1. Overview

Description of company

Westminster Foundation for Democracy ("WFD") is the UK public body dedicated to supporting democracy around the world. WFD partners with UK political parties, parliaments, electoral and financial audit institutions to help over 30 developing countries make their governments fairer, more effective and accountable.

WFD’s head office is based in Victoria, London and the organisation currently has approximately 140 staff working from its head office and 30 country offices worldwide.

High level scope and background for this Request for Quotation

WFD is issuing this Request for Quotation ("RFQ") to a range of potential suppliers of services and would welcome a proposal/quote from you/your organisation.

Context:

Deliberative democracy processes give randomly chosen citizens a framework to discuss and analyse a particular issue of concern and provides these citizens with the opportunity to make constructive recommendations. They are particularly appropriate to capture societal preferences as regards policy decisions with far-reaching implications for the lifestyle of citizens, such as climate change mitigation and adaptation. Policies such as these require deep cross-sectoral reforms of current patterns of economic activity that reach into every corner of daily life, including taxation, consumption and production, transport, work, housing, work, land use and agriculture and food systems. Deliberative democracy processes also create political space for decision-makers, as they provide these difficult
political decisions with an additional injection of legitimacy. The recent climate assemblies in the UK and France have shown that these innovative deliberative democracy models can be very successful. Unfortunately, there are many factors that can limit these innovative processes in many countries around the world, such as for example the high cost or logistics of random selection.

**Rationale for the paper:**

Based on the recent climate assembly in the UK, WFD has been solicited by a number of parliaments in Asia and Africa to conduct a similar process. In order to support these parliaments with appropriate advice, WFD is seeking to hire a researcher/team of researchers at a university that will develop a paper on the opportunities and challenges of the new deliberative wave of democratic processes in developing country contexts.

The objectives of this research paper are:

1. To review what particular opportunities and challenges these deliberative processes face in developing countries;
2. To share good practices of deliberative processes in Africa, Asia and Latin America;
3. To propose concrete suggestions that can help to guide WFD programming in this area.

**Scope of work**

The research paper should include:

- A short examination of the state of deliberative democracy across the developing world, ideally from multiple regions
- A review of how deliberative processes in developing countries are being imbedded into formal decision-making structures, such as parliaments and political parties, the budgeting process, and constitutional development;
- Good practices from local deliberative democracy processes in Africa, Asia and Latin America, including examples from climate assemblies and climate or environment-related deliberative processes, such as in natural resource extraction.

The research paper (about 25 pages) should be based on desk research and interviews with grassroot organisations in Africa, Asia, Latin America, and the Middle East. The final research paper should be delivered by mid-April 2021. The research paper should be prepared in cooperation with WFD, which will co-author the publication.

**2. What are we seeking?**

**Specification**

The responsibilities of the supplier are:

- To prepare a draft-methodology for the implementation of the research based on WFD’s guidelines, including a short outline of the paper (2-4 pages).
- To map as many as possible relevant stakeholders to be interviewed in the research and identify instruments for data collection and information for the policy research.
- To prepare a research paper based on the guidelines provided under Section 1 in cooperation with WFD.
- To cooperate with WFD in the revision of the final research publication.
- To co-write a short blog on the paper for WFD communications
- To participate in a webinar to launch the paper
Proposals/Quotes

All proposals or quotes should be submitted in writing and include:

✓ The supplier’s name, status, company number, and registered office address
✓ An overview of the relevant experience, expertise, capability and capacity
✓ A description of the services to be provided and clear explanation as to how this meets the specification in this RFQ
✓ A transparent quotation of the charge for the good(s) or service(s), in sterling, to include: a clear breakdown of all costs; any proposed discount applied for WFD as a not-for-profit organisation; and a separate identification of any VAT charges (and/or any other applicable tax, excise or other charges).

The proposal or quote should include the RFQ Reference Number and be sent electronically and addressed to: Julia Keutgen at julia.keutgen@wfd.org.

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

Closing date

All proposals or quotes must be received by close of business on 03 February 2021.

3. General information

General

WFD does not warrant or represent that this RFQ is free of errors and omissions.

WFD shall not be liable for any costs incurred by the suppliers in responding to this RFQ.

Confidentiality

All information contained within this RFQ is confidential and must not be communicated to third parties, other than those participating in a consortium, without the written consent of WFD.

All information received from the supplier in response to this RFQ will be treated as confidential and will not be distributed without prior written consent outside WFD or its partners, save as required by applicable law or donor requirements.

Evaluation of proposals/quotes

Value for Money is an essential requirement of all WFD commissioned work. All suppliers must be able to demonstrate, in their proposal or quote, that they are seeking to maximise results, whilst driving cost efficiency. This includes budgeting and pricing realistically. Further, WFD expects suppliers to demonstrate openness and honesty, and to be realistic about capacity and capability, at all times.

WFD reserves the right, at its absolute discretion, not to contract with the supplier who submits the lowest value proposal or quote or to accept part of any proposal or quote, and WFD shall have no liability (in contract, tort or otherwise) to consider any proposal or quote. Further, WFD reserves the right to award the contract for which proposals or quotes are being requested in whole, or in part or not at all.
Ethical procurement

All WFD procurement activities must be ethical. Accordingly, WFD’s due diligence checks on suppliers may include reference checks, a supplier questionnaire, and anti-terrorism vetting. In the event that any unethical practices come to light, the supplier will be required to take remedial steps in consultation with WFD.

All contracts to be entered into by WFD will include obligations on the supplier to comply with WFD’s policy principles on key matters such as safeguarding, bribery and corruption, fraud and theft, anti-terrorism, and whistleblowing.

The supplier will be expected to disclose any known conflict of interest relating to relevant staff and this RFQ and/or any relevant staff members who have been employed by the Crown in the proceeding two-year period.

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