

## REQUEST FOR PROPOSALS

### CONSULTANT TO CONDUCT A NATIONAL SOCIAL AUDIT ON VACCINE PROCUREMENT AND DISTRIBUTION

Announcement No.	TM/RFP/2022/001
Project:	STRONGG
Published on:	09 <sup>th</sup> January 2022
Inquiry Submission:	16 <sup>th</sup> January 2022
Deadline due:	20 <sup>th</sup> January 2022
Point of contact:	<a href="mailto:procurement@transparency.mv">procurement@transparency.mv</a>
General FAQ:	<a href="#">Frequently Asked Questions Docx</a>

#### 1. Organizational Background

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 (TI) in the Maldives.

#### 2. Eligibility: Organizations / Firms / Individuals

#### 3. Period of Performance: 03 (three) Months starting January. However, Service Providers may propose an alternative timeline along with their proposal if deemed necessary.

#### 4. Scope of Work and Guidelines:

##### 4.1 Background

Transparency International and its chapters fight corruption in health so that governments and civil society can create stronger, sustainable and inclusive health systems around the world. The pandemic, specifically the process of procurement and distribution of Covid-19

vaccines, has highlighted the impact that corrupt practices have on health practices around the world and on individuals.

The Government of Maldives (GoM) began a national free Covid-19 vaccination program on 1st February 2021.

TM is seeking a consultant to conduct a national social audit on vaccine procurement and distribution to determine the transparency of information provided by the relevant institutions, identify corruption risks, and ascertain beneficiary satisfaction.

#### **4.2 Objectives, Scope and Description of Activities**

The objective of this social audit is to 1) enable a better understanding of the procurement and distribution process of the Covid-19 vaccines, 2) determine the transparency of information provided by the relevant institutions, 3) identify the most prevalent corruption risks in the procurement and distribution of the Covid-19 vaccines, 3) disparities in vaccine availability, procurement, and administration between the Capital (Male') and Cities, and 4) Beneficiary satisfaction.

The Service Provider is expected to:

- (a) Propose the methodology to undertake the social audit including data collection and analysis.
- (b) Submit an inception report setting out the conceptual framework; key methodology; information on data sources and collection; workplan indicating the proposed timeline, and key deliverables and milestones.
- (c) Retrieve and consolidate the following information from the relevant institutions of the GoM;
  - i. The total number of Covid-19 vaccines that have been procured along with the amount spent on procuring the vaccines, as well as details of vaccines received as in-kind grant from development partners and friendly governments.
  - ii. The total number of Covid-19 vaccines received by the national distribution centers.
  - iii. Retrospectively trace and monitor the Covid-19 vaccine distribution
- (d) Conduct two surveys to determine beneficiary satisfaction namely;
  - i. Experience of the individuals who received the Covid-19 vaccine.
  - ii. Experience of the individuals who have not received the Covid-19 vaccine.TM will provide the Service Provider with the proposed survey documents, which may be adapted to the Maldives context by the consultant and approved by TM before use.
- (e) Outline the corruption risks in the procurement and distribution of the Covid-19 vaccines.

#### 4.3 Deliverables and Timeline

Deliverable	Timeline (tentative)
Inception report	14 days
Data Collection and Data Analysis	45 days
First draft of the beneficiary satisfaction survey findings and report	15 days
TM’s review and comments	7 days
Inception report	14 days

### 5. Form and Content of the Response

Submit application via the website link for the RFP announcement. Must upload each of the required documents in the applicable section.

#### 5.1 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 complexity and subject matter. Please provide a list of projects and reference contacts.

Statement of Qualifications: This section should describe the Service Provider’s professional qualifications. Please include CV/resume providing evidence of how the Service Provider meets 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 this RFP.

#### 5.2 Financial Proposal

Please see Annex 1 of this RFP

### 6. Conflict of Interest Statement

All Service Providers and relative team members and staff that will participate must sign the conflict-of-interest statement given in Annex 2 of this RFP and submit it along with their application. Applications without the conflict-of-interest statement will be considered incomplete and TM reserves the right to reject such applications.

## 7. Evaluation of applications

The applications will be evaluated based on their merit and experience in undertaking this assignment. The following criteria will be used to award scores for applications:

Selection Criteria	Points	%
TM will evaluate proposals based on the following criteria:		
<b>1. Technical Proposal</b>		<b>80%</b>
<b>1.1 Proposed methodology and approach</b> <ul style="list-style-type: none"> <li>• Is the scope of task well defined and does it correspond to the RFP?</li> <li>• Is there an adequate methodology in place for collecting data?</li> <li>• Is the presentation clear and is the sequence of activities and planning logical, realistic, and promise efficient implementation to the project?</li> <li>• Are there quality assurance procedures and mechanisms in place?</li> <li>• Is the Service Providers proposed timeline suitable for the study?</li> </ul>	20 20 20 20 20	20%
<b>1.2 Service Provider’s Experience</b> <ul style="list-style-type: none"> <li>• Experience in the public health administration, health policy, procurement, anti-corruption or relevant field.</li> <li>• Experience in planning and conducting qualitative and quantitative research</li> <li>• Experience in drafting studies, reports, and policy briefs to a wide range of audience. Experience in conducting research projects of similar size and complexity</li> <li>• Service Providers are requested to provide a list of projects, specific role, and reference contacts.</li> </ul>	20 20 20 20	40%
<b>1.3 Service Provider’s Qualification</b> <ul style="list-style-type: none"> <li>• Qualification, skills, and experience in the areas of public health administration, health policy, procurement, anti-corruption or a relevant field of education.</li> <li>• Relevant short-term trainings or professional qualifications.</li> <li>• Research experience</li> </ul> <p>Service Providers are requested to submit educational certificates (with transcripts) to support their merit and list of relevant short-term training undertaken.</p>	20 10 10	20%
<b>2. Financial Proposal</b>	<b>10</b>	<b>20%</b>

## **8. Additional Terms and Conditions**

### **a) 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.

### **b) 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.

### **c) 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.

### **d) 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. Formal Communications shall include, but are not limited to:

- Questions and inquiries concerning this RFP must be submitted in writing to [procurement@transparency.mv](mailto:procurement@transparency.mv)
- 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.

### **e) Non-Disclosure Agreement**

TM reserves the right to require any respondent to enter into a non-disclosure agreement.

**f) 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.

**g) 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.

**h) 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.

**i) Partial Awarding**

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

**j) 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; or

Arising out of, by reason of, or attributable to, the Service Provider responding to this RFP;

As a result of the use of information, error or omission contained in this RFP document or provided during the RFP process.

**9. Entire RFP**

This RFP, any addenda to it, and any attached schedules, constitute the entire RFP.

**ANNEX 1: COST PROPOSAL**

Service Providers are required to fill out the following cost breakdown. Unit prices are required in the case of discrepancies between unit price and total price, the unit price will be taken as a reference basis in the evaluation.

Pricing must be in **USD or MVR** (please select as appropriate).

**Bid Title:**

**RFP No.:**

**Applicant:**

**Date:**

**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				
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:

## **ANNEX 2: CONFLICT OF INTEREST STATEMENT**

Transparency Maldives (TM) is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical capacity. TM does not tolerate fraud, collusion among bidders, falsified proposals/bids, bribery, or kickbacks. Any entity or individual violating these standards will be disqualified from this procurement and barred from future procurement opportunities.

TM employees and agents are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business.

By signing this certification, the bidder agrees to:

- Disclose as part of the proposal submission any close, familial, or financial relationships with TM staff and members. For example, the bidder must disclose if a bidder's mother conducts volunteer trainings for TM.
- Disclose as part of the proposal submission any family or financial relationship with other bidders submitting proposals. For example, if the bidder's father owns a company that is submitting another proposal, the bidder must state this.
- Certify that the prices in the bid/proposal/application/quote have been arrived at independently, without any consultation, communication, or agreement with any other bidder or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to TM's prohibitions against fraud and bribery.

Please contact [procurement@transparency.mv](mailto:procurement@transparency.mv) for any questions or concerns regarding the above information or to report any potential violations.

Signature:

Date:

Name:

Title/ Position:

Entity name (for firms/organizations only):

Address:

***End of RFP***