



# MINISTRY OF ENVIRONMENT

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MALE' REPUBLIC OF MALDIVES

Announcement Reference No: (IUL)438-CCD/438/2020/135

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Conduct Waste Management Diagnostic Study,  
Development of waste data collection protocols and  
methodology and Undertake waste audit for residential  
islands in Maldives

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*August 2020*

*Prepared by:*

Ministry of Environment

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## **1. Introduction & Background**

Initiative for Climate Action Transparency (ICAT) is a project implemented jointly by the Ministry of Environment and UNEP DTU Partnership and is administered by United Nations Office for Project Services (UNOPS). The aim of this initiative is to strengthen national institutions to meet enhanced transparency requirements of the Paris Agreement.

Maldives as a party to United Nations Framework Convention on Climate Change (UNFCCC) prioritize establishment of a Measuring, Reporting and Verification (MRV) system to meet the transparency requirement of the Paris Agreement. Maldives have periodically submitted relevant GHG information to the UNFCCC; for instance, two inventories were submitted so far in the First and Second National Communications, specifying mitigation actions to be developed and implemented in the coming years.

At sectoral level, mitigation actions in the Maldives is mainly focused on three main sectors: Energy, Waste, and Transport. The waste sector is the one with the strongest need for development regarding MRV more specifically in relation to the absence of data collection and data management procedures and methods, lack of legal mandates for implementing compulsory data reporting of waste generators (e.g. the tourism sector), and high levels of inaccuracies due to lack of data verification means. Also, waste sector is a key area of the GHG inventory.

The Ministry of Environment is seeking a potential consultancy firm to perform as a National consultant to conduct a waste audit for selected islands in the Maldives, preparation of diagnostic study to demonstrate the existing waste management situation of the country, and provide recommendation measures for enhancement of waste data management procedures and guidelines. The firm should be able to work independently. It should comprise of a strong team with demonstrated expertise on waste management practices and familiar with climate change issues in the Maldives and within UNFCCC context. The consultants should also have the ability to work with a variety of people from government agencies including local councils, community organizations, non-governmental organizations, private sector and research institutions.

## **2. Objective and scope**

The primary responsibility of the firm is as follows.

1. Development of a report on the legal, policy, guideline, institutional arrangement of the waste data collection and data management in the Maldives (Diagnostic Study).
2. Conduct a waste audit for selected islands as per the information provided in the bid document and in accordance with the technical guidance to be provided by the Ministry.
3. Development of procedures and methodologies for data collection and data management for the waste sector, and its integration into the existing MRV arrangements of the country.

## **3. Indicative Tasks**

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

### **Task I: Diagnostic Study**

1. Kick off meeting to engage relevant stakeholders at the national and local level (e.g. local councils) and to brief them about the assessment.
2. Mapping of current institutional arrangements of the waste sector (intra - sectorial and inter-sectorial structures, if relevant) for data collection and data management
3. Analyse existing relevant laws, regulations including but not limited to Environment Act, Tourism Act, Waste Management Regulation, Climate Change Act (draft)
4. Review the existing formal and informal waste management practices practiced in the country
5. Mapping of current procedures in the country for data collection and data management at all relevant institutional levels of the waste sector, including relevant community, commercial and industrial waste generators
6. Elaboration of the report, including analysis of barriers to the implementation of an appropriate data management system and proposal for improvement
7. Presentation and discussion of findings with stakeholders
8. Validation of the final report.

### **Task II: Conduct a waste audit**

9. Undertake a desktop review of all the relevant waste audits that were conducted in the Maldives till date
10. Conduct waste audit for the islands (including institutions such as health facilities, business and public facilities) provided in Annex 3 of this ToR for a week in each island. The sampling size of each island shall be determined by the consultant in consultations with ICAT Project Coordinator.
11. Identify the characteristics of the solid waste stream both types and quantity of waste generated in the selected islands as provided in Annex 3 of this ToR.
12. Based on the factors including but not limited to population projections and the findings of the audit, provide a future waste projection for the islands.

**Task III: Methodologies and procedures for data collection**

13. Assessment on existing relevant methodologies and procedures for data collection in the waste sector, analysis of successful experiences and case studies for benchmarking in other reference countries with similar context (e.g. CDM, NAMA projects and others)
14. Proposal for methodologies, procedures (including standardized data collection formats) and institutional arrangements for data collection and data management, appropriate for waste management sector in the Maldives, including the data needed for the waste emission inventory compiling, supporting the use of IPCC methodologies.
15. Presentation and discussion of the proposed procedures, incorporation of inputs from stakeholders, desk adjustment and validation.

#### 4. Deliverables

Deliverable	Delivery Date*
1. Kick-off meeting/ Stakeholder consultation workshop	05
2. Inception Report	10
3. Presentation of the final diagnostic study	26
4. Preliminary Report prior to survey: This report will comprise of the detail survey methodology used for the survey including forms and other tools.	41
5. Waste Audit Report including all the raw and processed data collected shall be presented in a readable format.	191
6. Final report on existing relevant methodologies and procedures for data collection in the waste sector	191
7. Final Proposal for methodologies, procedures (including standardized data collection formats) and institutional arrangements for data collection and data management	191

\* From the date of contract signing

#### 5. Duration of the Consultancy

Duration of the assignment is 6 calendar months upon signing the contract.

#### 6. Reporting Requirements

Consultants are expected to work closely with the Project Coordinator for ICAT at the Ministry of Environment. The consultants will report directly to ICAT Project Coordinator. For meetings held under this consultancy, the consultants should be present in person and the minutes of Meeting must be provided to the ICAT within 2 days of the meeting.

#### 7. Requirements for Experience and Qualifications

In executing this TOR, the proponent is expected to meet the following eligibility criteria and should provide CVs and commitment letters of team member(s) meeting the following requirements:

#	Post	Nos
1	Environmental and Climate Change Specialist (Team Leader)	1
2	Waste Management/Audit Specialist	1
3	Statistician	1

Details of any other support persons and positions must be included in Standard Forms 3 and 4.

## **1) Environmental and Climate Change Specialist (Team Leader)**

- Academic qualification
  - A minimum Master's degree in environment management, climate change or other fields related to environment or climate change
- Professional experience
  - At least 5 years of relevant experience at the national or international level in undertaking assessments on environmental aspects
  - Demonstrated experience in the field of waste and pollution control and management.
  - Must have demonstrated ability to write precise reports
  - Familiarity with climate change issues and IPCC guidelines.
  - Must have demonstrated experience and abilities to pro-actively lead and coordinate a team, including strong interpersonal skills with ability to multi-task and maintain effective work relationships with diverse range of institutional partners and undertake complex assignments.
  - Must demonstrate experience via samples of similar work previously conducted
  - Must have excellent speaking, reading, report writing and presentation skills in Dhivehi and English

## **2) Waste Management/Audit Specialist**

- Academic qualification
  - A minimum Master's degree in environment management, pollution control and waste management, or environmental economics or other fields related to the environment.
- Professional experience
  - At least 5 years of relevant experience at the national or international level in undertaking assessments on environmental aspects with focus on the waste management sector
  - Demonstrated experience in the field of environmental/waste audits
  - Must have demonstrated experience and abilities to work well in a team, including strong interpersonal skills with ability to multi-task and maintain effective work relationships with diverse range of institutional partners and undertake complex assignments.
  - Must have excellent speaking, reading, report writing and presentation skills in Dhivehi and English

### 3) Statistician

- Academic qualification
  - A minimum degree in statistics, mathematics or other related fields relevant to statistics and demography.
- Professional experience
  - Minimum five (5) years' work relevant experience
  - Demonstrated experience in using statistical software and other methods to gather, analyze and interpret environment/waste audit data and analysis
  - Must have demonstrated experience and abilities to work well in a team, including strong interpersonal skills with ability to multi-task and maintain effective work relationships with diverse range of institutional partners and undertake complex assignments.
  - Must have excellent written and oral communication skills in both Dhivehi and English

## 8. Evaluation and comparison of proposals

### 8.1 Preliminary Examination

The Client will examine the proposals to determine whether they are complete, the documents have been properly signed and the proposals are generally in order, and all the documents stated in Section 12 (Application) have been included in the proposal.

Prior to the detailed evaluation, the Client will determine the substantial responsiveness of each proposal to the Terms of Reference (TOR).

If a proposal is determined as incomplete or as not substantially responsive, Client has authority to reject the proposal. Criteria for determining completeness and substantial responsiveness is given in Annex 2.

### 8.2 Evaluation of Proposals

A two-stage procedure is utilized in evaluating the proposals.

The Technical Evaluation will be completed at the First Stage of the evaluation. The proposals which pass the minimum technical score of **60%** of the obtainable score of 1000 points in the technical evaluation will be considered in the Second Stage of the evaluation.

Financial Proposal will be evaluated in the Second Stage. The proposal with the Lowest Financial Quote (Fq) will get the maximum Financial Score (Sf) of 100 points. The Financial Scores (Sf) of the other Financial Proposals will be computed according to the following formula:

$S_f = 100 \times F_q / F$ , in which  $S_f$  is the financial score,  $F_q$  is the Lowest Financial Quote received and  $F$  is the price of the proposal under consideration.

Proposals will be ranked according to the combined Technical Score ( $S_t$ ) and Financial Score ( $S_f$ ) using the weights ( $T$  = the weight given to the Technical Proposal;  $P$  = the Weight given to the Financial Proposal;  $T+P = 1$ ) and will be computed according to the following formulae.

$S = S_t \times T\% + S_f \times P\%$ , in which  $S$  is the combined score,

Where  $T\% = 60\%$  and  $P\%$  is  $40\%$

ME reserves the right to undertake a post-qualification exercise aimed at determining to its satisfaction, the validity of the information provided in the proposal. Such post-qualification shall be fully documented and, among those that may be listed in the Annex 2, may include, but need not be limited to, all or any combination of the following:

- a) Verification of accuracy, correctness and authenticity of information provided by the proponent on the legal, technical and financial documents submitted;
- b) Validation of extent of compliance to the TOR requirements and evaluation criteria based on what has so far been found by the evaluation team;
- c) Inquiry and cross-checking with other previous clients on the quality of performance on ongoing or previous contracts completed;

## 9. Payment

Payments will be made in Maldivian Rufiyaa and in accordance with the schedule specified below:

Deliverable	Allocation (%)
1. Kick-off meeting/ Stakeholder consultation workshop	25
2. Inception Report	
3. Presentation of the final diagnostic study	
4. Preliminary Report prior to survey: This report will comprise of the detail survey methodology used for the survey including forms and other tools.	
5. Waste Audit Survey Report: All the field raw data collected shall be presented in a readable format.	50
6. Final report on existing relevant methodologies and procedures for data collection in the waste sector	15
7. Final Proposal for methodologies, procedures (including standardized data collection formats) and institutional arrangements for data collection and data management	10
<b>Total</b>	<b>100</b>

## 10. Additional Information

The ICAT Project Coordinator of ME 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 ICAT Project Coordinator at the end of the contract and will become the sole property of ME.

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.

The team proposed shall be comprise of three individual experts. One individual cannot undertake tasks for two or more experts.

## 11. Application

### **Registered entities under Maldives Inland Revenue Authority (MIRA) can apply for this consultancy**

Proponent should submit their proposals containing the following (Standard forms, where required, are provided in Annex 1):

- Completed proposal submission form ([FORM-1](#))
- Completed financial breakdown form ([FORM-2](#)).
- Brief description of the proponent and an outline of recent similar consultancy services provided, with references. This section must include an introduction of the proposed experts with a description of their experiences relevant to the required tasks, justifying their ability to complete the assignment.
- A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section is provided in [FORM-3](#).
- The list of the proposed professional staff team, the positions they would be assigned, and their tasks ([FORM-4](#)).
- A summary of the work plan must be presented in the format in Work Schedule ([FORM-6](#)) showing in the form of a bar chart the timing proposed for each activity.
- Detailed CVs of the experts signed by the expert themselves (required experiences and other experiences relevant to this TOR must be specified clearly or highlighted in their respective CVs.)
- Demonstrations of required experiences listed in this TOR
- Attested copies of the certificates

- **Letter of commitment from each member to undertake the project ([FORM -5](#)).**
- Copy of Company/Institution Registration
- Copy of GST Registration certificate issued from Maldives Inland Revenue Authority
- Tax Clearance Report issued after the advertisement date, from Maldives Inland Revenue Authority

## 12. Submission

Bid submission	Before <b>19<sup>th</sup> August 2020 at 1100</b> hours local time
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.
Submission instruction	Proposals must be delivered in sealed envelopes titled  <b><i>“Do not Open Before 19th August 2020 at 1100 - Conduct Waste Management Diagnostic Study, Development of waste data collection protocols and methodology and Undertake waste audit for residential islands in Maldives”</i></b> and the submitting party's name, address and contact details.  Electronic submission is not permitted. Late proposals will be rejected.
Submission address	<b>Procurement Section</b> Ministry of Environment Green Building, Handhuvaree Hingun, Maafannu Male', 20392, Republic of Maldives Email: <a href="mailto:procurement@environment.gov.mv">procurement@environment.gov.mv</a> Website: <a href="http://www.environment.gov.mv">www.environment.gov.mv</a> Project name: Initiative for Climate Action Transparency Announcement number: (IUL)438-CCD/438/2020/135

# ANNEX 1: STANDARD FORMS

## 1. STANDARD FORMS

### FORM -1: PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Sir/Madam:

We, the undersigned, offer to provide the **“Conduct Waste Management Diagnostic Study, Development of waste data collection protocols and methodology and Undertake waste audit for residential islands in Maldives”** in accordance with your Terms of Reference dated [Insert Date] and our Proposal. We are hereby submitting our Proposal; our financial offer is for the sum of [**Insert amount(s) in words and figures (Should quote the amount in Maldivian Rufiyaa)**] which is inclusive of the all applicable taxes.

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.

Proposal validity is for a period of [**Insert number of days, 60 days minimum**] days. If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the methodology and 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 fulfil the requirements of the terms of reference.

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 Company: \_\_\_\_\_

Address: \_\_\_\_\_

**FORM-2: FINANCIAL BREAKDOWN**

	<b>Description</b>	<b>MVR</b>
	<b>Total :</b>	
	<b>GST/Applicable tax :</b>	
	<b>Total with GST/Applicable tax:</b>	

Indicate the total cost with detail cost to be paid in Maldivian Ruffiya.

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

\*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.

### **FORM-3: DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT**

*Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:*

- a) Technical Approach and Methodology,*
- b) Work Plan, and*
- 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 (including details of any instruments, software, technical formulae, information files and file formats where applicable). 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 propose the 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. 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 proposed professional staff responsibility.*

**FORM-4: TEAM COMPOSITION AND TASK ASSIGNMENT**

Name of Staff	Position Assigned	Task Assigned

## FORM-5: Letter of Commitment

[ *Date* ]

[Company Name]

[Road Name]

Male'

Maldives

**Re: Conduct Waste Management Diagnostic Study, Development of waste data collection protocols and methodology and Undertake waste audit for residential islands in Maldives , Ref no: \_\_\_\_\_**

Dear Sir/Madam,

I am writing to confirm my availability to provide services as \_\_\_\_\_ to the **Conduct Waste Management Diagnostic Study, Development of waste data collection protocols and methodology and Undertake waste audit for residential islands in Maldives** for the Ministry of Environment.

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 Environment's notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,

Name: \_\_\_\_\_

Passport /ID card No: \_\_\_\_\_

Date: \_\_\_\_\_

Signatory: \_\_\_\_\_



## ANNEX 2: EVALUATION OF PROPOSALS

<p><b>Criteria for Preliminary Examination of Proposals</b></p>	<p><b><u>Document pre check</u></b></p> <ol style="list-style-type: none"> <li>1. Proposal is received on or before the date and time specified</li> <li>2. Proposal is properly sealed / un-tampered</li> <li>3. Proposal bears the (i) name of the submitting entity and (ii) title of the Contract outside the envelope</li> <li>4. Completed Form-1: Proposal Submission is included in the proposal</li> <li>5. Completed Form-2: Financial Breakdown is included in the proposal</li> <li>6. Completed Form-3: Description of Approach, Methodology and Work Plan for Performing the Assignment is included in the proposal</li> <li>7. Completed Form-4: Team Composition and Task Assignment is included in the proposal</li> <li>8. Completed Form-5: Letter of commitment for all the experts as described in section 8 of the TOR is included in the proposal</li> <li>9. Completed Form-6: Work Schedule is included in the proposal</li> <li>10. Signed CVs of the key staff is included in the proposal</li> <li>11. Minimum 60 days' proposal validity provided</li> <li>12. All the standard forms are included (i.e. no standard contents deleted, no reservations added)</li> <li>13. Proponent's Profile (not more than 15 pages) including the profile of the proposed experts</li> <li>14. Copy of Company/Institution Registration</li> <li>15. Copy of GST Registration certificate issued from Maldives Inland Revenue Authority</li> <li>16. Tax Clearance Report issued from Maldives Inland Revenue Authority</li> </ol> <p><b><u>Technical pre check</u></b></p> <ol style="list-style-type: none"> <li>1. Is the proponent's understanding of the objective of the assignment explained?</li> <li>2. Is the proponent's understanding of the objective consistent with the objective of the assignment?</li> <li>3. Is the proponent's approach and methodology explained in detail?</li> <li>4. Does the approach and methodology address the full scope of requirements of the assignment?</li> <li>5. Are the problems being addressed through this assignment, identified and their importance explained?</li> <li>6. Is there an explanation of the technical approach that the proponent will undertake to address the problems?</li> <li>7. Does the work plan include the main activities and their content of the assignment?</li> <li>8. Does the work plan show phasing, interrelations and milestones of the activities, and delivery dates of reports?</li> <li>9. Are the work plan and proposed approach and methodology consistent with each other and the TOR?</li> <li>10. Is the structure and composition of the team explained?</li> </ol>
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	<p>11. Does the proposed team members' qualification and experience meet the minimum requirements?</p> <p>12. Are the main activities and tasks assigned to members of required qualification/experience?</p> <p>13. Are the tasks assignment and the proposed methodology consistent with each other?</p> <p>14. Proposal is strictly for the full scope of requirements (i.e. partial offer is not allowed)</p> <p>15. There are no exceptional conditions stated that are unacceptable to ME</p>
<b>Criteria for Essential Eligibility/Qualification of key personnel</b>	<b>Refer to Section 8 of this TOR</b>

<b>Summary of Technical Proposal Evaluation Forms</b>		<b>Score Weight</b>	<b>Points Obtainable</b>
1.	Proposed Methodology, Approach and Work Plan	50%	600
2.	Personnel	50%	400
<b>Total</b>			<b>1000</b>

<b>Technical Proposal Evaluation</b>		<b>Points Obtainable</b>
<b>Form 1</b>		
<b>Proposed Methodology, Approach</b>		
2.1	To what degree does the proponent understand the task mentioned in this TOR?	100
2.2	Did the proposal address in sufficient detail the important aspects of tasks listed? Including but not limited to detailed methodology of undertaking waste audit in islands	150
2.3	Are the different components of this TOR planned to be implemented in a cohesive manner?	100
2.4	Is the conceptual framework adopted appropriate for the task?	100
2.5	Is the scope of task well defined and does it correspond to the TOR?	50
2.6	Is the responsibilities of the key personnel addressed clearly in line with the methodology described	100
<b>Total</b>		<b>600</b>

<b>Technical Proposal Evaluation</b>			<b>Points Obtainable</b>
<b>Form 2</b>			
<b>Personnel</b>			
3.1	Environmental and Climate Change Specialist (Team Leader)		150
	- Academic qualification	50	
	- Professional Experience (as per the requirements qualification)	100	
3.2	Waste Management/Audit Specialist		150
	- Academic qualification	50	
	- Professional Experience (as per the requirements qualification)	100	
3.3	Statistician		100
	- Academic qualification	40	
	- Professional Experience (as per the requirements qualification)	60	
	<b>Total</b>		<b>400</b>

## ANNEX 3: WASTE AUDIT ISLANDS/ WASTE CATEGORIES

- |                   |                         |
|-------------------|-------------------------|
| 1. Ha. Kelaa      | 6. Adh. Maamigili       |
| 2. Ha. Ihavandhoo | 7. Tha. Veymandhoo      |
| 3. N. Velidhoo    | 8. Laamu. Gan           |
| 4. K. Maafushi    | 9. Gn. Fuvamuah         |
| 5. Aa. Thoddoo    | 10. Addu City Hithadhoo |

### Waste Categories

- |                       |                   |
|-----------------------|-------------------|
| - Food Waste          | - Hazardous waste |
| - Garden Waste        | - Glass           |
| - Paper               | - Plastics        |
| - Wood and wood chips | - Metal           |
| - Textiles            |                   |