



MINISTRY OF ENVIRONMENT
MALE' REPUBLIC OF MALDIVES

**Awareness Videos on
HCFC Phase-out Management Plan (HPMP) Achievements
& Impacts of HFCs on the Environment**

Terms of Reference

(IUL)438-ENV/438/2020/133

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1. Introduction & Background

Maldives is a Party to the Montreal Protocol on Substances that Deplete the Ozone Layer and has acceded to the Vienna Convention and Montreal Protocol in May 1998. To date, Maldives has phased out several ozone depleting substances (ODS). To comply with its obligations under the Montreal Protocol, Maldives banned Chlorofluorocarbons (CFCs) and phased-out Hydrochlorofluorocarbons (HCFCs) at the start of 2020 through the implementation of a 10-year HCFC Phase-out Management Plan (HPMP).

With the import control on HCFCs accompanied with the ban on HCFC based equipment in December 2015, a tremendous increase in the import of Hydrofluorocarbons (HFCs), an alternative to HCFCs, has been observed in the recent years. In January 2019, Maldives ratified the Kigali Amendment (KA) which proposes to phase down the production and usage of HFCs by mid-2040.

CFCs, HCFCs and HFCs are synthetic chemicals used in applications such as refrigeration and air-conditioning, foams, solvents and aerosols. In Maldives these chemicals are mainly used in the refrigeration and air-conditioning servicing sector. These chemicals are used to service equipment in the fishing, tourism and food processing industry.

HCFCs are harmful to the environment and the ozone layer, while HFCs additionally contribute quite significantly to climate change. Undertaking the Kigali Amendment is a significant milestone in global environmental protection as its achievement could help to reduce the global temperature rise by 0.5 degree Celsius by the year 2100.

The objective of this consultancy is to produce two separate awareness videos:

1. The first video will focus on the achievements under the HPMP
2. The second video will focus on the use of HFCs and its impact on the environment.

The topics that need to be covered are listed in Section 2.

2. Scope of Work

The Ministry of Environment (MoE) is seeking a company, agency or individual to design and produce two separate videos, in which one video addresses the milestones and achievements of the HPMP, while the other is a short animation or stop motion video that addresses the use of HFCs (in different sectors) and its impact on the environment. The videos should target a variety of audiences, aiming to raise awareness amongst students, families and the general public.

The table below summarizes the main topics expected to be covered in the video.

	Target group	Main topics covered	Output
Video on HPMP Achievements	Fisheries sector Refrigeration and air-conditioning (RAC) servicing sector UNEP UNDP SIDS	<ul style="list-style-type: none"> • What are CFCs/HCFCs and how they are harmful? • Where are HCFCs used and how frequent use of HCFCs affect the ozone layer? • When the HPMP started? • Major milestones, innovative projects and subsequent reduction in the gradual consumption of HCFCs • Short/brief interviews with main HPMP stakeholders and collaborators 	3- 5 minute short film/video x 1
Video on HFCs and its Impact on the Environment	Students General public	<ul style="list-style-type: none"> • What is the Kigali Amendment? • What are HFCs and how is it harmful • Where are HFCs used? • How do HFCs affect climate change • How can we help? 	60 – 90 second long animation or stop motion video x 1

The video will be in Dhivehi with options to include both Dhivehi and English subtitles. If you need any further information, see the links provided in section 11.

The interested party will be required to design and produce two videos which addresses the topics in the table above.

For the duration of this project, the successful company or agency will be responsible for the following activities:

- Concept development and story board with guidance from MoE
- Filming of relevant footage, as appropriate;
- Recording and/or procuring of musical scores and video footage, including the securing and maintaining of copyrights for the minimum of two years;
- Sound-mixing, editing and other necessary post-production operations;
- Contracting film crews and other services, as deemed appropriate;
- Acquiring film permits for shootings to be taken on required location;
- Inserting sub-titles after discussing with MoE
- Voice over for videos
- Providing rough cuts to MoE
- Submission of initial draft of videos
- Revise first draft following guidance and comments from MoE
- Based on MoE’s approval, produce final videos

3. Deliverables

The company or agency shall provide the following for each of the two videos:

Deliverable	Delivery Date
Video on HPMP Achievements	
1. Storyboard	By the 10th day of contract

2.Initial draft of video	By 40 th day of contract
3.Final 3-5 minute short film/ video	By 60 th day of contract
Video on HFCs and its Impact on the Environment	
4. Storyboard	By the 10th day of contract
5.Initial draft of video	By 40 th day of contract
6.Final 60 – 90 second short film/ video	By 60 th day of contract

4. Reporting Obligations

Consultants are expected to work closely with the Environment Department of the Ministry of Environment. All drafts should be shared with the Ministry and approval is required prior to finalizing the designs. All the materials developed shall include logos provided by the Ministry of Environment.

5. Duration of Assignment

The assignment must be completed within 60 calendar days upon signing the contract.

6. Work schedule

The interested party is required to submit a work schedule for the duration of 60 calendar days, which will start from the day the contract is signed.

7. Qualification and Experience Requirement

To be eligible for this project, the interested party should meet the following criteria:

- Experience and proof of similar works (applicants must submit videos and work completion letters from clients regarding the videos, as part of their application)

A diploma or certificates in relevant field (Media/layout design/Visual design) would be an added advantage.

8. Evaluation Criteria

The Evaluation will be completed as per the criteria given in Annex 2.

The Financial Proposal will be evaluated by applying the following formula.

$S_f = 30 \times F_q / F$, 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.

9. Selection Criteria

The following criteria will be applied during the evaluation of the proposals and attention should be paid while preparing the proposals.

#	Criteria	Score Weight [%]
1.	Experience in similar assignments as described in section 2 of this TOR, proof of previously produced video and design skills. The breakdown of this criteria is shown below.	[70]
	a) Experience in animation videos 7 marks per video (full marks will be given for 5 or more videos)	35
	b) Experience in video production 7 marks per video (full marks will be given to 5 or more videos)	35
2.	Proposed financial value (<i>The party with lowest financial proposal will get 30%. Other parties will be scored by [(lowest price/proposed price) x 30]</i>)	[30]
	Total	[100]

10. Payment Schedule

REQUIREMENT	ALLOCATION
1st Payment after completing deliverable 2	10%
2nd Payment after completing deliverable 3	40%
3rd Payment after completing deliverable 5	10%
4 th Payment after completing deliverable 6	40%
Total	100%

Payments will be in Maldivian Rufiyaa upon completion of the assignment.

11. Intellectual property

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

The Ministry of Environment will have the copyright of all products, drafts and final deliverables of this assignment. The consultant will not have any right to use any components or product of this assignment without prior consent from the Ministry of Environment.

12. Additional Information

Environment Department of the Ministry of Environment has overall responsibility of the management of the contract. The proponent is expected to work closely with the Ministry of Environment during the course of the assignment.

All outputs and materials produced as part of this TOR shall be handed over to the Environment Department at the end of the contract and will become the Ministry of Environment's sole property.

Should you need additional information on Kigali Amendment, please check the links provided here:

Montreal Protocol - <https://www.youtube.com/watch?v=OINKJNWtSiE>

Kigali Amendment - <https://www.youtube.com/watch?v=Ttv-OcvnsaY>

Kigali Factsheet - https://drive.google.com/drive/folders/1U-D_qNPj9XK3hFAcf-aGv9yz3vAXOpMp?usp=sharing

To get a better idea of the type of work that we are looking for, please have a look at the links below:

Example sample video 1 - <https://www.youtube.com/watch?v=Yxql1GVPJvk>

Example sample video 2 - <https://www.youtube.com/watch?v=BqkekY5t7KY>

13. Submission Requirements

All applicants must submit the following documents required to demonstrate their capacity and experience to carry out the services stated in the TOR.

- Completed **Form 1: Financial Breakdown Form** – Financial proposal should include GST (if applicable) and rate per video must be indicated separately.
- Completed **Form 2: Letter of Commitment**
- Completed **Form 4: Work Schedule**

- Online portfolio of similar works

For consultants / individual applicants

- CV
- Reference letters of works carried out
- Copy of national identity card and contacts details.
- Copy business registration
- Copy of tax registration

For companies/partnerships/institutions

- Copy of registration, copy of GST registration, contacts details (name, designation & contact number) of a liaising official
- Completed **Form 3: Team Composition and Task Assignment**
- Reference letters of works carried out (by the key personnel)

Applications must be submitted to Ministry of Environment on or before 10AM on 23rd h August 2020.

Note: Late or incomplete Applications will not be evaluated.

Annex I: Standard Forms

FORM-1: FINANCIAL BREAKDOWN

#	Description	MVR
1		
2		
...		
...		
...		
...		
	Total :	
	GST :	
	Total with GST:	

Note: The total contract price should be quoted inclusive of Goods and Services Tax (GST) as per the GST Legislation and Circulars.

14. FORM-3: TEAM COMPOSITION AND TASK ASSIGNMENT

Name of Staff	Position Assigned	Task Assigned

15. FORM-2: Letter of Commitment

[Date]

[Company/Partnership/Institute Name]

[Road Name]

Male'

Maldives

Re: Awareness Video on HCFC Phase- Out Management Plan (HPMP) Achievements and Impacts of HFCs on the Environment. Ref: (IUL) 438- ENV/438/2020/

Dear Sir/Madam,

I am writing to confirm my availability to provide services for the for the Ministry of Environment (*insert date*)

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: _____

Signator:

16. FORM-4: WORK SCHEDULE

	<i>[1st, 2nd, etc. are days from the start of assignment.]</i>												
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	...
Activity (Work)													

2 ANNEX 2: EVALUATION OF PROPOSALS

<p>Criteria for Preliminary Examination of Proposals</p>	<p><u>Document pre check</u></p> <ol style="list-style-type: none"> 1. Completed Form-2: Financial Breakdown is included in the proposal 2. Completed Form-3: Team Composition and Task Assignment is included in the proposal (For companies/partnerships/Institutions) 3. Completed Form-4: Letter of commitment for proposed expert 4. Completed Form-5: Work Schedule is included in the proposal 5. Online portfolio of similar works 6. CV for consultants and individuals 7. Minimum 45 days proposal validity provided 8. All the standard forms are included (i.e. no standard contents deleted, no reservations added) 9. Latest Certificate of Registration of institution/company or Copy of National Identity Card 10. Proposal is strictly for the full scope of requirements (i.e. partial offer is not allowed) 11. There are no exceptional conditions stated that are unacceptable to MoE
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Criteria for Essential Eligibility/Qualification of key personnel	Refer to Section 7 (Experience and Qualification) of this TOR
<p>Note:</p> <ol style="list-style-type: none">1. If proponents do not meet any of the above listed criteria, their proposal may not be considered for further evaluation.2. Proponents meeting above listed criteria are required to submit evidences (details / documents) in support – otherwise proposal may be disqualified.	