# Invitation to Tender

# Summary

WFD is looking for a service provider to design, develop and deliver capacity building sessions for media professionals in Taiwan to understand the ethical use of AI in newsrooms.

# 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.

In order to strengthen the democratic resilience of Taiwan, there is aneed to address the challenge media faced amidst the rapidly evolving AI technology, and to enhance journalists’ capability to produce high-quality reports. WFD seeks to facilitate sessions for media professionals in Taiwan to learn and understand how to use AI ethically in newsrooms from the experiences of their international peers.

# Bid submission

All bids should be submitted by November 18th ,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 Nai-chia Chen at naichia.chen@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

The objective of this service aims to strengthen the democratic resilience of Taiwan by facilitating learning sessions for Taiwan’s media professional to learn and understand ethical use of AI in newsrooms from their international peers, with the goal of fostering best practices in journalism and enhancing the quality of reporting.

## Scope of work

*The service provider should implement following scope of work:*

* To design and develop capacity building/ training materials for Taiwanese media professionals on ethical use of AI in newsrooms.
* To conduct an online consultation session with media managers/ chief editors/ senior editors to identify the challenges and opportunities of using AI tools in Taiwan’s newsrooms.
* To conduct an in-person event with media managers/ chief editors/ senior editors on an ethical AI policy for the newsroom.
* To conduct workshops for journalists on the ethical use of AI in their everyday work.

## Deliverables

* At least 8 media managers/ chief editors/ senior editors are involved in the online session and in-person event. WFD could support the supplier in inviting relevant stakeholders to participate in the event.
* At least 30 journalists/ media professionals attend the training workshops. WFD could support the supplier in inviting relevant stakeholders to participate in the event.
* The service provider needs to develop and deliver a monitoring and evaluation plan to capture the impact of this service.

## Timeline

The timeframe below lists the key tentative dates for the preparation process. These will be agreed with the service provider once secured.

|  |  |
| --- | --- |
| **Activity**  | **Date**  |
| Deadline for applications  | November 18th, 2024  |
| Interviews with shortlisted applicants  | November 20th, 2024  |
| Submission of workplan, including methodology  | November 22nd, 2024    |
| WFD feedback on the workplan  | November 25th, 2024 |
| Project Execution  | December 1st, 2024, to March 12th, 2025  |
| Submission of report  | March 12th, 2025  |

## Reporting

* 1 midterm report summarising the discussion during the online session, with the detailed updated plan of the in-person workshops.
* 1 completion report summarising participants’ feedback and learning from the workshops, the impacts of the workshops, and the recommendations for Taiwan’s media industry and WFD.
* The reports need to be in English.

## Working arrangements

The consultation session could be online; the workshops need to be in-person in Taipei, Taiwan.

## Payments

A maximum of GBP £20,000 will be applied depending on experiences and expertise needed.

## Minimum experience and expertise

The service provider will:

* Demonstrate a deep understanding of media and journalism and up-to-date knowledge on AI and other technology usage in the industry.
* Experienced in design and develop capacity building/ training for journalists and media professionals.
* Possess prior experiences in Taiwan or have worked with Taiwan partners, including familiarity and understanding the context of Taiwan’s media industry.
* Have excellent research, analytical, and writing skills
* Have working professional fluency in English

# 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 | November 1st, 2024 |
| Closing date for receipt of completed tender proposals | November 18th, 2024 |
| Shortlisting of bids | November 19th, 2024 |
| Supplier interviews/presentations to tender committee (if applicable) | November 20th, 2024 |
| WFD announces preferred supplier | November 25th, 2024 |
| Contract finalised and signed | December 1st, 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 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 US dollars.
* 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 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

* 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 Nai-chia Chen at naichia.chen@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.