

Terms of Reference for Consultancy for an Agency for Conducting Surveys to determine the level of Public Awareness on Low Emission Transport (National)



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

Republic of Maldives

**REQUEST FOR PROPOSAL**

(IUL)438-ENV/438/2023/546

**Consultancy for an Agency for Conducting Surveys to determine the level of Public Awareness on Low Emission Transport (National)**

**for**

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

**Issued on:** 03<sup>rd</sup> January 2024

**Issued By:** Integrated, Sustainable and Low Emission Transport in the Maldives – Project Management Unit

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## **SCHEDULE OF CRITICAL DATES**

<b>ACTIVITY</b>	<b>ACTION DATE</b>
Advertisement for proposals	03rd January 2024
Last day to submit queries	1200hrs 10th January 2024
Deadline to submit proposals	1000hrs 17th January 2024

## **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. Agency Profile (Tech Form 3.1)
4. 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 3.2)
5. Letter of commitment to undertake the project (Tech Form 4 and 5 ) (signed by the Team Leader and team members)
6. Copies of academic certificates and work references letters of Consultant.
7. Copy of Business (sole proprietorship/company/partnerships/institutions/joint venture) registration certificate
8. Tax Registration documentation
9. SME Registration documentation
10. Joint Venture Partner Information form if applicable – (Tech Form 6)
11. If more than one party wishes to show interest as a JV, Joint Venture or Association Agreement between the parties needs to be provided
12. Copy of GST Registration certificate issued by Maldives Inland Revenue Authority

### **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)*
8. FIN FORM -7 Current Contract Commitments / Work in Progress

### **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.

## **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 Hiring an Agency for Conducting Surveys determine the level of Public Awareness on Low Emission Transport (National) 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

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

The main objective of this consultancy service is to find out the level of public awareness in public transport systems, especially in e-Mobility and its environment benefits.

The outcome of the consultancy will lead to mapping the main areas of concern, level of awareness and level of readiness, and main indicators for the Communications Strategy, Monitoring and Evaluation Framework, compile a database that will enable the Social, Gender & Public awareness to bring out a desired outcome in the Male' Region Transport Plan and E-mobility Strategy.

The Agency/Consultant should be supported by adequate support staff and other experts to ensure that the objectives of the project are achieved within the time line.

## **3. SCOPE OF WORK**

The scope of work for the Agency (Sole Proprietorship/company/partnerships/institutions etc.) in this consultancy include the following;

1. Conduct a national comprehensive baseline survey to obtain views from all stakeholders on the general perception on public transport, Electric mobility and its environmental benefits and also on the specific E- bus, E-cars, E-bikes shared mobility, and E-boat model planned to be implemented under the project.
2. Map out and present the main areas for concern and the level of awareness and readiness to accept the e-mobility in Male' Urban Region
3. Compilation of a database that will enable the policy makers to develop an accurate response to the prevailing situation.
4. Carry out a mid-term and final evaluation measuring the progress against the original indicators at the end of the project.

5. Work with the Experts hired for the project to bring out the best outcome of the project.

**Expected Deliverables** (identified by deliverable number):

1. A national comprehensive baseline survey to obtain views from stakeholders (general population, opinion leaders, media, government, donors, vehicle importers and civil society, staff) on the general perception on public transport, preferred options and scenarios, Electric mobility and its environmental benefits and also on the specific E- bus, E-cars, E-bikes shared mobility, and E-boat model planned to be implemented under the project.
2. Map the main areas for concern, challenges and improvement in the above pilot model based on the survey.
3. Map the level of awareness and level of readiness in the general population to accept the E-mobility model for Male' and other areas of the Country.
4. Establish the main indicators for the Communications Strategy of the Monitoring and Evaluation (M&E) Framework based on the data collected.
5. Compile a database that will enable the key players, Social and Gender Public awareness Group to develop an accurate response to the prevailing situation.
6. A mid-term and final evaluation measuring the progress against the original indicators at the end of the project.

#### **4. QUALIFICATION AND EXPERIENCE**

**The agency must possess at least:**

- An agency that has attained minimum 3 years in social interventions and public opinion survey work, social science, or related field
- A minimum 05 years' experience in similar work with multilateral donor funded projects.
- A minimum 05 years of demonstrated experience and proven expertise in qualitative research techniques, including interviewing stakeholders etc
- A firm that has relevant experience in working with government agencies to do such surveys.
- Thorough understanding of the environment, public transport, gender and social issues context in Maldives, and experience working with government institutions and international or non-governmental organizations.
- Familiarity of the dynamics public and private transports systems in Maldives and the trends of E-Mobility on the Transport Sector.
- The Agency should have adequate technical support staff to carry this work and must be available to complete the work on time. This must be supported with necessary documents.
- The team proposed to the task must have strong communication skills both in Dhivehi and English, to work with public and ability to liaise with various stakeholders, including government officials.
- Professional exposor/experience in the transport sector, environment, climate change or urban planning will be an added advantage.

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

#	Post	Nos
1	Team Leader	1
2	Social Survey Expert	1
3	Data Analyser	1

- Details of any other support persons and positions must be included in Technical Form 3.2,4 and 5.
- A designated team leader should be proposed within the specialist team/or additional team leader can be added separately; who will be responsible for all the deliverables, who would also be the main focal point for all the communications.
- The individual serving as the team leader and social survey expert can be the same; however, please note that this person will undergo separate evaluations for each respective role.

**The Team Leader and the Social Survey Expert who are proposed in the team should possess the following minimum criteria**

- A minimum Bachelor's degree in a social science field such as Sociology, Psychology or other social science related field with at least 2 years of experience working in data collection or applied research.
- Formal training in doing social surveys, gender and social issues and other relevant fields.
- A minimum of 2 years professional/practical experience in doing social surveys and presentation/ writing reports on such findings.
- Ability to work on field to conduct survey and acquire knowledge and data for the requirement of the assignment.
- Proven expertise in qualitative research techniques, including interviewing stakeholders, facilitating focus groups.
- Strong communication skills, and ability to liaise with various stakeholders, including government officials.

**The Data Analyser of the team should possess the following minimum criteria**

- A minimum bachelor's degree in a related field like statistics, computer science, etc.,
- Minimum 2 years' experience in a related field of survey related data analysis, visual of data and presentation.
- Ability to work on field to conduct survey and acquire knowledge and data for

- the requirement of the assignment.
- Strong communication skills, and ability to liaise with various stakeholders, including government officials.

**Other skills:**

1. Excellent written and verbal communication (Dhivehi and English) and interpersonal skills
2. The ability to work with international and local experts hired by the project, to meet strict deadlines and plan the work according to priorities.
3. Ability to present the results and findings to the key players and bring out the required results for the interpretation of data.



**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 and finalisation of the work Plan.	Week 1	<ul style="list-style-type: none"> <li>Inception Meeting Report</li> <li>Final Workplan</li> </ul>	5%
	<b>1</b>	<b>A national comprehensive baseline survey to obtain views from stakeholders (general population, opinion leaders, media, government, donors, vehicle importers and civil society, staff) on the general perception on public transport, preferred options and scenarios, Electric mobility and its environmental benefits and also on the specific E- bus, E-cars, E-bikes shared mobility, and E-boat model planned to be implemented under the project.</b>				
2	1.1	Technical Meeting with Stakeholders	Conduct bilateral meetings with stakeholders		<ul style="list-style-type: none"> <li>Detailed Meeting Minutes in English</li> </ul>	15%
3	1.2	<i>(Please list task as required.)</i>			<ul style="list-style-type: none"> <li></li> </ul>	
4	1.3				<ul style="list-style-type: none"> <li></li> </ul>	
5	1.4				<ul style="list-style-type: none"> <li></li> </ul>	
6	1.5	Baseline Survey Report	Key finding of Existing Baseline Situation		<ul style="list-style-type: none"> <li>Final Submission of Baseline Survey Report.</li> </ul>	
	<b>2</b>	<b>Map the main areas for concern, challenges and improvement in the above pilot model based on the survey.</b>				

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7	2.1	Technical Meeting with Stakeholders			<ul style="list-style-type: none"> <li>Detailed Meeting Minutes in English</li> </ul>	15%
8	2.2	<i>(Please list task as required.)</i>			<ul style="list-style-type: none"> <li></li> </ul>	
9	2.3				<ul style="list-style-type: none"> <li></li> </ul>	
10	2.4				<ul style="list-style-type: none"> <li></li> </ul>	
11	2.5	Submission of Map of Main areas of Concern and Report.			<ul style="list-style-type: none"> <li>Map of Main areas of Concern and Report of the mapping.</li> </ul>	
	<b>3</b>	<b>Map the level of awareness and level of readiness in the general population to accept the E-mobility model for Male' and other areas of the Country.</b>				
12	3.1	Technical Meeting with Stakeholders			<ul style="list-style-type: none"> <li>Detailed Meeting Minutes in English</li> </ul>	15%
13	3.2	<i>(Please list task as required.)</i>			<ul style="list-style-type: none"> <li></li> </ul>	

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14	3.3				•	
15	3.4				•	
16	3.5	Submission of Map of Level Awareness and Level of Readiness and Report.			• Map of Level Awareness and Level of Readiness and Report on the Mapping.	
	<b>4</b>	<b>Establish the main indicators for the Communications Strategy of the Monitoring and Evaluation (M&amp;E) Framework based on the data collected.</b>				
17	4.1	Technical Meeting with Stakeholders			• Detailed Meeting Minutes in English	15%
18	4.2	<i>(Please list task as required.)</i>			•	
19	4.3				•	
20	4.4				•	

21	4.5	Submission of the final report on main indicators for the Communications Strategy of the Monitoring and Evaluation (M&E) Framework based on the data collected.			<ul style="list-style-type: none"> <li>Final Document on main indicators for the Communications Strategy of the Monitoring and Evaluation (M&amp;E) Framework based on the data collected.</li> </ul>	
	<b>5</b>	<b>Compile a database that will enable the key players, Social and Gender Public awareness Group to develop an accurate response to the prevailing situation</b>				
22	5.1	Technical Meeting with Stakeholders			<ul style="list-style-type: none"> <li>Detailed Meeting Minutes in English</li> </ul>	15%
23	5.2	<i>(Please list task as required.)</i>			<ul style="list-style-type: none"> <li></li> </ul>	
24	5.3					
25	5.4	Submission of the database that will enable the key players, Social and Gender Public awareness Group to develop an accurate response to the prevailing situation			<ul style="list-style-type: none"> <li>Database that will enable the key players, Social and Gender Public awareness Group to develop an accurate response to the prevailing situation</li> </ul>	

	<b>6</b>	<b>Mid-term and final evaluation measuring the progress against the original indicators at the end of the project.</b>				
26	6.1	Technical Meeting with Stakeholders			<ul style="list-style-type: none"> <li>Detailed Meeting Minutes in English</li> </ul>	15%
	6.2	<i>(Please list task as required.)</i>			<ul style="list-style-type: none"> <li></li> </ul>	
29	6.3	Submission of the final report on the Mid-term and final evaluation measuring the progress against the original indicators at the end of the project.			<ul style="list-style-type: none"> <li>The Final Document on the Mid-term and final evaluation measuring the progress against the original indicators at the end of the project.</li> </ul>	
32	7	Wrap up	Finalizing and submission of detailed final report with all deliverables under this TOR		<ul style="list-style-type: none"> <li>Submission of Detailed final report of the assignment in English</li> </ul>	5%

## **5. WORKING ARRANGEMENT**

The work of the Agency will be coordinated by the National Technical Coordinator and supervised by a nominated expert in the field and will work closely with designated officials from the Project Management Team (PMU).

The Agency should carry his/her task with the Project Management Unit and MCCEE to update on the progress of consultancy works. 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.

## **6. DURATION OF THE CONSULTANCY**

The Consultant must be available to commence the services from the date of contract signing and will be hired for a period of Five (5) calendar months. If required, the contract can be extended for a period agreed between both the client and the consultant.

## **7. DUTY STATION**

The Agency is expected work in their own work setup but meet and report to the Experts and officials of the project as scheduled the Project Management Team (PMU) for the “Integrated, Sustainable and Low Emission Transport in the Maldives” project under the Ministry of Climate Change, Environment and Energy (MCCEE).

## **8. 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 10<sup>th</sup> January 2024

## 9. EVALUATION CRITERIA

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

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

Technical Score:

DETAILS	MAXIMUM POINTS
(A) Company Profile:	[100]
Company Profile	[10]
Tentative Work Schedule	[10]
An agency that has attained minimum 3 years in social interventions and public opinion survey work, social science, or related field	[20]
A minimum 05 years' experience in similar work with multilateral donor funded projects.	[15]
A minimum 05 years of demonstrated experience and proven expertise in qualitative research techniques, including interviewing stakeholders etc	[15]
Thorough understanding of the environment, public transport, gender and social issues context in Maldives, and experience working with government institutions and international or non-governmental organizations.	[10]
Adequate technical support staff to carry this work and must be available to complete the work on time. This must be supported with necessary documents	[5]
Excellent written and verbal communication (Dhivehi and English) and interpersonal skills	[5]
Demonstrate experience working with environment and transportation related matters with a sound knowledge of public transport, trends and perspectives,	[10]

including a range of policy options and possibilities as related to Small Island Countries.	
Total A=	[ ]

(B) Project team	[100]
Team Leader	[40]
Social Survey Expert	[40]
Data Analyser	[20]
Total B=	[ ]

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

Specialist Team (per team member)	
Relevant education and qualifications <i>[40%] to be awarded for minimum education and work experience stated in 5.2</i>	[40%]
Experience in similar assignments <i>20% will be awarded for each previously completed similar assignments with proof of completion, up to a maximum of three assignments [60%].</i>	[60%]

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

Weight distribution

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

**Only the proposals that will obtain a minimum of 60% out of 100 obtainable points in the Technical Score will be qualified for the financial evaluation.**



### **Financial Score:**

The formula for determining the financial scores is the following:

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

### **Financial Situation evaluation**

- To be eligible the financial statements of the bidding party must show, minimum annual turnover of MVR 50,000.00 (fifty thousand), for the year 2022,2021 and 2020. **(Submit Form FIN-4 Annual Turnover)**

*(OR)*

- To be eligible the financial statements of the bidding party must show, Minimum value of MVR 50,000.00 (fifty thousand), for liquid asset, for the year 2022,2021 and 2020. – **(Submit Form FIN -3: Financial Situation)**

*(OR)*

- Business entities that have not completed one year (from the date of business registration to date of bid announcement) are required to submit the bank statement of the business's bank account. (bank statement should be from the date of account opening to date of bid announcement). To be eligible the business's bank statement must show a credit balance of minimum MVR 50,000.00 (fifty thousand)

*(OR)*

- If bidding party is unable to meet any of the above requirement they shall submit 'Line of Credit Letter' As per the template in fin form 4. Credit limit shall be no less than MVR 50,000.00 (fifty thousand) – **(Submission Form Fin -6: Line of Credit Letter)**

## 10. SUBMISSION

ACTIVITY	ACTION DATE
Advertisement for proposals	03rd January 2024
Last day to submit queries	1200hrs 10th January 2024
Deadline to submit proposals	1000hrs 17th January 2024

<b>Bid Submission</b>	<b>On or Before 17th January 2024– 10:00hrs local time</b>
Bid Opening	On or Before 17th January 2024– 10:00hrs 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 17th January 2024 10:00 hours – ‘Consultancy for an Agency for Conducting Surveys to determine the level of Public Awareness on Low Emission Transport (National) “Integrated, Sustainable and Low Emission Transport in the Maldives Project” for the Integrated, Sustainable and Low Emission Transport in the Maldives’ Project and the submitting party’s name and address”</b>  Late proposals will be rejected.
Submission address	Procurement Section Ministry of Climate Change, Environment and Energy Green Building, Handhuvaree Hingun, Maafannu Male’, 20392, Republic of Maldives Email: procurement@environment.gov.mv Website: www.environment.gov.mv  Project Name: Integrated, Sustainable and Low Emission Transport in the Maldives

## ANNEX A

### TECH FORM 1 – Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

We would like to express on behalf of our company/firm Interest for the Consultancy of **an Consultancy for an Agency for Conducting Surveys to determine the level of Public Awareness on Low Emission Transport (National) “Integrated, Sustainable and Low Emission Transport in the Maldives Project” Sustainable and Low Emission Transport in the Maldives’** in accordance with your Request for Proposal dated [xxx. We are hereby submitting my/our 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 myself 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.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Individual:

Address:

**TECH FORM 2 – Work Schedule**

<p align="center"><b>Work Schedule for an Consultancy for an Agency for Conducting Surveys to determine the level of Public Awareness on Low Emission Transport (National)</b></p> <p align="center"><b>“Integrated, Sustainable and Low Emission Transport in the Maldives Project”</b></p>												
Description	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	.....	Week 22
Activity												
_____												
_____												
_____												

## **TECH FORM 3.1 – Agency Profile**

- 1. Name of Agency (Company Name):**
- 2. Correspondence Address**
- 3. Name of Representative**
  - 3.1 Designation of Representative**
  - 3.2 Contact No:**
  - 3.3 Email Address:**
- 4. Registered Address:**
- 5. No. of Employees:**
- 6. Completed Projects / Works / Previous Experience of Similar Nature (please write the most recent works first)**

### **7. COMPANY INFORMATION**

- 7.1 Company Registration Certificate
- 7.2 Documents showing experience in field (i.e. project completion certificate, reference letter or any other relevant documents proving the experience in the field or similar works.)

### **8. FINANCIAL DOCUMENTS**

Submit Audited Financial Statement of most recent 3 years for Companies and management account of the current year. (authorized by a certified audit firm / individual)

### **9. LEGAL DOCUMENTS**

- 9.1 Company Board Resolution of the Company confirming Board of Director's approval for proposed work.
- 9.2 Power of Attorney to sign on behalf of the Party.

### **10. JV ARRANGEMENTS**

In case Proposal is submitted by a Joint Venture (JV), the JV agreement or letter of intent to enter into JV including but not limited to scope of works to be executed by respective partners and equity share percentage of the respective partners

## **TECH FORM 3.2 – Curriculum Vitae (CV) of each Expert/Professional Proposed**

- 1. Name:** *[Insert full name]:*
- 2. Date of birth:**
- 3. Education** *[Indicate college/university and other specialized education, giving names of institutions, degrees obtained, and dates of obtainment]:*
- 4. Membership of professional associations**
- 5. Other Training**
- 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 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:

### **8. Summary of projects/assignments undertaken/ role**

Name of project/ assignment:

Experience classification: General / specific

Scope of project/ assignment:

Role/ Position undertaken:

Period of Consultation:

### **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 4 – Letter of Commitment (Team Leader and Social Survey Expert)**

[ Location, date]

To: [Name and address of Client]

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

Dear Sir/Madam,

We are writing to confirm on behalf of our firm/company our availability to provide services as an **Consultancy for an Agency for Conducting Surveys to determine the level of Public Awareness on Low Emission Transport** (National) “Integrated, Sustainable and Low Emission Transport in the Maldives Project” for the Integrated, Sustainable and Low Emission Transport in the Maldives’ Project – Ref: (IUL)438-ENV/438/2023/546, dated 03<sup>rd</sup> January 2024..... for the Ministry of Climate Change, Environment and Energy.

We 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 Climate Change, Environment and Energy’s notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,

Authorized Signature [In full and initials]:

Company Registration Details:

Date:

Signatory:

**TECH FORM 5: Letter of Commitment (Data Analyzer)**

[ 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 **Data Analyzer** to **“Consultancy for an Agency for Conducting Surveys to determine the level of Public Awareness on Low Emission Transport (National)”**- for the Ministry of Climate Change, Environment and Energy.

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 Climate Change, Environment and Energy’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 – 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 offer the Express of Interest on behalf of our Company/Firm as an **‘Consultancy for an Agency for Conducting Surveys to determine the level of Public Awareness on Low Emission Transport (National) for the Integrated, Sustainable and Low Emission Transport in the Maldives’** - Ref: (IUL)438-ENV/438/2023/546 dated **03<sup>rd</sup> January 2024**, 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 us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

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.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Address:

**FIN FORM 2 – Financial Breakdown Form**

No.	Description	MVR
1	Inception meeting to ensure that the work is aligned with the scope of this TOR	
2	A national comprehensive baseline survey to obtain views from stakeholders (general population, opinion leaders, media, government, donors, vehicle importers and civil society, staff) on the general perception on public transport, preferred options and scenarios, Electric mobility and its environmental benefits and also on the specific E- bus, E-cars, E-bikes shared mobility, and E-boat model planned to be implemented under the project.	
3	Map the main areas for concern, challenges and improvement in the above pilot model based on the survey.	
4	Map the level of awareness and level of readiness in the general population to accept the E-mobility model for Male’ and other areas of the Country.	
5	Establish the main indicators for the Communications Strategy of the Monitoring and Evaluation (M&E) Framework based on the data collected.	
6	Compile a database that will enable the key players, Social and Gender Public awareness Group to develop an accurate response to the prevailing situation.	
7	A mid-term and final evaluation measuring the progress against the original indicators at the end of the project.	
8	Finalizing and submission of detailed final report with all deliverables under this TOR	
	<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.

Signature

**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			

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

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

- Historic financial statements must correspond to accounting periods

**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
2022		
2021		
2020		
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.					