



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

## **REQUEST FOR QUOTATION**

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### **Terms of Reference**

**Consultancy services for a national expert (Climate Change Adaptation Expert) to conduct the technical review of climate change risk and vulnerability assessment**

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(IUL)1139-CCD/1139/2026/86

**Issued on:** 05.07.2026

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

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## **Terms of Reference - Individual Consultancy – Climate Change Adaptation Expert**

- A. Project:** Advancing the National Adaptation Plan of the Maldives
- B. Position:** Climate Change Adaptation Expert
- C. Location:** Home-based
- D. Type of Contract:** Individual Contract
- E. Type of Consultancy:** National
- F. Estimated Starting Date:** July 2026
- G. Duration of initial Contract:** Three months (Total input days 20)

### **1.0 Background**

The Government of Maldives, through the Ministry Climate Change, Environment and Energy (MoCCEE), has successfully obtained a grant support from the Green Climate Fund (GCF) 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 Maldives' NAP Process is an iterative, locally led and country-specific process, seeking to reduce the vulnerability of the Maldivian population to the impacts of climate change by enhancing adaptive capacity, adaptation planning and monitoring of adaptation interventions.

As part of the NAP process, the Maldives has undertaken a Climate Risk and Vulnerability Assessment (CRVA), including medium- and long-term climate projections and sectoral risk assessments. The CRVA provides the evidence base for identifying climate risks and informing adaptation planning for NAP process. To ensure the technical quality and policy relevance of the CRVA and related reports, the Ministry seeks to perform a technical review of the assessment. The review will evaluate the methodology, analytical approach, findings, and recommendations, identify any gaps, and provide recommendations to strengthen the assessment in line with the objectives of the NAP process

Accordingly, the Ministry seeks to engage a qualified Climate Adaptation Expert (National) to undertake a comprehensive technical review of the Climate Risk and Vulnerability Assessment and related reports. The consultant will work closely with the Ministry and the international consultant team to provide technical inputs and recommendations to enhance the quality, accuracy, and usability of the assessment.

### **2.0: Objective**

The objective of this consultancy is to undertake a technical review of the Climate Risk and Vulnerability Assessment (CRVA) and related technical reports to assess its technical quality, methodological reliability, and policy relevance, and to provide recommendations for strengthening the assessment to support evidence-based climate adaptation planning under the National Adaptation Plan (NAP) process in the Maldives.

### 3.0 Tasks and Deliverables

Under the overall supervision of the Project Coordinator and in close coordination with UNEP, the Climate Adaptation Expert shall:

1. Review the Climate Risk and Vulnerability Assessment (CRVA), including the Adaptation Solutions Report and the Climate Change Risk Summary Report for Policymakers, together with the supporting documentation provided by the Ministry. In addition, the consultant shall translate the Climate Change Risk Summary Report for Policymakers from English into Dhivehi, ensuring that the translation is technically accurate and appropriate for the intended audience.
2. Assess the technical quality, methodological approach, assumptions and interpretation of results presented in the CRVA and other reports
3. Evaluate the consistency of the assessment with relevant scientific literature, and national adaptation priorities.
4. Review the climate projections, risk and vulnerability analyses, sectoral assessments, and policy recommendations for technical accuracy and completeness.
5. Identify technical gaps, inconsistencies, and areas requiring clarification or additional analysis.
6. Review the revised CRVA and related reports to confirm that comments have been adequately addressed.
7. Prepare a final technical review report summarizing the review process, key findings, recommendations, and assessment of the revised documents.

Deliverable	Description	Indicative Timeline
Deliverable 1	Technical review comments on the draft Climate Risk and Vulnerability Assessment (CRVA) and related technical reports, including annotated documents and a consolidated comments matrix. Ministry and CRVA team revise reports based on review comments	Weeks 1-6
Deliverable 2	Final Technical Review Report confirming the adequacy of revisions and providing recommendations for finalization of the CRVA and related reports.	Weeks 7-10
Deliverable 3	Translation of Climate Change Risk Summary Report for Policymakers from English into Dhivehi	Weeks 10-12

### 4.0 Profile

In executing this TOR, the consultant is expected to meet the following requirements.

#### a) Academic qualification

- A Master's degree in Climate Change, Climate Science, Environmental Science, Geography, Natural Resource Management, Disaster Risk Management, Environmental Engineering, or another relevant discipline related to climate change adaptation and risk assessment.

## b) Experience

- At least seven (7) years of professional experience in climate change adaptation, climate risk and vulnerability assessment, environmental planning, or a related field.
- Demonstrated experience in conducting or reviewing climate risk and vulnerability assessments, climate change adaptation studies, or other technical assessments.
- Demonstrated knowledge of climate risk assessment methodologies, climate projections, vulnerability analysis, and adaptation planning.
- Proven experience in preparing, reviewing, or providing technical quality assurance for scientific or technical reports related to climate change adaptation.
- Familiarity with international climate change frameworks, guidance, and best practices, including those of the IPCC, UNFCCC, and National Adaptation Plan (NAP) processes
- Experience working with government institutions, development partners, or UN on climate change programmes
- Excellent analytical, report writing, and presentation skills in English and Dhivehi are required.

## 4.0 Duration

The duration of the contract shall be 3 months. (20 Input days)

Assignment Period	Activity	Estimated input days	Deliverable
Weeks 1-6	Technical review comments on the draft Climate Risk and Vulnerability Assessment (CRVA) and related technical reports, including annotated documents and a consolidated comments matrix.	10	<b>Deliverable 1</b> – Technical review comments
Weeks 7-10	Final Technical Review Report confirming the adequacy of revisions and providing recommendations for finalization of the CRVA and related reports.	5	<b>Deliverable 2</b> – Final Technical Review Report
Weeks 10 -12	Translation of Climate Change Risk Summary Report for Policymakers from English into Dhivehi	5	<b>Deliverable 3</b> – Dhivehi translation

## 6.0 Duty Station and Expected Places to travel

This consultancy is a home-based exercise. However, physical meetings are expected to be arranged at MCCEE, or in a conferencing facility in Male', Maldives. Any travel arrangements required will be facilitated by PMU.

## 7.0 Scope of Price Proposal and Schedule of Payments

Contract will be as per output-based lump-sum scheme supported by a breakdown of costs as per the template provided regardless of extension of the herein specific duration.

The total amount quoted shall be all-inclusive lump-sum and include all costs components required to perform the deliverables identified in the TOR, including professional fee or any other applicable cost to be incurred in completing the assignment.

The payments shall be released upon submitting the required deliverables/outputs by the consultant, and upon the clearance of the deliverable as satisfactory by the NAP project and UNEP Focal Point as per agreement for each report in accordance with a set time schedule to be agreed in the contract.

	Deliverables/Output	Target Due Date from signing the contract	Payment Percentage
1	Technical review comments on the draft Climate Risk and Vulnerability Assessment (CRVA) and related technical reports.	6 weeks	50%
2	Final Technical Review Report confirming the adequacy of revisions	4 weeks	35%
3	Translation of Climate Change Risk Summary Report for Policymakers from English into Dhivehi	2 weeks	15%

## 8.0 Evaluation Criteria

Technical Score	
The following criteria will be applied during the evaluation of the will be awarded only for assignments with supporting documents.	
(A) Technical Scoring	<b>Maximum Points Obtainable</b>
<b>Minimum academic qualifications</b> <ul style="list-style-type: none"> <li>Master's Degree (details in section 3 under academic qualification requirements of expert)</li> <li>Master's Degree and above in relevant field: 50 points</li> </ul>	50
<b>At least 7 years of experience in a relevant area</b> <ul style="list-style-type: none"> <li>7 years: 30 points,</li> </ul>	50

<ul style="list-style-type: none"> <li>• 7 years</li> <li>• and above: 50 points</li> </ul>	
<p>Demonstrated experience in conducting or reviewing climate risk and vulnerability assessments, climate change adaptation studies, or other technical assessments (submit samples or weblinks of samples)</p> <p>25 points per proof of assignment or publication completed</p>	50
<p>Demonstrated knowledge of climate risk assessment methodologies, climate projections, vulnerability analysis, and adaptation planning (submit samples or weblinks of samples)</p> <p>25 points per proof of assignment or publication completed</p>	50
<p>Proven experience in preparing, reviewing, or providing technical quality assurance for scientific or technical reports related to climate change adaptation</p> <p>25 points per proof of assignment completed</p>	50
<p>Familiarity with international climate change frameworks, guidance, and best practices, including those of the UNFCCC and National Adaptation Plan (NAP) processes</p>	50
<p>Experience working with government institutions, development partners, or UN on climate change programmes</p>	25
<p>Excellent analytical, report writing, and presentation skills in English and Dhivehi are required</p>	25
<p>Total A=</p>	<b>350</b>
<p>Only Specialists who meet the minimum qualification requirements will be qualified for technical evaluation.</p> <p>Technical score(T) = <math>A/350 \times 100</math></p>	
<p><b>Note: Only the proposals that will obtain a minimum of 70% out of 100 obtainable points will be qualified for the financial evaluation.</b></p>	
<p><b>Financial Score:</b></p>	
<p>The formula for determining the financial scores is the following:</p> <p><math>S_f = 100 * F_m / F</math>, in which <math>S_f</math> is the financial score, <math>F_m</math> is the <u>lowest price</u> and <math>F</math> is the price of the proposal under consideration.</p> <p>The weights given to the Technical and Financial Proposals are:</p> <p>T = [0.7], and F = [0.3]</p>	

## 9.0 Application Submission:

Interested and qualified individuals are invited to submit the following documents to [tenders@environment.gov.mv](mailto:tenders@environment.gov.mv) with the subject line “**National expert (Climate Change Adaptation Expert) - (IUL)1139-CCD/1139/2025/86**” before 11am, 13th July 2026.

- Letter of Expression of Interest
- Curriculum Vitae (clearly stating the starting and ending month and year for previous experiences)
- Copy of National ID Card
- Copies of Accredited Academic Certificates
- Employment Verification Letter from previous employer(s), detailing the work and duration of the responsibilities
- Financial proposal with breakdown of costs (as per the template)

## Documents and checklist to be submitted

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

Applicants should submit their application containing the following documents

#	Documents to be submitted	<input type="checkbox"/> / <input type="checkbox"/>
1	Letter of Expression of Interest	
2	Curriculum Vitae (clearly stating the starting and ending month and year for previous experiences)	
3	Copy of National ID card	
4	Copies of Accredited Academic Certificates	
5	Employment Verification Letter from previous employer(s), detailing the work and duration of the responsibilities and samples or weblinks of sample work demonstrating experience in the elaboration, preparation and design technical reports and documents	
6	Financial proposal with breakdown of costs as per the deliverables	

## Financial Breakdown Form

Date:

Reference No: (generated by the proponent)

No.	Description	Price/Unit (MVR)	Total
1	Technical review comments on the draft Climate Risk and Vulnerability Assessment (CRVA) and related technical reports.		
2	Final Technical Review Report confirming the adequacy of revisions		
3	Translation of Climate Change Risk Summary Report for Policymakers from English into Dhivehi		
<b>Total:</b>			

The quotation is valid for 90 days from the date of opening.

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

Signature of the applicant