



MINISTRY OF ENVIRONMENT

MALE' REPUBLIC OF MALDIVES

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Development of certification and licensing system for refrigeration and air-conditioning servicing technicians

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Page 1 of 17

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Table of Contents

1. Introduction.....	3
2. Background	3
3. Objective of the consultancy	4
4. Scope of Assignment	4
5. Deliverables	5
6. Duration of the Consultancy	5
7. Reporting Requirements	5
8. Qualification and Experience.....	5
9. Evaluation Criteria	6
10. Payment Schedule	7
11. Application.....	8
12. Submission	8
13. Annex 1: Standard Forms	9
Form 1: Proposal Submission Form	9
Form 2: Consultants’ organization and Experience.....	10
Form 2a: Organization.....	10
Form 2b: Experience	11
Form 3: Methodology and Work plan	12
Form 4: Team Composition and Task Assignment	13
Form 5: Curriculum Vitae (CV) of proposed team	14
Form 6: Work Schedule	16
Please indicate the work schedule with the major and sub activities to achieve the deliverables.....	16
Form 7: Financial Proposal.....	17



1. Introduction

As a party to the Vienna Convention and Montreal Protocol on Substances that Deplete the Ozone Layer, Maldives has phased out several ozone depleting substances (ODS). To comply with its obligations under the Montreal Protocol, Maldives is currently implementing the phase-out management plan of Hydro chlorofluorocarbons (HCFCs) by 2020.

The main focus of the phase-out in Maldives is the refrigeration and air-conditioning servicing sector. By adopting good practices during commissioning and decommissioning, maintenance and handling refrigerants and refrigeration/air-conditioning equipment, refrigeration and air-conditioning servicing technicians can play vital role in the protection of the ozone layer and minimizing global warming impact.

Refrigeration and air-conditioning industry witnessed rapid changes over the last three decades which led to phasing out the use of several refrigerants and introductions of new alternatives. While, HCFCs still exist in refrigeration and air-conditioning equipment being used by different end-users, the reliance on their alternative – HydroFluoroCarbons (HFCs) - and other new alternatives such as flammable refrigerants is increasing rapidly. Therefore, training and certifying servicing technicians is becoming critical to ensure correct techniques during the installation, servicing, handling and decommissioning practices that ensure safety, prevention of ODS and greenhouse gases, and energy efficiency of ht equipment. Licensing (or mandatory certification) is an important mechanism to verify such competence of refrigeration and air-conditioning servicing technicians.

2. Background

The Technical and Vocational Education and Training (TVET) is responsible for the development and management of comprehensive demand-oriented system for vocational education of the Maldives. The National Occupational Standards (NOS) developed by different sectors are reviewed and endorsed by the Employment sector Councils of the TVET. The endorsed NOS are up to the Maldives National Qualification Framework by Maldives Qualification Authority.

TVET programs are classified into two major types of trainings: Institutional Based Training (IBT) and Employer Based Training (EBT). IBT refers to the study in technical colleges or similar institutions in which students follow a full-time program leading to a certificate or diploma. EBT refers to organized learning provided by employees that takes place in the work.

To be a TVET training provider, each and every training provider whether it is an institution or employer should be registered under TVET Authority and seek the permission prior to commencing trainings. TVET Authority oversees the training providers registered at TVET



1. Qualifications of the Firm

- Successful completion of 3 or more relevant assignments within the past 05 year-period. Evidence in the form of completion letters/certificates should be submitted to prove successful completion of the listed assignments.
- Relevant assignments will be considered based on scope (measured in duration or price of contract) and being comparable in terms of complexity involving multiple stakeholders

2. Qualifications of the Team Members

I. Education Qualifications of Lead Expert

- Minimum high school education in a related field with more than 5 years' experience in training and development
- Successful completion of at least 3 similar assignment
- Evidence of successful completion or completion letters/certificates should be submitted to prove successful completion of the listed projects.
- Prior experience in standards development, especially in the management of technical and vocational education sector, will be an added advantage.

II. Education Qualifications of Technical Support Staff

- Minimum high school education in a related field with more than 5 years' experience in training and development
- Prior experience in standards development, especially in the management of technical and vocational education sector, will be an added advantage.

9. Evaluation Criteria

- (i) Specific experience of the organization relevant to the assignment: [30]

General Experience of Consultancy Firm will be given marks on number of relevant assignments (10 marks per assignment, full marks will be achieved for organizations that have conducted 03 or more assignments in the past 05 years)

[Relevant completion letters/certificates should be submitted or proper contacts of referencing need to be submitted]

- (ii) Adequacy of the proposed methodology [15]
- a. Methodology [5]
- b. Work plan [10]
- (iii) Key professional staff qualification and competence [55]
- a. Lead consultant [35]



Terms of Reference

- | | |
|----------------------------|------|
| i. Education Qualification | [15] |
| ii. General Experience | [10] |
| iii. Specific Experience | [10] |

b. Supporting Team [20]

- | | |
|----------------------------|------|
| i. Education Qualification | [10] |
| ii. Specific Experience | [10] |

(Proof of experience: Relevant certificates / relevant reference letters)

Total technical score (s): **100**

The formula for determining the financial scores is the following:

$S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration. The proposal with the lowest financial score will get the maximum financial score of 100 points.

10. Payment Schedule

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

	REQUIREMENT	ALLOCATION
1	• Submission and acceptance of the Report on Baseline situation and needs.	10%
2	• Submission and acceptance of amended national occupational standard and competency standard	20%
3	• Submission and acceptance of revised Curricula	10%
4	• Submission and acceptance of Instructional materials and Reference guidelines	20%
5	• Submission and acceptance of Competency-based license system for servicing technicians	20%
6	• Submission and acceptance of Mechanism and Standard Operating Procedure for the license system	10%
7	• Submission and acceptance of Monitoring Mechanism	10%
	Total	100%

Note- Client will provide the facilitation and arrangement of workshops venue, food and in assist in arranging meetings with government institutions



13. Annex 1: Standard Forms

Form 1: Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consultancy service for “**Development of certification and licensing system for refrigeration and air-conditioning servicing technicians**” in accordance with your Request for Proposal dated [9 February 2020] and our Proposal. We are hereby submitting our Proposal, which includes all required documents as per Request for Proposal.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the services and fulfill the terms and conditions related this contract.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____ Address: _____



Form 2: Consultants' organization and Experience

Form 2a: Organization

[Provide here a brief (two pages) description of the background and organization of your firm.]



Form 4: Team Composition and Task Assignment

Professional Staff				
Name of Staff	Organisation	Area of Expertise	Position Assigned	Task Assigned



Form 7: Financial Proposal

	Description	MVR
	Total :	
	GST/Applicable tax :	
	Total with GST/Applicable tax:	

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

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

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

