

**RAOUL
WALLENBERG
INSTITUTE**

OF HUMAN RIGHTS AND HUMANITARIAN LAW

**Request for Proposal
System Development
ICMD**

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1. Introduction

RWI hereby invites Suppliers for developing and maintaining a new MVP and as an option develop the FSP described below. The estimated contract value of the procurement including its options are estimated to 8 million Swedish Kronor (SEK).

1.1 Definitions

- RWI – Raoul Wallenberg Institute of Human Rights and Humanitarian Law
- ICMD – International Humanitarian Law Compliance Monitoring Database
- IHL – International Humanitarian Law
- System – The entire system and all necessary components including hosting for initially the MVP and once developed the FSP.
- MVP – Minimum Viable Product according to Appendix 2 Requirement specification
- FSP – Full Scale Product according to Appendix 2 Requirement specification
- 1st line reviewer – Usually students that will review assigned reports
- 2nd line reviewer – A more specialized senior reviewer that verifies the work of the first line reviewer and that has the exclusive capacity to publish incidents in the database.

1.2 Raoul Wallenberg Institute

The Raoul Wallenberg Institute of Human Rights and Humanitarian Law (RWI) is an independent academic institution established at Lund University in Sweden in 1984. We combine multi-disciplinary human rights research with education, support, and outreach to contribute to a wider understanding of, and respect for, human rights and international humanitarian law. We work with four thematic areas within human rights: ‘rule of law and access to justice’, ‘international humanitarian law’, ‘human rights and the environment’ and ‘business and human rights.

Since the early 1990s, we have cooperated with a wide range of institutions and organizations in Africa, Asia, Europe, Latin America and the Middle East, to advance the practical application of human rights around the world. Our cooperation is characterized by mutual trust, long-term commitment and achievement of common objectives. Currently, we have offices in Lund, Harare, Jakarta, Nairobi, Phnom Penh, Stockholm, and Yerevan.

The Institute is named after Raoul Wallenberg, a Swedish diplomat who saved tens of thousands of Jews and other people at risk in Hungary at the end of World War II.

More information can be found at <https://rwi.lu.se>

1.3 ICMD

The ICMD is an ambitious project launched by the Raoul Wallenberg Institute that aims to centralize existing data from a vast network of partners on the ground, in order to facilitate access and analysis of information regarding compliance of IHL in armed conflicts around the world.

See more at <https://icmd.se/>

1.4 Aim and goals with the procurement

RWI seeks to find a supplier that can help us with the development and maintaining of a robust and useful System for the monitoring of compliance in the field of International Humanitarian Law. The procurement includes the development and maintenance of an MVP, with an option to scale-up this into the development and maintenance of a FSP as described below.

The purpose of the System is to centralize, validate, and aggregate existing data from the ground, to help users understand the realities and challenges of IHL compliance around the world.

1.5 Timeline for the procurement (preliminary)

Dispatch of invitation to tender	2026-06-22
Last day for questions about the request for proposal	2026-08-17 at 23:59
Final tender day	2026-08-23 at 23:59
Negotiation questions round 1	2026 w.35
Negotiation questions round 2	2026 w.36
Negotiation	2026 w.37 & 38
Contract signed	2026 w. 39

2. Procurement formalities

2.1 Conduct of the procurement

The procurement documents establish the subject matter of the procurement by describing in more detail RWI's needs and what is required in terms of the characteristics of the products, services and functions requested.

Suppliers who submit tenders will first be qualified by checking that all the procurement's mandatory (shall) requirements are met. Suppliers whose tenders qualify proceed to evaluation, which is carried out in accordance with chapter 4. Negotiation will take place with suppliers as described in section 2.3.

2.2 Negotiation

Negotiation will take place with tenderers through written questions and answers and through one or more meetings with the Suppliers. Negotiation may take place successively and may, over time, be conducted with a limited number of suppliers.

2.3 Form and content of the tender

Tenders shall be submitted in accordance with the procurement document. The tender language is English, and the applicable currency is Swedish kronor (SEK) excluding value added tax.

The invitation to tender consists of the following appendices:

Appendix 1 – Price form

Appendix 2 – Requirement specification

Appendix 3 – Screenshots of prototype

Appendix 4 – Graphic Manual

Appendix 5 – General Terms and conditions for professional services

Appendix 1 and 2 shall be submitted in editable Excel format, i.e. not in PDF format or similar. In addition, the Supplier shall submit:

- A project plan according to Appendix 2 requirement 5.2 and 5.3
- Design proposals according to Appendix 2 requirement 2.10.2
- A contract proposal according to Appendix 2 requirement 1.2.2

2.4 Submission of tenders

Tenders shall be submitted by email to icmdinfo@rwi.lu.se. Please send a mail if you are planning on submitting a tender so we can update you on any changes and updates.

2.5 Questions, answers and clarifications during the tender period

Questions during the tender period shall be addressed to icmdinfo@rwi.lu.se. The last day for questions is 4 days before the final tender day, i.e. 2026-08-17 at 23:59. Answers to any questions are provided on an ongoing basis, but no later than 3 days before the final tender day, 2026-08-18. Questions received later will not be answered. During weeks 30-31, answers may be delayed.

Any clarifications and supplements will be sent by email. Questions and answers of interest to all suppliers will be distributed by email. Only written supplementary information provided by RWI during the tender period is binding on both parties.

2.6 Compensation for tendering

Compensation for the Suppliers costs in connection with tendering is not provided.

2.7 Validity period of the tender

The Supplier is bound by its tender for twelve (12) months after the end of the tender period.

3 Instructions

The Supplier submits its tender in accordance with the instructions in this document and as set out in appendices 1 and 2.

3.1 Instructions for appendix 1 Price form

Tender prices shall be submitted in Appendix 1 - Price form, where a total price for all one-off fees and recurring fees is calculated. The aim is to obtain a total, and comparable, price for the MVP in sheet MVP.

In sheet FSP we would like to get a separate pricing for the option of developing a FSP and the additional one-time cost for developing the MVP into a FSP and running costs for the FSP with public facing access. The option of developing the FSP will be procured between the top 3 Suppliers in this procurement through negotiations and is not part of the evaluation.

The price form is designed to handle different pricing models, and the supplier is therefore free to leave prices out of the fields. If no prices are provided, the price shall be read as SEK 0, and the prescribed part is then included with no costs other than those otherwise stated in the price appendix. The same applies to price information provided elsewhere in the tender.

Consultancy services:

In Appendix 1 Price form, the tenderer provides hourly rates for consultancy services beyond the implementation project.

3.2 Instructions for responding to Appendix 2 – Requirement specification

Appendix 2 – Requirement specification contains RWI:s requirements and wishes regarding the Service. The tenderer demonstrates, by submitting a completed Appendix 2, how the service can meet these requirements.

	Generic description	Yes	Partly	No	Reference to service description	Comment
Y/N	Requirements that are met and included in the tender and that do not require adaptation are marked with Yes in the Yes column.	Y				
Y/N	Requirements that are Partly met are marked with P, and an explanation of what is not met is given in the comment column, or alternatively a detailed reference to page number, chapter or similar in your tender.		P			Reference (e.g. See chapter x, page y). Alternatively, an explanation is given in this comment field.
Y/N	Requirements that are not met are marked with NO.			N		
D	Where a requirement calls for Description (requirements marked with D), the tenderer provides, in addition to the answer (Yes, Partly, No), an account of its answer, preferably in the comment field. If the account does not fit in the comment field, a detailed reference to page number, chapter or similar in your tender is given.					A clear reference to where in your tender the account can be found, or alternatively the account is written in this comment field if there is room.
M	Text marked with M is a Shall requirement that is mandatory for the tender. Marked with Yes.	Y	5			

4 Examination and evaluation

4.1 Conditions and qualification

RWI will check what is stated in the tender, and only tenderers who meet all mandatory (shall) requirements will be evaluated. Where incorrect information has been provided, this may lead to a tender being rejected.

Tenders that meet all mandatory (shall) requirements to qualify for evaluation.

4.2 Evaluation

The tenders will be evaluated on the basis of the information the Supplier has provided in the tender, any other documents exchanged between the parties and any clarifications made during the evaluation phase. Evidence for information provided in the tender may be obtained via references.

4.3 Evaluation principle

RWI will accept the tender that is the most economically advantageous on the basis of the best price-quality ratio, taking into account the evaluation criteria below:

Evaluation criterion	Weighting factor
Requirement specification appendix 2	35%
Project plan including estimated development time (5.2, 5.3)	10%
Contract terms (1.2.2)	15%
Design proposals (2.10.2)	5%
Tender price	25%
Ease of migration (6.4.1, 6.4.2)	10%

Requirements in this table that are part of Appendix 2 (5.2, 5.3, 2.10.2, 1.2.2, 6.4.1, 6.4.2) will be evaluated according to above and not be part of the evaluation criteria for Appendix 2.

4.4 Tender price

A total comparison price is calculated for one-off fees plus the estimated running cost for 6 months and support in accordance with Appendix 1 – Price form, Tab MVP, cell K41.

The tenders are awarded a price score according to the following formula:

Price score = $4 * (\text{Lowest comparison price} / \text{Tenderer's comparison price})$

The price score is then recalculated using the applicable weight for price in relation to quality in accordance with section 4.3.

4.5 Scoring assessment of the evaluation criteria

Each criterion in Appendix 2 including the mandatory ones besides those listed in 4.3 will be evaluated and assigned a score based on whether the Supplier accepts the requirement fully or partly or not at all. Alternative that the description is clear and that what is described gives RWI the functionality it wants. The scale is 0-4.

The project plan will be assessed so that higher point will be awarded a clear and precise project plan that require reasonable effort from RWI and can deliver faster than 8 months from contract signing.

Contract terms including 1.2.2 and 1.2.7 will be evaluated between the different tenders and the contract terms that are most RWI friendly will be awarded 4 points and the contract terms that are the least RWI friendly will be awarded 0 point and the rest in between according to RWI friendliness.

Ease of migration will be evaluated between the different tenders and the easiest and cheapest will be awarded 4 points and ease of migration which will be most difficult and costly will be awarded 0 point and the rest in between according to ease and cost.

4.6 Evaluation method

The price score is recalculated in accordance with section 4.4 using the applicable weight for price in relation to quality in accordance with section 4.3.

Each sub-criterion is multiplied by the criterion's weighting in percent (in accordance with section 4.3). The factors are added and the sum constitutes the score the tender receives for the relevant Evaluation criterion.

The scores for each Evaluation criterion are added, and the sum constitutes the tender's score.

Evaluation criterion	Weighting factor	Score	Weighting factor x Score
Requirement specification	35%		
Projekt plan including	10%		
Contract terms	15%		
Design proposals	5%		
Tender price	25%		
Ease of migration	10%		
Sum of all weighting factors x Score			

4.7 Information about the winning supplier

Information about the winning supplier will be sent to all tenderers by email.