

REQUEST FOR PROPOSALS

Business Integrity Consultant

Announcement No.	TM/RFP/2022/009
Project:	CIPE
Published on:	17 th April 2022
Inquiry Submission:	Until Deadline
Deadline due:	08 th May 2022
Point of contact:	procurement@transparency.mv

1. Organizational Background

Transparency Maldives (TM) is a non-partisan organization that endeavours 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:

June 2022 to November 2022

4. Scope of Work and Guidelines:

4.1 Background

Transparency Maldives is carrying out the development and implementation of project "Maldives: enhancing the practice of business integrity" funded by the Center for International Private Enterprise (CIPE). A key objective of the project is to enhance awareness of effective business integrity practices within civil society and the private sector. To achieve

this objective a key activity is engagement with business/professional associations, cooperative societies and civil society organizations (CSO)s to promote and strengthen business integrity practices. Furthermore, to enhance awareness.

4.2 Objectives, Scope and Description of Activities

TM is seeking a business integrity expert to conduct research on the level of understanding of business integrity and ethical conduct within business/professional associations, cooperative societies and CSOs, and develop content to promote business integrity among these target groups.

- The consultant will develop a methodology to understand how associations, cooperative societies and CSO's and it's members currently understand and apply the concepts of business integrity. The consultant will provide an inception report including assessment tools (as a minimum to include organizational assessment survey and membership survey)
- The consultant will conduct an organizational assessment survey and membership survey among the association's, cooperative societies and CSO's. Through a series of consultations with selected business/professional associations, cooperative societies and CSOs, the consultant will determine the role that business integrity and ethical conduct play in association membership and the key challenges in applying ethical business practices. Based on the surveys and consultations, the consultant will provide a report on findings and provide guiding compliance policies/process, FAQ on business integrity, and engagement materials to promote business Integrity.
- The consultant will provide capacity building and technical support to selected organizations and TM including
 - Identify and work with 6 organizations, in coordination with TM, to provide technical assistance for those organizations to adopt business integrity practices.
 - Support TM/CIPE's business integrity pilot trainings/workshops planned under the project, including observing the training delivery by TM/CIPE, and based on observations and post training evaluations, review/contextualizing training materials used by TM/CIPE.
 - Develop a handbook/guideline on business integrity and ethics based on the inception report/survey findings, engagements with organizations and training observations.
- Provide end of project report, detailing lessons learned challenges and way forward.

4.3 Deliverables and Timeline

DELIVERABLE	TIMELINE (tentative)
Inception report including methodology and assessment tools	30 th of June
Assessment findings and guiding documents (Sample compliance policies, FAQ on business integrity, engagement materials on business integrity)	31 th of August
Capacity building and technical support <ul style="list-style-type: none"> ○ Technical support to organizations ○ Support to workshops ○ Guideline/handbook 	August - October
Final Report	30 th of November

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.
 - 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)
 - Reference letters and summary of work done to illustrate past work done in this field or in similar portfolios (If reference letters are unavailable, please provide contact information for referees)
- **Statement of Qualifications:** This section should describe the Service Provider’s professional qualifications. Submitted CV/resume must provide evidence of how the Service Provider meets the knowledge and skills needs of the assignment.
 - Copies of relevant educational qualifications.
- **Proposed Methodology:** This section should demonstrate the Service Provider’s methodological approach for meeting the specifications set out in this RFP.
 - Workplan and timeline to achieve deliverables.

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:

TM will evaluate proposals based on the following criteria: Selection Criteria	%
1. Technical Proposal	80%
1.1 Proposed methodology and approach	
<ul style="list-style-type: none"> Methodology to achieve the outcome as per the scope of work Proposed work plan and timeline 	10% 10%
1.2 Service Provider’s Experience	
<ul style="list-style-type: none"> Previous experience in conducting similar work in business integrity. Demonstrable evidence of the service provider’s ability to undertake the assignment. 	25% 15%
1.3 Service Provider’s Qualification	
<ul style="list-style-type: none"> Minimum bachelor’s degree in the area of governance, anti-corruption, business administration, social sciences, law or a relevant field. Any relevant short-term training or professional qualifications. 	15% 5%
2. Financial Proposal	20%

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
- 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 DELIVERABLES

Deliverable	%	Value
Inception report including methodology and assessment tools	15%	
Assessment findings and guiding documents (Sample compliance policies, FAQ on business integrity, engagement materials on business integrity)	35%	
Capacity building and technical support <ul style="list-style-type: none"> ○ Technical support to organizations ○ Support to workshops ○ Guideline/handbook 	40%	
Final Report	10%	

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 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