



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

**TERMS OF REFERENCE**  
**(IUL)1139-CCD/1139/2026/162**

**CLIMATE SUPPORT DATA ANALYST FOR THE SECOND BIENNIAL  
TRANSPARENCY REPORT (BTR2) TO THE UNFCCC (Individual)**

**Request for proposal (RFP) – Single Envelope**

**Issued on: 14 September 2026**  
**Issued By: Maldives BTR Project, Climate Change Department**

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## Section 1

**Tender Sheet**

| Reference No: | Tender Reference                                                                                                                                                                                                                                                                                                                                                                                           |                                           |                        |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|------------------------|
| 1             | <b><u>Tender Name:</u> CLIMATE SUPPORT DATA ANALYST FOR THE PREPARATION OF THE SECOND BIENNIAL TRANSPARENCY REPORT (BTR2) TO THE UNFCCC (Individual)</b>                                                                                                                                                                                                                                                   |                                           |                        |
| 2             | <b><u>Bid queries submission timeline and Address:</u></b><br><b>Location:</b> Ministry of Climate Change, Environment and Energy<br><b>Date:</b> 20/09/2026 (Sunday)<br><b>Time:</b> 12:00pm<br><b>Email:</b> <a href="mailto:tenders@environment.gov.mv">tenders@environment.gov.mv</a><br><b>CC:</b> <a href="mailto:btr@environment.gov.mv">btr@environment.gov.mv</a><br><b>Telephone No:</b> 3018300 |                                           |                        |
| 3             | <b><u>Bid Clarification Deadline and Address:</u></b><br><b>Location:</b> Ministry of Climate Change, Environment and Energy                                                                                                                                                                                                                                                                               | <b>Date:</b><br>21/09/2026<br>(Monday)    | <b>Time:</b><br>2:00pm |
| 4             | <b><u>Proposal submission deadline:</u></b><br><b>Location:</b> Ministry of Climate Change, Environment and Energy - Reception                                                                                                                                                                                                                                                                             | <b>Date:</b><br>23/09/2026<br>(Wednesday) | <b>Time:</b> 10:00am   |
| 5             | <b><u>Submission instruction</u></b><br>Proposals must be delivered in sealed envelopes titled<br><br><b>“Do not Open Before 10:00 hours – CLIMATE SUPPORT DATA ANALYST FOR THE PREPARATION OF THE SECOND BIENNIAL TRANSPARENCY REPORT (BTR2) TO THE UNFCCC (Individual)” and the submitting party’s name and address</b><br><br>Late proposals will be rejected.                                          |                                           |                        |
| 6             | <b><u>Submission address</u></b><br>Procurement Department<br>Ministry of Climate Change, Environment and Energy                                                                                                                                                                                                                                                                                           |                                           |                        |

|                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                        |                                           |                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|----------------------|
|                                                                                                                                                                                                     | Faashanaa Maalam, Dharubaaruge, Ameenee Magu, Henveiru<br>Male', 20344, Republic of Maldives<br>Email: <a href="mailto:tenders@environment.gov.mv">tenders@environment.gov.mv</a><br>Website: <a href="http://www.environment.gov.mv">www.environment.gov.mv</a><br>Project name: Maldives BTR Project |                                           |                      |
| 7                                                                                                                                                                                                   | <b><u>Bid Opening:</u></b><br>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.                                                                                                               | <b>Date:</b><br>23/09/2026<br>(Wednesday) | <b>Time:</b> 10:05am |
| 8                                                                                                                                                                                                   | <b><u>Evaluation Criteria on Annex 10</u></b>                                                                                                                                                                                                                                                          |                                           |                      |
| <b><u>Note:</u></b> <ul style="list-style-type: none"><li>If the tender requires bid registration, only bidders registered within the specified deadline will be eligible to submit bids.</li></ul> |                                                                                                                                                                                                                                                                                                        |                                           |                      |

## 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 individuals.                                                                                                                                                                                                                       |
|                             | 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 of the tenderer. Each page of the tender shall also be numbered 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 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 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 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 | The Consultant shall be responsible for all applicable taxes, including Income Tax and GST, arising from the provision of the consultancy services. |

- |              |                                                                                                                                                                                                                  |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 13. Duration | 13.1 Unless otherwise agreed upon the deadline for work should be submitted in days including all the holidays.                                                                                                  |
|              | 13.2 The period offered for the work shall be reasonable for the performance of the work.                                                                                                                        |
|              | 13.3 The expiry date of the bid shall be at least 120 (one twenty) days from the date of submission of the bid.                                                                                                  |
|              | 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. |

#### **D. Submission of bids**

- |                                     |                                                                                                                 |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| 14. How to close the bid            | 14.1 The name, address and telephone number of the bidder shall be written on the outside of the envelope.      |
|                                     | 14.2 Bids should be submitted in a closed envelope addressed as per the bid sheet.                              |
|                                     | 14.3 Bids submitted without the bidder's signature on the Bid Submission Form shall be disqualified.            |
| 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**

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|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 17. Bid opening | 17.1 If the scheduled date for the opening of bids is declared a public holiday by the Government for any reason, the bids shall be opened on the next official working day, as specified in the Bid Sheet. |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- 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 in 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.

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|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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                               | <p>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.</p> <p>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.</p> <p>21.3 The amount stated in the bid sheet shall be submitted as performance guarantee.</p> |

#### **F. securities to be Submitted**

- |                                                      |                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 22. Bid Security<br>(Excluding consultancy services) | <p>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.</p> <p>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.</p> |
| 23. Advance and Advance payment guarantee            | <p>23.1 If an advance is requested, the advance may be issued in accordance with the Public Finance Regulation.</p> <p>23.2 Advance will be issued if the total value of the procurement exceeds MVR 250,000 (Two Hundred and Fifty Thousand Rufiyaa)</p>                                                                                                                                                    |

- 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).

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|---------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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**

- |      |                                                                                                                                                                                    |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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. |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- 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.
- 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.
- 29. Assignment of work to a third party** 29.1 No assignment under this Agreement may be assigned to another party.
- 30. Taking over of goods and services** 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.
- 30.2 Once the materials are brought to the Ministry, the contractor will take over the quantity of the materials.
- 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.
- 31.Contract Duration** 31.1 The goods/services shall be delivered within the period specified in the agreement.
- 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 contract period.
- 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.

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|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>34. Other things</b>                               | 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.                                                                                                               |
| <b>35. Taxes and other fees</b>                       | 35.1 Taxes, customs duties, import license fees and any other fees payable in connection with this work shall be paid by the contractor.                                                                                                                                                                                                                                                                                                                          |
| <b>36. Modification of the agreement (Amendments)</b> | 36.1 Any provision of this Agreement may be modified only by agreement signed between the parties.                                                                                                                                                                                                                                                                                                                                                                |
| <b>37. The law applicable to the agreement</b>        | 37.1 This Agreement shall be governed by, and enforced in accordance with, the laws and regulations of the Republic of Maldives.                                                                                                                                                                                                                                                                                                                                  |
| <b>38. Dispute</b>                                    | <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 |                                                                                                                                                                                                                                   |       |          |
| <b>1</b>           | Proposal submission form - (Annex 2 - Tech Form 1) ( <b>signed by the Applicant</b> )                                                                                                                                             |       |          |
| <b>2</b>           | Approach, Methodology and Work Plan – (Annex 3 - Tech Form 2)                                                                                                                                                                     |       |          |
| <b>3</b>           | 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.                                                     |       |          |
| <b>4</b>           | Curriculum Vitae (CV) of the Consultant – (Annex 5 - Tech Form 4 or CV in own format, as long as the CV includes all the information in Tech Form 4)                                                                              |       |          |
| <b>5</b>           | Completed <b>Letter of Commitment (signed by the Specialist / Expert)</b> – (Annex 6 - Tech Form 5)                                                                                                                               |       |          |
| <b>6</b>           | Copy of National ID Card                                                                                                                                                                                                          |       |          |
| <b>8</b>           | Experience Letters                                                                                                                                                                                                                |       |          |
| Financial Proposal |                                                                                                                                                                                                                                   |       |          |
| <b>9</b>           | Financial Breakdown Form – (Annex 7 - Form FIN – 1)                                                                                                                                                                               |       |          |
| <b>10</b>          | Bidders are required to submit the bank statement of the Bidder's bank account. (Bank statements covering a minimum period of three (3) months prior to the bid announcement date (23 <sup>th</sup> Sep 2026) shall be submitted) |       |          |
| <b>11</b>          | Documentation of conflict or non-conflict of interest – (Annex 8)                                                                                                                                                                 |       |          |
| <b>12</b>          | Current Work Commitments / Work in Progress – (Annex 9 - FIN FORM 2)                                                                                                                                                              |       |          |

**Note:**

- **Copy of National ID Card 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.**
- **Copies of academic certificates and reference letters demonstrating the experience specified in this TOR must be submitted. The required experience, as well as any other experience relevant to the TOR, must be clearly identified or highlighted in the submitted documents.**

**Annex 2**  
**TECH FORM 1**

| <b>Proposal Submission Form</b>                                              |                                                                                                                                                                                                                                               |                   |
|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>1. Bidder Information</b>                                                 |                                                                                                                                                                                                                                               |                   |
| 1.1                                                                          | Name:                                                                                                                                                                                                                                         |                   |
| 1.2                                                                          | Address:                                                                                                                                                                                                                                      |                   |
| <b>2. Project Information</b>                                                |                                                                                                                                                                                                                                               |                   |
| 2.1                                                                          | Project Name:                                                                                                                                                                                                                                 |                   |
| 2.1                                                                          | Tender No:                                                                                                                                                                                                                                    |                   |
| <b>3. Minimum quantity, price and duration of the goods/services offered</b> |                                                                                                                                                                                                                                               |                   |
| Detail                                                                       |                                                                                                                                                                                                                                               | Price             |
|                                                                              |                                                                                                                                                                                                                                               |                   |
| Duration:                                                                    |                                                                                                                                                                                                                                               |                   |
| <b>4. Declaration:</b>                                                       |                                                                                                                                                                                                                                               |                   |
| 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.         |                   |
| <b>5. On Behalf</b>                                                          |                                                                                                                                                                                                                                               |                   |
| <b>Name:</b>                                                                 |                                                                                                                                                                                                                                               | <b>Signature:</b> |
| <b>Designation:</b>                                                          |                                                                                                                                                                                                                                               |                   |
| <b>Date:</b>                                                                 |                                                                                                                                                                                                                                               |                   |

**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**

| <b>CLIMATE SUPPORT DATA ANALYST FOR THE SECOND BIENNIAL TRANSPARENCY REPORT (BTR2) TO THE UNFCCC</b><br><b>(Individual)</b>                                                                                                                                                                                                              |                |                |                |                |                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|----------------|----------------|----------------|
| <b>Deliverables</b>                                                                                                                                                                                                                                                                                                                      | <b>Month 1</b> | <b>Month 2</b> | <b>Month 3</b> | <b>Month 4</b> | <b>Month 5</b> |
| <b>D1 Methodology Note and Draft Climate Support Information and analysis</b><br>Methodology note should be shared for review within 10 days. The final methodology note and draft climate support information and analytical report after compilation of support needed and received should be submitted at the end of the first month. |                |                |                |                |                |
| <b>D2 Validated and Finalized Climate Support Information, Analytical Report and Reporting Tables</b><br>The final validated database, BTR2 reporting tables in the common tabular formats and analytical report, revised on comments from MoCCEE and stakeholders                                                                       |                |                |                |                |                |
| <b>D3 Organised Archive of Data Tables and Supporting Documents</b><br>A complete and indexed archive of the source documents and supporting records, with a document index linking each database entry to its source                                                                                                                    |                |                |                |                |                |
| <b>Support for finalization of the overall BTR2 Report</b><br>Technical support to the review and finalisation of the overall BTR2 report, including verification of the climate support information and incorporation of comments received from MoCCEE and relevant stakeholders.                                                       |                |                |                |                |                |
| <b>Dissemination / Knowledge management</b><br>Presentation materials and knowledge products for stakeholder workshops conducted under this assignment.                                                                                                                                                                                  |                |                |                |                |                |

**Annex 5**  
**SAMPLE CV TEMPLATE**  
**TECH FORM 4**

| <b>Curriculum Vitae Sample</b> |                                                     |                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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/<br>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><br><br>From [Month/Year] – To [Month/Year]:<br>Employer:<br>Positions held:<br>Job description: |
| 8                              | Summary of projects / assignments undertaken / role | Name of project/ assignment:<br>Experience classification: General / specific<br>Scope of project/ assignment:<br>From [Month/Year] – To [Month/Year]:<br>Positions held:                                                                                                                                                                      |

|   |                                                                                          |                                                                                                             |
|---|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| 9 | Past commitments in projects with the Ministry of Climate Change, Environment and Energy | Name of the Contract/Project:<br>From [Month/Year] – To [Month/Year]:<br>Positions held:<br>Summary of role |
|---|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|

**Note: Bidder can submit Tech Form 4 or CV in an alternative format, provided that the CV includes all the information required in Tech Form 4.**

**Annex 6**  
**TECH FORM 5**  
**Letter of Commitment**  
**(Specialist / 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 **Climate Support Data Analyst** for “**Climate Support Data Analyst for the Second Biennial Transparency Report (BTR2) to the UNFCCC (Individual)**”- 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)

| <b>No.</b>    | <b>Description</b>                                                                                                                                                                                                                                                                                                                       | <b>Price/Unit<br/>(MVR)</b> | <b>Total</b> |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------|
| 1             | <b>D1 Methodology Note and Draft Climate Support Information and analysis</b><br>Methodology note should be shared for review within 10 days. The final methodology note and draft climate support information and analytical report after compilation of support needed and received should be submitted at the end of the first month. |                             |              |
| 2             | <b>D2 Validated and Finalized Climate Support Information, Analytical Report and Reporting Tables</b><br>The final validated database, BTR2 reporting tables in the common tabular formats and analytical report, revised on comments from MoCCEE and stakeholders                                                                       |                             |              |
| 3             | <b>D3 Organised Archive of Data Tables and Supporting Documents</b><br>A complete and indexed archive of the source documents and supporting records, with a document index linking each database entry to its source                                                                                                                    |                             |              |
| <b>Total:</b> |                                                                                                                                                                                                                                                                                                                                          |                             |              |

**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).

Signature of the Applicant

**Annex 8****FIN FORM 2****Current Work Commitments/Works in Progress**

Tenderer 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.

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

## Annex 9

**DISCLAIMER FOR CONFLICT OF INTEREST**

Each Applicant must fill in this form

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                           |                          |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------------------------|--|
| <b>Tender Name:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Click here to enter text. |                          |  |
| <b>Advertisement No:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Click here to enter text. |                          |  |
| <b>Advertisement Date:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Click here to enter text. |                          |  |
| <p><i>I/We, the undersigned as the bidder, submitting the tender in respect of call for captioned tender, confirm:</i></p> <ul style="list-style-type: none"> <li><i>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);</i></li> <li><i>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;</i></li> <li><i>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;</i></li> <li><i>that I/We have not made, and will not make, any offer of any type whatsoever from which an advantage can be derived under the contract;</i></li> <li><i>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;</i></li> <li><i>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.</i></li> </ul> |                           |                          |  |
| <input type="checkbox"/> <b>YES, I/We have “close relative” or “close associate” please find the Details below.</b><br>Name of the Staff(s):<br>NID Card No.:<br>Relationship with the Staff:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                           |                          |  |
| <input type="checkbox"/> <b>NO, I/We do not have “close relative” or “close associate”</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                           |                          |  |
| <b>Details of the Bidder</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                           |                          |  |
| Name of the Bidder:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                           | Signature of the Bidder: |  |
| Date:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                           |                          |  |

## Annex 10

**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) Climate Support Data Analyst (National)                                                                                                                                                                                                                                                                             |    |
| <p>a. Minimum Qualification:</p> <p>Academic qualification — Master’s degree in economics, Political Science, Public Policy, Development Studies, Climate Change, Environmental Management, Finance or in any relevant area to this assignment.</p> <p><i>Master’s Degree or above in relevant field: 10 points</i></p> | 10 |
| <p>b. Minimum Requirement</p> <p>Minimum 3 years of work experience in climate finance, climate policy, development finance, climate reporting, data analysis or a closely related field</p> <p><i>3 years: 10 points</i></p>                                                                                           | 10 |
| <p>c. Demonstrated experience in contributing to the development of national climate policy instruments or reporting such as Nationally Determined Contributions, National Communications, Biennial Update Reports or Biennial Transparency Reports.</p> <p><i>10 points per demonstration (up to 20 points)</i></p>    | 20 |
| <p>d. Demonstrated experience in applying climate-finance concepts, such as funding sources, channels, instruments, commitment and disbursement status, and mitigation, adaptation and cross-cutting classifications</p> <p><i>10 points per demonstration (up to 20 points)</i></p>                                    | 20 |
| <p>e. Demonstrated ability to prepare concise analytical narratives suitable for formal national and international reporting.</p> <p>f. <i>10 points per demonstration (up to 10 points)</i></p>                                                                                                                        | 10 |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| g. Demonstrated proficiency in data analysis and reporting tools, including Microsoft Excel, RStudio, Power BI or other relevant data-analysis and visualization software<br><i>10 points per demonstration (up to 10 points)</i>                                                                                                                                                                                                                                                                                            | 10  |
| h. Demonstrated experience in assessing climate change vulnerabilities and risks, showing a sound understanding of the Maldives' exposure, sensitivity and adaptive capacity across key sectors and communities is an added advantage<br><i>5 points per demonstration (up to 10 points)</i>                                                                                                                                                                                                                                 | 10  |
| i. Demonstrated experience in coordinating, consolidating and managing inputs from multiple stakeholders including government institutions, and other relevant stakeholders<br><i>5 points per demonstration (up to 10 points)</i>                                                                                                                                                                                                                                                                                           | 10  |
| Total A=                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 100 |
| <b>(B) Approach, methodology and work plan</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |     |
| <b>Approach and methodology</b><br>a) Understanding of the objective of the assignment in the context of the project — <i>(somewhat: 0 to 10 points, Moderate: 11 to 20 points, excellent: 21 to 30 points)</i><br>b) Proposed methodology for carrying out the activities — <i>(somewhat: 0 to 10 points, Moderate: 11 to 20 points, excellent: 21 to 30 points)</i>                                                                                                                                                        | 60  |
| <b>Work Plan</b><br>a) Main activities and sub-activities, their content, duration, phasing, interrelations and milestones, including interim approvals and report delivery dates — <i>(Good: 4 to 6 points; excellent: 7 to 10 points)</i><br>b) Consistency with the proposed technical approach and methodology — <i>(Good: 10 to 14 points; excellent: 15 to 20 points)</i><br>c) Work schedule submitted in the format at Annex 4 (Tech Form 3) and consistent with the five month assignment period — <i>10 points</i> | 40  |
| Total B=                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 100 |
| Technical Score:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |     |

| <p>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.</p> <p>Technical score (St) = A/100*[70] + B/100*[30]</p> |  |                                |                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Note: The proposal will need to obtain a minimum of 60% in order to qualify.</p>                                                                                                                                                                                                                                                                                             |  |                                |                                                                                                                                                                                                                                                                                 |
| <table><tr><th>FINANCIAL SITUATION EVALUATION</th></tr><tr><td><p>Bank statement of the bidder's bank account. To be eligible the bidder's bank statement (Bank statements covering a minimum period of three (3) months prior to the bid announcement date shall be submitted) must show a credit balance of minimum <b>MVR 36,800.00</b></p></td></tr></table>                |  | FINANCIAL SITUATION EVALUATION | <p>Bank statement of the bidder's bank account. To be eligible the bidder's bank statement (Bank statements covering a minimum period of three (3) months prior to the bid announcement date shall be submitted) must show a credit balance of minimum <b>MVR 36,800.00</b></p> |
| FINANCIAL SITUATION EVALUATION                                                                                                                                                                                                                                                                                                                                                  |  |                                |                                                                                                                                                                                                                                                                                 |
| <p>Bank statement of the bidder's bank account. To be eligible the bidder's bank statement (Bank statements covering a minimum period of three (3) months prior to the bid announcement date shall be submitted) must show a credit balance of minimum <b>MVR 36,800.00</b></p>                                                                                                 |  |                                |                                                                                                                                                                                                                                                                                 |
|                                                                                                                                                                                                                                                                                                                                                                                 |  |                                |                                                                                                                                                                                                                                                                                 |

### **ADDITIONAL INFORMATION**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Ministry of Climate Change, Environment and Energy has overall responsibility for the management of the contract and contractual reporting obligations.</p> <p>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.</p> <p>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.</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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 any domestic travel: land and sea travel will be directly financed by the project. The schedule for any such travel will be discussed and agreed upon before any travel arrangements are initiated.

## Section 5

### **Details of services/materials/work required**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Introduction and Background</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p>The Government of the Republic of Maldives through the Ministry of Climate Change, Environment and Energy is preparing its Second Biennial Transparency Report (BTR2) with funding support received from the Global Environment Facility (GEF), and with technical support from the United Nations Environment Programme (UN Environment), to meet the reporting requirements of the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement while responding to national development goals.</p> <p>Under the Enhanced Transparency Framework (ETF), developing country Parties are required to provide information on financial, technology development and transfer, and capacity-building support needed and received. The preparation of this information requires the compilation, verification, standardisation and analysis of data from government agencies, state-owned enterprises, implementing and executing entities, development partners, climate funds, multilateral development banks, United Nations agencies and other relevant stakeholders.</p> <p>In this regard, MoCCEE is seeking a qualified national consultant to support the technical compilation, verification, standardisation and analysis of information on climate support received and support needed for inclusion in the Maldives' BTR2. The assignment is primarily analytical and desk-based. The deliverables of the consultant are expected to be developed in accordance with the ETF Modalities, Procedures and Guidelines (MPGs), applicable UNFCCC decisions and reporting guidance, the UNFCCC reporting tools, recommendations of the Consultative Group of Experts (CGE), and approaches applied in previous national reports.</p> |
| <b>Objective</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p>The primary objective of this task is to compile, verify, standardise and analyse information on financial support, technology development and transfer, and capacity-building support received and needed for inclusion in the Maldives' BTR2, ensuring consistency with the ETF MPGs, applicable UNFCCC reporting guidance and previous national reports.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Scope of Assignment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p>The scope of work involves leading the technical compilation, verification, standardisation and analysis of information on climate support received and support needed for inclusion in the Maldives' Second Biennial Transparency Report (BTR2), ensuring consistency with the ETF</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

Modalities, Procedures and Guidelines (MPGs), the UNFCCC Reporting Tools and previous national reports. The assignment includes the following tasks:

- Review and update the methodology used for BTR1 and prepare a methodology note for compiling and verifying information on financial support, technology development and transfer, and capacity-building support needed and received, together with the structure of the climate support database.
- Compile, verify, standardise, analyse and finalise the climate support information, analytical report and reporting tables, incorporating comments received from MoCCEE and relevant stakeholders, for inclusion in BTR2.
- Prepare an organised archive of data tables and supporting documents, including a document index and links to the relevant database entries.

### Requirements for Experience and Qualifications

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

| # | Post                                    | Nos |
|---|-----------------------------------------|-----|
| 1 | Climate Support Data Analyst (National) | 1   |

- **Academic qualification**
  - a) Minimum Qualifications: Master's degree in economics, Political Science, Public Policy, Development Studies, Climate Change, Environmental Management, Finance or in any relevant area to this assignment.
- **Requirements of Knowledge and Experience**
  - b) Minimum 3 years of work experience in climate finance, climate policy, development finance, climate reporting, data analysis or a closely related field.
  - c) Demonstrated experience in contributing to the development of national climate policy instruments or reporting such as Nationally Determined Contributions, National Communications, Biennial Update Reports or Biennial Transparency Reports.
  - d) Demonstrated experience in applying climate-finance concepts, including funding sources, channels, instruments, commitment and disbursement status, and mitigation, adaptation and cross-cutting classifications.
  - e) Demonstrated ability to prepare concise analytical narratives, tables, methodological notes and evidence trails suitable for formal national and international reporting.
  - f) Demonstrated proficiency in data analysis and reporting tools, including Microsoft Excel, RStudio, Power BI or other relevant data-analysis and visualization software.

- g) Demonstrated experience in assessing climate change vulnerabilities and risks, showing a sound understanding of the Maldives' exposure, sensitivity and adaptive capacity across key sectors and communities is an added advantage
- h) Demonstrated experience in coordinating, consolidating and managing inputs from multiple stakeholders including government institutions, and other relevant stakeholders.
- i) Demonstrated Dhivehi and English Language Skills.
- j) Excellent interpersonal skills and demonstrated ability to communicate and coordinate with stakeholders essential.

### **Indicative Tasks**

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

- Review relevant previous national reports and supporting documents, including the Maldives' Biennial Update Reports, First Biennial Transparency Report, National Communications, climate finance tracking exercises, Green Climate Fund readiness outputs and relevant programme and project documents.
- Review the approaches and classifications previously used to report financial, technology development and transfer, and capacity-building support received and needed.
- Identify data gaps, inconsistencies, duplications and areas where the reporting approach should be improved for BTR2.
- Review and update the methodology note setting out the definitions, classifications, data sources, data collection procedures, verification procedures, climate relevance criteria, treatment of currencies and exchange rates, assumptions and limitations to be applied during the assignment.
- Ensure that the methodology and outputs are consistent with relevant UNFCCC decisions, the ETF MPGs, applicable UNFCCC reporting guidance and tools, recommendations of the CGE and the approaches used in previous national reports.
- Design and maintain a standardised database for climate support received and support needed, including appropriate metadata, references and assumptions.

- Compile information from government agencies, ministries, state-owned enterprises, implementing agencies, development partners, climate funds, multilateral development banks, United Nations agencies and the private sector, where relevant.
- Compile, where available, information on donors, implementing entities, executing entities, project titles, funding sources, financial instruments, approval years, implementation periods, amounts approved and disbursed, currencies, exchange assumptions, thematic focus, sectors and implementation status.
- Compile information on technology development and transfer support received, including the type of technology support, sector, provider, recipient, implementation status and results, where available.
- Compile information on capacity-building support received, including the area of support, provider, recipient, target group, implementation period, status and results, where available.
- Compile available information on financial, technology development and transfer, and capacity-building support needed, including identified gaps, priorities and estimated needs, where available.
- Check and verify the compiled information for consistency, completeness and duplication, and verify exchange rates, attribution and climate relevance in accordance with the approved methodology.
- Cross-check reported information against project documents, financial records, databases and information provided by donors and implementing entities, where possible.
- Compare the compiled information with the Maldives' First Biennial Transparency Report and document any revisions, additions, exclusions or methodological changes.
- Prepare all reporting tables required for BTR2, including tables on financial support received, technology development and transfer received, capacity-building support received, and support needed.
- Prepare sector-wise, source-wise, instrument-wise and thematic summaries, together with any additional analytical tables useful for national reporting.

- Undertake an analysis of trends, funding composition, sectoral distribution, thematic distribution, bilateral and multilateral support, grants and loans, financial gaps and emerging priorities.
- Prepare analytical notes describing key trends, patterns, data limitations, methodological issues and recommendations to support the drafting of the relevant BTR2 chapter.
- Provide technical support during stakeholder consultations, explain the datasets, methodologies and statistics as required, and record the revisions agreed during the consultation and validation process.
- Revise the database, reporting tables and analytical report based on comments received from MoCCEE, the BTR Project Management Unit and relevant stakeholders.
- Submit the final validated datasets and reporting tables in editable formats suitable for inclusion in BTR2 and for future updating by MoCCEE.
- Prepare and organise an archive of the source documents and supporting records used to compile and verify the climate support database, including the development of a standard folder structure, file-naming convention, document index, and version-control procedures and links between each database entry and its corresponding source documents to ensure traceability and retrieval for future BTRs and other UNFCCC reporting requirements.
- Provide technical support for the review and finalisation of the overall BTR2 report, including verification of climate support information and incorporation of comments received from MoCCEE and relevant stakeholders.
- Support dissemination and knowledge management activities, including the preparation of presentation materials, knowledge products and technical inputs for stakeholder workshops.

#### **Provision of Monitoring and Progress Controls**

- a) MoCCEE has overall responsibility for the management of the contract.
- b) Consultant is expected to work closely with the BTR Project Management Unit (PMU), established under the Climate Change Department. The consultants will report directly to

| <p>BTR Project Coordinator. The consultants shall attend progress meetings once every 3 weeks with the PMU and provide minutes of the meeting within 5 days.</p> <p>c) 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.</p> <p>d) All outputs and materials produced as part of this Consultancy shall be handed over to the BTR PMU at the end of the contract and will become the sole property of MoCCEE.</p> |                                                                                                                                                                                                                                                                                                                                                  |          |                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------|
| <b>Duration of the Consultancy</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                  |          |                  |
| Duration of the assignment is 5 calendar months including the holidays, upon signing the contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                  |          |                  |
| <b>Budget</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                  |          |                  |
| The price of this consultancy is MVR 368,000.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                  |          |                  |
| <b>Deliverables &amp; Payment Schedule</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                  |          |                  |
| No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Deliverables                                                                                                                                                                                                                                                                                                                                     | Duration | Payment Schedule |
| D1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p><b>Methodology Note and Draft Climate Support Information and analysis</b></p> <p>Methodology note should be shared for review within 10 days. The final methodology note and draft climate support information and analytical report after compilation of support needed and received should be submitted at the end of the first month.</p> | 1 month  | 30%              |
| D2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p><b>Validated and Finalized Climate Support Information, Analytical Report and Reporting Tables</b></p> <p>The final validated database, BTR2 reporting tables in the common tabular formats and analytical report, revised on comments from MoCCEE and stakeholders</p>                                                                       | 2 months | 50%              |
| D3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Organised Archive of Data Tables and Supporting Documents</b>                                                                                                                                                                                                                                                                                 | 2 months | 20%              |

|               |                                                                                                                                                |  |             |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------|
|               | A complete and indexed archive of the source documents and supporting records, with a document index linking each database entry to its source |  |             |
| <b>Total:</b> |                                                                                                                                                |  | <b>100%</b> |