# Invitation to Tender

# Summary

WFD is looking for a service provider to organize roundtable events and training workshops to address the impact of information operations and disinformation in Taiwan.

# 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.

# Aim of this Invitation to Tender

WFD is issuing this Invitation to Tender (“**ITT**”) to a range of potential suppliers of goods and/or services and would welcome a **bid** from your organisation.

In order to strengthen the democratic resilience of Taiwan, there is an urgent need to address the impact that information operations and disinformation have on Taiwan’s society and its electoral integrity. The authoritarian information tactics used across the Asia-Pacific region share similarities and aim to inhibit people’s right to form independent opinions that are free of manipulative interference, as well as to make free choices during elections. WFD therefore seeks to strengthen partnerships among stakeholders to facilitate knowledge exchanges about these information operation tactics, to enhance best practices countering electoral disinformation, and to build capacities in order to strengthen democratic actors’ abilities to investigate information and counter them effectively.

# Bid submission

All bids should be submitted by August 31st, 2022 in writing, must comply with the requirements of this ITT, and must include the information requested in the Bid Requirements below.

The bid should be sent electronically and addressed to: Chris Liu at procurement@wfd.org

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

WFD’s standard terms and conditions for tendering and key policies are found at <https://www.wfd.org/policy/procurement-policy> and you can find a copy of WFD’s Code of Conduct at <https://www.wfd.org/policy/code-conduct>

# Detailed Specification

## Objective

The objective of this service aims to strengthen the democratic resilience of Taiwan by addressing the impact that information operations and disinformation have on Taiwanese society and its electoral integrity.

## Scope of work

*The service provider should implement following scope of work:*

* To implement 2 roundtables on information operations with at least 8 speakers attended
* To conduct 2 capacity building training workshops on counter-disinformation with at least 80 participants attended
* To deliver 2 follow-up activities, after implemented roundtables and training workshops, to ignite multi-stakeholder dialogue and to form a future collaboration platform
* To submit 1 post-event report detailing the strategies and best practices to countering information operations during election. The report needs to compile the experiences of invited organizations and speakers, as well as the reflections of participants from the training workshops. The post-event report will be conducted in English.

## Timeline

The timeframe below lists the key tentative dates for the preparation process. These will be agreed with the service provider once secured.

|  |  |
| --- | --- |
| **Activity**  | **Date**  |
| Deadline for applications  | August 31st, 2022  |
| Interviews with shortlisted applicants  | September 1st, 2022  |
| Submission of workplan, including methodology  | September 5th, 2022    |
| WFD feedback on the workplan  | September 6th, 2022  |
| Project Execution  | September 8th, 2022  |
| Follow-up activities  | October 2022 to March 2023  |
| Submission of post-event report  | March 15th, 2023  |

## Reporting

* Mid-term report upon completion of 2 roundtables and 2 capacity building training workshops
* 1 post-event report detailing the strategies and best practices to countering information operations during election. The report needs to compile the experiences of invited organizations and speakers, as well as the reflections of participants from the training workshops.

## Payments

 A maximum of GBP £30,000 will be applied depending on experiences and expertise needed.

## Minimum experience and expertise

The service provider will:

* Demonstrate a deep understanding of information operations and counter-disinformation Demonstrate an understanding of geo-political dynamics from the Taiwan perspective
* Have worked in Taiwan, including experience and knowledge of civil society actors, organisations and dynamics, particularly relevant to democracy and information operations
* Have excellent research, analytical and writing skills
* Have working professional fluency in English and Mandarin/Taiwanese.

# Bid process

## Timescale

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

|  |  |
| --- | --- |
| Description | Date  |
| Issue ITT | *August 24th, 2022* |
| Closing date for receipt of completed tender proposals | *August 31st, 2022* |
| Shortlisting of bids | *August 31st, 2022* |
| Supplier interviews/presentations to tender committee (if applicable) | *September 1st, 2022* |
| WFD announces preferred supplier | *September 2nd 2022* |
| Contract finalised and signed | *September 7th, 2022* |

## Bid requirements

In general, the bid should include the following:

1. Organisational profile
2. Proposed solution and how it meets the specification
3. Financial proposal
4. References
5. Confirmation of compliance with General Terms and Conditions of Tendering

### Organisational profile:

* Company profile, including brief history and financial overview
* Case studies/credentials demonstrating relevant experience and skills profile
* Names and brief biographies of key staff

WFD is particularly keen to receive bids from organisations which are – or are working towards becoming – living wage employers and that have a broadly representative and balanced Board from gender and ethnicity perspectives.

### Proposed solution:

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

### Financial proposal:

* Full breakdown costings for the proposed solution in sterling
* Separate accounting of VAT and/or any other applicable tax, duty, or charge.
* Detailing of any discount applied in view of WFD’s not-for-profit status.

### References:

* The bid should include details of two references relating to similar goods/services provided in the last three years. Please note – referees will only be contacted once Preferred Bidder status is assigned.

### Confirmation of acceptance of General Terms and Conditions of Tendering:

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

All bidders should also note the following:

* all bids should be submitted in English;
* all bids should be submitted in electronic form only;
* this ITT and the 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 ITT;
* bids which are poorly organised or poorly written, such that evaluation and comparison with other submissions is notably difficult, may exclude the bidder from further consideration; and
* any bids which do not fully comply with the requirements of this ITT may be disregarded at the absolute discretion of WFD.

## Evaluation criteria

* 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** |

## Tender Queries

Any questions related to this tender should be addressed to Chris Liu at chris.liu@wfd.org

## Equal Information

Should any supplier 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

Please provide a link or copy of your company’s latest audited annual accounts with the bid.

## Other information

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