



Ministry of Environment, Climate Change and Technology

Republic of Maldives

REQUEST FOR PROPOSAL

(IUL)438-ENV/438/2022/489

Consultancy for Social and Gender Specialist (National)

for

“Integrated, Sustainable and Low Emission Transport in the Maldives Project”

Issued on: 24th November 2022

Issued By: Integrated, Sustainable and Low Emission Transport in the Maldives – Project Management Unit

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SCHEDULE OF CRITICAL DATES

ACTIVITY	ACTION DATE
Advertisement for proposals	24 th November 2022
Last day to submit queries	28 th November 2022 before 12:00 PM (local time)
Deadline to submit proposals	7 th December 2022 before 10:00 AM (local time)

SUBMISSION REQUIREMENTS

1. The following related documents shall be submitted for the bids to be considered sufficiently responsive.
2. Applicants should submit their proposals containing the following documents and applicable Technical Proposal – Standard Forms and Financial Proposal – Standard Forms under ANNEX A.

Technical Proposal – Standard Forms

1. Proposal submission form (signed by the owner of the entity or person with power of attorney to sign) – (Tech Form 1)
2. Individual Portfolio or Company portfolio
3. A summary of the work plan must be presented in the format in Work Schedule (Tech Form 2) showing in the form of a bar chart the timing proposed for each activity
4. Curriculum Vitae (CV) of the Team Leader and Design Expert. Copy of academic certificates and reference letters demonstrating experiences listed in this TOR must be submitted for them to be considered during evaluation (required experiences and other experiences relevant to this TOR must be specified clearly or highlighted) – (Tech Form 3)
5. Letter of commitment (signed by the Team Leader and Design Expert) – (Tech Form 4)
6. Copy of Business (Sole Proprietorship/company/partnerships/institutions/SMEs) registration certificate.
7. Copy of SME Registration – If registered
8. Copy of GST Registration certificate issued by MIRA (Maldives Inland Revenue Authority) – If registered
9. Tax Payer Registration Certificate / Notification Copy

Financial Proposal – Standard Forms

1. Financial Proposal submission form (Fin Form 1) (signed by the owner of the entity or person with power of attorney to sign)
2. Financial breakdown form – (Fin Form 2)
3. Detailed Financial Situation (Fin Form 3)
4. Average Annual Turnover (Fin Form 4) – If applicable
5. Financial Resources (Fin Form 5) – If applicable
6. Line of Credit Letter (Fin Form 6) – If Applicable
7. Financial Statement of the business for the year 2021, 2020 and 2019 – (If applicable) *Business entities that have not completed one year (from the date of business registration to date of bid announcement) are required to submit the bank statement of the business's bank account. (Bank statement should be from the date of account opening to date of bid announcement)*

Note

Note 01: All bidders should clearly identify the Team Leader (as stated in section 7: Requirements and Qualifications) carrying out the task. The Team Leader who has signed Form 5 will be considered during the evaluation process.

Note 02: If bidder fails to submit any of the above applicable listed documents, their proposal may not be considered for further evaluation.

Note 03: After the evaluation, highest scoring party will be notified to submit tax clearance report. Tender will be awarded upon submission of tax clearance report

1. INTRODUCTION

The Government of Maldives has received funding from the Global Environment Facility (GEF) for the project “Integrated Sustainable and Low Emission Transport in the Maldives”. The Government intends to apply part of the proceeds towards hiring a Consultant for a Social and Gender Specialist for the Project.

The objective of the project is to promote an integrated, sustainable and low-emissions transport system and reduce GHG emissions and air pollution from the transport sector as well as address energy security by reducing fossil fuel imports. The project will result in an integrated urban and transport plan that leads to enhanced coordination among various government stakeholders and development of projects to enhance mobility for the residents with public and low emission transport infrastructure. The visibility of demonstration of the projects for e-buses and e-bike sharing schemes backed with the campaigns to create awareness of users, the benefits for sustainable low-emission transport options is expected to create a buy-in among policy makers and stakeholders to scale of investments in sustainable low emission transport options. The project will support development of measurable, reportable, and verifiable (MRV) system to measure emissions and reduction. This system will track and assess the benefits/ impacts of sustainable low-emissions transport options. This increased information and its tracking on use of sustainable low-emission transport will create greater awareness of benefits in policy makers and users to continuously integrate new and emerging sustainable and low-emission transport options. Information from demonstration projects and tracking of information on use of sustainable low-emission transport will create greater awareness of benefits in policy makers and users

The proposed project is structured across three components, which are necessary to address the barriers and facilitate the successful implementation of the baseline efforts to achieve an integrated, sustainable, and low-emissions transport system:

- Component 1: Institutionalization of integrated sustainable low-carbon transport and development of regulatory framework and policies
- Component 2: Short-term barrier removal and scaling-up investments through low-emission sustainable transport demonstrations
- Component 3: Preparing for scale-up, monitoring, awareness creation and replication of integrated sustainable low-emission transport

2. OBJECTIVE OF THE CONSULTANCY

The main objective of this consultancy service for developing project design elements that will maximize gender and social inclusion benefits in the identified subproject areas and will design and implement women-targeted interventions for the finalized projects.

The outcome of the consultancy will lead to a gender and social inclusion action plan for gender and social inclusive planning, implementing and monitoring of project activities, a detailed analysis to support the mainstreaming of gender and social issues regarding public transport, particularly emphasizing on the issues in the sustainable low-emission transport development, identify potential measures and actions for inclusion in the Male' Region Transport Plan and E-mobility strategy. The consultant will recommend appropriate actions to strengthen gender equality and social inclusion in the implementation of demonstration project, Mainstream gender in various training and sensitization program carried out under the Project.

3. SCOPE OF WORK

The consultancy involves provision of technical expertise including the following;

1. Prepare Gender and Social Inclusion Action Plan for inclusive planning, implementing and monitoring of project activities.
2. Conduct a detailed analysis to support the mainstreaming of Gender and Social Inclusive issues, particularly emphasizing on the issues in the sustainable low-emission transport development.
3. Assess and identify potential measures and actions for inclusion in the Male' Region Transport plan and E-mobility strategy.
4. Identify and recommend appropriate actions to strengthen gender equality and social inclusion in the implementation of demonstration project.
5. Mainstream gender in various training and sensitization program carried out under the Project.
6. Mainstream gender and social inclusion and highlight these aspects, while developing training materials, manuals, documentation of case studies and lessons learnt.
7. Coordinate with the government departments, NGO and other stakeholders to promote interventions to address gender-based discrimination and social inclusion issues on urban transportation areas.

Expected Deliverables (identified by deliverable number):

1. Gender and Social Inclusion Action Plan for the Urban Transport Sector
2. Identify Gender and Social inclusion aspects in the policies and plans developed under the project.
3. Develop training material for Gender and Social inclusion related elements for awareness campaign and capacity building workshops for the Urban Transport Sector.
4. Conduct Gender and Social Sensitivity Training for the key players in the Urban transport Sector
5. Identify Gender and Social inclusion friendly elements to be included for the piloted project and scaling of the of the project.

4. QUALIFICATION AND EXPERIENCE

The Consultant is expected to fulfil the following criteria in terms of expertise and qualifications;

1. A minimum Bachelor's degree in gender studies, social science, or related field
2. Formal training in gender analysis, gender planning, social issues especially in specific area of interventions.
3. A minimum of 3 years professional/practical experience in the field of gender equality, gender mainstreaming and social intervention areas.
4. Thorough understanding of the gender and social issues context in Maldives, and experience working with government institutions and international or non-governmental organizations supporting gender and social inclusion development work in specific area of intervention.
5. Familiarity with gender analysis tools and methodologies in the specific area of intervention.
6. Experience in conducting trainings or stakeholder consultation workshop is desirable.
7. Experience in developing Gender and Social Inclusion Action Plans for donor funded projects will be an added advantage
8. Professional exposer/experience in the transport sector, environment, climate change or urban planning will be an added advantage.
9. Strong communication skills, and ability to liaise with various stakeholders, including government officials.

Other skills:

1. The ability to control the consultation process and create synergy of the group/subgroups to complete the consultation effectively and efficiently.
2. The ability to work with other experts local and international, to meet strict deadlines and plan the work according to priorities;
3. The ability to adapt to local context in preparation for, during and after the event. This may include policy terminology, basic understanding of local stakeholders and other relevant matters.

EXPECTED DELIVERABLES (TENTATIVE SCHEDULE):

Suggest any workable workplan that will enable to reach the outputs and the deliverables as per this assignment. The consultant may submit the work schedule as give in the “TECH FORM 2 – Work Schedule”

Item	D. #	Key Item	Details	Duration	End Product	Payment Schedule
1		Inception Meeting	Inception meeting to ensure that the work is aligned with the scope of this TOR	Week 1	<ul style="list-style-type: none"> Inception Meeting Report Final Workplan 	5%
	1	Gender and Social Inclusion Action Plan for the Urban Transport Sector				
2	1.1	Technical Meeting with Stakeholders	Conduct bilateral meetings with stakeholders to understand the intervention required to develop a Gender Action Plan in the Urban Transportation	Week 2 – Week 5	<ul style="list-style-type: none"> Detailed Meeting Minutes in English 	20%
3	1.2	Draft Report on the Existing Policy Assessment	Communicate with relevant stakeholders (MoTCA, MECCT, MTCC, MNPFI, MGSS, City Council, etc) and prepare the draft report as per deliverable 1.	Week 6 - 8 (Week after the completion of Deliverable 1.1)	<ul style="list-style-type: none"> Draft report on the assessment of the existing policies 	
4	1.3	Review Meeting at inter-ministerial policy level	Conduct inter-ministerial review meetings at policy level to identify the comments and required input for deliverable 1.	Week 9 (Week after the completion of Deliverable 1.2)	<ul style="list-style-type: none"> Detailed Meeting report in English An Executive Summary of the Report 	
5	1.4	Validation of the Document	Incorporating the comments for the draft report.	Week 10 (Week after the completion of Deliverable 1.3)	<ul style="list-style-type: none"> Final Report on the Gender Social Inclusion Action Plan in the Urban Transportation. 	
6	1.5	Submission of the final report Gender Social Inclusion Action Plan in the Urban Transportation	Final report on Existing Policy Assessment submitted and approved by MECCT	Week 11	<ul style="list-style-type: none"> Final submission of Gender Social Inclusion Action Plan in the Urban Transportation 	

	2	Identify Gender and Social Inclusion aspects in the policies and plans developed under the project.				
7	2.1	Technical Meeting with Stakeholders	Discussions with the identified stakeholders (MECCT, MNPHI, MoF, MoTCA, MGSS, City Council etc.)	Week 9 – Week 10	<ul style="list-style-type: none"> Detailed Meeting Minutes in English 	20%
8	2.2	Draft Report on identified Gender Social Inclusion related elements of the policies and plans developed under the project.	Conduct meetings and mobilize the National Mobility Task Force for the implementation of National Mobility Plan	Week 11 (Week after the completion of Deliverable 2.1)	<ul style="list-style-type: none"> Draft report 	
9	2.3	Review Meeting at inter-ministerial policy level	Conduct inter-ministerial review meetings at policy level to identify the comments and required on identified Gender Social Inclusion related elements of the policies and plans developed under the project.		<ul style="list-style-type: none"> Meeting Report Executive Summary of Meeting 	
10	2.4	Validation of the Document	Incorporating the comments for the draft report.		<ul style="list-style-type: none"> Draft Final Report n Inclusion Aspects in policies and Plans 	
11	2.5	Submission of the final report	Final report on identified Gender Social Inclusion related elements of the policies and plans developed under the project, submitted and approved by MECCT		<ul style="list-style-type: none"> Final Report n Inclusion Aspects in policies and Plans 	
	3	Develop training material for Gender and Social Inclusion related elements for awareness campaign and capacity building workshops for the Urban Transport Sector.				
12	3.1	Technical Meeting with Stakeholders	Conduct meetings with stakeholders (MoTCA, MECCT, MTCC, MNPHI, MGSS, City Council, etc) to training	Week 12 – Week 15	<ul style="list-style-type: none"> Detailed Meeting Minutes in English Summary of Findings 	20%

			material for Gender Social Inclusion related elements for awareness campaign and capacity building workshops for the Urban Transport Sector.		
13	3.2	Draft Training Material for Gender Sensitivity and Social Inclusion	Communicate with relevant stakeholders (MoTCA, MECCT, MTCC, MNPFI, MGSS, City Council, etc) and prepare the training Material for Gender Sensitivity.	Week 16 (Week after the completion of Deliverable 3.1)	<ul style="list-style-type: none"> • Submission of draft report on the recommendations for Gender Sensitivity
14	3.3	Review Meetings	Conduct inter-agency review meetings at policy level to identify the comments and required to prepare the review and advise to develop Integrated Transport Master Plan.	Week 17 (Week after the completion of Deliverable 3.2)	<ul style="list-style-type: none"> • Detailed Meeting report in English • An Executive Summary of the Report
15	3.4	Validation of the Document	Incorporate the comments required to finalise to the training material for Gender Social Inclusion related elements for awareness campaign and capacity building workshops for the Urban Transport Sector.	Week 18	<ul style="list-style-type: none"> • Final Report on the training material for Gender Social Inclusion related elements for awareness campaign and capacity building workshops for the Urban Transport Sector.
16	3.5	Submission of the final report	Final Document on training material for Gender related elements for awareness campaign and capacity building workshops for the Urban Transport Sector.	Week 19	<ul style="list-style-type: none"> • Final Document. “Training material for Gender Social Inclusion related elements for awareness campaign and capacity building workshops for the Urban Transport Sector.”

	4	Conduct Gender and Social Inclusion Sensitivity Training for the key players in the transport sector				
17	4.1	Technical Meeting with Stakeholders	Conduct bilateral meetings with stakeholders (MoTCA, MECCT, MTCC, MNPHI, MGSS, City Council, etc) to identify the trainees.	Week 20 – Week 22	<ul style="list-style-type: none"> Detailed Meeting Minutes in English 	15%
18	4.2	Conduct Gender and Inclusion Sensitivity Training for the key players in the transport sector	Identified key players in the sector	Week 23 (Week after the completion of Deliverable 4.1)	<ul style="list-style-type: none"> Training Program 	
19	4.3	Awarding recognition of the Participants.	Trainees	Week 24 (Week after the completion of Deliverable 4.2)	<ul style="list-style-type: none"> Detailed Meeting report in English An Executive Summary of the Report 	
20	4.4	Report on the workshop	Incorporate the comments from Agencies	Week 25	<ul style="list-style-type: none"> Final Report on the on the Gender Sensitivity Training for the key players in the transport sector 	
21	4.5	Submission of the final report	Final Report on the Gender Sensitivity and Social Inclusion Training for the key players in the transport sector	Week 26	<ul style="list-style-type: none"> Final Document on Gender and Social Inclusion Sensitivity Training for the key players in the transport sector 	
	5	Identify Gender and Social inclusion friendly elements to be included for the piloted project and scaling of the of the project.				
19	5.1	Technical Meeting with Stakeholders	Conduct bilateral meetings with stakeholders (MoTCA, MECCT, MTCC, MNPHI, City Council, etc) to Develop e-Mobility Plan	Week 26 – Week 28	<ul style="list-style-type: none"> Detailed Meeting Minutes in English 	15%

20	5.2	Draft Report of the Development of e-Mobility Plan	Communicate with relevant stakeholders (MoTCA, MECCT, MTCC, MNPHI, City Council, etc)) to Develop e-Mobility Plan	Week 29 (Week after the completion of Deliverable 5.1)	<ul style="list-style-type: none"> • Submission of draft report for the 	
21	5.3	Review Meetings at policy level	Conduct inter-ministerial review meetings at policy level to identify the comments required for the draft to Develop e-Mobility Plan	Week 30 (Week after the completion of Deliverable 5.2)	<ul style="list-style-type: none"> • Detailed Meeting report in English • An Executive Summary of the Report 	
22	5.4	Validation of the Document	Incorporate the comments required to finalise the to Develop e-Mobility Plan	Week 31	<ul style="list-style-type: none"> • Final Report 	
23	5.5	Submission of the final report	Final Report on the to Develop e-Mobility Plan	Week 32	<ul style="list-style-type: none"> • Submission of the Final Document 	
29	6.5	Submission of the final report	Final document on Localization of e-Mobility National Program submitted and approved by the MECCT		<ul style="list-style-type: none"> • Final submission of 	
32		Wrap up	Finalizing and submission of detailed final report with all deliverables under this TOR	Week 48 – Week 52	<ul style="list-style-type: none"> • Submission of Detailed final report of the assignment in English 	5 %

5. WORKING ARRANGEMENT

The consultant will be supervised by the National Technical Coordinator and will work closely with designated officials from the Project Management Team (PMU).

The consultant may carry his/her task with the Project Management Unit and MECCT to update on the progress of consultancy works. The consultant should carry out his/her tasks in accordance with the rules and procedures of the Government of Maldives.

All meetings should be held with the related authorities/agencies and stakeholders physically or virtually.

6. DURATION OF THE CONSULTANCY

The Consultant must be available to commence the services in December 2022 and will be hired for a period of Ten (10) calendar months from the date of contract signing. If required, the contract can be extended for a period agreed between both the client and the consultant.

7. DUTY STATION

The Consultants will be home-based and shall attend to progress meetings with PMU once every 2 weeks and on need basis. PMU will assist to convene stakeholders and Government officials meetings where required.

8. QUERIES

For any queries, please email to procurement@environment.gov.mv copied to islet@environment.gov.mv before 12:00hrs of 28th November 2022

9. EVALUATION CRITERIA

	Details	Maximum points
Adequacy of the proposed workplan		[10]
	Tentative workplan	[10]
Qualification Skills and Experience		[90]
	Qualifications and skills [25] points for minimum Bachelor’s degree in gender studies, social science, or related field [05] points for above Bachelor’s degree	[30] [05]
	General Professional Experience [10] for minimum 03 years’ experience in the field of gender equality and gender mainstreaming and social intervention areas, [01] point for each additional year up to 5 years	[15]
	Specific Professional Experience [15] points for minimum 03 years of demonstrated experience in Gender and Social aspects, [01] point for additional year up to 5 years	[20]
	[10] points for demonstrated experience working with Gender Action and Social Inclusive Plans for donor funded projects (not a minimum requirement)	[10]
	[10] points for demonstrated experience in conducting trainings or stakeholder consultation workshop is desirable (not a minimum requirement)	[10]

If the minimum set qualification and skills, general and specific professional experience is not met, then the party will be disqualified

Maximum total technical score (s): 100 points

- The minimum technical score (s) required to pass is: 60 Points, proposal that does not qualify the minimum technical score will be disqualified from further evaluation.
- The proposals that does not qualify the minimum technical score will be disqualified from further evaluation.

Financial Score Calculation:

- The formula for determining the financial scores is the following:
 $S_f = 100 \times [F_m / F]$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration.
- The weights given to the Technical and Financial Proposals are:
 $T = [0.6]$, and $F = [0.4]$

1. FINANCIAL SITUATION EVALUATION

- To be eligible the financial statements of the bidding party must show, minimum annual turnover of MVR **80,000.00** or the year 2019, 2020 and 2021 (Submit Form Fin – 4 Annual Turnover).
(or)
- b. To be eligible the financial statements of the bidding party must show, Minimum value of MVR **80,000.00**, for liquid asset, for the year 2020.
(or)
- c. For business, to be eligible the business’s bank statement must show a credit balance of minimum MVR **80,000.00**
(or)
- d. If bidding party is unable to meet any of the above requirement they shall submit “Line of Credit Letter” as per the template in Fin form 6. (credit limit shall be no less than MVR)

Selection Criteria of Regional Based business and MSME business

Between MVR 2,500,000 – MVR 5,000,000

- a) Among bidders who pass the technical and financial evaluation, those bidders who belong to the same island as the project is carried out will be assessed accordingly:
The bidder with the highest ranking with a proposed price that doesn’t exceed 10% of the price of the bidder with the overall highest ranking will be awarded
- b) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), bidders who belong to the same atoll as the project is being carried out is checked and assessed accordingly:
The bidder with the highest ranking with a proposed price that doesn’t exceed 5% of the price of the bidder with the overall highest ranking will be awarded.
- c) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a) and (b), all Maldivian bidders will be checked and assessed accordingly.
The bidder with the highest ranking with the lowest proposed price will be awarded.
- d) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b) and (c), all bidders will be assessed accordingly.
The bidder with the highest ranking with the lowest proposed price will be awarded.

Below MVR 2,500,000

- a) Among bidders who pass the technical and financial evaluation, Micro, Small and Medium Enterprises (MSME’s) will be assessed accordingly:
The bidder with the highest ranking with a proposed price that doesn’t exceed 15% of the price of the bidder with the overall highest ranking will be awarded.
- b) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), bidders who belong to the same island as the project is carried out will be assessed accordingly:
The bidder with the highest ranking with a proposed price that doesn’t exceed 10% of the price of the bidder with the overall highest ranking will be awarded.
- c) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a) and (b), bidders who belong to the same atoll as the project is being carried out is checked and assessed accordingly:
The bidder with the highest ranking with a proposed price that doesn’t exceed 5% of the price of the bidder with the overall highest ranking will be awarded.

- d) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b) and (c), all Maldivian bidders will be checked and assessed accordingly.
The bidder with the highest ranking with the lowest proposed price will be awarded
- e) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b), (c) and (d) all bidders will be assessed accordingly.
The bidder with the highest ranking with the lowest proposed price will be awarded

Criteria on classifying regional based business

- a) Check the bidders permanent address, if the bidder is a sole proprietorship
 - b) Check the island to which the business is registered, if the bidder is not a sole proprietorship
 - c) The bidder will be considered as a business working in one certain area, as per (a) and (b) accordingly:
- If the bidder is a sole proprietorship, the bidder's registered permanent address as of 1st January of the year the invitation for bid was issued will be considered OR
 - If the business had been registered before the year in which the invitation for bid was issued, the island to which the business was registered as of 1st January of the year the invitation for bid was issued will be considered
OR
If the business had been registered within the year in which the invitation for bid was issued, the island to which the business was first registered will be considered.

10. ADDITIONAL INFORMATION

Documents and data provided by the government for the purpose of this assignment which is not of public nature shall be considered confidential and should not be disclosed to any other party. All products produced as part of this assignment and shall be handed over to the PMU at the completion of the contract and will become the sole property of MECCT.

11. SUBMISSION

ACTIVITY	ACTION DATE
Advertisement for proposals	24 th November 2022
Last day to submit queries	28 th November 2022 before 12:00 PM (local time)
Deadline to submit proposals	7 th December 2022 before 10:00 AM (local time)

Bid Submission	On or before 7th December 2022– 10:00hrs local time
Bid Opening	On or before 7th December 2022– 10:00hrs local time Proposals will be opened in the presence of the proponents’ representatives who choose to be present at the address below at the time of proposal opening.
Submission Instruction	Proposals must be delivered in sealed envelopes titled “Do not On or before 7th December 2022– 10:00hrs– ‘EOI Social and Gender Specialist (National) for the Integrated, Sustainable and Low Emission Transport in the Maldives’ Project and the submitting party’s name and address” Late proposals will be rejected.
Submission address	Procurement Section Ministry of Environment, Climate Change and Technology Green Building, Handhuvaree Hingun, Maafannu Male’, 20392, Republic of Maldives Email: procurement@environment.gov.mv Website: www.environment.gov.mv Project Name: Integrated, Sustainable and Low Emission Transport in the Maldives

ANNEX A

TECH FORM 1 – Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

We, the undersigned, would like to express my Interest for the position of **‘for Social and Gender Specialist (National), Sustainable and Low Emission Transport in the Maldives’** in accordance with your Request for Proposal Ref: (IUL)438-ENV/438/2022/489), dated (24th November 2022).

We are hereby submitting my Proposal, which includes all required documents as per Request for Proposal.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed fees. The Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the services and fulfil the terms and conditions related this contract.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of joint venture/company/partnerships/institutions/sole proprietor:

Address

TECH FORM 2 – Work Schedule

Work Schedule for the position of Social and Gender Specialist (National)												
Description	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11 Week 40
Activity												

TECH FORM 3 – Curriculum Vitae (CV)
(Strictly follow the format given)

1. **Name of Company:** *[Insert name of company proposing the staff (if applicable)]:*
2. **Name of staff:** *[Insert full name]:*
3. **Date of birth:**
4. **Education** *[Indicate college/university and other specialized education, giving names of institutions, degrees obtained, and dates of obtainment]:*
5. **Membership of professional associations:**
6. **Other Training:**
7. **Languages** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:*
8. **Experience/ employment record** *[Starting with present position, list in reverse order every employment held since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]*

- a. From [Month/Year] – To [Month/Year]:
- b. Employer:
- c. Positions held:

9. Summary of projects/assignments undertaken/ role

- a. Name of project/ assignment:
- b. Experience classification: General / specific
- c. Scope of project/ assignment:
- d. Role/ Position undertaken:
- e. Period of Consultation:

10. Past commitments in projects with the Ministry of Environment Climate Change and Technology

- a. Name of the Contract/Project:
- b. From [Month/Year] – To [Month/Year]:
- c. Positions held:
- d. Summary of role:

TECH FORM 4 – Letter of Commitment

[Location, date]

To: [Name and address of Client]

Ref no: _____

Dear Sir/Madam,

We are/I am writing to confirm my availability to provide services as the for Social and Gender Specialist (National) for the Integrated, Sustainable and Low Emission Transport in the Maldives' Project – Ref: (IUL)438-ENV/438/2022/489), dated (24th November 2022) for the Ministry of Environment, Climate Change and Technology.

I undertake, if this proposal is accepted, to complete and deliver the whole of the services assigned to me in the scope of services.

I undertake, if this proposal is accepted upon receipt of the Ministry of Environment, Climate Change and Technology's notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,

Name:

National ID No:

Date:

Signatory:

FIN FORM 1 – Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

We, the undersigned, offer the Express of Interest for the position of **‘for Social and Gender Specialist (National) for the Integrated, Sustainable and Low Emission Transport in the Maldives’** - Ref: (IUL)438-ENV/438/2022/489), dated (24th November 2022), in accordance with your Request for Proposal dated [xxx] and Technical Proposal. The attached Financial Proposal is for the sum of [Insert amount(s) in words and figures in MVR]. This amount is inclusive of the all local taxes.

The Financial Proposal shall be binding upon myself subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We undertake, if my Proposal is accepted, to initiate the services and fulfil the terms and conditions related this contract.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of joint venture/company/partnerships/institutions/sole proprietor:

Address:

FIN FORM 2 – Financial Breakdown Form

No.	Description	MVR
1	Inception meeting to ensure that the work is aligned with the scope of this TOR	
2	Gender and Social Inclusion Action Plan for the Urban Transport Sector	
3	Identify Gender and Social Inclusion aspects in the policies and plans developed under the project.	
4	Develop training material for Gender and Social Inclusion related elements for awareness campaign and capacity building workshops for the Urban Transport Sector.	
5	Conduct Gender and Social Inclusion Sensitivity Training for the key players in the transport sector	
6	Identify Gender and Social inclusion friendly elements to be included for the piloted project and scaling of the of the project.	
	Total	
	Tax	
	Total with Tax	

The quotation is valid for 90 days from the date of bid opening.

Note: Indicate the total cost with detail cost to be paid in Maldivian Rufiyaa

Note: The total contract price should be quoted inclusive of all taxes as per the GST Legislation and Circulars where applicable.

Authorized Signature and Stamp:

FIN FORM 3 – Financial Situation

Each Applicant must fill in this form

Financial Data for Previous 3 Years [MVR Equivalent]			
	Year 2021:	Year 2020:	Year 2019:

Information from Balance Sheet

Total Assets			
Total Liabilities			
Net Worth			
Current Assets			
Current Liabilities			
Working Capital			

Information from Income Statement

Total Revenues			
Profits Before Taxes			
Profits After Taxes			
<p><input type="checkbox"/> Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last three years, as indicated above, complying with the following conditions.</p> <ul style="list-style-type: none"> • All such documents reflect the financial situation of the Bidder. • Historic financial statements must be complete, including all notes to the financial statements. <div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> • Historic financial statements must correspond to accounting periods </div>			

FIN FORM 4 – Average Annual Turnover (if applicable)

Each Bidder must fill in this form

Annual Turnover Data for the Last 3 Years		
Year	Amount Currency	MVR Equivalent
2020		
2019		
2018		
Average Annual Turnover		

The information supplied should be the Annual Turnover of the Bidder in terms of the amounts billed to clients for each year for contracts in progress or completed at the end of the period reported.

FIN FORM 5 – Financial Resources (if applicable)

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as indicated in Section 3 (Evaluation and Qualification Criteria)

Financial Resources		
No.	Source of financing	Amount (MVR equivalent)
1		
2		
3		

FIN FORM 6 – Line of Credit Letter (if applicable)

[letterhead of the Bank/Financing Institution/Supplier]

[date]

To:*[Name and address of the Contractor]*

Dear,

You have requested {name of the bank/financing institution/supplier issuing the letter) to establish a line of credit for the purpose of executing {insert Name and identification of Project}.

We hereby undertake to establish a line of credit for the aforementioned purpose, in the amount of {insert amount}, effective upon receipt of evidence that you have been selected as successful bidder.

This line of credit will be valid through the duration of the contract awarded to you.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Agency: _____

FIN FORM 7 – Current Contract Commitments / Work in Progress

Current Contract Commitments/Works in Progress

Tenderers and each partner to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

No	Name of contract	Employer, contact address/tel/fax	Value of outstanding work (current MVR equiv)	Estimated completion date	Average monthly invoicing over last six months (MVR/month)
1.					
2.					
3.					
4.					
5.					