

Invitation to Tender

Summary

We are seeking a partner to provide safety and security advice and assistance as part of a framework agreement.

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:

- High quality and impactful regional and country 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;
- Specialist analysis, research, and advice via its Centre of Expertise to inform policy makers on a range of democratic governance issues; and
- International elections observation on behalf of the UK.

Aim of this Invitation to Tender

WFD is issuing this Invitation to Tender (“ITT”) to procure a framework agreement for safety and security related services and we would welcome a **bid** from your organisation.

The framework will facilitate provision of the following services:

1. Strategic advice on organisational safety and security risk management
2. Operational risk advice on specific issues, such as safety of LGBT+ personnel.
3. Provision of standard and bespoke training opportunities
4. Drafting or improving standard security documentation
5. Travel-related risk assessment and briefings
6. Security preparedness for election observation missions

Bid submission

All bids should be submitted by 5pm on 31 July 2023 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: Selina Anand, International Operations Manager 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/wfd-general-terms-and-conditions-tendering> and you can find a copy of WFD’s Code of Conduct at <https://www.wfd.org/policy/code-conduct>

Detailed Specification

Objective



WFD's top priority is protecting the health, safety, security and wellbeing of staff and stakeholders.

WFD wishes to retain the services of experienced and expert professional security risk advisers to support the organisation to ensure that its safety and security policies, procedures, and practice meet WFD's legal duty of care to staff and stakeholders and standards of good practice standards.

WFD invites bids from suppliers that can offer both the benefits of an ongoing partnership as a trusted adviser with a responsive and flexible approach that can deliver specific assignments as and when required. The selected supplier will be contracted on a framework agreement for three years.

Scope of work

1. Organisational security risk management advice

- Provision of threat intelligence and threat/vulnerability analysis and strategic advice on safety and security risk management
- Reviewing WFD's policies and guidance from time to time against good practice benchmarks
- Development of self-service tools to support security risk management
- Attending and advising quarterly meetings of the WFD Duty of Care Group.

2. Safety and security training

- Provision of access to relevant standard e-learning products to travellers
- Provision of places on standard hostile and/or fragile environment training courses (e.g. HET, SAFE)
- Delivery of tailored, specific training opportunities designed for WFD officials or VIPs who are planning to travel to high and very high risk locations

3. Targeted security risk management advice

- Providing operational advice, as required, on the management of safety and security related to specific scenarios or personal risk factors for WFD staff, experts and/or stakeholders, including women, persons with disabilities, LGBT+ personnel, etc.
- Reviewing, from time to time, the security-related policies and practice of downstream partners and providing advice or capacity-strengthening on behalf of WFD.

4. Drafting or improving standard security documentation

- Drafting or reviewing and providing comments on Local Security Plans and Welcome Packs related to WFD's regional and country programmes upon request as part of the periodic refresh process
- Providing analysis or advice to WFD offices on security matters

5. Travel-related advice and assistance

- Drafting or reviewing and providing comments on Travel Risk Assessments
- Delivering pre-departure security briefings relating to international travel of staff or experts deployed as part of a Centre of Expertise mission, global/regional programming activity, or stakeholder engagement.
- Delivering pre-departure briefings tailored to VIP travellers
- Advice and assistance relating to crisis management or security incident response

6. Election observation missions

- Drafting risk assessments
- Delivering pre-departure security briefing, monitoring and check-ins, and mission-specific advice and assistance for election observation missions
- Designing and delivering security training for election observers

Deliverables

Deliverables across the six service categories may include:

- Threat/risk analysis and briefing documents
- Risk assessments
- Content for local security plans
- Online/in-person pre-departure briefings
- Online/in-person training sessions

Timeline

The framework will commence on 1 October 2023 and will expire on 30 September 2026.

Working arrangements

The supplier will be expected to participate in a quarterly Duty of Care Group meeting and to deliver assignments as and when required, which will be commissioned under an order contract in each case.

Payments

Fees are expected to be based on an agreed daily rate fixed for the term of the framework agreement. Payments will be linked to delivery of assignments under any order contract(s).

Minimum experience and expertise

The successful supplier will be expected to demonstrate experience, backed by case studies / references, of working with Government bodies and/or international organisations, including those operating in the international development sector, and providing security advice or assistance related to elections processes.

The supplier should also demonstrate relevant accreditation to professional/industry standards or membership of industry bodies.

Bid process

Timescale

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

Issue ITT	29 June 2023
Deadline for questions in relation to this ITT	5pm BST, 24 July 2023
Closing date for receipt of completed tender proposals	5pm BST, 31 July 2023

Shortlisting of bids	<i>w/c 7 August 2023</i>
Supplier interviews/presentations to tender committee (if applicable)	<i>w/c 14 August 2023</i>
WFD announces preferred supplier	<i>31 August 2023</i>
Contract finalised and signed	<i>31 August 2023</i>

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, including the applicable daily rate(s)
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 each component of the specification set out in this ITT.
- Detailed project plan for onboarding and approach to delivering assignments, including as relevant timelines, assumptions and dependencies, resourcing and risks.

Financial proposal:

- Clear breakdown of relevant costs, including an applicable daily rate(s) or fixed fee (e.g. for training places), as appropriate, 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

WFD intends to shortlist providers based on their response to the RFP and will use the following scoring criteria.

<i>Quality of bid document</i>	<i>10%</i>
<i>Service offer and fit to specification</i>	<i>30%</i>
<i>Value for money</i>	<i>30%</i>
<i>Professional profile and social value credentials</i>	<i>15%</i>
<i>Relevant experience, track record and references</i>	<i>15%</i>
Total Weighting	100 %

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 *Selina Anand* at procurement@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.