Ministry of Climate Change, Environment and Energy

Republic of Maldives

TERMS OF REFERENCE

(IULAN NO: (IUL) 1139-TRACT/1139/2026/226)

CONSULTANCY SERVICES FOR A LEGAL EXPERT TO CONDUCT STAKEHOLDER CONSULTATIONS AND VALIDATE THE MALDIVES METEOROLOGICAL BILL (INDIVIDUAL)

Request for proposal (RFP) – Single Envelope

Issued on: 04 November 2026

Issued By: TRACT Project, Climate Change Department

Contents

Section 1....3
Tender Sheet....3
Section 2....5
Instruction for Bidders....5
Section 3....11
General and special provisions of the agreement....11
Section 4....15
Annex 1....15
Documents and checklist to be submitted by the bidder....15
Annex 2....17
TECH FORM 1....17
Annex 3....18
TECH FORM 2....18
Annex 4....19
TECH FORM 3....19
Annex 5....20
TECH FORM 4....20
Annex 6....22
TECH FORM 5....22
Annex 7....23
FIN FORM 1....23
Annex 8....24
FIN FORM 2....24
Annex 9....25
DISCLAIMER FOR CONFLICT OF INTEREST....25
Annex 10....26
Criteria to be used for evaluation of bids....26
Section 5....30
Details of services/materials/work required....30

Section 1

Tender Sheet

Reference No:	Tender Reference		
1	**Tender Name: Consultancy services for a legal expert to conduct stakeholder consultations and validate the Maldives Meteorological bill**		
2	**Bid queries submission timeline and Address:** **Location:** Ministry of Climate Change, Environment and Energy **Date:** 10/11/2026 (Tuesday) **Time:** 10:00 am **Email**: tract@environment.gov.mv **CC:** climate@environment.gov.mv **Telephone No:** 3018300		
3	**Bid Clarification Deadline and Address:** **Location:** Ministry of Climate Change, Environment and Energy	**Date**: 15/11/2026 (Sunday)	**Time:** -
4	**Proposal submission deadline:** **Location:** Ministry of Climate Change, Environment and Energy - Reception	**Date:** 19/11/2026 (Thursday)	**Time:** 10:00am
5	**Submission instruction** Proposals must be delivered in sealed envelopes titled **"Do not Open Before 1005 hours on 19th November 2026 – Consultancy services for a legal expert to conduct stakeholder consultations and validate the Maldives Meteorological bill – (IUL)1139-TRACT/1139/2026/226" and the submitting party's name and address** Late proposals will be rejected.		
6	**Submission address** Climate Change Department Ministry of Climate Change, Environment and Energy Faashanaa Maalam, Dharubaaruge, Ameenee Magu, Henveiru		

	Male', 20344, Republic of Maldives Email: tract@environment.gov.mv Website: www.environment.gov.mv Project name: Towards Risk-Aware and Climate Resilient Communities (TRACT) project		
7	**Bid Opening:** 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.	**Date:** 19/11/2026 (Thursday)	**Time:** 10:05 am
8	**Evaluation Criteria on Annex 10**		
Note: • **If the tender requires bid registration, only bidders registered within the specified deadline will be eligible to submit bids.**			

Section 2

Instruction for Bidders

A. General Information

1. Introduction	1.1	This bid is opened to parties who can provide the goods/services mentioned in the tender sheet. The requirements of the goods/services have been detailed in the information sheet.
2. Eligible Bidders	2.1	This bid is opened to all the 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 template 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

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.

20. Selection and notification of the successful bidder	20.1	The agreement shall be signed after addressing the complaints and the questions raised by the unsuccessful bidders that have been submitted within the period specified in Article 19.1.
21. Signing the agreement	21.1	If the work is abandoned after signing the agreement or if the work is not completed after signing the agreement, action will be taken as per Chapter 11 of the Public Finance Regulation.
	21.2	If the agreement is not signed within the stipulated time frame as stipulated in Chapter 11 of the Public Finance Regulation, the decision to award this work will be canceled and action will be taken as mentioned in Chapter 11 of the Public Finance Regulation.
	21.3	The amount stated in the bid sheet shall be submitted as performance guarantee.

F. securities to be Submitted

22. Bid Security (Excluding consultancy services)	22.1	The bid security of the unsuccessful bidders will be returned to them within 7 (seven) days from the date of notification to the successful bidder.
	22.2	If a bidder withdraws from the bid after the opening of the bid or if the successful bidder cancels the bid after receiving the certificate of success, the bid security submitted by the bidder will be forfeited to the State.
23. Advance and Advance payment guarantee	23.1	If an advance is requested, the advance may be issued in accordance with the Public Finance Regulation.
	23.2	Advance will be issued if the total value of the procurement exceeds MVR 250,000 (Two Hundred and Fifty Thousand Rufiyaa)

23.3 The party shall request for advance payment within 45 (forty-five) days of signing the contract.

23.4 If the advance is requested for, a security or guarantee issued by a government recognized bank or financial institution established in Maldives shall be submitted as advance payment guarantee.

23.5 The advance shall not exceed 15% (fifteen percent) of the total contract price. The advance payment will be retained from the bills submitted during work or service performance in proportion to the total value of the contract.

24. Performance guarantee (Excluding consultancy services)

24.1 If the bid price is exceeding MVR.500,000/-, the successful bidder shall submit as performance guarantee a security or guarantee issued by a Government recognized bank or financial institution established in Maldives, excluding consultancy service.

24.2 If the successful bidder fails to submit the performance guarantee within the timeframe specified, the decision to award the work will be reversed and the bid security submitted by the bidder will be forfeited to the State.

25.Case filing and case investigation

25.1 Pursuant to Public Finance Regulation 11.02 filing and investigating of complaints against irregularities in a tender shall be submitted under the finance regulation circular number 13-K/CIR/2018/01 annex 17 through form PR-14.

25.2 As mentioned in Rule 11.02 of the Public Finance Regulation, irregularities in a tender shall be submitted in PR-14 form "Bidder Complaint Form-First Stage" in annex 18 of Finance Circular No. 13-K/CIR/2018/01.

25.3 Upon submission of irregularities in a tender as per Rule 11.02 of the Public Finance Regulation, within 14 (fourteen)

days from the date of filing of the complaint, the matter shall be decided and the decision shall be sent to the complainant in writing under circular number 13-K/CIR/2018/01 annex 19 reply shall be prepared and notified in the PR-14 form (Response of Procurement Officer to the Tender Issue).

26. Submitting for Independent Review Committee for reconsideration	26.1	In submitting to the Independent Review Committee for administrative review of a tender as mentioned in Chapter 11.02 of the Public Finance Regulation, the tender issue shall be referred to in annex 21 of Public Finance Circular No. 13-K/CIR/2018/01 The complaint may be submitted to the Independent Review Committee through Form PR-16 (Appeal stage).

Section 3

General and special provisions of the agreement

27.Definitions	27.1	"Owner of the Work" means a place within the jurisdiction of the Ministry required to carry out the Work.
	27.2	"Contractor" means the person submitting the tender for the performance of the work.
	27.3	"Work" means the service or works described in the tender sheet.
	27.4	"Work Price" means the amount paid to the Contractor upon completion of the Work in accordance with the Agreement.
	27.5	"Agreement" means the agreement between the Employer and the Contractor regarding the work.
28. Exchange of documents	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*0.005*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*0.0025*LD
CP (Contact Price): Total contract value
LD (Late Duration): days beyond the term of the contract

32.3 If the Contractor is required to pay for the period of delay, the bill submitted by the Contractor shall be paid for the remaining amount after deducting the amount specified in the bill.

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

33. Termination of the Agreement

33.1 The Ministry reserves the right to cancel the contract in whole or in part if it is found that the work is not being carried out as specified in the contract.

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

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

Section 4

Annex 1
Documents and checklist to be submitted by the bidder

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

Applicants should submit their proposals containing the following documents and applicable Technical Proposal – Standard Forms and Financial Proposal – Standard Forms under ANNEX 1.

#	Documents to be submitted	✓/ ×	Page No:
	Technical Proposal		
1	Proposal submission form - (Annex 2 - Tech Form 1) (**signed by the Applicant**)		
2	Approach, Methodology and Work Plan – (Annex 3 - Tech Form 2)		
3	A summary of the work plan must be presented in the format in Work Schedule (Annex 4 - Tech Form 3) showing in the form of a bar chart the timing proposed for each activity.		
4	Curriculum Vitae (CV) of the Consultant – (Annex 5 - Tech Form 4 or CV in own format, as long as the CV includes all the information in Tech Form 4)		
5	Completed **Letter of Commitment (signed by the Expert) –** (Annex 6 - Tech Form 5)		
6	Copy of National ID Card		
8	Experience Letters		
	Financial Proposal		
9	Financial Breakdown Form – (Annex 7 - Form FIN – 1)		
10	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 (04th November 2026) shall be submitted)		
11	Documentation of conflict or non-conflict of interest – (Annex 8)		
12	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.**
- **If the Bidder has no current contract commitments, Annex 9 (Form FIN-2) may be omitted from the bid submission. The omission of Form FIN-2 will not result in the rejection of the bid. The Form may be requested and obtained during the evaluation process, if required.**

Annex 2
TECH FORM 1

Proposal Submission Form				
1.Bidder Information				
1.1	Name:			
1.2	Address:			
2. Project Information				
2.1	Project Name:			
2.1	Tender No:			
3. Minimum quantity, price and duration of the goods/services offered				
Detail			Price	Total
Duration:				
4. Declaration:				
4.1	After due consideration of the information given for the provision of the above-mentioned works/services and the provisions of the Agreement, I / We hereby tender for the provision of these works or services at the above-mentioned price.			
4.2	I / We agree to accept and comply with this tender for 120 days from the date of submission. If the owner requests to sign the agreement within this period, I agree to sign the agreement and work in accordance with the agreement.			
5. On Behalf				
Name:				**Signature:**
Designation:				
Date:				

Annex 3
TECH FORM 2

Approach, Methodology and Work Plan
[Technical approach, methodology and work plan are key components of this Proposal. the Consultant is suggested to submit Proposal with the following areas clearly described: *a) Methodology for each activity,* *b) Work Plan*
a) Technical Approach and Methodology *[In this chapter the Consultant should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.]*
b) Work Plan *[In this chapter the Consultant should highlight the main activities and sub-activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.]*

Annex 4

TECH FORM 3

Work Schedule

Consultancy Service for a legal expert to conduct stakeholder consultations and validate the Maldives Meteorological bill						
Deliverables	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6

Annex 5
SAMPLE CV TEMPLATE
TECH FORM 4

Curriculum Vitae Sample		
1.	Name of Consultant:	
2.	Education:	*[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:*
3.	Membership of professional associations	
4.	Other Training	
5	Countries of work experience	*[List countries where the Consultant has worked in the last ten years]:*
6	Languages	*[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:*
7	Experience/ employment record	*[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.]* From [Month/Year] – To [Month/Year]: Employer: Positions held: Job description:
8	Summary of projects / assignments undertaken / role	Name of project/ assignment: Experience classification: General / specific Scope of project/ assignment: From [Month/Year] – To [Month/Year]: Positions held:

9	Past commitments in projects with the Ministry of Climate Change, Environment and Energy	Name of the Contract/Project: From [Month/Year] – To [Month/Year]: Positions held: 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 **Expert** to **"conduct stakeholder consultations and validate the Maldives Meteorological bill"-** for the Ministry of Climate Change, Environment and Energy.

I undertake, if this proposal is accepted, to complete and deliver the whole of the services assigned to me in the scope of services.

I undertake, if this proposal is accepted upon receipt of the Ministry of Climate Change, Environment and Energy's notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,
Name:
ID card No:
Date:
Signatory:

***Note**: CV should be submitted along with the supporting documents.*

Annex 7

FIN FORM 1

Financial Breakdown Form

Date:

Reference No: (generated by the proponent)

No.	Description	Price/Unit (MVR)	Total
1	Deliverable 1: Inception Report & Consultation Plan		
2	Deliverable 2: Stakeholder Consultation and Report		
3	Deliverable 3: Revised Draft Bill		
4	Deliverable 4: Validation Workshop Report and final Validated draft Meteorological Bill		
	Total:		

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.

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

Annex 9

DISCLAIMER FOR CONFLICT OF INTEREST

Each Applicant must fill in this form

Tender Name:	Click here to enter text.
Advertisement No:	Click here to enter text.
Advertisement Date:	Click here to enter text.

I/We, the undersigned as the bidder, submitting the tender in respect of call for captioned tender, confirm:

- *that should I/We have any "close relative" or "close associate" working at Ministry of Climate Change, Environment and Energy, I/We will disclose that information with this form. In this instance "close relative" and "close associate" represents the meaning stated in Section 19 of Regulation Number: 2023/R-158 (Public Finance Regulation);*
- *that I/We will disclose any conflict of interest in connection to the contract with this form. A conflict of interest may arise in particular as a result of economic interests, political or national affinities, or any other relevant connection or shared interest;*
- *that I/We will inform the at Ministry of Climate Change, Environment and Energy, without delay, of any situation constituting a conflict of interest or could give rise to a conflict of interest;*
- *that I/We have not made, and will not make, any offer of any type whatsoever from which an advantage can be derived under the contract;*
- *that I/We have not granted, sought, attempted to obtain or accepted and will not grant, seek, attempt to obtain, or accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal or corrupt practice, either directly or indirectly, as an incentive or reward relating to the award of the contract;*
- *that I/We understand that the at Ministry of Climate Change, Environment and Energy reserves the right to verify this information and that I am/We are aware of the consequences which may derive from any false declaration in respect of the information required by the awarding body as a condition of participation in the contract procedure.*

☐ **YES**, I/We have ***"close relative" or "close associate"*** please find the Details below.

Name of the Staff(s):

NID Card No.:

Relationship with the Staff:

☐ **NO**, I/We do not have ***"close relative" or "close associate"***

Details of the Bidder

Name of the Bidder:		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) Expert	
Minimum Qualifications – 50 points • Minimum Bachelors' Degree in Law ***Required Experience – 30 points*** • Minimum of 05 years of professional legal experience, including drafting or reviewing parliamentary bills and statutory instruments in the Maldives. • Demonstrated experience in designing and leading stakeholder consultations and validation workshops on draft legislation, regulations or national policies. • Excellent written and spoken Dhivehi and English, including the ability to draft legal text in both languages. ***Desirable: - 20 points*** • Experience with legislation related to environment, climate change, disaster risk management, meteorology, or aviation and maritime services. – 7 points • Familiarity with WMO guidance on legislation for national meteorological and hydrological services. – 6 points • Experience working with government agencies and development partner-funded projects – 7 points	100
Total A=	100
(B) Approach, methodology and work plan	

Approach and methodology a) Demonstration of an understanding of the objective of the assignment in the context of the project - 30 points b) Proposal on methodology on carrying out the activities - 30 points	60
Work Plan. a) Work schedule – 20 points b) Work plan being consistent with proposed Technical Approach and Methodology – 20 points Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.	40
Total B=	100
Technical Score: The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub criteria and relevant percentage weights for each position. Only Specialists who meet the minimum qualification requirements will be qualified for technical evaluation. Technical score (St) = A/100*[30%] + B/100*[70%]	
Note: Only the proposals that will obtain a minimum of 60% out of 100 obtainable points will be qualified for the financial evaluation.	
Financial Score:	
The formula for determining the financial scores is the following:	

Sf=100 * Fm / F, in which Sf is the financial score, Fm is the lowest price and F is the price of the proposal under consideration.

The weights given to the Technical and Financial Proposals are:

T = [0.6], and F = [0.4]

FINANCIAL SITUATION EVALUATION

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 **MVR 37,500.00**

ADDITIONAL INFORMATION

Ministry of Climate Change, Environment and Energy has overall responsibility for the management of the contract and contractual reporting obligations.

Documents and data provided by the government for the purpose of this assessment, which is not of public nature shall be considered confidential and should not be disclosed to any other party.

All outputs and materials produced as part of this TOR shall be handed over to the project at the end of the contract and will become the sole property of Ministry of Climate Change, Environment and Energy.

Obtaining any necessary visa and documents are the responsibility of the proponent. MoCCEE will only provide a visa facilitation letter if necessary.

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

For domestic travel: land and sea travel (as per the schedule provided and agreed upon) will be directly financed by the project. This includes the DSA.

Section 5

Details of services/materials/work required

Introduction and Background

The Government of the Republic of Maldives through the Ministry of Climate Change, Environment and Energy has received funding from the Green Climate Fund (GCF) towards the implementation of the "Towards Risk Aware and Climate Resilient Communities (TRACT)" project, and intends to apply part of the proceeds for individual consultancy services for a Legal Expert to conduct stakeholder consultations and validate the Maldives Meteorological Bill.

TRACT project is implemented by Ministry of Climate Change, Environment and Energy (MCCEE) with assistance from the United Nations Environment Program (UN Environment). The main objective of the project is to increase climate resilience and reduce the vulnerability of climate-sensitive sectors and communities in the Maldives by enabling a paradigm shift toward risk-informed, evidence-based decision-making and disaster preparedness.

The TRACT project aims to

- Establish User-Driven Services & Systems: Deliver reliable, user-driven climate information services and an end-to-end, people-centred, impact-based multi-hazard early warning system (MHEWS) covering the entire country.
- Strengthen Capacity for Anticipatory Action: Enhance the capacity of national institutions, sectors, and local island communities—especially vulnerable groups like women, youth, and children—to implement timely preparedness and anticipatory actions to avert or minimize climate-related losses and damages.
- Address Full-Value-Chain Barriers: Overcome the institutional, technical, financial, and gender barriers across all four interconnected pillars of early warning systems (Risk Knowledge, Observations & Forecasting, Dissemination & Communication, and Preparedness & Response) to ensure warnings reach and are acted upon at the last mile.

The project consist of 4 main outputs

- Output 1 – Strengthened delivery model and risk knowledge for climate services and a multi-hazard early warning system.
- Output 2 – Strengthened observations, monitoring, modelling and impact-based forecasting
- Output 3 – Improved dissemination and communication of risk information and early warnings to the last mile.
- Output 4 – Enhanced climate risk management capacity using climate information and early warnings.

Under Sub-Activity 1.1.5 of the TRACT project, the Ministry is supporting the modernisation of the legal framework for meteorological services in the Maldives. A draft Maldives Meteorological Bill, building on the draft Meteorological Act first formulated in 2016, has been prepared. It sets out the statutory mandate of the Maldives Meteorological Service (MMS), designates MMS as the authoritative national voice for weather and climate warnings, and provides for cost recovery, data sharing and public-private partnerships.

Before the Bill is submitted to the Attorney General's Office, it needs to be consulted on widely with the institutions, sectors and communities it will affect, and validated by key stakeholders. The Ministry therefore intends to engage a qualified individual Legal Expert to lead this consultation and validation process and to finalize the Bill on the basis of its outcomes.

Objective

The main objective of this consultancy is to conduct inclusive stakeholder consultations on the draft Maldives Meteorological Bill, incorporate the feedback received, and facilitate the validation of the Bill, so that a final, validated Bill in both Dhivehi and English is ready for submission to the Attorney General's Office.

Scope of Assignment

The scope of work involves the following tasks to achieve the above objective:

- Literature review of the legal framework on meteorology and meteorological services against national frameworks (e.g., Disaster Management Act 2015, Climate Emergency Act 2021) and international obligations (e.g., WMO standards, ICAO regulations) to identify the key aspects for drafting and issues for consultation.
- Assist in review of the draft Meteorological Bill.
- Design and facilitate a structured stakeholder consultation process with government agencies, sector regulators, the private sector, local councils, civil society and communities, ensuring the participation of women, youth and vulnerable groups.
- Document, analyse and respond to all stakeholder feedback, and assist in revision of the draft Bill accordingly.
- Facilitate the validation of the revised Bill by key stakeholders and assist to finalize it in legal Dhivehi and English, in line with national legislative drafting standards.

Requirements for Experience and Qualifications

Legal Expert

Minimum Qualifications:

- Minimum Bachelors' Degree in Law

Required Experience:

- Minimum of 05 years of professional legal experience, including drafting or reviewing parliamentary bills and statutory instruments in the Maldives.
- Demonstrated experience in designing and leading stakeholder consultations and validation workshops on draft legislation, regulations or national policies.
- Excellent written and spoken Dhivehi and English, including the ability to draft legal text in both languages.

Desirable:

- Experience with legislation related to environment, climate change, disaster risk management, meteorology, or aviation and maritime services.
- Familiarity with WMO guidance on legislation for national meteorological and hydrological services.
- Experience working with government agencies and development partner-funded projects.

Indicative Tasks

The Legal Expert will undertake the following tasks under the direct supervision of the TRACT Project Management Unit (PMU), in close coordination with Legal Department and MMS:

Review and Consultation Planning:

- Review the 2016 draft Meteorological Act, relevant national legislation (including the Disaster Management Act, Climate Emergency Act and Decentralisation Act) and WMO guidance, and prepare a short issues paper on the key provisions and policy questions to assist consultation.
- Prepare a stakeholder map and consultation plan setting out who will be consulted, the consultation methods (workshops, focus group discussions, key informant interviews, written submissions), the schedule and the materials to be used.

Stakeholder Consultations:

- Facilitate consultations and key informant interviews with MMS, MCCEE, NDMA, the Attorney General's Office, aviation and maritime authorities, tourism associations, the media and telecommunications sector, the private sector, academia, civil society and selected local councils.
- Prepare plain-language briefing notes and presentations on the Bill in Dhivehi and English for use in the consultations.
- Ensure the consultations are inclusive, and record participation disaggregated by sex and stakeholder group.
- Record all comments received in a consultation matrix showing each comment, its source, and how it has been addressed.

Revision of the Meteorological Bill:

- Advise the Ministry and MMS on issues raised during the consultations that require a policy decision.
- Review the revised the draft Bill in legal Dhivehi and English to reflect the consultation outcomes, ensuring internal consistency, consistency between the two language versions, and alignment with national legislation and legislative drafting standards.

Validation and Finalization:

- Organize and facilitate a national validation workshop with government legal officers, sector experts and key stakeholders to validate the revised Bill.
- Incorporate the validation feedback and finalize the Bill, together with an explanatory note summarising its key provisions and the consultation process.
- Coordinate with the Attorney General's Office to support the preparation of the Bill for submission.

Duration of the Consultancy

Duration of the assignment is 6 calendar months from the date of signing the contract.

Deliverables & Payment Schedule

No.	Deliverables	Details	Duration (days)	Payment Schedule	Output
1	Deliverable 1: Inception Report & Consultation Plan	Work methodology, issues paper key provisions and policy questions to assist consultation. stakeholder map, consultation plan and schedule, and consultation materials (Dhivehi and English).	45	25%	Inception Report
2	Deliverable 2: Stakeholder Consultation and Report	Summary of all consultations and key informant interviews held, participant lists (disaggregated by sex and stakeholder group), and a consolidated matrix of all comments received.	65	25%	Consultation Report
3	Deliverable 3: Revised Draft Bill	Review the revised draft Meteorological Bill in Dhivehi and English incorporating the	40	25%	Revised Draft Bill

		consultation feedback, with a comment-response matrix showing how each comment was addressed.			
4	Deliverable 4: Validation Workshop Report and final Validated draft Meteorological Bill	Report of the national validation workshop, including participants, key discussions, agreed changes and validated recommendations.	32	25%	Validation Workshop Report
Total:				**100%**	