

## REQUEST FOR PROPOSALS

### CONSULTANCY TO DEVELOP A SELF-ASSESSMENT TOOLKIT FOR SOEs

Announcement No:	TM/RFP/2022/006
Project:	SANCUS
Open date:	31 March 2022 (Thursday)
Questions from service providers:	07 April 2022 (Thursday)
Answers from TM:	10 April 2022 (Sunday) Answers will be provided via email
Bid submission deadline:	14 April 2022 (Thursday) before 0000 am Male' time
Point of contact:	Hassan Rushdhan / <a href="mailto:procurement@transparency.mv">procurement@transparency.mv</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.

TM received formal government registration in 2007 and is the National Chapter of Transparency International in the Maldives.

#### 2. Eligibility

Organizations/Firms/Individuals

#### 3. Period of Performance:

April 2022 for a period of eight weeks

#### 4. Scope of work

State Owned Enterprises (SOEs) are often concentrated in critical areas of the economy and plays a central role in providing basic goods and services. Therefore, it is crucial for these Enterprises to strike a balance between profitability and social responsibility in their operations. While control of SOEs is often with the government, their transparency and accountability are important to ensure that they are being well managed and run for the societal benefit.

The Strengthening Accountability Networks among Civil Society Project (SANCUS), funded by the European Union, which TM is currently implementing, aims to strengthen the legal and

regulatory framework for the operation and functionality of SOEs, as well as improve the governance, functions, and operations of SOEs.

Towards this end, TM is looking for a consultant to develop a self-assessment toolkit based on best practice for SOEs to appraise and improve their governance, anti-corruption policies and procedures including whistleblower protection systems.

Scope and specific responsibilities include:

- Preliminary meeting with the project team to understand the scope of work and timeline.
- Review of best practice anti-corruption policies, good governance and whistleblower protection systems.
- Conduct baseline survey to understand existing anti-corruption, good governance and whistleblower protection policies and systems adopted by SOEs.
- Consultation with relevant stakeholders such as intended beneficiaries, SOEs, oversight and regulatory agencies and community actors such as civil society organizations.
- Preparation of report including literature review, baseline survey and results, and the self-assessment toolkit.
- Validation and finalization of self-assessment toolkit and report.
- Ensure the work is completed and delivered according to the agreed timeline.

<b>Deliverables</b>	<b>Timeline</b>
Review of best practice policies and systems	2 weeks
Conduct baseline survey and consultations	2 weeks
Submit report	2 weeks
Validation and finalization of report and toolkit	2 weeks

## 5. Submission of application

Applicants must email the following documents in pdf format to [procurement@transparency.mv](mailto:procurement@transparency.mv) before the stipulated deadline in this RFP:

- Bid submission form (refer to Annex 1 of this RFP)
- CV/ Biodata of applicants (for firms, CV of all team members allocated for this assignment should be submitted and team leader should be clearly identified)
- Copies of relevant educational qualifications
- Reference letters to illustrate past work done in this field or in similar portfolios (If reference letters are unavailable, service providers may submit portfolios of their previous work)
- Conflict of Interest statement (refer to section 6 of this RFP)
- Financial proposal (refer to Annex 2 of this RFP) – the financial proposal should clearly state the daily professional rate of the service provider.

## 6. Conflict-of-Interest Statement

All applicants must sign the conflict-of-interest statement given in Annex 3 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:

<b>1. Technical Proposal</b>		<b>70%</b>
a. Qualifications		20%
Minimum bachelor’s degree in a related field	10%	
Relevant short-term trainings or professional qualifications.	10%	
b. Experience		30%
Previous experience in conducting similar research, research papers, reports, and policy briefs.	15%	
Demonstrable evidence of the service provider’s ability to undertake the assignment.	15%	
c. Proposed methodology and work plan		20%
Methodology to achieve the outcome as per the scope of work	10%	
Proposed work plan and timeline	10%	
<b>2. Cost Proposal</b>		<b>30%</b>

### Additional Notes:

- Service Provider is requested to provide references to support their previous work undertaken.
- For a firm/team of individuals, experience will be assessed based on the individual team members and those of the firm.
- For a firm/team of individuals, qualification will be assessed based on the combination of the proposed team’s expertise in relevant fields.
- In addition to educational qualification, short-term trainings in relevant areas will also be considered.
- Service Providers are requested to submit detailed CVs, educational certificates (with transcripts, if desired) to support their merit and list relevant short-term training undertaken.

## 8. Payment modality

Payments will be made subject to the completion of the work as per the work plan within the subscribed time. No advance payment is allowed for this service and service providers must submit an invoice for their work.

## **9. Additional Terms and Conditions**

### **A) Coverage and Participation**

TM reserves the right not to enter 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 Request for Proposal (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 therefrom.

### **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 concerning this RFP must be submitted in writing to [procurement@transparency.mv](mailto:procurement@transparency.mv)
- Service providers' recommendations to TM on any discrepancies, errors or omissions that may exist within this RFP. Service providers may also recommend any enhancements to this RFP, which might be of TM's best interests.
- Inquiries about technical interpretations must be submitted in writing.

### **E) Non-Disclosure Agreement**

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

### **F) Costs**

This RFP does not obligate TM to pay for any cost of any kind whatsoever, which may be incurred by a Service Provider or any third party, 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, 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) Modification and Withdrawal of RFP**

TM reserves the right to modify by written notice the terms of this RFP at any time in its sole discretion. TM also reserves the right to withdraw this RFP at any time—with or without statement of cause—prior to actual award.

**K) 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.

**L) Entire RFP**

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

**ANNEX 1: BID PROPOSAL SUBMISSION FORMAT (CONSULTANCY/RESEARCH)**

**1. RFP Title:**

**2. Date of submission:**

**3. Lead Organization/ Team leader:**

- Name:
- Designation:
- Organization (please leave blank for individual applicants):
- Address:
- Contact no:
- Email:

**4. Collaborators/ co-partners/ project team:**

Name	Organization	Capacity	Specialty area

**5. Bidder's profile/ organization profile**

(Please write a brief profile of the bidder/ organization, including how the bidder is suited for this assignment. For organizations, please include a brief history of the organization, including date of operation and areas of operation. Please keep the profile short and do not exceed more than 1 A4 page).

**6. Outline of the project scope/ research or consultancy proposal summary**

(A brief description of your proposal, scope of work, boundaries, and limitations. Please do not exceed more than 2 A4 pages).

**7. Deliverables of the project**

(Please outline specific deliverables that you will be focusing on in this assignment, based on our RFP requirements).

**8. Proposed Methodology/ Approach taken**

(Provide a brief description of how the bidder will undertake the assignment specified in the RFP, including an overview of the activities envisaged to deliver the project. For

research proposals, include the research methodology and its suitability for the project. Please do not exceed this section more than 2 A4 pages).

**9. Timeline and deliverables**

(Provide the project target activities and clear timelines in table format or format given below)

Activity/ deliverable	Timeframe			
	Day/ Week 1	Day/ Week 2	Day/ Week 3	Day/ Week 4

**10. Any other information relevant to the project proposal/ scope outlined above**

(Include any other information that you feel is relevant to support your application, including profiles, leaflets, brochures or samples/portfolio of past work or other similar areas of work, and references. For research and consultancy proposals, include past research, publications or similar research or consultancies undertaken.)

**11. Other supporting documents submitted with this application (please tick where appropriate):**

<input type="checkbox"/>	CV/Biodata of team leader
<input type="checkbox"/>	CV/Biodata of collaborators/ co-partners/ project team
<input type="checkbox"/>	Organization profile/portfolio (not applicable for individuals)
<input type="checkbox"/>	Experience supporting documents (this includes reference letters, referee contacts, active web links to previous works undertaken etc.)
<input type="checkbox"/>	Proof of relevant educational qualification (if required by RFP)
<input type="checkbox"/>	For organizations, registration certificate
<input type="checkbox"/>	For organizations, GST certificate (if applicable)
<input type="checkbox"/>	For organizations and individuals, relevant professional license (if applicable)
<input type="checkbox"/>	Financial proposal (refer to Annex 2 of RFP)
<input type="checkbox"/>	Conflict of Interest Form (refer to Annex 3 of RFP)

**ANNEX 2: 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). TM reserves the right to disqualify proposals that do not follow the given Financial Proposal template. Pricing must be in Maldivian Rufiyaa.

**Bid Title:**

**Date:**

**A: Cost Breakdown per Deliverable**

Deliverables (as per RFP)	Price (Lump Sum, All Inclusive)
Desk Review	
Baseline survey and consultations	
Submission of final report	
Report finalization and validation	
<b>Total</b>	

*\*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	E.g.: Budget analyst				
	Subtotal A				
B	Administrative Costs				
1	E.g.: 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:



### **ANNEX 3: 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 identified to be 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 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 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***