# Invitation to Tender

# Summary

WFD is commissioning a consultancy firm to undertake a quantitative and qualitative survey-based analysis that will provide data on potential challenges to the credibility of the upcoming election in Bangsamoro, identify information gaps around the parliamentary election process, as well as highlight factors that influence public trust in the upcoming elections in 2025.

WFD encourages bids from individual consultants, as well as larger consultancy firms.

# 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 to inform UK policy makers on a range of democratic governance issues through our Centre of Expertise; 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 individuals and consultancy firms and would welcome a bid from your organisation.

WFD is looking to enter into an agreement with a consultancy firm to undertake the pre-election quantitative and qualitative survey-based analysis that will cover the scope of work below.

We are looking for a firm or company to deliver this contract. We anticipate the framework agreement to run for six (6) weeks from 01 August to 15 September 2024.

# Bid submission

All bids should be submitted by 23:59 on 10July 2024, 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: WFD Procurement at [procurement@wfd.org](mailto:procurement@wfd.org). copied [cynthia.guerra@wfd.org](mailto:cynthia.guerra@wfd.org)

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

By submitting a bid, you agree to comply with WFD’s standard terms and conditions for tendering and key policies, which are found [here](https://www.wfd.org/policy/wfd-general-terms-and-conditions-tendering), and WFD’s [Code of Conduct](https://www.wfd.org/policy/code-conduct).

# Detailed Specification

## Context: Supporting Democratic Stability in Bangsamoro

First inaugurated in March 2019 pursuant to Philippines Republic Act 11054 or the Bangsamoro Organic Law (BOL), the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) is the result of an almost two-decade-long peace process. Currently led by an interim parliament known as the Bangsamoro Transition Authority or BTA, the autonomous region is set to hold its first ever parliamentary elections in May 2025 – a major milestone in the peace process that will have profound implications for the future of democracy and political stability in the autonomous region.

Between 2020-2025, WFD is leading on supporting democratic stability in Bangsamoro programme through the UK Conflict Stability and Security Fund (CSSF) managed by the Foreign Commonwealth and Development Office (FCDO). The programme is designed with the overall aim of supporting the implementation of the BOL.

With less than a year before May 2025, WFD aims to contribute to transparent and credible parliamentary election in the Bangsamoro region through civic education, promoting inclusion, and supporting effective and sustainable parliamentary processes.

## Scope of work

The service provider is expected to:

* Design and develop a research survey to assess the perception of citizens around the 2025 parliamentary elections in the BARMM, with support from WFD’s Head of Practice for Elections and the local team in the Bangsamoro;
* Undertake data collection using a representative sample size
* Using different quantitative and qualitative methods as approved by WFD;
* Provide foundational evidenced analysis with regards to election integrity for the upcoming Bangsamoro inaugural parliamentary electionss
* Prepare and present a comprehensive survey analysis report to inform WFD’s programme; and
* Develop a more simplified briefing report that WFD can use to communicate the survey results to programme stakeholders and other partners.

## Timeline

|  |  |
| --- | --- |
| **Deliverables as outlined in the Scope of Work** | **Date** |
| Contract Signing | July 30th 2024 |
| Design and develop a research survey to assess the perception of citizens around the 2025 parliamentary elections in the BARMM, with support from WFD’s Head of Practice for Elections and the local team in the Bangsamoro. | by 2nd August 2024 |
| Undertake data collection using a representative sample size | Between 5th – 30th August |
| Provide solid data-based analysis around the electoral process | Week commencing 2 September |
| Presentation of a comprehensive survey analysis report to WFD | Week commencing 9 September |
| Submission of a simplified briefing report that WFD can use to communicate the survey results to programme stakeholders and other partners. |

## Reporting

Reporting arrangements and regular check-ins will be agreed, at least every other week with the WFD Head of Practice for Elections based in London and the Bangsamoro local team

## Working arrangements

It is expected that the assignment will be delivered combined remotely on the consultancy premises and fieldwork. Incidental expenses on fieldwork and related travel will be included in the cost within a reasonable travel and subsistence costs.

## Payments

Payments will be made based on outputs specified:

1. 20% upon signing of the contract.
2. 30% upon approval of design, workplan and methodology process
3. 50% upon satisfactory completion and submission of all contract deliverables.

## Minimum experience and expertise

* Demonstrated track record in designing research surveys or polling, especially around the use of quantitative data to inform public policy;
* Excellent presentation skills, with an ability to distil quantitative data into an accessible way;
* Has conducted at least 5 public surveys in the Philippines (previous research experience in the BARMM is desirable); and
* Working professional fluency in English and Filipino (working knowledge of any local language widely spoken in the Bangsamoro is desirable).

# 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 | *June 27,2024* |
| Closing date for receipt of completed tender proposals | *July 10, 2024* |
| Shortlisting of bids | *July 11-15, 2024* |
| Consultants’ interviews | *July 16-19, 2024* |
| WFD announces preferred service provider | *July 22-24, 2024* |
| Contract finalised and signed | *July 25-31, 2024* |

## 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
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 research project:

* 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
* 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 bidders will be deemed to have accepted the WFD Terms and Conditions of Tendering and confirmed their compliance.

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.*

|  |  |
| --- | --- |
| *Description* | *Score* |
| *Quality of bid document* | *20 %* |
| *Service offer and fit to specification* | *20 %* |
| *Value for money* | *20 %* |
| *Professional profile, track record and references* | *20%* |
| *Relevant experience* | *20 %* |
| ***Total Weighting*** | ***100 %*** |

## Tender Queries

Any questions related to this tender should be addressed to Cynthia C. Guerra, Bangsamoro Representative with email address: cynthia.guerra@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.