



MINISTRY OF ENVIRONMENT

Male' Republic of Maldives

ADVERTISEMENT NUMBER: (IUL)438-ENV/438/2020/127

TERMS OF REFERENCE

Translation of 'Good Servicing Practices For Flammable Refrigerants: A Quick Guide' Booklet

[11th August 2020]

Prepared by:
National Ozone Unit

1. Introduction & Background

The Government of Republic of Maldives represented by the Ministry of Environment has allocated funds under the project Enabling Activities for Kigali Amendment and intends to procure services for **“Translation of Good Servicing Practices For Flammable Refrigerants: A Quick Guide’ Booklet** to be used for servicing practices by the technicians and in customs ports by the custom officers in the Maldives.

Enabling Activities for Kigali Amendment is implemented by Ministry of Environment with support from UNEP and funded by the Multilateral Fund for the Implementation of the Montreal Protocol.

Kigali Amendment proposes to phase down the production and usage of hydrofluorocarbons (HFCs) by mid-2040 and offers an opportunity to countries for flexibility in doing so according to the principle of common but differentiated responsibilities. HFCs are man-made chemicals that are widely used in air-conditioning, refrigeration and foam insulation and are powerful greenhouse gases, more potent than carbon dioxide. As such they contribute significantly to climate change. KA is therefore a significant milestone in the international environmental protection as its achievement could help to reduce the global temperature rise by 0.5 degree Celsius by the year 2100.

The provisions of KA include specific targets and timetables to replace HFCs with lower Global Warming Potential (GWP) alternatives, and restriction from trading in controlled substances with states that have not ratified it. KA also mentions the importance of energy efficiency of cooling technologies and proper management of chemicals throughout their life-cycle including at the end phase for safe disposal and destruction of refrigerant gases.

2. Scope of Works

The scope of this service is to translate all 54 pages of the A5 sized booklet from English to Dhivehi language. All deliverables should be provided in Microsoft Word Format. A soft copy of the booklet is attached to this advertisement and available through the Ministry website.

Translation must be accurate and literal Dhivehi translation of the Quick Guide

3. Deliverables

Deliverable	Delivery Date*
1. Submission of First Draft of the Booklet from chapter 1 -4	By the 7 th day of contract
2. Submission of First Draft of the Booklet from chapter 5-7	By the 14 th day of contract
3. Submission of Second Draft of the Booklet from chapter 1-4 after addressing comments from Ministry of Environment (MoE)	By the 21 st day of contract
4. Submission of Second Draft of the Booklet from chapter 5-7 after addressing comments from Ministry of Environment (MoE)	By the 28 th day of contract
5. Submission of compiled translation of Booklet from chapters 1-7	By the 35 th day of contract
6. Submission of final translation of ' Good Servicing Practices For Flammable Refrigerants ' Booklet after addressing comments from MoE	By the 42 nd day of the contract

* *Delivery Date is from the date of contract signing*

4. Duration

Duration of the assignment is 42 calendar days upon signing the contract.

5. Payment Schedule

Applicants must submit their financial proposal which must indicate the rate per page and price for the total assignment. The consultant is however, expected to deliver the full scope of work under deliverables of this TOR for final and full payments. The payment structure is as follows:

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

REQUIREMENT	ALLOCATION
1st Payment after completing deliverable 2	20%
2nd Payment after completing deliverable 5	30%
3rd Payment after completing deliverable 6	50%
Total	100%

6. Experience and Qualification

Experience:

- Experience in translating technical documents from English to Dhivehi and Dhivehi to English (Note: Experience in translating technical documents from English to Dhivehi is mandatory)
- Proficient in both English and Dhivehi language

Experience in Refrigeration and air conditioning mechanics or a University Diploma / Degree /in a related field (Science, Environmental Management, Refrigeration and Air

Conditioning or University Diploma / Degree in Dhivehi Language would be an added advantage.

7. 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.

$Sf = 30 \times Fq / F$, in which Sf is the financial score, Fq is the Lowest Financial Quote received and F is the price of the proposal under consideration.

8. Selection Criteria

Evaluation Criteria	Maximum Marks
1. Financial Proposal	45 points
2. Experience in English – Dhivehi translations <i>10 marks per translated document</i>	40 points
3. Experience in Dhivehi – English translations <i>5 marks per translated document</i>	15 points
TOTAL	100 points

9. Documents to be submitted with the proposal

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), rate per page of booklet and total price for work
- Completed **Form 3: Letter of Commitment**
- Completed **Form 4: Work Schedule**
- Summary of similar works (experiences) performed in the past – Please provide links, or copies of the samples of relevant works

For consultants / individual applicants

- Business registration (Sole proprietorship, Partnership, Company)
- Tax registration certificate
- Tax clearance report (issued by Maldives inland revenue Authority at a date after the publication of this advertisement)
- CV (of the individual who will be carrying out the work)
- Reference letters of works carried out (the individual who will be carrying out the work)
- Copy of national identity card and contacts details. (the individual who will be carrying out the work)

For Teams

- Business registration (Sole proprietorship, Partnership, Company)
- Tax registration certificate
- Tax clearance report (issued by Maldives inland revenue Authority at a date after the publication of this advertisement)
- CV (of the individuals who will be carrying out the work)
- Reference letters of works carried out (for works carried out by the key personnel)
- Completed **Form 2: Team Composition and Task Assignment**

10. Submission

Applications must be submitted to the Ministry of Environment no later than 1100hrs on 23rd August 2020 to Ministry of Environment.

ANNEX 1: STANDARD FORMS

FORM-2: TEAM COMPOSITION AND TASK ASSIGNMENT

Name of Staff	Position Assigned	Task Assigned

FORM-3: Letter of Commitment

[*Date*]

[Company/Partnership/Institute Name]

[Road Name]

Male'

Maldives

Re: Translation of Good Servicing Practices For Flammable Refrigerants: A Quick Guide

Ref No: (IUL)438-ENV/438/2020/127

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: _____

Signatory: _____

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. Copies for relevant work 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
<p>Criteria for Essential Eligibility/Qualification of key personnel</p>	<p>Refer to Section 6 (Experience and Qualification) of this TOR</p>

Note:

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.