



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

Republic of Maldives

**REQUEST FOR PROPOSAL**

(IUL)438-ENV/438/2023/284

**Consultancy for Development of an Integrated Transport Master Plan  
for Male' Urban Region**

**under the**

**“Integrated, Sustainable and Low Emission Transport in the Maldives Project”**

**Issued on: 15<sup>th</sup> June 2023**

**Issued By: Integrated, Sustainable and Low Emission Transport in the Maldives**

Project Management Unit

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## SCHEDULE OF CRITICAL DATES

ACTIVITY	ACTION DATE
Advertisement for proposals	15 <sup>th</sup> June 2023
Release of Request for Proposal	15 <sup>th</sup> June 2023
Last day to submit queries	22 <sup>th</sup> June 2023 before 12:00 PM (local time)
Deadline to submit proposals	09 <sup>th</sup> July 2023 before 10:00 AM (local time)

## SUBMISSION REQUIREMENTS

1. The following related documents shall be submitted for the bids to be considered sufficiently responsive.
2. Applicants should submit their proposals containing the following documents and applicable Technical Proposal – Standard Forms and Financial Proposal – Standard Forms under ANNEX A.

### **Technical Proposal – Standard Forms**

1. Completed Proposal submission form – (Tech Form 1)
2. A summary of the work plan for the deliverables in Chapter 7 of this TOR, must be presented in the format in Work Schedule (Tech Form 2) showing in the form of a Gant chart, the timing proposed for each activity.
3. Curriculum Vitae (CV) of the Consultant (required experiences and other experiences relevant to this TOR must be specified clearly or highlighted in the format given) – (Tech Form 3)
4. Letter of commitment to undertake the project (Tech Form 4).
5. Copies of academic certificates and work references letters of Consultant.
6. Copy of Business (sole proprietorship/company/partnerships/institutions/joint venture) registration certificate
7. Tax Registration documentation
8. SME Registration documentation – (if Applicable)
9. Joint Venture Partner Information form if applicable – (Tech Form 5)
10. If more than one party wishes to show interest as a JV, Joint Venture or Association Agreement between the parties needs to be provided. Letter from bidder stating clearly the leading primary and secondary company
11. Copy of GST Registration certificate issued by Maldives Inland Revenue Authority – (if applicable)
12. If firms are applying - Profile of the firm and any partner, consortium and sub-contractors. Letter from bidder stating clearly the leading primary and secondary company

### **Financial Proposal – Standard Forms**

1. Completed proposal submission form (Fin Form 1)
2. Completed financial breakdown form (Fin Form 2)
3. Financial Situation (Fin Form 3) – (If applicable)
4. Average Annual Turnover (Fin Form 4) – (If applicable)
5. Financial Resources (Fin Form 5) – (If applicable)
6. Line of Credit Letter (Fin Form 6) – (If Applicable)

7. Financial Statement of the business for the year 2021,2022 – (If applicable) *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)*

### **Note**

1. All bidders should clearly identify a key person (herein referred to as the 'Consultant') for carrying out the task. For bids submitted by joint venture/company/partnerships/institutions, the key person signed in Tech Form 4 will be considered for the evaluation process.
2. If a Sole Proprietorship is interested in submitting proposal for this assignment the proposed Key person should be the owner of the Sole Proprietorship.
3. If bidder fails to submit any of the above listed document, their proposal will not be considered for further evaluation.
4. After Evaluation, if the highest scoring party is an International Consultant, the bidder will be asked to obtain an Employment approval from the Ministry of Economic Development, Maldives

## **1. INTRODUCTION**

The Government of Maldives has received funding from the Global Environment Facility (GEF) for the project "Integrated Sustainable and Low Emission Transport in the Maldives". The Government intends to apply part of the proceeds towards development of an Integrated Transport Master Plan for Greater Male' Region for the Project.

The objective of the project is to promote an integrated, sustainable and low-emissions transport system and reduce GHG emissions and air pollution from the transport sector as well as address energy security by reducing fossil fuel imports. The project will result in an integrated urban and transport plan that leads to enhanced coordination among various government stakeholders and development of projects to enhance mobility for the residents with public and low emission transport infrastructure. The visibility of demonstration of the projects for e-buses and e-bike sharing schemes backed with the campaigns to create awareness of users, the benefits for sustainable low-emission transport options is expected to create a buy-in among policy makers and stakeholders to scale of investments in sustainable low emission transport options. The project will support development of measurable, reportable, and verifiable (MRV) system to measure emissions and reduction. This system will track and assess the benefits/ impacts of sustainable low-emissions transport options. This increased information and its tracking on use of sustainable low-emission transport will create greater awareness of benefits in policy makers and users to continuously integrate new and emerging sustainable and low-emission transport options. Information from demonstration projects and tracking of information on use of sustainable low-emission transport will create greater awareness of benefits in policy makers and users

The proposed project is structured across three components, which are necessary to address the barriers and facilitate the successful implementation of the baseline efforts to achieve an integrated, sustainable, and low-emissions transport system:

- Component 1: Institutionalization of integrated sustainable low-carbon transport and development of regulatory framework and policies
- Component 2: Short-term barrier removal and scaling-up investments through low-emission sustainable transport demonstrations

- Component 3: Preparing for scale-up, monitoring, awareness creation and replication of integrated sustainable low-emission transport

An MoU signed by the Ministry of Transport and Civil Aviation (MoTCA) and Ministry of Environment, Climate Change and Technology (MECCT) regarding the implementation of some of the components of the Project and the Constant will be working closely with MoTCA to deliver this component of the Project.

## **2. OBJECTIVE OF THE CONSULTANCY**

The main objective of this consultancy service is to develop an Integrated Urban Transport Mater Plan for Male ‘Urban Region’. The document should be able to relate to transport sectors and its interaction with the sectors related to urban planning, environment, energy and finance and other related in the Male’ Urban Region, reviewing any available documentation such as National Development plan for Regional Integrated Transport and sector related urban infrastructure and other related policies and documentation. The Master Plan for Male’ Urban Region will drive the Development National Mobility Plan to drive electric vehicle adoption in road and sea passenger transport and Localization of National Transport Master Plan with a focus on improved control interventions and policies on Vehicles, Traffic and Parking and Localization to Male’ Region for specific interventions, including integration of e-Bus and e-Bike, walkability and usages of road space for disabled, children and peoples with special needs deployment.

The Consultant/Agency will be guided by the MOTCA, and would also be working closely with project PMU and experts working in the Project.

## **3. SCOPE OF WORK**

The consultancy involves the following roles, responsibilities and deliverables:

1. Develop a comprehensive Land Transport Master plan for Greater Male' Region for a period of 10 years for the connectively of both Passengers and Goods in the region .
2. Review current state and long-term vision for transportation by analysing the overall transportation system in a strategic manner. Actively participate in the inception stage, facilitating initial discussions and workshops and taking the lead with respect to identification of the funding envelope available for transport infrastructure, and contributing to the inception report.
3. Provide information and analysis towards the development of strategies for the transport sector in Male' Urban Region in consultation with relevant government agencies. Be responsible for the development of demand forecasts (by mode of transport), linking changes in demand to likely evolution of gross domestic product and predicted demographic change.
4. Provide inputs to MoTCA related to planning and scheduling of projects across vehicle segments and the Male' Urban Region.
5. Develop a roadmap or strategy for establishment of public transport system in Male' Urban Region
6. Provide technical inputs regarding transport network development projects in Male' Urban Region. What are the best alternatives and modes of transport to be adapted to ease the road congestion, harbour congestion. Explore all modes of transport options (both land and sea) possible for existing and future developments, such as the new link which connects to Villimale', Gulhifalhu and Thilafushi (i.e trams, trains etc) take the lead with respect to the collection, compilation, and analysis of all information relating to transport demand and supply networks, compiling a series of Microsoft Excel and geographic information system files containing data (for each mode of transport) relating to the state of existing transport networks, current transport demand, and projects under implementation or in planning.
7. Assessment of existing policies/programs and institutions (including any legal limitations) around urban transport and its interaction with the agencies related to transportation and mobility in urban transport planning/urban transport engineering, environment, energy, finance and gender to identify the gaps in the sector.
8. Providing recommendations on policies regarding covering fiscal and non-fiscal policies, such as tax regulations and incentives on transport, eco-labelling of vehicles, public transport, cycling and walking, land-use plan and ordinances on sustainable urban and transport planning developed.
9. Develop a comprehensive Mobility Plan for Male' Urban region including its connectivity links.
10. Promote an integrated, sustainable and low-emissions transport system and reduce GHG emissions and air pollution from the transport sector as well as address energy security by reducing fossil fuel imports.

11. Management and reduce the environmental impact through emission control. Strategic framework for national mobility plan, to drive integrated, sustainable and low emission transport adoption. Ensure that governments plan to reach net zero by 2030 is implemented through lowering emissions from land transport sector.

The Masterplan should be developed with wider consultation with key relevant authorities, agencies, sectors and should also look into but not limited to the following areas in the final report.

1. Assessment of the existing situation around the urban transport sector including institutional capacities and legal issues and identify gaps within the related institutions, administration and legal system.
2. Address gender strategy for gender sensitive development of sustainable low-emission transport system as per the Gender Action Plan of the Project
3. Evaluate the impacts of projects to ensure compliance with environmental safeguard policies.
4. Review the current roads designs and recommend cycling lanes and pedestrian-friendly routes.
5. How to integrate the Master Plan with other transportation planning and other strategic plans.
6. Methods on regulating emission standards and Road worthiness system and way forward towards reaching Low Emission Transport in Male' Urban Region.
7. Address the current congestion management framework.
8. Establishing vehicle age limit and development of a phase out plan and implementation.
9. Standards to bring about the vehicle quota system and certificate entitlement in the Region.
10. Methodology for parking arrangement.
11. Online vehicle registration mechanism.
12. Method to manage the vehicle number plate in accordance with international standards embedding high features for the security and authenticity management of the vehicle.
13. Develop Public Transport Improvement plan with emphasis on optimizing the transportation system.
14. Planned road improvements to ensure movement of goods, relieve traffic problem.
15. Framework for establishment of meter system in taxi services.
16. Implementation Programs with specific targets to be achieved and review dates of the Proposed Masterplan.
17. Give input to development of Integrated Sustainable and Low Emission Transport in the Maldives (under the MECCT) with focus on improvement of the overall project.

## **18. EXPECTED DELIVERABLES**

1. Assessment of existing policies/programs and institutions (including any legal limitations) around urban transport and its interaction with the agencies related to transportation and mobility in urban planning, environment, energy, finance and gender to identify the gaps in the sector.
2. Analysis report including sectoral setup to manage Male' Urban Transport Sector, including the institutional framework and strengthening required to achieve the Master Plan proposed
3. Comprehensive Integrated Male' Region Urban Transport Masterplan for 10 years, including institutions, regulatory legal setup and review periods and plans. Masterplan should look into all modes of transport, (which includes futuristic modes, including the growing trends and dynamics of e-mobility and the supporting infrastructure and other requirements of e-mobility in the Male' Urban Region which may come into play within the 10-year plan period) walkability and comprehensive mobility plan.
4. Identify all human capital, resources and training needs and Institutional setup recommendations and linkages with all key players of the transport in Male' Urban Region which is required for the full implementation of the plan.
5. Planning and Schedule for the Implementation Final Integrated Male' Region Urban Transport Masterplan and Review process for any changes for the Final Integrated Male' Region Urban Transport Masterplan within the 10 Year Plan period

## **19. EXPECTED DELIVERABLES (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"



Item	D. #	Key Item	Details	Duration	End Product	Payment Schedule	
1		Inception Meeting	Inception meeting to ensure that the work is aligned with the scope of this TOR	Week 1	<ul style="list-style-type: none"> <li>Inception Meeting Report</li> <li>Final Workplan</li> </ul>	5%	
	1	<b>Assessment of existing policies/programs and institutions (including any legal limitations) around urban transport and its interaction with the agencies related to transportation and mobility in urban planning, environment, energy, finance and gender to identify the gaps in the sector</b>					
2	1.1	Technical Meeting with Stakeholders	Conduct meetings with stakeholders (MOTCA, MECCT, MTCC, MNPHI, LGA, MED, Maldives Customs Services, Maldives Police Services, MoH(WHO), UNICEF, HDC, MACL, MPL, Gender Ministry, Stelco, MWSC, RDC, City Council, etc) to analyse gaps in the existing policies/programs and institutions (including any legal limitations) with regard to urban transport and its interaction related to urban planning, environment, energy and finance.	Week 2		20%	
3	1.2	Draft Report on the Existing Policy Assessment	Communicate with relevant stakeholders and prepare the draft report as per deliverable 1.				
4	1.3	Review Meetings of draft report if required.	Conduct inter agency meetings identify the comments and required input for deliverable 1.				

5	1.4	Validation of the Document	Incorporating the comments for the draft report.		<ul style="list-style-type: none"> <li>• Final Report on the Assessment of the Gaps and Existing policies/programs and institutions (including any legal limitations) on Urban Transport and its Interaction in Male' Region.</li> </ul>
6	1.5	Submission of the final report on the Gaps and Existing Policy/program Assessment	Final report on Existing Policy Assessment submitted and approved by MOTCA		<ul style="list-style-type: none"> <li>• Final submission of Existing Policy Assessment in English</li> </ul>
<b>2. Analysis report including sectoral setup to manage Male' Urban Transport Sector, including the institutional framework and strengthening required to achieve the Master Plan proposed</b>					
7	2.1	Sharing the Findings with MOTCA and all relevant stakeholders	Communicate with relent stakeholders and prepare the review and advise to develop an integrated transport master plan		<ul style="list-style-type: none"> <li>• Existing condition of the projected area</li> <li>• Demand forecast</li> <li>• Alternative plans</li> <li>• Land use development patters/ transport scenarios</li> <li>• Urban transport Development strategies</li> <li>• Future traffic Demand and evaluation of transport development</li> </ul>

					<ul style="list-style-type: none"> <li>scenarios</li> <li>• Road network improvement plan</li> <li>• Public transport improvement plan</li> <li>• Improvement plan for traffic control management and safety</li> <li>• Economic, social and environmental evaluation</li> </ul>	
8	2.2	Draft of the analysis report and share with MOTCA	Communicate with relevant stakeholders and prepare the draft report.			15%
9	2.3	Incorporating comments to the final analysis report	Incorporate the comments required to finalise for the Integrated Transport Master Plan			
10	2.4	Final analysis report.	Incorporate the comments required to finalise to the “review and advise to develop Integrated Transport Master Plan.”		<ul style="list-style-type: none"> <li>• Final Report of “Recommendations to develop Integrated Transport Master Plan (including intermodal integration, digitalization and common access/payment card,</li> </ul>	

					eco-system for non-motorized transport)” in English Final Report on the on the “review and advise to develop Integrated Transport Master Plan.”
<p><b>3. Comprehensive Integrated Male’ Region Urban Transport Masterplan for 10 years, including institutions, regulatory legal setup and review periods and plans. Masterplan should look into all modes of transport, (which includes futuristic modes, including the growing trends and dynamics of e-mobility and the supporting infrastructure and other requirements of e-mobility in the Male’ Urban Region which may come into play within the 10-year plan period) walkability and comprehensive mobility plan.</b></p>					
11	3.1	Identifying the status of the greater Male region based on the gap analysis	<p>To conduct comprehensive survey on the key components included in the TOR scope and more emphasized on the following:</p> <ul style="list-style-type: none"> <li>- Public Transport</li> <li>- Individual Transportation modes</li> <li>- Pedestrian</li> <li>- Congested areas in greater Male’ in the form of a heat map</li> <li>- Linkages of Sea Transport, Land Transport and Air Transport</li> </ul>		<ul style="list-style-type: none"> <li>• Baseline data</li> <li>• Overview of transport modes</li> <li>• Traffic demand forecast</li> <li>• Summary of Key Road network issues</li> <li>• Existing bus routs</li> <li>• Travel Speed</li> <li>• Population projection</li> <li>• Existing Land use</li> <li>• Growth Centers</li> <li>• Economic distributions</li> <li>• Trip rates</li> <li>• Bus fares</li> </ul>

25%

12	3.2	Submission of the survey report, recommendation and Initial Draft and Concept Format of Masterplan	Passing of document to key stakeholders for comments.		<ul style="list-style-type: none"> <li>• Urban development scenarios</li> <li>• Flow for development of masterplan</li> <li>• Growth of development of masterplan</li> <li>• Preferred transport networks</li> <li>• Proposed road network/sea routes</li> <li>• Role of traffic control, management and safety improvement plan within the urban Transport Development vision and strategy. (Both Land and Sea)</li> <li>• Industrial and commercial development in greater Male' region</li> <li>• Proposed standard cross sections of roads and access linkages.</li> <li>• Location of bus stations</li> <li>• List of priority projects</li> <li>• Truck routs</li> </ul>
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					<ul style="list-style-type: none"> <li>• Feeder routs</li> <li>• Any other key element of a combined Transport Master Plan for the island situation</li> </ul>
13	3.2	Concept approval and Comments	Forwarding of Comments to the Consultant by MoTCA		
14	3.3	Second Draft of Masterplan	Passing of document to key stakeholders for comments.		
15	3.4	Final Comments of the Masterplan	Forwarding of Comments to the Consultant by MoTCA		
16	3.5	Submittal of Integrated Male' Region Urban Transport Masterplan for 10 years			
17	3.6	Approval			Integrated Male' Region Urban Transport Masterplan for 10 years

	<b>4. 4. Identify all human capital, resources and training needs and Institutional setup recommendations and linkages with all key players of the transport in Male' Urban Region which is required for the full implementation of the plan.</b>					
18	4.1	Identify the key focus areas to focus in this Deliverable.	Conduct meetings with stakeholders to identify the key focus areas, resources required and review available documents		<ul style="list-style-type: none"> <li>Detailed Meeting Minutes nEnglish</li> </ul>	15%
20	4.2	Sharing the findings with relevant stakeholders.	Conduct meetings with stakeholders and general public in a forum to share the findings and obtain their view.			
21	4.3	Draft of Report on Deliverable 4				
22	4.4	Comments on the Deliverable 4.	Incorporate the comments required to finalize the review and advise on the integrated Transport Master Plan.			
23	4.5	Second draft of Deliverable 4.				
	4.6	Final Comments on the Deliverable 4.				

24	4.7	Submittal of the Final Report on all human capital, resources and training needs and Institutional setup recommendations and linkages with all key players of the transport in Male' Urban Region which is required for the full implementation of the plan.			
26	4.8	Approval of Report on Human capital, resources, training needs and Institutional setup recommendations and linkages with all key players of the transport in Male' Urban Region which is required for the full implementation of the plan.			<ul style="list-style-type: none"> <li>• Final Report on Human capital, resources and training needs and Institutional setup</li> </ul>
<p><b>5. Planning and Schedule for the Implementation Final Integrated Male' Region Urban Transport Masterplan and Review process for any changes for the Final Integrated Male' Region Urban Transport Masterplan within the 10 Year Plan period</b></p>					



26	5.1	Draft on Deliverable 5			
27	5.2	Comments on the Deliverable 5.			
28	5.3	Second draft of Deliverable 5			
29	5.4	Final Comments on the Deliverable 5.			
30	5.5	Submittal of the; a) Planning and Schedule for the Implementation of Integrated Male' Region Urban Transport Masterplan within the 10 Year Plan period. b) Review process			

15%

Consultancy for Development an Integrated Transport Master Plan for Male' Urban Region

		for any changes of Final Integrated Male' Region Urban Transport Masterplan within the 10 Year Plan period			
31	5.6	Approval of both Documents A and B			<ul style="list-style-type: none"> <li>• Planning Schedule and Review process for the Implementation Final Integrated Male' Region Urban Transport Masterplan</li> </ul>
32	5.7	Conclusion of the Consultancy Assignment.			5%

This assignment is designed to be delivered within the total contract period on tasks basis. Thus, the final work plan will be decided during the contract negotiation period based on the consultant recommendations and the needs of the tasks.

### **3. QUALIFICATION AND EXPERIENCE**

The Consultant is expected to fulfil the following criteria in terms of expertise and qualifications and should possess the required experience, resources and capabilities in providing the services necessary to meet the requirements, as described in this RFP.

The Bid must be complete in all respects and should cover the entire scope of work as stipulated in this document. Parties who do not meet the Eligibility Criteria will not be considered for further evaluation.

The Candidate must possess at least:

- a) Master's degree in urban transport planning, urban development/urban engineering, environmental science, or a related field
- b) Candidate must have professional experience and track record working in the urban planning/engineering, energy or transport sector of at least 8 years.
- c) Candidate must have at least 5 years of experience with urban transport and related activities, including policy, infrastructure, financing and technology aspects.
- d) Candidate should have experience of policy analysis considering sustainable development goal co-benefits and potential negative impacts.
- e) Candidate must have a background in urban transport planning and public transportation related matters.
- f) Candidate must have proven sound knowledge of the dynamics/trends of e-mobility, issues and perspectives including a range of policy options, support infrastructure to gear towards these trends and possibilities in relation to Small Island Countries.
- g) Candidates should be fluent in the English Language with excellent analytical and communication skills. He/she must be computer proficient in MS Office Suite, google drives, etc.
- h) Experience working with donor and governmental agencies internationally.
- i) The ability to collect and manage data and develop transparent evidence bases supporting and tracking the policies developed.
- j) Experience working with donor and governmental agencies internationally

### **20 OTHER SKILLS**

- a) The ability to control the consultation process and create synergy of the group/subgroups to complete the consultation effectively and efficiently.
- b) The ability to work with international experts, to meet strict deadlines and plan the work according to priorities.

- c) The ability to adapt to local context in preparation of all required deliverables. This may include policy terminology, basic understanding of local stakeholders and other relevant matters.

## **21 WORKING ARRANGEMENT**

Under the MOU signed by the Ministry and Ministry of Transport and Civil Aviation (MoTCA) and Ministry of Environment, Climate Change and Technology (MECCT) the Consultant will be supervised by MoTCA and is expected to work closely with the MoTCA.

The consultant should carry his/her task with MoTCA and also with the Project Management Unit to the Project. The consultant should carry out his/her tasks in accordance with the rules and procedures of the Government of Maldives.

All meetings should be held with the related authorities/agencies and stakeholders physically or virtually and proper minutes of such meetings should be kept.

## **22 DURATION OF THE CONSULTANCY**

The Consultant must be available to commence the services upon signing of the contract and will be hired for a period of Twelve (12) calendar months from the date of contract signing. If required, the contract can be extended for a period agreed between both the client and the consultant.

If required, the contract can be extended for a period agreed between both the client and the consultant.

## **23 DUTY STATION**

The consultant is expected to be stationed with in the MoTCA and will be provided with all working hardware and necessary support.

## **24. REPORTING AND PAYMENT**

- a) All reports shall be submitted as stipulated in the deliverables and all reports will be submitted as drafts and upon review by the MoTCA and receiving comments of MoTCA final reports shall be submitted.
- b) The Consultant will work in close collaboration with MoTCA
- c) All draft documents should be in Microsoft Word and all final documents in Adobe Acrobat forma
- d) Any Field Visit Report / Workshop Reports must be submitted no later than 7 days after each field visit.
- e) All field data and photo/video shall be transferred to client and will be property of client.
- f) The payments shall be contingent upon the successful completion of the deliverables/milestones as outlined in the TOR.

## **25. QUERIES**

For any queries, please email to [procurement@environment.gov.mv](mailto:procurement@environment.gov.mv) copied to [islet@environment.gov.mv](mailto:islet@environment.gov.mv) before 12:00hrs of 22<sup>th</sup> June 2023

## 26. EVALUATION CRITERIA

Details	Maximum points
<b>Adequacy of the proposed workplan</b>	<b>[10]</b>
Tentative workplan	[10]
<b>Qualification Skills and Experience</b>	<b>[90]</b>
Qualifications and skills [25] points for minimum Master's degree in urban transport planning/urban transport engineering, transport engineering or a related field, [05] points for above Master's degree [05] points for proficiency in English is required	[30]  [05]
General Professional Experience [10] points for minimum 08 years' experience in Urban Transport Sector, [01] point for each additional year up to 5 years	[15]
Specific Professional Experience [15] points for minimum 05 years of demonstrated experience working with urban transport planning, including policy, infrastructure, financing and technology aspects, [01] point for additional year up to 5 years	[20]
[10] points for demonstrated experience working with policy analysis considering sustainable development goal co-benefits and potential negative impacts	[10]
[10] points for demonstrated experience working with environment related transport matters with a sound knowledge of current public transport systems, electric mobility issues, trends and perspectives, including a range of policy options and possibilities as it relates to Small Island Countries	[10]

### 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:  
 $S_f = 100 \times F_m / F$ , 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 Evaluation

- The formula for determining the financial scores is the following:  $S_f = 100 \times F_m / F$ , 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 40,000.00, for the year 2021, 2020 and 2019.  
(or)
- To be eligible the financial statements of the bidding party must show, Minimum value of MVR 40,000.00, for liquid asset, for the year 2021, 2020 and 2019.  
(or)
- For business to be eligible the business’s bank statement must show a credit balance of minimum MVR 40,000.00  
(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 6. (credit limit shall be no less than MVR 40,000.00

## 27. ADDITIONAL INFORMATION

Documents and data provided by the government for the purpose of this assignment which is not of public nature shall be considered confidential and should not be disclosed to any other party. All products produced as part of this assignment and shall be handed over to the PMU at the completion of the contract and will become the sole property of MOTCA MECCT.

## 28. SUBMISSION

ACTIVITY	ACTION DATE
Advertisement for proposals	15 <sup>th</sup> June 2023
Release of Request for Proposal	15 <sup>th</sup> June 2023
Last day to submit queries	22 <sup>th</sup> June 2023 before 12:00 PM (local time)
Deadline to submit proposals	09 <sup>th</sup> July 2023 before 10:00 AM (local time)

<b>Bid Submission</b>	<b>On or Before 09<sup>th</sup> July 2023 – 10:00hrs local time</b>
Bid Opening	On 09 <sup>th</sup> July 2023 – 10:05hrs local time Proposals will be opened in the presence of the proponents’ representatives who choose to be present at the address below at the time of proposal opening.
Submission Instruction	Proposals must be delivered in sealed envelopes titled “Do not Open Before 09 <sup>th</sup> July 2023 10:05 hours – Consultancy for Development an Integrated Transport Master Plan for Male’ Urban Region 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

	<p>Website: <a href="http://www.environment.gov.mv">www.environment.gov.mv</a></p> <p>Project Name: Integrated, Sustainable and Low Emission Transport in the Maldives</p>
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## ANNEX A

### TECH FORM 1 – Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

We, the undersigned, would like to express my Interest for the position of ‘**Consultancy for Development an Integrated Transport Master Plan for Male' Urban Region under the “Integrated, Sustainable and Low Emission Transport in the Maldives Project”**’in accordance with your Request for Proposal Ref: (IUL)438-ENV/438/2023/284, dated **15<sup>th</sup> June 2023**.

We are hereby submitting my Proposal, which includes all required documents as per Request for Proposal.

We 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, we undertake to negotiate on the basis of the proposed fees. The Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the services and fulfil the terms and conditions related this contract.

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of joint venture/company/partnerships/institutions/sole proprietor:

Address



**TECH FORM 2 – Work Schedule**

<b>Work Schedule for Consultancy for a ‘Consultancy for Development an Integrated Transport Master Plan for Male' Urban Region</b>																	
Description	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 52
Activity																	
_____																	
_____																	
_____																	

**TECH FORM 3 – Curriculum Vitae (CV)/Experience**  
**(Strictly follow the format given)**

1. **Name of Company:** *[Insert name of company proposing the staff (if applicable)]:*
2. **Name of staff:** *[Insert full name]:*
3. **Date of birth:**
4. **Education** *[Indicate college/university and other specialized education, giving names of institutions, degrees obtained, and dates of obtainment]:*
5. **Membership of professional associations:**
6. **Other Training:**
7. **Languages** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:*
8. **Experience/ employment record** *[Starting with present position, list in reverse order every employment held since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]*

- a. From [Month/Year] – To [Month/Year]:
- b. Employer:
- c. Positions held:

**9. Summary of projects/assignments undertaken/ role**

- a. Name of project/ assignment:
- b. Experience classification: General / specific
- c. Scope of project/ assignment:
- d. Role/ Position undertaken:
- e. Period of Consultation:

**10. Past commitments in projects with the Ministry of Environment Climate Change and Technology and Ministry of Transport and Civil Aviation.**

- a. Name of the Contract/Project:
- b. From [Month/Year] – To [Month/Year]:
- c. Positions held:
- d. Summary of role:

## TECH FORM 4 – Letter of Commitment

[ Location, date]

To: [Name and address of Client]

Ref no: \_\_\_\_\_

Dear Sir/Madam,

We are/I am writing to confirm my availability to provide services as the for **‘Consultancy for Development an Integrated Transport Master Plan for Male' Urban Region for the Integrated, Sustainable and Low Emission Transport in the Maldives Project’** Project – Ref: (IUL)438-ENV/438/2023/284, dated **15th June 2023 for** the Ministry of Environment, Climate Change and Technology.

I undertake, if this proposal is accepted, to complete and deliver the whole of the services assigned to me in the scope of services.

I undertake, if this proposal is accepted upon receipt of the Ministry of Environment, Climate Change and Technology’s notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,

Name:

Passport No. / National ID No:

Date:

Signatory:

### TECH FORM 5 – Joint Venture Partner Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below].

Date: [insert date (as day, month and year) of Bid Submission]

Procurement Reference No.: [insert reference]

Page \_\_\_ of \_\_\_ pages

1. Bidder's Legal Name:	<i>{insert Bidder's legal name}</i>
2. JV's Party legal name:	<i>{insert JV's Party legal name}</i>
3. JV's Party Country of Registration:	<i>{insert JV's Party country of registration}</i>
4. JV's Party Year of Registration:	<i>{insert JV's Part year of registration}</i>
5. JV's Party Legal Address in Country of Registration:	<i>{insert JV's Party legal address in country of registration}</i>
6. JV's Party Authorized Representative Information	
Name:	<i>{insert name of JV's Party authorized representative}</i>
Address:	<i>{insert address of JV's Party authorized representative}</i>
Telephone/Fax numbers:	<i>{insert telephone/fax numbers of JV's Party authorized representative}</i>
Email Address:	<i>{insert email address of JV's Party authorized representative}</i>
7. Attached are copies of original documents of: <i>{check the box(es) of the attached original documents}</i>	
<ul style="list-style-type: none"> <li>- Articles of Incorporation or Registration of firm named in 2, above.</li> <li>- In case of government owned entity from the Republic of Maldives, documents establishing legal and financial autonomy and compliance with commercial law.</li> </ul>	

## FIN FORM 1 – Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

We, the undersigned, offer the Express of Interest for the ‘**Consultancy for Development an Integrated Transport Master Plan for Male' Urban Region for the Integrated, Sustainable and Low Emission Transport in the Maldives Project**’ - Ref: (IUL)438-ENV/438/2023/284, dated **15th June 2023** in accordance with your Request for Proposal dated [xxx] and Technical Proposal. The 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.

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

We undertake, if my Proposal is accepted, to initiate the services and fulfil the terms and conditions related this contract.

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of joint venture/company/partnerships/institutions/sole proprietor:

Address:

**FIN FORM 2 – Financial Breakdown Form**

No.	Description	MVR
1	Inception Report	
2	Assessment of existing policies/programs and institutions (including any legal limitations) around urban transport and its interaction with the agencies related to transportation and mobility in urban planning, environment, energy, finance and gender to identify the gaps in the sector.	
3	Analysis report including sectoral setup to manage Male' Urban Transport Sector, including the institutional framework and strengthening required to achieve the Master Plan proposed	
4	Comprehensive Integrated Male' Region Urban Transport Masterplan for 10 years, including institutions, regulatory legal setup and review periods and plans. Masterplan should look into all modes of transport, (which includes futuristic modes, including the growing trends and dynamics of e-mobility and the supporting infrastructure and other requirements of e-mobility in the Male' Urban Region which may come into play within the 10-year plan period) walkability and comprehensive mobility plan.	
5	Identify all human capital, resources and training needs and Institutional setup recommendations and linkages with all key players of the transport in Male' Urban Region which is required for the full implementation of the plan.	
6	Planning and Schedule for the Implementation of Final Integrated Male' Region Urban Transport Masterplan and Review process for any changes for the Final Integrated Male' Region Urban Transport Masterplan within the 10 Year Plan period	
	<b>Total</b>	
	<b>Tax</b>	
	<b>Total with Tax</b>	

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

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

Note: The total contract price should be quoted inclusive of all taxes as per the GST Legislation and Circulars where applicable.

Authorized Signature and Stamp:

**FIN FORM 3 – Financial Situation**

Each Applicant must fill in this form

Financial Data for Previous 3 Years [MVR Equivalent]			
	Year 2022:	Year 2021:	Year 2020:

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			
<p><input type="checkbox"/> 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.</p> <ul style="list-style-type: none"> <li>• All such documents reflect the financial situation of the Bidder.</li> <li>• Historic financial statements must be complete, including all notes to the financial statements.</li> </ul> <div style="background-color: #e0e0e0; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> <li>• Historic financial statements must correspond to accounting periods</li> </ul> </div>			

**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
2020		
2019		
2018		
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/supplier issuing the letter) 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 equity)	Estimated completion date	Average monthly invoicing over last six months (MVR/month)
1.					
2.					
3.					
4.					
5.					