



Ministry of Environment, Climate Change and Technology
Republic of Maldives

TERMS OF REFERENCE

(IUL)438-ENV/438/2023/21

Develop Management plan for six Protected Areas at Laamu Atoll

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

Issued on: 11th January 2023

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

Project – Project Management Unit

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SCHEDULE OF CRITICAL DATES

Activity	Action Date
Advertised date	11 th January 2023
Bid queries submission timeline	11 th January 2023 to 17 th January 2023 at 1200hrs
Pre-Bid Meeting date	15 th January 2023 at 1100hrs
Bid clarification deadline	17 th January 2023 at 1200hrs
Proposal submission deadline	25 th January 2023 at 1100hrs

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
8. Copy of GST Registration certificate issued by MIRA (Maldives Inland Revenue Authority) – if registered
9. Tax payer registration Certificate / Notification Copy - if registered

b. Financial Proposal – Standard Forms

1. FIN FORM 1 – Financial Proposal Submission Form (**signed by the owner of the entity or person with power of attorney to sign**)
2. Form FIN – 2 Financial Breakdown Form
3. Form FIN - 3: Details Financial Situation
4. Financial statements of the business for the year 2021,2020 and 2019
5. Business entities that have not completed one year (from the date of business registration to date of bid announcement) are required to submit the bank statement of the business's bank account. (Bank statement should be from the date of account opening to date of bid announcement)
6. FIN FORM – 4: Average Annual Turnover
7. FIN FORM -5: Financial Resources
8. FIN FORM -6: Line of Credit Letter – if applicable
9. FIN FORM -7 Current Contract Commitments / Work in Progress

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

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

Note 03: After the evaluation, highest scoring party will be notified to submit tax clearance report. Tender will be awarded upon submission of tax clearance report.

1. BACKGROUND

The government of Maldives has pledged to bring 1 island, 1 reef and 1 mangrove under a protected area regime and has committed to establish better management regimes for these areas which is also reflected in the present Strategic Action Plan 2019-2023 and National Resiliency and Recovery Plan. In an effort to conserve key biodiversity habitats of Laamu Atoll for supporting development for better management and decision making, Ministry of Environment, Climate Change and Technology has initiated a process of designating six sites of Laamu Atoll as protected areas under the Environmental Protection and Preservation Act 4/93.

This project is funded and supported by the Enhancing National Development through Environmentally Resilient Islands (ENDhERI) project financed by Global Environment Facility (GEF) and assisted by United Nations Environment Program (UNEP) with the objective of enhancing reef protection, resilience and ecosystem recovery by reducing development impacts in the selected project site in Maldives.

2. MAIN OBJECTIVES:

The main objective of the assignment is to develop the management for six protected areas in Laamu Atoll in line with current legal framework and instruments; with all relevant annexes including maps, concepts, zonation, financial plan and governance plan, guidelines, standards, permit forms or any forms related to management standards in alignment with the requirements of the Regulation on Protected Areas. The assignment must be conducted in collaboration with Environment Department of Ministry of Environment, Climate Change and Technology (MECCT) and Environmental Protection Agency (EPA) and relevant island council and Laamu Atoll Council. Working closely with stakeholders, the Consultant will also identify management needs; consult with relevant agencies and formulate management mechanism for the following protected areas in Laamu Atoll. The consultant must ensure the management plans developed conform existing national laws, regulations, current government policies and priorities. Further, the consultant must ensure the process of formulation of management plans are in accordance with UN Environment Policy and Strategy for gender equality and the environment (2015) and Stakeholder Engagement Handbook (UNEP) and other international guidelines on effective protected area management.

The six protected areas in Laamu are;

1. L. Gan Boda Fengandu
2. L. Gaadhoo (key habitats of turtle nesting beach, seagrass, mangrove, vegetation)
3. L. Hithadhoo Kulhi
4. L. Maabaidhoo Koaru & Fushi Kandu (Marine)
5. Hithadhoo Gaadhoo Kandu (Marine)
6. L. Fushi Island with Vadinolhu Kandu Olhi (Sandbank with marine area)

3. SCOPE OF ASSIGNMENT:

The consultant is expected to provide the following services:

- **Inception:**
 - Study the requirements of TOR and prepare the Inception Report describing the detailed work plan and anticipated activities and their timeline.
- **Stakeholder consultations:**
 - During the duration of the consultancy, engage in surveys, meetings and stakeholder consultation workshops – formulate and identify site specific management model for each protected area with engagement of Local and Traditional Knowledge (LTF). The total number of stakeholder consultations will be decided and finalized at inception phase of this assignment.
 - Consult relevant government agencies, institutions, private sector, community groups, resource users, women’s groups, cooperatives, civil society and general public to ensure the process of formulation of management plan is inclusive and transparent.
 - Ensure equal participation of men and women, vulnerable and minority groups within the community in process of stakeholder consultation.
- **Developing Management Plan for 6 protected areas at Laamu**
 - Study, review relevant documents and develop Management planning framework.
 - Review existing legal framework and instruments that are relevant to the assignment to ensure the management plans formulated in this process conform national laws, regulations, current government policies and priorities.

- Develop Resource use map for each protected area based on current resource use ensuring equitable access and benefit sharing of the natural resources
 - Develop concept for each individual protected area, drawings and 3-D renderings and approve concept design with Environment Department of Ministry of Environment, Climate Change and Technology (MECCT) and Environmental Protection Agency (EPA) by taking into account the effectiveness of protected area.
 - Conduct feasibility study, market assessment and willingness to pay study.
 - Develop zonation map for the management of individual protected area and approve the zonation with Environment Department of Ministry of Environment, Climate Change and Technology (MECCT) and Environmental Protection Agency (EPA).
 - Develop the management plan (MP) in line with the agreed outline.
 - Develop annexes including geographically referenced maps of protected area, resource use map, zonation plan, protected area concept designs and drawings, financial and governance plan, 10-year action plan, guidelines, standards, permit forms or any forms related to management standards in alignment with agreed outline.
 - Prioritized list of needs – infrastructure & facilities, tools & equipment, staffing needed to effectively operate the PAs and support implementation of the MP.
 - Conduct Environment and Social Impact Assessment for the approved concept design.
 - Training needs assessment- for the protected area managers, rangers, staff, councils and other relevant human resource development required for the implementation phase of the management plans.
 - Proposed prioritized list of projects/activities – protection, conservation, restoration, monitoring, livelihood support, education & awareness raising, etc. - to be implemented in the PAs in the future.
 - Monitoring and Evaluating (M&E) Plan for implementation of the approved Management Plan.
- **Validation:**
- Conduct validation workshop to present the final management plans to relevant stakeholders and decision makers for their endorsement.

4. BREAKDOWN OF RESPONSIBILITIES:

▪ **Communication and Co-ordination:**

- Communicate and coordinate with Environment Management and Conservation Department of Ministry of Environment, Climate Change and Technology (MECCT) and Environmental Protection Agency (EPA) and relevant island council and Laamu Atoll Council, resource users and all relevant stakeholders to ensure the process of formulation of management mechanism inclusive and transparent.

- Communicate and coordinate with the Environment Management and Conservation Department of Ministry of Environment, Climate Change and Technology (MECCT) and Environmental Protection Agency (EPA) and relevant island council and Laamu Atoll Council to ensure proposed management mechanisms are within current legal framework, protects the rights of resource users and improves their livelihood.

- Coordinate and communicate effectively with ENDhERI project team of Ministry of Environment, Climate Change and Technology (MECCT) on the process, where dynamic and flexibility is expected from the Consultant.

- Advise Environment Management and Conservation Department of Ministry of Environment, Climate Change and Technology (MECCT) and Environmental Protection Agency (EPA) regarding the best management mechanism that will protect and preserve the environmental value and ecological functions of the protected area.

- Advise Environment Management and Conservation Department of Ministry of Environment, Climate Change and Technology (MECCT) and Environmental Protection Agency (EPA) and provide expert guidance regarding best governance mechanism, within existing legal framework and most feasible sustainable financing mechanism for individual protected area in Laamu Atoll.

- Coordinate the management plan formulation process, addressing all comments by stakeholders, Environment Management and Conservation Department of Ministry of Environment, Climate Change and Technology (MECCT) and Environmental Protection Agency (EPA) and submit the final version to Environment Department of Ministry of Environment, Climate Change and Technology (MECCT).

▪ **Developing and Reviewing Documents:**

- Review the existing technical reports, resource use, zonation, existing land use and management to familiarize with existing protected areas and current status.
- Identify principal legal documents authorizing the establishment and governing use and management of the protected area.
- Identify stakeholders and resource users to be included in the process and conduct initial stakeholder consultation to identify management, governance and financial needs for each protected area. The total number of stakeholder consultations will be decided and finalized at inception phase of this assignment.
- Complete the management plans according to the schedule and get feedback from Ministry of Environment, Climate Change and Technology (MECCT) and Environmental Protection Agency (EPA), review accordingly.
- Consult with local communities, government agencies and key stakeholders to formulate the draft management plans.
- Conduct stakeholder consultations to discuss the draft management plan, governance mechanism and financial plan for each protected area.
- Submit the completed final management plan and its annexes.
- The annexes of the management plan (but is not limited to): geographically referenced maps of protected area, resource use map, zonation plan, protected area concept designs and drawings, financial and governance plan, 10-year action plan, guidelines, standards, training need assessment, permit forms or any forms related to management standards in alignment with agreed outline.
- In addition to aforementioned annexes in management plans, the consultant must submit, stakeholder consultation minutes, stakeholder consultation reports, legislative framework, translation of supporting documents, Validation workshop report, Monitoring and Evaluating (M&E) plan for implementation of the approved Management Plan.

5. DELIVERABLES

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

- i. **Inception Report:** describing the detailed work plan and anticipated activities and their timeline in word and PDF format in English.
- ii. **Resource use and Zonation Map for Management of Protected Area:** Geographically reference maps for resource use and zonation for management of six sites and submitted in original (including but not limited to shape files), pdf and photo format in Dhivehi and English.
- iii. **Protected Area Management Concept and Design:** scaled concept design drawings with 3D renderings, submitted in original (editable format), Pdf, jpg format with detailed labeling (Dhivehi and English versions).
- iv. **Management Plans for Six protected areas with Annexes:** Final management plan in align with national laws, regulations, current government policies and priorities, endorsed in validation workshop with annexes as per the scope of this TOR in word and PDF format in Dhivehi and English.
- v. **Training Needs Assessment:** Training needs assessment for the management of protected area must be submitted with the management plan.
- vi. **Stakeholder Engagement & Consultation Reports:** describing all the relevant stakeholders in each individual protected area, the minutes of each stakeholder meeting, and report for overall stakeholder engagement in the process of formulation of management plans as word and PDF format in Dhivehi and English.
- vii. **Monitoring and Evaluation Plan:** monitoring and evaluation requirements in the implementation stages of the management plan submitted in Dhivehi and English.
- viii. **Validation Report:** describing the detailed outcomes of the validation process, recommendations, including the endorsement from stakeholders specific to individual protected area, in word and PDF format in Dhivehi and English.

6. Payment (Tentative Schedule)

Suggest any workable workplan that will enable to reach the outputs and the deliverables as per this assignment. The consultant may submit the work schedule as give in the “TECH FORM 2 – Work Schedule”

ID	Deliverable	Payment Schedule
1	Inception Report Submission	10%
	Initial Stakeholder Consultation Findings	

2	Protected Area Resource Use and Zonation Map for Management of PA	10%
	Protected Area Management Concept design and concept	
3	Market assessment and Willingness to pay study, Environment and Social Impact Assessment.	10%
4	1 st Draft of Management Plans & Annexes	20%
5	Compiled data of Stakeholder Engagements & Consultations	20%
	Review and 2nd Draft of Management Plans & Annexes	
	Training Needs Assessment	
6	Validation Report	10%
	Protected Area Management Concept and Design with Drawings and 3D renderings	
7	Final Management plans & Annexes	20%
	Stakeholder Engagement & Consultation Reports	
	Monitoring and Evaluation Plan for implementation of the approved Management Plan.	

7. Duration of the Consultancy

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

8. Remuneration

The total remuneration for this assignment is **MVR 1,200,000.00** and payment will be made on the deliverable submission basis mentioned as above (this does not include the training expenses and travel of the specialists (refer to TOR clause 12).

Please refer to TOR clause 11 for financial score evaluation.

9. Provision of Monitoring and Progress Controls

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

The consultant shall attend progress meetings once every month with the ENDhERI team members and must participate in the progress meetings. Consultant is required to be present in person for the following:

- Inception Workshop
- Stakeholder consultation workshops
- Presentation of Reports

- Trainings

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

10. Requirements for Experience and Qualifications

(10.1) To be eligible for this assignment, the Consultant must demonstrate (through reference letters and/ or submit evidence via publications) past experience in performing the services (description of similar assignments, Value of such assignments) and shall have carried out a minimum of two (2) similar assignments.

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

#	Post	Nos
1	Management Plan Consultant	1
2	GIS Specialist	1
3	3D Rendering Artist	1

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

1. Management Plan Consultant

- *Minimum qualification:*
 - Minimum Master's degree in, protected area management, environmental conservation, environmental management, or in a relevant field (education certificate is required)
 - Minimum of two (2) similar assignments in a related field or similar capacity (reference letters and/ or submit evidence via publications)

2. GIS Specialist

- *Minimum qualification:*
 - Minimum Bachelor’s degree in GIS, landscape ecology, habitat studies, or in a relevant field (education certificate is required)
 - Minimum of one (1) similar assignments in a related field or similar capacity (reference letters and/ or submit evidence via publications)

3. 3D Rendering Artist

- *Minimum qualification:*
 - Minimum Bachelor’s degree in Architecture, Civil engineering or related field (education certificate is required)
 - Minimum of one (1) similar assignments in a similar capacity (reference letters and/ or submit evidence via publications)

11. Evaluation criteria

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

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

Technical Score:

DETAILS	MAXIMUM POINTS
(A) Company Profile:	[100]
Company Profile with Organizational Structure of the firm/JV <i>Company general information and background (Max 10 points)</i> <i>Organization structure (Max 10 points)</i>	[20]

Approach, methodology and work plan <i>Demonstration of an understanding of the objective of the assignment in the context of the project (Max 20 points)</i> <i>Work plan being consistent with proposed Technical Approach and Methodology (Max 20 points)</i>	[40]
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]
Management Plan Consultant	[60]
GIS Specialist	[20]
3D Rendering Artist	[20]
Total B=	[]

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

Specialist Team (for each member)	
Relevant education and qualifications <i>[40%] to be awarded for minimum education stated in 10.2</i>	[40%]
Experience in similar assignments <i>20% will be awarded for each previously completed similar assignments with proof of completion, up to a maximum of three assignments [60%].</i>	[60%]

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

Weight distribution

W1	Company profile with relevant to similar or related assignments	[40]
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W2	Project team	[60]
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Only the proposals that will obtain a minimum of 60% out of 100 obtainable points will be qualified for the financial evaluation.

Financial Score:

The formula for determining the financial scores is the following:

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

The weights given the technical and financial score are:

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

$P = \{0.4\} * S_f$

Final score (FS) is $= T + P$

Total technical score (s): 100

- The minimum technical score (s) required to pass is: 60 Points, proposal that does not qualify the minimum technical score will be disqualified from further evaluation.
- The formula for determining the financial scores is the following:

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

- The weights given to the Technical and Financial Proposals are:
- $T = \{0.6\}$, and $F = \{0.4\}$

Financial Situation evaluation

- To be eligible the financial statements of the bidding party must show, minimum annual turnover of MVR 240,000.00 or 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 240,000.00 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 240,000.00

(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 240,000.00– **(Submission Form Fin -4: Line of Credit Letter)**

Selection Criteria of Regional Based business and MSME business

Between MVR 2,500,000 – MVR 5,000,000

- a) Among bidders who pass the technical and financial evaluation, those bidders who belong to the same island as the project is carried out will be assessed accordingly:
The bidder with the highest ranking with a proposed price that doesn't exceed 10% of the price of the bidder with the overall highest ranking will be awarded
- b) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), bidders who belong to the same atoll as the project is being carried out is checked and assessed accordingly:
The bidder with the highest ranking with a proposed price that doesn't exceed 5% of the price of the bidder with the overall highest ranking will be awarded.
- c) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a) and (b), all Maldivian bidders will be checked and assessed accordingly.
The bidder with the highest ranking with the lowest proposed price will be awarded.
- d) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b) and (c), all bidders will be assessed accordingly.
The bidder with the highest ranking with the lowest proposed price will be awarded.

Below MVR 2,500,000

- a) Among bidders who pass the technical and financial evaluation, Micro, Small and Medium Enterprises (MSME's) will be assessed accordingly:

The bidder with the highest ranking with a proposed price that doesn't exceed 15% of the price of the bidder with the overall highest ranking will be awarded.

- b) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), bidders who belong to the same island as the project is carried out will be assessed accordingly:

The bidder with the highest ranking with a proposed price that doesn't exceed 10% of the price of the bidder with the overall highest ranking will be awarded.

- c) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a) and (b), bidders who belong to the same atoll as the project is being carried out is checked and assessed accordingly:

The bidder with the highest ranking with a proposed price that doesn't exceed 5% of the price of the bidder with the overall highest ranking will be awarded.

- d) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b) and (c), all Maldivian bidders will be checked and assessed accordingly.

The bidder with the highest ranking with the lowest proposed price will be awarded

- e) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b), (c) and (d) all bidders will be assessed accordingly.

The bidder with the highest ranking with the lowest proposed price will be awarded

Criteria on classifying regional based business

- a) Check the bidders permanent address, if the bidder is a sole proprietorship
b) Check the island to which the business is registered, if the bidder is not a sole proprietorship
c) The bidder will be considered as a business working in one certain area, as per (a) and (b) accordingly:

- If the bidder is a sole proprietorship, the bidder's registered permanent address as of 1st January of the year the invitation for bid was issued will be considered OR
- If the business had been registered before the year in which the invitation for bid was issued, the island to which the business was registered as of 1st January of the year the invitation for bid was issued will be considered

OR

- If the business had been registered within the year in which the invitation for bid was issued, the island to which the business was first registered will be considered.

12. Additional Information

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

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

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

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

For domestic travel for the expert team and team leader; land and sea travel (as per the schedule provided and agreed upon) will be directly financed by the project. This does not include the DSA.

13. SUBMISSION

Bid submission	On or before 25th January 2023 at 1100 hours local time
Bid opening	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. Proposals must be delivered in both soft and hard copies. Hard copy of the proposal should be in a sealed envelope titled below.
Submission instruction	"Do not Open Before 25th January 2023 at 1100 - Develop management plan for 6 protected Areas of Laamu Atoll" and the submitting party's name and address
Submission address	Late proposals will be rejected. 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: Enhancing National Development through Environmentally Resilient Islands (ENDhERI)

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 Service for **“Develop management plan for 6 protected Areas of Laamu Atoll”** 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

Develop management plan for 6 protected Areas of Laamu Atoll																
Deliverables	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15 Week 40

TECH FORM 4 – Curriculum Vitae

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

TECH FORM 5: Letter of Commitment (Team Leader)

[Location, Date]

To: [Name and address of Client]

Ref no: _____

Dear Sir/Madam,

I am writing to confirm my availability to provide services as the **/Team Leader to Develop management plan for 6 protected Areas of Laamu Atoll**”- 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

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 **“Develop management plan for 6 protected Areas of Laamu Atoll”** 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 **“Develop management plan for 6 protected Areas of Laamu Atoll”** in accordance with your Request for Proposal dated [xxx] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures in MVR]. This amount is inclusive of the all local taxes.

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

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

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant (company/partnerships/institutions)

Address:

FIN FORM 2 – Financial Breakdown Form

Date:

Reference No: (generated by the proponent)

No.	Description	Price/Unit	Total
1	Inception Report Submission		
2	Initial Stakeholder Consultation Findings		
3	Protected Area Resource Use and Zonation Map for Management of PA		
4	Protected Area Management Concept design and concept		
5	Market assessment and Willingness to pay study, Environment and Social Impact Assessment.		
6	1 st Draft of Management Plans & Annexes		
7	Compiled data of Stakeholder Engagements & Consultations		
8	Review and 2nd Draft of Management Plans & Annexes		
9	Training Needs Assessment		
10	Validation Report		
11	Protected Area Management Concept and Design with Drawings and 3D renderings		
12	Final Management plans & Annexes		
13	Stakeholder Engagement & Consultation Reports		
14	Monitoring and Evaluation Plan for implementation of the approved Management Plan.		
	Total:		
	GST		
	Total with GST		

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

Indicate the total cost with detail.

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

Authorized Signature and stamp

FIN FORM 3 – Details of Financial Situation

Each Bidder must fill in this form

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

Information from Balance Sheet

Total Assets	
Total Liabilities	
Net Worth	
Current Assets	
Current Liabilities	
Working Capital	

Information from Income Statement

Total Revenues	
Profits Before Taxes	
Profits After Taxes	

Attached are copies of financial statement (balance sheets including all related notes, and income statements), as indicated above, complying with the following conditions.

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

FIN FORM 4 – Average Annual Turnover

Each Bidder must fill in this form

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

The information supplied should be the Annual Turnover of the Bidder in terms of the amounts billed to clients for each year for contracts in progress or completed at the end of the period reported.

FIN FORM 5 – Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as indicated in Section 3 (Evaluation and Qualification Criteria)

Financial Resources		
No.	Source of financing	Amount (MVR equivalent)
1		
2		
3		

FIN FORM 6 – Line of Credit Letter

[letterhead of the Bank/Financing Institution/Supplier]

[date]

To:*[Name and address of the Contractor]*

Dear,

You have requested {name of the bank/financing institution) to establish a line of credit for the purpose of executing {insert Name and identification of Project}.

We hereby undertake to establish a line of credit for the aforementioned purpose, in the amount of {insert amount}, effective upon receipt of evidence that you have been selected as successful bidder.

This line of credit will be valid through the duration of the contract awarded to you.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Agency: _____

FIN FORM 7 – Current Contract Commitments / Work in Progress

Current Contract Commitments/Works in Progress

Tenderers and each partner to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

No	Name of contract	Employer, contact address/tel/fax	Value of outstanding work (current MVR equiv)	Estimated completion date	Average monthly invoicing over last six months (MVR/month)
1.					
2.					
3.					
4.					
5.					

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 (20 %) 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 guarantee 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 <i>Employer</i> 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.