



MINISTRY OF ENVIRONMENT, CLIMATE CHANGE AND TECHNOLOGY

MALE' REPUBLIC OF MALDIVES

Announcement Reference No: (IUL)438-CCD/438/2022/545

Consultancy Service for a Gender Expert (National) in the CBIT Maldives Project

[13th December 2022]

Issued by:

**Capacity Building for Improved Transparency of Climate Change Mitigation and Adaptation Actions in the
Maldives (CBIT Maldives) Project**



Contents

i.	Schedule of Critical Dates	3
ii.	Bid Clarification Instruction	3
iii.	Bid Submission Instruction	3
iv.	Submission Requirements	4
1.	Introduction & Background	6
2.	Objective.....	7
3.	Scope of Assignment	7
4.	Indicative Tasks.....	7
5.	Deliverables & Payment Schedule.....	9
6.	Duration of the Consultancy.....	10
7.	Requirements for Experience and Qualifications	10
8.	Provision of Monitoring and Progress Controls.....	11
9.	Evaluation and comparison of proposals	12
	9.1 Preliminary Examination.....	12
	9.2 Evaluation of Proposals	13
	ANNEX 1: STANDARD FORMS	14
	TECH FORM -1: PROPOSAL SUBMISSION FORM	15
	TECH FORM-2: FINANCIAL BREAKDOWN	16
	TECH FORM-3: Letter of Commitment	17
	FIN FORM – 1: Annual Turnover.....	18
	FIN FORM – 2: Financial Situation	19
	FIN FORM – 3: Line of Credit Letter.....	20
	ANNEX 2: PRIORITY FOR REGIONAL BASED BUSINESS AND MSMEs	21

i. Schedule of Critical Dates

Activity	Action Date
Advertised date	13 December 2022
Deadline for submission of bid queries	21 December 2022 12:00hrs
Deadline for publishing answers to bid queries	22 December 2022
Proposal submission deadline	08 January 2023 at 11:30hrs

ii. Bid Clarification Instruction

For any queries please email to procurement@environment.gov.mv and CC to cbit@environment.gov.mv before the 21 December 2022 12:00hrs. Answers will be provided to all the queries received before the deadline and will be made available via the Ministry website (www.environment.gov.mv) on 22 December 2022 .

iii. Bid Submission Instruction

Proposals must be delivered in sealed envelopes titled;

“Do not Open Before 08 January 2023 at 11:30hrs hours – Consultancy Service for a Gender Expert (National) in the CBIT Maldives Project and the submitting party’s name and address

Electronic submission is not permitted. 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

Announcement no: (IUL)438-CCD/438/2022/545

Project name: [Capacity Building for Improved Transparency of Climate Change Mitigation and Adaptation Actions in the Maldives \(CBIT Maldives\)](#)

iv. Submission Requirements

The following documents shall be submitted for the bids to be considered sufficiently responsive. Standard forms are provided in Annex 1

1. Proposal submission form (**signed by the owner of the entity or person with power of attorney to sign**) – (TECH FORM – 1)
2. Completed financial breakdown form (TECH FORM – 2)
3. Signed Curriculum Vitae (CV) of the identified key expert in Section 7 of the TOR. The CV should clearly highlight required and relevant experiences to this TOR. The CV must also include reference contact details.
4. Copy of academic certificates of the key expert.
5. Reference letters demonstrating experiences listed in this TOR.
6. Signed Letter of Commitment for the identified key Expert – (TECH FORM – 3)
7. Documents to determine financial capacity of bidder (minimum requirement given in section “9.1 Preliminary Examination”):
 - a. For Business entities that have completed one year or more
 - i. FIN FORM – 1- Annual Turnover
 - ii. FIN FORM – 2 – Financial Situation;
 - iii. Financial Statements for the year 2019,2020,2021
 - b. For Business entities that have not completed one year from the date of business registration to date of bid announcement
 - i. Bank Statement for of the business’s bank account from the date of account opening to date of bid announcement
 - c. If Business entity is unable to meet any of the above requirement they shall submit ‘Line of Credit Letter’
 - i. FIN FORM – 3 Line Credit Letter
8. Copy of Business (Sole Proprietorship/company/partnerships/institutions) registration certificate.
9. Copy of SME Registration issued by the Ministry of Economic Development of the Maldives (MED) – If registered
10. Copy of GST Registration certificate issued by MIRA (Maldives Inland Revenue Authority) – if registered
11. Tax payer registration Certificate / Notification Copy issued by MIRA (Maldives Inland Revenue Authority)

Note 01: All bidders should clearly identify Key Experts (herein referred to as the ‘Consultant’) carrying out the task. For bids submitted by Company/Institution, the Key Experts signed in TECH FORM 3 will be considered for the evaluation process.

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

Note 03: The winning bidder will be notified to submit tax clearance report issued from Maldives Inland Revenue Authority (MIRA). Tender will be awarded upon submission of tax clearance report.

Note 04: Registered entities under Maldives Inland Revenue Authority (MIRA) can apply for this consultancy. Interested foreign companies who are not registered at MIRA may apply to this consultancy in association with local consultancy firms.

1. Introduction & Background

The Government of Maldives has received funding from the Global Environment Facility (GEF) for the project “Capacity Strengthening for Improved Transparency of Climate Change Mitigation and Adaptation Actions in the Maldives (CBIT)”. The Government intends to apply part of the proceeds towards procuring a National Gender Expert.

The Government of the Republic of Maldives through the Ministry of Environment, Climate Change and Technology is implementing the Capacity Strengthening for Improved Transparency of Climate Change Mitigation and Adaptation Actions in the Maldives (CBIT) project financed by Global Environment Facility (GEF) and assisted by United Nations Environment Program (UN Environment) with the objective of strengthening institutional capacity for tracking mitigation and adaptation actions and establishing climate finance tracking system in the Maldives.

This CBIT project is aimed to establish and enhance the Maldives’ transparency system, in line with ETF of the PA. To achieve this objective, efforts are needed to strengthen and formalize long term institutional arrangements, systemize data collection and processing, and to develop indicators and advancing methodologies, as well as improve the overall data quality and management procedures for preparing GHG inventories, tracking mitigation and adaptation actions and climate finance in an integrated manner. The final goal is to inform the national decision-making process as well as regularly report to the UNFCCC process.

The project includes two components:

- Component 1: The Maldives’ National Greenhouse Gas (GHG) Inventory System improved.
- Component 2: The Maldives’ Transparency Framework for mitigation and adaptation actions and resilience building, including tracking support for implementation.

Component 1 is designed to enable Maldives to meet the GHG inventory reporting requirements under the Modalities, Procedures and Guidelines (MPGs) outlined under the ETF of PA. Particularly, Chapter II of the MPGs contained in the annex of decision 18/CMA.1.

Component 2 is designed to meet the NDC tracking requirements of MPGs and both components are aimed to enable Maldives to submit the Biennial Transparency Reports (BTRs) in a timely and regular manner.

2. Objective

The main objective of the assignment is to ensure the mainstreaming of gender in all project activities, including training and awareness raising activities including Gender Monitoring Framework.

3. Scope of Assignment

The scope of work involves the following main project technical duties to achieve the above objective;

- Ensure the mainstreaming of gender in all project activities, including training and awareness raising activities including Gender Monitoring Framework.
- Monitor progress in the implementation of the project Gender Action Plan ensuring that targets are fully met, and the reporting requirements are fulfilled.
- Providing guidance to the PMU for monitoring indicators under the Gender Monitoring Framework
- Oversee/develop/coordinate implementation of all gender-related work.
- Review the Gender Action Plan annually, and update and revise corresponding management plans as necessary

4. Indicative Tasks

Under the supervision of the National Project Director and Task Manager assigned by UN Environment and in close cooperation with the Project Technical Coordinator and relevant consultants engaged by the project, the Consultant will be responsible for the following activities, but are not necessarily limited to these activities:

- a) Ensure that gender aspects, including those in the Gender Act, are taken into account in the execution of the project
- b) Develop a Gender Monitoring Framework based on the Gender Action Plan of the project. The Gender Monitoring Framework will introduce measures and KPIs that can be tracked throughout the project to ensure gender issues are being considered and addressed.
- c) Conduct a session on gender during the inception workshop (CBIT project activity 2.5.1) to discuss how to ensure a gender balanced project implementation.
- d) Support the PMU on implementing the Gender Action Plan and guidelines on how to monitor the indicators included in the Gender Monitoring Framework.

- e) Advise on the design of the workshop and enhancing engagement of men and women in the workshops.
- f) Provide guidance and support to the PMU to promote women's participation in all capacity building and consultation exercises.
- g) Work closely with the PMU to incorporate the Gender Monitoring Framework into the broader M&E framework. This will involve preparing guidelines and guidance for the PMU to be able to track and monitor gender aspects as defined at the start of the project. This will be reviewed and updated periodically throughout the project.
- h) Work closely with PMU and contracted consultants and firms to ensure that training and capacity building exercises are made available for men and women equally.
- i) Monitor the implementation of Gender Action Plan and report to Project Steering Committee
- j) Summarize findings on gender and climate reporting in a publications and reporting's
- k) Design the implementation of gender perspective in the processes of institutional arrangements and institutional strengthening, including the development of gender-sensitive indicators for NDC implementation, together with the relevant consultants working on developing the institutional arrangements, for climate transparency work
- l) Provide expert inputs to undertake measures for collection and disaggregation of relevant data;
- m) Provide inputs to project monitoring reports (Half year progress report - HYP, Project Implementation Review Report – PIR and Final report)

5. Deliverables & Payment Schedule

Payments will be based on the following payment schedule (upon submission and acceptance of respective deliverable):

#	Deliverables	Submission Date	Payment Schedule
1	Develop Gender Monitoring Framework	2 weeks upon signing of contract	10%
2	a. Conduct session on gender during the inception workshop, and b. provide inputs to the inception report on the session on gender	a. At the Inception workshop b. Report within 2 weeks from the date of inception workshop	7%
3	a. Conduct session on gender aspects of the project to the Steering Committee, and b. Provide related inputs to the SC report.	a. At steering committee meeting. b. Within 2 weeks after the SC meeting	7%
4	Quarterly Progress Report	Quarter 1, 2023	6%
5	Quarterly Progress Report and inputs to the PIR 1 and HYP report	Quarter 2, 2023	10%
6	Quarterly Progress Report	Quarter 3, 2023	6%
7	Quarterly Progress Report and Inputs to HYP report	Quarter 4, 2023	7%
8	Updated Gender Action Plan and Gender Monitoring Framework after year 1 highlighting any changes, and conduct a session to the PMU regarding any changes	1 Jan 2024	10%
9	Quarterly Progress Report	Quarter 1, 2024	6%

10	Quarterly Progress Report and inputs to the PIR 2 and HYP report	Quarter 2, 2024	10%
11	Quarterly Progress Report	Quarter 3, 2024	6%
12	Inputs to the Final Project Report on the achievements, lessons learned, objectives met in terms of Gender equality and gender considerations in the project. Summarized written pieces showcasing project outputs with gender perspective.	15 th September 2024	15%

6. Duration of the Consultancy

The Gender expert is expected to work according to the work outlined above throughout the duration of the CBIT project. The expected contract period is from 1 January 2023 – 30th September 2024.

7. Requirements for Experience and Qualifications

In executing this TOR, the consultant is expected to meet the following eligibility criteria and should provide CVs and commitment letter meeting the following requirements:

a) Academic qualification

- a. Minimum Qualifications: Bachelor’s Degree in social sciences, development studies, gender studies, international development management or related field
- b. Master’s degree or higher in social sciences, development studies, gender studies, international development management or related field will get additional points

b) Experience

- a. At least 3 years of professional/practical experience in the field of gender equality, gender mainstreaming, social intervention and development areas.
- b. Demonstrated experience on gender mainstreaming in climate change/environment/sustainable development issues in the Maldives.
- c. Preferable experience working on policy and programmatic issues with national and local governments and civil society organizations including community organizations.
- d. Desirable: experience working with international organizations related to climate change or gender.

8. Provision of Monitoring and Progress Controls

- a) Ministry of Environment, Climate Change and technology has overall responsibility for the management of the contract.
- b) 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.
- c) All outputs and materials produced as part of this Consultancy shall be handed over to the CBIT project PMU at the end of the contract and will become the sole property of Ministry of Environment, Climate Change and Technology.
- d) Consultant is expected to work closely with the PMU of CBIT project of Ministry of Environment, Climate Change and Technology and other stakeholders of the project.
- e) The consultants shall attend progress meetings once every month with the CBIT team members in post(s) under section 7 (Requirements for Experience and Qualification) must participate in the progress meetings. Team members in post(s) under section 7 who are not in Maldives at the time of the meeting shall participate via an online platform. Team members in post(s) under section 7 are required to be present in person for the following:
 - a. Inception Workshop
 - b. Steering Committee Meetings (for all steering committee meetings)
 - c. Stakeholder consultation workshops (if required by the project)
 - d. Trainings (if required by the project)
- f) Provide a quarterly progress report on activities conducted each month for the duration of the reporting period.
- g) For meetings held under this consultancy, the Minutes of Meeting must be provided to the PMU within 5 days of the meeting.

9. Evaluation and comparison of proposals

9.1 Preliminary Examination

- a) The Client will examine the proposals to determine whether they are complete, the documents have been properly signed and the proposals are generally in order. It will be based on the following;
1. Proposal is received on or before the date and time specified
 2. Proposal is properly sealed / un-tampered
 3. Proposal bears the (i) name of the submitting entity and (ii) title of the Contract outside the envelope
 4. All forms and documents stated in Section iv (Submission Requirements) are provided in the proposal

- b) The Client will determine if the Bidder has the financial capacity to undertake this consultancy. It will be determined as follows;

To be eligible the financial statements of the bidding party must show, average annual turnover of **MVR 20,000** for the last 3 years. (Submit [FORM FIN-1 Annual Turnover](#))

(OR)

To be eligible the financial statements of the bidding party must show, Minimum value of **MVR 20,000** for liquid asset, for the year 2021 ,2020 and 2019. – (Submit [FORM FIN -2: Financial Situation](#))

(OR)

Business entities that have not completed one years (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 20,000**

(OR)

If bidding party is unable to meet any of the above requirement they shall submit 'Line of Credit Letter' As per the template provided. Credit limit shall be no less than **MVR 20,000** – (Submit [FORM Fin - 3: Line of Credit Letter](#))

- c) The Client will determine if the Expert identified by the Bidder for this consultancy meets the essential eligibility/qualification as per section 7 (requirements for experience and qualification) of this TOR.
- d) If a proposal is determined as incomplete or as not substantially responsive based on the above criteria, Client has authority to reject the proposal.

9.2 Evaluation of Proposals

- A. The criteria below will be applied during the evaluation of the proposals. Attention should be given that Points will be awarded only for assignments with supporting documents.
- B. The winning bidder will be determined by ranking the highest scoring bidders according to the Priority Selection Criteria of Regional Based business and MSMEs outlined in Annex 2.

Criteria	POINTS [100]
<p>Academic Qualification</p> <ul style="list-style-type: none"> • [5] points for minimum Bachelor’s Degree in social sciences, development studies, gender studies, international development management or related field, • [5] points for Master’s degree or higher in social sciences, development studies, gender studies, international development management or related field. 	[10]
<p>Experience</p> <ul style="list-style-type: none"> • [4] points for minimum 3 years of professional/practical experience in the field of gender equality, gender mainstreaming, social intervention and development areas. • [20] points for demonstrated experience on gender mainstreaming in climate change/environment/sustainable development, [5] point for each assignment. • [20] points for experience working on policy and programmatic issues with national and local governments and civil society organizations including community organizations, [5] point for each assignment. • [6] points for experience working with international organizations related to climate change or gender. [2] point for each assignment. 	[50]
<p>Financial Offer (Sf)</p> <p>The proposal with the Lowest Financial Quote (Fq) will get the maximum Financial Score (Sf) of 100 points. The Financial Scores (Sf) of the other Financial offer will be computed according to the following formula: $Sf = 100 \times Fq / F$, in which Sf is the financial score, Fq is the <u>Lowest Financial Quote received</u> and F is the price of the proposal under consideration.</p>	[40]
Total	[100]

ANNEX 1: STANDARD FORMS

1. STANDARD FORMS

TECH FORM -1: PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide “**Consultancy Service for a Gender Expert (National) in the CBIT Maldives Project**” in accordance with your Request for Proposal dated (.....). I hereby submit my Proposal, which includes all required documents as per Request for Proposal. Our financial offer is for the sum of [.....(Insert the final total amount(s) in Form 2 in words and figures in Maldivian Rufiyaa)] which is inclusive of the all-applicable taxes.

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.

Proposal validity is for a period of **90 days** from the date of bid opening. If negotiations are held during the period of validity of the Proposal, I undertake to negotiate on the basis of the proposal. 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 Company: _____

Address: _____

TECH FORM-2: FINANCIAL BREAKDOWN

Date:

Reference No: (generated by the proponent)

	Description	MVR
	Total :	
	GST/Applicable tax :	
	Total with GST/Applicable tax:	

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

Authorized Signature and stamp

TECH FORM-3: Letter of Commitment

[*Date*]

[Company Name]

[Road Name]

Male'

Maldives

Re: Consultancy Service for a Gender Expert (National) in the CBIT Maldives Project , Ref no: _____

Dear Sir/Madam,

I am writing to confirm my availability to provide services as _____ to the **Consultancy Service for a Gender Expert (National) in the CBIT Maldives Project** 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: _____

Passport /ID card No: _____

Date: _____

Signatory: _____

FIN FORM – 1: 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 – 2: Financial Situation

Each Bidder 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			

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.

- All such documents reflect the financial situation of the Bidder.
- Historic financial statements must be complete, including all notes to the financial statements.

- Historic financial statements must correspond to accounting periods

FIN FORM – 3: Line of Credit Letter

[letterhead of the Bank/Financing Institution]

[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: _____

ANNEX 2: PRIORITY FOR REGIONAL BASED BUSINESS AND MSMEs

Selection Criteria of Regional Based business and MSME business

Above 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:
- b) 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), bidders who belong to the same atoll as the project is being carried out is checked and assessed accordingly:
- d) 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.
- e) 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.
- f) The bidder with the highest ranking with the lowest proposed price will be awarded.
- g) 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:
- b) 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.
- c) 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:
- d) 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.

- e) 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:
- f) 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.
- g) 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.
- h) The bidder with the highest ranking with the lowest proposed price will be awarded
- i) 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.
- j) 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.