



**MINISTRY OF ENVIRONMENT**

**Male' Republic of Maldives**

**REQUEST FOR PROPOSALS**

**TAILOR MADE MICROSOFT PROJECT 2019  
TRAINING PROGRAMME**

**Project Number: GCFPMU/2018/OP3-002**

**Issued on: 8th October 2020**

**Issued By:**

GCF Project Management Unit  
Water and Sanitation Department  
Ministry of Environment

## Table of Contents

1	SCHEDULE OF CRITICAL DATES .....	3
2	SUBMISSION REQUIREMENTS .....	3
3	LETTER OF INVITATION .....	5
4	INSTRUCTIONS TO CONSULTANTS .....	6
4.1	Introduction .....	6
4.2	Conflicting of interest .....	6
4.3	Fraud and Corruption .....	7
4.4	Proposal Validity .....	8
4.5	Language of Proposal .....	8
4.6	Preparation of Proposals .....	8
4.7	Technical Proposal Format and Content .....	8
4.8	Financial Proposal Format and Content .....	9
4.9	Clarification and Amendment of RFP Documents .....	9
4.10	Communications .....	9
4.11	Submission, Receipt, and Opening of Proposals .....	10
4.12	Evaluation of proposals .....	10
5	DATA SHEET .....	12
6	TECHNICAL PROPOSAL - STANDARD FORMS .....	13
6.1	FORM TECH-1: TECHNICAL PROPOSAL SUBMISSION FORM .....	13
6.2	FORM TECH-2: CONSULTANT'S ORGANIZATION AND EXPERIENCE .....	14
6.3	FORM TECH-3: DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT .....	16
6.4	FORM TECH-4: TEAM COMPOSITION AND TASK ASSIGNMENT .....	17
6.5	FORM TECH-5: LIST OF TRAINING PROGRAMMES COMPLETED .....	18
6.6	FORM TECH-6: CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF19	
6.7	FORM TECH-7: WORK SCHEDULE .....	21
7	FINANCIAL PROPOSAL - STANDARD FORMS .....	22
7.1	FORM FIN-1: FINANCIAL PROPOSAL SUBMISSION FORM .....	22
7.2	FORM FIN-2: FINANCIAL PROPOSAL .....	23
8	TERMS OF REFERENCE .....	24

## 1 SCHEDULE OF CRITICAL DATES

ACTIVITY	ACTION DATE
Advertise	08 <sup>th</sup> October 2020
Bid Registration Period	15 <sup>th</sup> October 2020 before 1200 hrs
Last day to submit queries (by Proponents)	15 <sup>th</sup> October 2020 before 1400 hrs
Deadline to submit proposals	20 <sup>th</sup> October 2020 on 1100 hrs

## 2 SUBMISSION REQUIREMENTS

Consultants **shall submit** all the documents listed under **Section 6 (TECHNICAL PROPOSAL - STANDARD FORMS)**, and **Section 7 (FINANCIAL PROPOSAL - STANDARD FORMS)**. Furthermore, the following 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. Technical Proposal Submission Form (Form Tech-1)
- 2. Consultant's Organisation & Experience (Form Tech -2A&2B)
- 3. Description of Approach, Methodology and Work Plan (Form Tech -3)
- 4. Team Composition & Task Assignments (Form Tech -4)
- 5. List of Training Programmes Completed (Form Tech -5)
- 6. Curriculum Vitae (CV) for proposed Professional Staff (Form Tech -6)
- 7. Work Schedule (Form Tech -7)
- 8. Financial Proposal Submission Form (Form Fin 1)
- 9. Financial Proposal (Form Fin 2)

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

- 10. Company profile of the institute/ company/ firm
- 11. Company registration certificate of the institute/ company/ firm
- 12. Organization chart of the institute/ company/ firm
- 13. CVs of Proposed members in Form Tech 4
- 14. project completion letters for ALL the projects Listed under FORM TECH-2: Consultant's Organization and Experience Form. (Cross refer to Project# in the Form)
- 15. GST Registration Certificate
- 16. Proposed Venue and Equipment to be used to conduct the Training

- 17. Cost breakdown of major activities. The total cost shall be clearly indicated.
- 18. Any Amendments made to the Bids by the Client

*All pages should be duly signed and stamped for authentication.*

### 3 LETTER OF INVITATION

#### **Subjects: Tailor Made Microsoft Project Training Programme**

The Government of the Republic of Maldives represented by 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 an institute/ company/ firm to conduct tailor-made short-term training programme on Microsoft Project.

The main objective of the assignment is to design and deliver a Tailor-made Microsoft Project Training Programme.

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](http://www.environment.gov.mv). Interested institute/ company/ firm's may obtain further information via mail to [proc.gcfws@environment.gov.mv](mailto:proc.gcfws@environment.gov.mv).
2. The Bidder shall be registered to submit the proposal by submitting 'Bidders' Registration Form' to the email address [proc.gcfws@environment.gov.mv](mailto:proc.gcfws@environment.gov.mv) **on or before 1200 hours on 15 October, 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 addresses [proc.gcfws@environment.gov.mv](mailto:proc.gcfws@environment.gov.mv) **on or before 1400 hours on October 15<sup>th</sup>, 2020**.
4. Proposals shall be delivered in a sealed envelope, bearing the name of the project "TAILOR MADE MICROSOFT PROJECT TRAINING PROGRAMME", 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 October 20<sup>th</sup>, 2020**. The bids will be opened at **1100 hours, Maldivian time on October 20<sup>th</sup>, 2020** in the presence of the Bidders who wish to attend the bid opening. 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)-3018-395  
Email: [proc.gcfws@environment.gov.mv](mailto:proc.gcfws@environment.gov.mv)

## 4 INSTRUCTIONS TO CONSULTANTS

### 4.1 Introduction

- a) The Client named in the **Data Sheet** will select an institute/company/firm from those who 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 Client will select an institute/company/firm (the consultant) from those who submit their proposals, in accordance with the method of selection specified in the **Data Sheet**.
- d) As a direct response to this document, interested parties must provide their detailed proposals for the **“Tailor Made Microsoft Project Training Programme”** 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.
- e) 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.
- f) 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 5. Terms of Reference.

### 4.2 Conflicting 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 Consultant 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-proponents, service providers and suppliers, observe the highest standard of ethics during the selection and execution of 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 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 act 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. Proponents 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 Proponents 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 a 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 6. 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 Proponent was legally contracted by the client as a corporation or as one of the major firms/Organisations within a joint venture. 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, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under FORM TECH-3 of Section 6. The work plan should be consistent with the Work Schedule (FORM TECH-7 of Section 6) which will show in the form of a bar chart 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 (FORMTECH-4 of Section 6).
- d) CVs of the professional staff signed by the staff themselves or by the authorized representative of the professional staff (FORM TECH-6 of Section 6).
- e) 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 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 Consultant.

#### **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 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 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 = the weight given to the Technical Proposal; P = 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 will be invited for negotiations.

## 5 DATA SHEET

2.1	<p>Name of the Client:</p> <p><b>Ministry of Environment</b>          Green Building, Handhuvaree Hingun,          Maafannu, Male', 20392,          Republic of Maldives</p>
2.2	<p><b>Financial Proposal and Technical Proposal to be submitted together in a single envelope on the same day and time specified.</b></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: <b>“TAILOR MADE MICROSOFT PROJECT TRAINING PROGRAMME</b></p>
2.3 <b>Validity</b>	<p>Proposals must remain valid up to <b>90 days</b> after the submission date.</p>
<b>2.4 Clarifications of RFP Documents</b>	<p>Interested consultants may obtain further information/clarifications on request by writing an email to the address below no later <b>15<sup>th</sup> October 2020 before 1400hrs</b>.</p> <p>Email: proc.gcfws@environment.gov.mv</p>
<b>2.5 Submission, Receipt, and Opening of Proposals</b>	<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 by <b>1100hours</b> local time on <b>October 20<sup>th</sup> 2020</b>. <b>Late bids will be rejected.</b></p> <p><b>Interested parties should register their interest by email no later than 1200hrs on 15<sup>th</sup> October 2020. Only those parties who register their interest will be allowed to participate in the bid.</b></p> <p><b>Proposal of additional or alternative conditions to RFP is not allowable</b></p>
<b>2.6 Evaluation of Proposals</b>	<p><i>Evaluation criteria is set in Section 6 of the TOR.</i></p>

## 6 TECHNICAL PROPOSAL - STANDARD FORMS

### 6.1 FORM TECH-1: TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the ***Tailor made Microsoft Project Training Programme*** in accordance with your Request for Proposal dated [08<sup>th</sup> October 2020] 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: PROPONENTS ORGANIZATION AND EXPERIENCE

### 2A - ORGANIZATION

*[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment.]*

**2B - EXPERIENCE**

*[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 **training programmes**. Use 5 pages.] 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 (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Activities/Project:	
Description of actual services provided by your staff within the Activities:	

Firm's Name: \_\_\_\_\_

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

(For small or very simple assignments the Client should omit the following text in Italic)

*[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (10-15 pages, inclusive of charts and diagrams) 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. 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 key expert responsible, and proposed technical and support staff.]*

#### 6.4 FORM TECH-4: TEAM COMPOSITION AND TASK ASSIGNMENT

<i>Professional Staff</i>				
Name of Staff	Organisation	Site of Expertise	Position Assigned	Task Assigned

## 6.5 FORM TECH-5: LIST OF TRAINING PROGRAMMES COMPLETED

Name of the Training Programme	Name of the Client	Cost of the Project	Assignment Signed Date	Assignment Completed Date

Proof and confirmation of the listed projects need to be submitted.

## 6.6 FORM TECH-6: CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

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 training 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]: \_\_\_\_\_

10. **Employment Record** [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 [Year]: \_\_\_\_\_ To [Year]: \_\_\_\_\_

Employer: \_\_\_\_\_

Positions held: \_\_\_\_\_

Summary of Projects Undertaken/Role: \_\_\_\_\_

**11. 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: \_\_\_\_\_

*A copy of the National Identity Card needs to be attached for each individual.*

## 6.7 FORM TECH-7: WORK SCHEDULE

## 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 ***Tailor made Microsoft Project Training Programme*** in accordance with your Request for Proposal dated [08<sup>th</sup> October 2020] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures<sup>1</sup>]. 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 FIN-2.

## 7.2 FORM FIN-2: FINANCIAL PROPOSAL

### SUMMARY OF COSTS

	<b>Description</b>	<b>Duration</b>	<b>Amount (in MVR)</b>
1	Training programme outline	07 days	
2	Conduct training	10 days	
3	Completion certificate to the participants	10 days	
4	Completion report	05 days	
	<b>Subtotal :</b>		
	<b>All applicable taxes :</b>		
	<b>Total Amount of Financial Proposal:</b>		

**\*Quantity = 25 people per Training**

**\*Training Duration = 25 hrs (should not be longer than 10 Days) – (Two and Half Hours per Day (05 Days a Week for 2 weeks, from 1330hrs to 1600hrs).**

**\*Training Room (Computer Lab, Projector, Audio Arrangements etc) and candidates Stationaries.**

*The parties is to submit copy of the GST registration certificate along with the financial proposal.*

*All parties shall express the price of their services in Maldivian currency*

*Bidder is liable to clarify and include all relevant tax for the assignment.*

*[If the Individual is subject to GST as per MIRA Regulations and Guidelines. The GST Registration Certificate and GST quote in the financial proposal need to be include*

## **8 TERMS OF REFERENCE**

### **1. Background**

The Government of Republic of Maldives represented by the Ministry of Environment (ME) intends to procure the services of an institute/company/firm to conduct a tailor-made short-term training Programme on Microsoft.

### **2. Objectives**

The main objective of the assignment is to, design and deliver a Tailor-made Microsoft Project Training Programme (Certified course by an institute or recognized body).

### **3. Tasks of the Institute**

The tasks to be undertaken by the Institute/ Firm / Company are to be undertaken in close collaboration with the Water and Sanitation Department, GCF PMU and relevant stakeholders as necessary, and include, but are not necessarily limited to, the following:

- i. Develop the program intended learning outcomes, methods of delivery, and comprehensive outline of the core training subjects.
- ii. Develop an indicative book list/ resources/ materials/ equipment's for the core subject areas.
- iii. Delivery of training
- iv. Provide recommendation on the appropriate facilities needed for the training.

The training programme is proposed to be delivered for a period of 10 days. However, the trainers should be available for a month starting from the date of contract.

Possible training program units/ modules are provided below but are provided for guidance and are indicative only:

- Unit 1- Overview of Microsoft Projects
  - Functions of the MS project
  - Ribbons and Toolbars
  - Workspace
  - Keyboard Shortcuts and tools
- Unit 2- Basic Interface of Microsoft Projects
  - Creating Project Schedule
  - Key Features of a Project Schedule
  - Attributes of Project Tasks (Subtasks, Dependencies, Deadlines and Milestones)

- Attributes of Project Resources and resource allocation/levelling
- Task Dependencies
- Understanding Manual Scheduling Mode
- Updating and Tracking Project Schedule
- Timeline, Views, Tables, Filters and Reports
- Baselines and Critical path
- Calendar, Organizer and Reporting options
- Unit 3- Creating Work Breakdown Structure WBS
  - Summary Subordinate Tasks
  - Use of Milestones and WBS outlines
  - Assigning Criteria
  - Evaluate the WBS
- Unit 4- Creating Initial Schedule
  - Calculate float and identify project's critical path
  - Understand identify task constraints
  - Create milestones
  - Track inspector,
  - Scheduling issues in Task Inspector, Task paths and Task Planner
  - Create Resource Level Schedule
- Unit 5- Creating Critical Path Method
  - Critical Path Explained
  - Displaying critical path
  - Free Slack vs Total Slack
- Unit 6- Creating Cost Breakdown Structure CBS
  - Setting Cost for Tasks
  - Adding Cost resources
  - Establish dependencies
  - Setting up Budget Cost
- Unit 7- Use Task and Resource Custom Fields to Create Formula and Graphical Indicators
  - Customization and management of Tables definitions
  - Custom views, Sorting, Filtering and grouping
- Unit 8- Tracking Project Progress
  - Project performance and Percentage Complete
  - Mark on track and Task Commands update
  - Tracking Table
  - Setting Timesheet / Task Tracking Options
- Unit 9- Project Risk Management
  - Plan Risk Management
  - Identify Risks
  - Qualitative and Quantitative Analysis of Project Risks
  - Risk response
  - Risk Control
- Unit 10- Reporting
  - Creating Reports using Excel & Visio (Visual reports)

- Creating Reports using Power BI
- Unit 11- Advanced Project Management
  - Consolidation and Resource Sharing
  - Outline Codes and WBS codes
  - Recurring Tasks
  - Earned Value Analysis
  - Import and Export of Project data
  - Overview of project Macros

#### 4. Deliverables

<b>Details of deliverables</b>	<b>Duration</b>
Submission of training program outline	07 days upon signing the contract agreement
Delivery of training	10 days upon finalization of the programme outline
Certificate to the participants	10 days upon completion of training
Completion Report	5 days upon issuance of certificate

The Training Provider shall provide a:

**Final Negotiated Training Program Outline:** The Final Negotiated Outline should include but is not limited to:

- (i) Aims, intended learning outcomes, methods of delivery, and comprehensive outline of the core subjects; and
- (ii) Indicative book list/ resources/ materials/ equipment's for the core subject areas.

**Training Duration:** 25 hours (Two and Half hour per day for 10 Days – after office hours) Exclusive of the preparation period given for the delivery of training of 10 Days.

**Venue:** Computer Lab with Microsoft Project 2019 Software, Projector, Audio Visual ID and necessary arrangements.

**Assessment Technique:** Individual projects or Group Assignments

**Language of Instructions:** Preferred to use English Language but instructions can be given in Dhivehi Language for easy understanding.

**Completion of Training and Issue of Certificates to the Participants:** A brief report shall be submitted within 5 days following the issue of the certificates to the participants.

**Training Session:** The assessment should include but is not limited to successes and difficulties in achieving learning outcomes.

## 5. Eligibility Criteria

To be eligible for this assignment the institute must demonstrate past experience in performing the services (description of the similar assignment, experience in similar conditions, availability of appropriate skillset) and should have the following minimum eligibility criteria.

### a) Senior/Lead Trainer

- Senior Trainer should have a minimum Bachelor's Degree in Project Management or related field.
- Senior trainer should have a minimum 3 years' experience of which 2 year of teaching experience.
- Experience in the specific or related training programmes would be an additional advantage.
- Excellent oral and written communication in English and Dhivehi.

### b) Support Trainer

- Support Trainer should have a minimum Diploma in Project Management or related field.
- Support trainer should have a minimum 1 years of experience in relevant field (i.e Teaching)
- Experience in the specific or related training programmes would be an added advantage.
- Excellent oral and written communication in English and Dhivehi.

## 6. Evaluation Criteria

Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:

### Points

#### (i) Specific experience of the organization relevant to the assignment: [25]

25 points will be broken down as following:

1. No. of similar training Programmes (05 marks per course)
  - Certified Courses will be an added advantage

#### (ii) Adequacy of the proposed methodology and Monitoring Plan in responding to the Technical Requirement: [40]

- a) Technical approach and methodology [25]

b) Work plan	[10]
c) Organization and staffing	[05]

**(iii) Key professional staff qualifications and competence: [35]**

a) Senior /lead Trainer [25]

Educational qualifications (Degree)	[5%]
General and Specific Work Experience	[20%]

- minimum 3 years' of general work experience of which 2 year of teaching experience.

b) Supporting Trainer [10]

Educational qualifications (Diploma)	[3%]
General and Specific Work Experience	[7%]

- minimum 1 years of experience in relevant field.

Total weight: 100%

**Total technical score (s): 100**

The minimum technical score (s) required to pass is: **60** Points

The formula for determining the financial scores is the following:

$S_f = 100 \times F_m / F$ , in where  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  the price of the proposal under consideration.

The weights given to the Technical and Financial Proposals are:

$T = [0.6]$ , and

$P = [0.4]$

## **7. Reporting**

The Institute is expected to work closely with the GCF PMU & Water and Sanitation Department and will report directly to Project Manager of GCF PMU (or) Water and Sanitation Department Director, (or) his/her designate during the assignment.

## **8. Contract duration**

The successful Institute is expected to be available to deliver the Training Programme in **November 2020**.

## **9. Proposal**

The Institute is required to submit a simple tentative work plan and proposed fee for the assignment.