Ministry of Climate Change, Environment and Energy

Republic of Maldives

TERMS OF REFERENCE

(IUL)1139-EMCD/1139/2026/247

CONSULTANCY SERVICES FOR A LIVELIHOOD SPECIALIST

Request for proposal (RFP) – Single Envelope

Issued on: 25th November 2026

Issued By: CATENATE Project

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Section 1

Tender Sheet

Reference No:	Tender Reference		
1	**Tender Name: Consultancy Services for a Livelihood Specialist**		
2	**Bid queries submission timeline and Address:** **Location:** Ministry of Climate Change, Environment and Energy **Date: 29/11/2026 (Sunday)** **Time: 12:00pm** **Email**: tenders@environment.gov.mv **CC:** catenate@environment.gov.mv **Telephone No:** 3018300		
3	**Bid Clarification Deadline and Address:** **Location:** Ministry of Climate Change, Environment and Energy	**Date**: **1/12/2026** **(Tuesday)**	**Time: -**
4	**Proposal submission deadline:** **Location:** Ministry of Climate Change, Environment and Energy - Reception	**Date**: **7/12/2026** **(Monday)**	**Time: 10:00am**
5	**Submission instruction** Proposals must be delivered in sealed envelopes titled **"Do not Open Before 1005 hours on 7th December 2026– Consultancy Services for a Livelihood Specialist – (IUL)1139-EMCD/1139/2026/247" 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: tenders@environment.gov.mv Website: www.environment.gov.mv Project name: CATENATE 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:** **7/12/2026** **(Monday)**	**Time: 10:05am**
8	**Evaluation Criteria on Annex 13**		

Note:

- **If the tender requires bid registration, only bidders registered within the specified deadline will be eligible to submit bids.**

Section 2

Instruction for Bidders

A. General Information

1. Introduction

1.1 This bid is opened to parties who can provide the goods/services mentioned in the tender sheet. The requirements of the goods/services have been detailed in the information sheet.

2. Eligible Bidders

2.1 This bid is opened to all the registered businesses.

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

3. Bid Document and signing

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

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

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

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

3.3.3 If any person other than the Chairman of the Cooperative Societies signs the bid, a copy of the Power of Attorney stating that the person is authorized to sign the bid shall be submitted.

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

B. Documents relating to the bid

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

C. Preparation of bids

11. Money used in the bid	11.1	The bidder shall submit the bid price in a Currency stated in the TOR.
12.Proposing the price	12.1	If it is a GST registered entity, the price should be inclusive of GST. The amount paid for GST should be clearly stated.
13.Duration	13.1	Unless otherwise agreed upon the deadline for work should be submitted in days including all the holidays.
	13.2	The period offered for the work shall be reasonable for the performance of the work.
	13.3	The expiry date of the bid shall be at least 120 (one twenty) days from the date of submission of the bid.
	13.4	If the duration stated by the highest-ranking bidder exceeds the duration stated in the TOR, the ministry reserves the right to negotiate with the bidder in accordance with relevant laws and regulations.

D. Submission of bids

14. How to close the bid	14.1	The name, address and telephone number of the bidder shall be written on the outside of the envelope.
	14.2	Bids should be submitted in a closed envelope addressed as per the bid sheet.
	14.3	Bids submitted without an official stamp and the bidder's signature on the Bid Submission Form shall be disqualified. Exceptions may be granted only where stamp registration is not applicable to the bidder, as confirmed by the Corporate Profile Sheet or required by law.
15. Deadline for submission of bids	15.1	The Bid sheet shall state the deadline for bid submission (work or Services)
16. Procedure for late bids	16.1	Bids submitted after the deadline will not be accepted.

16.2 Except otherwise, any law or regulation specifies, any bid submitted electronically shall not be accepted.

E. Bid opening and evaluation

17. Bid opening

17.1 If the date scheduled for opening of bids is fixed as a public holiday by the Government for any reason, the opening of bids will be held on the deadline specified in the bid sheet of the next official day.

17.2 Any problem with the calculation of qualifying tenders will be corrected as follows.

(i) If the amount in the bid differs from the amount stated in words, the correct amount shall be deemed to be the amount in words.

(ii) If the amount in the bid differs from the amount stated in 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 owner of the entity or person with power of attorney to sign**)		
2	Approach, Methodology and Work Plan – (Annex 3 - Tech Form 2)		
3	A summary of the work plan must be presented in the format in Work Schedule (Annex 4 - Tech Form 3) showing in the form of a bar chart the timing proposed for each activity.		
4	Curriculum Vitae (CV) of the identified key Expert (Consultant). **Copy of academic certificates and reference letters** demonstrating experiences listed in this TOR (required experiences and other experiences relevant to this TOR must be specified clearly or highlighted) – (Annex 5 - Tech Form 4)		
5	Completed **Letter of Commitment (signed by the Specialist) –** (Annex 6 - Tech Form 5)		
6	Cooperative Profile Sheet issued by the Ministry of Economic Development Profile taken from website: www.business.egov.mv		
7	Tax Clearance Report		
8	Experience Letters – (Business)		
9	Documentation of conflict or non-conflict of interest – (Annex 12)		
	Financial Proposal		

10	Financial Breakdown Form – (Annex 7 - Form FIN – 1)		
11	• Details of Financial Situation - (Annex 8 - FIN FORM - 2) • Average Annual Turnover – (Annex 9 - FIN FORM – 3) • Line of Credit Letter – (Annex 10 - FIN FORM - 4)		
	Supporting Documents • Financial statements of the business for the year 2025, 2024 & 2023		
12	Current Contract Commitments / Work in Progress – (Annex 11 - FIN FORM 5)		

Note:

- **Cooperative profile sheet, tax clearance report and conflict of interest document may be obtained during the evaluation process if not submitted with the bid.**
- **In case of price conflict in Proposal submission form - Annex 2 - Tech Form 1 and Financial Breakdown Form – Annex 7 - Form FIN – 1, the correct price shall be deemed to be the price in the Proposal submission form - Annex 2.**
- **In case of any discrepancy between the amounts stated in Details of Financial Situation (Annex 4 – FIN Form 2) and Average Annual Turnover (Annex 5 – FIN Form 3) and the amounts indicated in the submitted supporting documents, the amounts duly verified and substantiated by the supporting documents shall prevail and be considered for evaluation.**
- **If the Bidder has no current contract commitments, Annex 11 (Form FIN-5) may be omitted from the bid submission. The omission of Form FIN-5 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

<table>
<tr><td colspan="5">Proposal Submission Form</td></tr>
<tr><td colspan="5">1.Bidder Information</td></tr>
<tr><td>1.1</td><td>Name:</td><td colspan="3"></td></tr>
<tr><td>1.2</td><td>Address:</td><td colspan="3"></td></tr>
<tr><td colspan="5">2. Project Information</td></tr>
<tr><td>2.1</td><td>Project Name:</td><td colspan="3"></td></tr>
<tr><td>2.1</td><td>Tender No:</td><td colspan="3"></td></tr>
<tr><td colspan="5">3. Minimum quantity, price and duration of the goods/services offered</td></tr>
<tr><td colspan="2">Detail</td><td>Price</td><td>Gst (8%)</td><td>Total</td></tr>
<tr><td colspan="2"></td><td></td><td></td><td></td></tr>
<tr><td>Duration:</td><td colspan="4"></td></tr>
<tr><td colspan="5">4. Declaration:</td></tr>
<tr><td>4.1</td><td colspan="4">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.</td></tr>
<tr><td>4.2</td><td colspan="4">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.</td></tr>
<tr><td colspan="5">5. On Behalf</td></tr>
<tr><td colspan="2">Name:</td><td colspan="2"></td><td rowspan="3">Stamp</td></tr>
<tr><td colspan="2">Designation</td><td colspan="2"></td></tr>
<tr><td colspan="2">Date</td><td colspan="2"></td></tr>
</table>

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 a Livelihood Specialist																
Deliverables	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week ……

Annex 5
TECH FORM 4

Curriculum Vitae		
1.	Name of Consultant:	
2.	Education:	*[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:*
3.	Membership of professional associations	
4.	Other Training	
5	Countries of work experience	*[List countries where the Consultant has worked in the last ten years]:*
6	Languages	*[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:*
7	Experience/ employment record	*[Starting with present position, list in reverse order every employment held the Consultant since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]* From [Month/Year] – To [Month/Year]: Employer: Positions held: Job description:
8	Summary of projects / assignments undertaken / role	Name of project/ assignment: Experience classification: General / specific Scope of project/ assignment: From [Month/Year] – To [Month/Year]: Positions held:
9	Past commitments in projects with the	Name of the Contract/Project: From [Month/Year] – To [Month/Year]:

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

Annex 6
TECH FORM 5

Letter of Commitment

(Specialist)

[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** to **"Consultancy Services for a Livelihood Specialist"-** 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		
2	Livelihood Capacity Assessment Report		
3	Draft 5-year Livelihood Plan		
4	Final Livelihood Plan and Fund-Access Procedure		
5	Start-up Support		
Total:			
GST 8%			
Total with GST			

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

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

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

Authorized Signature and Stamp

Annex 8

FIN FORM 2

Details of Financial Situation

If the business has been registered for more than a year bidder must fill in this form

Financial Data for Previous 3 Years [MVR Equivalent]			
	Year 2025	Year 2024	Year 2023

Information from Balance Sheet

Total Assets			
Total Liabilities			
Net Worth			
Current Assets			
Current Liabilities			
Working Capital			

Information from Income Statement

Total Revenues			
Profits Before Taxes			
Profits After Taxes			

- ❑ Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last three years, as indicated above, complying with the following conditions.
  - All such documents reflect the financial situation of the Bidder.
  - Historic financial statements must be complete, including all notes to the financial statements.
    - Historic financial statements must correspond to accounting periods

Annex 9

FIN FORM 3
Average Annual Turnover

Each Bidder must fill in this form

Annual Turnover Data for the Last 3 Years		
Year	Amount Currency	MVR Equivalent
2025		
2024		
2023		
Average Annual Turnover		

The information supplied should be the Annual Turnover of the Bidder in terms of the amounts billed to clients for each year for contracts in progress or completed at the end of the period reported.

Annex 10

FIN FORM 4

Line of Credit Letter

[letterhead of the Bank/Financing Institution]

[date]

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

Dear,

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

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

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

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Agency: _____

Annex 11

FIN FORM 5

Current Contract Commitments/Works in Progress

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

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

Annex 12

DISCLAIMER FOR CONFLICT OF INTEREST

Each Applicant must fill in this form

Tender Name:	**Consultancy Services for a Livelihood Specialist**
Advertisement No:	Click here to enter text.
Advertisement Date:	Click here to enter text.

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

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

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

Name of the Staff(s):

NID Card No.:

Relationship with the Staff:

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

Details of the Bidder

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

Annex 13

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) Project Specialist	
Livelihood Specialist *Minimum Qualifications:* Advanced degree (Master's or PhD) in development studies, community development, economics, natural resource management, social sciences or a related field. (30 points). *Other Qualifications:* 7 years of professional experience or 7 similar assignments in livelihood development, community-based enterprise development or sustainable income generation, preferably in the Maldives or small island contexts (maximum: 70 points with 10 points awarded for each year of experience or each relevant project).	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*	40

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.}	
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 two 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*[60] + B/100*[40]

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

To be eligible the financial statements of the bidding party must show, minimum annual turnover of **MVR 62,000.00**, for the year 2025, 2024 and 2023. **(Form FIN-3 Annual Turnover)**

(or)

To be eligible the financial statements of the bidding party must show, Minimum value of **MVR 62,000.00,** for liquid asset, for the year 2025, 2024 and 2023. – **(Form FIN -2: Financial Situation)**

(or)

If bidding party is unable to meet any of the above requirement they shall submit 'Line of Credit Letter' As per the template in fin form 4. Credit limit shall be no less than **MVR 62,000.00 – (Form Fin -4: Line of Credit Letter)**

Note:

- Line of Credit Letter must be issued by a government recognized bank or financial institution established in Maldives with all the details as per template in FIN FORM 4
- For businesses registered within the aforementioned years, the evaluation of minimum annual turnover and liquid assets shall be calculated proportionately, based on the actual duration from the date of registration to the relevant assessment period

PRIORITY TO MSME'S

Below MVR 2,500,000

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

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

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

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

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

CRITERIA ON CLASSIFYING REGIONAL BASED BUSINESS

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

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

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

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

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

OR

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

ADDITIONAL INFORMATION

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

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

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

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 does not include the DSA.**

Section 5

Details of services/materials/work required

Introduction and Background

CATENATE is a 3.5-year GEF-funded project with an objective to safeguard nationally and globally significant coral reef biodiversity and associated ecosystems through a resilient network of equitably and effectively managed protected and conserved areas in the Maldives. It has three outcomes:

(1) an enabling policy, legal framework and capacity for PA governance;

(2) improved financial management of the PA system, with sustainable financing demonstrated through fair and equitable income generation; and

(3) knowledge management, communication and gender mainstreaming.

The Shaviyani Farukolhu Protected Area, declared in 2018, is the project's demonstration site. Farukolhu is an uninhabited island used by nearby communities, mainly Shaviyani Funadhoo, as a picnic island and for collecting coconut, fronds and wood. Thatch weaving and rope making are important livelihood activities for women. Since the PA was declared, the community has hoped to use it as an ecotourism destination to boost the local economy.

Output 2.2 of the Project is designed to demonstrate that the PA can generate a sustainable revenue stream while delivering fair and equitable livelihood benefits to the surrounding communities. The Livelihood Specialist leads the livelihood activities under this Output and will work closely with the Conservation Financing Expert, the Safeguards Officer, Protected Area Management Planning Expert and the Community Engagement and Communication Specialist.

Objective

To identify, design and support sustainable, low-impact and inclusive livelihood and income-generating opportunities for communities in and around the Farukolhu PA. These should reduce pressure on biodiversity, give fair compensation to groups whose livelihoods were affected by the PA, and be linked to the revolving/conservation fund and to national SME support schemes.

Scope of Assignment

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

Livelihood capacity assessment

- Review the project document, the Farukolhu PA management directives, Farukolhu PA resource use assessment and resource use maps, and relevant past work.
- Assess current practices of small businesses, farmers, fishers and home-based workers in Funadhoo and neighbouring islands, including financial management and record keeping on income and expenses.

- Document how natural resources are used by these communities, including thatch, coconut and wood collection from Farukolhu.
- Identify groups whose livelihoods or supplemental income may have been marginalised by the establishment of the PA in 2018 and by the management plan, using a rights-based and participatory approach.
- Carry out a SWOT analysis covering skills, markets, unexplored resources, diversification and innovation opportunities, and weaknesses and threats (lack of skills, resources or institutional support; unsustainable practices; institutional inefficiencies).
- Collect all data disaggregated by sex, age and vulnerability, with specific consultations with women, youth and vulnerable households.

Livelihood plans

- Prepare a participatory, inclusive 5-year livelihood plan for the communities, based on the assessment findings and the project's financing plan.
- Design a support structure through community-based networking, leadership, and monitoring, with technical support for community groups that need formal registration.
- Set criteria for sustainable livelihood activities and practices, and give priority consideration to vulnerable families.
- Develop, with the Conservation Financing Expert, the procedure through which communities receive livelihood funds from the revolving fund to be established (for example via cooperatives, small businesses or individual entrepreneurs), ensuring equitable and proportionate access for women-led activities.
- Ensure the plan is consistent with the limits of acceptable change being set under Outcome 1 of the Project.

3.3 Livelihood diversification and start-up support

- Estimate revenue, costs and income potential for start-ups and scaling up of livelihoods in a phased approach over 5 years, and explore cost-sharing with stakeholders.
- Complete an assessment of environmental resources and identify those with potential for sustainable livelihood opportunities, such as ecotourism and guesthouse-linked products and services, sustainable fisheries and agriculture, handicrafts and thatch products, and tourism concepts outside the PA boundary.
- Help communities (cooperatives, individual entrepreneurs, potential start-ups) develop business concepts and ideas, and recommend the most promising ones for start-up grants through the CATENATE Project
- Provide input to the design of physical livelihood spaces and eco-friendly access to Farukolhu that support livelihood start-ups, and to the Visitor Information Centre and exhibition space.

3.4 Cross-cutting responsibilities

- Apply the project's Environmental and Social Management Plan (ESMP), Gender Action Plan and grievance and complaints mechanism.
- Provide sex-disaggregated indicators for the project's monitoring and evaluation, including the number of women and men in formal and informal livelihood activities, the number of women-led groups receiving funds and training, and changes in income.

- Work with the Community Engagement and Communication Specialist to communicate results and lessons, and with the PMU on M&E and reporting.

Requirements for Experience and Qualifications

Livelihood Specialist

Minimum Qualifications:
Advanced degree (Master's or PhD) in development studies, community development, economics, natural resource management, social sciences or a related field.

7 years of professional experience or 7 similar assignments in livelihood development, community-based enterprise development or sustainable income generation, preferably in the Maldives or small island contexts.

Duration of the Consultancy

Duration of the assignment is 10 calendar months upon signing the contract.

Deliverables & Payment Schedule

No.	Deliverables	Details	Duration	Payment Schedule	Output
1	Inception Report	Workplan, methodology, stakeholder consultation schedule, review of existing materials	1 week	10%	Inception Report accepted by MoCCEE (review period: 5 days)
2	Livelihood Capacity Assessment Report	Participatory plan, support structure, sustainable livelihood criteria, and draft fund-access procedure	3 months	20%	Livelihood Capacity Assessment Report accepted by MoCCEE (review period: 10 days)
3	Draft 5-year Livelihood Plan	An assessment of environmental resources that can support sustainable livelihoods; Participatory plan, support structure, sustainable livelihood criteria, and draft fund-	5 months	20%	Draft 5-year Livelihood Plan accepted by MoCCEE (review period: 10 days)

		access procedure; and livelihood diversification plan			
4	Final Livelihood Plan and Fund-Access Procedure	Incorporating validation feedback from communities, the Island Council and the PMU	7 months	40%	Final Livelihood Plan and Fund-Access Procedure accepted by MoCCEE (review period: 10 days)
5	Start-up Support through the CATENATE Project Team	Business concepts screened and recommended for start-up grants	7-10 months	10%	Start up support provided to the PMU
Total:				**100%**	