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 London Victoria, 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 goods and/or services and would welcome a proposal/quote from you/your organisation.

WFD has been working with parliaments to better connect with civil society organisations and directly with communities that are often left out of the political decision-making process, particularly women, youth, persons with disabilities and LGBT+ citizens. WFD is strengthening its work with civil society organisations that represent these communities and with these communities themselves to engage strategically with duty bearers. We are seeking a consultant to develop a new Guide for use by WFD in its work to be more inclusive of civil society and communities on environmental democracy.

2. What are we seeking?

Specification

The Guide will cover the main challenges for the exercise of effective participation and inclusion in environmental governance, particularly at local level, across the three pillars of environmental democracy, and examine how these challenges have been addressed at multilateral level (e.g. through safeguards standards embedded in multilateral agreements, e.g. the REDD+ Cancun Safeguards, and adopted by multilateral bodies (e.g. Free Prior Informed Consent - FPIC, the safeguard standard adopted by the Green Climate Fund for projects impacting indigenous peoples), and those of other organisations such as the World Bank, the European Investment Bank, and the Inter-American Development Bank.

This Guide will be a basic resource for any WFD Country Offices expected to engage with the new Westminster Environmental Democracy Initiative (WEDI) for the implementation of national or international environmental democracy (ED) programmes, as it is expected that most if not all of these future programmes will entail engagement with local and / or indigenous communities as environmental governance stakeholders, in order to empower them as political actors as appropriate. The wider target audience for this Guide are parliamentary committees on environment and climate change, parliamentary research centres, policy makers, environmental CSOs and activists, and other interested individuals and groups.

For further information please see the Terms of Reference of the Guide.

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 good(s) or service(s) 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: Rafael Jimenez Aybar, WFD Environmental Democracy Adviser at rafael.jimenezaybar@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 Friday 15 January 2021, 23:59 h. (UK time).

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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