.1 Proposed research plan	20%	
1.2 Service Provider Experience The following aspects will be considered strongly under experience and service providers are requested to provide references to support their previous work undertaken if possible: <ul style="list-style-type: none"> • Experience in prison reform, correctional or social services or a relevant field. • Experience in planning and conducting qualitative and quantitative research. • Familiarity with social issues and violent extremism in the Maldives. 	15% 15% 10%	
1.3 Service Provider Qualifications The following criteria will be considered strongly in weighing qualifications for individuals: <ul style="list-style-type: none"> • Postgraduate degree in a relevant field such as criminal justice, prison studies, social development etc. • Relevant short-term trainings or professional qualifications. Additional Notes: For firms, qualification will be assessed based on the combination of the proposed team. Ideally, the team should possess a combination of expertise in the required fields of education. In addition to educational qualification, short-term training in relevant areas will also be considered. Service Providers are requested to submit educational certificates (with transcripts) to support their merit and list relevant short-term training undertaken.	15% 5%	
2. Financial Proposal		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 Overview

TM is undertaking a multi-year program, Promoting Resilience in the Maldives (PRIME), with the overall objective of increasing resilience of vulnerable populations who are at risk and susceptible to radicalization and violent extremism. PRIME will enhance social cohesion by promoting leadership opportunities, positive social engagements, rehabilitation, and other initiatives, with a focus on youth. The program also aims to improve career and employment opportunities for young Maldivians, to provide alternative paths away from violent extremism.

4.2 Background

Drug abuse and gangs are believed to be contributing factors behind the vulnerabilities to radicalization and violent extremism among young people in the Maldives. A 2011 study showed that the rate of drug abuse in Male' is at 6.7%. Drug abuse often leads to violence and recruitment by gangs that allow for easy access to drugs. However, not all drug addicts belong to gangs nor do all gangs deal in drugs. The criminal justice system allows for drug addicts, through drug courts, to send those convicted towards treatment rather than impose punitive measures. However, the long wait time and the arduous administrative process often push individuals looking to kick drug addiction back into the habit. Over time multiple offences preclude the rehabilitation process and drug users land in prison. There is a high incarceration rate (15 percent higher than the rate in India despite having a much lower incidence of violent crime) that puts nearly 500 per hundred thousand of the population in prison. Similarly, violent and non-violent criminals are mixed together in prisons, and the prison management system is believed to be ad hoc and staff under-trained. The confluence of these issues – drugs, violence, incarceration, and detention conditions – may facilitate radicalization in prison and detention centers.

In June 2019, the Ministry of Home Affairs convened a committee to oversee prison reform. The committee was convened following a review undertaken by a presidential commission. The commission, after inspection of the prisons, compiled a report with 182 recommendations. Also, the Strategic Action Plan (SAP) of the government has committed to addressing prison related issues. However, if prison radicalization is an issue in the country, it is necessary to incorporate a CVE perspective in the efforts to reform prisons.

4.3 Scope of Work

The purpose of the study is to:

- Understand the pathways and levels of radicalization in prisons, juvenile detention centers and State care facilities;
- Understand the recruitment tactics employed within the prison environment to target men and women inmates and juvenile offenders; and
- Review the existing prison reform plans as outlined in the presidential commission report, the Strategic Action Plan, and other relevant government documents pertinent to the topic of prison radicalization, to determine whether they are adequate and effective in countering and preventing radicalization and violent extremism.

The study will therefore also review the current prison management practices, prison conditions, and programs available in order to provide a preventative framework and inform policy interventions to address the issue of radicalization in prisons and juvenile detention centers in the Maldives.

The Service Provider is expected to undertake the following activities:

- 1) A literature review relevant in understanding the pathways and levels of radicalization in prisons, juvenile detention centers and State care facilities; understand the recruitment tactics employed within the prison environment to target men and women inmates and juvenile offenders, and reviewing prison reforms within a CVE perspective
- 2) Desk research to review prison reform plans outlined in the presidential commission report, the SAP, and other relevant sources with a CVE perspective.
- 3) Stakeholder consultations to a) identify and understand radicalization in prison, juvenile detention centers and State care facilities (focus should also be on identifying demographics vulnerable to radicalization, the prevalence and susceptibility of population to radicalization, relevant standard operating procedures, and vulnerabilities within the system); and, b) identify gaps in the prison reform plans, the SAP, and other relevant resources in preventing and countering radicalization and violent extremism.
- 4) Comprehensive report based on literature review and stakeholder consultations, with recommendations.

4.3 Expected outputs and deliverables

<p>An inception report including:</p> <ol style="list-style-type: none"> a. A detailed methodology and research framework b. A list of sources that will be reviewed as part of the literature review. c. A list and explanation of sources identified for stakeholder interviews as well as preliminary interview questions. d. Inception workshop e. Final inception report 	<p>30 days</p>
<p>Preliminary Report</p> <ol style="list-style-type: none"> a. Data Collection and analysis b. Draft key findings and recommendations c. Validation of preliminary report with external and internal stakeholders d. Finalise preliminary report <p><i>In view of the Covid-19 pandemic, such interviews may be conducted online, if appropriate. Provide notes from any interviews conducted.</i></p>	<p>90 days</p>
<p>Final Report</p> <ol style="list-style-type: none"> a. Present the report to internal stakeholders and finalize the report following any feedback. b. Submit final report c. Roundtable discussion with external stakeholders to present final report 	<p>30 days</p>

5. FUNCTIONAL REQUIREMENTS

Service Providers are expected to start the assignment during October 2020 for a duration of 4 (four) 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:

- Evidence the service provider meets the required educational and professional skills and experience needed to undertake the assignment
- Evidence of successful completion of projects of similar size and complexity. Please provide a list of projects and reference contacts.

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	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