



REQUEST FOR PROPOSALS ON

Consultancy for carrying out baseline study to gauge existing data and information on women's participation in the ICT field in Maldives

SECTION 1

1. HIRING OFFICE

Ministry of Communication, Science, and Technology (MCST)

2. PURPOSE OF CONSULTANCY

As Ministry of Communication, Science and Technology (MCST) of Maldives embarks on the preparation for strengthening the ICT sector of Maldives, one of the key activities to be carried out included conducting a baseline study to gauge existing data and information on woman's participation in the field.

In the past, study of women's participation in ICT sector have been based on the number public sector ICT jobs occupied by women as well as the number of graduates from higher education facilities. Participation is assumed based on these figures with little to no consideration was given to the private sector.

At the national level, no selective discrimination policies exist to influence the participation ratios at present.

One of the main targets of this activity is to identify the actual participation of women, both in the public and private sector. The Consultants study is aimed to assess

- Knowledge and gender equitable and non-discriminatory behavior of parents and care givers on ICT as field of education and career path
- Utilization of TVET Authority career guidance services among women from most marginalized/excluded communities
- Services on information dissemination to students in key stage 3 and above
- Availability of gender transformative and inclusive education facilities

- Access of girls/boys to formal education with emphasis on tertiary education opportunities
- Assess of inclusive and gender-sensitive education governance at higher education level within island/city level
- Access and control of adolescent girls and young women over resources, financial services, and marketable skills
- How effectively adolescent girls and women are using ICT skills completing their daily tasks
- Adolescent girls and young women organized and taking leadership in decision making
- Difference in employee remuneration for same/similar skill set
- Interest of adolescent girls and women in identified subsectors of ICT
- Adolescent girls realized their rights of easy access to services and opportunities
- Demand for workforce diversification within the ICT field of Maldives
- Challenges faced by women in ICT Field
- Existing policies, if any, related to empowering women in ICT.

3. SCOPE OF WORK (Description of services, activities, or outputs)

3.1. Scope and diversity of assignment:

The assignment will require the Consultant to work closely with the MCST team in achieving the following deliverables:

3.2. Specific milestones:

- Brief work plan on how the consultant envisage undertaking the task.
- Initial assessment of gender wise ICT participation in the country (what does exist, which sub sector, and at what level).
- Determine the scope, capacity gaps and feasible timeline for the task at hand to be completed
- Conduct stakeholder consultation regarding the establishment of an online survey format and measurement framework
- Study Report, including Proposed programs and activities, in alignment with Strategic Action Plan 2019-2023, to increase participation.

3.3. Output:

- Detailed Desk review of existing data (disaggregated by age group, sex, locality, industry, subsector of ICT (where applicable)) from stakeholders by 31st December 2020
- Online survey format by within 10 working days and results (survey data) within 45 Days
- Draft Baseline Study Report 18 Days before project end date. The draft report should include the following:
 - Desk review including data frequency
 - Data from Online Survey
 - Analysis and findings of the Detailed Desk review and Online Survey
 - Framework for measurement of participation in ICT field
 - Distribution of workforce (Includes expat work force as well)/potential workforce over the country.
 - Review of existing policies, if any, related to empowering women in ICT
 - Recommendations based on the findings
- Final Baseline Study Report by 27th January 2020.
- Trainings held and required knowledge and skills established within MCST and relevant task team on use as well as further development of measurement framework by 31st January 2021
- Capacity built in MCST for use of collected data, dissemination, at required level of disaggregation (national, Atoll, island etc.) by 31st January 2021

Note: Further details of the output document will be discussed with the selected consultant

4. DURATION AND WORKING SCHEDULE

69 Days (including public holidays):

a) 3 phases:

- i- Phase 1: initial assessment, stakeholder consultation, kick start desk review, and formulation of online survey format – 09 days
- ii- Phase 2: detailed data gathering, online survey, workforce analysis – 50 Days
- iii- Phase 3: Data Analysis and Reporting, trainings, and presentation of findings and recommendations – 10 Days

b) Extended Support (charges per hour)

5. PLACES WHERE SERVICES ARE TO BE DELIVERED

The consultant will be working remotely, however should walk-in when requested. For extended support, the consultancy will be undertaken in close coordination with the MCST, through remote working. However, the consultant should walk-in when requested.

6. DELIVERY DATES AND HOW WORK WILL BE DELIVERED

Milestones, outputs, and deliverable target dates will be finalized upon recruitment. All output deliverables must be made in editable electronic copy. Where the source of output is based on hardcopy, a scanned electronic copy shall be submitted.

7. MONITORING AND PROGRESS CONTROL, INCLUDING REPORTING REQUIREMENTS, PERIODICITY FORMAT AND DEADLINE

The Consultant will be briefed and debriefed by MCST and is expected to keep in close contact with the Ministry (and where essential with stakeholders) via email

The Consultant will be responsible for the quality and timeliness of the outputs but will receive support from MCST.

8. SUPERVISORY ARRANGEMENTS

The consultancy will be managed by MCST, the output will be assessed by MCST and National Bureau of Statistics collectively

9. REQUIRED EXPERTISE, QUALIFICATIONS AND COMPETENCIES, INCLUDING LANGUAGE REQUIREMENTS

The bidder should possess the requisite experience, resources and capabilities in providing the services necessary to meet the requirements, as described in this RFP. The Bid must be complete in all respects and should cover the entire scope of work as stipulated in this document. Parties who do not meet the Eligibility Criteria will not be considered for further evaluation.

9.1. Primary expertise required:

Experience in conducting baseline surveys at national or international level.

9.2. Educational background in either one of the following fields:

Demography, statistics, Gender and Development Studies, or other social sciences.

9.3. Work experience:

- Significant experience in conducting detailed desk reviews. Team should have similar experience in at least three past reviews.
- Integration of statistics data and geospatial information
- Experience in writing academic or policy papers.
- Experience in working on small island nations population and workforce management.
- Experience working with the United Nations, World Bank, or similar organization is would be an *added advantage*
- Gender related working experience of minimum 2 years is an *added advantage*

9.4. Other competencies:

- Project planning, management, implementation and coordination and evaluation
- Excellent report writing skills, analytical skills as well as good computer skills
- Excellent communication skills in Dhivehi and English language, including the ability to pose questions, listen, evaluate, and capture opinions, suggestions and comments, both orally and in writing, in a clear and persuasive style tailored to match different stakeholders
- Proficiency in statistical soft wares such as STATA, SPSS, etc.

10. INPUTS / SERVICES TO BE PROVIDED BY IMPLEMENTING PARTNER (E.G. SUPPORT SERVICES, OFFICE SPACE, EQUIPMENT), IF APPLICABLE

10.1. Consultant:

- Fulfil the terms stipulated in the contract and the ToR through review of data, documents, email communications, Teams calls and meetings
- Maintain close contact by email with MCST
- Communicate any complications regarding the assignment as soon as possible
- Gather data from relevant sources according to agreement timeline
- Provide contact details that allow MCST to get in contact with the Consultant at any time during the consultancy

10.2. Ministry of Communication, Science and Technology:

- Assign a focal point to work with the Consultant
- Provide the relevant documents

- Referral document stating
 - the appointment of consultant
 - nature of consultancy
 - duration of the project
 - request for compliance to the Consultants requests for data, information, reports, policy/procedures/guideline documents required to reach the objects of the study
- SAP 2019-2023
- MCST's internal policies, procedures, and guidelines, including updates therein, to adhere to while executing the responsibilities of this TOR
- Facilitate communications to gather data as required for the report
- Monitor and facilitate the progress of the assignment
- Review and provide comments to the deliverables in a timely manner
- Facilitate necessary contacts
- Make payments upon completion and acceptance of each deliverable

11. OTHER RELEVANT INFORMATION OR SPECIAL CONDITIONS, IF ANY

The other conditions that may apply in the undertaking of the assignment include:

11.1. Basis of payment:

Payments based on acceptance of the deliverables.

11.2. Format of outputs:

Editable electronic form

11.3. Language of reports/publications and other documentation and working language in country of assignment:

English and Dhivehi

11.4. Ownership of output:

Ministry of Communication, Science and Technology

12. BID EVALUATION CRITERIA

- Experience: 40%. Work experience will be evaluated based on number and relevancy of references submitted. Bids with the most number of relevant references will be awarded 100% for this section with other respective bids

receiving marks in proportion. (Marks given = 40 x number of relevant references/maximum number of relevant experiences)

- Price: 40%. Maximum marks will be to lowest price and lowest marks for the highest bid.
- Duration: 20%. Duration will be evaluated based on the shortest duration divided by the longest duration proposed by the bidders.

In case the total score for two bids are equal, the hourly charge for extended support will be used as a deciding factor. In case two bids have the same rate quoted for extended support, the validity for the extended support will be used.

13. TIME FRAME

The primary objective is to complete the baseline study by 31st January 2021. Accordingly, the bidder would carry out all activities necessary to reach the aims of this consultancy and produce the agreed outputs.

14. PRICE AND PAYMENT

Price shall remain fixed during the contract period. There shall be no increase in price for any reason whatsoever. Therefore, no request for any escalation of the price shall be entertained. The price quoted for the extended support (per hour) shall be valid till atleast 30th June 2021.

Payment will be subject to completion and acceptance of the output by MCST.

15. INSTRUCTIONS TO THE BIDDER

The Bid must be submitted giving full particulars in sealed envelopes at the address given below, on or before the dates mentioned below. All envelopes should be securely sealed and stamped.

The Bid shall be divided into two sections namely Technical and Financial. The technical details must include:

- Profile of the bidder
- Team Members CV (including any certifications they have attained) and their role in the project
- Similar projects undertaken by the company or team members
- Proposed project schedule including Gantt Chart.

- Total number of hours for the completion of each task mentioned on the Gantt Chart.

The Technical Bid should not contain any price information.

The Financial Bid should give all relevant price information including all applicable taxes for each output and should not contradict the Technical Bid in any manner. Amounts specified must be in terms of number of hours given for each output. It must also include the hourly charge for extended support requested in relation to this bid.

All the envelopes must have the following information clearly typed on the outside:

- Bid Title: Consultancy for carrying out baseline study to gauge existing data and information on women's participation in the ICT field in Maldives
- Tender Reference Number
- Due Date
- Name of Bidder
- Name of the Authorized Person
- Contact mobile number

Address for Communication:

Bid Document should be submitted to the following address and any queries can be directed to the email below:

Ministry of Communication, Science and Technology
Kalaafaanu Hingun
Male` 20064
Republic of Maldives

For the purpose of clarification of doubts on issues related to this RFP, please send queries to **procurement@mcst.gov.mv** latest by 09th November 2020 10:00AM.

Important Dates:

Information Session: 28th October 2020 10:00AM

Last Enquiries Date: 09th November 2020 10:00AM

Bid Submission Date: 10th November 2020 at 10:00 AM

SECTION 2

Please fill the following forms when submitting bid.

Form 1

#	List of Documents to be Submitted		
Bid will be disqualified if the following documents are not submitted.			
1.	Bid Submission Form 2		
2.	Registration copy of the Company/Partnership/Cooperative Society/ Sole Proprietorship		
3.	Tax Registration Notification issued by MIRA		
4.	Estimate (Quotation/ BOQ) (Must clearly state hourly charge for extended support)		
5.	Profile of the Company/Partnership/Corporation Society/ Sole Proprietorship Issued by Ministry of Economic Development.		
6.	G.S.T Registration Copy (If Registered)		
7.	Document of Power of Attorney		
8.	Tax Clearance Report (03 Months Validity)		
9.	If there is a relative working in the Ministry or any Departments of the Ministry, please submit a letter stating the name and relation of the said employee.		
10.	The bidder should submit a Bank Guarantee of Mvr 10,000/- if the proposed value is above Mvr 250,000.		
11.	The bidder should submit a Performance Guarantee of 5% of the proposed value if the value is above Mvr 250,000/-		
12.	Document under Annex 4 of the bidding document and Work Experience documents in the relevant field.		

Bid Submission Form 2

1.	Bidders Information		
1.1.	Name		
1.2.	TIN		1.3. Reg No
1.4.	Address		
1.5.	Phone		1.6. Email
2.	Bid Information		
2.1.	Project Name		
2.2.	Announcement Number		
3.	Price and Serving Period		
3.1.	Bidding Price (Without GST)		
3.2.	G.S.T		
3.3.	Total Price (In English)		
3.4.	Period (Including Public Holidays)		
3.5.	Price Breakdowns (Including GST)		
Item (Outputs)		Duration (Hours)	Price (MVR)
Detailed Desk review of existing data (disaggregated by age group, sex, locality, industry, subsector of ICT (where applicable)) from stakeholders by 31 st December 2020			
Online survey format by within 10 working days and results (survey data) within 45 Days			
Draft Baseline Study Report 18 Days before project end date. The draft report should include the following: <ul style="list-style-type: none"> ○ Desk review including data frequency ○ Data from Online Survey ○ Analysis and findings of the Detailed Desk review and Online Survey ○ Framework for measurement of participation in ICT field within 55 days 			

<ul style="list-style-type: none"> ○ Distribution of workforce (Includes expat work force as well)/potential workforce over the country by within 55 days. ○ Review of existing policies, if any, related to empowering women in ICT within 55 days ○ Recommendations based on the findings within 55 days 		
Trainings held and required knowledge and skills established within MCST and relevant task team on use as well as further development of measurement framework by 31 st January 2021		
Capacity built in MCST for use of collected data, dissemination, at required level of disaggregation (national, Atoll, island etc.) by 31 st January 2021		
TOTAL		
Extended support /Per Hour (Valid Till: <enter date here>)	1	
3.6.		
4.	Bidders Declaration	
4.1.	I/We submit the bid to provide the proposed service /scope work at above mentioned price.	
4.2.	I/We agree to commence and complete the service/proposed work according to the timeframe in section 3 of this application.	
4.3.	I/We agree to sign and enforce the agreement accordingly within the validity period of 60 (Sixty) days after bid submission date.	
4.4.	I/We agree that the aims, objectives, outputs, deliverables, and milestones specified in this ToR will be met. I accept that MCST reserves the right to reject this proposal should this requirement is found unfulfilled.	
Name		
Designation		
Signature		
Date		

Bidders Profile 3

The bidder should submit the Business Profile Sheet issued by the Ministry of Economic Development including Shareholder/Partner Details, Board Directors and Objectives

Previous Relevant Work Experience

Detail of Relevant Work Experience				
#	Project Name	Client Detail	Year	Contract Value (in MVR)
Grand Total:				

Form of Bid Security (Bank Guarantee)

WHEREAS,[*name of Bidder*] (hereinafter called “the Bidder”) has submitted his Bid for the Project no.....issued by the Ministry of Communication, Science & Technology onfor construction of[*name of Contract*] (hereinafter called “the Bid”).

KNOW ALL PEOPLE by these presents that We [*name of Bank*] of [*name of country*] having our registered office at (hereinafter called “the Bank”) are bound unto[*name of Purchaser*] (hereinafter called “the Purchaser”) in the sum of *..... for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents.

SEALED with the Common Seal of the said Bank thisday of20.....

THE CONDITIONS of this obligation are:

- (1) If, after Bid opening, the Bidder withdraws his Bid during the period of Bid validity specified in the Form of Bid;
or
- (2) If the Bidder having been notified of the acceptance of his Bid by the Purchaser during the period of Bid validity:
 - (a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, if required; or
 - (b) fails or refuses to furnish the Performance Security, in accordance with the Instruction to Bidders; or
 - (c) does not accept the correction of the Bid Price pursuant to Clause 27,

* The Bidder should insert the amount of the Guarantee in words and figures denominated in Maldivian Rufiyaa.

we undertake to pay to the Purchaser up to the above amount upon receipt of his first written demand, without the Purchaser’s having to substantiate his demand, provided that in his demand the Purchaser will note that the amount claimed by him is due to him owing to the occurrence of one or any of the three conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date days after the deadline for submission of bids as such deadline is stated in the Instructions to Bidders or as it may be extended by

the Purchaser, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE..... SIGNATURE OF THE BANK

WITNESS SEAL

[signature, name, and address]

Performance Guarantee

Form of Performance Bank Guarantee (Unconditional)

To:

[name & address of Purchaser]

.....

.....

WHEREAS *[name and address of Supplier]* (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. dated to execute *[name of Contract and brief description of Works]* (hereinafter called “the Contract”);

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Supplier such a Bank Guarantee;

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Supplier, up to a total of * *[amount of Guarantee]* *[amount in words]*, such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of Guarantee]* as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

*An amount is to be inserted by the Guarantor, representing the percentage of the Contract Price specified in the Contract, in Maldivian Rufiyaa.

We hereby waive the necessity of your demanding the said debt from the Supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed there under or of any of the Contract documents which may be made between you and the Supplier shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition, or modification.

This Guarantee shall be valid until the date of issue of the Defects Correction Certificate.

SIGNATURE AND SEAL OF THE GUARANTOR

Name of Bank

Address

.....

.....

Date