



Ministry of Environment, Climate Change and Technology
Republic of Maldives

TERMS OF REFERENCE
(IULAAN NO: (IUL)438-ENV/438/2022/568)

Consultancy Service for Development of Strategy and Action Plan for the HFC Phasedown

Issued on: 08th January 2023
Issued By: National Ozone Unit

TABLE OF CONTENTS

| | | |
|-----|---|----|
| i. | SCHEDULE OF CRITICAL DATES | 3 |
| ii. | SUBMISSION REQUIREMENTS..... | 3 |
| | 1. Introduction and Background | 5 |
| | 2. Objective..... | 5 |
| | 3. Scope of Assignment | 6 |
| | 4. Indicative Tasks | 9 |
| | 5. Payment Schedule..... | 16 |
| | 6. Duration of the Consultancy | 16 |
| | 7. Provision of Monitoring and Progress Controls | 16 |
| | 8. Requirements for Experience and Qualifications | 16 |
| | 9. Evaluation criteria..... | 17 |
| | 10.Submission..... | 21 |
| | TECH FORM 1 – Proposal Submission Form | 22 |
| | TECH FORM 2 – Approach, Methodology and Work Plan | 23 |
| | TECH FORM 3 – Work Schedule..... | 25 |
| | TECH FORM 4 – Curriculum Vitae | 26 |
| | TECH FORM 5: Letter of Commitment (Team Leader)..... | 27 |
| | TECH FORM 6: Letter of Commitment (Specialists)..... | 28 |
| | FIN FORM 1 – Financial Proposal Submission Form | 29 |
| | FIN FORM 2 – Financial Breakdown Form | 30 |
| | FIN FORM 3 – Details of Financial Situation | 31 |
| | FIN FORM 4 – Average Annual Turnover | 32 |
| | FIN FORM 5 – Financial Resources | 33 |
| | FIN FORM 6 – Line of Credit Letter | 34 |
| | FIN FORM 7 – Current Contract Commitments / Work in Progress..... | 35 |

i. SCHEDULE OF CRITICAL DATES

| Activity | Action Date |
|---------------------------------|--|
| Advertised date | 08 th January 2023 |
| Bid queries submission timeline | 10 th January 2023 13:00 |
| Bid clarification deadline | 15 th January 2023 13:00 |
| Proposal submission deadline | 19 th January 2023 11:00 am |

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 and Team members)** – (Tech Form 5 & 6)
6. Copy of Business (Sole Proprietorship/company/partnerships/institutions) registration certificate.
7. Copy of SME Registration - If registered
8. Copy of GST Registration certificate issued by MIRA (Maldives Inland Revenue Authority) – if registered
9. Tax payer registration Certificate / Notification Copy

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

9. FIN FORM -7 Current Contract Commitments / Work in Progress

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 Form 5 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: 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 and Background

The Government of the Republic of Maldives through the Ministry of Environment, Climate Change is implementing the project ‘Preparation of stage 1 of the Hydrofluorocarbon (HFC) phase-down’ and working to develop the Kigali HFC Implementation Plan (KIP).

Maldives is a Party to the Kigali Amendment (KA) to the Montreal Protocol (MP) following its ratification on 13 November 2017. To enable Maldives to meet its obligations under the KA, it is essential for the country to have a comprehensive HFC phase-down plan or Kigali HFC Implementation Plan (KIP). The Government of Maldives requested UN Environment Programme (UNEP) to be the lead implementing agency and UN Development Programme (UNDP) to be the co-operating implementing agency in assisting Maldives in the preparation and implementation of the KIP/HFC phase-down plan.

Accordingly, at the 28th Meeting of the Parties in October 2016, the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer agreed on the Kigali Amendment, which extended the list of the Protocol’s controlled substances to include 18 HFCs. The Amendment also established phase-down schedules for HFC production and consumption. HFC consumption according to the Protocol is defined as production plus imports minus exports of HFCs expressed in CO₂ equivalent (CO₂e). The Parties decided on different phase-down schedules for two groups of Article 5 Parties: Group 1 to achieve 80% phase-down in HFCs by 2045 with the freeze starting in 2024; and Group 2 to achieve 85% phase-down in HFCs by 2047 with the freeze starting in 2028. The Republic of Maldives is classified as an Article 5 Group 1 country.

Maldives has ratified the Kigali Amendment (KA) which proposes to phase down the production and usage of hydrofluorocarbons (HFCs) by mid-2045. HFCs are man-made chemicals that are widely used in air-conditioning, refrigeration and foam insulation and are powerful greenhouse gases, more potent than carbon dioxide. As such they contribute significantly to climate change. KA is therefore a significant milestone in the international environmental protection as its achievement could help to reduce the global temperature rise by 0.5°C by the year 2100. Maldives is set to begin controlling HFC consumption in 2024, due to being categorized as an Article 5 Group 1 country to the KA.

Funds for the "Preparation of Stage I of KIP" project were approved at the 87th ExCom through its intersessional approval process. The preparation of Maldives’s KIP Stage I aims to carry out a nationwide survey of HFC consumption in the manufacturing and servicing sectors with an analysis of the data to understand the current use and to estimate the future trends of HFCs consumption by substance and by sector as well as to obtain information on HFC related policies and challenges in the phase-down of HFCs in relevant sectors.

Information obtained from the survey will be used to develop the overarching national strategy for the phase-down of HFCs and a Plan of Action for stage I of KIP to address the freeze target and the 10 percent reduction target in HFC consumption by 2024 and 2029 respectively. The overarching strategy of the KIP will be built from the achievements of the Enabling Activities for HFC Phase-down project, which aimed to meet initial obligations under the KA and the infrastructures that have been built from the HCFC Phase-out Management Plan (HPMP) taking into account additional intervention needed for phasing down of HFCs.

2. Objective

The objective of this assignment is to develop the overarching Strategy and Action Plan for the Kigali Implementation Plan with cost estimation, while proposing needed investment, policy and technical assistance interventions for achieving the sustainable HFC consumption reductions.

Preparation of Maldives’s KIP will entail the following:

- **Data collection and analysis:**

- a) Update HFC consumption survey data in various sectors for the years 2018, 2019, 2020, 2021, and 2022
- b) Conduct analysis of HFC through consumption projections
- c) Analysis on the impact of the COVID-19 pandemic on the demand of HFCs and HFC-based equipment during the actual and projected baseline years (2020-2022).
- **Assessment of policy options:** Analyse and propose any required updates and expansion of the policy, regulatory and institutional framework, particularly in terms of key Kigali issues such as the national HFC licensing and quota system, safe management and use of HFC alternatives, recovery, recycling and disposal of HFCs, and determine measures needed to fill any policy gaps.
- **Assessment of capacity building needs:** Related to the import/export licensing system including of Customs, enforcement officers, importers/exporters, and in relation to the local refrigeration servicing technicians.
- **Awareness and communication:** Assess and determine the need for awareness raising of each target group and propose outreach/promotional activities to support KIP implementation.
- **Review of the state of alternative technologies:** Commercial viability, and availability in Maldives, including determining the safety and environmental impacts and the development of a technology roadmap reflecting current and future HFC alternatives in sync with the phasedown scenarios mentioned below.
- **Development of phase-down scenario:** Development of business-as-usual (BAU), growth modelling, and phasedown scenarios, sensitivity analysis, and, comparison of the pros and cons of each, determine compliance and climate change impacts.
- **Development of overarching strategies:** Develop an overarching strategy to curb demand for HFCs in priority companies and sectors, to decrease supply of corresponding HFCs at the national level and to enable the servicing sector to adapt to tightened supply along with the needed policies and institutional arrangements for the 2024-29 period, while articulating an overall and flexible longer-term strategy and plan for KA implementation.
- **Gender mainstreaming:** Promote approaches in the data collection, consultations and preparation that will allow gender policy and efforts to be integrated within the strategy and KIP as much as possible.

3. Scope of Assignment

In view of the above background, the National Ozone Unit requires a local consultant to support the preparation of the KIP for Maldives, which is scheduled for submission to the second ExCom meeting of 2023.

The overall responsibility of the local consultant is to implement the data collection, analysis, and assessments to support the HFC phase-down preparation in Maldives through, but not limited to, the following:

- Systematically assess the identified industries/sectors and major stakeholders, and demand forecasts based on the HFC consumption rates
- Support the development/strengthening of an effective HFC import/export monitoring system for meeting the data reporting obligation and a quota allocation system for meeting the HFC consumption freeze and reduction obligations.
- Sustaining the HFC demand reduction by the introduction of innovative policy measures that favour the gradual decommissioning of higher GWP technologies.
- Investment requirements to sustain the HFC demand reductions required to achieve Kigali Amendment targets as per the schedule

- Review on the technology regarding HFC for current and alternative technology available in the market both local and globally for Mobile Air Conditioning (MAC), Refrigeration and Air Conditioning (RAC) equipment, and Metered Dose Inhalers (MDI)
- Review of any manufacturing capacities of RAC equipment including assembly factories
- Sustaining the capacity building of enforcement officers in the monitoring, reporting, verification, and enforcement of licensing system to control the import and export of HFCs as well as trade of HFCs in the domestic market.
- Sustaining the capacity building and ensuring the competency of RAC and MAC servicing sector to follow good servicing practices to minimize leakage and safely adopt more climate-friendly and energy-efficient technologies.
- Identifying current HFC usage by sectors, and identifying incentive programs which would help to reduce the level of HFC need in the servicing sector.
- Developing investment components for recovery & reclamation, end-user retrofit pilot incentive scheme, identifying viable sectors for investment components, energy efficient options
- Develop a national overarching strategy to phasedown HFCs taking into consideration a review on a possible accelerated phasedown with detailed information on the potential priority sectors and applications.
- Identify public outreach and communication activities to different target audiences such as key stakeholders relevant to HFCs phase-down and the general public.
- Any other identified components during the survey that are necessary to support Maldives to phase-down HFCs.
- Data collection of HFC consumption survey data in various sectors for the years 2018, 2019, 2020, 2021, and to the extent possible 2022, and conduct analysis of HFC through consumption projections and analysis on the impact of the COVID-19 pandemic on the demand of HFCs and HFC-based equipment during the actual and projected baseline years (2020-2022).
- Comprehensive desk review of all relevant documents i.e. related literature, related Government Policy documents, import and export data of chemicals and all other related policies, plans and practices HFC phasedown in various sectors in the country.
- Risk analysis on the HFC phasedown
- Identify potential political, environmental, social, technological and economic risks of phasedown of HFC as per the agreed timeline (Article 5 Group 1 countries under Montreal Protocol) , and for adopting an accelerated phasedown of HFC.

The Consultant will be supported by National Ozone Unit. The tasks to be undertaken by the Consultant is outlined in this Terms of Reference (TOR) and are to be undertaken in close collaboration with the Ministry of Environment, Climate Change and Technology and relevant stakeholders as necessary, and include but are not necessarily limited to, the following.

1. Inception meeting to demonstrate the Consultant's understanding of the assignment in accordance with the TOR and to present brief overall work plan and methodology that will be followed by the Consultant to conduct the assessment.
2. Submit inception report and work plan (with detailed timeline draft framework for survey instruments and methodology and outputs and description of quality assurance measures:). The study design and methodology will be discussed and agreed with the project team and all relevant stakeholders at the beginning of the consultancy
3. Conduct desktop review with any relevant stakeholder consultations. The desktop review will include, but is not limited, to the following
 - a) Current import and export data for HFC's in the Maldives (The import data must be considered at least for the duration from 2018 - 2022)
 - b) Major sectors that utilize HFC's and RAC equipment's for various purposes in the country (e.g.: tourism, fishing, agriculture, health, industrial processes, household usage etc.)
 - c) Identified risks and hazards associated with alternative technology (including past RAC equipment related incidents in the Maldives)

- d) Obligations of Maldives under the Kigali Amendment
 - e) Climate targets of Maldives and alignment with Kigali Amendment
4. Bilateral meetings with relevant stakeholders and RAC equipment importers to identify RAC equipment usage within the various sectors of Maldives and to gain technical expertise on RAC across the sectors from major stakeholders.
 5. Collect, triangulate and summarize the primary and secondary data for quantitative and qualitative analysis and study
 6. Conduct briefing and de-briefing with all stakeholders to share the initial findings of the assessment
 7. Share and validate findings with relevant stakeholders, MoECCT and NOU
 8. Prepare and submit draft strategy and action plan report for review and feedback
 9. Submit final Strategy and Action Plan for publishing & conduct summary presentation for Ministry and general stakeholders.
 10. The Consultant must submit all data collected throughout consultancy with the Ministry of Environment, Climate Change and Technology and provide monthly progress details to the National Ozone Unit.

4. Indicative Tasks

The following are indicative tasks to achieve the objectives of the consultancy but are not necessarily limited to these activities.

| | DELIVERABLE | DETAILS | DURATION | END PRODUCT | PAYMENT SCHEDULE |
|---|--|---|---|---|--|
| 1 | Inception report and work plan | <p>Inception meeting to demonstrate the Consultant's understanding of the assignment in accordance with the TOR and to present brief overall work plan and methodology that will be followed by the Consultant to conduct the assessment.</p> <p>Detailed work plan and technical approach and methodology for the assignment. The study design and methodology will be discussed and agreed with the project team and all relevant stakeholders at the beginning of the consultancy</p> <p><i>Work plan should consider the period of delays brought by the client of setting up of meetings, review and approval of documents, facilitating of any relevant documents</i></p> | 1 week after signing the contract | <ul style="list-style-type: none"> ▪ Inception Report ▪ Final Work plan ▪ Approved approach and methodology | 10% upon completion of deliverable 1 |
| 2 | Technical bilateral meetings with stakeholders | Bilateral meetings with relevant stakeholders and RAC equipment importers and technicians to identify RAC usage within the various sectors of Maldives and to gain technical expertise from major stakeholders. | 1 week upon submitting desktop review (deliverable 2) | <ul style="list-style-type: none"> ▪ Detailed meeting minutes in English ▪ An executive summary/report summarizing findings and propose recommendations from all the meetings highlighting key points made by stakeholders in English | 15% upon completion and approval of deliverables 2 and 3 |

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|---|----------------------------------|--|---------------------------------------|--|--|
| 3 | Desktop Review Report in English | <p>Conduct desktop review with any relevant stakeholder consultations. The desktop review will include, but is not limited, to the following:</p> <ul style="list-style-type: none"> • Current import and export data for HFC's and HFC-based equipment in the Maldives (The import data must be considered at least for the duration from 2018 - 2022) • Comprehensive desk review of all relevant documents i.e., related literature, related government policy documents, import and export data of chemicals and all other related policies, plans and practices HFC phasedown in various sectors in the country • Major sectors that utilize HFC's and RAC equipment's for various purposes in the country (e.g.: tourism, fishing, agriculture, health, industrial processes, household usage etc.) • Review on the technology regarding HFC for current and alternative technology available in the market both local and globally for Mobile Air Conditioning (MAC), Refrigeration and Air Conditioning (RAC) equipment, and Metered Dose Inhalers (MDI) • Systematically assess the identified industries, sectors and major stakeholders, and demand forecasts based on the HFC consumption rates • Review of any manufacturing capacities of RAC equipment including assembly factories | 4 Weeks upon submitting the work plan | <ul style="list-style-type: none"> ▪ Desktop Review Report with inputs from relevant stakeholders | |
|---|----------------------------------|--|---------------------------------------|--|--|

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|---|--|--|--|---|---|
| | | <ul style="list-style-type: none"> • Review the state of alternative technologies, with identified risks and hazards (financial, socioeconomic and environmental) associated with alternative technology (including past RAC equipment related incidents in the Maldives). The commercial viability and availability of alternative technologies should be reviewed, including a roadmap reflecting the current and future HFC alternatives in sync with the HFC phasedown scenarios • Obligations of Maldives under the Kigali Amendment, and existing obligations under the Montreal Protocol • Climate targets of Maldives and alignment with the Kigali Amendment • Forecast of HFC consumption and use of HFC-based equipment | | | |
| 4 | Data collection and analysis and findings of data for the assessment | <p>Collection of statistical, behaviour and other data required for the assessment to determine the country usage of HFC, HCFCs and alternatives. Update HFC Consumption survey data in various sectors for the years 2018, 2019, 2020, 2021 and 2022. Conduct analysis of HFC through consumption projections, and analysis on the impact of the COVID-19 pandemic on the demand of HFCs and HFC-based equipment during the actual and projected baseline years (2020-2022).</p> <p>Quantitative and qualitative data must be collected from:</p> <ul style="list-style-type: none"> • Refrigerant importers | 2 weeks upon completion of deliverable 3 | <ul style="list-style-type: none"> ▪ Detailed report on the methodology, focus areas and sectors, and data analysis. | 20% upon completion and approval of deliverable 4 |

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|--|--|---|--|--|--|
| | | <ul style="list-style-type: none">• RAC equipment importers• RAC/MAC servicing workshops• Large end users (fishing vessels, fisheries processing factories, resorts, hotels, restaurants, office buildings, hospitals etc.)• Contractors• TVET institutes• Customs <p>Data analysis should provide a picture on the nationwide RAC equipment/MAC inventory by equipment type and refrigerant type which will be used for the further analysis of the country's HFC usage in the main sectors (tourism, fisheries, construction, residential), and the servicing sector by substance and by application and future needs</p> <p>Conduct briefing and de-briefing with all stakeholders to share the assessment and to get feedback from relevant stakeholders and the NOU for the confirmation of validity of the data collected.</p> | | | |
|--|--|---|--|--|--|

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|---|---|---|--|--|---|
| 5 | Prepare and submit draft report for review and feedback | <p>Develop and prepare the draft assessment based on the data collected and analysed with the assessment report consisting of, but not limited to, the following general sections with all relevant annexes</p> <ul style="list-style-type: none"> • Introduction (background) • Objective of the assessment • Methodology • Findings • Limitations • Recommendations • Conclusion <p>The report will include components of the desktop review, data collection and analysis, and additional components, but is not limited, to the following:</p> <ul style="list-style-type: none"> • Cost benefit analysis and review of undertaking HFC phasedown as per the Kigali timeline and also for adopting an accelerated phasedown with timelines. • Development of business-as-usual (BAU) growth modelling, and phasedown scenarios, risk analysis, sensitivity analysis, and comparisons of pros and cons of each, determine compliance and climate change impacts. • Development or strengthening of an effective HFC import/export monitoring system for meeting the data reporting obligations and a quota | 4 weeks upon completion of deliverable 4 | <ul style="list-style-type: none"> ▪ Submission of draft copies of the strategy and action plan | 20% upon completion and approval of deliverable 5 |
|---|---|---|--|--|---|

| | | | | | |
|--|--|--|--|--|--|
| | | <p>allocation system for meeting the HFC consumption freeze and reduction obligations.</p> <ul style="list-style-type: none"> • Impacts of HFC phasedown: social, economic, political, environmental etc including on impact on market and for refrigeration and air-conditioning sector. • Financial needs and investments to undertake HFC phasedowns: proper costing estimation on equipment, technical knowhow and support needed for implementation • Access and determine the need for awareness raising of each target group, and propose outreach/promotional activities • Assessment of Capacity building needs for Customs, Enforcement Officers, Importers/Exporters, and RAC and MAC servicing sector to follow good servicing practices to minimize leakage and safely adopt more climate friendly and energy efficient technologies. • Identify current HFC usage by sectors through the data collected. Develop targeted incentive programs for industries which would help to reduce the level of HFC need in the servicing sector. • Develop investment component for recovery & reclamation program, and End-user retrofit pilot incentive | | | |
|--|--|--|--|--|--|

| | | | | | |
|---|---------------------------------------|--|--|--|---|
| | | <ul style="list-style-type: none"> • Develop overarching strategies to curb demand for HFCs in priority sectors and companies, to decrease supply of corresponding HFCs at the national level and to enable the servicing sector to adapt to tightened supply along with the needed policies and institutional arrangements for the 2024-2029 period, while articulating an overall flexible longer-term strategy and plan for KA implementation • Analyse and propose any required updates and expansions of the policy, regulatory and institutional framework, particularly in terms of key Kigali issues such as the national HFC licensing and quota system, safe management and use of HFC alternatives, recovery, recycling and disposal of HFCs and determine measures needed to fill any policy gaps. | | | |
| 6 | Submit final strategy and action plan | <ul style="list-style-type: none"> • Submission of final assessment report updated based on feedback and comments received from all relevant stakeholders. • Conduct presentation on report to MECCT and general stakeholders | 2 weeks from the completion of deliverable 5 | <ul style="list-style-type: none"> ▪ Final strategy and action plan report in English ▪ Summary presentation | 20% upon completion and approval of deliverable 6 |

5. Payment 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”

| No. | Description | Payment Schedule |
|-----|--|------------------|
| 1 | 1 st Payment after completing deliverable 1 | 10% |
| 2 | 2 nd Payment after completing deliverable 2 & 3 | 15% |
| 3 | 3 rd Payment after completing deliverable 4 | 20% |
| 4 | 4 th Payment after completing deliverable 5 | 20% |
| 5 | 5 th Payment after completing deliverable 6 | 35% |
| | Total | 100% |

6. Duration of the Consultancy

Duration of the assignment is 14 weeks upon signing the contract.

7. Provision of Monitoring and Progress Controls

Consultants are expected to work closely with the National Ozone Unit of Ministry of Environment, Climate Change and Technology and other stakeholders of the project.

The consultants shall attend progress meetings once every month with the National Ozone Unit 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 who are not in Maldives at the time of the meeting shall participate via an online platform. Team members in post(s) under section 8 are required to be present in person for the following:

- Inception Meeting
- Stakeholder consultation workshops

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

8. Requirements for Experience and Qualifications

(8.1) To be eligible for this assignment, the consultancy firm must demonstrate past experience in performing the services (description of similar assignments, Value of such assignments). The Firm shall have carried out a minimum of two (2) similar assignments with an average contract value of MVR one million.

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

| # | Post | Nos |
|---|--------------------------|-----|
| 1 | Team Leader | 1 |
| 2 | Environmental Specialist | 1 |

- Details of any other support persons and positions must be included in Technical Form 4,5 and 6.
- The consultancy team should include at least one local specialist (Maldivian) present in the team.
- A designated team leader should be proposed within the specialist team/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) Team Leader*Minimum Qualifications:*

- Minimum Master's Degree in the field of economics, data science, research, social sciences, surveying or any other relevant field.
- Minimum 5 years of work experience in conducting and developing research and surveys, in the field of Economics, Public Accounting, Financial Management, Environment management, social sciences, development studies or any other relevant field.
- Minimum 10 years of work experience in the field of Economics, Public Accounting, Financial Management, Environment management, social sciences, development studies or any other relevant field.
- Written documentation of participation and completion of similar assignments must be provided

Other Qualifications:

- Previous experience with government or international agencies will be an added advantage.
- Demonstrated experience of working in donor funded projects will be an added advantage
- Proven ability to work with a wide range of partners, including government offices and independent institutions.

2) Environmental Specialist*Minimum Qualifications:*

- Minimum Bachelors' Degree in the field of environment management, social sciences, economics, development studies, Engineering or any other relevant field.
- Minimum 5 years of work experience in the field of environment management, social sciences, development studies, economics or any other relevant field.
- Written documentation of participation and completion of similar assignments must be provided

Other Qualifications:

- Previous experience with government or international agencies will be an added advantage.
- Demonstrated experience of working in donor funded projects will be an added advantage
- Proven ability to work with a wide range of partners, including government offices and independent institutions.

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 | [20] |
| Organizational Structure of the firm/JV | [20] |
| No. of similar project / assignments <i>20 points for each documented assignment, up to a maximum of 3.</i> | [60] |
| Total A= | [] |

| | |
|--------------------------|-------|
| (B) project team | [100] |
| Team Leader | [50] |
| Environmental Specialist | [50] |
| Total B= | [] |

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

| | |
|---|-------|
| Team Leader | |
| Relevant education and qualifications <i>[30%] to be awarded for minimum education of Masters Degree [40%] to be awarded for PhD</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%] |

| | |
|--|-------|
| Environmental Specialist | |
| Relevant education and qualifications <i>[20%] to be awarded for minimum education of Bachelors Degree [30%] to be awarded for Masters Degree [40%] to be awarded for PhD</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%] |

| | |
|--|------|
| (C) Approach, methodology and work plan | |
| Approach and methodology <i>a) Demonstration of an understanding of the objective of the assignment in the context of the project - 30 points b) Proposal on methodology on carrying out the activities - 30 points</i> | [60] |
| Work plan of the assignment <i>a) Proposed main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client and delivery dates of the reports - 10 points b) Work plan being consistent with proposed Technical Approach and Methodology – 20 points c) Work schedule – 10 points</i> | [40] |
| Total C= | [] |

Technical score (St) = $A/100*[W1] + B/100*[W2] + C/100*[W3]$

Weight distribution

| | | |
|----|---|------|
| W1 | Company profile with relevant to similar or related assignments | [20] |
| W2 | Project team | [60] |
| W3 | Approach and methodology | [20] |

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.

Financial Situation evaluation

To be eligible the financial statements of the bidding party must show, minimum annual turnover of MVR 100,000.00, 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 100,000.00, 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 100,000.00
(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 100,000.00 – **(Submission Form Fin -4: Line of Credit Letter)**

Selection Criteria of Regional Based business and MSME business

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.

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.

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.

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

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

Check the bidders permanent address, if the bidder is a sole proprietorship

Check the island to which the business is registered, if the bidder is not a sole proprietorship

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.

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 National Ozone Unit at the end of the contract and will become the sole property of Ministry of Environment, Climate Change and Technology.

Obtaining any necessary visa and documents are the responsibility of the proponent. MECCT will only provide a visa facilitation letter if necessary.

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: The cost for any domestic travels required should be included in the price quotation.

10. Submission

| | |
|------------------------|--|
| Bid submission | On or before 19th January 2023 hours local time– 11:00am |
| Bid opening | 19th January 2023 hours local time. – 11:00am 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 19th January 2023 hours – 11:00am” 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: Development of Strategy and Action Plan for HFC Phasedown |

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 “**Development of Strategy and Action Plan for HFC Phasedown**” 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 | | | | | | | | | | | | | | | | |
|--------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|----------------|----------------|----------------|----------------|----------------|---------------------------|
| 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 104 |
| | | | | | | | | | | | | | | | | |
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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 Development of Strategy and Action Plan for HFC Phasedown**”- 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 Development of Strategy and Action Plan for HFC Phasedown**”- 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 Development of Strategy and Action Plan for HFC Phasedown**”- 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 (MVR) | Total |
|-----|--|------------------|-------|
| 1 | Inception Report and Work plan | | |
| 2 | Technical bilateral meetings with stakeholders | | |
| 3 | Desktop Review Report in English | | |
| 4 | Data collection and analysis and findings of data for the assessment | | |
| 5 | Prepare and submit draft report for review and feedback | | |
| 6 | Submit final strategy and action plan report for publishing | | |
| | Total: | | |
| | GST | | |
| | Total with GST | | |

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 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 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.

| |
|---|
| <ul style="list-style-type: none"> • 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. | | | | | |
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| | | | | | |
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General Information

| | | |
|----------|---|--|
| 1 | Bid Awarding | |
| | 1.1 | Bidder will be informed of the decision to award a bid via an official intent to award the bid. |
| | 1.2 | If the value of the bid exceeds MVR 500,000 the bidder will be required to submit a performance guarantee of (... %) of the total contract value prior to signing the contract. The performance guarantee must be issued by a Bank or a Financial Institution located in any eligible country. If the institution issuing the gurantee is located outside the Republic of Maldives, it shall have a correspondent financial institution located in the Republic of Maldives to make it enforceable. (Excluding Consultancy Service) |
| | 1.3 | Failure of the successful bidding party to submit the aforementioned performance guarantee, or sign the Contract, shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that event the Ministry may award the contract to the next lowest evaluated bidder, provided the bidder is capable of performing the contract satisfactorily. |
| | 1.4 | Standstill period |
| | | The Contract shall be awarded not earlier than the expiry of the Standstill Period. The duration of the Standstill Period is 5 days. The Standstill Period commences the day after the date the Employer has transmitted to each Bidder (that has not already been notified that it has been unsuccessful) the Notification of Intention to Award the Contract. Where only one Bid is submitted, the Standstill Period shall not apply. |
| 2 | Liquidated Damages (Excluding Consultancy Service) | |
| | 2.1 | The Contractor shall pay liquidated damages to the Employer at the rate per day stated in the Public Procurement Regulation for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the Public Procurement Regulation . The Employer may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor’s liabilities. |
| 3 | Securities (Excluding Consultancy Service) | |
| | 3.1 | If the price quoted by a bidding party exceeds MVR 500,000 in value, the bidding party will be required to submit a bid security of MVR....., with validity of no less than 90 days. Bid Security must be a bank guarantee letter or security issued by a Bank or a Financial Institution located in any eligible country. Bank Cheques, Bonds and Cash will not be accepted as bid security. |
| 4 | Advance Payment (Excluding Consultancy Service) | |
| | 4.1 | Vendor has to request for Advance payment within 45 days from the contract date start. |
| | 4.2 | Vendor has to submit Advance payment guarantee with the Invoice (15% of Contract price Maximum) |
| 5 | Arithmetic | |

| | |
|-------|--|
| 5.1 | Provided that the Tender is substantially responsive, the Employer shall correct arithmetical errors on the following basis: |
| 5.1.1 | only for unit price contracts, if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Employer there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected; |
| 5.1.2 | if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and |
| 5.1.3 | if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above. |
| 5.2 | If the Tenderer that submitted the lowest evaluated Tender does not accept the correction of errors, its Tender shall be declared non-responsive. |