Ministry of Climate Change, Environment and Energy

Republic of Maldives

TERMS OF REFERENCE

IULAN NO: (IUL) 1139-TRACT/1139/2026/225

CONSULTANCY SERVICE FOR CONCEPTUAL DESIGN OF THE MALDIVES METEOROLOGICAL SERVICES TRAINING INSTITUTE (INDIVIDUAL)

Request for proposal (RFP) – Single Envelope

Issued on: (19th 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 conceptual design of the Maldives Meteorological Services training institute (individual)**		
2	**Bid queries submission timeline and Address:** **Location:** Ministry of Climate Change, Environment and Energy **Date:** 26/11/2026 (Thursday) **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**: 29/11/2026 (Sunday)	**Time:** -
4	**Proposal submission deadline:** **Location:** Ministry of Climate Change, Environment and Energy - Reception	**Date:** 03/12/2026 (Thursday)	**Time:** 10:00am
5	**Submission instruction** Proposals must be delivered in sealed envelopes titled **"Do not Open Before 1005 hours on 3rd December 2026 – Consultancy services for conceptual design of the Maldives Meteorological Services training institute (individual) – (IUL) 1139-TRACT/1139/2026/225" 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, 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)		
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:** 03/12/2026 (Thursday)	**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 Specialist / Expert) –** (Annex 6 - Tech Form 5)		
6	Copy of National ID Card		
8	Experience Letters		
	Financial Proposal		
9	Financial Breakdown Form – (Annex 7 - Form FIN – 1)		
10	Bidders are required to submit the bank statement of the Bidder's bank account. (Bank statements covering a minimum period of three (3) months prior to the bid announcement date shall be submitted)		
11	Documentation of conflict or non-conflict of interest – (Annex 8)		
12	Current Work Commitments / Work in Progress – (Annex 9 - FIN FORM 2)		

Note:

- **Copy of National ID Card and Conflict of interest document may be obtained during the evaluation process if not submitted with the bid.**
- **In case of price conflict in Proposal submission form - Annex 2 - Tech Form 1 and Financial Breakdown Form – Annex 7 - Form FIN – 1, the correct price shall be deemed to be the price in the Proposal submission form - Annex 2.**
- **Copies of academic certificates and reference letters demonstrating the experience specified in this TOR must be submitted. The required experience, as well as any other experience relevant to the TOR, must be clearly identified or highlighted in the submitted documents.**
- **If the Bidder has no current contract commitments, Annex 9 (Form FIN-2) may be omitted from the bid submission. The omission of Form FIN-2 will not result in the rejection of the bid. The Form may be requested and obtained during the evaluation process, if required.**

Annex 2
TECH FORM 1

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

Annex 3
TECH FORM 2

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

Annex 4
TECH FORM 3

Work Schedule

Consultancy services for conceptual design of the Maldives Meteorological Services training institute										
Deliverables	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10

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

[Location, Date]

To: [Name and address of Client]

Ref no: _____

Dear Sir/Madam,

I am writing to confirm my availability to provide services as the **Expert** to **"Consultancy Service for conceptual design of the Maldives Meteorological Services training institute"-** for the Ministry of Climate Change, Environment and Energy.

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

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

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

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

Annex 7

FIN FORM 1

Financial Breakdown Form

Date:

Reference No: (generated by the proponent)

No.	Description	Price/Unit (MVR)	Total
1	Deliverable 1 – Inception Report and Workplan		
2	Deliverable 2 – Situation Analysis and Training Needs Assessment Report		
3	Deliverable 3 – Institutional Concept and Business Plan for the MMS Training Institute		
4	Deliverable 4 – Facility, Learning Resources and IT Infrastructure Design		
5	Deliverable 5 – Basic Meteorological Observation Course Package		
6	Deliverable 6 – Quality Management Framework, Registration and Accreditation Package, and ToT		
7	Deliverable 7 – Validation Workshop and Final 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 Meteorology, Atmospheric Science, Climate Science, Environmental Science OR A Master's degree in Education, Training/Instructional Design or Educational Management combined with relevant training institutional development experience in Maldives *Other Qualifications – 50 points:* Minimum 10 years of professional experience in meteorological, Environmental Science, hydrometeorological or climate services, including at least 5 years in the design, delivery or management of education and training – *30 points* Proven experience in developing competency-based curricula aligned with national competency frameworks. Added advantage if they include for meteorological observers and aeronautical meteorological personnel – *5 points* Experience in establishing or managing a training institution or training unit, including quality management systems, registration and/or accreditation processes, will be an added advantage - *5 points* Experience working with National Meteorological and Hydrological Services (NMHSs) in SIDS or South Asia, and with GCF, WMO, UN or other multilateral-funded projects, is an added advantage - *5 points* Excellent analytical, drafting, facilitation and communication skills in English - *5 points*	100

Total A=	100
(B) Approach, methodology and work plan	
Approach and methodology *a) Demonstration of an understanding of the objective of the assignment in the context of the project - 30 points* *b) Proposal on methodology on carrying out the activities - 30 points*	60
Work Plan. *a) 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%]	

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 35,000.00**
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]

ADDITIONAL INFORMATION

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

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

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

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

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

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

Section 5

Details of services/materials/work required

Introduction and Background

The Government of the Republic of Maldives through the Ministry of Climate Change, Environment and Energy has received funding from the Green Climate Fund (GCF) towards the implementation of "Towards Risk Aware and Climate Resilient Communities (TRACT)" project and intends to apply part of the proceeds for consultancy services for the conceptual and detailed design of the Maldives Meteorological Service (MMS) Training Institute.

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

The TRACT project aims to

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

The project 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.

Under Output 2, Sub-Activity 2.1.3 – Establish a Training Institute to build and sustain meteorological capabilities – the project will support capacity building and long-term sustainability of meteorological capabilities in Maldives through the establishment of a Training Institute at MMS. The project will fund the initial set-up costs (textbooks and IT infrastructure) as well as the cost of registration and accreditation. The main structured training to be delivered will be a Basic Meteorological Observation course for newly recruited staff. This course will cover weather observation – including general Meteorology, synoptic (SYNOP) and aviation (METAR, SPECI) weather reporting, basic climate data handling, basics of Earthquake and Tsunami, familiarization on multi-hazard early warning and alerting – and other hands-on practical training. The proposed training should cover the basic principles of digital meteorological instruments, station setup, and calibration procedures.

Beyond the initial course, the Training Institute should be designed so that it can progressively conduct Basic Instruction Package for Meteorological Technician (BIP-MT) as prescribed by WMO, additionally host and institutionalize the wider capacity development delivered under TRACT – including equipment operation, maintenance and calibration training (Sub-Activities 2.1.1, 2.1.2 and 2.1.4), competency-based training for climate services (Sub-Activity 2.2.4) and hands-on, refresher and self-paced training (Sub-Activity 2.2.8) – so that knowledge is retained within MMS after the project ends.

Accordingly, the Ministry seeks an individual consultant (the Training Institute Design Expert) to develop the concept and design of the MMS Training Institute, covering its institutional and governance set-up, training programme and curricula, learning facilities and IT infrastructure, quality assurance, and the registration and accreditation pathway, so that the Institute can be established and the Basic Meteorological Observation course delivered on a sustainable basis.

Objective

The primary objective of this consultancy is to develop a comprehensive, implementation-ready concept and design for the MMS Training Institute – including its institutional model, a competency-based training programme beginning with the Basic Meteorological Observation course, facility, learning-resource and IT infrastructure requirements, a quality management system, and a registration and accreditation pathway – in line with World Meteorological Organization (WMO) education and training standards (Ref" "Guide to the Implementation of Education and Training Standards in Meteorology and Hydrology Volume I – Meteorology") and national qualification requirements, so that MMS can build and sustain meteorological capabilities nationally beyond the project lifetime.

Scope of Assignment

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

1) Situation Analysis & Training Needs Assessment: Assess the current workforce, competency requirements and training arrangements of MMS; identify training needs and projected demand for meteorological observers, technicians, forecasters and other personnel, as well as potential external users of the Institute (e.g. aviation and sectoral agencies); and benchmark comparable national meteorological training centres and WMO Regional Training Centres, particularly in Small Island Developing States (SIDS) and South Asia.

2) Institutional Concept & Business Model: Define the vision, mandate, legal and governance arrangements, organisational structure, staffing and trainer requirements, partnerships, and financing and sustainability model of the Training Institute within MMS, with a phased roadmap for its establishment and growth.

3) Training Programme & Curriculum Design: Design a competency-based curriculum and complete course package for the Basic Meteorological Observation course for newly recruited staff, aligned with the WMO Basic Instruction Package for Meteorological Technicians (BIP-MT) under WMO-No. 1083 ("Guide to the Implementation of Education and Training Standards in Meteorology and Hydrology Volume I – Meteorology") and applicable national qualification framework requirements, and outline a longer-term course portfolio for the Institute.

4) Facilities, Learning Resources & IT Infrastructure: Develop the functional space requirements and conceptual layout for the Institute within MMS premises, and prepare technical specifications and cost estimates for IT infrastructure, a learning management system, practical training equipment, and textbooks and reference materials, to inform procurement under Sub-Activity 2.1.3.

5) Quality Assurance, Registration & Accreditation: Develop a quality management framework for the Institute and prepare the documentation required for registration of the Institute and accreditation of its course(s) with the relevant national authority (e.g. Maldives National Skills Development Authority (MNSDA), Maldives Qualifications Authority, or relevant higher education authority), and advise on a longer-term pathway towards WMO recognition.

6) Stakeholder Engagement, Trainer Development & Validation: Consult MMS, the PMU and relevant stakeholders throughout the assignment, deliver training of trainers (ToT) for designated MMS instructors, and facilitate validation of the key outputs.

Requirements for Experience and Qualifications

Minimum Qualifications:

7) Minimum Master's degree in Meteorology, Atmospheric Science, Climate Science, Environmental Science or a closely related field. OR a Master's degree in Education, Training/Instructional Design or Educational Management combined with relevant training institutional development experience in Maldives will also be considered.

Experience:

8) Minimum 10 years of professional experience in meteorological, Environmental Science, hydrometeorological or climate services, including at least 5 years in the design, delivery or management of education and training (e.g. at a national training centre, WMO Regional Training Centre or university).

9) Proven experience in developing competency-based curricula aligned with national competency frameworks. Added advantage if they include for meteorological observers and aeronautical meteorological personnel.

10) Experience in establishing or managing a training institution or training unit, including quality management systems, registration and/or accreditation processes, will be an added advantage.

11) Experience working with National Meteorological and Hydrological Services (NMHSs) in SIDS or South Asia, and with GCF, WMO, UN or other multilateral-funded projects, is an added advantage.

12) Excellent analytical, drafting, facilitation and communication skills in English.

Indicative Tasks

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

1) Review relevant documents, including the TRACT Funding Proposal and project documents, the MMS Strategic Plan (Sub-Activity 2.1.1), MMS organisational and human resource information, existing training records and materials, WMO education and training standards (WMO-No. 1083 and WMO competency frameworks), ICAO Annex 3 requirements for aeronautical meteorological personnel, and national qualification and training-provider requirements.

2) Conduct consultations with MMS management and technical divisions, the PMU, MCCEE, relevant national education and qualification authorities, and other

stakeholders (e.g. airport operators, NDMA and sectoral users) to establish training needs, expectations and constraints.

3) Undertake a training needs assessment and competency gap analysis of MMS staff, and estimate the annual demand for initial and refresher training over a five-year horizon, including demand from potential external clients.

4) Benchmark at least three comparable national meteorological training centres and/or WMO Regional Training Centres and draw lessons relevant to the size and context of MMS.

5) Develop the institutional concept of the Training Institute: vision, mission and mandate; legal status and placement within MMS; governance and advisory arrangements; organisational structure and staffing (core and adjunct trainers, administration); trainer qualification requirements; and partnerships with WMO, regional training centres, regional NMHSs, universities and other training providers.

6) Prepare a business and sustainability plan, including estimated set-up and recurrent costs, financing options (government budget, cost recovery and fees for external trainees, partnerships), and a phased five-year implementation roadmap with risks and mitigation measures.

7) Design the competency-based curriculum for the Basic Meteorological Observation course, covering at a minimum: general tropical weather systems; surface and upper-air observation practices and instruments; synoptic (SYNOP) and aviation (METAR, SPECI) reporting; basic climate data handling and quality control; familiarisation on multi-hazard early warning and alerting; occupational safety; and hands-on practical training. Additionally. the proposed training should cover the basic principles of digital meteorological instruments, station setup, and calibration procedures.

8) Develop the full course package for the Basic Meteorological Observation course: learning outcomes, module descriptions, session plans, timetable, trainer guide, trainee handbook/learning materials, practical exercises, and assessment instruments with competency assessment criteria.

9) Outline a longer-term training portfolio for the Institute (e.g. refresher courses, instrument maintenance and calibration, climate services, forecasting and e-learning modules) and identify how training delivered under other TRACT sub-activities can be institutionalised.

10) Define the facility requirements and conceptual layout for the Institute within MMS premises (classroom, computer laboratory, instrument/observation practical area,

library/resource area and staff space), including accessibility and inclusive design considerations.

11) Prepare technical specifications, quantities and cost estimates for IT infrastructure (e.g. computers, servers/network, audio-visual and hybrid-learning equipment), a learning management system, practical training equipment, and a prioritised list of textbooks and reference materials, in a form suitable for procurement.

12) Develop a quality management framework for the Institute, including policies and procedures for admission, training delivery, assessment and certification, trainer development, learner feedback and evaluation, and record keeping, aligned with WMO guidance and national requirements.

13) Prepare the documentation required for registration of the Training Institute and accreditation of the Basic Meteorological Observation course with the relevant national authority, and support MMS in submitting the application(s) and responding to queries during the assignment.

14) Design and deliver a training of trainers (ToT) programme for designated MMS instructors on competency-based training delivery and assessment using the developed course package.

15) Ensure that gender equality and social inclusion considerations are integrated in the design of the Institute, including equitable access to training opportunities, in line with the project's Gender Action Plan.

16) Facilitate a validation workshop with MMS and key stakeholders on the concept and design outputs and incorporate feedback into the final versions.

17) Prepare progress updates and reports as required by the PMU, and a final consultancy report.

Duration of the Consultancy

Duration of the assignment is 10 (ten) calendar months upon signing the contract, including in-country missions to Malé as agreed in the approved workplan. Payments will be made upon satisfactory completion and acceptance of the deliverables outlined below.

Deliverables & Payment Schedule

No.	Deliverables	Details	Duration	Payment Schedule	Output

1	Inception Report and Workplan	Understanding of the assignment, detailed methodology, stakeholder consultation plan, data and document requirements, outline of all deliverables, risks, and a detailed workplan and schedule (including in-country missions).	Within 3 weeks of contract signature	10%	Inception Report and Workplan
2	Situation Analysis and Training Needs Assessment Report	Assessment of MMS workforce, competencies and existing training arrangements; competency gap analysis; five-year training demand estimate; benchmarking of comparable training centres; key findings and design implications.	Within 2 months of contract signature	15%	Situation Analysis and Training Needs Assessment Report
3	Institutional Concept and Business Plan	Vision, mandate, legal and governance	Within 4 months of	20%	Draft and revised Institutional Concept Plan

	for the MMS Training Institute	arrangements, organisational structure and staffing, partnerships, training portfolio, financing and sustainability model, costings, and phased five-year implementation roadmap.	contract signature		
4	Facility, Learning Resources and IT Infrastructure Design	Functional space requirements and conceptual layout within MMS premises; technical specifications, quantities and cost estimates for IT infrastructure, learning management system, practical training equipment, and textbooks and reference materials.	Within 5 months of contract signature	15%	Design report with specifications and cost estimates ready for procurement
5	Basic Meteorological Observation Course Package	Competency-based curriculum, module descriptions, session plans, timetable, trainer	Within 6 months of contract signature	20%	Complete course package (editable files)

		guide, trainee handbook and learning materials, practical exercises and assessment instruments.			
6	Quality Management Framework, Registration and Accreditation Package, and ToT	Quality management manual and procedures; registration and accreditation application dossier(s) prepared with MMS; ToT for designated MMS instructors with training report.	Within 7 months of contract signature	10%	QMS manual, application dossier(s) and ToT report
7	Validation Workshop and Final Report	Validation of the concept and design outputs with stakeholders; final versions of all deliverables incorporating feedback; final report with lessons learned and recommendations for operationalising the Institute.	At completion of the 8-month assignment	10%	Validation workshop report and Final Consultancy Report

Payment basis: deliverable-based, upon satisfactory completion and acceptance of each deliverable	**100%**	