# Call for Experts – Framework Agreement

# Summary

WFD are looking to enter a framework agreement with an expert to enable it to commission technical and administrative support to the Sri Lankan Coalition of Inclusive Impact when designing community research activities and strategy development plans, and coordinating advocacy efforts for inclusive policymaking with identified cross party members, policymakers and legislative stakeholders.

# 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 Call for Experts

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.

In light of the ongoing economic crisis in Sri Lanka, WFD seeks to support the legislative process to address the crisis through an inclusive approach to policymaking and improved practices in public debt management and finance oversight. To this end, WFD has been providing technical assistance and capacity building to parliamentary staff and Members of Parliament (MPs) from cross parties on better understanding their role in finance oversight. Additionally, WFD also supported the Coalition for Inclusive Impact comprising MPs, civil society representatives, media personnel, and young political activists with the objective providing evidence-based policy recommendations to policymakers and enabling a more inclusive and participatory policymaking environment.

Accordingly, WFD intends to procure a framework agreement to provide consultancy services, to:

* Provide technical support to WFD’s stakeholders, including to MPs who are also the members of the Coalition for Inclusive Impact (CII) to advocate for economic inclusion priorities during policy discussions.
* Coordinate with the members of the CII for the purposes of conducting community research and strategy development for the furtherance of its mandate.

The Expert will be subject to a framework agreement, which will establish the common core terms and conditions governing any order contracts to be awarded over the period of the framework agreement. Order contracts may take place as and when required within the duration of the framework.

# Proposal submission

All proposals should be submitted by 12th May 2024 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: WFD Sri Lanka Country Director, Sanje Vignaraja at [procurement@wfd.org](mailto:procurement@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 [WFD, General Terms and Conditions for Tendering | Westminster Foundation for Democracy](https://www.wfd.org/policy/wfd-general-terms-and-conditions-tendering) and you can find a copy of WFD’s Code of Conduct at [Code of Conduct | Westminster Foundation for Democracy (wfd.org)](https://www.wfd.org/policy/code-conduct).

# Scope and Specification of this Call

## Objective

The envisaged services to be purchased, from time to time, from the contracted consultant include:

1. Ensure parliamentary stakeholders have the knowledge, skill and capacities to support a sustainable and effective economic recovery.
2. Support MPs and civil society co-led activities that support a more deliberate dialogue on the impacts of economy policy on marginalised people, encouraging their inclusion into institutional processes for design and delivery of the economic recovery process.
3. Support the establishment of mechanisms for multi-stakeholder oversight and review of the economic recovery process by political and civil society actors who represent the diversity of people in Sri Lanka

Scope of work

1. Coordinate and organise regular roundtable discussions and other meetings between CII, civil society representatives, and parliamentary stakeholders to support inclusive policymaking practices and legislative processes.
2. In consultation with WFD, coordinate meetings between CII members, WFD staff, and other stakeholders and develop action points and follow-up plans.
3. In consultation with WFD, plan and organise public consultations, focus groups, and roundtable discussions to further the research of the CII.
4. Develop and facilitate media and social media outreach on the CII programme outcomes and findings.
5. Assist the CII in developing research and policy documents necessary for the furtherance of its mandate and, with the support of WFD, facilitate dialogue between CII and relevant policymakers.

The specific deliverables of an assignment will be specified as part of the Terms of Reference for that assignment to be incorporated in an Order Contract.

## Timeline

This is a framework agreement that will end on 31/03/2025

## Reporting

## The specific reporting requirements of an assignment will be specified as part of the Terms of Reference for that assignment to be incorporated in an Order Contract from time to time.

## Working arrangements

During the period of an Order Contract under this framework agreement, the contracted consultant shall be expected to work out of the WFD Sri Lanka offices at least four working days of the month, one day per week.

Additionally, the contracted consultant shall be expected to attend all CII-related meetings/workshops organised by WFD and any related meetings held at the Parliament of Sri Lanka during the period of any Order Contract under this framework agreement.

## Payments

## The contract consultant will be paid an agreed rate for all Order Contracts issued under this framework agreement.

## The contact consultant shall submit invoices from time to time, and be paid based on the number of days worked during the relevant period evidence by a timesheet with a detailed description of the tasks completed.

By exception, WFD may agree to a fixed amount for a specific Order Contract payable upon the satisfactory completion of a deliverable or milestone, which agreement shall be documented as part of the Order Contract.

## Minimum experience and expertise

Demonstrate at least 06 years’ experience in coordinating stakeholder groups related to public policy and community research.

Possess a thorough understanding of the current economic crisis and contributing policy decisions.

Demonstrate organisational and communication skills related to event-planning and handling logistical arrangements.

# Submitting a Proposal

## Timescale

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

|  |  |
| --- | --- |
| Description | Date |
| Issue Call | *29/04/2024* |
| Closing date for receipt of completed proposals | *12/05/2024* |
| Shortlisting of proposals | *15/05/2024* |
| Expert interviews/presentations to tender committee (if applicable) | *15-17th May* |
| WFD announces preferred expert | *24/05/2024* |
| Contract finalised and signed | *31/05/2024* |

## Proposal requirements

In general, the proposal should include the following:

1. Professional Profile
2. Evidence of relevant experience and expertise or approach, and how this meets the scope of work
3. Financial proposal
4. References
5. Confirmation of compliance with General Terms and Conditions of tendering

### Professional 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

### Evidence of relevant experience:

* Case studies/credentials demonstrating relevant experience and skills profile
* Examples of previous work products relevant to the scope of work and description of approach for the scope of work

### Financial proposal:

* Proposed costings (e.g. daily rate, monthly rate or project costs) in sterling
* Confirm if VAT registered
* 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. Please note – referees will only be contacted once Preferred Expert status is assigned.

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

* All proposals should include a signed copy of the Certificate of Compliance form as found here [WFD, General Terms and Conditions for Tendering | Westminster Foundation for Democracy](https://www.wfd.org/policy/wfd-general-terms-and-conditions-tendering).

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 proposals will be weighted evaluated, but the procurement committee will usually consider the following criteria, among others in the evaluation of all responses:

* Quality of proposal document
* Quality, capacity, reputation, and track-record of expert to deliver WFD’s specification
* Effectiveness of recommended consultancy or project delivery approaches, as appropriate
* Value for money (daily rate)
* References

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 Sri Lanka Country Director, Sanje Vignaraja at [Sanje.Vignaraja@wfd.org](mailto:Sanje.Vignaraja@wfd.org) by Tuesday 7th May 2024.

## 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.