



Ministry of Climate Change, Environment and Energy
Republic of Maldives

TERMS OF REFERENCE

IULAN NO: (IUL)1139-CCD/1139/2026/124

**CONSULTANCY SERVICES FOR PREPARATION OF THE NATIONAL GHG
INVENTORY AND NDC TRACKING CHAPTERS OF THE SECOND BIENNIAL
TRANSPARENCY REPORT (BTR2) TO THE UNFCCC**

Request for proposal (RFP) – Single Envelope

Issued on: 12 August 2026

Issued By: Maldives BTR Project, Climate Change Department

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Section 1

Tender Sheet

Reference	Tender Reference		
No:	(IUL)1139-CCD/1139/2026/124		
1	<u>Tender Name:</u> CONSULTANCY SERVICES FOR PREPARATION OF THE NATIONAL GHG INVENTORY AND NDC TRACKING CHAPTERS OF THE SECOND BIENNIAL TRANSPARENCY REPORT (BTR2) TO THE UNFCCC		
2	<u>Bid queries submission timeline and Address:</u> Location: Ministry of Climate Change, Environment and Energy Date: 18/08/2026 (Tuesday) Time: 12:00pm Email: tenders@environment.gov.mv CC: btr@environment.gov.mv Telephone No: 3018300		
3	<u>Bid Clarification Deadline and Address:</u> Location: Ministry of Climate Change, Environment and Energy	Date: 19/08/2026 (Wednesday)	Time: 12:00pm
4	<u>Proposal submission deadline:</u> Location: Ministry of Climate Change, Environment and Energy - Reception	Date: 24/08/2026 (Monday)	Time: 10:00am
5	<u>Submission instruction</u> Proposals must be delivered in sealed envelopes titled “ Do not Open Before 1005 hours – CONSULTANCY SERVICES FOR PREPARATION OF THE NATIONAL GHG INVENTORY AND NDC TRACKING CHAPTERS OF THE SECOND BIENNIAL TRANSPARENCY REPORT (BTR2) TO THE UNFCCC ” and the submitting party’s name and address Late proposals will be rejected.		
6	<u>Submission address</u> Procurement Section		

	Ministry of Climate Change, Environment and Energy Faashanaa Maalam, Dharubaaruge, Ameenee Magu, Henveiru Male', 20344, Republic of Maldives Email: tenders@environment.gov.mv Website: www.environment.gov.mv Project name: Maldives BTR Project	
7	<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.	Time: 10:05am Date: 24/08/2025 (Monday)
8	<u>Evaluation Criteria on Annex 13</u>	
<u>Note:</u> • If the tender requires bid registration, only bidders registered within the specified deadline will be eligible to submit bids.		

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 the registered businesses. |
| | 2.2 | If any other parties, except those mentioned in 2.1, are eligible to propose the bid, it shall be stated in the tender sheet. |
| 3. Bid Document and signing | 3.1 | The bid must comply with Annex 1 and the materials included on the bidder's checklist as one document. |
| | 3.2 | Bids must be typed in English or Dhivehi 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 to indicate the number of pages. |
| | 3.3 | <div style="padding-left: 20px;">3.3.1 For companies, if a person other than the Managing Director signs the bid, a copy of the "Power of Attorney" stating that the person is authorized to sign the bid should be submitted.</div> <div style="padding-left: 20px;">3.3.2 For partnerships, if a person other than the managing partner of the partnerships signs the bid, a copy of the power of attorney stating that the person is authorized to sign the bid shall be submitted.</div> <div style="padding-left: 20px;">3.3.3 If any person other than the Chairman of the Cooperative Societies signs the bid, a copy of the Power of Attorney stating that the person is authorized to sign the bid shall be submitted.</div> |

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|-----------------------------|-----|---|
| 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 or any affiliated office under the Ministry the bidder must disclose it. |

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 be made. |
| 10. Language used in the tender | 10.1 | The bidder shall prepare the bid in Dhivehi or English in accordance with the templet given with the TOR. |

C. Preparation of bids

- | | |
|---------------------------|--|
| 11. Money used in the bid | 11.1 The bidder shall submit the bid price in a Currency stated in the TOR. |
| 12. Proposing the price | 12.1 If it is a GST registered entity ,the price should be inclusive of GST .The amount paid for GST should be clearly stated. |
| 13. Duration | <p>13.1 Unless otherwise agreed upon the deadline for work should be submitted in days including all the holidays.</p> <p>13.2 The period offered for the work shall be reasonable for the performance of the work.</p> <p>13.3 The expiry date of the bid shall be at least 120 (one twenty) days from the date of submission of the bid.</p> <p>13.4 If the duration stated by the highest-ranking bidder exceeds the duration stated in the TOR, the ministry reserves the right to negotiate with the bidder in accordance with relevant laws and regulations.</p> |

D. Submission of bids

- | | |
|-------------------------------------|---|
| 14. How to close the bid | <p>14.1 The name, address and telephone number of the bidder shall be written on the outside of the envelope.</p> <p>14.2 Bids should be submitted in a closed envelope addressed as per the bid sheet.</p> <p>14.3 Bids submitted without an official stamp and the bidder's signature on the Bid Submission Form shall be disqualified. Exceptions may be granted only where stamp registration is not applicable to the bidder, as confirmed by the Corporate Profile Sheet or as required by law.</p> |
| 15. Deadline for submission of bids | 15.1 The Bid sheet shall state the deadline for bid submission (work or Services) |
| 16. Procedure for late bids | 16.1 Bids submitted after the deadline will not be accepted. |

- 16.2 Except otherwise, any law or regulation specified, any bid submitted electronically shall not be accepted.

E. Bid opening and evaluation

17. Bid opening
- 17.1 If the date scheduled for the 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.
- 17.2 Any problem with the calculation of qualifying tenders will be corrected as follows.
- (i) If the amount in the bid differs from the amount stated in words, the correct amount shall be deemed to be the amount in words.
 - (ii) If the amount in the bid differs from the amount stated in the proposal submission form the correct amount shall be deemed as the amount in the bid submission form.
 - (iii) Arithmetic errors in the bid can be corrected in the evaluation process.
18. Bid Evaluation
- 18.1 The Ministry may reject the bids in accordance with public Finance Regulation as follows;
- (i) if the required information and documents are not submitted as stated in the TOR; or
 - (ii) if the prices offered are inadequate; or
- any other reason specified by the Ministry.
19. Determination of the bidder
- 19.1 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.

- 19.2 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.
20. Selection and notification of the successful bidder 20.1 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.
21. Signing the agreement 21.1 If the work is abandoned after signing the agreement or if the work is not completed after signing the agreement, action will be taken as per Chapter 11 of the Public Finance Regulation.
- 21.2 If the agreement is not signed within the stipulated time frame as stipulated in Chapter 11 of the Public Finance Regulation, the decision to award this work will be canceled and action will be taken as mentioned in Chapter 11 of the Public Finance Regulation.
- 21.3 The amount stated in the bid sheet shall be submitted as performance guarantee.

F. securities to be Submitted

22. Bid Security (Excluding consultancy services) 22.1 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.
- 22.2 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.
23. Advance and Advance payment guarantee 23.1 If an advance is requested, the advance may be issued in accordance with the Public Finance Regulation.

- 23.2 Advance will be issued if the total value of the procurement exceeds MVR 250,000 (Two Hundred and Fifty Thousand Rufiyaa)
- 23.3 The party shall request for advance payment within 45 (forty-five) days of signing the contract.
- 23.4 If the advance is requested for, a security or guarantee issued by a government recognized bank or financial institution established in Maldives shall be submitted as advance payment guarantee.
- 23.5 The advance shall not exceed 15% (fifteen percent) of the total contract price. The advance payment will be retained from the bills submitted during work or service performance in proportion to the total value of the contract.
24. Performance guarantee (Excluding consultancy services)
- 24.1 If the bid price is exceeding MVR.500,000/-, the successful bidder shall submit as performance guarantee a security or guarantee issued by a Government recognized bank or financial institution established in Maldives, excluding consultancy service.
- 24.2 If the successful bidder fails to submit the performance guarantee within the timeframe specified, the decision to award the work will be reversed and the bid security submitted by the bidder will be forfeited to the State.
25. Case filing and case investigation
- 25.1 Pursuant to Public Finance Regulation 11.02 filing and investigating of complaints against irregularities in a tender shall be submitted under the finance regulation circular number 13-K/CIR/2018/01 annex 17 through form PR-14.
- 25.2 As mentioned in Rule 11.02 of the Public Finance Regulation, irregularities in a tender shall be submitted in PR-14 form "Bidder Complaint Form-First Stage" in annex 18 of Finance Circular No. 13-K/CIR/2018/01.

- 25.3 Upon submission of irregularities in a tender as per Rule 11.02 of the Public Finance Regulation, within 14 (fourteen) days from the date of filing of the complaint, the matter shall be decided and the decision shall be sent to the complainant in writing under circular number 13-K/CIR/2018/01 annex 19 reply shall be prepared and notified in the PR-14 form (Response of Procurement Officer to the Tender Issue).
- 26.Submitting for Independent Review Committee for reconsideration 26.1 In submitting to the Independent Review Committee for administrative review of a tender as mentioned in Chapter 11.02 of the Public Finance Regulation, the tender issue shall be referred to in annex 21 of Public Finance Circular No. 13-K/CIR/2018/01 The complaint may be submitted to the Independent Review Committee through Form PR-16 (Appeal stage).

Section 3

General and special provisions of the agreement

27.Definitions

- 27.1 "Owner of the Work" means a place within the jurisdiction of the Ministry required to carry out the Work.
- 27.2 "Contractor" means the person submitting the tender for the performance of the work.
- 27.3 "Work" means the service or works described in the tender sheet.
- 27.4 "Work Price" means the amount paid to the Contractor upon completion of the Work in accordance with the Agreement.
- 27.5 "Agreement" means the agreement between the Employer and the Contractor regarding the work.

- | | |
|--|--|
| 28. Exchange of documents | <p>28.1 The parties to this Agreement shall give all notices to each other in connection with this Agreement, the notification shall be in writing and in the Dhivehi or English language.</p> <p>28.2 Upon request by either party, documents sent from one party to the other party shall be submitted physically to a specified address or person or by registered post, or to the designated email address specified in the bid.</p> <p>28.3 If the parties to the agreement wish to change the address in this Agreement, either party must notify the other party in writing.</p> |
| 29. Assignment of work to a third party | <p>29.1 No assignment under this Agreement may be assigned to another party.</p> |
| 30. Taking over of goods and services | <p>30.1 The date and time of delivery of the materials to the Ministry shall be notified to the Contractor before the materials are delivered to the Ministry.</p> <p>30.2 Once the materials are brought to the Ministry, the contractor will take over the quantity of the materials.</p> <p>30.3 The owner of the 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.</p> |
| 31.Contract Duration | <p>31.1 The goods/services shall be delivered within the period specified in the agreement.</p> <p>31.2 In the event of force majeure or manufacturing related matter or any other reason, either party shall notify in writing the other party the delays and the reason for the delay. The notification shall be initiated within the contract period.</p> |

- 31.3 Any request for the contract extension shall be awarded in accordance with the public Finance Regulation.

32. Penalty and cancellation of agreement

- 32.1 If the work or services (excluding consultancy) are not completed within the agreed period, liquidated damages will be deducted in accordance with Article 10.65 of the Financial Rules.

- 32.2 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.

Liquidated Damages = $CP \times 0.005 \times LD$

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.

Liquidated Damages = $CP \times 0.0025 \times LD$

CP (Contact Price): Total contract value

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

- 32.3 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.

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

33. Termination of the Agreement

- 33.1 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.

- 33.2 If the agreement terminates for whatever reason within 3 (three) working days, both parties must sign a statement detailing the completed and unfinished work. A list of all the contractor's items on the work site must be taken within 3 (three) days. The Ministry will not be held liable for any issues with any of these matters after this period.

- | | |
|---|---|
| 34. Other things | 34.1 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, such a provision becomes incorporated into this Agreement, both parties agree to maintain this Agreement without termination, albeit by amending such provision. |
| 35. Taxes and other fees | 35.1 Taxes, customs duties, import license fees and any other fees payable in connection with this work shall be paid by the contractor. |
| 36. Modification of the agreement (Amendments) | 36.1 Any provision of this Agreement may be modified only by agreement signed between the parties. |
| 37. The law applicable to the agreement | 37.1 This Agreement shall be governed by, and enforced in accordance with, the laws and regulations of the Republic of Maldives. |
| 38. Dispute | <p>38.1 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.</p> <p>38.2 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.</p> <p>38.3 In case of dispute between TOR and PFR (Public Finance Regulation) the PFR will prevail.</p> |

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	A summary of the work plan must be presented in the format in Work Schedule (Annex 4 - Tech Form 3) showing in the form of a bar chart the timing proposed for each activity.		
4	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 5 -Tech Form 4)		
5	Completed Letter of Commitment (signed by the Expert) – (Annex 6 -Tech Form 5)		
6	Cooperative Profile Sheet issued by the Ministry of Economic Development Profile taken from website: www.business.egov.mv		
7	Tax Clearance Report		
8	Experience Letter – (Business)		
9	Documentation of conflict or non-conflict of interest – (Annex 12)		
Financial Proposal			

10	Financial Breakdown Form – (Annex 7 - Form FIN – 1)		
11	• Details of Financial Situation- (Annex 8- FIN FORM -2) • Average Annual Turnover – (Annex 9 - FIN FORM – 3) • Line of Credit Letter – (Annex 10 - FIN FORM -4)		
	<u>Supporting Documents</u> • Financial statements of the business for the years 2025,2024 & 2023		
12	Current Contract Commitments / Work in Progress – (Annex 11 -FIN FORM 5)		

Note:

- **Cooperative profile sheet, tax clearance report and conflict of interest document may be obtained during the evaluation process if not submitted with the bid.**
- **In case of price conflict in Proposal submission form - Annex 2 -Tech Form 1 and Financial Breakdown Form – Annex 7 - Form FIN – 1, the correct price shall be deemed to be the price in the Proposal submission form - Annex 2.**

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%)
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 3

Work Schedule

CONSULTANCY SERVICES FOR PREPARATION OF THE NATIONAL GHG INVENTORY AND NDC TRACKING CHAPTERS OF THE SECOND BIENNIAL TRANSPARENCY REPORT (BTR2) TO THE UNFCCC			M1	M2	M3	M4	M5	M6	M7	M8
CH 1		Deliverables - National inventory report (NIR)								
	1.1	A national circumstances and institutional arrangements section related to GHG inventory								
	1.2:	A section on methodologies and metrics (methodologies, parameters and data, KCA, time series consistency and recalculations, Uncertainty assessment, assessment of completeness, QA/QC)								
		Data collection and analysis								
	1.3:	The national inventory report (consisting of a national inventory document, the common reporting tables and an improvement plan)								
		Review and finalization								
	CH1	Final data packages and final worksheets/workbooks by sector								
CH 2		Deliverables - Information necessary to track progress made in implementing and achieving NDCs under the Paris Agreement								
	2.1:	A national circumstances and institutional arrangements section related to NDC tracking								
	2.2:	A section providing country's NDC's overview, actions, policies and measures								
		List of Mitigation actions and details according to the common reporting tables								
	2.3:	Projections of GHG emissions and removals (mitigation scenario - time coverage, structure, NDC indicators, methodologies)								
	2.4	NDC tracking report								
		Review process and finalization								
	CH2	Final data packages of NDC actions and projections and dissemination sessions on NIR, mitigation actions tracking and projections.								

Annex 5
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	<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> From [Month/Year] – To [Month/Year]: Employer: Positions held: Job description:
8	Summary of projects / assignments undertaken / role	Name of project/ assignment: Experience classification: General / specific Scope of project/ assignment: From [Month/Year] – To [Month/Year]: Positions held:
9	Past commitments in projects with the	Name of the Contract/Project: From [Month/Year] – To [Month/Year]:

	Ministry of Climate Change, Environment and Energy	Positions held: Summary of role
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Annex 6
TECH FORM 5

Letter of Commitment

(GHG Inventory and Climate Change Mitigation Expert)

[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 **GHG Inventory Expert** to **“CONSULTANCY SERVICES FOR PREPARATION OF THE NATIONAL GHG INVENTORY AND NDC TRACKING CHAPTERS OF THE SECOND BIENNIAL TRANSPARENCY REPORT (BTR2) TO THE UNFCCC”**- for the Ministry of Climate Change, Environment and Energy.

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 Climate Change, Environment and Energy’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.

`Annex 7
FIN FORM 1

Financial Breakdown Form

Date:

Reference No: (generated by the proponent)

No.	Description	Price/Unit (MVR)	Total
D1	A national circumstances and institutional arrangements section related to GHG inventory		
D2	A section on methodologies and metrics (methodologies, parameters and data, KCA, time series consistency and recalculations, Uncertainty assessment, assessment of completeness, QA/QC)		
D3	The national inventory report (consisting of a national inventory document, the common reporting tables and an improvement plan)		
D4	A national circumstances and institutional arrangements section related to NDC tracking		
D5	A section providing country's NDC's overview, actions, policies and measures		
D6	Projections of GHG emissions and removals (time coverage, structure, NDC indicators, methodologies)		
D7	NDC tracking and projections of GHG emissions and removals report		

D8	a. Final GHG Inventory report b. Final data packages and common reporting tables by sector c. Final worksheets/workbooks by sector		
D9	a. Final NDC mitigation actions tracking report b. Final data packages and common tabular formats for NDC actions and projections c. Dissemination sessions on the NIR, mitigation actions tracking, and projections		
Total:			
GST 8%			
Total with GST			

The quotation is valid for 120 days from the date of bid opening.

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

Note: The total contract price should be quoted inclusive of Goods and Services Tax (GST) or any applicable taxes as per the Tax Legislation and must be shown in the breakdown.

Authorized Signature and stamp

Annex 8

FIN FORM 2

Details of Financial Situation

If the business has been registered for more than a year bidder must fill in this form

Financial Data for Previous 3 Years [MVR Equivalent]

	Year 2025	Year 2024	Year 2023
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Information from Balance Sheet

Total Assets			
Total Liabilities			
Net Worth			
Current Assets			
Current Liabilities			
Working Capital			

Information from Income Statement

Total Revenues			
Profits Before Taxes			
Profits After Taxes			

☐ Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last three years, as indicated above, complying with the following conditions.

- All such documents reflect the financial situation of the Bidder.
- Historic financial statements must be complete, including all notes to the financial statements.

- Historic financial statements must correspond to accounting periods

Annex 9

FIN FORM 3 **Average Annual Turnover**

Each Bidder must fill in this form

Annual Turnover Data for the Last 3 Years		
Year	Amount Currency	MVR Equivalent
2025		
2024		
2023		
Average Annual Turnover		

The information supplied should be the Annual Turnover of the Bidder in terms of the amounts billed to clients for each year for contracts in progress or completed at the end of the period reported.

Annex 10

FIN FORM 4

Line of Credit Letter

[letterhead of the Bank/Financing Institution]

[date]

To:*[Name and address of the Contractor]*

Dear,

You have requested {name of the bank/financing institution) to establish a line of credit for the purpose of executing {insert Name and identification of Project}.

We hereby undertake to establish a line of credit for the aforementioned purpose, in the amount of {insert amount}, effective upon receipt of evidence that you have been selected as successful bidder.

This line of credit will be valid through the duration of the contract awarded to you.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Agency: _____

Annex 11

FIN FORM 5

Current Contract Commitments/Works in Progress

Tenderers and each partner to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

No	Name of contract	Employer, contact address/tel/fax	Value of outstanding work (current MVR equiv)	Estimated completion date	Average monthly invoicing over last six months (MVR/month)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

Annex 12
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 13

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.	
Preliminary Evaluation	
1. The Client will determine if the Bids are sufficiently responsive based on the bid submission requirements in Section 4, Annex 1. 2. The Client will determine if the Bidder has the financial capacity to undertake this consultancy according to the “FINANCIAL SITUATION EVALUATION” presented below. If the bidder does not meet the financial capacity evaluation, then the party will be disqualified. 3. The Client will determine if the Expert identified by the Bidder for this consultancy meets the minimum requirements as “section 5 - Details of services/materials/work required”. If the minimum set qualification and skills, general and specific professional experience is not met, then the party will be disqualified. 4. Only bids meeting the above criteria will be considered for Technical Evaluation	
Technical Evaluation	
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) Expertise of Firm/Organization	
o Experience in developing climate change related assessments, reports/analysis, climate change/energy programs, projects or policy level and/or technical assistance for energy and climate change management services	30

o Experience in compiling and developing the GHG inventory according to the requirements of the 2006 Intergovernmental Panel on Climate Change (IPCC) guidelines	70
Total A=	100
(B) Project Team	
GHG Inventory and Climate Change Mitigation Expert <i>Minimum Qualifications:</i> a. Minimum Qualifications: Master's degree in Climate Change, Science, Oceanography, Energy, Environmental Science, Environmental Management, Engineering, Development Studies, Statistics or in a relevant thematic area. <i>Master's Degree and above in relevant field: 25 points</i> Professional Experience • Minimum 10 years of work experience in climate change or environmental sector <i>10 years or more than 10 years: 10 points</i> • Demonstrated knowledge and experience in analyzing environmental/energy sector data in the Maldives <i>3 points per proof of assignment completed (up to 6 points)</i> • Trainings completed on the use of IPCC GHG inventory software and Good Practice Guidance <i>15 points per training completed (up to 15 points)</i> • Demonstrated experience in compiling national GHG inventories in accordance with IPCC 2006 GHG inventory guidelines including use of Common Reporting Tables (CRTs) <i>7.5 points per assignment completed (up to 15 points)</i> • Demonstrated understanding of the reporting requirements for developing countries under the Enhanced Transparency Framework of the Paris Agreement <i>5 points per assignment or training completed (up to 10 points)</i> • Demonstrate experience in forecasting greenhouse gas projections and applying mitigation scenarios <i>7.5 points per assignment or training completed (up to 15 points)</i> • Demonstrated English language skills <i>2 points per proof of writing technical reports sample (up to 4 points)</i>	100
Total B=	100

(C) Approach, methodology and work plan	
Approach and methodology <i>a) Demonstration of an understanding of the objective of the assignment in the context of the project - (somewhat: 0 to 10 points, Moderate: 11 to 22 points, excellent: 23 to 35 points)</i> <i>b) Proposal on methodology on carrying out the activities - (somewhat: 0 to 10 points, Moderate: 11 to 22 points, excellent: 23 to 35 points)</i>	70
Work Plan. <i>a) Proposed 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 - (somewhat: 0 to 4 points, Moderate: 5 to 9 points, excellent: 10 to 15 points)</i> <i>b) Work plan being consistent with proposed Technical Approach and Methodology – (somewhat: 0 to 4 points, Moderate: 5 to 9 points, excellent: 10 to 15 points)</i> {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}	30
Total C=	100
Technical Score: 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 for each position. Only Specialists who meet the minimum qualification requirements will be qualified for technical evaluation. Technical score (St) = $A/100*[20\%] + B/100*[50\%] + C/100*[30\%]$	

Note: Only the proposals that will obtain a minimum of 60% out of 300 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.

Final Score

- Final Score is calculated by summing the weighted scores
- The weights given to the Technical and Financial Proposals are: $T = [0.7]$, and $F = [0.3]$
- Formula for calculating the Final Score = $S_t * 0.7 + S_f * 0.3$

Note:

FINANCIAL SITUATION EVALUATION

To be eligible the financial statements of the bidding party must show, minimum annual turnover of **MVR 70,000.00**, for the year 2025,2024 and 2023. **(Form FIN-3 Annual Turnover)**

(or)

To be eligible the financial statements of the bidding party must show, Minimum value of **MVR 70,000.00**, for liquid asset, for the year 2025,2024 and 2023 – **(Form FIN -2: Financial Situation)**

(or)

If bidding party is unable to meet any of the above requirement they shall submit ‘Line of Credit Letter’ As per the template in fin form 4. Credit limit shall be no less than **MVR 70,000.00** – **(Form Fin -4: Line of Credit Letter)**

- Line of Credit Letter must be issued by a government recognized bank or financial institution established in Maldives with all the details as per template in FIN FORM 2
- For businesses registered within the aforementioned years, the evaluation of minimum annual turnover and liquid assets shall be calculated proportionately, based on the actual duration from the date of registration to the relevant assessment period

PRIORITY TO MSME'S

Below MVR 2,500,000

Among bidders who pass the technical and financial evaluation, Micro, Small and Medium Enterprises (MSME's) will be assessed accordingly: The bidder with the highest ranking with a proposed price that doesn't exceed 15% of the price of the bidder with the overall highest ranking will be awarded.

Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), bidders who belong to the same island as the project is carried out will be assessed accordingly: The bidder with the highest ranking with a proposed price that doesn't exceed 10% of the price of the bidder with the overall highest ranking will be awarded.

Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a) and (b), bidders who belong to the same atoll as the project is being carried out is checked and assessed accordingly: The bidder with the highest ranking with a proposed price that doesn't exceed 5% of the price of the bidder with the overall highest ranking will be awarded.

Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b) and (c), all Maldivian bidders will be checked and assessed accordingly. The bidder with the highest ranking with the lowest proposed price will be awarded

Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b), (c) and (d) all bidders will be assessed accordingly. The bidder with the highest ranking with the lowest proposed price will be awarded

Above MVR 2,500,000 – MVR 5,000,000

(a) Among bidders who pass the technical and financial evaluation, those bidders who belong to the same island as the project is carried out will be assessed accordingly: The bidder with the highest ranking with a proposed price that doesn't exceed 10% of the price of the bidder with the overall highest ranking will be awarded

(b) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), bidders who belong to the same atoll as the project is being carried out is checked and assessed accordingly: The bidder with the highest ranking with a proposed price that doesn't exceed 5% of the price of the bidder with the overall highest ranking will be awarded.

(c) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a) and (b), all Maldivian bidders will be checked and assessed accordingly. The bidder with the highest ranking with the lowest proposed price will be awarded.

(d) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b) and (c), all bidders will be assessed accordingly. The bidder with the highest ranking with the lowest proposed price will be awarded.

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.

Section 5
Details of services/materials/work required

Introduction and Background

The Ministry of Climate Change, Environment and Energy (MoCCEE) is seeking a qualified national consultancy firm for preparation of the National Greenhouse Gas (GHG) Inventory and Nationally Determined Contributions (NDC) tracking chapters and their relevant Common Reporting Tables (CRTs) and Common Tabular Formats (CTFs) of the Second Biennial Transparency Report (BTR2) to the UNFCCC.

The content of deliverables of this assignment must follow the Modalities, Procedures and Guidelines (MPGs) for the transparency framework for action and support referred to in Article 13 of the Paris Agreement (FCCC/PA/CMA/2018/3/Add.2). Moreover, as adopted at COP 26 in Decision 5/CMA.3, the following will be observed: (i) outlines for the BTR & national inventory document (NIR); (ii) the common reporting tables and common tabular formats for reporting GHG Inventory, NDC progress (FCCC/PA/CMA/2021/10/Add.2). The content must also build on findings and recommendations from previous National Communications, BUR and BTR 1 as well as recommendations resulting from the Technical Expert Review (TER) and Facilitative Multilateral Cooperative Process (FMCP).

This assignment is being undertaken under the project activities of the Maldives: Enabling Activities for the Preparation of Second Biennial Transparency Report (BTR2) and a combined Third Biennial Transparency Report and Fourth National Communication (BTR3/NC4) to the United Nations Framework Convention on Climate Change.

Objective

The primary objective of this assignment is to prepare the Maldives national GHG inventory report and report on the progress Maldives has made in implementing their NDC. The reports must follow the Modalities, Procedures and Guidelines (MPGs) for the transparency framework for action and support referred to in Article 13 of the Paris Agreement (FCCC/PA/CMA/2018/3/Add.2). These reports will be presented in their respective chapters of the Maldives' Second BTR.

Scope of Assignment

The scope of the exercise will include the following:

Compiling, analysing and updating the GHG inventory which was reported in the Maldives first BUR, first BTR and NCs up until 2022, using the information available and inputs from stakeholders. The content must also build on findings and recommendations from previous National Communications, BUR and BTR 1 as well as recommendations resulting from the Technical Expert Review (TER) and Facilitative Multilateral Cooperative Process (FMCP). The GHG inventory chapter should follow the outline according to the MPGs and should include at a minimum:

- A section on national circumstances and institutional arrangements related to GHG inventory
- A section on methodologies and metrics used (methodologies, parameters and data, key category analysis, time series consistency and recalculations, uncertainty assessment, assessment of completeness, QA/QC)
- The national inventory report (consisting of a national inventory document, the common reporting tables and an improvement plan).

Compiling, analysing and updating the NDC tracking report. The report should include at a minimum:

- National circumstances and institutional arrangements related to NDC tracking
- Description of Maldives' nationally determined contribution under Article 4 of the Paris Agreement
- Projections of greenhouse gas emissions and removals, as applicable, presented in graphical and tabular formats
- Other information relevant to tracking progress made in implementing and achieving its NDC under Article 4 of the Paris Agreement.
- A tracking report inclusive of specific flexibility provisions applied and information on areas of improvement in relation to reporting.

Requirements for Experience and Qualifications

In executing this TOR, the consultant is expected to meet the following eligibility criteria and requirements:

#	Post	Nos
1	GHG Inventory and Climate Change Mitigation Expert	1

1) Company requirements

- Experience in developing climate change related assessments, reports/analysis, climate change/energy programs, projects or policy level and/or technical assistance for energy and climate change management services
- Experience in compiling and developing the GHG inventory according to the requirements of the 2006 Intergovernmental Panel on Climate Change (IPCC) guidelines.

2) Expert requirements - GHG Inventory and Climate Change Mitigation Expert

a) Academic qualification

- a. Minimum Qualifications: Master's degree in Climate Change, Science, Oceanography, Energy, Environmental Science, Environmental Management, Engineering, Development Studies, Statistics or in a relevant thematic area.

b) Requirements of Knowledge and Experience

- a. Minimum 10 years of work experience in climate change/environmental sector
- b. Demonstrated knowledge and experience in analyzing environmental/energy sector data in the Maldives
- c. Undertaken training on the use of IPCC GHG inventory software and Good Practice Guidance
- d. Demonstrated experience in compiling national GHG inventories in accordance with IPCC 2006 GHG inventory guidelines including use of Common Reporting Tables (CRTs) and Common Tabular Formats (CTFs)
- e. Demonstrated understanding of the reporting requirements for developing countries under the Enhanced Transparency Framework of the Paris Agreement
- f. Previous experience and familiarity with national communications, Biennial Transparency Report and biennial update reports will be an added advantage
- g. Demonstrated English and Dhivehi Language Skills
- h. Excellent interpersonal skills and demonstrated ability to communicate with multiple stakeholders from public and private sectors.

Indicative Tasks

The following are indicative tasks to achieve the objectives of the consultancy, but are not necessarily limited to these activities:

1. Review the MPGs and prepare both chapters according to the requirements of the MPGs.
2. Draft section on “National Circumstances and institutional arrangements” in compliance with guidelines and COP decisions
3. Analyse data and information provided in the GHG Inventory under the first BTR of the Maldives in light of new UNFCCC guidance on reporting and preparation of NIR.
4. Identify all new sources of information for filling data gaps for the NIR.
5. In consultation with the focal points of the Ministry decide on the methodology for GHG emissions estimation relying on the IPCC GHG package of methodologies considering the IPCC excel worksheets and the GHG Inventory software.
6. Identify all possible sources of data and new data for estimation of 2024 GHG emissions, set up the process of required data collection.
7. Collect all required data for base year GHG inventory (2024); complete any emission data for all categories of sources, according to their priority; apply the relevant methodology for the estimation of emissions.
8. Analyse additions/improvements according to the latest improvement plan and include improvement activities as much as possible.
9. Analyse the collected data and identify the errors, inaccuracies and uncertainties by sector; identify, assess, and minimize uncertainties associated with the GHG emissions sources/removals, including through field research, in all sectors.
10. Prepare draft inventory of sources and sinks for time series 2024
11. Develop the relevant key source and sensitivity analysis as specified in the IPCC GHG Guidelines (Key Category Analysis).
12. Carry out an uncertainty analysis, in particular, as specified in the IPCC GHG Guidelines: provide information on the level of uncertainty associated with inventory data and their underlying assumptions and to describe the methodologies used, if any, for estimating these uncertainties.

13. Provide information on methodologies used in the estimation of anthropogenic emissions by sources and removals by sinks of greenhouse gases not controlled by the Montreal Protocol including a brief explanation of the sources of emission factors and activity data.
14. Compile the national GHG inventory of anthropogenic emissions for 2024 - by sources and removal by sinks, according to the 2006 IPCC Guidelines (using 2013 supplement as feasible). In the absence of estimated emissions, the team will use notation keys to explain findings. Where feasible, recalculations will be attempted.
15. Circulate the draft inventory for internal/external review to conduct quality control of data and based on the results, make necessary revisions.
16. Present the findings in the stakeholder workshop to be organized by the Ministry and update the GHG inventory, if necessary, based on the stakeholders' feedback.
17. Finalize the National Inventory Report and Chapter on GHG Inventory
18. Update the Manual of procedures, document and archive data, emission factors, references and estimates (if applicable).
19. Update GHG inventory database.
20. Develop an improvement plan for GHG Inventory inclusive of flexibility measures.
21. Support Project Coordinator's team in the final review and validation process
22. Support Project Coordinator in the compilation, finalization and publishing stages.
23. Present the inventory findings to the sharing workshop to be organized by the Ministry in association with relevant national stakeholders.
24. Conduct a training workshop for GHG inventory and mitigation working group in collaboration with the ongoing initiatives such as TNC project to discuss and agree on the indicators, tools and guidelines developed for NDC tracking.
25. Describe the country NDCs targets as well as related actions, policies and measures;
26. Identify strategies for increasing synergies with related programmes and institutions.
27. Review projections that were developed for the Third NDC.
28. Describe methodology and/or accounting approach used for NDC tracking
29. Provide the information necessary to track progress on the implementation and achievement of the domestic policies and measures implemented to address the social and economic consequences of response measures.

30. Provide information on actions, policies and measures that support the implementation and achievement of NDC and estimates of expected and achieved GHG emission reductions for actions, policies and measures. 31. Describe the methodologies and assumptions used to estimate the GHG emission reductions or removals due to each action, policy and measure; describe policy options within the most important GHG sectors to meet NDC targets. 32. Prepare common tabular format with information on tracking progress made in implementing and achieving NDC 33. Compile NDC tracking report ensuring alignment with ongoing TNC initiative. Data will need to be reviewed and validated. 34. Compile NDC tracking report. 35. Develop improvement plan for the NDC Tracking report 36. Support BTR team in the Review and validation stage for NDC tracking report and improvement plan 37. Support and coordinate with the BTR team in preparing Regular information relating to Article 6.2 implementation as part of the BTR Annex IV 38. Support the BTR team in compilation, finalization and publication stages 39. Coordination with CBIT project's knowledge product development 40. Conduct dissemination sessions for stakeholders on the NIR, mitigation actions tracking, and projections.
Duration of the Consultancy
The duration of the consultancy is 8 calendar months upon signing of the contract.
Budget
The maximum available budget for this consultancy is MVR 1,300,00.00
Deliverables & Payment Schedule

#	Deliverables	Payment Percentage	Project Deliverable Code
D1	A national circumstances and institutional arrangements section related to GHG inventory	10%	1.1
D2	A section on methodologies and metrics (methodologies, parameters and data, KCA, time series consistency and recalculations, Uncertainty assessment, assessment of completeness, QA/QC)	10%	1.2
D3	The national inventory report (consisting of a national inventory document, the common reporting tables and an improvement plan)	15%	1.3
D4	A national circumstances and institutional arrangements section related to NDC tracking	10%	2.1
D5	A section providing country's NDC's overview, actions, policies and measures	10%	2.2
D6	Projections of GHG emissions and removals (time coverage, structure, NDC indicators, methodologies)	10%	2.3
D7	NDC tracking report	15%	2.4
D8	a. Final GHG Inventory report b. Final data packages and common reporting tables by sector c. Final worksheets/workbooks by sector	10%	CH1
D9	d. Final NDC mitigation actions tracking report e. Final data packages of NDC actions and projections f. Dissemination sessions on the NIR, mitigation actions tracking, and projections	10%	CH2
Total		100%	