

وسرے ہے بڑی موروع میری، شرور برشود شرع شری شربر وسرے برور بری از موروع میری، شرور برشود شرع شریع مربر بری

Building Climate Resilient Safer Islands in The Maldives Project

Terms of Reference

for

Hiring of an Individual Consultant for Procurement and Contract Management (National)

Issued on: 24th April 2024

Advertisement No: (IUL)438-ENV/438/2024/151







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A. Project Background

The Government of the Republic of Maldives through the Ministry of Climate Change, Environment and Energy (MCCEE) is implementing 'Building Climate Resilient Safer Islands in the Maldives' project financed by Green Climate Fund (GCF) and supervised and co-financed by Japan International Cooperation Agency (JICA) with the objective of strengthening the long-term and sustainable resilience of national land against climate change for enhancing economic development of the islands while maintaining the sustainable link between the residents and the beaches and implementing appropriate management of coral reefs, and coastal side and shore side areas with physical measures at the coastal areas through combination of soft and hard components.

The project will establish and realize the integrated coastal zone management (ICZM) and implement and maintain the coastal conservation measures with delivery of disaster warning/information. This will be achieved through the following four inter-related Project Components:

Component 1: Establishment of the Integrated Coastal Zone Management (ICZM)

Component 2: Implementation of Coastal Conservation/Protection Measures against Coastal Disasters

Component 3: Development of Disaster Warning and Information Dissemination

Component 4: Development of Basic Data Collection and Sharing System Related to Climate Change

Ministry of Climate Change, Environment and Energy is the Executing Entity of Component 2 which is funded by GCF Proceeds and co-financing of the Government of the Republic of Maldives. JICA is implementing co-financing projects to conduct Component 1, 3,4, and a part of Component 2.

Ministry of Climate Change, Environment and Energy has established Project Steering Committee (PSC) which is responsible for decision making on the policy, regular monitoring of the project progress, coordinating conflicts of interests among concerned agencies and providing advice on problems that arise during the project implementation, and the Project Management Unit (PMU) which is responsible for the day-to-day activity management of Component 2 and support administration of the Secretariat of PSC acted by the Ministry.





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B. OBJECTIVE OF THE ASSIGNMENT

The objective of this assignment is to effectively execute the procurement plan of the project with the responsibility for ensuring compliance with the procurement policies, guidelines and relevant regulations of the government of Maldives and JICA's guidelines.

The consultant will work intermittently with the Project Management Unit (PMU) as the Procurement and Contract Management Consultant to effectively and timely execute the procurement plan of the project.

C. Scope of Work and Responsibilities

Under the mission and policy of the PMU and overall supervision and guidance of the Project Manager, and close communication with Senior Procurement Advisor of PMU, and other PMU members. The scope and responsibilities of the Consultant includes, but not limited to the following:

- (1) Review the following procurement-related documents under the guidance of Project Manager and Procurement Advisor
 - (1.1) Request for Proposals (RFPs)
 - (1.2) Pre-qualification (PQ) documents
 - (1.3) Bidding document
 - (1.4) Evaluation criteria
- (2) Prepare and review the following procurement-related documents under the guidance of Project Manager and Procurement Advisor
 - (2.1) Announcements
 - (2.2) Evaluation report
 - (2.3) Any other related documents, if necessary
- (3) Facilitate and obtain approvals from MCCEE and National Tender Board for the following procurement-related documents
 - (3.1) Request for Proposals (RFPs)
 - (3.2) Pre-qualification (PQ) documents
 - (3.3) Bidding document

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- (3.4) Announcements
- (3.5) Evaluation criteria
- (3.6) Evaluation reports
- (3.7) Any other related documents, if necessary
- (4) Facilitate and obtain JICA's concurrence for the following procurement-related documents
 - (4.1) Request for Proposals (RFPs)
 - (4.2) Pre-qualification (PQ) documents
 - (4.3) Bidding documents
 - (4.4) Evaluation criteria
 - (4.5) Evaluation reports
 - (4.6) Contracts
 - (4.7) Any other related documents, if necessary
- (5) Attend pre-proposal or bid information sessions for consultants or bidders and address inquires from consultants or bidder
- (6) Participate in proposal or bid opening ceremonies and make records for the ceremonies.
- (7) Facilitate and participate in the evaluation of EOI/Proposals/Bids
- (8) Advise Project Management Unit on the procurement issues.
- (9) Prepare and Manage contracts for the Detailed Design Consultant and Construction Contractor.
 - (2.1) Review contracts in accordance with the national procurement regulations and JICA guidelines.
 - (2.2) Finalize the draft contracts in consultation with MCCEE and JICA.
 - (2.3) Manage contract negotiations of procurement and contract-related documents, ensuring effective negotiation processes and satisfactory outcomes for all parties involved.
 - (2.4) Reviewing contracts, identifying areas requiring amendment, drafting proposed changes, and negotiating the amendments with relevant parties.
- (10) Any other responsibilities within the scope of the Procurement and Contract Management functions assigned by the Project Manager.

Green Building, Handhuvaree Hingun,

Maafannu, Male', 20392, Republic of Maldives.

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D. QUALIFICATIONS AND EXPERIENCE REQUIRED

The consultant shall have;

- (1) **Minimum** Bachelor's degree or an equivalent qualification in either procurement management, or project management, accounting, finance, bussiness adminstration or in a relevant field.
- (2) **Minimum** 4 (four) years of work experience in procurement management of consultancies, works and goods or have had responsibilities with a substantial content of his / her position in the procurement area (use of internationally accepted contract documents for works, goods and services)

And following experiences and skills will be evaluated as an added advantage;

- (3) Experience working in a donor funded project.
- (4) Experience in drafting contracts in English language.
- (5) Experience in preparation of bidding documents in Dhivehi and English language for the procurement of goods, works and services.
- (6) Experience in procuring goods and services under Government Procurement Regulations.

E. Collaboration, Guidance and Supervision

The Consultant will be contracted by the Ministry of Climate Change, Environment and Energy and is fully accountable to the Ministry on the quality and timely delivery of his/her work under the contract. During the period of work, the consultant will work under the supervision of the Project Manager and guidance of Senior Procurement Advisor of PMU.

F. Location of the Assignment

The consultant will primarily work intermittently from the Project Management Unit (PMU) office located at the Ministry of Climate Change, Environment and Energy. In addition to working from



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the PMU office, the consultant may be required to travel to project target Islands for field visits. The frequency and duration of travel will depend on project needs.

G. Type of Contract

The type of contract for this consultancy is an individual contract.

H. DURATION OF THE ASSIGNMENT

The consultant will be appointed from the date of signing the contract until November 30, 2029. The contract shall be renewed if necessary, based on progress of the project implementation schedule. The consultant will work intermittently during contracted period.

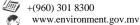
I. DELIVERABLES

D 1	Delivering RFP to Shortlisted Bidders	Expected Timeline
	(1) Reviewing RFP documents	
	(2) Reviewing Detailed Evaluation Criteria	
	(3) Finalizing the draft RFP and Detailed Evaluation	
C	Criteria	As per the schedule
Steps to follow	(4) Obtaining MCCEE and JICA approval on RFP and	outlined in Project
IOHOW	Detail Evaluation Criteria	Procurement Plan
	(5) Delivering RFP to Shortlisted Bidders and attending to	
	inquiries from Bidders and National Tender Board	
	regarding RFP document	

D 2	Completion of Technical and Financial Proposal evaluations	Expected Timeline
Steps to	(1) Prepare any documents required from PMU for the	
follow	evaluations	

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Green Building, Handhuvaree Hingun, Maafannu, Male', 20392, Republic of Maldives.





ويرس عود شرد، كسرفركر رسروش،



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(2) Facilitate and participate in the Technical evaluation	As per the schedule
and facilitate clarification	outlined in Project
(3) Facilitate and participate in the Financial evaluation	Procurement Plan
and facilitate clarification	
(4) Completion of the evaluation reports	

D 3	Issuing notice on Contract Effective Date to the Consultant	Expected Timeline	
	(1) Reviewing Contract for Detailed Design Consultant		
	(2) Completion of Contract Negotiation	A a man tha aabadula	
Steps to	(3) Obtaining concurrence from MCCEE and JICA on	As per the schedule outlined in Project	
follow	Final Contract document	Procurement Plan	
	(4) Facilitating Contract Signing	Frocurement Fran	
	(5) Issuing notice on Contract Effective Date to Consultant		

D 4	Delivering Bidding Document to Qualified Contractor	Expected Timeline
Steps to follow	 (1) Reviewing and Finalizing Pre-qualification (PQ) documents for Construction Contractor (2) Obtaining MCCEE and JICA concurrence on PQ documents (3) Publication of Notice of PQ document (4) Attend to inquiries from National Tender Board and bidders regarding the PQ document (5) Prepare documents required from PMU for the PQ evaluation (6) Participate in the PQ evaluation and attend to the inquiries (7) Completion of PQ evaluation (8) Reviewing Bidding documents for Construction Contractor (9) Obtaining MCCEE and JICA concurrence on bidding documents for Construction Contractor (10) Delivering Bidding Documents to Qualified Contractors and attending inquiries from National Tender Board and bidders regarding the bidding documents 	As per the schedule outlined in Project Procurement Plan







D 5	Completion of Technical and Financial Bid evaluation	Expected Timeline
Steps to follow	(1) Prepare any documents required from PMU for the evaluations (2) Facilitate and participate in the Technical evaluation and facilitate clarification	As per the schedule outlined in Project
Tollow	(3) Facilitate and participate in the Financial evaluation and facilitate clarification(4) Completion of the evaluation report	Procurement Plan

D 6	Issuing Notice on Contract Effective Date to Construction	Expected Timeline
	Contractor	
	(1) Reviewing Contract for Construction Contractor	
	(2) Completion of Contract Negotiation	
a.	(3) Obtaining concurrence from MCCEE and JICA on	As per the schedule
Steps to follow	Final Contract document	outlined in Project
IOHOW	(4) Facilitating Contract Signing	Procurement Plan
	(5) Issuing Notice on Contract Effective Date to	
	Construction Contractor	

D 7	Contract Management	Expected Timeline	
	(1) Reviewing contracts and identifying areas requiring		
	amendment	A a man tha aabadula	
Steps to	(2) Drafting proposed changes to the contract	As per the schedule outlined in Project Procurement Plan	
follow	(3) Negotiating the amendments with relevant parties		
	(4) Amendment to the contract is finalized	Frocurement Flan	
	(5) Attend to all contract management issues		



J. PAYMENT SCHEDULE

Total remuneration for the consultancy services will be MVR 285,100 (Two hundred eighty-five thousand one hundred Maldivian Rufiya) and payment will be on deliverables basis.

	Delive	erables	Percentage Payable
D 1	Delivering RFP to Shortlisted Bidders		10 % of the total remuneration
D2	Completion of Technical and Financial Proposal evaluations for detail design consultant		10 % of the total remuneration
D 3	Issuing notice on Contract Effective Date to the Consultant		15 % of the total remuneration
D 4	Delivering Bidding Document to Qualified Contractor		15 % of the total remuneration
D 5	Completion of Technical and Financial Bid evaluation for construction contractor		10 % of the total remuneration
D 6	Issuing Notice on Contract Effective Date to Construction Contractor		15 % of the total remuneration
D 7	Contract Management	Commencement of Construction Works	5 % of the total remuneration
		50 percent of Construction works completed	10 % of the total remuneration
		100 percent of Construction works completed	10% of the total remuneration





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K. SELECTION CRITERIA

Selection will be based on the following criteria:

Criteria	Points
Educational Qualification	40
Specific Work Experience	40
Additional Skills/ Experience	20

L. APPLICATION

The applicant will be evaluated based on the selection criteria outlined in section K of the TOR. The following documents are required for the evaluation.

- (1) Letter of Expression of Interest (EOI)
- (2) Detailed Curriculum Vitae including information on qualifications to perform the assignment, experience and appropriate skills with at least 2 referees
- (3) Copies of Accredited and Attested certificates
- (4) Reference letters (to assess the minimum work experience requirement)
- (5) Copies or links of documents produced (supporting documents for work experience)
- (6) Copy of National ID card

M. SUBMISSION

Interested candidates may submit their proposals through email or in hard copy to the Ministry reception on or before 1200hrs of (23rd May 2024) to the following address.

Procurement Section,

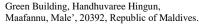
Ministry of Climate Change, Environment and Energy,

Handhuvaree hingun, Maafannu, Male', 20392, Maldives

Email: procurement@environment.gov.mv

Project: Building Climate Resilient Safer Islands in the Maldives

Consultancy for Procurement and Contract Management







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