



Ministry of Environment, Climate Change and Technology
Republic of Maldives

TERMS OF REFERENCE

(IUL)438-ENV/438/2022/519

**Consultancy Service for Sustainable Development (for Tourism Development and
Construction Practices)**

**“Enhancing National Development through Environmentally Resilient Islands (ENDhERI)
Project”**

Issued on: 24th November 2022

Issued By: Enhancing National Development through Environmentally Resilient Islands (ENDhERI)

Project – Project Management Unit

TABLE OF CONTENTS

SCHEDULE OF CRITICAL DATES	Error! Bookmark not defined.
SUBMISSION REQUIREMENTS	Error! Bookmark not defined.
a. Technical Proposal – Standard Forms	Error! Bookmark not defined.
b. Financial Proposal – Standard Forms	Error! Bookmark not defined.
1. BACKGROUND	5
2. MAIN OBJECTIVES:.....	6
3. SCOPE OF ASSIGNMENT:	6
4. DELIVERABLES.....	8
5. Payment (Tentative Schedule)	10
6. Duration of the Consultancy.....	11
7. Provision of Monitoring and Progress Controls	11
8. Requirements for Experience and Qualifications.....	11
9. Evaluation criteria.....	13
10. Additional Information	18
11. Submission.....	18

i. SCHEDULE OF CRITICAL DATES

Activity	Action Date
Advertised date	24 th November 2022
Bid queries submission timeline	24 th November 2022 to 28 th November 2022 at 1200hrs
Bid clarification deadline	29 th November 2022 at 1200hrs
Proposal submission deadline	5 th December 2022 at 1130hrs

ii. SUBMISSION REQUIREMENTS

The following related documents shall be submitted for the bids to be considered sufficiently responsive.

Applicants should submit their proposals containing the following documents and applicable Technical Proposal – Standard Forms and Financial Proposal – Standard Forms under ANNEX A.

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. Approach, Methodology and Work Plan – (Tech Form 2)
3. A summary of the work plan must be presented in the format in Work Schedule (Tech Form 3) showing in the form of a bar chart the timing proposed for each activity.
4. Curriculum Vitae (CV) of the identified key Experts (Consultant). **Copy of academic certificates and reference letters** demonstrating experiences listed in this TOR (required experiences and other experiences relevant to this TOR must be specified clearly or highlighted) – (Tech Form 4)
5. Completed **Letter of Commitment (signed by the Team Leader, Expert and Team members)** – (Tech Form 5 & 6)
6. Copy of Business (Sole Proprietorship/company/partnerships/institutions) registration certificate.
7. Copy of SME Registration
8. Copy of GST Registration certificate issued by MIRA (Maldives Inland Revenue Authority) – if registered
9. Tax payer registration Certificate / Notification Copy - if registered

b. Financial Proposal – Standard Forms

1. FIN FORM 1 – Financial Proposal Submission Form (**signed by the owner of the entity or person with power of attorney to sign**)
2. Form FIN – 2 Financial Breakdown Form

3. Form FIN - 3: Details Financial Situation
4. Financial statements of the business for the year 2021,2020 and 2019
5. 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)
6. FIN FORM - 4: Average Annual Turnover
7. FIN FORM -5: Financial Resources
8. FIN FORM -6: Line of Credit Letter - if applicable
9. FIN FORM -7 Current Contract Commitments / Work in Progress

Note 01: All bidders should clearly identify Specialist (herein referred to as the 'Consultant') carrying out the task.

Note 02: If bidder fails to submit any of the above listed document, 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. BACKGROUND

The Government of the Republic of Maldives through the Ministry of Environment is implementing Enhancing National Development through Environmentally Resilient Islands (ENDhERI) project financed by Global Environment Facility (GEF) and assisted by United Nations Environment Program (UNEP) with the objective of enhancing reef protection, resilience and ecosystem recovery by reducing development impacts in a selected project site of the Maldives, enabled for replication nationally through public awareness and integrating the values of marine biodiversity and other natural capital.

This project aims to assist the government of the Maldives in its implementation of new environmental policies and transition towards national adoption of Green Growth atoll development that will sustain marine Natural Capital (NC) and strengthen the resilience and recovery of reef ecosystems. This will be informed by learning from atoll-wide integrated coastal zone management within a Managed Marine Area / Biosphere Reserve framework, and the application of innovative sustainability practices and standards in agriculture, fisheries, tourism and construction sectors as the basis for transforming the human ecological footprint in Laamu Atoll, and taking this up to national level through sector transformation, spatial planning and improved governance based on NC accounting. The intermediate objective of this transformation is to minimize the flows of pollutants from land-based activities into the adjacent marine environment, and reduce marine-based drivers of reef degradation including baitfish and reef fisheries. Overall, the project seeks to enhance reef ecosystem integrity and resilience through sustainable management, reducing development impacts and integrating NC accounting into national planning.

The project is structured in four components:

Component 1 will increase the sustainability of marine and coastal resource management under a Green Growth Strategy for Laamu Atoll (Outcome 1.1) and achieve a reduction in stressors impacting Laamu Atoll reefs through increased Green Growth and Integrated Coastal Zone Management practices in key sectors (Outcome 1.2).

Component 2 will result in increased understanding of the values and dependencies on marine NC and biodiversity and ecosystem services that supports improved livelihoods and sustainable development on Laamu and among key national stakeholders (Outcome 2.1).

Component 3 will aim to achieve increased institutional capacity, clarified mandates and integration of NC accounting in marine biodiversity conservation policy and programs (Outcome 3.1); enhanced protection of coral reefs and other marine NC through actions by corporate sectors (Outcome 3.2); and strengthen inter-sectoral coordination and spatial planning that incorporates NCA support sustainable development in the fisheries and agriculture, tourism and construction sectors (Outcome 3.3).

Component 4 will support the implementation of Components 1-3 ensuring that information and lessons learnt are shared between the different Components and stakeholders and that results-based management is informed by adequate M&E procedures.

Overall, the project will lead to enhanced conservation and sustainable management of the coral reef-atoll seascapes throughout the Maldives through an in-built design for scaling up from local experience to national change across its three components. Integration of the NC concept and approaches into business models, risk analyses and decision-making processes within government, private sector and financial institutions is expected to align national and local governance with the enhanced planning needs outlined in the National Biodiversity Strategy and Action Plan.

2. MAIN OBJECTIVES:

ENDhERI Project is seeking to hire Consultancy to develop and provide sustainable tourism and construction practices, support to the project team, Island Councils and the communities of Laamu Atoll on implementing and delivering the aforementioned responsibilities.

3. SCOPE OF ASSIGNMENT:

The consultant is expected to provide the following services:

- **Inception:**
 - Study the requirements of TOR and prepare the Inception Report describing the detailed work plan and anticipated activities and their timeline.

- **Stakeholder consultations:**
 - During the duration of the consultancy, engage in surveys, meetings and stakeholder consultation workshops to create a baseline – formulate and identify site specific model for Tourism and Construction industry of Laamu Atoll. The total number of stakeholder consultations will be decided and finalized at inception phase of this assignment.
 - Consult relevant government agencies, institutions, private sector, community groups, resource users, women’s groups, civil society and general public to ensure the understanding of project goals, build a common vision for sustainable practices in Laamu Atoll.
 - Ensure equal participation of men and women, vulnerable and minority groups within the community in process of stakeholder consultation.

- **Develop and implement sustainable practices in Tourism at Laamu**
 - Establish a baseline on of related business practices at Laamu Atoll and its communities in terms of Tourism development.
 - Training needs assessment for the Ministry of Tourism, MATI, Laamu Atoll and Island Councils and other relevant human resource development required for the sustainable development practices.
 - Facilitate the identification of sustainable tourism best practices with MoT and Maldives Tourism Institute, and the participation of Laamu tourist resorts, guest houses and operators in the implementation of sustainable development plans, waste management, landscaping and soil erosion control, and marine conservation in line with the Tourism Master Plan, including Public-Private Partnerships with the Atoll and Island Councils.
 - Facilitate and develop proposal to pilot the implementation of a moratorium on lagoon reclamation for resort development in Laamu Atoll.

- Work with MoT to integrate monitoring of biophysical parameters and pollutants into Green Growth and ICZM practices in Laamu Atoll.
 - Build capacity for systematic reporting by Laamu Atoll Council on Green Growth and ICZM practices in relation to established plans – integrate with current reporting.
 - Review how to improve EIA procedures in the tourism sector, based on analysis of various development paths in this sectors, and develop introduction of Strategic Environmental Assessments (SEA) for sector policies and programmes.
- **Develop and implement sustainable practices in Construction at Laamu**
- Establish a baseline on of related business practices at Laamu Atoll and its communities in terms of Construction practices.
 - Address the key issues in construction practices at Laamu and aim at formulating essential policies, standards, codes and regulatory guidance that would facilitate necessary investments to increase the resilience of the tourism and other infrastructure to environment and climate risk.
 - Training needs assessment for MNPI, MACI, Laamu Atoll and Island Councils and other relevant human resource development required for the sustainable development practices.
 - Conduct field schools for community-led planning to sustain biodiversity and natural capital through soft engineering and eco-design approaches in Construction.
 - Develop and apply a code of conduct for environmentally sustainable construction practices in Laamu Atoll in collaboration with MNPI, Ministry of Tourism, MITDC, Atoll Council and construction companies based on existing government codes for construction and best practice examples, including attention to marine pollution and coastal erosion impacts.
 - Conduct awareness raising on defining environmental sustainability in construction practices, make resources available to MNPI and the industry, improve understanding of cost-benefit assessments in the context of environmental sustainability requirements.
 - Work with EPA, MNPI, MoT and MITDC to strengthen EIA regulations and procedures in order to reduce and mitigate the environmental impacts of construction projects and tourism development projects in line with Tourism Master Plan.
 - Review how to improve EIA procedures in the construction industry, based on analysis of various development paths in this sectors, and develop introduction of Strategic Environmental Assessments (SEA) for policies and programmes.
- **Trainings**

- Develop in-service training module and conduct training that will assist sectors to respond to the outcomes and recommendations of the discussions. The course should introduce environmental best practices, options for green growth, sustainability reporting and related aspects through interactions between MNU and the tourism and Construction peak bodies (including MATI and MACI)
 - Conduct additional multi-directional learning including seminars, webinars, e-learning forums, knowledge networks, newsletters, and technical reports.
 - Produce relevant educational or information resources for internal and external stakeholder groups.
 - Capacity building of the MNPI and MoT staff in developing relevant skills and understanding in sustainable development practices.
- **Developing and Reviewing documents**
- Provide relevant qualitative and quantitative evidence to facilitate more environmentally and socially integrated planning, policy formulation and evidence-based decision-making.
 - Liaising with relevant stakeholders to deliver the above responsibilities.
 - Coordinate with Communication Specialist to ensure outreach and visibility of project work.
 - Prepare relevant outputs in the form of papers, presentations, etc. in relation to the deliverables
- **Endorsements:**
- Conduct workshop to present the output of the Consultation to stakeholders and decision makers for their endorsement.

4. DELIVERABLES

The consultant is expected to provide the following documents as deliverables of the assignment:

- i. **Inception Report:** describing the detailed work plan and anticipated activities and their timeline in word and PDF format in English.
- ii. **Baseline Report:** baseline on related business practices at Laamu Atoll and its communities in terms of Construction practices and Tourism development. And key issues addressed including policies, codes of conduct and regulations.
- iii. **Policies, Regulations and Code of Conduct:**

- Formulated essential policies, standards, codes and regulatory guidance that would facilitate necessary investments to increase the resilience of the tourism and other infrastructure to environment and climate risk.
 - Developed sustainable tourism best practices with MoT and Maldives Tourism Institute, and the participation of Laamu tourist resorts, guest houses and operators in the implementation of sustainable development plans, waste management, landscaping and soil erosion control, and marine conservation in line with the Tourism Master Plan.
 - Apply the developed code of conduct for environmentally sustainable construction practices in Laamu Atoll in collaboration with MNPI, Ministry of Tourism, MITDC, Atoll Council and construction companies based on existing government codes for infrastructure development.
 - Procedures and framework to strengthen EIA regulations in order to reduce and mitigate the environmental impacts on construction projects in line with the Tourism Master plan.
 - Report on reviewed results of EIAs for previous projects to identify ways to improve environmental outcomes. Seek to include the costs of EIA compliance monitoring as part of development costs (polluter pays principle) and investigate the possibility to include local multi-stakeholder committee involvement.
 - Integrate monitoring of biophysical parameters and pollutants into Green Growth and ICZM practices in Laamu Atoll.
 - Report on improved EIA procedures in the tourism and construction sectors, based on analysis of various development paths in these sectors, and develop introduction of Strategic Environmental Assessments (SEA) for sector policies and programmes.
- iv. **Training Need Assessment:**
- Training needs assessment for the Ministry of Tourism, MATI, MNPI, MACI, Laamu Atoll and Island Council, Construction Companies and other relevant human resource development required for the sustainable development practices.
 - Report on capacity building activities conducted for systematic reporting by Laamu Atoll Council on Green Growth and ICZM practices in relation to established plans – integrate with current reporting.
 - Developed in-service training module and conducted training report, that will assist sectors to respond to the outcomes and recommendations of the discussions. The course should introduce environmental best practices, options for green growth, sustainability reporting and related aspects through interactions between MNU and the tourism and construction peak bodies (including MATI and MACI).
 - Capacity building training completed for MNPI and MoT staff in developing relevant skills and understanding in sustainable development practices.

- v. **Field School** – Report on field schools conducted for community-led planning to sustain biodiversity and natural capital through soft engineering and eco-design approaches in Construction.
- vi. **Moratorium on lagoon reclamation** – Developed policy paper and outcome for the proposal to implement moratorium on lagoon reclamation for resort development in Laamu Atoll, in word and PDF format in Dhivehi and English.
- vii. **Awareness:**
 - Report on awareness raising activities conducted on defining environmental sustainability in construction practices, make resources available to MNPI and the industry.
 - Report on multi-directional learning activities conducted including seminars, webinars, e-learning forums, knowledge networks, newsletters, and technical reports.
 - Produced educational or information resources for internal and external stakeholder groups.
- viii. **Monitoring and Evaluation Plan:** monitoring and evaluation requirements in all the implementation stages in Dhivehi and English.
- ix. **Endorsed Documents:** describing the detailed outcomes of the endorsement process, recommendations and endorsement from stakeholders, in word and PDF format in Dhivehi and English.

5. Payment (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”

ID	Deliverable	Payment Schedule
1	Inception Report Submission	10%
	Initial Stakeholder Consultation Findings	
2	Baseline Reports on related business practices in terms of Construction practices and Tourism development.	10%
	Training need Assessment Report	
3	Submitted paper on; Developed sustainable best practices, essential policies, standards, codes and regulatory guidance	20%
	Submitted paper on; Procedures and framework to strengthen EIA regulations and standards	
	Report on Implement biophysical parameters and pollutants in Laamu Atoll	
4	In-service training module and report on trainings conducted.	20%
	Implementation Report of systematic reporting by Laamu Atoll Council	
	Report on Trainings conducted for Ministry of Tourism, MATI, MNPI, MACI	

	Report on Training conducted for Laamu Atoll and Island Council, Construction Companies and other relevant human resource development at Laamu Atoll on sustainable practices	
5	Report on field school conducted for community-led planning	20%
	Draft moratorium on lagoon reclamation for resort development in Laamu Atoll.	
	Report on Awareness activities conducted	
6	Monitoring and Evaluation Plan	20%
	Final Validation Reports and Annexes	

6. Duration of the Consultancy

Duration of the assignment is **10 calendar** months upon signing the contract.

7. Provision of Monitoring and Progress Controls

Consultant is expected to work closely with the PMU of ENDhERI project of Ministry of Environment, Climate Change and Technology and other stakeholders of the project.

The consultant shall attend progress meetings once every month with the ENDhERI team members in post(s) under section 8 (Requirements for Experience and Qualification) must participate in the progress meetings. Team members in post(s) under section 8 are required to be present in person for the following:

- Inception Workshop
- Stakeholder consultation workshops
- Presentation of Reports
- Trainings

For meetings held under this consultancy, the Minutes of Meeting must be provided to the PMU within 5 days of the meeting.

8. Requirements for Experience and Qualifications

(8.1) To be eligible for this assignment, the Consultation Firm should demonstrate past experience in performing the services (description of similar assignments).

(8.2) In executing this TOR, the consultant is expected to meet the following eligibility criteria and should provide CVs and commitment letters of the following requirements:

#	Post	Nos
1	Sustainable Development Consultant	1
2	Law Expert	1

- Details of any other support persons and positions must be included in Technical Form 4,5 and 6.
- The team leader can be one of above Consultant /or additional team leader can be added separately; who will be responsible for all the deliverables, who would also be the main focal point for all the communications.

1. Sustainable Development Consultant

- *Minimum qualification:*
 - Minimum Master's degree in Sustainable Development, Development Studies, or in a relevant field.
 - Minimum of two (2) similar assignments in a related field or similar capacity.

Other Qualifications:

- Strong inter-personal and communications skills, including the ability to work with high level stakeholders, facilitate meetings, make presentations and communicate effectively by email
- Proficiency in the use of computer software applications, especially MS Word and MS Excel and web-site software and proven ability to write technical reports
- Excellent language skills in English and Dhivehi (writing, speaking and reading)

2. Law Expert

- *Minimum qualification:*
 - Minimum Bachelor's Degree in Legal Science/ Law or related field.
 - Minimum of one (1) similar assignment in a related field or similar capacity.

Other Qualifications:

- Have a very good knowledge of Environment Law and regulations of Maldives such as Environment Act and EIA regulations.

- Strong inter-personal and communications skills, including the ability to work with high level stakeholders, facilitate meetings, make presentations and communicate effectively by email
- Proficiency in the use of computer software applications, especially MS Word and MS Excel and web-site software and proven ability to write technical reports.
- Excellent language skills in English and Dhivehi (writing, speaking and reading)

9. Evaluation criteria

Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:

The following criteria will be applied during the evaluation of the proposals and attention should be paid while preparing the proposals. Points will be awarded only for assignments with supporting documents.

Technical Score:

DETAILS	MAXIMUM POINTS
(A) Company Profile:	[100]
Company Profile with organizational Structure of the firm/JV	[10]
Approach, methodology and work plan <i>Demonstration of an understanding of the objective of the assignment in the context of the project (20 points)</i> <i>Work plan being consistent with proposed Technical Approach and Methodology (10 points)</i>	[30]
No. of similar project / assignments <i>20 points for each documented assignment, up to a maximum of 3.</i>	[60]
Total A=	[]

(B) Specialist team	[100]
Sustainable Development Consultant	[60]
Law Expert	[40]
Total B=	[]

The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following sub criteria and relevant percentage weights for each position. Only Specialists who meet the minimum qualification requirements will be qualified for technical evaluation.

Specialist Team (Sustainable Development Consultant)	
Relevant education and qualifications <i>[40%] to be awarded for minimum education stated in 8.2</i>	[40%]
Experience in similar assignments <i>20% will be awarded for each previously completed similar assignments with proof of completion, up to a maximum of three assignments [60%].</i>	[60%]

Specialist Team (Law Expert)	
Relevant education and qualifications <i>[40%] to be awarded for minimum education stated in 8.2</i>	[40%]
Work Experience <i>20% will be awarded for each previously completed assignments with proof of completion, up to a maximum of two assignments [40%].</i>	[40%]
<i>20% will be awarded for each previously completed assignment related to environmental law with proof of completion [20%].</i>	[20%]

Technical score (St) = $A/100 * [W1] + B/100 * [W2]$

Weight distribution

W1	Company profile with relevant to similar or related assignments	[40]
W2	Project team	[60]

Only the proposals that will obtain a minimum of 60 % out of 100 obtainable points will be qualified for the financial evaluation.

Financial Score:

The formula for determining the financial scores is the following:

$S_f = 100 * F_m / F$, in which S_f is the financial score, F_m is the lowest price and F is the price of the proposal under consideration.

The weights given the technical and financial score are:

$T = \{0.6\} * S_t$, and

$P = \{0.4\} * S_f$

Final score (FS) is $T + P$

Total technical score (s): 100

- 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 formula for determining the financial scores is the following:

$S_f = 100 * F_m / F$, 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 $F = \{0.4\}$

Financial Situation evaluation

- To be eligible the financial statements of the bidding party must show, minimum annual turnover of MVR 320,000.00 or the year 2021,2020 and 2019. **(Submit Form FIN-4 Annual Turnover)**

(OR)

- To be eligible the financial statements of the bidding party must show, Minimum value of MVR 320,000.00 for liquid asset, for the year 2021 ,2020 and 2019. – **(Submit Form FIN -5: Financial Situation)**

(OR)

- 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). To be eligible the business's bank statement must show a credit balance of minimum MVR 320,000.00

(OR)

- 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 4. Credit limit shall be no less than MVR 320,000.00– **(Submission Form Fin -6: Line of Credit Letter)**

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

Ministry of Environment, Climate Change and technology has overall responsibility for the management of the contract and contractual reporting obligations.

Documents and data provided by the government for the purpose of this assessment which is not of public nature shall be considered confidential and should not be disclosed to any other party.

All outputs and materials produced as part of this TOR shall be handed over to the ENDhERI project at the end of the contract and will become the sole property of Ministry of Environment, Climate Change and Technology.

For the workshop and trainings: invitations, catering and venue will be financed directly by the project. This cost should NOT be included in the price quotation.

For domestic travel: land, air and sea travel (as per the schedule provided and agreed upon) for the Expert Team and Team Leader stated in this TOR; will be directly financed by the project. This does not include the DSA.

11. Submission

Bid submission	On or before 5th December 2022 at 1130 hours local time
Bid opening	5th December 2022 at 1130 hours 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 Open Before 5th December 2022 at 1130 hours – Consultancy Service for Sustainable Development” 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: <u>Enhancing National Development through Environmentally Resilient Islands (ENDhERI)</u>

Annex A

TECH FORM 1 – Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide the consultancy service for **“Consultancy Service for Sustainable Development”** in accordance with your Request for Proposal dated [xxx]. I hereby submit my Proposal, which includes all required documents as per Request for Proposal.

I 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, I undertake to negotiate on the basis of the proposed staff. my Proposal is binding upon myself and subject to the modifications resulting from Contract negotiations.

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

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

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant (company/partnerships/institutions):

Address:

TECH FORM 2 – Approach, Methodology and Work Plan

[Technical approach, methodology and work plan are key components of this Proposal. the Consultant is suggested to submit Proposal with the following areas clearly described:

- a) Methodology for each activity,*
- b) Work Plan*

a) Technical Approach and Methodology

[In this chapter the Consultant should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.]

b) Work Plan

[In this chapter the Consultant should highlight the main activities and sub-activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.]

TECH FORM 3 – Work Schedule

Consultancy Service for Sustainable Development																
Deliverables	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15 Week 40

TECH FORM 4 – Curriculum Vitae

- 1. Name of Consultant:**
- 2. Education** *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:*
- 3. Membership of professional associations**
- 4. Other Training**
- 5. Countries of work experience** *[List countries where the Consultant has worked in the last ten years]:*
- 6. Languages** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:*
- 7. Experience/ employment record** *[Starting with present position, list in reverse order every employment held the Consultant since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]*
 - From [Month/Year] – To [Month/Year]:
 - Employer:
 - Positions held:
 - Job description:
- 8. Summary of projects/assignments undertaken/ role**
 - Name of project/ assignment:
 - Experience classification: General / specific
 - Scope of project/ assignment:
 - From [Month/Year] – To [Month/Year]:
 - Positions held:
- 9. Past commitments in projects with the Ministry of Environment, Climate Change and Technology**
 - Name of the Contract/Project:
 - From [Month/Year] – To [Month/Year]:
 - Positions held:
 - Summary of role

TECH FORM 5: Letter of Commitment (Team Leader)

[Location, Date]

To: [Name and address of Client]

Ref no: _____

Dear Sir/Madam,

I am writing to confirm my availability to provide services as the **/Team Leader to Consultancy Service for Sustainable Development**”- 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:

ID card No:

Date:

Signatory:

Note: CV should be submitted along with the supporting documents of the Team Leader (CV without the supporting documents will be rejected)

TECH FORM 6: Letter of Commitment (Specialists)

[Location, Date]

To: [Name and address of Client]

Ref no: _____

Dear Sir/Madam,

I am writing to confirm my availability to provide services as the **Specialist** (Specify) to “**Consultancy Service for Sustainable Development**” 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:

ID card No:

Date:

Signatory:

Note: CV should be submitted along with the supporting documents of the Specialist (CV without the supporting documents will be rejected)

FIN FORM 1 – Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide services for “**Consultancy Service for Sustainable Development**”- in accordance with your Request for Proposal dated [xxx] and our Technical Proposal. Our 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.

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

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

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant (company/partnerships/institutions)

Address:

FIN FORM 2 – Financial Breakdown Form

Date:

Reference No: (generated by the proponent)

No.	Description	Price/Unit	Total
1	Inception Report		
2	Initial Stakeholder Consultation Findings		
3	Baseline Reports on related business practices in terms of Construction practices and Tourism development.		
4	Training need Assessment Report		
5	Submitted paper on; Developed sustainable best practices, essential policies, standards, codes and regulatory guidance		
6	Submitted paper on; Procedures and framework to strengthen EIA regulations and standards		
7	Report on Implement biophysical parameters and pollutants in Laamu Atoll		
8	In-service training module and report on trainings conducted.		
9	Implementation Report of systematic reporting by Laamu Atoll Council		
10	Report on Trainings conducted for Ministry of Tourism, MATI, MNPI, MACI		
11	Report on Training conducted for Laamu Atoll and Island Council, Construction Companies and other relevant human resource development at Laamu Atoll on sustainable practices		
12	Report on field school conducted for community-led planning		
13	Draft moratorium on lagoon reclamation for resort development in Laamu Atoll.		
14	Report on Awareness activities conducted		
15	Monitoring and Evaluation Plan		

16	Final Validation Reports and Annexes		
	Total:		
	GST		
	Total with GST		

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

Note: The total contract price should be quoted inclusive of Goods and Services Tax (GST) or any applicable taxes as per the Tax Legislation and must be shown in the breakdown.

Authorized Signature and stamp

FIN FORM 3 – Details of Financial Situation

Each Bidder must fill in this form

Financial Data for Previous 01 Years [MVR Equivalent]	
	Year 2021

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	
<input type="checkbox"/> Attached are copies of financial statement (balance sheets including all related notes, and income statements), as indicated above, complying with the following conditions. <ul style="list-style-type: none"> • All such documents reflect the financial situation of the Bidder. • Historic financial statement must be complete, including all notes to the financial statements. • Historic financial statements must correspond to accounting periods 	

FIN FORM 4 – Average Annual Turnover

Each Bidder must fill in this form

Annual Turnover Data for the Last 3 Years		
Year	Amount Currency	MVR Equivalent
2021		
2020		
2019		

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

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

[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} 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.					