



# **MINISTRY OF ENVIRONMENT**

---

**Male' Republic of Maldives**

**ADVERTISEMENT NUMBER:** (IUL)438-ENV/438/2019/375

## **TERMS OF REFERENCE**

---

### **Translation of Good Servicing Practices For Flammable Refrigerants: A Quick Guide and Information Sheet for Customs officers**

[04<sup>th</sup> December 2019]

Prepared by:  
**National Ozone Unit**

## 1. Introduction & Background

The Government of Republic of Maldives represented by the Ministry of Environment has allocated funds under the project Enabling Activities for Kigali Amendment and intends to procure services for “**Translation of Good Servicing Practices For Flammable Refrigerants: A Quick Guide and Information Sheet for Customs officers**” to be used for servicing practices by the technicians and in customs ports by the custom officers in the Maldives.

Enabling Activities for Kigali Amendment is implemented by Ministry of Environment with support from UNEP and funded by the Multilateral Fund for the Implementation of the Montreal Protocol.

Kigali Amendment proposes to phase down the production and usage of hydrofluorocarbons (HFCs) by mid-2040 and offers an opportunity to countries for flexibility in doing so according to the principle of common but differentiated responsibilities. HFCs are man-made chemicals that are widely used in air-conditioning, refrigeration and foam insulation and are powerful greenhouse gases, more potent than carbon dioxide. As such they contribute significantly to climate change. KA is therefore a significant milestone in the international environmental protection as its achievement could help to reduce the global temperature rise by 0.5 degree Celsius by the year 2100.

The provisions of KA include specific targets and timetables to replace HFCs with lower Global Warming Potential (GWP) alternatives, and restriction from trading in controlled substances with states that have not ratified it. KA also mentions the importance of energy efficiency of cooling technologies and proper management of chemicals throughout their life-cycle including at the end phase for safe disposal and destruction of refrigerant gases.

## 2. Scope of Works

The scope of this service is to translate the Quick Guide to Dhivehi language. The proponent is expected to provide a draft translation for comments of the client, page by page. The schedule of deliverables shall be agreed between the client and the service provider at inception.

- All deliverables should be provided in Microsoft Word Format
- Translation must be accurate and literal Dhivehi translation of the Quick Guide

## 3. Deliverables

Deliverable	Delivery Date*
1. Submission of first draft of the information sheet	by the end of the 1st week

2. Submission of second draft of the information sheet after addressing comments from Ministry of Environment (ME)	by the end of the 2nd week
3. Submission of final information sheet after addressing comments from ME	by the end of the 3rd week
4. Submission of first draft translation	by the end of the 4th week
5. Submission of second draft translation after addressing comments from ME	by the end of the 5th week
6. Submission of final translation after addressing comments from ME	by the end of the 6th week

\* *Delivery Date is from the date of contract signing*

#### 4. Duration

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

#### 5. Remuneration

Candidates must submit their financial proposal along with the Expression of Interest. Remuneration will be based on successful deliberations of the deliverables as per the “Payment Structure” of this TOR. The consultant is however, expected to deliver the full scope of work under “Responsibilities and detailed tasks” of this TOR for final and full payments.

##### Payment Structure

Payments will be made in accordance with the schedule specified below:

REQUIREMENT	ALLOCATION
Submission and acceptance of final information sheet	10%
Submission and acceptance of first draft translation	20%
Submission and acceptance of second draft translation	20%
Submission and acceptance of final translation after addressing comments from Ministry of Environment	50%

Total	100%
-------	------

## 6. Experience and Qualification

Education:

- University Diploma / Degree in a related field (Science, Environmental Management, Refrigeration and Air Conditioning Mechanics) **or** University Diploma / Degree in Dhivehi Language.

Experience:

- Sound experience in translating documents
- English and Dhivehi proficiency
- Professional work experience in Refrigeration and Air-conditioning, mechanical engineering or in electrical engineering will be an advantage.

## 7. Selection Criteria

Evaluation Criteria	Maximum Marks
1. Financial Proposal	40 points
2. Qualification (University Degree)	30 points
3. Experience from similar works conducted	30 points
<b>TOTAL</b>	<b>100 points</b>

## 8. Documents to be submitted with the proposal

The applicants shall submit their applications along with the following documents

- Detailed Curriculum Vita including information on qualifications to perform the assignment, experience and appropriate skills
- Proof of similar assignments, experience, skills and qualifications
- Copies of Accredited certificates
- Copy of National ID card/Passport

## 9. Submission

Applications must be submitted to the Ministry of Environment no later than 1100hrs on 10 December, 2019 to the following address;

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