# Call for Experts

# Summary

WFD seeks an expert to provide the British High Commission Dhaka with support in identifying and refining key components of a proposed programme aimed at building state effectiveness and accountability in Bangladesh.

# Overview

Westminster Foundation for Democracy (“**WFD**”) is the UK public body dedicated to supporting democracy around the world. Operating internationally, WFD works with parliaments, political parties, and civil society groups as well as on elections to help make political systems fairer, more inclusive and more accountable.

We are a problem-solving, practitioner-led organisation that offers:

* Specialist analysis, research, and advice to inform policy makers on a range of democratic governance issues;
* High quality and impactful programmes that directly support the full spectrum of institutions in political systems to develop inclusive political processes, more accountable political systems, protection of rights and freedoms, and more pluralistic societies; and
* International elections observation on behalf of the UK.

## Delivered in partnership with the Foreign Commonwealth and Development Office (FCDO), WFD has been engaged as the primary partner to deliver the Democratic Governance Centre of Expertise (CoE). The purpose of the Centre is to help the FCDO network by serving as an authoritative source of expertise and insight, drawing on WFD’s accumulated knowledge and evidence, and on input from our networks of partners and collaborators.

# Aim of this Invitation to Tender

WFD is issuing this Call for Experts (“**Call**”) to a range of potential experts and we would welcome a **proposal** from your organisation. This Call constitutes an Invitation to Tender.

We seek to enter into an agreement with a single supplier (individual or organisation) who is a senior and experienced expert in thinking and working politically and in public administration . This expert, preferably a respected policy professional, academic, or political figure, foundation, or business equivalent, should specialize in governance and accountability and have experience in working on building state effectiveness, accountability and integrity. Contemporary knowledge of FCDO programming and the Bangladeshi political context is preferable.

The expert will be required undertake two scoping missions to Dhaka where they will provide:

* **Scoping Support**: Assist in identifying and refining key components of a proposed programme aimed at building state capacity and accountability in Bangladesh.
* **Policy Delivery Analysis**: Conduct in-depth analysis of policy delivery challenges and potential coalitions to address them.
* **Institutional Analysis**: Clarify the approach for delivering institutional analysis and incentivizing reforms.
* **Stakeholder Engagement**: Engage with various stakeholders, including government ministries, donors, and think tanks, to support programme design and implementation.

# Proposal submission

All proposals should be submitted in writing by 23.59 (BST) on Sunday 11th August 2024, must comply with the requirements of this Call, and must include the information requested in the Proposal Requirements below.

The proposal or quote should be sent electronically and addressed to: WFD Procurement ([procurement@wfd.org](mailto:procurement@wfd.org)) using the subject heading: “EOI - CoE/Bangladesh Enquiry”; cc. Tobi Ayeni ([Tobi.Ayeni@wfd.org](mailto:Tobi.Ayeni@wfd.org)), Callum Manson (Callum.Manson@wfd.org and Camila Maciel ([Camila.Maciel@wfd.org](mailto:Camila.Maciel@wfd.org)).

The same email address should be used for any questions related to this Call.

# By submitting a bid, you agree to comply with WFD’s standard terms and conditions for tendering and key policies, which are found [here](https://www.wfd.org/policy/wfd-general-terms-and-conditions-tendering), and WFD’s [Code of Conduct](https://www.wfd.org/policy/code-conduct).

# Terms of Reference

## Background

Bangladesh is growing rapidly and is aiming to achieve the SDGs by 2030. Government effectiveness in policy delivery will help with service delivery and diversification of the economy.

Countries that have successfully moved to upper middle-income status and beyond have often had effective states; without an effective state, countries risk being stuck in the ‘middle income trap.’ State effectiveness impacts the ability to be accountable to citizens and the long-term prospects for democratic resilience.

BHC Dhaka has a strong history of support to state effectiveness in Bangladesh, including significant programmes on civil service reform, tax, public financial management and access to justice. The programme will build-in accountability in improving state effectiveness. BHC Dhaka / FCDO has a strong reputation in Bangladesh and has an important role in providing intellectual leadership for the international community.

This programme responds to the International Development White Paper (2023) which calls for “Capable state institutions which are transparent and accountable ensure that government action benefits the majority and that governments can plan effectively” (6.18). It also supports the delivery of Sustainable Development Goal 16 on Peace, Justice and Inclusion.

## Objective

Given the economic growth in Bangladesh and the UK’s ODA budget, BHC Dhaka are seeking to develop a programme focussed on a few niche interventions to support state effectiveness and accountability as the country aims to achieve the SDGs by 2030 and seeks to achieve UMIC status in 2031. BHC Dhaka has the opportunity to influence governance in Bangladesh as it grows, potentially helping to improve state effectiveness, accountability and integrity.

The Centre of Expertise for Democratic Governance are to support a scoping process in Bangladesh that will be led by the Senior Governance Adviser at Post and supported by an Economist and Programme Manager. BHC Dhaka will identify a long-list of up to ten policy delivery problems and change coalitions over the summer. The scoping mission will help to provide a short-list of up to five delivery problems and change coalitions. It will help to identify how we might support change coalitions to tackle these policy delivery problems and help identify the modality for delivering support.

## Scope of work

The scoping mission will cover programme design. We are looking for an expert to provide support in thinking and working politically and in public administration reform processes. Scoping will be provided by a team consisting of a Senior Governance Adviser from the Centre of Expertise, and up to 3 consultants. This includes 1 international consultant (subject of this call) with technical expertise and 1 to 2 national consultants with technical expertise and strong senior-level government and civil service relationships in Bangladesh.

The team will provide support to BHC Dhaka in the following processes:

* Refining the potential components of the programme that have been identified which include: (1) Policy Delivery Support on 5 areas, (2) Support for Institutional Analysis to enable reform-makers to deliver change based on evidence and incentives, (3) Support for analysis of how ministries regulate and oversee executive agencies, (4) Research on state capacity for UMIC status and (5) Encouraging high-level discussion of state capacity through think tanks and the media. There is also a MEL component.
* Relating to Component 1: Conducting a deeper analysis of 5 policy delivery problems to more clearly identify: (1) the issue and people who care, (2) the ministry (and executive agency) who leads and their incentives for reform of delivery and (3) potential coalition (across politicians, civil servants and externals) who might mobilise to deliver reform. This will be a political economy analysis to test appetite for reform on the policy delivery problems. It will help determine the two problems for the start of the programme which may be expanded to the full five problems. It will also help to determine the approach for identifying different or additional problems in the future.
* Relating to Component 2: clarifying the ‘offer’ to ministries, how we might deliver the institutional analysis and how we might incentivise others to support/fund institutional reform.
* Relating to Component 3: identifying the problem in regulation and how we might support improvements in the relationship between ministries and their executive agencies.
* Relating to Component 4: Identifying how to build research and the evidence base on state capacity development in support of achieving UMIC status, and how this might be shared both within and outside of Bangladesh.
* Relating to Component 5: Mapping how we might support think tanks to enhance the discussion on state capacity and how we might encourage donor coordination on state capacity
* The scoping should also consider how the programme might include specific issues in health and education in the future
* Identify how BHC Dhaka might engage in policy dialogue/engagement with the relevant government ministry/ministries to effect wider change
* Supporting the development of a procurement strategy for the programme, for example a consortium with a lead implementing partner to manage local registration and the use of a Challenge Fund to encourage interest
* Support delivery of a Concept Note and initial theory of change in September/October that will go to the Country Board and Ministers in October/November
* Support inputs into a Business Case which is likely to be finalised in February/March

## Timeline

We are anticipating a first mission of ten days at the end of September to support scoping and the Concept Note. We are anticipating a second visit of ten days in February to support the delivery of inputs into the Business Case which will be finalised in February/March. These missions will require preparatory work and drafting outside of the time in country.

## Reporting

The supplier will report to WFD’s Programme Manager, and FCDO’s Senior Governance Advisor at an interval to be agreed upon contract. Documents and draft notes will be submitted to FCDO’s Senior Governance Advisor for circulation with partners.

## Working arrangements

The preparatory work for the visit will be carried out remotely; Travel to Dhaka is required for both scoping missions. Additional consultations may be required post-visits, virtually. Final report inputs and other deliverables will be developed and submitted remotely.

## Payments

The Consultant will submit invoices which (i) state the number of days worked during the relevant period, (ii) include a timesheet with detailed description of the tasks completed, and (iii) attach receipts for any agreed expenses. Payments will be made monthly in arrears within 30 days of receipt by WFD of a valid invoice.

## Minimum experience and expertise

The individual should have experience conducting similar visits/consulting services and possess the following qualifications and skills:

* Advanced degree (Masters equivalent or higher) in social and political sciences, or another related field.
* A senior figure (a respected policy professional, academic or political, foundation or business equivalent) with experience and confidence in engaging with high-level officials, governments, Embassies, international organizations, etc.
* Previous experience of working on FCDO assignments will be an asset.
* Conceptual and practical expertise in building state effectiveness and accountability.
* Solid experience/understanding of Problem Driven Iterative Adaption (PDIA), Political Economy Analysis (PEA, and coalition building with and across government.
* Experience of working in/on Bangladesh or broader South Asia would be a strong asset but is not essential.
* Strong speaking, writing and analytical skills in English. Good interpersonal skills.
* Proven ability to provide consulting and mentoring to high-level officials, and to prepare advisory notes and briefings;
* Proven track record in delivering similar assignments, supported by references and/or previous consulting/advisory roles.

# Proposal process

## Timescale

Below is the proposed timescale for this Call. Please note the dates are indicative and subject to change.

|  |  |
| --- | --- |
| Description | Date |
| Issue Call | 29 July |
| Closing date for receipt of completed proposals | 11 August |
| Shortlisting of proposals | By 16 August |
| Expert interviews/presentations to tender committee (if applicable) | By 23 August |
| WFD announces preferred supplier | 30 August |
| Contract finalised and signed | 6 September |

## Proposal requirements

In general, the proposal should include the following:

1. Profile
2. Proposed solution and how it meets the specification (scope and deliverables)
3. Financial proposal
4. References
5. Confirmation of compliance with General Terms and Conditions of tendering

### Individual profile:

* If the expert is currently registered with WFD’s Expert Roster, the expert should refer to this in the proposal and no further information is required.
* If the expert is not currently registered with the Expert Roster, the expert should provide a C.V. or information in the proposal document including:
* A summary of their professional biography and relevant career history/record of assignments; and
* case studies/credentials demonstrating relevant experience and skills profile

### Proposed solution:

* Clear explanation as to the proposed approach to meeting the specification set out in this Call.
* Detailed project plan, including timelines, assumptions and dependencies, resourcing, and risks.

### Financial proposal:

* Including a transparent quotation of the charge for the service(s) in sterling, with a clear breakdown of the daily rate to be applied.
* Detail any proposed discount for WFD as a not-for-profit organisation
* Include a separate identification of any VAT charges or other applicable taxes.

### References:

* If the expert is currently registered with WFD’s Expert Roster, the expert should refer to this in the proposal and no further information is required.
* If the expert is not currently registered with the Expert Roster, the expert should include details of at least three references relating to similar expert services provided in the last three years.

### Confirmation of acceptance of general terms and conditions:

* All proposals should include a signed copy of the Confirmation of Compliance form as annexed to this Call.

All experts should also note the following:

* all proposals should be submitted in English;
* all proposals should be submitted in electronic form;
* proposals should not exceed three pages;
* this Call and the proposal in response may be incorporated in whole or in part into the final contract;
* only information provided in response to questions set out in this documentation will be taken into consideration for the purposes of evaluating the proposal;
* proposals which are poorly organised or poorly written, such that evaluation and comparison with other submissions is notably difficult, may exclude the expert from further consideration; and
* any proposals which do not fully comply with the requirements of this Call may be disregarded at the absolute discretion of WFD.

## Evaluation criteria

WFD does not provide a mathematical formula by which bids will be weighted evaluated, but the procurement committee will usually consider the following criteria, among others in the evaluation of all responses:

* Quality of bid document
* Service offer and solution fit to specification
* Quality, capacity, and track-record of bidders based on references
* Value for money and pricing factors
* Professional profile, track record, and references
* Relevant experience, including case studies

WFD will score each criterion using the following table:

|  |  |
| --- | --- |
| 0 | The proposal submitted omits and fundamentally fails to meet WFD’s scope and specifications. Insufficient evidence to support the proposal to allow WFD to evaluate. **Not Answered** |
| 1 | The information submitted has a severe lack of evidence to demonstrate that WFD’s scope and specifications can be met. Significant omissions, serious and/or many concerns. **Poor** |
| 2 | The information submitted has some minor omissions in respect of WFD's scope and specifications. The tender satisfies the basic requirements in some respects but is unsatisfactory in other respects and raises some concerns. **Satisfactory**. |
| 3 | The information submitted provides some good evidence to meet the WFD’s scope and specifications and is satisfactory in most respects and there are few concerns. **Good.** |
| 4 | The information submitted provides good evidence that all of WFD's scope and specification can be met. Full and robust response, any concerns are addressed so that the proposal gives confidence. **Very Good.** |
| 5 | The information submitted provides strong evidence that all of WFD's scope and specification can be met and the proposal exceeds expectation i.e. exemplary in the industry. Provides full confidence and no concerns. **Outstanding** |

## Queries about this Call

Any questions related to this Call should be addressed to WFD Proucurement at [procurement@wfd.org](mailto:procurement@wfd.org).

## Equal Information

Should any potential expert raise a question that is of general interest, WFD reserves the right to circulate both question and answer to other respondents, either via WFD’s website or by email. In this event, anonymity will be maintained.

## Annual reports

If you operate a personal services company, please provide a link or copy of your company’s latest audited annual accounts with the proposal.

## Other information

If the potential expert believes that there is additional information that has not been requested in the Call but is relevant to your proposal, please include that information as a separate attachment and explain its relevance to this Call.