



MINISTRY OF ENVIRONMENT

Male' Republic of Maldives

REQUEST FOR PROPOSALS

TAILOR MADE TRAINING PROGRAMME FOR PROPOSAL WRITING SKILLS DEVELOPMENT

Advertisement Number: (IUL) 438-WS/438/2019/71

[May 2019]

Prepared by:
Ministry of Environment

1 SCHEDULE OF CRITICAL DATES

ACTIVITY	ACTION DATE
Advertise	12 th May 2019
Release of Request for Proposal	12 th May 2019
Last day to submit queries (by Proponents)	19 th May 2019
Last day to send answers to queries (by Client)	21 st May 2019
Deadline to submit proposals	23 rd May 2019– before 11 10:00 AM

2 SUBMISSION REQUIREMENTS

Consultants shall submit all the documents listed under Sections (TECHNICAL PROPOSAL - STANDARD FORMS), Sections (FINANCIAL PROPOSAL - STANDARD FORMS). Furthermore, the following documents shall be submitted for the bids to be considered sufficiently responsive.

Please CHECK in the BOXES to confirm the submission of the required documents.

- 1. Company Profile
- 2. Company Registration certificate
- 3. Organization Chart of the team proposed
- 4. CVs of the Individuals (Inclusive of a copy of the National Identity Card)
- 5. Proposed Venue and Equipment to be used to conduct the Training
- 6. Cost breakdown of major activities. The total cost shall be clearly indicated.
- 7. GST Registration Certificate
- 8. Any Amendments made to the Bids by the Client

All pages should be duly signed and stamped for authentication.

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3 LETTER OF INVITATION

Dear Proponent,

- 1.1 The Government of Republic of Maldives represented by the Ministry of Environment intends to procure the services of an institute/company/firm to conduct a “ Tailor made training programme for proposal writing skills development”.
- 1.2 The Government of the Republic of Maldives now invites proposals for the Tailor made Training Programme for Proposal Writing Skills Development

- 1.3 The RFP includes the following documents:

- Section 1 - Letter of Invitation
- Section 2 - Instructions to proponents
- Section 3 - Technical Proposal - Standard Forms
- Section 4 - Financial Proposal - Standard Forms
- Section 5 – Terms of Reference
- Section 6 - Standard Forms of Contract

- 1.4 Please inform us in writing at the following address, upon receipt:

The Procurement Unit
Ministry of Environment
Green Building, Handhuvaree Hingun,
Maafannu, Male’, 20392,
Republic of Maldives
Fax: +960-3018-301
Email: procurement@environment.gov.mv

- (a) that you received the Letter of Invitation; and
- (b) whether you will submit a proposal alone or in association.

- 1.5 This Request for Proposal should not be construed as a commitment by the Client to contract with any particular proponent.

Yours sincerely,

Ajwad Musthafa
Permanent Secretary
Ministry of Environment and Energy

PART I

INSTRUCTIONS TO PROPONENTS

4 INSTRUCTIONS TO PROPONENTS

4.1 Introduction:-

- a) The Client named in the Data Sheet will select an institute/company/firm from those who submit their proposals.
- b) The Proponents are invited to submit Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Data Sheet, for the contract named in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Party.
- c) The Client will select an institute/company/firm (the Proponent) from those who submit their proposals. in accordance with the method of selection specified in the data sheet.
- d) As a direct response to this document, interested parties must provide their detailed proposals for the Financial Management Training Programme. The standards and other statements on such provision and legislative compliance made by the parties as part of their proposals will form a binding part of the final Proposal Writing Training Programme Contract.
- e) The proponents shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Proponents
- f) The Client reserves the right to accept or reject any Proposal and to terminate the tendering process without awarding a contract. The parties should be aware that it is unlikely that the Client will be in a position to go forward with any proposals that fails to meet the statutory and essential requirements, set out in Section 5. Terms of Reference.

4.2 Conflicting of interest

- a) A Party (including its Personnel) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of (i) the preparation of the Schedule of requirements, (ii) the selection process, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Government throughout the selection process and the execution of the Contract.
- b) The Proponents have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Proponent or the termination of its Contract.

4.3 Fraud and Corruption

The Client requires that all parties including Proponents and their agents (whether declared or not), personnel, sub-contractors, sub-proponents, service providers and suppliers, observe the highest standard of ethics during the selection and execution its contracts. In pursuance of this policy, the Client:

- a) defines, for the purposes of this provision, the terms set forth below as follows:
 - i. “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - ii. “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
 - iii. “collusive practices” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - iv. “coercive practices” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
 - v. “obstructive practice” is
 - deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or
 - acts intended to materially impede the exercise of the relevant government authorities’ inspection and audit rights.
- b) will reject a proposal for award if it determines that the recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- c) will cancel the portion of the contract if it determines at any time that representatives of the Client or of a beneficiary were engaged in corrupt, fraudulent, collusive, or coercive practices during the selection process or the execution of that contract, without the Proponent having taken timely and appropriate action satisfactory to the Client to address such practices when they occur; and
- d) will take action against any Party or an individual at any time, in accordance with rules and regulations including by publicly declaring such Parties or individual ineligible, either indefinitely or for a stated period of time.

4.4 Proposal Validity

The Data Sheet indicates how long the Proposals must remain valid after the submission date. The Client will make its best effort to complete negotiations within this period. Should the need arise; however, the Client may request to extend the validity period of proposals. The Parties who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, The Proponents could submit new staff in replacement, who would be considered in the final evaluation for contract award. Proponents who do not agree have the right to refuse to extend the validity of their Proposals.

4.5 Language of Proposal

The proposal documents must be in written English.

4.6 Preparation of Proposals

- a) The Proposal (see para. 1.2), as well as all related correspondence exchanged by the Proponents and the Client, shall be written in the language (s) specified in the RFP.
- b) In preparing their Proposal, Proponents are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.
- c) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

4.7 Technical Proposal Format and Content

The Technical Proposal shall provide the information indicated in the following paras from (a) to (g) using the attached Standard Forms (Section 3). Paragraph (c) (ii) indicates the recommended number of pages for the description of the approach, methodology and work plan. A page is considered to be one printed side of A4 or letter size paper.

- a) A brief description of the Proponents' organization and an outline of recent experience of the Proponents and, in the case of joint venture, for each partner, on assignments of a similar nature are required in Form TECH-2 of Section 3. For each assignment, the outline should indicate the names of Sub-Proponents/ Professional staff who participated, duration of the assignment, contract amount, and Proponent's involvement. Information should be provided only for those assignments for which the Proponent was legally contracted by the client as a corporation or as one of the major firms/Organisations within a joint venture. Assignments completed by individual Professional staff working privately or through other organisations cannot be claimed as the experience of the Proponent, or that of the Proponent's associates, but can be claimed by the Professional staff themselves in their CVs. Proponents should be prepared to substantiate the claimed experience if so requested by the Client.

- b) Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/effectiveness of the assignment.
- c) A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-4 of Section 3. The work plan should be consistent with the Work Schedule (Form TECH-7 of Section 3) which will show in the form of a bar chart the timing proposed for each activity.
- d) The list of the proposed professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks (Form TECH-5 of Section 3).
- e) CVs of the professional staff signed by the staff themselves or by the authorized representative of the professional staff (Form TECH-6 of Section 3).
- f) The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.

4.8 Clarification and Amendment of RFP Documents

- a) During the RFP process, questions or clarifications regarding this RFP document must be requested in writing to the person and address stated in the **Data Sheet**.
- b) Any additional documentation issued by the Client during the tender process shall be deemed to form part of this RFP and shall supersede any part of the RFP where indicated. The Client may also exercise the option to extend the tendering period and/or postpone the proposal submission date in the event that subsequent documentation is issued.

4.9 Communications

Except as provided in the preceding section relating to questions about this RFP, No parties shall contact any officers, employees, or team members of Client with respect to this RFP. Any oral communication with a Client employee concerning this RFP is not binding on the Client and shall in no way alter any specifications, term or condition of this RFP or any contract documents.

4.10 Submission, Receipt, and Opening of Proposals

- a) The original proposal (Technical Proposal and Financial Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Proponents themselves. The person who signed the proposal must initial such corrections.
- b) An authorized representative of the Proponent shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The signed Technical and Financial Proposals shall be marked "Original".

- c) Proponents shall submit a “Compliance Statement” stating that the offer is made in accordance with the Request for Proposal. Proponents who offer additional or alternative conditions shall clearly state those in their proposals.
- d) The technical proposal and financial proposal must be submitted in two separate sealed envelopes with one (1) printed copy of each and one electronic version in a CD-ROM to the person and address below. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “Technical Proposal” Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked “Financial Proposal” followed by the name of the assignment, and with a warning “Do Not Open With The Technical Proposal.” The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and be clearly marked “Do Not Open, except in the Presence of the Official Appointed”. The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive
- e) The Proposals must be sent to the address indicated in the Data Sheet and received by the Client no later than the date specified in the Data Sheet, or any extension to this date. Any proposal received by the Client after the deadline for submission shall be returned unopened.
- f) The Client shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored.

4.11 Evaluation of proposals

- a) From the time the Proposals are opened to the time the Contract is awarded, the Proponents should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Proponents to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Proponents’ Proposal.
- b) The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Technical Requirements, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Technical Requirements or if it fails to achieve the minimum technical score indicated evaluation criteria specified in the Data Sheet.
- c) After the technical evaluation is completed, the Client shall inform the Proponents who have submitted proposals the technical scores obtained by their Technical Proposals, and shall notify those Proponents whose Proposals did not meet the minimum qualifying mark or were considered non responsive to the RFP and Schedule of Requirements, that their

Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify in writing Proponents that have secured the minimum qualifying mark, the date, time and location for opening the Financial Proposals. The opening date should allow Proponents sufficient time to make arrangements for attending the opening. Proponents' attendance at the opening of Financial Proposals is optional.

- d) Financial Proposals shall be opened publicly in the presence of the Proponents' representatives who choose to attend. The name of the Proponents and the technical scores of the Proponents shall be read aloud. The Financial Proposal of the Proponents who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copy of the record shall be sent to all Proponents.
- e) The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail.
- f) The **highest** evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Evaluation Criteria: $S = St \times T\% + Sf \times P\%$. The Party achieving the highest combined technical and financial score will be invited for negotiations.

2A. DATA SHEET

2.1.a	<p>Name of the Client:</p> <p>Ministry of Environment Green Building, Handhuvaree Hingun, Maafannu, Male', 20392, Republic of Maldives</p>
2.1.a	<p>Financial Proposal to be submitted together with Technical Proposal in two different envelopes on the same day and time specified.</p> <p><i>Please write name of the Training Programme and indicate whether it is Financial Proposal or Technical Proposal on the envelopes.</i></p> <p>Name of the assignment is: Tailor made Training Programme for Proposal Writing Skills Development</p>
2.4 Validity	Proposals must remain valid up to 90 days after the submission date.
2.8 Clarifications and Amendments of RFP Documents	<p>Clarifications may be requested not later than 11th March 2019.</p> <p>The Procurement Unit Ministry of Environment Green Building, Handhuvaree Hingun, Maafannu, Male', 20392, Republic of Maldives Fax: +960-3018-301 Email: procurement@environment.gov.mv</p>
2.10 Submission, Receipt, and Opening of Proposals	<p>The Proposal submission address is:</p> <p>Permanent Secretary Ministry of Environment Green Building, Handhuvaree Hingun, Maafannu, Male', 20392, Republic of Maldives Tel: +960 3018300, Fax: +960 3018301 Email: procurement@environment.gov.mv</p> <p>Proposals must be submitted no later than the following date and time:</p> <p>Date: 23rd May 2019 Time 1100 hours local time</p>

2.11 Evaluation of Proposals	Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:	<u>Points</u>
	(i) Specific experience of the organization relevant to the assignment :	[20]
	(20 points will be broken down as following:)	
	a) Experience of organization will be given marks on number of training basis (full marks will be achieved for organizations that have conducted 10 or more Trainings)	[10]
	b) Experience in similar training skills, and in working with teams	[10]
	(ii) Adequacy of the proposed methodology and Monitoring Plan in responding to the Technical Requirement:	[40]
	a) Technical approach and methodology	[25]
	b) Work plan	[10]
	c) Organization and staffing	[5]
	(iii) Key professional staff qualifications and competence:	[25]
	a) Senior Trainer	[20]
	b) Supporting Trainer	[5]
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:		
1) General qualifications	[30%]	
2) Adequacy for the assignment	[60%]	
– Experience of trainer will be given marks on number of projects basis (full marks will be achieved for trainers that have conducted 10 or more projects) or trainers with relevant experience of more than 3 years or a combination of both years of experience and number of projects, where it does not overlap		
3) Experience in region and language	[20%]	
Total weight:	100%	
(iv) Suitability of the transfer of knowledge (training) program:	[10]	
a) Relevance of training program	[5]	
b) Training approach and methodology	[3]	
c) Qualifications of experts and trainers	[2]	
(v) Participation by nationals among proposed key staff	[5]	
Total technical score (s):	100	
The minimum technical score (s) required to pass is: 60 Points		

	<p>The formula for determining the financial scores is the following: $S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the <u>lowest price</u> and F the price of the proposal under consideration.</p> <p>The weights given to the Technical and Financial Proposals are: $T = [0.6]$, and $F = [0.4]$</p>
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PART II

STANDARD FORMS

3.0 TECHNICAL PROPOSAL - STANDARD FORMS

FORM TECH-1: TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the ***Tailor made Training Programme for Proposal Writing Skills Development*** in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope¹.

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 staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

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

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

FORM TECH-2: PROPONENT'S ORGANIZATION AND EXPERIENCE

A - PROPONENT'S ORGANIZATION

[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment.]

B - PROPONENT'S EXPERIENCE

*[Using the format below, provide information on each contract/assignment for which your Organisation, individually as a corporate entity or as one of the major companies within an association, for carrying out **training programmes**. Use 5 pages.]*

Contract/Activity Name:	Approx. If a contract, value of the contract (in MR):
Country: Location within country:	Duration of assignment/activity (months):
Name of Client:	Total N° of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current US\$ or Euro):
Start date (month/year): Completion date (month/year):	N° of professional staff-months provided by associated Proponents:
Name of associated Parties, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Activities/Project:	
Description of actual services provided by your staff within the Activities:	

Firm's Name: _____

FORM TECH-4: DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

(For small or very simple assignments the Client should omit the following text in Italic)

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (10-15 pages, inclusive of charts and diagrams) divided into the following three chapters:

- a) Technical Approach and Methodology,*
- b) Work Plan, and*
- c) Organization and Staffing,*

a) Technical Approach and Methodology. In this chapter you 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 you should propose the main 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.

c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]

FORM TECH-5: TEAM COMPOSITION AND TASK ASSIGNMENT

<i>Professional Staff</i>				
Name of Staff	Organisation	Site of Expertise	Position Assigned	Task Assigned

FORM TECH-6: LIST OF TRAINING PROGRAMMES COMPLETED

Name of the Training Programme	Name of the Client	Cost of the Project	Assignment Signed Date	Assignment Completed Date

Proof and confirmation of the listed projects need to be submitted.

FORM TECH-7: CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. Proposed Position *[only one candidate shall be nominated for each position]:* _____

2. Name of Firm *[Insert name of firm proposing the staff]:* _____

3. Name of Staff *[Insert full name]:* _____

4. Date of Birth: _____ **Nationality:** _____

5. Education *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:* _____

6. Membership of Professional Associations: _____

7. Other Training *[Indicate significant training since degrees under 5 - Education were obtained]:* _____

8. Countries of Work Experience: *[List countries where staff has worked in the last ten years]:* _____

9. Languages *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:* _____

10. Employment Record *[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:*

From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____

A copy of the National Identity Card need to be attached for each individual.

4.0 FINANCIAL PROPOSAL - STANDARD FORMS

FORM FIN-1: FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide *Tailor made Training Programme for Proposal Writing Skills Development* in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹]. This amount is exclusive of the local taxes, which shall be identified during negotiations and shall be added to the above amount.

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

¹ Amounts must coincide with the ones indicated under financial proposal in Form FIN-2.

FORM FIN-2: FINANCIAL PROPOSALS

	Description	MRf
1	Training & administrative charges	
2	Professional charges (per tutors) -tutor 1 -tutor 2... etc	
3	Hall	
	Total :	
	GST :	
	Total with GST:	

Indicate the total cost with detail cost to be paid in Maldivian Rufiyaa.

Note: The total contract price should be quoted inclusive of Goods and Services Tax (GST) as per the GST Legislation and Circulars.

***Quantity = 10 people per Training**

***Training Duration = 2 Days in a Week (The training need to be scheduled as described below). The training need to be for a 02 months' total duration).**

Tentative Proposal:

Thursday 1PM to 3PM

Saturday 11AM to 2PM

Training Programme Conduct Proposal Date: 16th June 2019 until 2months completion.

5.0 TERMS OF REFERENCE

5.1 Background

The Government of Republic of Maldives represented by the Ministry of Environment intends to procure the services of an institute/company/firm to conduct a tailor made training programme on proposal writing skills development.

5.2 Objectives and Scope

The main objective of the assignment is to, design and deliver a Tailor made Training Programme on proposal writing skills development.

Upon completion of this training programme, the participants should be equipped with the fundamental knowledge and skills needed to conduct relevant researches and prepare the various components of a proposal.

5.3 Tasks of the Institute

The tasks to be undertaken by the Institute/ Firm / Company are to be undertaken in close collaboration with the Water and Sanitation Department, and relevant stakeholders as necessary, and include, but are not necessarily limited to, the following:

- Develop the program aims intended learning outcomes, methods of delivery, and comprehensive outline of the core training subjects.
- Develop an indicative book list/ resources/ materials/ equipment's for the core subject areas.
- Delivery of training
- Provide recommendation on the appropriate facilities needed for the training.

The training programme is proposed to be delivered for a period of 'not less than 2 month '.

Possible main training program units/ modules are provided below but are provided for guidance and are indicative only: The institute may propose additional incorporations where as relevant.

Month 01 - Section – 1 Writing Skills Development:

- Discussing basic writing skills
- Identifying the components of effective paragraphs
- The Five Parts of the Writing Process
 - Planning
 - Writing
 - Editing
 - Proofing
 - Publishing
- Proofing and Publishing
 - Points to consider up front about how the document will be published
 - Importance of proofreading and its difference to editing
 - Ten Pointers to Perfect Proofing

- Planning
 - Creating a Document Aim
 - Creating a Document Outline
 - Using Mind Maps to organise your brain
- Writing & Editing
 - The Five C's of Writing Well
 - The First C: Writing Clearly
 - The Second C: Writing Concisely
 - The Third C: Making your Writing Complete
 - The Fourth C: Writing Correctly
 - The Fifth C: Courtesy
- E-Mail
 - The importance of getting e-mail right
 - Writing more Positively for Your Audience
 - Making Requests
 - Paragraph Content and E-mail Structure
 - Editing Emails
 - Professionalism
 - Some Do's, Don'ts and Etiquette
- Writing Business Letters
 - Format and Layout of a Business Letter
 - Suggested Forms of Address and Salutations
 - Types of Letters & Individual Practice Session
 - Persuasion
 - 'No' Letters
- Wrap and Re-CAP
 - Formulating a Resulting Cumulative Action Plan for Success

Month 2- Section 2 - Effective Proposal Writing

- Brief Review of 'Write it Right for Business' Writing Process
- The Third Stage – Writing Tips (The Nine Rules; Paragraphs, Unity, Coherence, Emphasis)
- Writing Proposals
- The Differences when writing proposals
 - Proposal Formula
 - The ten steps of Proposal writing
 - Clarify your objectives
 - Analyse your audience
 - Get your thoughts on paper
 - Group and label your thoughts
 - Sequence your thoughts
 - Make an Outline
 - Write your draft down
 - Edit
 - Add the finishing touches
 - Proofread and edit
- Creating a Proposal Outline
- Persuasive Techniques
- The Finishing Touches

- Dealing with Tough Questions
- Practical Application Checklist
- Editing, Proofing and Publishing
- Cumulative Action Plan
- Practical Application Checklist
- Group Exercise- Creating a Proposal
- Group Resultant Action Plan

5.4 Deliverables

The Training Provider shall provide a:

Final Negotiated Training Program Outline: The Final negotiated Training program outline shall be submitted not later than 10 days prior to the commencement of the assignment. The Final Negotiated Outline should include but is not limited to:

- (i) Aims, intended learning outcomes, methods of delivery, and comprehensive outline of the core subjects; and
- (ii) Indicative book list/ resources/ materials/ equipment's for the core subject areas.

Delivery of Training: Training should be delivered within 05 days from the approval of the final negotiated training outline.

Venue: The venue need to be proposed by the institute/consultancy firm.

Assessment Technique: Exams, Presentations and Group Assignments

Language of Instructions: Preferred to use English Language but instructions can be given in Dhivehi Language for easy understanding.

Completion of Training and Issue of Certificates to the Participants: A brief report shall be submitted within 5 days following the issue of the certificates to the participants.

Training Session: The assessment should include but is not limited to successes and difficulties in achieving learning outcomes.

5.5 Eligibility Criteria

To be eligible for this assignment the institute must demonstrate past experience in performing the services (description of the similar assignment, experience in similar conditions, availability of appropriate skillset.) and should have the following minimum eligibility criteria.

a) Senior Trainer

- Senior Trainer should have a minimum bachelor's degree in Business Management or related field.
- Senior trainer should have a minimum 5 years or more years of general experience.
- Experience in the specific or related training programmes would be an additional advantage.
- Excellent oral and written communication in English and Dhivehi.

b) Assistant Trainers

- Assistant Trainers should have an Advanced Diploma in Business Administration or related field.
- Excellent oral and written communication in English and Dhivehi.
- Minimum 2 years working experience in a related field.

5.6 Reporting

The Institute is expected to work closely with the Water and Sanitation Department and will report directly to Director General of Water and Sanitation Department, or his/her designate during the assignment.

5.7 Contract duration

The successful Institute is expected to be available to deliver the Training Programme in **June 2019**. The estimated contract duration will be for not more than 70 days (10 days + **2 months**) from the commencement of the assignment.

5.8 Proposal

The Institute is required to submit a simple tentative work plan and proposed fee for the assignment.