Ministry of Climate Change, Environment and Energy

Republic of Maldives

TERMS OF REFERENCE

(IULAN NO: (IUL) 1139-TRACT/1139/2026/239)

CONSULTANCY SERVICES FOR MAINSTREAMING GESI INTO DISASTER MANAGEMENT

Request for proposal (RFP) – Single Envelope

Issued on: 16th November 2026

Issued By: TRACT Project, Climate Change Department

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Section 1

Tender Sheet

Reference No:	Tender Reference		
1	**Tender Name: Consultancy services for mainstreaming GESI into disaster management**		
2	**Bid queries submission timeline and Address:** **Location:** Ministry of Climate Change, Environment and Energy **Date:** 23/11/2026 (Monday) **Time:** 12:00pm **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**: 24/11/2026 (Tuesday)	**Time:** 12:00pm
4	**Proposal submission deadline:** **Location:** Ministry of Climate Change, Environment and Energy - Reception	**Date:** 30/11/2026 (Monday)	**Time:** 10:00am
5	**Submission instruction** Proposals must be delivered in sealed envelopes titled **"Do not Open Before 1005 hours on 30th November 2026 – Consultancy services for mainstreaming GESI into disaster management – IULAN NO: (IUL) 1139-TRACT/1139/2026/239" 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:** 30/11/2026 (Monday)	**Time:** 10:05am
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		
7	Experience Letters		
	Financial Proposal		
8	Financial Breakdown Form – (Annex 7 - Form FIN – 1)		
9	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 (15th November 2026) shall be submitted)		
10	Documentation of conflict or non-conflict of interest – (Annex 8)		
11	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 services for mainstreaming GESI into disaster management																								
Deliverables	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	Month 15	Month 16	Month 17	Month 18	Month 19	Month 20	Month 21	Month 22	Month 23	Month 24

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 **Specialist / Expert** to **"Consultancy service for mainstreaming GESI into disaster management"-** 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	Inception Report and Research Workplan		
2	Baseline Assessment and Gap Analysis		
3	National Guidelines for Integrating GESI into Disaster Management		
4	Inclusive Disaster Preparedness Materials Portfolio		
5	SOPs for Integrating GESI into Disaster Response		
6	Capacity Building on GESI Guidelines and SOPs		
7	Final Consultancy Report		
	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:			

(PROJECT OR DEPARTMENT)

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 Master's degree in Disaster Management, Gender Studies, Disability Studies, Social Sciences (Anthropology, Sociology, Psychology), Humanitarian Studies, Development Studies, or any related field.* Required experience – 50 points • *Minimum 5 years of professional experience in working with local communities in resilience building and mainstreaming protection, gender equality and social inclusion into national policies and/or programmes.* • *Demonstrated experience in conducting gender and social inclusion assessments, institutional capacity assessments, policy reviews and/or gap analyses, and experience in translating research findings into practical institutional guidelines and operational procedures.* • *Demonstrated experience working with island communities, civil society organizations and relevant government agencies.* • *Excellent analytical, drafting, and facilitation skills in English; proficiency in Dhivehi is highly desirable.*	100
Total A=	100
(B) Approach, methodology and work plan	
Approach and methodology – 60 points	60

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*	
Work Plan – 40 points *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 - 10 points* *b) Work plan being consistent with proposed Technical Approach and Methodology – 20 points* *c) Work schedule – 10 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 83,268.00**

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 Maldives through the Ministry of Climate Change, Environment and Energy (MoCCEE) has received funding from the Green Climate Fund (GCF) towards the implementation of the "Toward Risk-Aware and Climate-resilient communities (TRACT)" project. The TRACT project is executed by MoCCEE with assistance from the United Nations Environment Programme (UNEP). The main objective of the project is to increase climate resilience and reduce the vulnerability of climate-sensitive sectors and communities in Maldives by strengthening capacity to implement preparedness and anticipatory actions based on reliable climate information and risk knowledge.

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 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 interconnected pillars of early warning systems to ensure warnings reach and are acted upon at the last mile.

The project consists 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.

Existing Work and Policy Context

This consultancy will build on existing national work rather than start afresh. Under the Maldives Urban Development and Resilience Project, the National Disaster Management Authority (NDMA) developed a Gender Equality Guideline, endorsed by the Chief Executive of NDMA in September 2022. The Guideline sets out recommendations to strengthen women's participation and leadership in disaster preparedness and response, to collect and use sex-, age- and disability-disaggregated data (SADDD), and to apply gender-responsive programming across the disaster risk management (DRM) cycle, including combatting gender-based violence (GBV) and ensuring access to sexual and reproductive health (SRH) services after disasters. The need to build on this Guideline was highlighted during the UNEP validation workshop held in 2024.

In addition, a draft Maldives Action Plan aligned with the Sendai Gender Action Plan (GAP) has been prepared. It sets out priority actions across nine key objectives – including gender-responsive risk data, mainstreaming gender in DRR guidelines and SOPs, gender-responsive and inclusive early warning systems, and access to health, protection and essential services before, during and after disasters – and links them to the Sendai Framework, the Maldives DRR Strategy 2024–2030, the Early Warnings for All (EW4All) Roadmap and the forthcoming National Adaptation Plan (NAP).

The Consultant is required to critically review the 2022 Gender Equality Guideline and the draft Sendai GAP Action Plan as foundational references, build on them, and avoid duplicating earlier work. The Consultant is also expected to bring new knowledge into the Maldivian disaster management system by applying relevant international standards and good practice to the national context, including (but not limited to) the Sendai Framework and Sendai GAP, CEDAW General Recommendation No. 37, the IASC Guidelines for Integrating GBV Interventions in Humanitarian Action, the Inter-Agency Minimum Standards for GBV in Emergencies Programming, the Minimum Initial Service Package (MISP) for SRH in crises, the IASC Guidelines on the Inclusion of Persons with Disabilities in Humanitarian Action, and the Humanitarian Inclusion Standards for Older People and People with Disabilities. Where gaps in existing knowledge are identified, the Consultant is expected to provide relevant technical guidance and information to strengthen institutional understanding and inform the development of the guidelines. This level of research and technical work is a core requirement of the assignment and should be reflected in the Consultant's proposal, methodology and workplan.

The Consultant will provide targeted technical expertise to ensure that Gender Equality and Social Inclusion (GESI) principles are systematically incorporated across all phases of disaster management (prevention, mitigation, preparedness, response, and recovery) within the project's scope, with specific attention to the delivery of national guidelines and standard operating procedures (SOPs). The Consultant will lead the technical design and implementation of sub-activities 1.1.7, 4.1.2 and 4.1.7 in coordination with the PMU and with technical support from the project-level GESI and Social Safeguards Expert to ensure consistency with the project's overall GESI and social safeguards framework.

Objective

The primary objective of this consultancy is to provide technical leadership for mainstreaming GESI considerations into disaster risk management under sub-activities 1.1.7, 4.1.2 and 4.1.7 of the TRACT project. Grounded in an evidence-based understanding of the current context – including the existing policy, institutional and operational arrangements for disaster management in the Maldives, progress made since the 2022 Gender Equality Guideline, and the differentiated risks and capacities of different population groups – the consultancy will cover disaster management guidelines, inclusive preparedness and disaster response SOPs. The Consultant will ensure that disaster management strategies are tailored to the distinct needs and safety risks associated with gender, age, disability, and other relevant vulnerability and diversity factors, ensuring dignity, access, participation, and safety for all in climate-related disaster situations.

The consultancy is expected to go beyond consolidating stakeholder inputs. It will provide new knowledge and strengthen national institutional capacity by:

(a) conducting desk research and assessing existing policies, institutional arrangements and practices;

(b) identifying knowledge gaps and previously unrecognized vulnerabilities;

(c) applying relevant international standards and good practice to the Maldivian context; and

(d) building the capacity of national institutions and first responders to apply the resulting guidelines and SOPs.

Scope of Assignment

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

- Baseline Assessment and Gap Analysis (preliminary activity): Before developing the national guidelines, undertake an updated baseline assessment and gap analysis. The Consultant will critically review the 2022 Gender Equality Guideline and its recommendations, assess progress in their implementation, update the underlying evidence, and identify remaining institutional, operational and knowledge gaps, drawing also on the draft Sendai GAP Action Plan. The baseline assessment and gap analysis shall draw primarily on existing knowledge, available resources and institutional practices to identify relevant gaps, supplemented by consultations with key stakeholders where necessary. The findings shall inform the development of the national guidelines and subsequent consultancy deliverables and shall be reviewed and validated by relevant stakeholders prior to the finalization of the guidelines.

- GESI Guidelines for Disaster Management: Lead the multi-stakeholder development of National Guidelines for Integrating Gender Equality and Social Inclusion into Disaster Management (Sub-Activity 1.1.7) to ensure strategies reach all at-risk people equitably and without discrimination.

- GESI in Disaster Preparedness: Provide technical inputs for mainstreaming Gender Equality and Social Inclusion into disaster preparedness (Sub-Activity 4.1.2), ensuring that all awareness-raising and educational materials—including digital platforms, radio, and printed resources—are designed to be accessible and responsive to the needs of traditionally vulnerable or marginalized groups.

- GESI Response SOPs & GBV Protocols: Lead the development of SOPs for integrating GESI into disaster response (Sub-Activity 4.1.7) alongside NDMA, the Ministry of Social and Family Development (MSFD) and other key stakeholders and first responder organizations, including the Maldives Police Service (MPS), the Fire and Rescue Service of the Maldives National Defence Force (MNDF), the Maldivian Red Crescent (MRC) and the health sector. This includes setting out concrete actions that are practical and operationally applicable for the prevention and appropriate management of gender-based violence (GBV) during disaster situations, including survivor-centred referral pathways.

- Intersectionality and Vulnerability Mapping: Ensure that risk and vulnerability data integrated into early warning systems systematically utilize an intersectional lens, factoring in sex, gender identity, age, physical ability, race, and nationality to address differential vulnerabilities.

Practical application of outputs: The guidelines and SOPs shall be developed with the needs of their intended users in mind. They shall be detailed, clear and practical, providing sufficient guidance, clearly defined procedures, roles and responsibilities, and actionable steps for implementation. As the guidelines are intended to serve as the basis for developing checklists, decision-making tools, procedural flowcharts, role-specific action cards, quick-reference annexes and other practical reference materials for relevant institutions and frontline personnel, their content shall be structured and presented to facilitate adaptation into these materials and their operational use.

Approach and Methodology

The consultancy must be informed by relevant research, available evidence and findings from stakeholder consultations. As part of the Inception Report, the Consultant will develop a research and assessment methodology for PMU approval that covers, at a minimum:

- Desk review of the 2022 Gender Equality Guideline, the draft Sendai GAP Action Plan, national DRM policies, plans and procedures (including the DRR Strategy 2024–2030, the National Emergency Operations Plan and Island Disaster Management Plans), existing awareness-raising materials, and relevant international standards and literature;

- Institutional assessment of the roles, mandates, capacities and coordination arrangements of NDMA, MSFD and other key stakeholders and first responder organizations for GESI and GBV in disaster preparedness and response;
- Data analysis, as necessary, using available secondary data (for example, census, household survey, social protection, disaster damage and GBV service data) to identify differentiated exposure, vulnerability and capacity;
- Targeted stakeholder consultations, such as key informant interviews and focus group discussions, including with women, persons with disabilities and their representative organizations, older persons, migrants, youth, island councils and Women's Development Committees (WDCs), designed to fill specific evidence gaps identified through the desk review; and
- Ethical safeguards, including informed consent, confidentiality, and safe and ethical approaches to any GBV-related data collection, consistent with recognized international guidance.

The methodology should explain how findings will be triangulated and how they will feed into the baseline assessment, guidelines, SOPs and training.

Requirements for Experience and Qualifications

Minimum Qualifications:

- Minimum Master's degree in Disaster Management, Gender Studies, Disability Studies, Social Sciences (Anthropology, Sociology, Psychology), Humanitarian Studies, Development Studies, or any related field.

Experience:

- Minimum 5 years of professional experience in working with local communities in resilience building and mainstreaming protection, gender equality and social inclusion into national policies and/or programmes.
- Demonstrated experience in conducting gender and social inclusion assessments, institutional capacity assessments, policy reviews and/or gap analyses, and experience in translating research findings into practical institutional guidelines and operational procedures.
- Demonstrated experience working with island communities, civil society organizations and relevant government agencies.
- Excellent analytical, drafting, and facilitation skills in English; proficiency in Dhivehi is highly desirable.

Indicative Tasks

The following are indicative tasks to achieve the objectives of the consultancy:

- Develop a research and assessment methodology and workplan covering desk reviews, institutional assessments, any necessary data analysis and targeted stakeholder consultations, as set out under "Approach and Methodology", for approval by the PMU.

- Prepare and validate an updated baseline assessment and gap analysis as a preliminary activity, which will include:

(i) a critical review of the 2022 Gender Equality Guideline, its recommendations and the progress made in implementing them;

(ii) an updated review of the policy, institutional and operational context for GESI in disaster management, drawing on the draft Sendai GAP Action Plan;

(iii) a review of existing national awareness-raising materials (digital, radio, print) for accessibility for persons with disabilities, older persons and migrants; and

(iv) identification of remaining institutional, operational and knowledge gaps, and recommendations to inform the guidelines and SOPs.

- Draft and validate the National Guidelines for Mainstreaming GESI into Disaster Management in collaboration with MoCCEE, NDMA, MRC and other key stakeholders and first responder organizations (including MPS, MNDF Fire and Rescue Service, the Ministry of Health and health care providers, MSFD and relevant protection agencies, the Local Government Authority, island councils, WDCs, organizations of persons with disabilities and civil society organizations).

- Develop operational SOPs for the integration of GESI into disaster response, creating specific instruction modules for the prevention and management of GBV, in a format suitable for later adaptation into a field guide for frontline personnel.

- Building on the findings of the baseline review, provide GESI and accessibility inputs to new and revised awareness-raising materials, campaigns and the online information hub under Sub-Activity 4.1.2.

- Conduct training sessions for the Project Management Unit (PMU), NDMA, MRC and other key stakeholders and first responders (including fire and rescue, police and health care workers) on applying and operationalizing the GESI Guidelines and disaster response SOPs effectively.

- Provide GESI technical inputs to relevant assessment methodologies, including the Enhanced Vulnerability and Capacity Assessments (EVCAs), where applicable, to ensure that relevant gender, age, disability and other vulnerability factors are appropriately considered.
- Coordinate with the PMU and project-level GESI and Social Safeguards Expert throughout the assignment to ensure that outputs under sub-activities 1.1.7, 4.1.2 and 4.1.7 are consistent with TRACT project's overall GESI approach and applicable social safeguards requirements.

Duration of the Consultancy

The duration of the assignment is 24 calendar months upon signing the contract. The assignment involves phased deliverables corresponding to specific project sub-activities, with payments tied to the satisfactory completion and acceptance of scheduled milestones. The baseline assessment and gap analysis will be completed and validated before the national guidelines are finalized, with sufficient time allocated for research and assessment, guideline development, consultations and validation.

Deliverables & Payment Schedule

No.	Deliverables	Details	Timing	Payment Weightage	Output
1	Inception Report and Research Workplan	Detailed research and assessment methodology (desk review, institutional assessment, data analysis, targeted stakeholder consultations and ethical safeguards), workplan and stakeholder engagement plan for the baseline assessment, GESI National Guidelines and SOP development.	Month 1	10%	Approved Inception Report, research and assessment methodology and workplan
2	Baseline Assessment and Gap Analysis	Critical review of the 2022 Gender Equality Guideline and implementation progress; updated evidence and review of the policy, institutional and operational context (drawing on the draft Sendai GAP Action Plan); accessibility review of existing awareness-raising materials; identification of gaps and recommendations to inform the guidelines and SOPs. Validated with key stakeholders.	Month 4	15%	Validated Baseline Assessment and Gap Analysis Report
3	National Guidelines for Integrating GESI into Disaster Management	Validated guidelines promoting protective, gender-transformative, and inclusive approaches to DRM (Sub-Activity 1.1.7), building on the baseline findings.	Month 9	20%	Validated National GESI Guidelines
4	Inclusive Disaster Preparedness Materials Portfolio	GESI and accessibility inputs for public awareness campaigns, educational materials, and the online information hub (Sub-Activity 4.1.2), building on the baseline review of existing materials.	Month 12	10%	Documented GESI inputs for preparedness resources
5	SOPs for Integrating GESI into Disaster Response	Finalized SOPs developed with NDMA, MSFD and other key stakeholders and first responder organizations (including MPS, MNDF Fire and Rescue Service, MRC and the health sector), including concrete protocols for GBV prevention, management and referral (Sub-Activity 4.1.7), in a format suitable for later adaptation into a field guide.	Month 16	20%	Validated GESI Response SOPs

No.	Deliverables	Details	Timing	Payment Weightage	Output
6	Capacity Building on GESI Guidelines and SOPs	Delivery of training modules to NDMA, MRC and other key stakeholders and first responders (including fire and rescue, police and health care workers) on applying and operationalizing the GESI guidelines and SOPs for disaster preparedness and response.	Month 20	15%	Training completion report and materials
7	Final Consultancy Report	Synthesis of outputs and GESI integration into the DRM sector, lessons learned, and recommendations for sustained inclusion practices within disaster management.	Month 24	10%	Final Implementation Report
	Total			**100%**	

(Payment basis: Deliverable-based, upon satisfactory performance and formal acceptance of the specified outputs by the PMU