



MINISTRY OF ENVIRONMENT, CLIMATE CHANGE AND TECHNOLOGY

MALE' REPUBLIC OF MALDIVES

Announcement Reference No: (IUL)438-CCD/438/2022/540

Consultancy service for recruitment of a national consultants to develop a road map for creating the best enabling environment for a continuous data reporting and data sharing in the waste sector to support improving the transparency reporting process

[18th December 2022]

Issued by:

The Initiative for Climate Action Transparency (ICAT) Maldives project

Climate Change Department

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.....	6
3.	Scope of Assignment	7
4.	Indicative Tasks.....	Error! Bookmark not defined.
5.	Deliverables & Payment Schedule.....	8
6.	Duration of the Consultancy.....	9
7.	Requirements for Experience and Qualifications	9
8.	Provision of Monitoring and Progress Controls.....	10
9.	Evaluation and comparison of proposals	11
	9.1 Preliminary Examination.....	11
	9.2 Evaluation of Proposals	12
	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	22 December 2022
Deadline for submission of bid queries	28 December 2022 12:00hrs
Deadline for publishing answers to bid queries	29 December 2022
Proposal submission deadline	09 January 2023 at 10:00hrs

ii. Bid Clarification Instruction

For any queries please email to procurement@environment.gov.mv and CC to climate@environment.gov.mv before the 28 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 29 December 2022 .

iii. Bid Submission Instruction

Proposals must be delivered in sealed envelopes titled;

“Do not Open Before 09 January 2023 at 10:00hrs hours – Consultancy service for recruitment of a national consultants to develop a road map for creating the best enabling environment for a continuous data reporting and data sharing in the waste sector to support improving the transparency reporting process 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/438/2022/540

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

Initiative for Climate Action Transparency (ICAT) is a project implemented by the Ministry of Environment, Climate Change and Technology (MECCT) in partnership with UNEP CCC and United Nations Office for Project Services (UNOPS). The aim of this initiative is to strengthen national institutions to meet enhanced transparency requirements of the Paris Agreement.

MECCT is working to enhance the Measuring, Reporting and Verification (MRV) system to meet the transparency requirement of the Paris Agreement. Accordingly, Maldives have periodically submitted relevant reports including GHG inventory to the UNFCCC; for instance, two inventories were submitted so far under the First and Second National Communications, the first BUR which was submitted in 2019.

At sectoral level, mitigation action in the Maldives is focused on three main sectors: Energy, Waste, and Transport. Under this project, more focus will be given to improve its MRV processes of the waste sector, more specifically enhancing its data collection and data management procedures and methods, and this is specifically important as waste sector is one of the key category sectors of the GHG inventory.

MECCT is seeking a potential national consultant(s) to develop a roadmap for creating the best enabling environment for a continuous data reporting and data sharing in the waste management sector to support improving the transparency reporting process.

2. Objective

The primary objective of the consultancy is to develop a road map for creating the best enabling environment for a continuous data reporting and data sharing in the waste sector in order to support improving the transparency reporting process

3. Scope of Assignment

The scope of work involves the following to achieve the above objective

1. Desk study and methodological approach for barrier identification
2. Report on key barriers and gaps hindering data and information sharing
3. Roadmap for creating the best enabling environment for a continuous data reporting and data sharing in the waste sector

4. Indicative Tasks

Under the supervision of the project focal point, the Consultant(s) will be responsible for the following activities, but are not necessarily limited to these activities:

1. Desk study and methodological approach for barrier identification
 - Conduct desk study and proposed methodology of work prior to undertaking the assignment.
2. Report on key barriers and gaps hindering data and information sharing
 - In consultation with relevant stakeholders (private and public sectors) and based on available literature and diagnostic study prepared under the project assess key barriers and gaps hindering data and information sharing among waste stakeholders
 - Stakeholder consultation workshop to be conducted for barriers identification and validation
 - Final report should be an enhancement of the draft key barrier report based on the validation workshop and feedback received after sharing the draft the report.
3. Roadmap for creating the best enabling environment for a continuous data reporting and data sharing in the waste sector
 - Based on the key barrier's assessment develop a roadmap which shall also include but not limited the most suitable instruments for facilitating data sharing and reflecting key steps and implementing procedures for removing the barriers, key implementing actors, roles and responsibilities, and proposed measures for implementation of steps towards barriers removal
 - Roadmap should include key steps and instruments for facilitating data sharing

- Hold stakeholder consultation workshop for validation of the roadmap and identification of tackling measures and general thoughts about possible implementation steps
- Prepare final report on roadmap
 - Final road map has to be an enhancement of the draft roadmap based on the validation workshops and feedback received after sharing the draft roadmap including the key steps and instruments for facilitating data sharing.

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	a. Desk study and methodological approach for barrier identification	2 weeks upon signing of contract	10%
2	a. Draft Report on key barriers and gaps hindering data and information sharing 3 weeks b. Workshop Report on barriers identification and validation 2 week	a. 3 weeks b. 2 weeks	20%
3	Final report on key barriers and gaps hindering data and information sharing	2 weeks	20%
4	Draft roadmap for implementation of steps towards barriers removal	3 weeks	20%
5	a. Workshop report on roadmap validation	a. 1 week b. 3 weeks	30%

	b. Final roadmap, including key steps and instruments for facilitating data sharing		
--	---	--	--

6. Duration of the Consultancy

The expected contract period is 4 (Four) Calendar months.

7. Requirements for Experience and Qualifications

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

#	Post	Nos
1	Environmental Specialist (Team Leader)	1
2	Waste Management Specialist	1

Environmental Specialist

1. Academic qualification

- a. Master's degree in environment management, environment science, sustainable development, coastal zone management, environmental economics, environmental engineering or any other related field

2. Experience

- a. At least 5 years of professional/practical at the national or international level in undertaking assessments on environmental aspects
- b. Demonstrated experience in the field of environmental safeguard, waste, pollution control and management.
- c. Demonstrated experience in GHG management and assessment process
- d. Desirable: experience working with international organizations related to climate change or environment.

Waste Management Specialist

1. Academic qualification

- a. Master's degree in waste or resource management, environment management, pollution control or environmental economics or another related field

2. Experience

- a. At least 5 years of professional/practical at the national or international level in the area of waste and resource management
- b. Demonstrated experience in the field of waste, pollution control and management.
- c. Demonstrated experience in GHG management and assessment process
- d. Desirable: experience working with international organizations related to climate change or waste management.

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 ICAT project at the end of the contract and will become the sole property of Ministry of Environment, Climate Change and Technology.
- d) Consultants are expected to work closely with the ICAT focal point of the climate change department of the Ministry and other stakeholders of the project.
- e) The consultants shall attend progress meetings once every month with the project focal point of the climate change department. Team members in post(s) are also required to be present in person for the following:
 - a) Progress meetings with the focal point
 - b) Stakeholder consultation workshops
 - c) Validation workshops
- f) For meetings held under this consultancy, the Minutes of Meeting must be provided to the ICAT focal point 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>Environmental Specialist</p> <p>Academic qualification</p> <ul style="list-style-type: none"> • [10] Master’s degree in environment management, environment science, sustainable development, coastal zone management, environmental economics, environmental engineering or any other related field <p>Waste Management Specialist</p> <p>Academic qualification</p> <ul style="list-style-type: none"> • [10] Master’s degree in waste or resource management, environment management, pollution control or environmental economics or another related field 	[10]
<p>Environmental Specialist</p> <p>Experience</p> <ul style="list-style-type: none"> • [4] points for minimum 5 years of professional/practical at the national or international level in undertaking assessments on environmental aspects • [20] Demonstrated experience in the field of environmental safeguard, waste, pollution control and management. [5] point for each assignment. • [20] Demonstrated experience in GHG management and assessment process, [5] point for each assignment. 	[50]

<ul style="list-style-type: none"> • [6] points for experience working with international organizations related to climate change or waste management. [2] point for each assignment. <p>Waste Management Specialist</p> <p>Experience</p> <ul style="list-style-type: none"> • [4] points for minimum 5 years of professional/practical at the national or international level in the area of waste and resource management • [20] Demonstrated experience in the field of waste, pollution control and management. [5] point for each assignment. • [20] Demonstrated experience in GHG management and assessment process, [5] point for each assignment. • [6] points for experience working with international organizations related to climate change or waste management. [2] point for each assignment 	
<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 recruitment of a national consultants to develop a road map for creating the best enabling environment for a continuous data reporting and data sharing in the waste sector to support improving the transparency reporting process**” 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.

For the Stakeholder Consultation: invitation, catering and venue will be financed directly by the project. This cost should NOT be included in the price quotation

Authorized Signature and stamp

TECH FORM-3: Letter of Commitment

[Date]

[Company Name]

[Road Name]

Male'

Maldives

Re: Consultancy service for recruitment of a national consultants to develop a road map for creating the best enabling environment for a continuous data reporting and data sharing in the waste sector to support improving the transparency reporting process , Ref no:

Dear Sir/Madam,

I am writing to confirm my availability to provide services as _____
to the **Consultancy service for recruitment of a national consultants to develop a road map for creating the best enabling environment for a continuous data reporting and data sharing in the waste sector to support improving the transparency reporting process** 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/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: _____

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.