



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

Republic of Maldives

**TERMS OF REFERENCE**

**(IUL)438-ENV/438/2023/479**

**CONSULTANCY FOR THE DEVELOPMENT OF A MASTER PLAN FOR THE  
RESTORATION AND MANAGEMENT OF N. KENDHIKULHUDHOO PROTECTED  
AREAS**

**Issued on: 10<sup>th</sup> October 2023**

**Issued By: Protected Areas Section, Environment Management and Conservation Department,  
Ministry of Environment, Climate Change and Technology**

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**i. SCHEDULE OF CRITICAL DATES**

<b>Activity</b>	<b>Action Date</b>
Advertised date	10 <sup>th</sup> October 2023
Pre-bid meeting date	18 <sup>th</sup> October 2023
Deadline for submission of queries	16 <sup>th</sup> October 2023 10:00
Deadline for bid clarification	19 <sup>th</sup> October 2023 14:00
Deadline for proposal submission	26 <sup>th</sup> October 2023 10:00

**ii. SUBMISSION REQUIREMENTS**

The following related documents shall be submitted for the bids to be considered sufficiently responsive, unless stated otherwise in the notes.

Applicants should submit their proposals (**1 stamped hard copy and 1 scanned soft copy**) containing the following documents and applicable Technical Proposal – Standard Forms and Financial Proposal – Standard Forms in ANNEX B.

a.	<b>Technical Proposal – Standard Forms</b>
	Proposal submission form (signed by the owner of the entity or person with power of attorney to sign) – <b>Tech Form 1</b>
	Approach, Methodology and Work Plan – <b>Tech Form 2</b>
	A summary of the work plan must be presented as a Gantt chart indicating the proposed time and duration for each activity, as shown in Work Schedule – <b>Tech Form 3</b>
	Curriculum Vitae (CV) of both Lead Experts and other relevant technical team members (required experiences and other experiences relevant to this TOR must be specified clearly or highlighted)– <b>Tech Form 4</b>
	Attested copy of academic certificates of both Lead Experts.
	Reference letters and/or published document copy/links to documents demonstrating experiences listed in this TOR for both Lead Experts. Reference letters should contain active contact details such as email and mobile number to contact for verification.
	Completed <b>Letter of Commitment</b> (signed by the two Lead Experts) – <b>Tech Form 5 &amp; 6</b>
	Copy of Business (company/partnerships/institutions/sole proprietorship) registration certificate.
	Copy of GST Registration certificate issued by MIRA (Maldives Inland Revenue Authority) – if registered.

	Tax payer registration Certificate / Notification Copy – if registered.
	SME Registration Certificate (If any).
b.	<b>Financial Proposal – Standard Forms</b>
	Financial Proposal Submission Form (signed by the owner of the entity or person with power of attorney to sign) – <i>Fin Form 1</i>
	Financial Breakdown Form – <i>Fin Form 2</i>
	Details of Financial Situation (if applicable) – <i>Fin Form 3</i>
	Financial statements of the business for the year 2022, 2021 and 2020 (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).
	Average Annual Turnover – <i>Fin Form 4</i>
	Financial Resources – <i>Fin Form 5</i>
	Line of Credit Letter (Applicable if company does not meet requirements in its revenue or financial resources) – <i>Fin Form 6</i>
	Current Contract Commitments / Work in Progress – <i>Fin Form 7</i>

**Note 01: Businesses that have not completed one year (from date of business registration to date of bid announcement) do not have to submit FIN FORM 4, FIN FORM 5, FIN FORM 6 or financial statements for the year 2021, 2020 and 2019 and are only required to submit a bank statement from date of account opening to date of bid announcement.**

**Note 02: All bidders should clearly identify the Lead experts (herein referred to as the ‘Team Leader’ and ‘Engineer’) carrying out the task. For bids submitted by Company/Institution/Organization, the Lead experts signed in Form 5 and 6 will be considered for the evaluation process.**

**Note 03: If bidder fails to submit any of the necessary documents, their proposal may not be considered for further evaluation.**

**Note 04: 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 Ministry of Environment, Climate Change and Technology has received funding for the development of nature based recreational facilities in N. Kendhikulhudhoo protected area. The government intends to apply part of the proceeds towards designing a master plan for the restoration and management of the area. The development of a master plan, management plan, and restoration and rehabilitation plan for N.Kendhikulhudhoo protected areas will contribute to sustainable development, improved livelihood and conservation of the mangroves and wetlands in the island.

## 2. PROJECT BACKGROUND

The Republic of Maldives is an archipelago comprised of 1,190 coral islands in 26 natural atolls over an area of about 750 km on a North-south axis and 120 km on an east-west axis. The land area of the Maldives accounts for about 1% of the country's territory. The Maldives islands are low lying land areas with an average height above sea level of 1.8 meters (m).

The country has been undertaking measures to conserve its natural environment. Protection of 15 dives sites in 1995, under the Environment Protection and Preservation Act (Law no: 4/93), initiated the conservation efforts leading today to 79 areas to be legally protected, with 3 atolls designated as UNESCO Biosphere Reserves.

Kendhikulhudhoo located on the eastern rim of Noonu atoll houses a mangrove ecosystem, which includes 4 interconnected water bodies running along the eastern side of the island. The area was protected under the Environment Protection and Preservation Act (Law no: 4/93) in 2019 ((IUL)438-ENV/438/2019/150), which also protected 10 other areas in the Boduthiladhummathi atoll, the 4 northern most atolls of the Maldives.

The mangrove plants of the island support a healthy population of Kandoo (*Bruguiera cylindrica*), Ran'doo (*Rhizophora mucronata*) and Karamana (*Ceriops tagal*) which create an ideal roosting habitat for a number of protected birds including Iruvaihudhu (*Bubulcus ibis*) and Dhandifulhu Dhooni (*Phaethon lepturus*). These ecosystems provide services such as ground water lens regulation, flood relief and carbon sequestration, essential in combating climate induced traumas to the natural cycles.

Wetland mangrove systems offer protection from climate-change related risks including protection to the island from sea swells and flooding by acting as natural buffer and drainage system. Moreover, these ecosystems also provide carbon sequestration, essential in combating climate induced traumas to the natural cycles. The sustainable use of these ecosystems is vital in the race against the triple planetary crisis the world is facing. Perception of the community plays an important role in the prioritization and assignment of usage for these key habitats.

Protecting these niche ecosystems improves natural resilience to climate induced impacts. The contemporary approach in protecting these ecosystems is to integrate conservation, management, and ecotourism to maintain a balance between human interaction and the natural systems.

There has already been attempts at making the mangroves of Kendhikulhudhoo more appealing to the community, with establishing recreational facilities near and around the waterbodies for community use. The project will also support implementation of the developmental targets and priorities of the Government set out in the Strategic Action Plan (SAP) for five-year period 2019-2023, Global Biodiversity Framework (GBF) Target 3, and United Nations Sustainable Development Goals (SDG) Goal 14, both of which are aimed to be achieved by 2030.

### 3. OBJECTIVES

- To develop a consolidated long term (20 to 50 years) master plan for the N. Kendhikulhudhoo protected areas consisting of potential recreational and other facilities that will contribute to sustainable development, improved livelihood and conservation of the mangroves and wetlands.
- To develop an overall protected area management plan to best manage the future operations of the proposed development, 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.
- To design a protected area restoration and rehabilitation plan for N. Kendhikulhudhoo protected area and the adjacent lagoon area. This includes routine repair and maintenance and hydrological restoration of the wetland mangroves.

### 4. SCOPE OF WORK

#### **Component 1: Inception Report**

##### ***a. Inception Report.***

- i. The work plan for the whole assignment including a work schedule for the list of planned activities in the form of a Gantt Chart.
- ii. Literature review with all existing background documents and published documents related to previous projects undertaken relevant to the assignment and data from relevant Environmental Impact Assessment (EIA) reports.

#### **Component 2: Stakeholder Engagement**

Through stakeholder engagement, 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 master plan is inclusive and transparent. Ensure equal participation of men and women, vulnerable and minority groups within the community making sure a statistically significant sample size of the population is involved. Stakeholder consultation should comprise of individuals, focus group discussions, and workshop where no less than 50% shall be conducted in person. The stakeholder engagement consists of the following deliverables:

##### ***a. Stakeholder Engagement Plan***

- i. The total number of stakeholder consultations will be decided and finalized at inception phase of this assignment.
- ii. Key question and/or survey forms and methodology for stakeholder consultation should be approved by the ministry prior to the consultations. Data collection and surveys shall be conducted in accordance to the existing national laws, regulations, and guidelines. Where applicable, the consultant shall be responsible to get any permits necessary from the relevant authorities.
- iii. The approach in the engagement plan shall ensure the full, equitable, inclusive, effective and gender-responsive representation and participation of the community in the decision-making process, respecting their cultures and their rights over resources and traditional knowledge, as well as by women and girls, children and youth, and persons

with disabilities, in order to promote ownership and to develop an inclusive long-term master plan for the development and management of the protected area.

***b. Initial Stakeholder Engagement Report***

- i. Stakeholder analysis to determine the levels of interest in and influence over the project for various stakeholders.
- ii. Recognize the vision of different stakeholders for site-specific resource use and management model for each mangrove area with engagement of Local and Traditional Knowledge (LTF).
- iii. Promote local community and private sector engagement by discussing the challenges and opportunities in protected areas management, identifying mutual benefits and cooperating to achieve a common purpose. This could involve identifying the potential to coordinate with tourism sector to introduce regular tours to the island and/or to coordinate with local artisans (from Kendhikulhudhoo as well as nearby islands) to sell their products at the visitor center.
- iv. Through the stakeholder analysis, identify key stakeholders for the advisory committee.

***c. Advisory Committee TOR***

- i. An advisory committee consisting of 9 to 11 members will be formulated as the decision-making body supporting the governance and management of the protected area. The committee should be balanced, diverse and inclusive.
- ii. Provide recommendations on the key composition of the advisory committee and a detailed TOR identifying roles and responsibilities and administrative functions of the committee.

***d. Meeting minutes***

- i. Meeting minutes of all consultations, survey forms and any statistical gathered shall be recorded and presented as a deliverable.
- ii. The attendance sheets and stakeholder details should be provided with the meeting minutes.

***e. Final stakeholder Engagement Report***

- i. Stakeholder management plan which involves systematically identifying stakeholders; analyzing their needs and expectations; and planning and implementing various tasks to engage with them. The stakeholder management plan is based on the findings of stakeholder analysis, completed in the initial stakeholder engagement report.
- ii. Identify the key individuals and community leaders to engage and understand the challenges and opportunities in the protected areas management.
- iii. Validation workshop report after presenting the final masterplan, management plans and hydrological restoration designs to relevant stakeholders and decision makers for their input and endorsement.

**Component 3: Protected Area Masterplan**

The master plan is a consolidated long term (20 to 50 year) plan for the protected area consisting of all components supporting conservation outcomes, sustainable use, improved livelihood of the local communities through effective management of the protected area. Review existing legal framework and instruments that are relevant to the assignment to ensure the master plan formulated in this process conform national laws, regulations, current government policies and priorities. The master plan consists of the following deliverables:

**a. Master Planning Framework**

- i. Initial layout and literature review for destination assessment.
- ii. Initial outline and literature review for strategic action plan consisting of short-term and long-term goals to achieve the conservation objectives of the protected area including the components to support the livelihood and sustainable tourism development.
- iii. Initial draft for the master plan design concept for the protected area, consisting of potential recreational and other facilities, including 3-D renderings for community engagement purposes.
- iv. Initial layout for the feasibility assessment to understand and determine the viability of the proposed design concept.

**b. Destination Assessment**

Rapid destination assessment identifying:

- i. **Governance** – what is the process to ensure coordination, collaboration, and the cooperation of stakeholders, to ensure the multiplier effects from the development of eco-tourism in the local economy?
- ii. **Public Infrastructure** – what is the status of the public infrastructure in the destination?
- iii. **Attractions & Events** – are there enough attractions in the area? are they significantly developed? Are local events available to visitors?
- iv. **Accommodations** – is there enough accommodation available in the area? what is the quality? are there options for different price points?
- v. **Services & Retail** – are there tours available? guides? activity providers? Transportation available? Places to shop? Local handicrafts?
- vi. **Workforce** – Are there enough workers in the area? Do they have the skills the industry needs? Is training needed?
- vii. **Resident Attitudes** – What does the local community feel about tourism? Are they benefiting? Are there problems with the way visitors behave in the destination?
- viii. **Destination Management** – who is managing the destination? Is there adequate access to the destination (road quality, flights, public transport) Is research being conducted about tourism and its impacts? Are trails being maintained? Are visitors safe in the destination? Is trash collected? Is there enough of a budget available to manage the destination?
- ix. **Destination Marketing** – who is marketing the destination? Is it known? Do tour operators sell the destination? Does the destination have an online presence? Is there enough of a budget available to market the destination?
- x. **Visitor Experience** – What is the visitor experience like in the destination? What are their challenges? Do visitors have the opportunity to learn about the destination?

**c. Strategic Action Plan**

- i. Strategic action plan consisting of short-term and long-term goals to achieve the conservation objectives of the protected area including the components to support the livelihood and sustainable tourism development. This plan should contain components of promoting the “Kendhikulhudhoo: the mangrove island” as a destination.
- ii. Baseline protected area management effectiveness assessments based on the [METT+4](#) and [IUCN Green listing indicators](#).
- iii. Ecological gap assessments to identify threats and recommend mechanisms to build redundancy and resilience in the conservation of protected areas.
- iv. Species inventory based on the existing literature, local traditional knowledge and site visit assessment.

- v. Proposed prioritized list of projects/activities – protection, conservation, restoration, monitoring, livelihood support, education & awareness raising, etc. - to be implemented in the protected area in the future.
- vi. Prioritized list of needs – infrastructure & facilities, tools & equipment, staffing needed to effectively operate the protected area and support implementation of the masterplan
- vii. Human resource and technological needs assessments to identify training needs to build capacity. These include training protected area managers, rangers, staff, councils, vehicle operators, maintenance staff and technicians and other relevant human resource development required for the implementation phase of the master plan.
- viii. Governance plan in accordance to the national laws, regulations, current government policies and priorities and recommend governance types applicable for the management of the Protected Areas, based on the IUCN Governance of Protected Areas.
- ix. Policy environment assessments should be conducted and any required permits should be obtained from relevant authorities.
- x. Develop a marketing, and communication plan including a 1-Year Content Marketing Strategy highlighting blog posts, social media posts, and other marketing activities for a full calendar year.

**d. Concept Design**

- i. Master plan design concept for the protected area, consisting of potential recreational and other facilities, including 3-D renderings.
- ii. Spatial and temporal resource use information, including but not limited to maps and written details, based on historical, cultural and current resource use.

**e. Feasibility Assessment**

- i. Feasibility assessment to understand and determine the viability of the proposed development concept and propose alternative design concepts if needed, based on the feasibility assessment and the feedback from community engagement.
- ii. Identify the key ecotourism assets, products and services and infrastructure in the island, to design an ecotourism financial model and investment strategy.
- iii. Market assessments to identify the number of local and international tourists currently visiting the island, and forecast the potential numbers after the project.
- iv. Willingness to pay study to predict a reasonable park entrance fee and equipment rental fees that could be collected from international and local tourists, in order to sustainably manage the protected areas.
- v. Identify potential areas to increase revenue for locals and the council, maybe the potential to coordinate with the private sector..
- vi. Identify the key ecotourism assets, products and services and infrastructure in the island, to design an ecotourism financial model and investment strategy.
- vii. Sustainable financial model and resource mobilization plan for the proposed master plan.
- viii. Environmental and social impact assessment for the approved concept design.

**Component 4: Protected Area Management Plan**

The protected area management plan is to be used as an aid to best manage the future operations of the proposed development, 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 protected area management plan shall be

drafted reflecting Component 3: master plan, of this assignment. The management plan consists of the following deliverables:

***a. Initial Outline for Protected Area Management Plan***

- i. Detailed management planning framework. A guidance document for the preparation of the management plan will be provided by the ministry at the inception phase, and the outline should be developed in accordance to this guideline.

***b. Protected Area Management Plan***

- i. Detailed geographically referenced zonation maps, identifying if there is a need for re-zonation in accordance to Protected Area Regulations (Regulation Number: 2018/R-78), submitted in original (including shape files), pdf and photo format.
- ii. Based on the master plan, proposed resource use map for management plan purposes, ensuring equitable access and highlighting the benefits of sharing the natural resources.
- iii. Develop the management plan (MP) in line with the agreed outline.
- iv. Annexes including guidelines, standards, permit forms or any forms related to management standards in alignment with the agreed outline.
- v. Monitoring and Evaluating (M&E) Plan for implementation of the approved management plan.

**Component 5: Protected Area Restoration and Rehabilitation Plan**

In order to restore and rehabilitate the protected areas of N. Kendhikulhudhoo, it is necessary to conduct hydrological assessments of the protected areas and the adjacent lagoon area, in order to understand the current water flow mechanisms in and around the wetland area. Based on the findings of this assessment, the consultant is expected to design a restoration and rehabilitation plan for the wetland mangrove area. The Restore and Rehabilitation Plan consists of the following deliverables:

***a. Outline for Hydrological Assessment***

- i. Work plan, including a methodology/ protocol of the surveys to be approved by the Ministry of Environment, Climate Change and Technology.
- ii. Stakeholder engagement with relevant stakeholders to evaluate factors affecting the hydrological regime, particularly on those that affecting water quality, quantity, seasonal variations and tidal water levels, its impacts, and past changes of sedimentation.

***b. Hydrological Assessment***

- i. Detailed, geographically reference maps of the survey sites and hydrological models, submitted in original (including shape files), pdf and photo format
- ii. Hydrological field work: detailed survey of project area to understand the wetland functioning: This includes:
  - GPS coordinates, mapping and defining coastal management zones, depicting the main features and profile of the project site.
  - Identify and assess all known sources of water including but not limited to rainfall, surface runoff and ground water.
- iii. Soil profiles in and around the water body (minimum 8 samples).
- iv. Water quality testing in the wetland, adjacent lagoon and groundwater in and around the wetland covering the following parameters: salinity, electrical conductivity, pH, apparent and true color, temperature, turbidity, total dissolved solids, total suspended solids, total hardness, hardness (magnesium), hardness (calcium), total alkalinity,

sulphates, phosphates, dissolved oxygen, chemical oxygen demand, biological oxygen demand, coliform (total), coliform (fecal), E.coli, nitrites and nitrates.

- v. Numerical modelling assessment of water flow and interaction with the adjacent lagoon and the wetland area (should cover flows in both tides) identify the potential water exchange pathways between the lagoon and the water body
- vi. Assess and analyze historical changes to the wetland area including geomorphology, development, water body and vegetation using Google Earth satellite information/images, aerial images.
- vii. Assessment of indicators of stress and threats on the wetland (natural and human induced stresses), derived/infer sediment movement pattern and its associated impacts.
- viii. Climate vulnerability Assessment of the mangrove and its services and suggest possible adaptation measures to increase the climate resiliency of the mangrove system and its services.
- ix. Current viability assessment of the current conditions for the rehabilitation of the mangrove considering future climate risks.
- x. Hydrological report including significant findings, conclusions and engineering and/or other solution designs to be approved by MoECCT.
- xi. Bill of Quantities (BOQ) for the proposed solutions design.
- xii. Conceptual ecohydrological model that incorporates the key ecohydrological processes and linkages.
- xiii. Digital Elevation Model based on the bathymetric/topographic data collected.

***c. Repair and Maintenance Plan***

- i. Maintenance plan to quarterly or annually conduct condition assessments of the protected areas and conduct repair and maintenance works, in accordance to the concept and protected area management plan.
- ii. Annual condition assessment checklist should be provided for the protected area covering all components of effective management including but not limited to; infrastructure, equipment, human resource, management plan implementation, etc
- iii. Maintenance plan should also cover vehicle and equipment maintenance and if there are any infrastructure or training needs, it should be assessed and included in the protected area management plan.

## 5. DELIVERABLES

The consulting party is expected to deliver the following deliverables:

<b><i>Deliverable 1:</i></b>		
	Inception Report	Component 1
	Stakeholder Engagement Plan	Component 2a
	Master Planning Framework	Component 3a
	Initial Outline for Protected Area Management Plan	Component 4a
	Outline for Hydrological Assessment	Component 5a
<b><i>Deliverable 2:</i></b>		
	Initial Stakeholder Engagement Report	Component 2b
	Destination Assessment	Component 3b
	Hydrological Assessment Report with solution design and BOQ	Component 5b
<b><i>Deliverable 3:</i></b>		
	Advisory Committee TOR	Component 2c
	Strategic Action Plan	Component 3c
	Concept Design	Component 3d
	Feasibility Assessment	Component 3e
<b><i>Deliverable 4:</i></b>		
	Protected Area Management Plan	Component 4b
	Repair and Maintenance Plan	Component 5c
	Meeting Minutes	Component 2d
<b><i>Deliverable 5:</i></b>		
	Final Stakeholder Engagement Report	Component 2e
	Protected Area Masterplan with annexes	Component 3
	Protected Area Management Plan with annexes	Component 4
	Protected Area Restoration and Rehabilitation Plan with annexes	Component 5

*\* Site inspection prior to bid submission is the responsibility of the bidding party and the client will not bare any responsibility for discrepancies between site and the given drawing.*

*\* All the deliverables should be sent via email and the consultant should present each deliverable in an in-person or virtual meeting for the Ministry's input and feedback before verification and approval.*

## 6. DELIVERABLES AND PAYMENT SCHEDULE

Payments will be made based on the following breakdown, after acceptance of the invoices by the client and upon successful completion of the corresponding deliverables:

	<b>Deliverables</b>	<b>Payment Schedule</b>
Deliverable 1	<ul style="list-style-type: none"> <li>• Inception Report</li> <li>• Stakeholder Engagement Plan</li> <li>• Master Planning Framework</li> <li>• Initial Outline for Protected Area Management Plan</li> <li>• Outline for Hydrological Assessment</li> </ul>	10% upon approval of Deliverable 1
Deliverable 2	<ul style="list-style-type: none"> <li>• Initial Stakeholder Engagement Report</li> <li>• Destination Assessment</li> <li>• Hydrological Assessment Report with solution design and BOQ</li> </ul>	20% upon approval of Deliverable 2
Deliverable 3	<ul style="list-style-type: none"> <li>• Advisory Committee TOR</li> <li>• Strategic Action Plan</li> <li>• Concept Design</li> <li>• Feasibility Assessment</li> </ul>	25% upon approval of Deliverable 3
Deliverable 4	<ul style="list-style-type: none"> <li>• Protected Area Management Plan</li> <li>• Repair and Maintenance Plan</li> <li>• Meeting Minutes</li> </ul>	25% upon approval of Deliverable 4
Deliverable 5	<ul style="list-style-type: none"> <li>• Final Stakeholder Engagement Report</li> <li>• Protected Area Masterplan with annexes</li> <li>• Protected Area Management Plan with annexes</li> <li>• Protected Area Restoration and Rehabilitation Plan with annexes</li> </ul>	20% upon approval of Deliverable 5

## 7. DURATION OF THE CONSULTANCY

Duration of the assignment is 06 calendar months upon signing the contract. The proposed duration would not account for the period of delays brought by the client for review, and approval of reports, or any facility provided by the client.

## 8. FACILITIES TO BE PROVIDED BY MoECCT

The Protected Areas Section of MoECCT will coordinate closely with the consultant during the assignment. The Protected Areas Section may also join some field visits and review progress from time to time. The Protected Areas Section will ensure that access to data and reports that are identified in the various tasks will be provided to the consultant in a timely manner. The Protected Areas Section will facilitate meetings with various ministries and government agencies to enable productive field visits and consultations. The consultant shall ensure that experts are adequately supported and equipped and that the service is in accordance with the provisions of the national legislation. In particular, it shall ensure that there is sufficient administrative, secretarial and interpreting provision

to enable experts to concentrate on their primary responsibilities. All expert expenditure for travelling to the project area in N. Kendhikulhudhoo shall be covered by the consultant.

## **9. REPORTING OBLIGATIONS**

All reports and documents need to be submitted to the Ministry of Environment Climate Change and Technology. All reports and documents need to be first submitted in draft format as an electronic copy. The Client will review the reports and documents and provide comments to the Consultant. The Consultant will address the comments of Client and submit Final Reports as per the deliverable schedule. Following approval of the drafts, all final reports and documents should be submitted in English in 1 (one) hard copies and an electronic copy.

## **10. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS OF LEAD EXPERTS**

The scope of work for this assignment requires a team of skilled professionals with previous experience in similar projects.

It is expected that the bidder shall provide the following team of experts with experience in similar activities and work under similar conditions and constraints, with specific professional certifications and authorizations for the services provided in the project, required by the legal framework.

### **10.1 Lead Expert 1: Team Leader**

The roles and responsibilities of the Team Leader are as follows;

- Representing the project team to the client and stakeholders while managing the project expert team.
- Monitoring the project schedule and being responsible for the quality of the outputs.
- Coordinating the planning, implementation of the studies and ensuring that the work is conducted following the highest professional standards.
- Ensuring that the quality control and supervision mechanism in place for the consultancy is effective, manage the design team and ensure that each member performs his or her specific scope of work.

#### ***Qualifications and Skills***

- Minimum Master's Degree in the field of environmental/coastal zone management, environmental science, environmental/coastal engineering or related field.

#### ***General Professional Experience***

- At least 5 years' experience working in environment management, particularly in the field of conservation. (added advantage for each additional year, up to 5 years)

#### ***Specific Professional Experience***

- Minimum 3 years demonstrated experience working in conservation and protected areas and/or in conducting environmental assessments, both marine and terrestrial.
- Demonstrated ability to understand the Maldivian ecosystems, biodiversity and policies and actions to meet international and national conservation targets.
- Proof of excellent knowledge on biodiversity and ecosystem services and ecological data analysis.
- Experience in managing multi-disciplinary teams, especially in developing destination management and masterplans for coastal environments.

## 10.2 Lead Expert 2: Engineer

The roles and responsibilities of the Engineer are as follows;

- Conduct site visits and carry out all related field studies and data collection
- Develop detailed design, drawings and 3D renderings.
- Develop detailed solution design for hydrological restoration and rehabilitation based on the findings.

### *Qualifications and Skills*

- Minimum Bachelor's Degree in civil engineering, structural engineering or related field (Added advantage for Master's Degree in engineering)

### *General Professional Experience*

- At least 3 years of general professional experience in the construction sector. (Added advantage for each additional year up to 5 years)

### *Specific Professional Experience*

- Experience as an engineer in an assignment related to design, construction and supervision of eco-tourism facilities will be a strong advantage.
- Added advantage for experience working on hydrological assessment and restoration processes for coastal environments.

## 10.3 Additional Team Experts

- Added advantage for each additional expert in the team with experience in master planning architecture, geomatic engineering, hydrology, marketing and communications or hospitality management.

### *Qualifications and Skills*

- Minimum Bachelor's Degree in masterplanning architecture, geomatic engineering, hydrology, marketing and communications or hospitality management.

## 11. BID EVALUATION

Bids will be evaluated under the following criteria:

1. Proposal that does not qualify the minimum technical score will be disqualified from further evaluation. Technical evaluation and scoring are detailed in the table in section 10.1.
2. Bidder must pass the financial situation evaluation as detailed in section 10.2
3. The formula for determining the financial proposal 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.
4. The weights given to the Technical and Financial Proposals are as below:  
 $T = [0.6]$ , and  $F = [0.4]$

## 11.1 Criteria, sub-criteria, and point system for the evaluation of Technical Proposals

Details	Maximum points
<b>1. Qualifications and experience of the Lead Expert 1: Team Leader</b>	<b>[50]</b>
<b>a) Academic Qualification</b> <ul style="list-style-type: none"> <li>[15] Points for minimum Master's Degree in an area of study in the field of environment/coastal zone management, environmental science, environmental/coastal engineering or related field.</li> </ul>	[10]
<b>b) General Professional Experience</b> <ul style="list-style-type: none"> <li>[15] Points for minimum 5 years (from 2010 to date) of general professional work experience environment management, particularly in the field of conservation and management.</li> <li>[01] Points for each additional year up to 5 years.</li> </ul>	[20]
<b>c) Specific Professional Experience</b> <ul style="list-style-type: none"> <li>[10] Points for minimum 3 years demonstrated experience working in conservation and protected areas and/or in conducting environmental assessments, both marine and terrestrial.</li> <li>[10] Points for experience in managing multi-disciplinary teams, especially in developing destination management and masterplans for coastal environments.</li> </ul>	[20]
<b>2. Qualifications and experience of the Lead Expert 2: Engineer</b>	<b>[40]</b>
<b>a) Academic Qualification</b> <ul style="list-style-type: none"> <li>[10] Points for minimum Bachelor's Degree in Civil/Structural/Environmental Engineering or related field.</li> <li>[05] Additional points for Master's Degree in Civil/Structural/Environmental Engineering or related field.</li> </ul>	[15]
<b>b) General Professional Experience</b> <ul style="list-style-type: none"> <li>[05] Points for minimum 3 years (from 2010 to date) of demonstrated experience in the construction sector.</li> <li>[01] points for each additional year up to 5 years.</li> </ul>	[10]
<b>c) Specific Professional Experience</b> <ul style="list-style-type: none"> <li>[10] Points for demonstrating experience as an engineer in an assignment related to design, construction and supervision of eco-tourism facilities</li> <li>[05] Points for demonstrated experience working on hydrological assessment and restoration processes for coastal environments.</li> </ul>	[15]
<b>3. Qualifications and experience of Additional Team Experts</b>	<b>[10]</b>
<b>a) Academic Qualification</b> <ul style="list-style-type: none"> <li>[02] Points for each additional team expert with minimum Bachelor's Degree in Masterplanning Architecture, Geomatic Engineering, Hydrology, Marketing and Communications or Hospitality Management.</li> </ul>	[10]
<b>MAXIMUM TECHNICAL SCORE</b>	<b>100</b>

## **11.2 Financial Situation evaluation**

1. To be eligible the financial statements of the bidding party must show, minimum annual turnover of MVR 160,000.00, for the year 2022, 2021 and 2020. (Submit Form FIN-1 Annual Turnover)  
(or)
2. To be eligible the financial statements of the bidding party must show, Minimum value of MVR 160,000.00, for liquid asset, for the year 2022, 2021 and 2020. (Submit Form FIN -2: Financial Situation)  
(or)
3. 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 160,000.00  
(or)
4. 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 160,000.00 (Submission Form Fin -4: Line of Credit Letter)

## **11.3 Selection Criteria of Regional Based Businesses and MSME Businesses**

- 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

### Classifying regional based businesses

- a) If the bidder is a sole proprietorship, the bidder's permanent address will be checked
  - b) If the bidder is not a sole proprietorship, the island to which the business is registered will be checked.
  - c) The bidder will be considered as a business working in one certain area, as per (a) and (b) accordingly:
5. 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)
  6. 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. SUBMISSION

<b>Bid submission</b>	<b>On or before 26th October 2023 at 1000 hours local time</b>
Bid opening	26th October 2023 at 1005 hours 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  <b>“Do not Open Before 26th October 2023 at 1005 hours – Consultancy for the development of a master plan for the restoration and management of N. Kendhikulhudhoo protected areas”</b> and the submitting party's name and address  Electronic submission is not permitted. Late proposals will be rejected.
Submission address	Procurement Section Ministry of Environment, Climate Change and Technology Green Building, Handhuvaree Hingun, Maafannu Male', 20392, Republic of Maldives Email: <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: Development of nature-based recreational facilities in N. Kendhikulhudhoo protected area

### **13. ANNEX A: N. Kendhikulhudhoo protected area Iulaan**

1. (IUL) 438-ENV/438/2019/150 dated 17/06/2019

<https://www.gazette.gov.mv/iulaan/view/105719>

2. (IUL) 438-ENV/438/2020/20 dated 23/01/2020

<https://www.gazette.gov.mv/iulaan/124484>

**TECH FORM 1 – Proposal Submission Form**

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide “**Consultancy for the development of a master plan for the restoration and management of N. Kendhikulhudhoo protected areas**” 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 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 relevant 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** for "**Consultancy for the development of a master plan for the restoration and management of N. Kendhikulhudhoo protected areas**"- 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:

**TECH FORM 6 – Letter of Commitment (Engineer)**

[ 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 **Engineer** for "**Consultancy for the development of a master plan for the restoration and management of N. Kendhikulhudhoo protected areas**"- 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:

**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 for the development of a master plan for the restoration and management of N. Kendhikulhudhoo protected areas**”- 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:**

<b>No.</b>	<b>Description</b>	<b>Price/Unit (MVR)</b>	<b>Total</b>
1			
2			
3			
4			
5			
6			
	<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 cost to be paid in Maldivian Rufiyaa (MVR).

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

Authorized Signature and stamp

**FIN FORM 3 – Details of Financial Situation**

Financial Data for Previous 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 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**

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 Evaluation and Qualification Criteria section

<b>Financial Resources</b>		
<b>No.</b>	<b>Source of financing</b>	<b>Amount (MVR equivalent)</b>
1		
2		
3		

**FIN FORM 6 – Letter of Credit**

*[letterhead of the Bank/Financing Institution/Supplier]*

*[date]*

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

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 commitments**

**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.					