



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

Republic of Maldives

**TERMS OF REFERENCE**

(IUL)438-ENV/438/2023/149

**Consultancy Services**

to

**Conduct Awareness, Training and Demonstration of Sustainable  
Fisheries Practices at Laamu Atoll**

03 April 2023

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

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## i. SCHEDULE OF CRITICAL DATES

Activity	Action Date
Advertised date	03 <sup>th</sup> April 2023
Bid queries submission timeline	06 <sup>th</sup> April 2023 to 09 <sup>th</sup> April 2023 at 1200hrs
Bid clarification deadline	10 <sup>th</sup> March 2023 at 1200hrs
Proposal submission deadline	13 <sup>th</sup> April 2023 at 1000hrs

## 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, Expert 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 task. If the Specialist is not clearly identified, for bids submitted by Company/Institution, the Key Experts signed in Form 5 will be considered for the evaluation.

**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**

The Government of the Republic of Maldives through the Ministry of Environment, Climate Change and Technology is implementing 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 a selected project site the Maldives, enabled for replication nationally through public awareness and integrating the values of marine biodiversity and other natural capital in national.

This project aims to assist the government of the Maldives in its implementation of new environmental policies and transition towards national adoption of Green Growth atoll development that will sustain marine Natural Capital (NC) and strengthen the resilience and recovery of reef ecosystems. This will be informed by learning from atoll-wide integrated coastal zone management within a Managed Marine Area / Biosphere Reserve framework, and the application of innovative sustainability practices and standards in agriculture, fisheries, tourism and construction sectors as the basis for transforming the human ecological footprint in Laamu Atoll, and taking this up to national level through sector transformation, spatial planning and improved governance based on NC accounting. The intermediate objective of this transformation is to minimize the flows of pollutants from land-based activities into the adjacent marine environment, and reduce marine-based drivers of reef degradation including baitfish and reef fisheries. Overall, the project seeks to enhance reef ecosystem integrity and resilience through sustainable management, reducing development impacts and integrating NC accounting into national planning.

The project is structured in four components. Overall, the project will lead to enhanced conservation and sustainable management of the coral reef-atoll seascapes throughout the Maldives through an in-built design for scaling up from local experience to national change across its three components. Integration of the NC concept and approaches into business models, risk analyses and decision-making processes within government, private sector and financial institutions is expected to align national and local governance with the enhanced planning needs outlined in the National Biodiversity Strategy and Action Plan.

## **2 Objectives**

Component 1 of this project is focused on increasing the community's understanding of the values and dependencies on marine natural capital and biodiversity and ecosystem services that supports improved livelihoods and sustainable development among key national stakeholders. All other

components of this project also involve awareness raising, and communication towards increased understanding of NC concepts and resulting changes to environmentally detrimental behavior.

The fishers are the foundation of Maldivian economy and plays a major role in marine natural capital and ecosystem services. Hence, it is vital to create awareness and understanding of the sustainable fishing practices and give training for the fishers and fish processors to ensure a healthy and resilient ocean and to protect livelihoods and communities that depend on this industry.

The main objective of this assignment would be to increase the knowledge and awareness of the fishers and fish processors of Laamu Atoll on sustainable fisheries and its practices.

- To adhere fisheries laws and regulations in fisheries and its businesses.
- Technical improvement of onboard fish handling methods.
- Improving the management of bait fisheries.
- Develop and improve buying and processing facilities and increase their capacity; especially with grouper fisheries.
- Conduct training programs for fishers and fish traders; better fish handling and quality maintenance.
- Quality improvement of traditional processed fish.
- Introduction of new technology which enables improved catch through with sustainable measures.
- Increase efficiency of fishing vessels

### **3 Scope of works**

The Consultant is expected to provide the following services:

#### **3.1 Inception:**

**3.1.1** Study the requirements of TOR and baseline report by the project on Fisheries Practices of Laamu Atoll and prepare the Inception Report describing the detailed work plan and anticipated activities and their timeline.

#### **3.2 Awareness and Training to Fisheries communities**

**3.2.1** Increase understanding of fisheries laws and regulations

**3.2.1.1** Conduct awareness session on fisheries laws and regulations to the fishing communities of Laamu Atoll.

**3.2.1.2** Conduct training on correct onboard fish handling techniques for the fishing communities of Laamu Atoll.

- 3.2.1.3** Conduct training on bait fishery best practices for the fishing communities of Laamu Atoll.
- 3.2.1.4** Conduct training to increase the capacity of fishers and fish trader's on improving the quality and value of fish and processed fish, with a special focus on grouper fisheries.
- 3.2.1.5** Conduct training on introduction and accessibility to new technology which enables to improve catch with sustainable measures and on how to increase the efficiency of the fishing vessels at Laamu.

### **3.2.2 Atoll and Island Councils and WDC**

- 3.2.2.1** Build capacity for systematic reporting by Laamu Atoll Council and Island Councils on the required data for MFMRA - integrate with current reporting.

### **3.2.3 Others**

- 3.2.3.1** Conduct additional multi-directional learning including seminars, webinars, e-learning forums, knowledge networks, newsletters, and technical reports.
- 3.2.3.2** Liaising with relevant stakeholders to deliver the above responsibilities.
- 3.2.3.3** Coordinate with Communication Specialist to ensure outreach and visibility of the activities conducted as per this TOR in the form of papers, presentations, video etc. in relation to the deliverables.

All the materials and trainings should be conducted in Dhivehi. The reports submitted should be both in English and Dhivehi.

## **4 Deliverables**

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

### **4.1 Inception Report:**

- 4.1.1** Study the requirements of TOR and baseline report by the project on Fisheries practices of Laamu Atoll and prepare the Inception Report describing the detailed work plan and anticipated activities and their timeline.

### **4.2 Awareness and Training:**

- 4.2.1** Report on awareness session on fisheries laws and regulations to the fishing communities of Laamu Atoll to at least 100 members of the community and 80 students (50% students being

girls). Ensuring the 50% trainees are registered as per fisheries laws and regulations by end of the consultation period.

- 4.2.2** Report on training conducted on correct onboard fish handling techniques for the fishing communities of Laamu Atoll to at least 100 members of the community on applying correct fish handling techniques to minimize damage and quality deterioration.
- 4.2.3** Report on trainings conducted on bait fishery best practices for the fishing communities of Laamu Atoll to at least 65 members of the community
- 4.2.4** Report on trainings and demonstrations conducted to increase the capacity of fish traders and processors on improving the quality of fresh and processed fish, with a special focus on grouper fisheries – 50% being women.
- To at least 20 fish traders
  - To at least 20 fish processors
  - To at least 20 grouper fish traders and processors
- 4.2.5** Report on training and demonstration conducted to Introduce new technology which enables to improve catch with sustainable measures to at least 65 members of the fishing communities. The participants should be given the cost-benefit analysis to undertake pilot project for further adoption and replication.
- 4.2.6** Report on trainings conducted on how to increase the efficiency of the fishing vessels at Laamu Atoll to at least 10 fishing vessel owners of Laamu Atoll. The participants should be given the cost-benefit analysis to undertake the modification required for further adoption and replication.
- 4.2.7** Report on capacity building trainings conducted for Laamu Atoll Council and all Island Councils for systematic reporting on the required data for MFMRA- integrate with current reporting, which includes size of fishing vessels, type of fishing, fish catch, etc)
- 4.2.8** Evaluate and compile a report on the need of fishers and their concerns during the training sessions with the key recommendations.
- 4.2.9** Report on multi-directional learning session conducted (seminars, webinars, e-learning forums, knowledge networks, newsletters, technical reports)
- 4.2.10** Papers, presentations, video contents provided with Communications Specialist of the project to increase visibility of the activities conducted as per this TOR.

## **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 3 – Work Schedule”



ID	Deliverable	Payment Schedule
1	Inception Report describing the detailed work plan and anticipated activities and timeline.	10%
2	Report on awareness session on fisheries law and regulation to the fishing communities of Laamu Atoll	20%
3	Report on training conducted on correct onboard fish handling techniques for the fishing communities of Laamu Atoll	30%
	Report on trainings conducted on bait fishery best practices for the fishing communities of Laamu Atoll	
	Report on trainings and demonstrations conducted to increase the capacity of fish traders and processors	
	Presentation and Report on training and successful demonstration to Introduce new technology which enables to improve catch with sustainable measures and trainings conducted on how to increase the efficiency of the fishing vessels	
4	Report on capacity building trainings conducted for Laamu Atoll Council and Island Councils for systematic reporting	20%
5	Compiled report on the need of fishermen and their concerns during the training sessions with the key recommendations.	20%
	Presentation and report on multi-directional learning session conducted	
	Presentation and report on contents provided for the communications and awareness of the community	

\*All payments will be made upon acceptance of the output and production of an invoice.

## 6 Duration

Duration of the assignment is (06) calendar months upon signing the contract.

## 7 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 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 are required to be present in person for the following:

- Inception Workshop
- 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.

## 8 Requirements for Experience and Qualifications

8.1 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) and shall have carried out a minimum of two (2) similar assignments.

8.2 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	Fisheries Management and Assessment Expert	1
2	Fish handling / Post Harvest Fisheries Expert	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.

### Fisheries Management and Assessment Expert

- *Minimum qualification:*
  - Minimum Master’s degree or above in Fisheries Management / Environmental Management / Natural Resources Management, or a related 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)

### Fish handling / Post Harvest Fisheries Expert

- *Minimum qualification:*
  - Minimum Bachelor’s Degree or above in fisheries / marine sciences, or a related 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)

## 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 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]
Fisheries Management and Assessment Expert	[60]
Fish handling / Post Harvest Fisheries Expert	[40]
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 8.2</i>	[40%]
Experience in similar assignments	[60%]

<i>20% will be awarded for each previously completed similar assignments with proof of completion, up to a maximum of three assignments [60%].</i>	
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Technical score (St) = A/100\*[W1] + B/100\*[W2]

Weight distribution

W1	Company profile with relevant to similar or related assignments	[40]
W2	Project team	[60]

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 1<sup>st</sup> 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 1<sup>st</sup> 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.

## 10 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; air and sea travel (as per the schedule provided and agreed upon) will be directly financed by the project. This does not include the DSA.**



## 1. SUBMISSION

Bid submission	<b>On or before 13<sup>th</sup> April 2023 at 10 00 hours local time</b>
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. <b>Proposals must be delivered in both soft and hard copies. Hard copy of the proposal should be in a sealed envelope titled below.</b>
Submission instruction	<b>"Do not Open Before 13th April 2023 at 1000 Hours - Consultancy Services to Conduct Awareness, Training and Demonstration of Sustainable Fisheries Practices"</b> 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, Handhuvarree Hingun, Maafannu Male', 20392, Republic of Maldives Email: <a href="mailto:procurement@environment.gov.mv">procurement@environment.gov.mv</a> Website: <a href="http://www.environment.gov.mv">www.environment.gov.mv</a> Project name: Enhancing National Development through Environmentally Resilient Islands (ENDhERI)

## Annex A

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### 11 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 **“Consultancy Services to Conduct Awareness, Training and Demonstration of Sustainable Fisheries Practices”** 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:

## 12 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.]*



13 TECH FORM 3 – Work Schedule

Consultancy Services to Conduct Awareness, Training and Demonstration of Sustainable Fisheries Practices																
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	.....

## 14 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

**15 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 Services to Conduct Awareness, Training and Demonstration of Sustainable Fisheries Practices”**- 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*

**16 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 Services to Conduct Awareness, Training and Demonstration of Sustainable Fisheries Practices**” 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 Services to Conduct Awareness, Training and Demonstration of Sustainable Fisheries Practices**” 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		
2	Awareness session on fisheries law and regulation		
3	Training on correct onboard fish handling techniques		
4	Training on bait fishery best practices		
5	Trainings and demonstrations to increase the capacity of fish traders and processors		
6	Training and demonstration to Introduce new technology which enables to improve catch with sustainable measures and on how to increase the efficiency of the fishing vessels		
7	Capacity building trainings for Laamu Atoll Council and Island Councils for systematic reporting		
8	Assessment on the need of fishermen and their concerns during the training sessions		
9	Presentation multi-directional learning session conducted		
10	Contents provided for the communications and awareness of the community		
	<b>Total:</b>		
	<b>GST</b>		
	<b>Total with GST</b>		

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

Indicate the total cost with detail.

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

Authorized Signature and stamp

### FIN FORM 3 – Details of Financial Situation

Each Applicant must fill in this form

Financial Data for Previous 3 Years [MVR Equivalent]			
	Year 2021:	Year 2020:	Year 2019:

Information from Balance Sheet

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

Information from Income Statement

Total Revenues			
Profits Before Taxes			
Profits After Taxes			

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

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

- Historic financial statements must correspond to accounting periods

17 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.

18 **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		

19 **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: \_\_\_\_\_

20 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

<b>1</b>	<b>Bid Awarding</b>	
	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 <b>MVR 500,000</b> the bidder will be required to submit a performance guarantee of <b>(20 %)</b> 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. <b>(Excluding Consultancy Service)</b>
	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.
<b>2</b>	<b>Liquidated Damages (Excluding Consultancy Service)</b>	
	2.1	The Contractor shall pay liquidated damages to the Employer at the rate per day <b>stated in the Public Procurement Regulation</b> 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 <b>defined in the Public Procurement Regulation</b> . The Employer may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.
<b>3</b>	<b>Securities (Excluding Consultancy Service)</b>	
	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.
<b>4</b>	<b>Advance Payment (Excluding Consultancy Service)</b>	
	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)



<b>5</b>	<b>Arithmetic</b>	
	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.