



**Ministry of Environment
Republic of Maldives**

REQUEST FOR PROPOSAL

Development of a Video Documentary on Green Climate Fund (GCF)

“Supporting Vulnerable Communities in Maldives to Manage Climate Change-induced Water Shortages Project”

Issued on: 16th July 2020

Issued By:
GCF Project Management Unit
Water and Sanitation Department
Ministry of Environment

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1 SCHEDULE OF CRITICAL DATES

ACTIVITY	ACTION DATE
Advertised	16 th July 2020
Bid Clarification	22 nd July 2020 before 1100hrs
Registration	23 rd July 2020 before 1400hrs
Deadline to submit proposals	06 th August 2020 before 1100hrs

2 SUBMISSION REQUIREMENTS

Interested parties **shall submit** all the Forms listed under **Sections 6 (TECHNICAL PROPOSAL - STANDARD FORMS)** and **Section 7 (FINANCIAL PROPOSAL - STANDARD FORMS)**. **Furthermore**, the following related documents shall be submitted for the bids to be considered sufficiently responsive.

Please CHECK in the BOXES to confirm the submission of the required Forms.

- ☐ 1. Proposal Form (Form Tech-1)
- ☐ 2. Consultant's Organisation & Experience (Form Tech -2A&2B)
- ☐ 3. Methodology and Work Plan (Form Tech -3)
- ☐ 4. Team Composition & Task Assignments (Form Tech -4)
- ☐ 5. Curriculum Vitae (CV) for proposed team members (Form Tech -5)
- ☐ 6. Work Schedule (Form Tech -6)
- ☐ 7. Equipment and facility (Form Tech -7)
- ☐ 8. Financial Proposal Submission Form (Form Fin 1)
- ☐ 9. Financial Proposal Summary Form (Form Fin 2)

Please CHECK in the BOXES to confirm the submission of the required related documents.

- ☐ 10. Company profile of the consultancy firm
- ☐ 11. Company registration certificate of the consultancy firm
- ☐ 12. Organization chart of the consultancy firm
- ☐ 13. Copy of the National Identity Card/Passport, Attested copies of Educational Certificates (if needed as per selection criteria in TOR) of Proposed members in Form Tech 5
- ☐ 14. Stamped/signed project completion letters for ALL the projects Listed under FORM TECH-2: Proponent's Organization and Experience Form. (Cross refer to Project# in the Form)
- ☐ 15. GST Registration Certificate
- ☐ 16. Provide links or copies of the samples of relevant pieces completed to date.

3 LETTER OF INVITATION

Subjects: Development of a Video Documentary on Green Climate Fund (GCF)

The Government of the Republic of Maldives through the Ministry of Environment has received funds from the Green Climate Fund (GCF) for the project to Support vulnerable communities in Maldives to manage climate change-induced water shortages, and intends to apply part of the proceeds of the funds towards procuring the services of a Development of a Video Documentary on Green Climate Fund (GCF)

The main purpose of the documentary is to highlight the evolution, lessons and impacts of the project. The documentary should therefore highlight the challenges/risks faced by the island communities, relevant stakeholders of the island in the planning, implementation due to current practices and conditions, and display any changes in lives of the people that can be associated with the project. Opinion of the institutions and public about the project must be addressed.

1. A detailed Terms of Reference (TOR) and Request for Proposal (RFP) for the consulting services will be attached to the gazette advertisement and also made downloadable on the Ministry's website www.environment.gov.mv. Interested consultation Firms may obtain further information via mail to gcf.watsan@environment.gov.mv.
2. The Bidder shall be registered to submit the proposal by submitting 'Bidders' Registration Form' to the email address gcf.watsan@environment.gov.mv **on or before 1400 hours on July 23rd, 2020**. Only registered bidders will be qualified to submit a bid proposal. The form will be attached to this gazette advertisement.
3. Any clarifications to the bid may be sent to the email address gcf.watsan@environment.gov.mv **on or before 1100 hours on July 22nd, 2020**.
4. Proposals shall be delivered in a sealed envelope, bearing the name of the project "Development of a Video Documentary on Green Climate Fund (GCF) bid opening time and date, the address the bid is submitted to (as in the RFP), and the bidders company name, to the Ministry of Environment at the address specified in the RFP. Proposals shall be valid for a period of 90 days from the date of Opening. Electronic submissions are not allowed.
5. Bids should be submitted on **1100 hours, Maldivian time on August 06th, 2020** (Only bids submitted at this time will be eligible to proceed to evaluation. The bids will be opened at **1100 hours, Maldivian time on August 06th, 2020**. Any late bids will be rejected.

GCF Project Management Unit
Water and Sanitation Department
Ministry of Environment,
Green Building, Handhuvaree Hingun,
Maafannu, Male', 20392,
Republic of Maldives
Tel. (960)-3018-388/399
Email: gcf.watsan@environment.gov.mv

4 INSTRUCTIONS TO CONSULTANTS

4.1 Introduction

- a) The Client named in the **Data Sheet** will select a Consultancy Firm from those Firms that submit their proposals for this request.
- b) Interested parties are invited to submit Technical Proposal and a Financial Proposal for the contract named in the **Data Sheet**. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Party.
- c) The party as a Lead Consultancy firm can propose **0 (zero) Associate Consultancy firms** to partner with for the consultancy. The Lead and Associate Consultants (if any) will be evaluated as according to evaluation criteria set in the **Data Sheet**.
- d) The Client will select a Consultancy Firm from those who show interest to this call for proposals, in accordance with the method of selection specified in the **Data Sheet**.
- e) As a direct response to this document, interested parties must provide their detailed proposals for the ***“Development of a Video Documentary on Green Climate Fund (GCF)”***. The standards and other statements on such provision and legislative compliance made by the parties as part of their proposals will form a binding part of the final contract document.
- f) The Applicants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Applicants.
- g) The Client reserves the right to accept or reject any Proposal and to terminate the tendering process without awarding a contract. The parties should be aware that it is unlikely that the Client will be in a position to go forward with any proposals that fails to meet the statutory and essential requirements, set out in Section 6 the Terms of Reference.

4.2 Conflict of Interest

- a) A Party (including its Personnel) that has a business or family relationship with a member of the Client’s staff who is directly or indirectly involved in any part of (i) the preparation of the Schedule of requirements, (ii) the selection process, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Government throughout the selection process and the execution of the Contract.
- b) The Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably

be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultants or the termination of its Contract.

4.3 Fraud and Corruption

The Client requires that all parties including Consultants and their agents (whether declared or not), personnel, sub-contractors, sub-Consultants, service providers and suppliers, observe the highest standard of ethics during the selection and execution its contracts. In pursuance of this policy, the Client:

- a) defines, for the purposes of this provision, the terms set forth below as follows:
 - i. “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - ii. “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
 - iii. “collusive practices” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - iv. “coercive practices” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
 - v. “obstructive practice” is
 - deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or
 - acts intended to materially impede the exercise of the relevant government authorities’ inspection and audit rights.
- b) will reject a proposal for award if it determines that the firm recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- c) will cancel the portion of the contract if it determines at any time that representatives of the Client or of a beneficiary were engaged in corrupt, fraudulent, collusive, or coercive practices during the selection process or the execution of that contract, without the Consultants having taken timely and appropriate action satisfactory to the Client to address such practices when they occur; and

- d) will take action against any Party or an individual at any time, in accordance with rules and regulations including by publicly declaring such Parties or individual ineligible, either indefinitely or for a stated period of time.

4.4 Proposal Validity

The Data Sheet indicates how long the Proposals must remain valid after the submission date. The Client will make its best effort to complete negotiations within this period. Should the need arise; however, the Client may request to extend the validity period of proposals. The Parties who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, The Applicants could submit new staff in replacement, who would be considered in the final evaluation for contract award. Applicants who do not agree have the right to refuse to extend the validity of their Proposals.

4.5 Language of Proposal

The proposal documents must be in written English.

4.6 Preparation of Proposals

- a) The Proposal (see para. 1.2), as well as all related correspondence exchanged by the Consultants and the Client, shall be written in the language (s) specified in the RFP.
- b) In preparing their Proposal, Applicants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of the Proposal.
- c) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

4.7 Technical Proposal Format and Content

The Technical Proposal shall provide the information indicated in the following paras from (a) to (f) using the attached Standard Forms (Section 4. Technical Proposal).

- a) A brief description of the Consultants' organization and an outline of recent experience of the firm, on assignments of a similar nature are required in FORM TECH 2A & 2B of Section 6. For each assignment, the outline should indicate the names of Sub-Consultants/ Professional staff who participated, duration of the assignment, contract amount, and Consultant's involvement. Information should be provided only for those assignments for which the Consultants was legally contracted by the client as a corporation or as one of the major consultancy firm. Assignments completed by individual Professional staff working privately or through other organisations cannot be claimed as the experience of the Firm, or that of the Consultant's associates, but can be claimed by the Professional staff themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Client.

- b) A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, equipment that will be used, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under FORM TECH 3 Section 6. The work plan should be consistent with the Work Schedule (FORM TECH 6 of Section 6) which will show in the form of a bar chart depicting the timing proposed for each activity.
- c) The list of the proposed professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks (FORM TECH 4 of Section 6).
- d) CV's of the professional staff signed by the staff themselves or by the authorized representative of the professional staff (FORM TECH 5 of Section 6).
- e) The firm must provide details of equipment/facility intended to be used for production, post production and software available with them (FORM TECH 7 of Section 6).
- f) The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non-responsive.

4.8 Financial Proposal Format and Content

- a) Financial Proposal submitted shall include the total cost for each of the island specified in the TOR (FORM FIN 1) and the total amount of financial proposal shall be inclusive of General Service Tax (GST).
- b) Financial Proposal submitted shall include the breakdown of cost for each of the deliverables (FORM FIN 2)
- c) Failure to submit the FORM FIN 1&2 will lead to the disqualification of the proposal submitted by the Proponent.

4.9 Clarification and Amendment of RFP Documents

- a) During the RFP process, questions or clarifications regarding this RFP document must be requested in writing to the person and address stated in the **Data Sheet**. Requests for clarifications need to be submitted latest by the date and time provided in the **Data Sheet**.
- b) Any additional documentation issued by the Client during the tender process shall be deemed to form part of this RFP and shall supersede any part of the RFP where indicated. The Client may also exercise the option to extend the tendering period and/or postpone the proposal submission date in the event that subsequent documentation is issued.

4.10 Communications

Except as provided in the preceding section relating to questions about this RFP, no parties shall contact any officers, employees, or team members of Client with respect to this RFP. Any oral

communication with a Client employee concerning this RFP is not binding on the Client and shall in no way alter any specifications, term or condition of this RFP or any contract documents.

4.11 Submission, Receipt, and Opening of Proposals

- a) The original proposal (Technical Proposal and Financial Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Applicants themselves. The person who signed the proposal must initial such corrections.
- b) An authorized representative of the Applicant shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign on behalf of the Firm.
- c) Applicants shall submit a “Compliance Statement” stating that the offer is made in accordance with the Request for Proposal. Applicants who offer additional or alternative conditions *if applicable* shall clearly state those in their proposals.
- d) The technical proposal and financial proposal must be submitted in a single sealed envelope with one (1) printed copy to the address indicated in the Data Sheet. The proposal shall be placed in a sealed envelope which shall bear the submission address, reference number and be clearly marked “Do Not Open, except in the Presence of the Official Appointed”. The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection.
- e) The Proposals must be sent to the address indicated in the **Data Sheet** and received by the Client no later than the date specified in the **Data Sheet**, or any extension to this date. Any proposal received by the Client after the deadline for submission shall be returned unopened.

4.12 Evaluation of proposals

- a) From the time the Proposals are opened to the time the Contract is awarded, the Applicants should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Applicants to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants’ Proposal.
- b) The Proposals shall be opened publicly in the presence of the Consultants’ representatives who choose to attend. These Financial Proposals shall be then referred, and the total prices read aloud and recorded. Copy of the record shall be sent to all submitted firms.
- c) The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Technical Requirements, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet**. Each responsive Proposal will be given a

technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Technical Requirements or if it fails to achieve the minimum technical score indicated in the evaluation criteria specified in the **Data Sheet**.

- d) To be eligible for this assignment the consultants must clearly show their capacity to accomplish the work in the required time frame with the proposed project team by showing the adequacy of staff selected and their current workload.
- e) After the technical evaluation is completed, the bidders who are not qualified for technical evaluation will be disqualified for the financial evaluation.
- f) The Applicant is **REQUIRED** to submit Financial Proposal for the bid, using for this purpose the Financial Proposal Submission FORM FIN 1&2.
- g) The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail.
- h) The **highest** evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the **Data Sheet**. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights ($T = \text{the weight given to the Technical Proposal}$; $P = \text{the weight given to the Financial Proposal}$; $T + P = 1$) indicated in the Evaluation Criteria: $S = St \times T\% + Sf \times P\%$. The Party achieving the highest combined technical and financial score for the LOT will be invited for negotiations.

4.13 Damages

- a) The Client may claim damages in respect of any direct loss that can be reasonably attributed to delays, defects or other breaches of contract on the part of the Consultant, unless the Consultant demonstrates that the Consultant did not cause the breach of contract or the reason for the breach of contract.
- b) Liquidated damages shall be the only damages due from the Consultant for such default, other than in the event of termination by Employer under the contract prior to completion of the works. These damages shall not relieve the consultant from their obligation to complete the works, or from any other duties, obligations or responsibilities which they may have under the Contract.
- c) If the agreed delivery date or other time limit in the delivery schedule in respect of which the parties have stipulated is not complied with, and this is not caused by force majeure or circumstances related to the Client, there is a delay on the part of the Consultant that triggers liquidated damages.
- d) The liquidated damages shall accumulate automatically. The liquidated damages amount and the maximum delay damages will be calculated on the basis specified in the **Data Sheet**.

- e) The Client shall not have the right to terminate the Agreement for breach for as long as the liquidated damages continue to accumulate. However, this time restriction shall not apply in the case of wilful misconduct or gross negligence on the part of the Consultant or anyone for whom it is responsible.
- f) If only parts of the agreed deliverables are delayed, the Consultant may request a reduction in the liquidated damages proportional to the ability of the Client to utilise the part of the deliverables that has been delivered.

4.13.1 Limitation of Damages

- i. No damages may be claimed in respect of indirect loss. Loss of data is classified as indirect loss, unless such loss is caused by data handling that is the responsibility of the Consultant under the Agreement.
- ii. Overall damages over the term of the Agreement are limited to an amount corresponding to the contract price, excluding relevant Taxes, or an agreed estimate for the Assignment.
- iii. The said limitations shall not apply in the case of gross negligence or wilful misconduct on the part of the Consultant or anyone for whom it is responsible.

4.14 Retention

- a) The payment of any interim certificate according to contract will amount to deduction for retention, calculated by applying the percentage of retention stated in the **Data Sheet** to the total of the above amounts, until the amount so retained by the Employer reaches the limit specified in the **Data Sheet**.
- b) The repayment of retention shall be on the basis specified in the **Data Sheet**.

5 DATA SHEET

4.1.a	<p>Name of the Client:</p> <p>Ministry of Environment Green Building, Handhuvaree hingun, Maafannu, Male', 20392, Republic of Maldives</p>
4.1.b	<p>Financial Proposal to be submitted together with Technical Proposal in a single envelope on the same day and time specified.</p> <p><i>Please write name of the Consultancy assignment and other required details as per clause 4.11 on the envelopes.</i></p> <p>Name of the assignment is: “Development of a Video Documentary on Green Climate Fund (GCF)”</p>
4.4 Validity	Proposals must remain valid up to 90 days after the submission date.
4.9 Clarifications of RFP Documents	<p>Interested consultants may obtain further information/clarifications on request by writing an email to the address below no later 22nd July 2020 before 1100hrs.</p> <p>Email: gcf.watsan@environment.gov.mv</p>
4.11 Submission, Receipt, and Opening of Proposals	<p>The Proposal submission address is:</p> <p>GCF Project Management Unit Water and Sanitation Department Ministry of Environment, Green Building, Handhuvaree Hingun, Maafannu, Male', 20392, Republic of Maldives.</p> <p>The proposals are expected to be submitted to the address on <u>1100 hours</u> local time on August 06th 2020 (Only bids submitted at this time will be eligible to proceed to evaluation. Late bids will be rejected.</p> <p>Interested parties should register their interest by email no later than 1400hrs on July 23rd. Only those parties who register their interest will be allowed to participate in the bid.</p>

	Proposal of additional or alternative conditions to RFP is not allowable
4.12 Evaluation of Proposals	<i>Evaluation criteria is set in Sub-Section 9 of the TOR (section 8).</i>
4.13 Damages	Amount of Liquidated Damages and maximum duration of Liquidated Damages will be calculated on the basis of clause 10.71 of the Public Finance Act published by the Ministry of Finance and Treasury.
4.14 Retention	A Retention will not apply to this scope of work

6 TECHNICAL PROPOSAL - STANDARD FORMS

6.1 FORM TECH-1: Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consultancy service for “**Development of a Video Documentary on Green Climate Fund (GCF)**” in accordance with your Request for Proposal dated [xxx] and our Proposal. We are hereby submitting our Proposal, which includes all required documents as per Request for Proposal.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the services and fulfill the terms and conditions related this contract.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____ Address: _

6.2 FORM TECH-2: Consultant's Organization and Experience

2A – Organization

[Provide here a brief (two pages) description of the background and organization of your firm.]

2B – Experience of the firm

*[Using the format below, provide information on each contract/assignment for which your Organisation, individually as a corporate entity or as one of the major companies within an association, for carrying out **similar consultancy programmes as needed in TOR and Selection criteria..**] Each project should be accompanied by reference letters from the client to be counted as a valid experience.*

Contract/Activity Name:	value of the contract (in MVR):
Country: Location within country:	Duration of assignment/activity (months):
Name of Client:	Total NO of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in MVR):
Start date (month/year): Completion date (month/year):	NO of professional staff-months provided by associated Proponents:
Name of associated Parties, if any:	Name of senior professional staff of your firm involved and functions performed:

Narrative description of Activities/Project:

Description of actual services provided by your staff within the Activities:

Description of institutions dealt with and nature and frequency of interaction:

Firm's Name: _____

6.3 FORM TECH-3: Methodology and Work plan

Technical approach, methodology and work plan are key components of this Proposal. You are suggested to submit your Proposal with the following areas clearly described:

- a) Methodology for each activity,*
- b) Work Plan*
- c) Organization and Staffing,*

a) Technical Approach and Methodology. In this chapter you 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 you 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.

c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

6.4 FORM TECH-4: Team Composition and Task Assignment

6.4.1.1.1.1 Professional Staff				
Name of Staff	Organisation	Area of Expertise	Position Assigned	Task Assigned

6.5 FORM TECH-5: Curriculum Vitae (CV) for proposed team

1. **Proposed Position** *[only one candidate shall be nominated for each position]:* _____

2. **Name of Firm** *[Insert name of firm proposing the staff]:* _____

3. **Name of Staff** *[Insert full name]:* _____

4. **Date of Birth:** _____ **Nationality:** _____

5. **Education** *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:* _____

6. **Membership of Professional Associations:** _____

7. **Other Training** *[Indicate significant trainings since degrees under 5 - Education were obtained]:* _____

8. **Countries of Work Experience:** *[List countries where staff has worked in the last ten years]:* _____

9. **Languages** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:* _

(Continued..)

10. Experience/ Employment Record (pertaining to general experience clause in the evaluation criteria set in the TOR, check separately for all staff) [*Starting with present position, list in reverse order every employment held by staff member 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: _____

Summary of Projects Undertaken/Role: _____

11. Specific Experience Any specific requirement (Assignments/projects) mentioned in TOR *Starting with latest assignment, list in reverse order (see format here below) ::*

From [Month/Year]: To [Month/Year]: _____

Assignment Title: _____

Client: _____

Positions held: _____

Summary of assignment/Role by the professional: ____

Add as separate section if 2 different areas of specific experience is required in TOR

13. Current commitments in Ongoing Projects with the Ministry of Environment

Name of the Contract/Project: _____

From [Month/Year]: _____ To [Month/Year]: _____

Positions held: _____

Summary of Role: _____

6.6**FORM TECH-6: Work Schedule**

Activity/Deliverable										
<i>Note: Pls Update Sub-activities as relevant</i>	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
Debriefing / Key stakeholder interviews in Male'										
Travel to project islands for footage capture and on location interviews. (GCF PMU will provide compensation for domestic travel and accommodation for four people for up to total of six days)										
Rough cuts of Phase 1 videos submitted for approval										
Approval / Comments on Phase 1 videos by ME										
Rough cuts of Phase 2 video submitted for approval										
Approval / comments on Phase 2 video by ME										
Final Phase 1 and 2 videos										

The consultants shall update this table with the Sub-activities that are proposed for each Deliverable. Note that the Work Schedule must adhere to the period of key Deliverables

6.7 FORM TECH-7: Equipment and Facility

- a) The firm must provide details of equipment/facility intended to be used for production, post production and software available with them

Clients Requirement			Consultants Proposal		
1	Video Camera	Camera with 4K video recording ability	1	(Brand/Model)	(Specifications)
2	Microphones	Shotgun and Wireless Lavalier microphones	2		
3	Lighting	3-point lighting kit	3		
4	Tripod	Video Tripod	4		
5	Stabilizer	3-axis gimbal stabilizer	5		
6	Drone	Drone with 4k video capture ability	6		
7			7		

The proposed equipment/Facilities/software should substantially confirm to client's proposal. Details if required maybe attached to the form.

7 FINANCIAL PROPOSAL - STANDARD FORMS

7.1 FORM FIN-1: Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide consultancy service for “**Development of a Video Documentary on Green Climate Fund (GCF)**” in accordance with your Request for Proposal dated [xxx] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹]. This amount is inclusive of the all taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

1 Amounts must coincide with the ones indicated under financial proposal in Form 7B

Costs	%	Amount (in MVR)
Submission of phase 1 RWH video rough cut	15	
Submission of phase 1 IWRM video rough cut	15	
Submission of phase 1 Groundwater video rough cut	15	
Submission of phase 2 video compilation	15	
Acceptance of final videos	40	
SUBTOTAL	100	
 All applicable Taxes		
 Total Amount of Financial Proposal		

8 TERMS OF REFERENCE

Development of a Video Documentary on Green Climate Fund (GCF) “Supporting Vulnerable Communities in Maldives to Manage Climate Change-induced Water Shortages Project”

1. BACKGROUND OF THE PROJECT

1. The outer islands of the Maldives experiences drinking water shortages during the dry season. These shortages have had significant adverse human, environmental and social impacts on the outer island communities. Based on this climate change induced problem, in 2016, the Government of the Maldives, with the support of the UNDP received financing from the Green Climate Fund (GCF) to undertake the “Supporting Vulnerable Communities in Maldives to Manage Climate Change-Induced Water Shortages” Project.
2. The project is one of the first projects to be funded through the Green Climate Fund and is implemented by joint partnership between the Ministry of Environment and Energy and UNDP from 2016 through to 2020.
3. The objective of the project is to deliver safe and secure freshwater to 105,000 people in the islands of Maldives in the face of climate change risks. This will be achieved through the following Outputs of the project:
 - a. Scaling up an integrated water supply system to provide safe water to vulnerable households; the proposed adaptation solution is to maximize water production and scale up the use of an integrated water supply system that will bring three primary sources of water (rainwater, groundwater and desalinated water) into a least cost delivery system that is able to maintain service levels in the face of climate change related pressures;
 - b. Introduction of decentralized and cost-effective dry season water supply systems; The proposed solution is to create additional, atoll level water hubs to improve timeliness and efficiency of water delivery during the periods of water shortages; and
 - c. Groundwater quality improved to secure freshwater reserves for long term resilience. The proposed solution is improving groundwater quality through better protection policies, including controlled recharge and extraction methods.

2. SCOPE OF WORK

The Ministry of Environment (ME) is seeking to engage a company/firm (hereafter referred to as “producer”) to produce a video documentary to showcase the Green Climate Fund (GCF) “Supporting Vulnerable Communities in Maldives to Manage Climate Change-induced Water Shortages Project”.

The main purpose of the documentary is to highlight the evolution, lessons and impacts of the project. The documentary should therefore highlight the challenges/risks faced by the island communities, relevant stakeholders of the island in the planning, implementation due to current practices and conditions, and display any

changes in lives of the people that can be associated with the project. Opinion of the institutions and public about the project must be addressed.

In view of the above, the producer will among others, undertake interviews and document the evolution of the project. The target audience includes schools (teachers and students), civil society, national and island level authorities and public at large, particularly residents of the project islands.

The producer will work with ME for the length of the project, approximately 2 and a half Month from January 2019 to March 2019. The producer is required to travel to the project islands for a minimum four trips. The schedule of these trips will be finalized in consultation with the selected producer.

3. General Provisions

The successful producer will be required to design and produce the items listed under the deliverables section and execute the following activities.

- Shooting video of relevant footage, as appropriate;
- Recording and/or procuring musical scores and video footage, including the securing and maintaining of copyrights.
- Sound-mixing, editing and other necessary post-production operations;
- Acquiring film permits for shootings to be taken on required location;
- Providing rough cuts to ME
- Provide a work schedule
- Based on ME's approval produce final videos
- The video documentary will include caption in English as appropriate

1. Ministry of Environment will provide:

- Briefing and guidance on the development of videos.
- Approve the final cut of the video spots
- Arrange travel, accommodation and meals for the production crew (maximum of XX people)
- Arrange interviews with necessary experts and institutions

4. INTELLECTUAL PROPERTY

The producer must agree explicitly that all components of the works submitted are indeed original creations. Any intellectual property infringement, misuse or plagiarism of another's work in any form or state will result in immediate termination of the contract. Also the ministry will not bear any responsibility for the producers's use of copyright materials and the producer should bear full responsibility of the consequences.

5. DELIVERABLES

The Videos will be submitted in two phases.

Phase 1 includes three videos of six minutes each, for each of the components mentioned below. Each video can be subdivided in to multiple clips depending on the needs of the script.

1. Rain Water Harvesting System (6 minutes total)

This part of the video should include:

- Introduction of the Green Climate Fund (GCF) “Supporting Vulnerable Communities in Maldives to Manage Climate Change-induced Water Shortages Project
- Summary of climate induced water shortages in islands of the Maldives.
- Interview and document the history of rainwater collection and storage in communities past practices and experiences in the past.
- Practices during dry period before water distribution was started by the Government.
- Interview with institutions and individuals highlighting on the history of the water related issues in the island.
- Current drinking water availability on the island and demand.
- Current practices during the dry period, communities experiencing water shortages (e.g.: bottled water or water distributed by the authorities?) any cost implication or difficulties to households.
- Current process of water delivery during dry period from the time a request is made from the Island Council to when water is made available to the public.
- People’s view or opinion of resolving the water shortages issues by implementing the GCF project.
- Show ways of how life will change after the project in these communities.
- Key facts and figures of the RWH systems.
- Infrastructure component part to be documented.
- Activities of GCF related to this component such as water security Plan, O&M training, Water alert, AWS

2. Integrated Water Resource Management (IWRM) systems (6 minutes total)

This part of the video should include:

- Introduction of the Green Climate Fund (GCF) “Supporting Vulnerable Communities in Maldives to Manage Climate Change-induced Water Shortages Project
- Summary of Climate induced water shortages in islands of the Maldives.
- Practices during dry period before water distribution was started by the Government.
- Current drinking water availability on the island and demand.
- Current practices during the dry period, communities experiencing water shortages (eg: bottled water or water distributed by the authorities?) any cost implication or difficulties to households.
- Current process of water delivery during dry period from the time a request is made from the Island Council to when water is made available to the public.
- Key facts and figures of the IWRM systems.
- The producer is expected to shoot main activities of the construction and setting up phase.
- Interview with institutions and individuals highlighting on the history of the water related issues in the island.
- Interview with the contractor
- The producer should show the degree of acceptability of the project among the people of the community
- It should also show ways of how life will change for the community with the implementation of the project
- a. GCF Activities related to the IWRM component such as tariff model and Laboratory, O&M

3. Groundwater (6 minutes total)

This part of the video should include:

- Information on groundwater resources in the islands, facts and figures

- Groundwater assessment studies baseline and detailed study (water solutions)
- Interview with the groundwater assessment contractor
- Interview with members of the general public on their ground water usage
- Facts and figures on the studies
- Groundwater management plan

Content that is common to all components such as the GCF project background, summary of climate change-induced water shortages and dry season water provision arrangements can be reused across the three main videos.

Phase 2 includes a compilation of the footage from phase 1, edited to no more than 8 minutes having a unified introduction and conclusion based on the content of all three videos.

Additional note:

1. Producer must provide a master copy of the above mentioned, in the highest available quality (minimum requirement UHD) for television broadcasting.
2. All products will be the property of the ME, and to be labelled appropriately and provided to the Ministry.
3. ME has the right to request for the progress of work at any given time within the contract period.

6. INSTITUTIONAL ARRANGEMENT

The contractor would report to the Communication Officer at GCF and will work closely with the Project Coordinators assigned to the various components. The contractor will be required to travel to between four to six islands (minimum two from IWRM and two from RWH) to collect the information and footage.

7. DURATION OF WORK

The expected duration of work is 10 weeks from the date of signing the contract

#	Milestone	To be delivered by
1	Debriefing / Key stakeholder interviews in Male'	3 days after contract is signed
2	Travel to project islands for footage capture and on location interviews. (GCF PMU will provide compensation for domestic travel and accommodation for up to four people for maximum of six days, any additional cost can be given with further approval and justification by the client)	Two weeks after script approval
3	Rough cuts of Phase 1 videos submitted for approval	Two weeks after footage capture
4	Approval / Comments on Phase 1 videos by ME	One week after submission
5	Rough cuts of Phase 2 video submitted for approval	One week after approval of Phase 1 videos
6	Approval / comments on Phase 2 video by ME	One week after submission
7	Final Phase 1 and 2 videos	One week after approval / comments on Phase 2 video

8. REQUIREMENTS AND QUALIFICATIONS

- The Company/Firm should have completed 02 assignments working in video production preferably environmental education/awareness or related field within the last 5 years.
- The Company/Firm should prove their technical capabilities in the field of film production, including access to relevant high-quality equipment necessary for film production
- Demonstration of completion of developing computer animations and motion graphics for minimum 02 assignments within the last 5 years.
- Familiarity with water sector, climate change and other environmental issues facing the Maldives for any 02 assignments within the last 05 years.
- Previous work experience with similar projects within government or other institutions is an asset.
- Must travel to project islands during the contracting period
- The Company/Firm should indicate the following general expertise with CV
 - Team Leader: Minimum 02 Years of experience in producing documentary/film concept documents and scripts.
 - Script Writer: Minimum of 02 years' experience in good writing skills in both English and Dhivehi language
 - Supporting team members

9. SELECTION CRITERIA

The contractor will be selected based on the following marketing criteria:

	Criterion	Weightage
1	Expertise of Company/Firm submitting the proposal	40%
1.1	Company/ Firm	
	a. Experience in video production (2 Points Per Assignment)	10
	b. Experience in computer animations (2 Points Per Assignment)	10
	c. Experience in works related to water, climate change and environment (2 Points Per Reference Letter)	6
	d. Experience in working with government organizations (2 Points Per Reference Letter)	4
1.2a	Team leader / Firm	
	a. Minimum 02 Years of experience in producing documentary/film concept documents and scripts	5
1.2b	Script Writer*	
	a. Minimum of 02 years' experience in producing scripts in both English and Dhivehi language	5
1.2c	Supporting Team members	5
	a. Should have a minimum of 2 similar assignments completed in a supportive or leading capacity.	
1.3	Equipment Details showing technical capabilities in the field of film production, including access to relevant high-quality equipment necessary for film production (full marks for proposals submitting with filled equipment list sheet confirming to details provided)	10
2	Price (=lowest price / price * 60)	60%

*you may propose the same individual for team leader and script writer, details need to be specified in the CV format.

Minimum requirement of experience in completion of assignments will be judged initially for further evaluation process.

The proposed team members should not be involved in more than 2 assignments of 6 months or more with the Ministry of Environment.

10. SCOPE OF PRICE PROPOSALS AND SCHEDULE OF PAYMENTS

- The contractor should propose a lump sum that is all inclusive.
- The term “all inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could possibly be incurred by the contractor are already factored into the final amounts submitted in the proposal.
- All travel and accommodation costs for the team shall be borne by the ME and should **not** be included in the lump sum.
- The payment will be made according to the following schedule (should reflect in the proposal form Fin-2 section 7):

Payment Schedule	Amount
Submission of phase 1 RWH video rough cut	15%
Submission of phase 1 IWRM video rough cut	15%
Submission of phase 1 Groundwater video rough cut	15%
Submission of phase 2 video compilation	15%
Acceptance of final videos	40%