



**Ministry of Environment, Climate Change and Technology**  
Republic of Maldives

**TERMS OF REFERENCE**  
(IUL)438-ENV/438/2022/543

**Consultancy Service for Proposal Writing Guideline Development  
and Conducting Trainings for 3R Small Grant Program**

**Issued on:** (19<sup>th</sup> December 2022)

**Issued By:** Eliminating Persistent Organic Pollutants Through Sound Management of Chemicals  
Project – Project Management Unit

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**i. SCHEDULE OF CRITICAL DATES**

Activity	Action Date
Advertised date	19 December 2022
Bid queries submission deadline	25 December 2022 13:00
Bid clarification deadline	29 December 2022
Proposal submission deadline	2 January 2023 10:00am

**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, Team Organization (members and their roles) (refer to section 8 and 9) – (Tech Form 2)
3. A summary of the work plan must be presented in the form of a bar chart with the timing proposed for each activity (Tech Form-3)
4. Curriculum Vitae (CV) of the **Consultant / Lead Trainer** and additional team members (if any). **Copy of academic certificates and reference letters or training materials previously developed** demonstrating experiences listed in this TOR must be submitted for them to be considered during evaluation of the Lead Trainer (required experiences and other experiences relevant to this TOR must be specified clearly or highlighted) – (Tech Form 4)
5. Curriculum Vitae (CV) of additional team members (if applicable)
6. Completed **Letter of Commitment (signed by the Lead Trainer)** – (Tech Form 5)
7. Copy of Business (Sole Proprietorship/company/partnerships/institutions/SMEs) registration certificate.
8. Copy of SME Registration - If registered
9. Copy of GST Registration certificate issued by MIRA (Maldives Inland Revenue Authority) – if registered
10. Tax payer registration Certificate / Notification Copy

**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: Detail of 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
9. FIN FORM -7 Current Contract Commitments / Work in Progress

**Note 01: Single consultant bidding parties do not have to submit Team Organization in TECH FORM 2**

**Note 02: Businesses that have not completed one year (from date of business registration to date of bid announcement) do not have to submit FIN FORM 4, FIN FORM 5, FIN FORM 6 or financial statements for the year 2021, 2020 and 2019 and are only required to submit a bank statement from date of account opening to date of bid announcement.**

**Note 03: All bidders should clearly identify the Lead Trainer (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 04: Copy of academic certificates and reference letters or training materials previously produced must be submitted as a supporting document for the Team Leader's CV.**

**Note 05: If bidder fails to submit any of the necessary documents, their proposal may not be considered for further evaluation.**

**Note 06: 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 republic of Maldives is a Small Island Developing State (SIDS) geographically spread over 297.8km<sup>2</sup>. Environmentally sound management of waste is identified as one of the most pressing environmental challenge due to the rapid population growth, economic expansion, and increase in tourism establishments, changes in consumption patterns and diseconomies of scales linked with providing sustainable waste management for dispersed islands. Maldives generated approximately 433,000 t<sup>1</sup> of solid waste in 2019. The amount of waste generated in the Male' region has increased by 155% over the last decade, and in the atolls a 57.6%<sup>2</sup> increase over the same period. Operating a waste management center in each island has proven ineffective when it comes to managing large quantities of mixed waste. Islands that practice proper segregation is also unable to dispose of the waste due to unavailability of machinery or a mechanism to transfer the waste to regional facilities

The global perspective on waste has changed from considering it a nuisance to a reclaimable resource. Circular economy promotes decoupling resource use and production efficiency.

The 3R strategy recognizes waste as a resource and promotes reduction, re-use, and recycling which is most effective when waste is segregated at the source. 3R strategy is consistent with Sustainable Development Goals (SDG) and contributes towards achieving (SDGs) targets not only in environmental sustainability and resource conservation, but also increases resilience of economic and social development. Addressing pollution, contributes to achieving the following SDG targets of 2030 Agenda:

**SDG 3: Good Health and Well-Being:** Preventing health concerns that arise from current waste disposal sites and open burning

*Target 3.9: By 2030, substantially reduce the number of deaths and illnesses from hazardous chemicals and air, water and soil pollution and contamination.*

**SDG 6: Clean Water and Sanitation:** Through reduction of groundwater contamination from improper disposal of waste and through sustainable use of groundwater.

*Target 6.3: By 2030, improve water quality by reducing pollution, eliminating dumping, and minimizing release of hazardous chemicals and materials, halving the proportion of untreated wastewater and substantially increasing recycling and safe reuse globally.*

**SDG 8: Decent Work and Economic Growth:** Through community support, sustainable usage of resources, and enhancing small scale sustainable businesses.

*Target 8.4: Improve progressively, through 2030, global resource efficiency in consumption and production and endeavor to decouple economic growth from environmental degradation, in accordance with the 10-Year Framework of programs on Sustainable Consumption and Production, with developed countries taking the lead*

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<sup>1</sup> Maldives National Waste Accounts 2018 & 2019 Final Report (2021)

<sup>2</sup> State of the Environment Report (2016)

**SDG 11: Sustainable Cities and Communities:** Creating cleaner cities and sustainable usage of resources.

*Target 11.6: By 2030, reduce the adverse per capita environmental impact of cities, including by paying special attention to air quality and municipal and other waste management*

**SDG 12: Responsible Consumption and Production:** By promoting a circular economy.

*Target 12.4: By 2020, achieve the environmentally sound management of chemicals and all wastes throughout their life cycle, in accordance with agreed international frameworks, and significantly reduce their release to air, water and soil in order to minimize their adverse impacts on human health and the environment*

*Target 12.5: By 2030, substantially reduce waste generation through prevention, reduction, recycling and reuse*

**SDG 13: Climate Action:** Through reduction of pollution and destruction of habitats caused due to improper disposal of waste and reduction of emissions caused from burning of waste landfills and incinerators

*Target 13.b: Promote mechanisms for raising capacity for effective climate change-related planning and management in least developed countries and small island developing States, including focusing on women, youth and local and marginalized communities*

## **2. BACKGROUND**

Maldives ratified the Stockholm Convention, which aims to protect human health and the environment from the effects of persistent organic pollutants, on 17 October 2006, and in accordance to Article 7 of the Convention has submitted its National Implementation Plan (NIP) to the Stockholm Convention Secretariat on 18 July, 2017.

According to this NIP the highest-ranking national Priorities are the following:

1. First Priority: The Implementation of measures to strengthen the institutional and regulatory framework; which includes the (i) developing legislation for chemicals management; (ii) strengthening institutional capacity; (iii) improving data collection and management systems and (iv) conducting research on the effects of POPs;
2. Second Priority: Developing an action plan to eliminate PCB-containing equipment and its waste by 2025, which includes the (i) identification, labelling and mapping where PCBs and equipment potentially-containing PCBs are located in the country); (ii) putting in place labelling mechanism for all PCB-containing equipment; (iii) establishing adequate storage facilities for replaced equipment containing PCBs; (iv) formulating guidelines for disposal of equipment-containing PCBs; and (v) disposing safely of equipment containing PCBs.

3. Reducing the incineration and open burning of wastes (including medical and hazardous waste), which is the source of 98.6% of U-POPs releases in the country-totalling 153.4 g-TEQ/year;
4. Raising awareness through the development of education curricula and targeted awareness campaigns;
5. Establishing a standard Chemical Management System, including chemical labelling in multiple languages.

In order to address the above-mentioned barriers, the Ministry of Environment, Climate Change and Technology is executing the “Eliminating Persistent Organic Pollutants through Sound Management of Chemicals “project under funding by Global Environment Facility. The project focuses on addressing regulatory/policy barriers, technical and capacity and knowledge barriers to establish a nationwide environmentally sound Management system to address POPs and highly hazardous chemicals, with the adequate coordination of public, private and community stakeholders, regulatory authorities, and centers of expertise, and the enhanced capacity of all involved, for the Environmentally Sound Management of Chemicals.

The project is structured into 3 components. One of the outcomes of component 2 of the project, is the introduction of Best Environmental Practices and Best Available Techniques to reduce POPs releases from waste management. To achieve this outcome the project, plans to open grant application opportunity for island councils, NGOs, and clubs to promote 3Rs principle for minimization of waste which ends up with in incineration.

### **3. OBJECTIVE OF CONSULTANCY**

The objective of this consultancy is to develop a grant proposal preparation guideline and to conduct trainings for the 3R grant scheme applicants and winners.

### **4. SCOPE OF ASSIGNMENT**

Under the direct supervision of the Project Management Unit (PMU), the consultant will carry out the following duties and responsibilities:

1. Prepare an inception report with detailed method/approach and work plan for key deliverables and timelines
2. Prepare a training concept approach and develop a proposal formulation guideline document for the small grant scheme in Dhivehi and English
3. Prepare a project proposal template in Dhivehi and English
4. Conduct 2 sessions of training on proposal writing and presentation
5. Conduct a project management training program for grant winning parties

**\*Venue, catering, and any travel expenses and accommodation (if required) for the training programs will be arranged by The Ministry of Environment, Climate Change and Technology**

## 5. DELIVERABLES AND PAYMENT SCHEDULE

Payments to the consultants will be based on the following breakdown, after acceptance the invoices submitted by the consultant and upon successful achievement of the corresponding deliverables:

	<b>Deliverables</b>	<b>Details</b>	<b>End Product</b>	<b>Target Date</b>	<b>Payment Schedule</b>
1	Inception meeting	Inception meeting to discuss and finalize work plan, schedule and agenda for workshop, training approach concept. The concept should include the topics that would be covered and contain precise description of each working day, approached to be used, materials required etc.	<ol style="list-style-type: none"> <li>1. Inception report, including minutes of meeting</li> <li>2. Finalized work plan and agenda</li> </ol>	7 calendar days upon signing of contract	5% upon approval of Deliverable 1
2	Draft Proposal formulation guideline	Proposal writing guideline	<ol style="list-style-type: none"> <li>1. Proposal writing guideline draft</li> <li>2. Proposal Template draft</li> </ol>	21 calendar days from Deliverable 1	20% upon submission and approval of content
3	Final proposal formulation guideline and training approach concept	Proposal formulation guideline document and proposal template must follow style guide produced under marketing and awareness campaign consultancy	<ol style="list-style-type: none"> <li>1. Finalized proposal writing guideline</li> <li>2. Final training approach concept</li> <li>3. Finalized proposal Template</li> </ol>	7 calendar days from review of draft documents	10% upon submission and approval of content
4	Conduct proposal formulation training program	Training program for the shortlisted SGP applicants.	<ol style="list-style-type: none"> <li>1. Finalized presentations and other training products</li> <li>2. Training workshop report along with evaluation of the training workshops</li> </ol>	Dependent on SGP (Can be finalized during inception meeting)	35% upon completion of training program



TERMS OF REFERENCE [Proposal Writing Guideline Development and Training  
for 3R Small Grant Program]

5	Conducting a face to face project management training program	Training program for grant winning applicants on project management aspects including monitoring & evaluation and financial management issues.	<ol style="list-style-type: none"> <li>1. Finalized presentations and training materials</li> <li>2. Training workshop report along with evaluation of the training workshops</li> </ol>	Dependent on SGP (Can be finalized during inception meeting)	30% upon completion of training program
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## **6. DURATION OF THE CONSULTANCY**

Duration of the consultancy is 4 months upon signing the contract with given consideration to the progress of the Small Grant Program.

## **7. MONITORING AND PROGRESS CONTROLS**

- The contract will be managed by PMU and MECCT and the beneficiary is MECCT.
- The consultant will report to the Project Manager of the PMU.
- All materials developed under the consultancy shall be approved by the MECCT and will be sole property of the Ministry.
- The Ministry will hold the rights to editing the document and using the document for future projects upon completion of this consultancy.
- All materials developed under the consultancy shall contain the project logo, MECCT logo, GEF logo, and UNDP logo according to the regulations stipulated for the use of said logos or unless stated otherwise by PMU.
- If travelling is required, accommodation and travel expenses will be covered by the project. No other facilities or equipment will be provided by MECCT.

## **8. TECHNICAL REQUIREMENTS**

### **Consultant / Team Leader's Qualifications**

1. A minimum of Bachelors degree in a relevant field
2. Fluency in Dhivehi and English
3. A minimum of 3 years general professional working experience. Additional years' experience will be an added advantage.
4. Previous experience in developing and conducting at least 2 training workshops. Additional experience in conducting training will be an added advantage.
5. Familiarity working in environmental sector or waste management sector will be an added advantage
6. Familiarity in developing and facilitating a workshop on proposal preparation will be an added advantage
7. Excellent communication and presentation skills and ability to operate under pressure.

The bidding party can be an individual consultant/trainer/company. However, bids submitted with the following additional members in the team will be given additional points.

1. Technical Expert (with a background in environment / waste management / sustainable development)
2. Project Management Specialist

**All additional team members must submit proof of expertise to support their CV via either educational qualification or reference letters from previous relevant experience.**

## 9. TECHNICAL EVALUATION

DETAILS	MAXIMUM POINTS
<b>1. Team structure / organization</b> <ul style="list-style-type: none"> <li>[10] points for availability of a Technical expert</li> <li>[10] points for presence of a Project Management Specialist</li> </ul>	20 points
<b>2. Qualifications and Skills of Lead Trainer</b> <ul style="list-style-type: none"> <li>[10] Minimum Bachelor's degree in a relevant field</li> <li>[05] additional points for each level above Bachelor's degree in a relevant field (not a minimum requirement)</li> <li>[05] Fluency in Dhivehi and English</li> </ul>	30 points
<b>3. General Professional Experience of Lead Trainer</b> <ul style="list-style-type: none"> <li>[05] points for at least 02 years general professional working experience. [2.5] point for each additional year up to 2 years</li> </ul>	10 points
<b>4. Specific Professional Experience of Lead Trainer</b> <ul style="list-style-type: none"> <li>[10] points for experience in developing and facilitating at least 2 training workshops [2] points for each assignment up to 5 assignments.</li> <li>[10] points for previous experience in environmental sector or waste management sector (Not a minimum requirement)</li> <li>[10] points for experience in the development of a training guideline OR conducting a training workshop for grant proposal preparation (Not a minimum requirement)</li> </ul>	40 points

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: 30 points
- Proposal 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:  

$$Sf = 100 \times \left[ \frac{Fm}{F} \right]$$
 in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.

### Total Score Calculation:

- The weights given to the Technical and Financial Proposals are:  
 T = [0.6], and F = [0.4]

## **10. FINANCIAL SITUATION EVALUATION**

- To be eligible the financial statements of the bidding party must show, minimum annual turnover of MVR 80,000.00, for the year 2021,2020 and 2019. (Submit Form FIN-1 Annual Turnover)  
  
(OR)
- 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 2021 ,2020 and 2019. – (Submit Form FIN -2: 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 80,000.00  
  
(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 80,000.00 – (Submission Form Fin -4: Line of Credit Letter)

## **11. SELECTION CRITERIA OF REGIONAL BASED BUSINESSES AND MSME BUSINESSES**

- 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

### Classifying regional based businesses

- a) If the bidder is a sole proprietorship, the bidder’s permanent address will be checked
- b) If the bidder is not a sole proprietorship, the island to which the business is registered will be checked.
- 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.

## 12. SUBMISSION

<b>Bid submission</b>	<b>On or before 2 January 2023 1000 hours local time</b>
Bid opening	2 January 2023 1000 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 <b>“Do not Open Before 2 January 2023 1000 hours – Consultancy Service for Proposal Writing Guideline Development and Training for 3R Small Grant Program” and the submitting party’s name and address</b> 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: <a href="mailto:procurement@environment.gov.mv">procurement@environment.gov.mv</a> Website: <a href="http://www.environment.gov.mv">www.environment.gov.mv</a> Project name: Eliminating Persistent Organic Pollutants Through Sound Management of Chemicals

## Annex A

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### 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 Proposal Writing Guideline Development and Training for 3R Small Grant Program by Eliminating Persistent Organic Pollutants Through Sound Management of Chemicals Project**” in accordance with your Request for Proposal dated (20 December 2022). 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.]*

### **c) Team**

*[In this chapter the Consultant should list down the additional team members available along with their qualifications, and what role each personnel will be assuming in the preparation of the guideline and training materials and during the training workshops]*





**TECH FORM 3 – Work Schedule**

<b>Consultancy Service for Proposal Writing Guideline Development and Training for 3R Small Grant Program</b>																
<b>Deliverables</b>	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 16
Inception meeting																
Proposal writing guideline draft																
Final proposal writing guideline																
Preparation for workshop																
Conducting proposal development training program																
Conducting project management workshop																

**TECH FORM 4 – Curriculum Vitae (Lead Trainer / Technical Expert / Financial Expert / Project Management Specialist)**

- 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

*Note: CV should be submitted along with the supporting documents (reference letters, education certificates etc) to be considered valid.*

**TECH FORM 5: Letter of Commitment (Lead Trainer)**

[ 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 Proposal Writing Guideline Development and Training for 3R Small Grant Program by Eliminating Persistent Organic Pollutants Through Sound Management of Chemicals 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:

ID card No:

Date:

Signatory:

**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 Proposal Writing Guideline Development and Training for 3R Small Grant Program by Eliminating Persistent Organic Pollutants Through Sound Management of Chemicals Project**”- in accordance with your Request for Proposal dated [insert date of advertisement] and our Technical proposal. We hereby submit our Financial Proposal 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.

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

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:**

<b>No.</b>	<b>Description</b>	<b>Price/Unit (MVR)</b>	<b>Total</b>
1	Inception meeting		
2	Proposal writing guideline		
3	Training approach concept and materials		
4	Conducting proposal training program		
5	Conducting project management training		
	<b>Total:</b>		
	<b>GST</b>		
	<b>Total with GST</b>		

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

Indicate the total cost with detail cost to be paid in Maldivian Rufiyaa (MVR).

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

Authorized Signature and stamp

**FIN FORM 3 – Details of 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			

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 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 – 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.					