

REQUEST FOR PROPOSALS

Consultancy for the Layout and Designing of Educational Materials (Deadline extended)

Announcement No.	TM/RFP/2024/007
Project:	PRIME
Published on:	29th August 2024
Information Session:	10 th September 2024 (online session) Interested parties should email procurement@transparency.mv expressing their interest to join
New Deadline due:	16th September 2024, 1400 hrs
Point of contact:	procurement@transparency.mv

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 (TI) in the Maldives.

2. Eligibility:

Organizations / Firms / Individuals (Locals Only)

3. Period of Performance:

60 days

4. Scope of Work and Guidelines:

4.1. Background

Transparency Maldives and the Ministry of Youth Empowerment, Information and Arts are collaborating to develop a Toolkit on Career Guidance tailored for students and youth in the Maldives. The project aims to enhance theoretical understanding and practical approaches to career guidance, expand the capacities of service providers, and provide tools and training materials. Additionally, the project aims to empower facilitators to effectively support vulnerable youth through various interventions and engage stakeholders such as state actors, employers, and educational institutions. Ultimately, the project goal is to equip vulnerable youth with strategies to identify and pursue sustainable career paths, bolstering their self-confidence, resilience, and socio-economic mobility in the Maldivian context.

4.2. Objectives, Scope and Description of Activities

TM has retained the services of a Career Guidance Consultant (CGC) who has been tasked with producing the Toolkit. The CGC will provide all elements of the Toolkit as listed below and in Annex 1. Clear guidelines will be provided by the CGC that the designer is expected to follow. Accordingly, the design consultant will be responsible for the design, layout, and illustration of the following elements of the career guidance toolkit provided by the CGC:

- Create an overall branding that binds together all the materials/products. A key requirement here is to ensure that the design is grounded in Maldivian culture and ways of living, as per the suggestions made by the CGC.
- Facilitator's Manual: Front Cover (inside and outside), Back Cover (inside and outside) for 1 manual
- Student Worksheets: upto but not exceeding 40 pages
- Learning Cards: upto but not exceeding 25 cards, designed on both sides in A3 size.
- Flip Charts: upto by not exceeding 15 flip charts in A0 size.
- Career Dictionary: Front Cover (inside and outside), Back Cover (inside and outside)

Note: Please refer to Annex 1 for more detailed specifications.

Expected Outputs:

The Service Provider is expected to:

- Design and layout the above-mentioned educational materials according to the scope defined by TM as described in Annex 1.
- Collaborate closely with TM following the workflow described below, to ensure that the materials meet the specified objectives and quality standards.
- Make necessary revisions as suggested by TM.
- Provide editable and print-ready files according to the specifications provided by TM.

Workflow:

- TM will provide the designer with the material drafted by the CGC in clearly delineated batches.
- The designer will have an online briefing discussion with the CGC before beginning work on each batch.
- The designer will present a scratch version of the work to be done to the CGC for approval for each batch.

- The designer will complete the work and submit each batch to TM as it is completed, as per a pre specified schedule of dates.
- The CGC is the final approver for each batch of work completed by the designer.

4.3. Deliverables and Timeline

Deliverable	Timeline (tentative)
Initial branding concepts/layout for approval	10 days
Submission of initial designs/layouts	20 days
Incorporation of TM's feedback and revisions	10 days
Submission of final designs/layouts for all materials	20 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:

Statement of Experience: This section should outline the Service Provider's capabilities and relevant experience. Include examples of similar previous assignments or any work of similar complexity and subject matter.

Statement of Qualifications: Describe the professional qualifications of the Service Provider or team members, including CVs/resumes that demonstrate the knowledge and skills required for this assignment.

Proposed Methodology: Demonstrate your approach to meeting the specifications set out in this RFP, including a detailed work plan that adheres to the provided timeline.

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	60%
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 	15%
1.2 Service Provider's Experience	
<ul style="list-style-type: none"> • Reputation, competency and reliability of firm and staff/team members – this will be scored after reviewing relevant references. Please provide reference letters. • Level of quality assurance procedures and mechanisms in place to ensure quality of research and strategy development, and of the final output • Experience from previous similar projects, and any other relevant projects. Please provide a list of projects and reference contacts. • Research experience from previous similar projects. 	35%
1.3 Service Provider's Qualification	
<ul style="list-style-type: none"> • Diverse team with qualifications, skills and experience in areas of videography and Social Sciences or a relevant field of education. • Professional qualifications in area of specialization <p>Service Providers are requested to submit educational certificates (with transcripts) to support their merit and list of relevant short-term training undertaken.</p>	10%
2. Financial Proposal	40%

8. Additional Terms and Conditions

a) Coverage & Participation

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

- 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.

The copyright for all material developed through this project, including manuals, worksheets, learning cards, flip charts, tests and questionnaires, is held by Transparency Maldives. The Service Provider undertakes that none of this material will be shared with or used for any other projects or assignments. Doing so would constitute an infringement of copyright laws.

All discussions pertaining to the project held between Service Provider and Transparency Maldives are confidential. It is expected that the Service Provider will not disclose the contents of discussions or material to any other parties without prior written permission from Transparency Maldives.

The copyright for all concepts, designs (in all formats), material (in all formats) and intellectual property developed by the Service Provider in connection with the Project shall rest solely and entirely with Transparency Maldives even after completion of the project.

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.

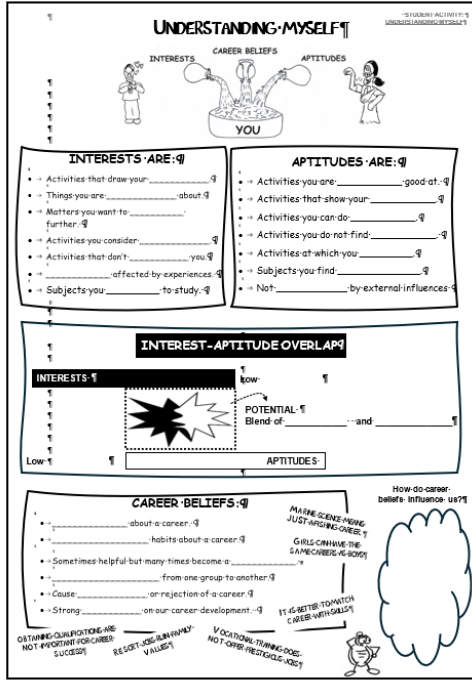
9. Entire RFP

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

ANNEX 1: Design and Artworks for Career Guidance Tools and Checklist

Development of Handbook on Career
Guidance for Youth who are Socially and Economically
Disadvantaged

Design and Artworks for Career Guidance Tools: Overview

	Tool	Design Requirement
1.	<p>Worksheet</p> <p>These are activity sheets provided to students.</p>	<p>Design requirements:</p> <p>Gideon will provide formatted worksheets in word and pdf formats in English. In order to make it interesting for children, various drawings and illustrations are to be included in the comic book format.</p> <p>Indications will be provided where illustrations are to be inserted.</p> <p>Colour: Black and white only.</p> <p>Size: A4.</p> <p>Sample Worksheet:</p>  <p>The sample worksheet is titled "UNDERSTANDING MYSELF" and is divided into four main sections:</p> <ul style="list-style-type: none"> INTERESTS ARE: A list of prompts such as "Activities that draw you about", "Things you are about", "Matters you want to further", "Activities you consider", "Activities that don't you", "affected by experiences", and "Subjects you to study". APTITUDES ARE: A list of prompts such as "Activities you are good at", "Activities that show your", "Activities you can do", "Activities you do not find", "Activities at which you", "Subjects you find", and "Not by external influences". INTEREST-APTITUDE OVERLAP: A diagram showing two overlapping rectangles labeled "INTERESTS" and "APTITUDES". The overlapping area is shaded and labeled "POTENTIAL Blend of ... and ...". CAREER BELIEFS: A section with prompts like "about a career", "habits about a career", "Sometimes helpful but many times become a", "Cause or rejection of a career", and "Strong on our career development". It also includes a cartoon character and some text about "How do career beliefs influence us?".

Learning Cards

These are large colourful cards that are linked to specific activities. The cards carry triggers for discussion and students use the cards for their discussions in small groups and to fill in their worksheet.

Design requirements:

Gideon will provide formatted learning cards in word and pdf formats in English in A4 size. In order to make it interesting for children, various drawings and illustrations are to be included. Gideon will provide images as rough examples. These are to be redrawn.

Indications will be provided where artworks are to be inserted.

Colour: Full colour

Size: A3. To be designed on both sides

Sample Learning Cards:

Front of Card

MAKING LINKS

CAREER NAME: CHEMIST?

DO YOU HAVE ANY SODIUM HYDROXIDE? NaOH

WHAT IS THE CHEMICAL FORMULA FOR BANANA? HeHeHe

WHICH FISH IS MADE OF 2 SODIUM ATOMS? 2Na

WHAT DID THE SCIENTIST SAY WHEN SHE FOUND 2 ISOTOPES OF HELIUM? HeHe

WHAT IS THE FORMULA FOR WATER, WHAT IS THE FORMULA FOR ICE? H2O

WHAT ELEMENT IS A GIRL'S FUTURE BEST FRIEND? Carbon

WHAT IS HELIUM? He

WHAT IS THE MOST IMPORTANT RULE IN CHEMISTRY? Never lick the spoon!

WHAT DID ONE ION SAY TO THE OTHER? I've got my ion you!

IF H₂O IS THE FORMULA FOR WATER, WHAT IS THE FORMULA FOR ICE? H2O

WHAT IS THE FORMULA FOR ICE? H2O

A FAMOUS CHEMIST DIED... WHAT SHOULD HIS FRIENDS DO? Bornum

WHAT IS THE CHEMICAL FORMULA FOR BANANA? HeHeHe

WHICH FISH IS MADE OF 2 SODIUM ATOMS? 2Na

WHAT IS THE FORMULA FOR WATER, WHAT IS THE FORMULA FOR ICE? H2O

WHAT ELEMENT IS A GIRL'S FUTURE BEST FRIEND? Carbon

WHAT IS HELIUM? He

WHAT IS THE MOST IMPORTANT RULE IN CHEMISTRY? Never lick the spoon!

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Back of Card

Career Information Themes

CAREER NAME **POTENTIALS** **CAREER TASKS** **YOUR TASKS**

CAREER DEFINITION **JOB AND LOCATION** **CAREER PATH**

WHO IS A CHEMIST?

Chemistry is a branch of science that studies the properties and behaviour of different substances and work out how they behave under different conditions. Chemists study the composition of matter and its properties. They describe the properties they study in terms of quantities, with detail on the level of molecules and their component atoms. Chemists measure substance proportions, chemical reaction rates, and other chemical properties.

Chemists use their knowledge about substances, to reproduce large quantities of useful naturally occurring substances and create new artificial substances and useful processes. Chemistry offers one of the most diverse range of careers.

Specialisations: Analytical, Corrosion, Environmental, Forensic Chemistry, Industrial, Inorganic, Organic, Pharmaceutical, Physical, and Soil Chemistry.

WHAT DOES A CHEMIST DO?

- Conduct **experiments, tests and analyses** to understand the chemical composition of natural or synthetic substances.
- Conduct **research**, using techniques such as chromatography, spectrophotometry and spectroscopy.
- Prepare compounds, test solutions and reagents to test, develop and **improve materials**, and industrial products.
- Conduct experiments, tests and analyses to investigate **chemical composition** and energy and chemical changes in various natural, artificial or synthetic substances, materials and products.
- Develop **quality control** procedures for manufacturers.
- Specialise in Chemistry based **industries**: pharmaceutical, food and drink, biochemist, chemical engineer.

CAREER PATH: HOW DO I BECOME A CHEMIST?

- Higher Secondary** (e.g. A Level) with Science.
- Bachelor's Degree** with Chemistry as a major subject.
- Specialisation** in a particular branch of Chemistry through Master's and Doctoral degrees.

Potentials-Required:--Analytical-Logical & Physical-Mechanical

JOB S AND LOCATIONS: WHERE DOES A CHEMIST WORK?

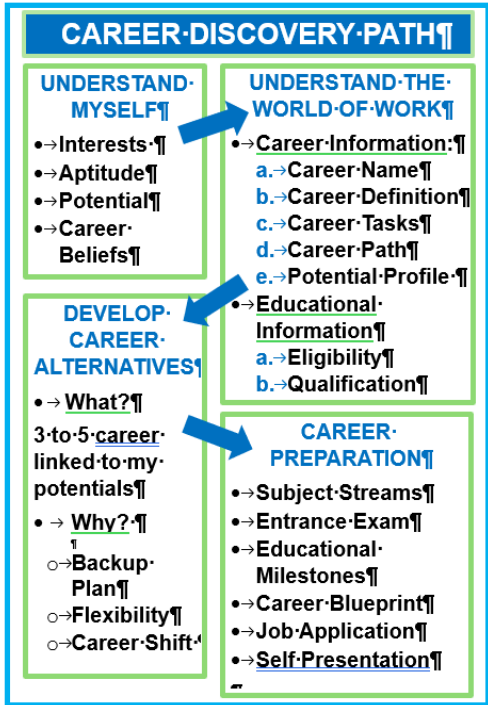
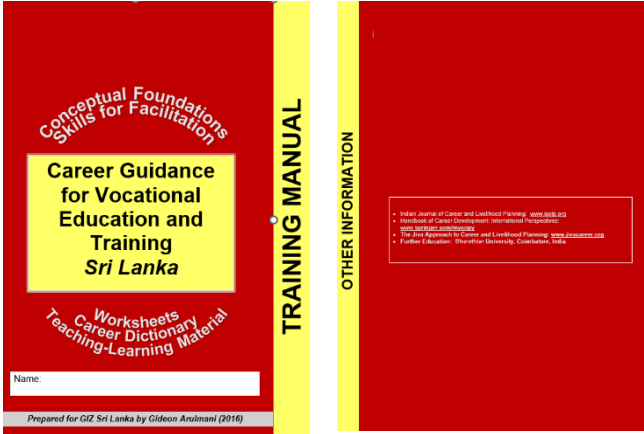
- Life Science, as a Biochemist or Biotechnologist.
- Engineering, as a Chemical Engineer, Materials Scientist.
- Pharmaceuticals, as a drug developer, tester, manufacturer.
- Food and Drink, processing and preserving food and drink.
- Confectionery industry, creating / manufacturing sweets.
- Cosmetics industry, creating / manufacturing perfumes and creams.
- Law enforcement, as a Forensic Chemist.

JOB S AND LOCATIONS: WHERE DOES A CHEMIST WORK?

- Agriculture, in soil testing, pest control, soil fertilisation.
- Environment, as a Waste management Engineer, Toxicologist.
- Synthetic industry, as a Polymer / Plastics Technologist.
- Energy companies, as a Petroleum, Alternative Energy engineer.
- Textile industry producing fabric from synthetic and natural fibres.
- Industries converting raw materials (oil, natural gas, air, water, metals, and minerals) into commodity chemicals for products.

In this learning card for example, all the graphics are to be redrawn and improved.

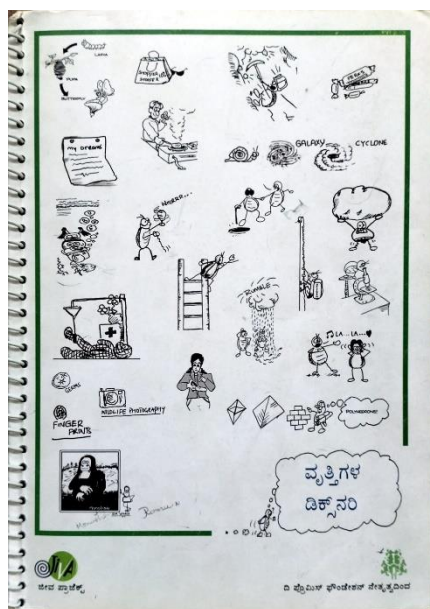
Detailed instructions will be provided for each card along with the draft.

<p>Flip Charts</p> <p>These are large display charts that carry the key points of the activity. The Counsellor uses the Flip Chart to conduct the activity.</p>	<p><i>Design requirements:</i></p> <p>Gideon will provide formatted Flip Charts in word and pdf formats in A4 size in English.</p> <p>Indications will be provided where artworks are to be inserted.</p> <p><i>Colour: Full colour</i></p> <p><i>Size: A0. To be designed on one side only.</i></p> <p><i>Sample Flip Chart:</i></p> 
<p>Cover Design: Facilitator's Manual</p> <p>Cover design only for Front and Back Covers(Outside and Inside)</p>	<p><i>Sample</i></p> 

Cover Design: Career Dictionary

Cover design only for Front and Back Covers(Outside and Inside)

Sample



Career Guidance Material Development Checklist

ACTIVITY NAME	WORKSHEET (WS)	LEARNING CARD (LC)	FLIP CHART (FC)
1 Career Success	Yes 5 pages	Yes 4 units back to back	Yes 2 units
2 Career Discovery Path	Yes 1 page	No	Yes 1 Unit
3 Understanding Myself	Yes 1 Page	No	Yes
4 Multiple Potentials	Yes 1 page	Yes 5 units back-to-back	Yes 1 Unit
5 Interest Profile + SAQ + Generation my Personal Profile	Yes 10 pages	No	Yes 2 units
6 Making Links	Yes 1 Page	Yes 5 units back to back	No
7 Educational Milestones	Yes 2 pages + 1 information page	No	Yes 2 units
8 Career Overview	Yes 1 page	No	Yes (1 Unit)
9 Career Beliefs: I Believe	Yes 2 pages	No	Yes 1 unit
10 Career Beliefs: My Future...My Beliefs	Yes 1 pages	No	Yes 1 Unit
11 Career Beliefs: My Beliefs and Me	Yes 5 pages	No	Yes – 1 FC
12 Two Kinds of Information	Yes 2 Pages	Yes 5 units back-to-back	Yes 1 Unit
13 Which Course is Better	Yes 1 page	No	Yes 1 Unit
14 Subject Families	Yes 1 Page	No	Yes 1 Unit
15 Subjects and Careers	Yes 1 Page	Yes 5 units back to back	No

16 Lifelines	Yes 1 page	No	Yes 1 Unit
17 Work Job Career	Yes 1 page	No	Yes 1 Unit
18 Building a Career: Lifelong Career Development	Yes 2 pages	No	Yes 1 Unit
19 Building a Career: Job Search Skills	Yes 5 pages	No	Yes 1 Unit
20 How to Write a Good Resume and Cover Letter	Yes 6 pages	No	No
21 Work Experience	Yes 1 page	No	No
Facilitator's Manual Cover design only for Front and Back Covers(Outside and Inside)			
Career Dictionary Cover design only for Front and Back Covers(Outside and Inside)			

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:

Name:

Title/ Position:

Entity name:

(For firms/organizations

only)

Address:

Date:

End of RFP