

## REQUEST FOR PROPOSALS

### Card Game Layout Design and Video Consultancy

Announcement No.	TM/RFP/2023/008
Project:	Civic Education Project - IFES
Published on:	4 <sup>th</sup> September 2023
Inquiry Submission:	9 <sup>th</sup> September 2023
Deadline due:	11 <sup>th</sup> September 2023
Point of contact:	<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.

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: 20 Days

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

Transparency Maldives, in collaboration with IFES, is currently implementing a Civic Education Project which aims to review the current civic education curriculum in the Maldives and develop support materials for teachers. A comprehensive civic education curriculum is imperative so that students understand the importance of active participation in the society in order to contribute to policy-making, and addressing different issues within the society. Decisions made at the societal level should always be informed by the people living in that society, and building a socially and politically aware youth population is an important step towards this. A civic education curriculum is also important so

that the youth are better able to understand how to work together with decision makers and to hold them accountable.

As part of this project, several supplementary materials have been prepared for Social Studies students and teachers, and youth in general. These include a teachers' guide for social studies teachers in Key Stage 3, handout materials for students, short videos, and a card game. The objective of developing these materials is to help students and teachers get access to additional resources.

In this regard, TM is looking for a consultant to design the layout for the card game, and to prepare a short video tutorial on how to play the card game.

The content of the card game will be developed and provided by TM. The content of the card game will cover topics such as good governance, civic participation, and rights and responsibilities of citizens.

#### **4.1 Background**

TM is a strong advocate for civic education, as instilling values of civic responsibilities, understanding citizens' rights and empowering citizens to hold their public officials accountable are all important to improve local governance, increase integrity of governance systems, and to eliminate corruption. Civic education is also important to encourage wider public participation and to instil values of human rights, tolerance, humility, and respect among the citizens, including youth and young children. Since TM's inception, civic education has been an integral part of all of TM's projects, including its election integrity, local governance, and heritage programmes.

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

The key objectives of developing the layout and tutorial for the card game are:

- a. Design the layout of the card game appropriate for students and youth.
- b. Develop a short video tutorial (1-2 mins) that explains how the card game can be played.

The card game can be used by teachers and in extra-curricular activities by school clubs. The card game can also be used as resource materials by TM in its voter education as well as by other civil society organisations and educators to promote civic values in the country.

#### **Expected Outputs:**

The Service Provider is expected to:

- (a) Design the layout of the card game – to be used both in the online version and the print version
- (b) Develop a short video tutorial on how to play the card game as per TM’s instructions.

**4.3 Deliverables and Timeline**

Deliverable	Timeline (tentative)
Develop Timeline	2 days
Develop Draft Layout and Video Tutorial	7 days
Incorporate Comments from TM and Resubmit	4 days
Finalise the Design and Video Tutorial	7 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 or team members’ capabilities and include any relevant experience. Any similar previous assignments of similar complexity and subject matter can be included. Statement of experience is not required to be limited to video production.

Statement of Qualifications: This section should describe the Service Provider’s or team members’ professional qualifications and any other relevant qualifications. Please include CV/resume, providing evidence of how the Service Provider or team members meet the knowledge and skills that are required for the assignment.

Proposed Methodology: This section should demonstrate the Service Provider’s or the team’s methodological approach for meeting the specifications set out in this RFP. This should include a work plan according to the timeline set in the 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:

TM will evaluate proposals based on the following criteria: <b>Selection Criteria</b>	<b>%</b>
<b>1. Technical Proposal</b>	<b>60%</b>
<b>1.1 Service Provider’s Experience</b>	45%
<ul style="list-style-type: none"> <li>• Successful completion of similar projects – 20%</li> <li>• Necessary qualifications to undertake the project – 20%</li> <li>• References of completed similar projects – 5%</li> </ul>	
<b>1.2 Service Provider’s Suitability for the Project</b>	15%
<ul style="list-style-type: none"> <li>• How well the proposal meets the needs and criteria set forth in the RFP</li> </ul>	
<b>2. Financial Proposal</b>	<b>40%</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***