

Request For Proposal

Project: Conflict Resolution Specialist support for the Affiliations Committee

Date: November 08, 2021

Issued by: Dumisani Ndubane
Governance Committee Strategist
dndubane@wikimedia.org

Introduction

The Wikimedia Foundation Affiliations Committee (Affcom) advises and makes recommendations regarding the recognition and existence of Wikimedia movement groups, including both informal associations and formal business entities supporting the Wikimedia movement. These groups are collectively called affiliates. The work of the committee has extended to provide an avenue for resolution of inter and intra-affiliate conflicts, most typically through mediation. The Affiliations Committee requires an external consultant to provide conflict mediation and resolution specialist support to its conflict mediation sub-committee. More background on Affcom can be found at: https://meta.wikimedia.org/wiki/Affiliations_Committee

Submission guidelines & requirements

The following submission guidelines and requirements apply to this request for proposal:

1. Only qualified individuals or firms with an established track record in conflict mediation and resolution should submit proposals in response to this request for proposal.
2. Bidders must provide at least two (2) project references and examples of work similar to this request for proposal.
3. A technical proposal of no more than 3 pages consisting of completed Pricing form (attached) as well as resume(s) of all key personnel to be involved.
4. Proposals must be signed by a duly authorized representative of the company/consultancy.
5. If you have a standard set of terms and conditions, be sure to include these as part of the proposal. All terms and conditions will be subject to negotiation.
6. Proposals must be received prior to or on **Nov 19, 2021**.
7. Proposals must remain valid for a period of 30 working days.
8. The Wikimedia Foundation anticipates selecting 3 individuals or firms to have more in-depth discussions with, and will make an award to one of these “shortlisted” individuals or firms. However, Wikimedia Foundation reserves the right to select no proposals should no bidder submit a proposal that meets the stated needs.

Request For Proposal

RFP and Project Timelines

The request for proposal timeline is as follows:

- Request for Proposal Issuance Nov 8, 2021
- Closing of Bid Submission Nov 19, 2021
- Selecting of Top Bidders / Notification To Unsuccessful Bidders Nov 24, 2021
- Start of negotiation Nov 25, 2021
- Contract Award / Notification to Unsuccessful Bidders Dec 10, 2021

The successful candidate will be appointed for a period of 12 months from the contract start date.

Proposal Evaluation Factors

The Wikimedia Foundation will rate proposals based on the following criteria:

- Cost 50%
- Relevant past experience 20%
- Sample of work 10%
- Technical expertise of bidder/
Bidder staff 20%



RFP - Pricing form

The Wikimedia Foundation requires an external consultant with mediation experience in working through conflicts to provide the following services to the Affiliations Committee's conflict mediation sub-committee and as follows:

#	Works Description	Qty	Unit	Rate	Total Cost
1	Attend onboarding meeting with WMF staff support	2	hrs		
1	Attend conflict resolution bi-monthly meetings	6	hrs		
2	Conduct at least 6 case review and compile conflict audits at 4hrs per case	18	hrs		
3	Recommend at least 6 resolution plans at 2hrs per plan	12	hrs		
4	Attend at least 6 conflict resolution case meetings	6	hrs		
5	Identify and recommend best practices for the type of conflicts the Affiliations Committee receives	16	hrs		
6	Provide preparatory training to sub-committee members on a quarterly basis at 2hrs per session	8	hrs		
7	Liaise with WMF support staff monthly	12	hrs		
8	Miscellaneous costs (to be listed by respondents)	1	sum		
Total Cost					

Note:

- Parties commit to the same rate, where additional services are required above the estimated quantities, for the duration of the contract term.
- Bidders to clearly identify the currency of the rate and Total cost.

The Wikimedia Foundation reserves the right to award to the bidder that presents the best value as determined solely by the Wikimedia Foundation in its absolute discretion. The Wikimedia Foundation reserves the right to choose no winning bidder after the bidding process should no proposal meet its standards.

By signing below, you agree to accept the terms of this Request for Proposal and become one of the bidders for the project under discussion.

Individual / Company name:

Signature:

Date: