

**REQUEST FOR PROPOSAL  
Multimedia Consultancy**

**1. INTRODUCTION**

**1.1 Purpose**

The purpose of this Request for Proposal (RFP) is to invite prospective service providers to submit a proposal and quotation for the development of four (4) advocacy videos (under 10-12 minutes combined) focusing on the stories and views of communities whose nearby local islands were sold in the MMPRC scandal and to conduct a photography workshop in a select local island affected by the MMPRC scandal and curate a photo story by the participants of the workshop showing the effects of the corruption scandal through their lens.

The RFP provides service providers with the relevant operational and performance requirements.

**1.2 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.

**2. GENERAL INFORMATION**

**2.1 The Organisation**

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 the detrimental effects of corruption 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 Contact of Transparency International in the Maldives.

**2.2 Schedule of Events**

The following tentative schedule will apply to this Request for Proposal (RFP), but it may change in accordance with TM's needs or unforeseen circumstances. Changes will be communicated by email to all service providers.

<b>Event</b>	<b>Date</b>
Release of RFP	<b>4 February 2020</b>
Questions from Service Providers Due (by email)	<b>8 February 2020</b>
Answers from TM	<b>9 February 2020</b>
RFP Closes – All Bids Due	<b>11 February 2020, by 11:59pm</b>

### 3. PROPOSAL PREPARATION INSTRUCTIONS

#### 3.1 Service Providers' Understanding of the RFP

In responding to this RFP, the service provider accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to TM as necessary to gain such 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 the service provider has demonstrated such understanding. Such disqualification shall be at not fault, cost, or liability whatsoever to TM.

#### 3.2 Good Faith Statement

All information provided by TM in this 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.

#### 3.3 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.

**3.3.1 Service Providers' Inquiries** Applicable terms and conditions herein shall govern communications and inquiries between TM and service providers as they relate to this RFP. Inquiries, questions and requests for clarification related to this RFP are to be directed in writing to:

Sara Naseem  
[sara.naseem@transparencymaldives.org](mailto:sara.naseem@transparencymaldives.org)

**3.3.2 Formal Communications** shall include, but are not limited to:

- Questions concerning this RFP must be submitted in writing.
- 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.
- Inquiries about technical interpretations must be submitted in writing.

**3.3.3 Addenda** TM will make a good-faith effort to provide a written response to the questions or request for clarification that requires addenda per the Schedule of Events in 2.2.

#### 3.4 Proposal Submission

It is mandatory for service providers to send a proposal and a quotation in electronic copy via email to [sara.naseem@transparencymaldives.org](mailto:sara.naseem@transparencymaldives.org) on or prior to 23:59 hrs on 11 February 2020.

#### 3.5 Criteria for Selection

TM will evaluate bids based on the following criteria:

Cost Proposal	20%
Candidate Qualifications <ul style="list-style-type: none"> <li>● Technical skills in producing videos or similar work.</li> <li>● Familiarity with the political and electoral context of the Maldives.</li> </ul>	40%
Candidate Experience	40%

<ul style="list-style-type: none"> <li>• Previous experience in producing videos or similar work.</li> <li>• Demonstrable evidence of the candidate's ability to undertake the assignment as detailed in Section 4.</li> </ul> <p><i>Please note: service providers <u>must</u> provide samples of projects and reference contacts. If URLs are submitted, only links that are live will qualify during evaluation.</i></p>	
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**3.6 Selection & Notification**

Service providers determined by TM who possess the capacity to compete for this contract will be selected. The selected provider will be notified. Those service providers not selected for the negotiation phase will not be notified.

**4. SCOPE OF WORK & GUIDELINES**

**4.1 Details of the advocacy videos**

The Service Provider shall develop four (4) advocacy videos (8-10 minutes combined) focusing on the stories and views of communities where nearby local island/s was leased by MMPRC through illegitimate means. The purpose of the videos is to increase public awareness and show the cost of corruption to local communities and the intersections of corruption, our fragile environment and people's livelihood. The thematic areas of the videos can be discussed with TM and the Service Provider.

The Service Provider will also be responsible for conducting a photography workshop in a select local island affected by the MMPRC scandal. The outcome of the workshop should be:

- Collect a series of no less than 20 photographs taken by the participants
- Curate an exhibition of photographs by the participants of the workshop showing the effects of the corruption scandal through their lens.

**4.2 Responsibilities of the Service Provider**

- Familiarise with the MMPRC corruption scandal and its environmental impacts.
- Present a detailed concept for each video for approval from TM.
- Develop four (4) advocacy videos (8-10 minutes long combined) based on the approved concepts.
- Work with TM to finalise islands to travel to to record the footage and organise photography workshops
- Arrange travel and accommodation in the islands the Service Provider travels to take the video footage and organise workshops.
- Ensure that the videos are of high quality, and in a format (or formats) that is suitable for sharing on multiple media including, but not limited to, Twitter, Facebook, YouTube and various TV channels.
- Organise a photography workshop for at least ten (10) participants in the local community.

**4.3 Materials Delivered by Service Provider to TM (all via email):**

- Detailed concept for each advocacy video.
- Four advocacy videos.
- Detailed plan and logistics of photography workshop
- Curated series of printed photos by participants of the workshop

**5. FUNCTIONAL REQUIREMENTS**

The Service Provider is expected to start the assignment on 16 February 2020 for a period of 1.5 months.

**6. FORM/CONTENT OF THE RESPONSE**

Service Provider must provide the following information in order for their proposal to be considered. Both individuals or teams may submit proposals.

1. Details about the Service Provider:

- Names and qualifications of key team members including their specific roles in undertaking the assignment.

2. Technical proposal detailing:

- Cost proposal.
- Proposed timeline for meeting the specifications set out in Section 4. As the timeline will be part of the contractual agreement, a realistic timeline for the assignment is requested.
- Evidence of successful completion of similar projects, especially projects that demonstrate familiarity with the political and electoral context of the Maldives. Please provide samples of projects and reference contacts. If URLs are submitted, only links that are live will qualify during evaluation.

**7. BUDGET & ESTIMATED PRICING**

Service Providers are required to fill out the following cost breakdown. Pricing must be in Maldivian Rufiyaa. Unit prices are required and in the case of discrepancies between unit price and total price, the unit price will be taken as reference basis in the evaluation. Technical Specification must be shown per each item.

No.	Item Description	Technical Specifications	QTY	Unit	Total
1.					
2.					
3.					
	Total				MVR _____

**8. ADDITIONAL TERMS & CONDITIONS**

**8.1 Non-Disclosure Agreement**

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

**8.2 Costs**

The RFP does not obligate TM to pay for any costs, of any kind whatsoever, which may be incurred by a respondent or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of TM, subject to claims of confidentiality in respect of the Response and supporting documentation.

**8.3 Intellectual Property**

The respondent should 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.

#### **8.4 Respondent's Responses**

All accepted Responses shall become the property of TM and will not be returned.

#### **8.5 Partial Awarding**

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

#### **8.6 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 respondent, person, or entity for any losses, expenses, costs, claims or damages of any kind:

- Arising out of, by reason of, or attributable to, the respondent responding to this RFP; or
- As a result of the use of any information, error, or omission contained in this RFP document or provided during the RFP process.

#### **8.7 Entire RFP**

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

***End of RFP***