



Call for Experts

Environmental, Climate Change and Democratic Governance Individual
Consultancy Framework

ITT Reference number

GE_WFD_08092023

1. Overview

Westminster Foundation for Democracy

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.

The 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 (“ITT”).

WFD has been actively supporting democratic development process in Georgia since 2009 through its Georgia Country Office (WFD Georgia). WFD Georgia has been primarily implementing the parliamentary strengthening programmes funded by the British government as well as other donors like EU, UNDP and USAID. Those parliamentary democracy programmes were instrumental for introducing and establishing parliamentary supervisory tools such as thematic inquiry and post-legislative scrutiny in Georgia. In 2021 WFD broadened its focus to include environmental democracy and climate resilience considering urgency of action for tackling environmental degradation and climate crisis. Environmental democracy was first piloted in Georgia during 2021-2022 as a one-year experimental programme and upon successful implementation scaled up to a three-year programme, which is currently one of the flagship programmes in Georgia supported by the UK Foreign, Commonwealth and Development Office (FCDO). Advancing Environmental Protection, Climate Change and Democratic Resilience in Georgia (the Programme) programme aims to deliver sustainable change in environmental protection and climate resilience through enhanced democratic governance in Georgia. It supports various national and local stakeholders in the delivery of the new climate change and other green-focused legislation, enhance the enabling environment in favour of low-carbon development alternatives and support exertion of positive (constructive) pressure on governance stakeholders in favour of these outcomes.

Accordingly, WFD intends to procure a **multi-provider framework** agreement to provide individual consultancy services to support **WFD’s capacity for effective technical support and advice for environmental protection, climate change and democratic governance related activities. Such activities might for example include support in conducting thematic inquiries, post-legislative scrutiny, developing knowledge products, planning and delivering knowledge-sharing sessions and trainings, developing policy papers and briefs, legislation, conducting research and studies.**

Successful bidders will be invited to sign a two-year framework agreement (the Agreement) with WFD. The Agreement will establish the common core terms and

conditions governing any order contracts to be awarded over a two-year period, together with agreed pricing, services, and specification. A framework agreement does not guarantee the award of any business to a consultant, but it does establish a preferred and available pool of individual consultants for WFD to contract with, if and when WFD decides that it wishes to purchase consultancy services that are within the scope of the framework agreement. Order contracts may take place as and when required within the duration of the framework and may be issued to a consultant on a single source basis or following a mini competition among consultants, as appropriate.

Bid submission

All bids should be submitted by the end of the day on *22 September 2023*. WFD intends to issue a contract for the above services, to be completed to WFD's satisfaction, on or before *4 October 2023*.

All bids should be in a format that complies with the requirements of this ITT.

Bids should be submitted by email to: *Ketevan Chaduneli, Programme Manager*, at Ketevan.Chaduneli@wfd.org. We recommend that bids are submitted in PDF format where possible, except spreadsheets.

Bids should refer clearly to the ITT reference number.

Should you require any further information or clarification on this ITT, please contact *Ketevan Chaduneli* at Ketevan.Chaduneli@wfd.org

WFD's standard terms and conditions for tendering and key policies are found at www.wfd.org/policy/wfd-general-terms-and-conditions-tendering and you can find a copy of WFD's Code of Conduct at www.wfd.org/policy/code-conduct

**Thank you for your interest in working
with the Westminster Foundation for
Democracy**

2. Tender information

a. Introduction

This document is an ITT and it forms part of the procurement exercise to support the selection of a framework of individual consultants, to enter into a contract. The aim of this document is to identify functional and commercial requirements and provide instructions for submitting responses. This document will also provide vital information as it relates to evaluation criteria and forms the basis for contractual arrangements.

This ITT is not an offer to contract; it is a definition of specific requirements and an invitation to submit a response addressing such requirements. WFD may modify these requirements in whole or in part and/or seek additional bidders to submit information/bids. WFD will not be liable to you for any losses or damages suffered by you as a result of the specific requirements or any amendment to such requirements.

b. Detailed Scope and Specification of this ITT

The envisaged services to be purchased from environment, climate change and democratic governance consultants include:

Lot 1 – Environmental Protection and Climate Change.	<p>Provision of strategic advice and technical expertise, from time to time, relating to:</p> <ul style="list-style-type: none">• Drafting policy papers and legislation related to environmental protection, environmental democracy, environmental governance, climate change mitigation, climate change adaptation and resilience, energy and related fields;• Research, assessment and analysis related to environmental protection, environmental democracy, environmental governance, climate change mitigation, climate change adaptation and resilience, energy and related fields;• Designing and delivering knowledge products, knowledge-sharing sessions and trainings related to environmental protection, environmental democracy, environmental governance, climate change mitigation, climate change adaptation and resilience, energy and related fields;• Developing standards and methodological guidelines related to environmental protection, environmental democracy, environmental governance, climate change mitigation, climate change adaptation and resilience, energy and related fields.
Lot 2 – Parliamentary Democracy	<p>Provision of strategic advice and technical expertise, from time to time, relating to:</p> <ul style="list-style-type: none">• Parliamentary supervision practices, tools, and instruments including but not limited to thematic inquiry, post-legislative scrutiny, committee hearing, committee rapporteur, etc;• Analysis, enhancement, revision, and/or update of the Rules of Procedures of parliament and other legislation underlying parliamentary practices and processes;

	<ul style="list-style-type: none"> Accountability, inclusiveness, and transparency of the parliament and government-related institutions, structures, systems, practices, and processes.
Lot 3 – Inclusion and Gender	<p>Provision of strategic advice and technical expertise, from time to time, relating to:</p> <ul style="list-style-type: none"> Drafting policy papers and legislation related to gender equality, gender justice, gender mainstreaming, and/or inclusion in various national and local policies; Research, assessment, and analysis related to gender equality, gender justice, gender mainstreaming, gender impact assessment, and/or inclusion; Designing and delivering knowledge products, knowledge-sharing sessions and trainings related to gender equality, gender justice, gender mainstreaming, gender-sensitive analysis, inclusion, and intersectionality; Developing standards and methodological guidelines related to gender equality, gender justice, gender mainstreaming, gender-sensitive policy design and policy analysis, intersectional approach to policy design and policy analysis, inclusion.

c. Timescales

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

Description	Date
Issue ITT	<i>8 September 2023</i>
Closing date for receipt of completed tender proposals	<i>22 September 2023</i>
Shortlisting of bids	<i>25-27 September 2023</i>
Supplier interviews/presentations to selection panel (if applicable)	<i>27 – 29 September 2023</i>
WFD announces preferred supplier	<i>2-4 October 2023</i>
Contract finalised and signed	<i>6 October 2023</i>

d. 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
- ✓ Quality, capacity, reputation, and track-record of bidder to deliver WFD's specification
- ✓ Value for money (daily rate)
- ✓ Professional profile, track record, and references
- ✓ Relevant experience, including case studies

Each criterion will be scored using the following table:

0	The bid 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

e. Submitting a bid

In general, the bid should include a statement explaining the Bidder's interest and suitability to be contracted for the envisaged consultancy services (specifying which lots), and address the following matters:

- ✓ Professional profile
- ✓ Evidence of relevant experience and expertise or and how these meet the specification for Lots 1 and/or 2 and/or 3
- ✓ Financial proposal
- ✓ References

- ✓ Confirmation of compliance with General Terms and Conditions of tendering
www.wfd.org/policy/wfd-general-terms-and-conditions-tendering

Professional profile and Evidence of Relevant Experience / Expertise:

- A brief cover letter summarizing bidder's professional profile and relevant experience.
- Detailed CV / Resume.

Financial proposal:

- Proposed costings (e.g. gross daily rate) in GB sterling or US dollars or Georgian Lari
- Detailing of any discount applied in view of WFD's not-for-profit status.
- Separate accounting of VAT and/or any other applicable tax, duty, or charge.

References:

- The bid should include details (full name, organisations, position and contact details) of two references relating to similar services provided in the last three years. Please note – referees might only be contacted once Preferred Bidder status is assigned.

Confirmation of acceptance of 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;
- 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;
- any bids which do not fully comply with the requirements of this ITT may be disregarded at the absolute discretion of WFD.

f. Tender Queries

Any questions related to this tender must be received by 15 September 2023 and should be addressed to the person named below.

Contact Name	Ketevan Chaduneli
Email Address	Ketevan.Chaduneli@wfd.org

g. Equal Information Policy

Should any Supplier raise a question that is of general interest, WFD reserves the right to circulate both question and answer to other respondents. In this event, anonymity will be maintained.

h. Annual reports

Please provide a link or copy of your company's latest audited annual accounts, if applicable (i.e. where a personal services company is involved).

i. Other information

If the potential consultant 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.

j. Term

It is proposed that any agreement resulting from this ITT process shall be for an initial period of 2 years, with an option to extend by one further *1 year period*.

Annex 1. Certificate of compliance

ITT Reference number	Name of potential supplier

On behalf of the potential supplier:

- I warrant that all the information contained in our Bid (including any attachments) is accurate and true and we undertake to notify WFD of any changes as soon as reasonably practicable.
- I warrant that we have complied with all the requirements set out in the Invitation to Tender and in particular:
 - (a) We have acted in good faith in preparing this Bid
 - (b) We have not engaged in any collusive behaviour; and
 - (c) We have not canvassed or sought information from any Crown or WFD employee.
- I confirm that the potential supplier is not aware of any connection with a member of WFD's staff that could affect the outcome of the procurement.
- I confirm that we have not communicated with any person other than WFD the value, price, or rates set out in the Bid or shared any other information related to the Bid with any other person.
- I confirm that we have not offered or agreed to pay or paid or given any sum or sums of money, inducement, or valuable consideration directly or indirectly to any other person for doing or having done or causing or having caused to be done in relation to this Bid any act or omission.
- I understand that any instances of illegal anti-competitive practices may be referred to the Office of Fair Trading and may be subject to action under the Competition Act 1998.
- I understand that any misrepresentations may also be the subject of criminal investigation or as a basis for civil action.
- I warrant that we will have formal agreements in place with any sub-contractors and/or consortium members named in this Bid and we can confirm that: each named party has the relevant capabilities and appropriate resources to perform contracts under any agreement to be signed.
- I confirm that we have read, understood, and will comply at all times with the principles of WFD's Safeguarding Policy, Anti-Fraud, Bribery & Corruption Policy, and Anti-Terrorism Policy and that we will cooperate fully with any applicable due diligence assessment by WFD.

I warrant that I have the requisite corporate authority to sign, on behalf of the potential supplier, this Bid and this Certificate of Compliance.

Signed	Name
Date	