# Call for Experts

# Summary

WFD is recruiting an individual consultant to act as the international project manager for its ‘cost of politics’ research for the next three years under the EU’s Women and Youth in Democracy Initiative (WYDE).

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

Since 2016, WFD has conducted primary research in partnership with a variety of local and international actors in over 15 countries and will be expanding this work under the EU’s Women and Youth in Democracy Initiative (WYDE). WYDE aims to improve the enfranchisement, empowerment, and inclusion of youth in all levels of democratic participation at the national, regional and global scales.

To aid these efforts, WFD is recruiting an individual consultant to act as the international project manager for its ‘cost of politics’ research for the next three years. This post will be responsible for coordinating and quality assuring the implementation of 15 country studies, writing, with WFD’s Director of Quality and Innovation, a cross-national synthesis paper, and managing engagement and dissemination of ‘cost of politics’ research to a global audience.

# Proposal submission

All proposals should be submitted by **Monday, 26 June at 12:00pm** British Summer Time in writing, must comply with the requirements of this Call, and must include the information requested in the Proposal Requirements below.

The proposal should be sent electronically and addressed to: **Judith** **Ephraim** at **judith.ephraim@wfd.org**.

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

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

# Terms of Reference

## Objective

As the political campaigns have grown more and more competitive, evidence is emerging that state resources are being diverted to fund incumbent candidates and that potential new candidates are being excluded from the electoral process. To hold nationwide elections and sustain political campaigns, both key elements of any democracy, requires resources. Money may not guarantee electoral success, but it is rare that it comes to those with limited funds. How that money is raised and spent, as well as who receives it and how, are important but under-researched questions. The “cost of politics” - the amount an individual politician spends to be chosen as the party’s candidate for an election, compete in that election and, for those whose are successfully elected, during his or her term in public office - is a research approach aimed at improving data about the amount of money in politics and an attempt to better understand who benefits from these resources, why and how.

The “cost of politics” approach focuses on the spending of individuals contesting for political office rather than those of political parties. It is broad in its scope, aiming to cover expenditure incurred across the election cycle: following the money spent, from the candidate’s decision to stand for political office at the party primary phase, to the end of an individual’s elected tenure, a period of several years. Costs range from the distribution of cash and in-kind donations of goods, such as rice and fuel on the campaign trail, to the direct provision of health clinics, classrooms and roads that should normally be provided by the state. Promising political access and influence to prospective campaign funders are also an important and significant cost of politics. The “cost of politics” approach looks at the amount spent in comparison with national economic parameters, such as salaries of elected officials and average citizen incomes, to assess affordability.

The approach attempts to better understand which factors drive individual choices when it comes to spending funds on politics. In doing so it can help explain why there is a divergence between stated rules and regulations and their implementation or lack thereof and provide a clearer indication of the obstacles to regulating and curbing or better monitoring spending on political campaigns. A key component of this is understanding the demands placed on, internal calculations of, and accountability pressures facing, prospective and existing parliamentarians. These demands and pressures can be influenced by both formal institutions and regulations as well as informal institutions, cultures and norms and are a crucial part of the “cost of politics” more holistic approach to the question of how increasing resources impact on and shape, political and democratic processes.

Since 2016, WFD has conducted primary research in partnership with a variety of local and international actors in over 15 countries and will be expanding this work under the EU’s Women and Youth in Democracy Initiative (WYDE). WYDE aims to improve the enfranchisement, empowerment, and inclusion of youth in all levels of democratic participation at the national, regional and global scales.

Scope of work

WFD is recruiting an individual consultant to act as the international project manager for its ‘cost of politics’ research under WYDE for up to **80 days** over the next three years. This post will be responsible for coordinating and quality assuring the implementation of 15 country studies, writing, with WFD’s Director of Quality and Innovation, a cross-national synthesis paper, and managing engagement and dissemination of ‘cost of politics’ research to a global audience*.*

## Deliverables

## Coordination of 15 country studies produced by local experts and/or local research organisations, ensuring research design and products are of high quality and aligned with WFD’s cost of politics methodology and objectives.

## Co-author, with WFD’s Director of Quality and Innovation, a cross-national synthesis of the 15 country studies, identifying key trends and themes and drawing out recommendations and next steps.

## Manage the dissemination of the country studies through existing platforms, representing the project at meetings and conferences as required.

## Timeline

15 July 2023 to 31 August 2026

## Reporting

The International Project Manager will report to WFD’s Director of Quality and Innovation, reporting at least monthly on progress of country studies. Weekly meetings will be arranged during the drafting of the synthesis paper.

## Working arrangements

Consultant can be based remotely. There is an expectation of occasional international travel, to be covered by the project.

## Payments

Payment will be made on the basis of timesheets and invoices submitted on a monthly basis throughout the duration of the project.

## Minimum experience and expertise

# *Eligible candidates for this call are interested individuals (consultants, or individuals from think-tanks, CSOs, faculties, institutes, etc) with relevant experience in political finance research and research project management/delivery.*

# 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 | 26 May 2023 |
| Closing date for receipt of completed proposals | 26 June 2023 |
| Shortlisting of proposals | 30 June 2023 |
| WFD announces preferred supplier | 7 July 2023 |
| Contract finalised and signed | 14 July 2023 |

## 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:

* Full breakdown time and cost estimates for the proposed solution in Euros, including any daily rate to be applied.
* 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:

* 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;
* 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 Judith Ephraim at judith.ephraim@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.