



Ministry of Climate Change, Environment and Energy
Republic of Maldives

TERMS OF REFERENCE
(IUL)438-CCD/438/2024/410

Consultancy Services for a National Expert (Climate Change and Adaptation Planning Specialist) to facilitate National Adaptation Plan formulation and Implementation for the Maldives - Requesting for proposal (RFP) – Single Envelope

Issued on: 16.09.2024

Issued By: Advancing the National Adaptation Plan (NAP) of the Maldives

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Section 1

Tender Sheet

Reference No:	Tender Reference		
1	<u>Tender Name:</u> Consultancy Services for a National Expert (Climate Change and Adaptation Planning Specialist) to facilitate National Adaptation Plan formulation and Implementation for the Maldives		
2	<u>Bid Registration Timeline:</u> Time: N/A	Date: N/A	Email: N/A
3	<u>Pre-Bid Data:</u> Location: N/A	Time: N/A	Date: N/A
4	<u>Bid queries submission timeline and Address:</u> Location: Ministry of Climate Change, Environment and Energy Date: 30/09/2024 Time: 12:00pm Email: procurement@environment.gov.mv CC: nap@environment.gov.mv Telephone No: 3018497		
5	<u>Bid Clarification Deadline and Address:</u> Location: Ministry of Climate Change, Environment and Energy	Date: 01/10/2024 (Tuesday)	Time: 12:00pm
6	<u>Proposal submission deadline:</u> Location: Ministry of Climate Change, Environment and Energy - Reception	Date: 16/10/2024 (Wednesday)	Time: 10:00am
7	<u>Submission instruction</u> Proposals must be delivered in sealed envelopes titled		

	<p>“Do not Open Before 16th October 1005 hrs – Consultancy Services for a National Expert (Climate Change and Adaptation Planning Specialist) to facilitate National Adaptation Plan formulation and Implementation for the Maldives - (IUL)438-CCD/438/2024/410” and the submitting party’s name and address</p> <p>Late proposals will be rejected.</p>	
8	<p><u>Submission address</u> Procurement Section Ministry of Environment, Climate Change and Technology Green Building, Handhuvaree Hingun, Maafannu Male’, 20392, Republic of Maldives Email: procurement@environment.gov.mv Website: www.environment.gov.mv Project name:</p>	
7	<p><u>Bid Opening:</u> 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.</p>	<p>Time: 10:05am Date: 16/10/2024 (Wednesday)</p>
8	<p><u>Evaluation Criteria on Annex 6</u></p>	
<p><u>Note:</u></p>		

Section 2

Instruction for Bidders

A. General Information

- | | | |
|--------------------------------|-----|---|
| 1. Introduction | 1.1 | This bid is opened to parties who can provide the goods/services mentioned in the tender sheet. The requirements of the goods/services have been detailed in the information sheet. |
| 2. Eligible Bidders | 2.1 | This bid is opened to all Eligible Individuals. |
| | 2.2 | If any other parties except for the parties mentioned in 2.1 are eligible for proposing the bid it will be stated in the tender sheet. |
| 3. Bidding Process and signing | 3.1 | This Bid will be undertaken as per UN procurement rules and regulations |
| | 3.2 | The bid must be complied as stated in the annex 1 along with the documents stated in the bidder's checklist as one whole document. |
| | 3.3 | Bids must be typed in English language in an easy-to-read font. Or if written by hand, it should be legible. All pages of the tender shall bear the signature and stamp of the tenderer or his designee. Each page of the tender shall also be numbered in order to indicate the number of pages. |
| 4. Number of Bids submitted | 4.1 | Each bidder may submit 1 (one) bid. If any bidder submits more than one bid, all bids submitted by that bidder will be cancelled. |
| 5. Cost of preparing Bid | 5.1 | All expenses incurred in preparing and submitting the bid shall be borne by the bidder. The ministry shall not be responsible for any expenses incurred in this regard. |
| 6. Other principles | 6.1 | If the bidder is a close relative of an employee who works in the Ministry of Climate Change, Environment and Energy or any Ministry under the Ministry of Climate Change, |

Environment and Energy the bidder must disclose it in Disclaimer of Conflict of Interest form in annex. If such information is not disclosed the tender will be canceled without further notice.

B. Documents relating to the bid

- | | | |
|---|-------|---|
| 7. Sections of the tender book | 7.1 | Documents related to bid are included in the list below and in amendments. |
| | 7.1.1 | Bid Sheet (Section-1) |
| | 7.1.2 | Instructions to Bidders (Section-2) |
| | 7.1.3 | General and Special Provisions of the Agreement (Section-3) |
| | 7.1.4 | Annex (Section 4) |
| | 7.1.5 | Works Related Information (Section-5) |
| 8. Clarification of information regarding the bid | 8.1 | It is the responsibility of the Bidder to obtain any further information regarding the information contained in this Bid Book or in connection with this Bid. |
| | 8.2 | Amendments issued in accordance with Section 9.1 shall form part of the Bid |
| 9. Changes to the tender | 9.1 | If it is deemed necessary to make a change to the bid before the expiry of the bid opening period, an amendment (deduction/addition) can may be made. |
| 10. Language used in the tender | 10.1 | The bidder shall prepare the bid in Dhivehi or English in accordance with the sample given with the bid. |

C. Preparation of bids

- | | | |
|---------------------------|------|---|
| 11. Money used in the bid | 11.1 | The bidder shall submit the bid price in Maldivian Currency (MVR). |
| 12. Duration | 12.1 | The deadline for work should be submitted in days including holidays except Friday. |

- 12.2 The period offered for the work shall be reasonable for the performance of the work.
- 12.3 The expiry date of the bid shall be at least 120 days from the date of submission of the bid.
- 12.4 If the bidder has given more time than the time given by the Ministry for the works specified in the bid, the bid will be rejected.

D. Submission of bids

13. How to close the bid 13.1 The name, address and telephone number of the bidder shall be written on the outside of the envelope.
- 13.2 Bids should be submitted in a sealed envelope addressed as per the bid sheet.
14. Deadline for submission of bids 14.1 The deadline for submission of bids for this work or service will be mentioned in the bid sheet.
15. Procedure for late bids 15.1 Bids submitted after the deadline will not be accepted.
- 15.2 Bids sent by email and fax will not be accepted.

E. Bid opening and evaluation

16. Bid opening 16.1 If the date scheduled for opening of bids is fixed as a public holiday by the Government for any reason, the opening of bids will be held on the deadline specified in the bid sheet of the next official day.
- 16.2 Any problem with the calculation of qualifying tenders will be corrected as follows.
- 16.3 If the amount in the bid differs from the amount in Dhivehi, the correct amount shall be deemed to be the amount in Dhivehi.
17. Bid Evaluation 17.1 The Ministry reserves the right to reject bids if the required information and documents are not submitted in connection

with the notice. The Ministry also reserves the right to reject incomplete bids after acceptance. The Ministry reserves the right to cancel bids if the prices offered are inadequate.

- | | | |
|---|------|---|
| 18. Determination of the bidder | 18.1 | The successful and unsuccessful bidders will be notified in writing. Following this notice, unsuccessful bidders shall be given 3 (three) days to submit a complaint relating to the bid. The reason for the unsuccessful bid shall be stated upon request by the complainant within this period. |
| | 18.2 | The contract with the successful bidder shall be signed after considering the submissions and answering the questions raised by the unsuccessful bidders within the period specified in 19.1. |
| 19. Selection and notification of the successful bidder | 19.1 | The agreement shall be signed after addressing the complaints and the questions raised by the unsuccessful bidders that have been submitted within the period specified in Article 19.1. |

F. securities to be Submitted

- | | | |
|------------------|------|--|
| 20. Bid Security | 20.1 | The bid security of the unsuccessful bidders will be returned to them within 7 (seven) days from the date of notification to the successful bidder. |
| | 20.2 | If a bidder withdraws from the bid after the opening of the bid or if the successful bidder cancels the bid after receiving the certificate of success, the bid security submitted by the bidder will be forfeited to the State. |

Section 3

General and special provisions of the agreement

- 21. Definitions**
- 21.1 "Owner of the Work" means a place within the jurisdiction of the Ministry required to carry out the Work.
- 21.2 "Contractor" means the person submitting the tender for the performance of the work.
- 21.3 "Work" means the service or works described in the tender sheet.
- 21.4 "Work Price" means the amount paid to the Contractor upon completion of the Work in accordance with the Agreement.
- 21.5 "Agreement" means the agreement between the Employer and the Contractor regarding the work.
- 22. Exchange of documents**
- 22.1 The parties to this Agreement shall give all notices to each other in connection with this Agreement, generally in the Dhivehi and English language, in writing.
- 22.2 Documents sent from one party to the other shall be sent by hand or by registered post, or to the designated email address specified in the bid.
- 22.3 If you wish to change the address in this Agreement, you must notify the other party in writing.
- 23. Assignment of work to a third party**
- 23.1 No assignment under this Agreement may be assigned to another party.
- 24. Taking over of goods and services**
- 24.1 The date and time of delivery of the materials to the Ministry shall be notified to the Work Wheeler before the materials are delivered to the Ministry.

24.2 Once the materials are brought to the Ministry, the contractor (the Ministry) will take over the quantity of the materials.

24.3 The owner of work will check that the goods/services have been received as per the agreement after the Ministry takes over. If the work is completed in accordance with the specification after checking the quality, the goods/services will be deemed to have been received in accordance with the agreement. The service/goods provided in violation of the agreement will be returned.

25.Contract Duration

25.1 The goods/services shall be delivered within the period specified in the agreement

25.2 In the event of an extension of the contractor's control or a natural event/disaster or manufacturing-related matter, the event/disaster or manufacturing-related event shall be submitted to the Contractor before the expiry of the deadline.

25.3 Even if an extension is requested for any reason, the extension will be granted in accordance with the Finance Rules.

26. Penalty and cancellation of agreement

26.1 If the work or services (excluding consultancy) are not completed within the agreed period, liquidated damages will be deducted in accordingly as follows.

26.2 If the total value of the bid is below MVR.5,000,000/-, the deduction shall be equal to the total value multiplied by 0.005 multiplied by the number of days exceeding the period.

$$\text{Liquidated Damages} = \text{CP} * 0.005 * \text{LD}$$

If the total value of the tender exceeds MVR. 5,000,000/-, the deduction shall be equal to the total value multiplied by 0.0025 multiplied by the number of days overdue.

$$\text{Liquidated Damages} = \text{CP} * 0.0025 * \text{LD}$$

CP (Contact Price): Total contract value

LD (Late Duration): days beyond the term of the contract

26.3 If the Contractor is required to pay for the period of delay, the bill submitted by the Contractor shall be paid for the remaining amount after deducting the amount specified in the bill.

26.4 The Ministry reserves the right to terminate the contract if the liquidated damages exceed 15% of the total cost of the work.

27. Termination of the Agreement

27.1 The Ministry reserves the right to cancel the contract in whole or in part if it is found that the work is not being carried out as specified in the contract.

27.2 If the agreement is terminated for any reason, within 3 working days, the details of the work completed and unfinished work shall be signed by both parties. A list of all the Contractor's items at the work site shall be taken within 3 days. We cannot be held responsible for any problems with any of these items after this period.

- 28. Other things** 28.1 If, after signing the Agreement, the parties become aware that any law or regulation of the Government conflicts with this Agreement or if such law or regulation is enacted, this Agreement shall not be null and void. If such a provision becomes incorporated into this Agreement, both parties agree to maintain this Agreement without termination, albeit by amending such provision.
- 29. Taxes and other fees** 29.1 Taxes, customs duties, import license fees and any other fees payable in connection with this work shall be paid by the contractor.
- 30. Modification of the agreement (Amendments)** 30.1 Any provision of this Agreement may be modified only by agreement signed between the parties.
- 31. The law applicable to the agreement** 31.1 This Agreement shall be governed by, and enforced in accordance with, the laws and regulations of the Republic of Maldives.
- 32. Dispute** 32.1 If any dispute arising out of this Agreement cannot be resolved by negotiation between the parties, the matter shall be submitted to a court of law in Maldives.
- 32.2 Any deficiencies in this Agreement shall be resolved by negotiation between the parties. If not resolved, the case shall be referred to a court of law in Maldives.

Section 4

Annex 1

Documents and checklist to be submitted by the bidder

The following related documents shall be submitted for the bids to be considered sufficiently responsive.

Applicants should submit their proposals containing the following documents and applicable Technical Proposal – Standard Forms and Financial Proposal – Standard Forms under ANNEX 1.

#	Documents to be submitted	✓ / ✗	Page No:
Technical Proposal			
1	Proposal submission form - (Annex 2 -Tech Form 1) (signed by the owner of the entity or person with power of attorney to sign)		
2	Approach, Methodology and Work Plan – (Annex 3 - Tech Form 2)		
3	Curriculum Vitae (CV) of the identified key Experts (Consultant). Copy of academic certificates and reference letters demonstrating experiences listed in this TOR (required experiences and other experiences relevant to this TOR must be specified clearly or highlighted) – (Annex 4 -Tech Form 4)		
4	Completed Letter of Commitment – (Annex 5 -Tech Form 5)		
5	Experience Letter - Company		
6	Documentation of conflict or non-conflict of interest – (Annex 5)		

Note 01: All bidders should clearly identify **Key Experts** (herein referred to as the ‘Consultant’) carrying out the task. For bids submitted by Company/Institution, the Key Experts signed in Form 5 & 6 will be considered for the evaluation process.

Note 02: If bidder fails to submit **any of the above listed document**, their proposal will not be considered for further evaluation

Annex 2
TECH FORM 1

Proposal Submission Form			
1. Bidder Information			
1.1	Name:		
1.2	Address:		
2. Project Information			
2.1	Project Name:		
2.1	Tender No:		
3. Minimum quantity, price and duration of the goods/services offered			
Detail		Price	Gst (8%)
			Total
Duration:			
4. Declaration:			
4.1	After due consideration of the information given for the provision of the above-mentioned works/services and the provisions of the Agreement, I / We hereby tender for the provision of these works or services at the above-mentioned price.		
4.2	I / We agree to accept and comply with this tender for 120 days from the date of submission. If the owner requests to sign the agreement within this period, I agree to sign the agreement and work in accordance with the agreement.		
5. On Behalf			
Name:		Signature	Stamp
Designation			
Date			

Annex 3
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.]

Annex 4

TECH FORM 4

Curriculum Vitae		
1.	Name of Consultant:	
2.	Education:	<i>[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:</i>
3.	Membership of professional associations	
4.	Other Training	
5	Countries of work experience	<i>[List countries where the Consultant has worked in the last ten years]:</i>
6	Languages	<i>[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:</i>
7	Experience/ employment record	<p><i>[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.]</i></p> <p>From [Month/Year] – To [Month/Year]:</p> <p>Employer:</p> <p>Positions held:</p> <p>Job description:</p>
8	Summary of projects / assignments undertaken / role	<p>Name of project/ assignment:</p> <p>Experience classification: General / specific</p> <p>Scope of project/ assignment:</p>

		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

Annex 5
TECH FORM 5

Letter of Commitment

[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 **Specialist** (Specify) to “**Consultancy Service for Development of Natural Capital Accounting**”- 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:

Note: CV should be submitted along with the supporting documents of the Team Leader (CV without the supporting documents will be rejected)

Annex 5
DISCLAIMER FOR CONFLICT OF INTEREST
Each Applicant must fill in this form

Tender Name:	Click here to enter text.
Advertisement No:	Click here to enter text.
Advertisement Date:	Click here to enter text.

I/We, the undersigned as the bidder, submitting the tender in respect of call for captioned tender, confirm:

- *that should I/We have any “close relative” or “close associate” working at Ministry of Climate Change, Environment and Energy, I/We will disclose that information with this form. In this instance “close relative” and “close associate” represents the meaning stated in Section 19 of Regulation Number: 2023/R-158 (Public Finance Regulation);*
- *that I/We will disclose any conflict of interest in connection to the contract with this form. A conflict of interest may arise in particular as a result of economic interests, political or national affinities, or any other relevant connection or shared interest;*
- *that I/We will inform the at Ministry of Climate Change, Environment and Energy, without delay, of any situation constituting a conflict of interest or could give rise to a conflict of interest;*
- *that I/We have not made, and will not to make, any offer of any type whatsoever from which an advantage can be derived under the contract;*
- *that I/We have not granted, sought, attempted to obtain or accepted and will not grant, seek, attempt to obtain, or accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal or corrupt practice, either directly or indirectly, as an incentive or reward relating to the award of the contract;*
- *that I/We understand that the at Ministry of Climate Change, Environment and Energy reserves the right to verify this information and that I am/We are aware of the consequences which may derive from any false declaration in respect of the information required by the awarding body as a condition of participation in the contract procedure.*

YES, I/We have **“close relative” or “close associate”** please find the Details below.

Name of the Staff(s):

NID Card No.:

Relationship with the Staff:

NO, I/We do not have **“close relative” or “close associate”**

Details of the Bidder

Name of the Bidder:		Stamp of the Bidding Company	
Signature of the Bidder:		Date:	

Annex 6

Criteria to be used for evaluation of bids

Technical Score	
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.	
(A) Curriculum Vitae:	
Minimum academic qualifications – Master’s Degree (details in section 7 under academic qualification requirements of expert Master’s Degree and above in relevant field: 50 points	50
Minimum of 7 years of experience in climate change adaptation sector 7 years: 30 points, 7 years and above: 50 points	50
Demonstrated experience in the elaboration, preparation and design technical reports and documents. (submit samples or weblinks of samples) 25 points per proof of assignment or publication completed	50
Demonstrated experience in engaging with government institutions and other stakeholders at national and local levels is desirable 25 points per proof of assignment completed	50
Must have excellent speaking, reading, report writing and presentation skills in Dhivehi and English	50
Total A=	250
Only Specialists who meet the minimum qualification requirements will be qualified for technical evaluation. Technical score(T) = A/250*100	
Note: Only the proposals that will obtain a minimum of 70% out of 100 obtainable points 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.

The weights given to the Technical and Financial Proposals are:

$T = [0.6]$, and $F = [0.4]$

CRITERIA ON CLASSIFYING REGIONAL BASED BUSINESS

- a) Check the bidders permanent address, if the bidder is a sole proprietorship
- b) Check the island to which the business is registered, if the bidder is not a sole proprietorship
- c) The bidder will be considered as a business working in one certain area, as per (a) and (b) accordingly:

- 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
- 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.

ADDITIONAL INFORMATION

Ministry of Climate Change, Environment and Energy has overall responsibility for the management of the contract and contractual reporting obligations.

Documents and data provided by the government for the purpose of this assessment which is not of public nature shall be considered confidential and should not be disclosed to any other party.

All outputs and materials produced as part of this TOR shall be handed over to the project at the end of the contract and will become the sole property of Ministry of Climate Change, Environment and Energy.

Obtaining any necessary visa and documents are the responsibility of the proponent. MoCCEE will only provide a visa facilitation letter if necessary.

For the workshop and trainings: invitations, catering and venue will be financed directly by the project. This cost should NOT be included in the price quotation.

For domestic travel: land and sea travel (as per the schedule provided and agreed upon) will be directly financed by the project. **This does not include the DSA.**

Section 5
Details of services/materials/work required

Introduction and Background

The Government of Maldives, through the Ministry of Climate Change, Environment and Energy (MECCT), has successfully obtained a grant from the Green Climate Fund (GCF) for a three-year project to build capacity to advance National Adaptation Plan (NAP) process in Maldives. The UN Environment Programme (UNEP) is the Delivery Partner for the project, with the role of supporting and overseeing the project implementation.

The Republic of the Maldives is a Small Island Developing State (SIDS) and is one of the smallest atoll island nations globally. The government of Maldives has expressed concerns about the impacts of global warming on the country as the geographical characteristics of the country — comprising small, low-lying atoll islands — makes the Maldives extremely vulnerable to the negative impacts of climate change, particularly coastal erosion and sea-level rise, inundation, which also exacerbate the existing problems of beach erosion and salt-water intrusion, threatening the country’s limited freshwater resources, economic losses and damage to critical infrastructure, risk of coral reef bleaching affecting country’s tourism and fisheries sectors.

Despite the steps already made in terms of Readiness for long-term adaptation, several barriers remain that restrict the national adaptation planning (NAP) process, which will be addressed through the NAP Maldives project. Objective of the project is to reduce the vulnerability of the Maldives’ population to climate change impacts through enhanced capacity for planning, implementing and monitoring adaptation interventions.

In response to the climate threats facing the Maldives, the country has undertaken a number of climate-responsive development planning and adaptation processes the NAPA, NDC, national communications, MCCPF and Strategic Action Plan, as well as projects and programmes funded through GCF, GEF, LDCF, AF, and GCCA. In addition to identifying the sectoral priorities and strategies that underlie the country’s national adaptation priorities, these projects have established a baseline from which cooperation and partnership opportunities of the NAP process can be advanced.

Objective

The National Expert will support the NAP project team facilitating the process of NAP formulation and implementation for the Maldives through the following activities.

Scope of Assignment

The scope of work involves the following tasks to achieve the above objective

Requirements for Experience and Qualifications

Academic qualification

- Minimum Qualifications: Masters' degree in climate science, climate change, meteorology, engineering, science, environment management, environment science, natural resource management, or any climate change related areas relevant to the assignment

Experience

- At least 7 years of experience in climate change adaptation sector
- Demonstrated experience in climate change adaptation planning
- Demonstrated experience in the elaboration, preparation and design technical reports and documents. (submit samples or weblinks of samples)
- Demonstrated experience in engaging with government institutions and other stakeholders at national and local levels is desirable
- Must have excellent speaking, reading, report writing and presentation skills in Dhivehi and English

Indicative Tasks

Task 1: Provide support for Project Steering Committee

In accordance to the Project proposal approved by GCF, a Project Steering Committee (PSC) will be established. The PSC will play a key role in the monitoring of project progress providing project oversight and advisory support, including a) overseeing project implementation, and b) reviewing the annual budget and work plan. The PSC will meet every six months with ad hoc meetings held as and when necessary to deal with emerging issues to discuss the project's main performance indicators and provide strategic guidance

The Activity should include:

Activity 1.1: (Activity 3.1.1.3 FP) Formulate the management report including a workplan and operational recommendations for the steering committee

Activity 1.2: Draft and validate in a workshop (20–40 participants) the operational arrangements of the steering committee established under Activity 3.1.1.2 to: i) oversee the NAP process; ii) incorporate gender considerations into decision making processes; and iii) facilitate the engagement of sectoral agencies for the formulation and implementation of the NAP.

Deliverables:

1. Management report including a workplan and operational recommendations for the steering committee
2. Validation workshop report, including list of attendees

Task 2: Establishment of CSO/NGO Advisory Committee

The CSO/NGO advisory committee will be coordinated by the MCCEE to facilitate engagement of non-government stakeholders, such as from the private sector, civil society and academia, notably ensuring women's and marginalized people's interests and perspectives are included in decision-making

The Activity should include:

Activity 2.1: In close collaboration with the NAP project team and the Climate Change Department, identification of relevant stakeholder groups through a participatory process with broad involvement of relevant stakeholders. Organizing consultative stakeholders' meetings and workshops will be facilitated by the project team.

Activity 2.2: Develop a methodology, including provisions for selection of committee members, composition and recommendations to strengthen the interrelationship between CSO/NGO Advisory committee and the Steering Committee.

Activity 2.3: Prepare and finalise the terms of reference and the workplan of the CSO/NGO Advisory committee.

Deliverables:

1. Stakeholder consultation workshop report and participant list, with recommendations of stakeholders to engage
2. Methodology, including criteria used, and approach for CSO/NGO Advisory Committee
3. Terms of Reference (ToR), including scope, and workplan of the CSO/NGO Advisory Committee

Task 3: Development of a stakeholder engagement strategy and NAP Roadmap

In consultation with and validated by the steering committee and CSO/NGO advisory committee a strategic roadmap and stakeholder engagement plan for the formulation of the NAP needs to be developed with a clear focus on engaging women throughout the NAP process. The aim of this deliverable is to promote the inclusive and meaningful participation of stakeholders in the NAP process for improved effectiveness and impact of the process, in accordance with its roadmap. The strategic roadmap will identify the important milestones and activities to be undertaken, drawing upon the objectives and targets identified in other relevant policy tools and documents endorsed by the government.

The Activity should include:

Activity 3.1: Develop a mapping and stakeholder analysis of the stakeholder groups with power and interest in the NAP process. These should include stakeholder groups and individuals in the public and private sectors, at the national and sub-national level. For stakeholders with high power but low interest, design an engagement strategy that increases the interest and positive impact of the stakeholder/group; for stakeholders with high interest but low power, design an engagement strategy that increases the collective influence of the group.

Activity 3.2: Develop NAP roadmap and stakeholder engagement strategy

This activity should include:

- a. Providing details and a schedule on the consultations and how findings will be fed into each of the components of the NAP process;
- b. Identifying opportunities to promote the NAP process;
- c. An analysis of the risks of disenfranchisement or lack of ownership of the NAP process on and how to avert or minimize those risks.
- d. Ensure that engagement of stakeholder is sensitive to gender issues and representation, social inclusiveness and considers vulnerable groups and/or communities.

Deliverable

1. NAP roadmap and stakeholder engagement strategy document outlining the: i) dynamic institutional arrangements to facilitate and coordinate the NAP process; ii) mandates of government at national, provincial, and sub-district levels; iii) important NAP process milestones and iv) methods to increase engagement of stakeholders with low interest and increase influence of stakeholders with low power

Duration of the Consultancy

Duration of the assignment is 6 months upon signing the contract.

Deliverables & Payment Schedule

No.	Deliverables	Details	Duration	Payment Schedule
1	Task 1	Management report including a workplan and operational recommendations for the steering committee	15 Days	30%
		Validation workshop report, including list of attendees	10 days	
2	Task 2	Stakeholder consultation workshop report and participant list, with recommendations of stakeholders to engage	10 Days	40%
		Methodology, including criteria used, and approach for CSO/NGO Advisory Committee	10 days	
		Terms of Reference (ToR), including scope, and workplan of the CSO/NGO Advisory Committee	5 days	
3	Task 3	NAP roadmap and stakeholder engagement strategy document	20 days	30%
Total:				100%