Ministry of Climate Change, Environment and Energy

Republic of Maldives

TERMS OF REFERENCE

(IUL)1139-WS/1139/2026/243

Consultancy Services for Proof Reading, Layout Design and Video Production of the Maldives Water, Sanitation and Hygiene (WASH) Policy and Action Plan

Requesting for proposal (RFP) – Single Envelope

Issued on: (09th November 2026)

Issued By: Water and Sanitation Department

Contents

Section 1....2
Tender Sheet....2
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
Proposal Submission Form....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
TECH FORM 6....23
Annex 7....24
FIN FORM 1....24
Annex 8....25
FIN FORM 2....25
Annex 9....26
FIN FORM 3....26
Annex 10....27
DISCLAIMER FOR CONFLICT OF INTEREST....27
Annex 11....28
Criteria to be used for evaluation of bids....28
Section 5....34
Details of services/materials/work required....34

Section 1

Tender Sheet

Reference No:	Tender Reference		
1	**Tender Name: Consultancy Services for Proof Reading, Layout Design and Video Production of the Maldives Water, Sanitation and Hygiene (WASH) Policy and Action Plan**		
2	**Bid queries submission timeline and Address:** **Location:** Ministry of Climate Change, Environment and Energy **Date:** 16/10/2026 (Monday) **Time:** 12:00pm **Email**: tenders@environment.gov.mv **CC:** sanitation@environment.gov.mv **Telephone No:** 3018300		
3	**Bid Clarification Deadline and Address:** **Location:** Ministry of Climate Change, Environment and Energy	**Date:** 17/11/2026 Tuesday	**Time:** 10:00am
4	**Proposal submission deadline:** **Location** Ministry of Climate Change, Environment and Energy - Reception	**Date:** 23/11/2026 Monday	**Time:** 10:00am
5	**Submission instruction** Proposals must be delivered in sealed envelopes titled "**Do not Open Before 23rd November 2026 at 1000 hours Consultancy Services for Proof Reading, Layout Design and Video Production of the Maldives Water, Sanitation and Hygiene (WASH) Policy and Action Plan– "(IUL)1139-WS/1139/2026/243"- and the submitting party's name and address** Late proposals will be rejected.		
6	**Submission address** Procurement Department Ministry of Climate Change, Environment and Energy Faashanaa Maalam, Dharubaaruge, Henveiru Male', 20344, Republic of Maldives Email: tenders@environment.gov.mv		

	Website: www.environment.gov.mv Project name: **Consultancy Services for Proof Reading, Layout Design and Video Production of the Maldives Water, Sanitation and Hygiene (WASH) Policy and Action Plan**		
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:** 23/11/2026 (Monday)	**Time:** 10:05am
8	**Evaluation Criteria on Annex 11**		
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 registered businesses.

2.2 If any other parties, except those mentioned in 2.1, are eligible to propose the bid, it shall be stated in the tender sheet.

3. Bid Document and signing

3.1 The bid must comply with Annex 1 and the materials included on the bidder's checklist as one document.

3.2 Bids must be typed in English or Dhivehi in an easy-to-read font. Or if written by hand, it should be legible. All pages of the tender shall bear the signature and stamp of the tenderer or his designee. Each page of the tender shall also be numbered to indicate the number of pages.

3.3 3.3.1 For companies, if a person other than the Managing Director signs the bid, a copy of the "Power of Attorney" stating that the person is authorized to sign the bid should be submitted.

3.3.2 For partnerships, if a person other than the managing partner of the partnerships signs the bid, a copy of the power of attorney stating that the person is authorized to sign the bid shall be submitted.

3.3.3 If any person other than the Chairman of the Cooperative Societies signs the bid, a copy of the

		Power of Attorney stating that the person is authorized to sign the bid shall be submitted.
4.Number of Bids submitted	4.1	Each bidder may submit 1 (one) bid. If any bidder submits more than one bid ,all bids submitted by that bidder will be cancelled**.**
5. Cost of preparing Bid	5.1	All expenses incurred in preparing and submitting the bid shall be borne by the bidder. The ministry shall not be responsible for any expenses incurred in this regard.
6. Other principles	6.1	If the bidder is a close relative of an employee who works in the Ministry or any affiliated office under the Ministry the bidder must disclose it.

B. Documents relating to the bid

7. Sections of the tender book	7.1	Documents related to bid are included in the list below and in amendments.
	7.1.1	Bid Sheet (Section-1)
	7.1.2	Instructions to Bidders (Section-2)
	7.1.3	General and Special Provisions of the Agreement (Section-3
	7.1.4	Annex (Section 4)
	7.1.5	Works Related Information (Section–5)
8. Clarification of information regarding the bid	8.1	It is the responsibility of the Bidder to obtain any further information regarding the information contained in this Bid Book or in connection with this Bid.
	8.2	Amendments issued in accordance with Section 9.1 shall form part of the Bid.
9. Changes to the tender	9.1	If it is deemed necessary to make a change to the bid before the expiry of the bid opening period, an amendment (deduction/addition) can be made.

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

C. Preparation of bids

11. Money used in the bid	11.1	The bidder shall submit the bid price in a Currency stated in the TOR.
12.Proposing the price	12.1	If it is a GST registered entity ,the price should be inclusive of GST .The amount paid for GST should be clearly stated.
13.Duration	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 an official stamp and the bidder's signature on the Bid Submission Form shall be disqualified. Exceptions may be granted only where stamp registration is not applicable to the bidder, as confirmed by the Corporate Profile Sheet or as required by law.
15. Deadline for submission of bids	15.1	The Bid sheet shall state the deadline for bid submission (work or Services)

16. Procedure for late bids	16.1	Bids submitted after the deadline will not be accepted.
	16.2	Except otherwise, any law or regulation specified, any bid submitted electronically shall not be accepted.

E. Bid opening and evaluation

17. Bid opening	17.1	If the date scheduled for the opening of bids is fixed as a public holiday by the Government for any reason, the opening of bids will be held on the deadline specified in the bid sheet of the next official day.
	17.2	Any problem with the calculation of qualifying tenders will be corrected as follows.
		(i) If the amount in the bid differs from the amount stated in words, the correct amount shall be deemed to be the amount in words.
		(ii) If the amount in the bid differs from the amount stated in the proposal submission form the correct amount shall be deemed as the amount in the bid submission form.
		(iii) Arithmetic errors in the bid can be corrected in the evaluation process.
18. Bid Evaluation	18.1	The Ministry may reject the bids in accordance with public Finance Regulation as follows;
		(i) if the required information and documents are not submitted as stated in the TOR; or
		(ii) if the prices offered are inadequate; or
		any other reason specified by the Ministry.
19. Determination of the bidder	19.1	The successful and unsuccessful bidders will be notified in writing. Following this notice, unsuccessful bidders shall be given 3 (three) days to submit a complaint relating to the bid.

The reason for the unsuccessful bid shall be stated upon request by the complainant within this period.

19.2 The contract with the successful bidder shall be signed after considering the submissions and answering the questions raised by the unsuccessful bidders within the period specified in 19.1.

20. Selection and notification of the successful bidder

20.1 The agreement shall be signed after addressing the complaints and the questions raised by the unsuccessful bidders that have been submitted within the period specified in Article 19.1.

21. Signing the agreement

21.1 If the work is abandoned after signing the agreement or if the work is not completed after signing the agreement, action will be taken as per Chapter 11 of the Public Finance Regulation.

21.2 If the agreement is not signed within the stipulated time frame as stipulated in Chapter 11 of the Public Finance Regulation, the decision to award this work will be canceled and action will be taken as mentioned in Chapter 11 of the Public Finance Regulation.

21.3 The amount stated in the bid sheet shall be submitted as performance guarantee.

F. securities to be Submitted

22. Bid Security (Excluding consultancy services)

22.1 The bid security of the unsuccessful bidders will be returned to them within 7 (seven) days from the date of notification to the successful bidder.

22.2 If a bidder withdraws from the bid after the opening of the bid or if the successful bidder cancels the bid after receiving the certificate of success, the bid security submitted by the bidder will be forfeited to the State.

23. Advance and Advance payment guarantee	23.1	If an advance is requested, the advance may be issued in accordance with the Public Finance Regulation.
	23.2	Advance will be issued if the total value of the procurement exceeds MVR 250,000 (Two Hundred and Fifty Thousand Rufiyaa)
	23.3	The party shall request for advance payment within 45 (forty-five) days of signing the contract.
	23.4	If the advance is requested for, a security or guarantee issued by a government recognized bank or financial institution established in Maldives shall be submitted as advance payment guarantee.
	23.5	The advance shall not exceed 15% (fifteen percent) of the total contract price. The advance payment will be retained from the bills submitted during work or service performance in proportion to the total value of the contract.
24. Performance guarantee (Excluding consultancy services)	24.1	If the bid price is exceeding MVR.500,000/-, the successful bidder shall submit as performance guarantee a security or guarantee issued by a Government recognized bank or financial institution established in Maldives, excluding consultancy service.
	24.2	If the successful bidder fails to submit the performance guarantee within the timeframe specified, the decision to award the work will be reversed and the bid security submitted by the bidder will be forfeited to the State.
25.Case filing and case investigation	25.1	Pursuant to Public Finance Regulation 11.02 filing and investigating of complaints against irregularities in a tender shall be submitted under the finance regulation circular number 13-K/CIR/2018/01 annex 17 through form PR-14.
	25.2	As mentioned in Rule 11.02 of the Public Finance Regulation, irregularities in a tender shall be submitted in PR-14 form

"Bidder Complaint Form-First Stage" in annex 18 of Finance Circular No. 13-K/CIR/2018/01.

25.3 Upon submission of irregularities in a tender as per Rule 11.02 of the Public Finance Regulation, within 14 (fourteen) days from the date of filing of the complaint, the matter shall be decided and the decision shall be sent to the complainant in writing under circular number 13-K/CIR/2018/01 annex 19 reply shall be prepared and notified in the PR-14 form (Response of Procurement Officer to the Tender Issue).

26.Submitting for Independent Review Committee for reconsideration

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

Section 3

General and special provisions of the agreement

27.Definitions

27.1 "Owner of the Work" means a place within the jurisdiction of the Ministry required to carry out the Work.

27.2 "Contractor" means the person submitting the tender for the performance of the work.

27.3 "Work" means the service or works described in the tender sheet.

27.4 "Work Price" means the amount paid to the Contractor upon completion of the Work in accordance with the Agreement.

27.5 "Agreement" means the agreement between the Employer and the Contractor regarding the work.

28. Exchange of documents	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 the 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 owner of the entity or person with power of attorney to sign**)		
2	Approach, Methodology and Work Plan – (Annex 3 - Tech Form 2)		
3	A summary of the work plan must be presented in the format in Work Schedule (Annex 4 - Tech Form 3) showing in the form of a bar chart the timing proposed for each activity.		
4	Curriculum Vitae (CV) of the identified key Experts (Consultant). **Copy of academic certificates and reference letters** demonstrating experiences listed in this TOR (required experiences and other experiences relevant to this TOR must be specified clearly or highlighted) – (Annex 5 - Tech Form 4)		
5	Completed **Letter of Commitment (signed by the Team Leader and Team members) –** (Annex 6 - Tech Form 5 & 6)		
6	Cooperative Profile Sheet issued by the Ministry of Economic Development Profile taken from website: www.business.egov.mv		
7	Tax Clearance Report		
8	Experience Letters – (Business)		
9	Business Profile – (Brief description of the firm's background)		
	Financial Proposal		
10	Financial Breakdown Form – (Annex 7 - Form FIN – 1)		

	• Bidders are required to submit the bank statement of the business's bank account. (Bank statements covering a minimum period of three (3) months prior to the bid announcement date 09th November 2026 shall be submitted) • Line of Credit Letter – (Annex 8 - FIN FORM - 2)		
11	Current Contract Commitments / Work in Progress – (Annex 9 - FIN FORM 3)		
12	Documentation of conflict or non-conflict of interest – (Annex 10)		

Note:

- **Cooperative profile sheet, tax clearance report and conflict of interest document may be obtained during the evaluation process if not submitted with the bid.**
- **In case of price conflict in Proposal submission form - Annex 2 -Tech Form 1 and Financial Breakdown Form – Annex 7 - Form FIN – 1, the correct price shall be deemed to be the price in the Proposal submission form - Annex 2 -Tech Form 1.**
- **If the Bidder has no current contract commitments, Annex 9 (Form FIN-3) may be omitted from the bid submission. The omission of Form FIN-3 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	Gst (8%)	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**	**Stamp**	
Designation					
Date					

Annex 3
TECH FORM 2

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

Annex 4

TECH FORM 3

Work Schedule

Consultancy Services for Proof Reading, Layout Design and Video Production of the Maldives Water, Sanitation and Hygiene (WASH) Policy and Action Plan					
Deliverables		M1	M2	M3	M4

Annex 5
TECH FORM 4

Curriculum Vitae		
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	Name of the Contract/Project: From [Month/Year] – To [Month/Year]:

	Ministry of Climate Change, Environment and Energy	Positions held: Summary of role

Annex 6
TECH FORM 5

Letter of Commitment

(Proof-reader/editor)

[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 **Proof-reader/editor** to **"Consultancy Services for Proof Reading, Layout Design and Video Production of the Maldives Water, Sanitation and Hygiene (WASH) Policy and Action Plan"-** 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.*

TECH FORM 6

Letter of Commitment

(Layout Designer)

[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 **Layout Designer** to **"Consultancy Services for Proof Reading, Layout Design and Video Production of the Maldives Water, Sanitation and Hygiene (WASH) Policy and Action Plan"-** 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	Professional proofreading and editing of the WASH Policy and Action Plan		
2	Graphic design, layout and formatting of the publication		
3	Production of a one-minute launch video of the WASH Policy and Action Plan		
	Total:		
	GST 8%		
	Total with GST		

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

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

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

Authorized Signature and Stamp

Annex 8

FIN FORM 2

Line of Credit Letter

[letterhead of the Bank/Financing Institution]

[date]

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

Dear,

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

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

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

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Agency: _____

Annex 9

FIN FORM 3

Current Contract Commitments/Works in Progress

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

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

Annex 10

DISCLAIMER FOR CONFLICT OF INTEREST

Each Applicant must fill in this form

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

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

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

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

Name of the Staff(s):

NID Card No.:

Relationship with the Staff:

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

Details of the Bidder

Name of the Bidder:		Stamp of the Bidding Company	
Signature of the Bidder:		Date:	

Annex 11

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) Business:	
Business Profile Provide here a brief description of the background and organization of your Business, and – in case of a joint venture	10
No. of similar project / assignments done related to proofreading (writing or reviewing) 15 points for each documented assignment, up to a maximum of 3.	45
No. of similar project / assignments done on layout designing, video development or related field 15 points for each documented assignment, up to a maximum of 3.	45
Total A=	100
(B) Project Team	
1. Proof-reader/Editor	50
Proof-reader/Editor qualifications A) Relevant academic qualification(s) in Environment, Science, Water Resource Management, Public Health, English Language and Communication or related field or 2 years of working experience in Proof-reading/editing or related field – 40 points *40 points for a degree or a higher qualification/ 30 points for a Diploma or 20 points for any other certification* *Or 40 points for two years of experience or more*	

Other experiences: *B) Proficiency in writing/editing/proofreading skills/knowledge of writing (e.g., technical evaluations/ policy frameworks or manuscripts in English) - 6 points* *C) Prior exposure to WASH sector and basic understanding of sector specific vocabulary, including climate-resilient water infrastructure and WASH concepts would be an added advantage – 4 points* *Note: only the highest qualification will be considered for scoring*	
2. Layout Designer	50
Layout Designer qualifications *A) Relevant academic qualification in graphic designing/visual communication or related field or 2 years of working experience in layout design or related field – 40 points* *40 points for a degree or higher qualification / 30 points for a Diploma/ 20 points for any other certification* *Or 40 points for two years of experience or more* *Other experiences:* *B) Proficiency in industry-standard design software (e.g., Adobe InDesign, Illustrator, Photoshop)- 3 Points* *C) Knowledge of animation or motion graphics or 3D software such as After Effects, Premiere Pro, Cinema 4D etc. - 3 points* *D) Experience in providing design and layout services/ providing layout support services for manual/research outputs, reports or similar products/projects- 4 points* *Note: only the highest qualification will be considered for scoring*	
Total B=	100
(C) 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*	40

Work Plan. *a) Proposed main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client and delivery dates of the reports and Work plan being consistent with proposed Technical Approach and Methodology – 30 points* *c) Work schedule – 30 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.}*	60
Total C=	100

Technical Score:

The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub criteria and relevant percentage weights for each position. Only Specialists who meet the minimum qualification requirements will be qualified for technical evaluation.

Technical score (St) = A/100*[W1] + B/100*[W2] + C/100*[W3]

W1	(A) Business	30
W2	(B) Project Expert	50
W3	(C) Approach, methodology and workplan	20

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 business's bank account. To be eligible the business'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 45,000.00**

(or)

If bidding party is unable to meet any of the above requirement they shall submit 'Line of Credit Letter' As per the template in FIN FORM 2. Credit limit shall be no less than **MVR 45,000.00 – (FIN FORM -2: Line of Credit Letter)**

Note:

- Line of Credit Letter must be issued by a government recognized bank or financial institution established in Maldives with all the details as per template in FIN FORM 2

PRIORITY TO MSME'S

Below MVR 2,500,000

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

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

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

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

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

Above MVR 2,500,000 – MVR 5,000,000

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

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

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

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

CRITERIA ON CLASSIFYING REGIONAL BASED BUSINESS

a) Check the bidders permanent address, if the bidder is a sole proprietorship

b) Check the island to which the business is registered, if the bidder is not a sole proprietorship

c) The bidder will be considered as a business working in one certain area, as per (a) and (b) accordingly:

• If the bidder is a sole proprietorship, the bidder's registered permanent address as of 1st January of the year the invitation for bid was issued will be considered OR

• If the business had been registered before the year in which the invitation for bid was issued, the island to which the business was registered as of 1st January of the year the invitation for bid was issued will be considered

OR

If the business had been registered within the year in which the invitation for bid was issued, the island to which the business was first registered will be considered.

ADDITIONAL INFORMATION

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

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

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

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 intends to apply part of the government funds towards the services of an individual consultancy firm to undertake Proof Reading, Layout Design and Video Production of the Maldives Water, Sanitation and Hygiene (WASH) Policy and Action Plan

Access to safe Water, Sanitation, and Hygiene (WASH) is fundamental to public health, the environmental sustainability and socio-economic development in the Maldives. However, climate change, limited freshwater, and a highly dispersed geography make providing equitable WASH services challenging, especially for outer islands, schools, healthcare facilities, and vulnerable children. Recognizing these priorities, the Government of Maldives with technical support from UNICEF has developed the Maldives Water, Sanitation and Hygiene Policy and Action Plan 2026- 2035.

The Maldives Water, Sanitation and Hygiene (WASH) Policy and Action Plan Document provides a comprehensive national framework for strengthening the WASH sector through coordinated action, improved governance, sustainable financing, climate-resilient infrastructure, evidence-based decision-making, and inclusive stakeholder participation. The policy plan is aligned with the National Development Agenda, the Sustainable Development Goals (SDGs), and relevant international commitments.

The WASH Policy is guided by four strategic goals:

1. Strengthen access to sustainable, equitable, and climate-resilient WASH services.
2. Enhance institutional capacity and inclusive part1icipation in the WASH sector.
3. Promote research-based climate-resilient WASH solutions supported by sustainable financing.
4. WASH advocacy, public awareness, and community engagement.

To support the effective dissemination and use of the Policy and Action Plan, the Ministry seeks professional services to proofread/edit, design and format the document and develop a short launch/unveiling video.

Objective

Main objective of this consultancy is to deliver a professionally proofread and designed, visually appealing, high-quality and user-friendly version of the Maldives Water, Sanitation and Hygiene (WASH) Policy and Action Plan 2026-2035 that:

- Ensure the WASH Policy and Action Plan document is professionally proofread and edited for grammar, spelling, punctuation, terminology, consistency and readability without altering the substantive content
- Enhances reader understanding and engagement through professional layout, graphics, illustrations, icons, photography and other appropriate visual elements and produce a high-quality print-ready and digitally optimized version of the Policy and

Action Plan. (Produce a high-quality publication suitable for both print and digital dissemination)

- Produces a professional one-minute launch/unveiling video to support the dissemination and visibility of the WASH Policy and Action Plan.

Scope of Assignment

The scope of work involves the following tasks to achieve the above objectives;

The consultancy firm shall undertake the tasks outlined below, but not limited to these, in close collaboration with the Water and Sanitation Department of the Ministry of Climate Change, Environment and Energy and other relevant stakeholders, as necessary;

A. **Proofreading and Editing**

- Undertake a comprehensive review and proofreading of the WASH Policy and Action Plan
- Correct grammatical, spelling, punctuation, typographical and language errors while maintaining the substantive meaning and approved content of the document
- Ensure consistency in terminology, headings, numbering, abbreviations, references, tables, figures and captions, etc.
- Review formatting, cross-references and numbering to identify and correct inconsistencies
- Incorporate comments and revisions provided by the Ministry
- Submit a final proofread and edited version for Ministry approval

B. **Layout and Graphic Design**

- Review the WASH Policy and Action Plan to understand content structure and design requirements
- Develop and submit 2-3 visual concepts, including proposed layout structure, typography, color schemes, icons and imagery styles, for review and approval by the Ministry
- Develop cohesive layout template for various sections (cover, chapters, policies and strategic goals, tables, figures, infographics and other relevant sections, etc)
- Develop appropriate icons, illustrations, infographics and data visualizations to support key messages and improve reader understanding
- Use photography or source high-quality, royalty-free images relevant to the themes and content of the WASH Policy and Action Plan
- Format and lay out the complete WASH Policy and Action Plan, ensuring consistency and visual coherence throughout the document
- Incorporate feedback from the Ministry and revise the document as required
- Prepare a high-resolution, print-ready PDF version and a lightweight, web-optimized digital PDF version

- Provide editable source files, including relevant design files such as Adobe InDesign, Illustrator, Photoshop or equivalent formats, together with original photographs and other visual assets used in the publication
- Transfer appropriate usage rights for photographs and original visual materials produced under the assignment to the Ministry

C. **Launch/Unveiling Video Production**

- Develop a professional one-minute launch/unveiling video for the WASH Policy and Action Plan launching ceremony
- The video shall be developed using the WASH Policy and Action Plan document provided by the Ministry, highlighting its major objectives, key strategies, priorities and key messages
- The video shall present selected key contents of the policy document in a concise and engaging manner using appropriate text, graphics, animation, photographs and other relevant visual elements, as necessary
- The WASH Policy and Action Plan document should be the primary source of content for the video. The contractor will be responsible for adapting the selected contents into a short video presentation.

- The video format should be as below;

Video Format	**Details**
Landscape format (16:9)	for YouTube, websites, presentations, and traditional media platforms
Square format (1:1)	for Facebook and Instagram feeds
Vertical format (9:16)	for Instagram Reels, Facebook Reels, YouTube Shorts, and similar mobile-first platforms

- Submit a draft video to the Ministry for review and incorporate comments and revisions
- Incorporate appropriate MoCEE branding and credit as MoCEE the owner of the produced videos

Requirements for Experience and Qualifications

The consultant/firm should possess the following qualifications and experience:

Similar projects/assignments done related to proof-reading (writing or reviewing), layout designing, video development or related fields

Proofreader/Editor;

- Degree or a higher qualification in Environment, Science, Water Resource Management, Public Health, English Language and Communication or related field, 2 years of working experience in Proof-reading/editing or related field
- Proficiency in writing/editing/proofreading skills/knowledge of writing (e.g., technical evaluations, policy frameworks and manuscripts in English)
- Prior exposure to WASH sector and basic understanding of sector specific vocabulary, including climate-resilient water infrastructure and WASH concepts

Layout Designer;

- Degree or higher qualification in graphic designing/visual communication or related field or 2 years of working experience in layout design or related field with two years of experience or more
- Proficiency in industry-standard design software (e.g., Adobe InDesign, Illustrator, Photoshop), knowledge of animation and motion graphics or 3D software such as After Effects, Premiere Pro, Cinema 4D etc
- Experience in providing design and layout services/ providing layout support services for manual/research outputs, reports or similar products/projects

Indicative Tasks

The following are indicative tasks to achieve the objectives of the assignment;

- Review the WASH Policy and Action Plan and develop an understanding of its content, structure and design requirements
- Undertake comprehensive proofreading and editing
- Develop 2-3 initial visual concepts and layout templates
- Develop icons, illustrations, infographics and data visualizations as required
- Prepare the draft WASH Policy and Action Plan with full layout and integrated text, photographs and graphics
- Incorporate feedback from the Ministry and finalize the document
- Develop and produce the one-minute launch/unveiling video

Duration of the Consultancy

The duration of the assignment shall be 28 days including weekends and public holidays, upon signing of the agreement.

The consultant/firm shall organize the work to ensure that all deliverables, including the final designed document, and launch/unveiling video are completed within the agreed timeframe.

Deliverables & Payment Schedule

No.	Deliverables	Details	Duration & Timing	Payment Schedule	Output
1	Proofread and Edited WASH Policy and Action Plan	Submission of the comprehensively proofread and edited document for Ministry review	05 days upon signing the agreement.	0%	Proofread and edited WASH Policy and Action Plan
2	Review and Revisions of Proofread and Edited document	Client Review and Revisions; Incorporation of feedback of edited WASH document (2 days for client review and 2 days for contractor to revise and submit)	04 days from the submission of Deliverable 1	0%	Approved proofread and edited WASH Policy and Action Plan
3	Concept Design and Layout Templates	Submission of 2-3 visual concepts and initial layout templates for review and approval by the Ministry	05 days upon signing the agreement	0%	Concept design and Layout Templates
4	Review and Revisions of Concept Design and Layout Template	Client Review and Revisions; Incorporation of feedback of visual concepts and layout templates (2 days for Client review and 2 days for Contractor revision and submission)	04 days from the submission of Deliverable 3	0%	Approved Concept Design and Layout Templates
5	Draft Designed WASH Policy and Action Plan	Submission of the full draft document with integrated text, images, graphics, illustrations, icons, infographics and	05 days from completion of	0%	Draft WASH Policy with full layout

		layout for Ministry's feedback	Deliverable 4		
6	Review of Draft WASH Policy and Action Plan	Client Review; review of the draft and submission of feedback to the contractor)	04 days from the completion of deliverable 5	0%	Reviewed Draft WASH Policy with full layout
7	Final WASH Policy and Action Plan	Submission of final print-ready PDF (book layout), web-optimized version, editable design files and relevant original/processed visual materials	02 days from completion of Deliverable 6	0%	Print ready PDF (book layout) and web-optimised version of the Finalised WASH Policy document with source files
8	Review and Revisions of final WASH Policy and Action Plan	Client Review and Revisions; Incorporation of feedback of the full draft document (03 days for Client review and 01 day for Contractor revision and submission)	04 days from the completion of Deliverable 7	0%	Approved print ready PDF and web-optimised version of the finalised WASH policy document with source files
10	Launch Video of the WASH Policy and Action Plan document	Submission of draft one-minute launch video	02 days from the completion of Deliverable 08	0%	Launch Video of the WASH Policy and Action Plan document
11	Review and Revisions of Launch Video	Client Review and Revisions of the one-minute launch video; incorporating approved content and Ministry feedback (01 day for Client review and 01	02 days from the completion of Deliverable 10	100%	Finalised and approved launch video

		day for Contractor revision and submission)			
Total:				**100%**	