# Invitation to Tender

# Summary

WFD is looking for a supplier to prepare an in-depth Ex-Ante Regulatory Impact Assessment (RIA) and Gender Impact Assessment (GIA) of draft Climate Law of Georgia.

# 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.

Since October 2022, as part of the Advancing Environmental Protection, Climate Change and Democratic Resilience in Georgia programme, WFD has been providing extensive technical expertise and participatory support to the Parliament of Georgia, the Government of Georgia and other national stakeholders for drafting and adopting a Climate Law of Georgia.

The Parliament of Georgia, through WFD’s support, leads the Climate Law drafting process with a novel approach implying drafting and publishing consultative green and white papers prior to starting legislative drafting. Such approach provides an unprecedented possibility for all interested stakeholders to be involved in the consultation process. Now, WFD intends to commission Regulatory Impact Assessment (RIA) aand Gender Impact Assessment (GIA) of draft climate law.

# Bid submission

All bids should be submitted by December 20h, 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: Ketevan Chaduneli at [Ketevan.Chaduneli@wfd.org](mailto:Ketevan.Chaduneli@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

## Since October 2022, as part of the Advancing Environmental Protection, Climate Change and Democratic Resilience in Georgia programme, WFD has been providing extensive technical expertise and participatory support to the Parliament of Georgia, the Government of Georgia and other national stakeholders for drafting and adopting a Climate Law of Georgia.

## The Parliament of Georgia, through WFD’s support, leads the Climate Law drafting process with a novel approach implying drafting and publishing consultative green and white papers prior to starting legislative drafting. Such approach provides an unprecedented possibility for all interested stakeholders to be involved in the consultation process. Green Paper on Climate Law was prepared, and public consultations carried out during March – June 2023. Following reception of comments and suggestions on the Green Paper, the next consultative document - White Paper has been drafted and published. Public consultation process and meetings on White Paper will last till the end of December 2023.

## Following the publication of White Paper, the team of national and international experts have been engaged for drafting Climate Law of Georgia. The first draft to be prepared by the end of December 2023.

## Therefore, WFD intends to commission an in-depth Ex-Ante Regulatory Impact Assessment including Gender Impact Assessment of draft Climate Law of Georgia.

## Scope of work

The supplier will prepare in-depth RIA and GIA including an economic, financial and gender impact analysis of the draft climate change law of Georgia. The assessment shall include several (at least two) scenarios with various policy options, and among other assessments shall monetize the benefits and costs of the draft climate change law of Georgia.

The RIA/GIA shall be conducted by intersectionality approach answer the following questions:

* What is the essence of the problem and why it is deemed as a problem? What is the gender relevance of the problem?
* What evidence is there to support the problem statement?
* Who are the stakeholders impacted by the problem? What are the policy objectives of the intervention? Is the intervention intended to contribute to gender equality? What gender equality issue or problem is being addressed by this intervention? What are the existing gender equality objectives in this field?
* Is it necessary to intervene? What gaps or harms would occur if government doesn’t intervene?
* What are the outcomes and intended effects of the intervention? How is the intervention intended to contribute to gender equality? Is the planned intervention addressing the needs of both women and men, considering their different interests, roles and positions?
* Can the intended outcomes of the intervention be described in a specific, measurable, achievable, realistic and time-limited (SMART), or similar, way?
* what are the costs and benefits of policy / intervention alternatives (options)?
* What is the best alternative to solve the problem? How can the best alternative contribute to the needs of women and men be strengthened?
* What is the monitoring and evaluation plan for the best alternative?

The RIA and GIA shall be conducted in accordance with the Resolution of the Government of Georgia No35 on the approval of the regulatory impact assessment methodology and the best international practices.

The impact assessment process shall further be guided by the implementation principles of the Agenda 2030, namely to: (i) foster integrative approaches covering environmental, social and economic impact dimensions (ii) leave no one behind by ensuring greater efforts to address the poorest and most vulnerable groups and reduce inequalities (iii) underline shared responsibility of all stakeholders with multi-stakeholder approaches, which implies the obligation of not only the state to implement sustainable development goals, but also involvement of the society, its groups and citizens to be involved in this process on an equal footing (iv) enable accountability with strong review and monitoring mechanisms.

Throughout the conduction, the RIA/GIA shall be well-consulted among different groups of the society, first of all stakeholders of the relevant sector, as well public sector encompassing field ministries, legal entities of public law (LEPLs), field committees of the Parliament, private sector, civil society, scientific or research institutions, business associations.

Important note: the initial draft of climate law is expected to be prepared by the end of December 2023. Due to time considerations, the supplier for RIA/GIA will start assessment process based on the initial draft, not waiting for the final draft, which will take several more months. Therefore, the supplier is required to work in close collaboration with the consultants drafting the law, so that updated drafts of the law and the RIA/GIA process goes in parallel and in a well-coordinated manner.

**Specific tasks** include but are not limited to:

1. Develop detailed action plan for the implementation of RIA with clear milestones.
2. Identify the problem (size and scope) and establish the baseline.
3. Define the objective of the intervention.
4. Identify several (at least two) comparing options.
5. Measure the impact (cost and benefit) and monetized value of benefits and costs of each option using quantitative and qualitative analyses methods (conduct cost-benefit analysis (CBA), cost-effectiveness analysis (CEA), multi-criteria analysis (MCA) or similar analysis).
6. For each option several categories of impacts should be measured and assessed (economic, fiscal, financial, social, gender, environmental-ecological, impact on Georgia’s international commitments, agreements and treaties etc.).
7. Compare and recommend the preferred option. Selection should be based on sound judgments of why the preferred option best meets the objectives and why the other options were rejected.
8. Prepare implementation, monitoring and evaluation plan for the chosen option.
9. Conduct the data gathering and stakeholder consultation activities throughout the process.
10. Conduct at least two meetings / workshops to discuss the findings of the initial and final draft of the report. Please note that costs for organizing these two meetings / workshops will be covered by WFD, therefore bidders are requested not to include such costs in their financial proposal.

The supplier is required to produce at least following outputs / deliverables under this assignment:

1. **Detailed work plan / action plan.** RIA/GIA detailed action plan prepared and submitted to WFD Georgia.
2. **Draft Assessment Report.** Mid-Term Report prepared (defining problem, objectives of intervention, alternative options and preliminary measuring of impact) and submitted to WFD Georgia.
3. **Final assessment Report.** Final RIA/GIA Report prepared and submitted to WFD Georgia.

## Timeline

Timelines below list the tentative dates for submission of assignment related deliverables.

|  |  |  |  |
| --- | --- | --- | --- |
| **N** | **Deliverables Timeline** | **Percentage of the total contract value** | **To be delivered by** |
| 1 | **Detailed work plan / action plan.** RIA/GIA detailed action plan prepared and submitted to WFD Georgia. | 20% | December 31st, 2023 |
| 2 | **Draft Assessment Report.** Mid-Term Report prepared (defining problem, objectives of intervention, alternative options and preliminary measuring of impact) and submitted to WFD Georgia. | 40% | February 29th, 2024 |
| 3 | **Final assessment Report.** Final RIA/GIA Report prepared and submitted to WFD Georgia. | 40% | March 31st, 2024 |

## Reporting

* No additional reporting is needed other than submission of deliverables as indicated in timelines section above.

## Payments

## The total amount of the proposal should not exceed £40,000 (including taxes). These will be aligned to the three deliverables above. Please note that financial proposal will be taking into account together with the technical proposal on deciding the best bidder.

## Minimum experience and expertise

The service provider is required to demonstrate:

* Proven experience in conducting at least 2 regulatory impact assessments over the last 5 years **is required**. Track record of conducting more than 2 impact assessments over the last 5 years **will be considered an advantage.**
* Proven experience in conducting gender analysis and/or gender impact assessment separately or as a part of Regulatory Impact Assessment **is required.** If bidders track record includes conducting gender analysis or gender impact assessment as part of a regulatory Impact Assessment, is shall be explicitly explained within proposal.
* Proven experience in planning and conducting quantitative and qualitative assessment and/or research **is required.**
* Proven experience in conducting assessments and/or research related to climate, energy and/or environment **will be** **an advantage.**
* Proven experience in conducting intersectional analysis of policy and/or legislation **will** **be an advantage.**

The Supplier is expected to fulfill this assignment through engaging relevant thematic experts. Potential suppliers are free to propose a team of experts based on proposed methodology taking into account this terms of reference and overall budget for this assignment. However, it is expected that at minimum the team of experts will include the following roles: *(Please note that the same team member can undertake several roles if relevant experience for each role can be demonstrated.)*

* Team Leader
* Gender expert
* Climate change expert
* Financial expert
* Legal expert

# 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 | December 5th, 2023 |
| Closing date for receipt of completed tender proposals | December 20th, 2023 |
| WFD announces preferred supplier | December 22nd, 2023 |
| Contract finalised and signed | December 26th, 2023 |

## Bid requirements

In general, the bid should include the following:

1. Organisational profile
2. Proposed solution / methodology and how it meets the specification set out in this ITT
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 five 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 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** |

## Tender Queries

Any questions related to this tender should be addressed to Ketevan Chaduneli at [Ketevan.Chaduneli@wfd.org](mailto:Ketevan.Chaduneli@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.