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Call for Application for a Local/International Consultant to Conduct the National Baseline

Study on Prevalence of Domestic Violence in the Maldives

1. Introduction

The Family Protection Authority (FPA) was established under Section 52 of the Domestic Violence Prevention (DVP) Act (Act number: 3/2012), to combat domestic violence, create public awareness on issues of domestic violence, provide the required services to the victims of such violence, coordinate the work of the relevant government institutions including the Police, Social and Health Sector, coordinate various local efforts made by individuals by bringing such efforts under a national policy and implementing such policies, and to undertake a leading role in carrying out such work on a national scale.

Under article 53 of the Domestic Violence Prevention (DVP) Act (Act number: 3/2012), FPA is mandated to conduct a baseline study on the prevalence, characteristics, reasons and socio-demographic correlations of domestic violence, and to identify the steps needed to prevent domestic violence in the Maldives. To this end, FPA is now initiating the first “*National Baseline Study on Family Well-Being and Life Experiences in the Maldives*” that will provide updated prevalence data on domestic violence occurring in the Maldives. This is the only study exclusively addressing prevalence of domestic violence although other studies have integrated modules related to domestic violence. This study will be representative of the entire population of Maldives (women, men, children, and elderly). The results of the study will support the implementation of the FPA mandate and assist in the introduction of policy that encourages development and evaluation of programmes to address domestic violence in a holistic way in the Maldives.

The objective of this consultancy is conducting the preliminary work required for this study, including the preparation of the methodology, sampling plan, and survey protocols. This consultancy is open for both local and international consultants.

2. Role of consultant

- The main purpose of this study is to conduct a baseline study on the prevalence, characteristics, reasons, and socio-demographic correlations of domestic violence, and to identify the steps needed to prevent domestic violence. Previously, FPA has initiated this work in 2019 with the help of consultants and has drafted a reported which includes a proposed methodology (qualitative and quantitative) and survey protocols to conduct a prevalence study on violence against women. Details of what this consultancy entails is as below:



2.1. Inception Report

- As this study will be the first of its kind conducted in the Maldives, the inception report must include details of the objective of this study, as well as the implications and importance of conducting such a study. The inception report must include a review of the methodology previously proposed for this study by the FPA, as well as a review of the best practice methodologies in current literature for conducting a study such as this.

2.2. Methodology Report

- The consultant must outline a detailed, evidence-based methodology that is feasible to achieve the objectives of this project. Additionally, the sampling plan proposed must be based on the findings of the 2022 Census conducted in the Maldives.

2.3. Questionnaires

- The consultant must ensure that the questionnaire utilized for data collection for this project achieves the objective of the study and fits the socio-cultural context of the Maldives. The questionnaire must be submitted to FPA in both English and Dhivehi. The consultant must also review and ensure the quality of the questionnaires previously prepared by FPA for this purpose.

2.4. Estimated Budget for the Project

- The consultant will be required to prepare a detailed budget estimate, with budget breakdowns for each activity that will be required to execute the proposed methodology.

2.5. Preparation of documents for ethics approval

- The consultant will be required to clarify from the National Health Research Council (NHRC) at the Ministry of Health in the Maldives which documents are required for ethics approval for this study. The consultant will be required to prepare and finalise all documents required for this.

3. Deliverables

- Review, update and finalise currently proposed survey tools (developed through previous consultancy) for collection of data for women
- Propose and finalise qualitative and quantitative methodology, survey protocols and survey tools for national baseline study for data collection for target population (for both men and women, including children and elderly)
- Prepare the methodology required for the study
- Create an inception report based on the above deliverables (a), (b), (c)

- e) Translation and contextualization of survey tools
- f) Prepare estimated budget for survey based on proposed methodology
- g) Prepare documents and obtain ethics approval from NHRC

4. Additional Information

- All documents gathered by the consultant for the completion of the project, as well as all products (documents, media) produced within the scope of this project shall belong to the FPA. The consultant must maintain confidentiality of any information gathered throughout this project and may not use the information gathered through this project for any other purpose.

5. Selection Criteria

<p>Experience: Interested parties must demonstrate that they have the relevant experience to undertake this consultancy. Candidates with a postgraduate degree in the relevant educational fields (outlined below), must have a minimum of 3 years of relevant experience. Candidates with an undergraduate degree in the relevant educational fields (outlined below), must have a minimum of 5 years of relevant experience.</p> <p>When allocating marks for this component, preference will be given to candidates with a minimum of 5 years of experience in conducting social science research (quantitative and qualitative) and national level social and health related research.</p> <p>Preference will be given to candidates who have experience in violence related data collection</p>	25%
<p>Qualifications: Interested parties must demonstrate that they are qualified to undertake this consultancy. Preference will be given to candidates with a post graduate degree in the field of social science, gender and development, women's studies, human rights, public health, or other relevant fields. The minimum qualification required for this consultancy is an undergraduate degree in the field of social science, gender and development, women's studies, human rights, public health or other relevant fields</p> <p>Candidates must submit accredited and attested copy of their qualifications.</p> <p>If the candidacy is put forth by a team, documents must be presented showing the qualifications of all team members</p>	20%
<p>Technical Proposal: The technical proposal must include the proposed methodology and workplan for this project. The proposal will be scored based on the feasibility of the methodology and work plan to achieve the objectives of study stated by FPA.</p>	35%
<p>Financial Proposal: Marks for this category will be given as a ratio of the proposed lowest fee against the asking fee by the bidder.</p>	20%

- In addition to the above-mentioned criteria, candidates who have worked with the FPA within the last 5 years will be scored based on the quality of their previous work and the FPA's experience with the candidate, in addition to the proposal submitted for this consultancy.
- The proposal submitted for this consultancy will be evaluated based on how well the proposed methodology and workplan encompass the requirements of the FPA.

5.1. Methodology

- Justification must be provided to demonstrate the suitability of the proposed methodology to achieve the objectives of this project.
- The proposed methodology must enable the project to be conducted in a way that achieves the objectives outlined by the FPA.
- The proposed methodology must be feasible for the proposed duration of the project.

5.2. Workplan

- The proposed workplan must be feasible to be conducted during the proposed duration.
- The proposed workplan must enable the project to be conducted in a way that achieves the objectives outlined by the FPA.

6. Duration of Consultancy

- The duration of this consultancy is 60 working days from the date of signing the contract.

7. Document for Submission

Submissions by interested parties must include all requested documentation and information stated below. Submissions may be made by individual parties or as a team.

a) Information about the consultant

- If submission is by an individual, a copy of their National Identity Card or Passport Copy.
- If submission is by a registered company/business, a copy of their certificate of registration, GST/ BPT or Tax Registration certificates
- Tax clearance report
- Documents showing relevant work experience. Documents submitted must show relevant experience as outlined in the required experience in article 5 of this information sheet
- Interested parties must submit documentation to show that they are qualified to undertake this consultancy. Preference will be given to candidates with a post graduate degree in the field of social science, gender and development, women's studies, human rights, public health or other relevant fields. The minimum required qualification for this consultancy is an undergraduate degree in the field of social science, gender and development, women's studies, human rights, public health or other relevant fields
- Educational certificates submitted must be attested and accredited
- If the proposal is submitted by a team, information about all team members must be submitted, and the team leader must be identified

b) Technical proposal

- The methodology proposed for this project must be presented in the technical proposal
- The technical proposal must include details of the proposed work plan and expected timeline. The proposed workplan must indicate which activities require collaboration with the FPA, and these activities must be scheduled for official government working days in the Maldives

c) Financial Proposal

- Interested parties must submit financial details in the format below. Proposed pricing must be stated in Maldivian Rufiyaa (MVR).

Number	Activity	Detail	Amount	Unit Price	Total Price

8. Delivery of Payments

- Payment for the selected consultant will be made per deliverable, as an agreed percentage of the total price proposed.

9. Conflict of Interest

- Interested parties submitting a proposal must disclose via a detailed and signed document whether they have any relationship with any staff in the FPA, such as being a “close relative” or “close associative” as stated in 1.02 (a) of the procurement regulation of the Maldives.

10. Additional Information

- For additional information or further clarification, please email your request to info@fpa.gov.mv by 1300 hours (local time) of 5th October 2022.

11. Submission of Proposal

- Proposals must be delivered by the bidder's representative in sealed envelopes titled “Consultancy for National Baseline Study on Prevalence of Domestic Violence in the Maldives” to Family Protection Authority (2nd Floor, H. Maizaandhoshuge, Sosun Magu, K. Male’, Republic of Maldives), on 9th October 2022, at 1100 hours (local time).
- Bids will be opened in the presence of the bidders’ representatives, who are to attend in person at the aforementioned proposal submission venue, date and time.
- Electronic bidding will not be permitted.
- Late bids will be rejected.