



Ministry of Environment

Male', Republic of Maldives.

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لَهُ، حِلْيَهُ لَهُ لَهُ.

Date: 30 November 2020

No: (IUL)438-GCF/438/2020/231

Individual Consultant (Local) for Translation of Water and Sewerage Act (8/2020)

Project Supporting Vulnerable Communities in Maldives to Manage Climate Induced Water Shortages

TERMS OF REFERENCE

1. PURPOSE

The Government of Maldives has received funding from the Green Climate Fund (GCF) for the project “Supporting Vulnerable Communities in Maldives to Manage Climate Change-Induced Water Shortages”. The Government intends to apply part of the proceeds towards procuring the services of an Individual Consultant (Local) for **“Translation of Water and Sewerage Act (8/2020)”**.

2. BACKGROUND

- 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 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



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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.

3. SCOPE OF WORK

The scope of this service is to translate the Water and Sewerage Act (8/2020) to English language. The consultant is expected to adhere to the deliverables and timeline indicated in the key deliverables table.

- The translated document shall be provided in editable format (Microsoft Word Format).
 - Translation must be accurate and should adhere to the meaning and objective of the statement.

4. KEY DELIVERABLES

| Deliverable | Delivery Date* |
|---|----------------------------------|
| 1. Submission of first draft of the translation of Water and Sewerage Act (8/2020). | 30 days from signing of contract |
| 2. Presentation of the translation of Water and Sewerage Act 1 st draft | 30 days from signing of contract |
| 3. Revise, develop and submit the final version based on the comments received to the 1 st Draft | 20 days from deliverable 1& 2. |

5. Duration

Duration of the assignment is 60 calendar days upon signing the contract.



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6. Selection Criteria (Experience and Qualification)

Education:

- University Degree in English Language, a postgraduate degree would be an advantage

Experience:

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

Experience in translating in related field: minimum 05 assignment with a price of MYR25,000

- Knowledge in the Environment sector will be an advantage.
 - Knowledge and experience in translating legislative Acts and regulations

7. Payment

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

| REQUIREMENT | ALLOCATION |
|--|------------|
| Submission of first draft for translation of Water and Sewerage Act (8/2020). | 40% |
| Presentation of the 1 st translation draft | 10% |
| Revise and develop the final version according to the comments on the presentation and discussions | 50% |
| Total | 100% |

8. REPORTING

The Consultant will report directly to the Project Manager of GCF and /or her designated authority. He/she will be expected to work closely with the GCF Project Management Unit and WATSAN Department.

9. DOCUMENTS TO BE SUBMITTED WITH THE PROPOSAL

Interested individuals must submit the following as proposals in order to demonstrate their qualifications:



- Completed proposal submission form (Form-1)
 - A cover letter indicating why the candidate considers himself/herself suitable for the required consultancy;
 - Attested Educational Certificates
 - An updated personal Curriculum Vitae (In the format of the sample provided)
 - Summary on similar works (experiences) performed in the past
 - Provide links or copies of the samples of relevant works
 - Reference letters of works carried out
 - Financial Proposal in the sample format provided, with clear indication of total price (Form-2)
 - At least two references from current/previous contractors or contact details (name, phone number, email address) of 03 referees who can give information about your past work experience, skills, character and conduct
 - Copy of national identity card and contacts details.

10. EVALUATION CRITERIA

10.1 PRELIMINARY EXAMINATION

The Client will examine the proposals to determine whether they are complete, whether the documents have been properly signed and whether the proposals are generally in order and all the documents stated in Section 9 (Documents to be submitted with the proposal) has 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). For purpose this primary examination, a substantially responsive proposal is one which conforms to all the terms and conditions of the TOR without any deviation.

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



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10.2 EVALUATION OF PROPOSALS

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

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

$S_f = 40 \times F_q / F$, 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.

11 REGISTRATION AND CLARIFICATIONS

1. The Bidder shall be registered to submit a bid upon submission of a written application to the email address proc.gcfws@environment.gov.mv not later than 1200 hours on 06th December, 2020. Unregistered parties will not be able to participate in the bid.
 2. Any clarifications to the bid may be sent to the email addresses proc.gcfws@environment.gov.mv on or before 1200 hours on 06th December, 2020.

12 SUBMISSION

Interested individuals may submit their proposals on or before **1000hrs 10th December, 2020**, to the following address in a sealed envelope. Proposals will be opened at **1000hrs 10th December, 2020** in a meeting room of the Ministry of Environment in front of bidders.

GCF PMU
Water and Sanitation Department
Ministry of Environment
Green Building, Handhuvaree Hingun, Maafannu
Male', 20392, Republic of Maldives



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ANNEX 1:STANDARD FORMS



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1. STANDARD FORMS

FORM -1: PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

[I/We], the undersigned, offer to provide the “ ” in accordance with your Terms of Reference dated [Insert Date] and our Proposal. [I am/We are] hereby submitting [my/our] Proposal; [my/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.

[I/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 [my/our] disqualification.

Proposal validity is for a period of [Insert number of days, 45 days minimum] days. If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the price and work plan. [My/Our] Proposal is binding upon [me/us] and subject to the modifications resulting from Contract negotiations.

[I/We] undertake, if our Proposal is accepted, to initiate the services and fulfil the requirements of the terms of reference.

[I/We] understand you are not bound to accept any Proposal you receive.

[I/We] remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Company/Partnership/Institution/Individual:

Address:



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FORM-2: FINANCIAL BREAKDOWN

| | Description | Amount in MVR |
|--|------------------------|----------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | Total : | |
| | GST : | |
| | Total with GST: | |

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

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



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أَنْجَوْنَ، سَرِيفَةٌ سَرِيفَةٌ.

FORM – 3: Curriculum Vitae (CV)

- 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]: _____



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10. Experience/ 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 [Month/Year]: To [Month/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: _____



ANNEX 2: EVALUATION OF PROPOSALS

| | |
|--|---|
| Criteria for Preliminary Examination of Proposals | <u>Document pre-check</u> <ol style="list-style-type: none"> 1. Proposal is received on or before the date and time specified 2. Proposal is properly sealed 3. Proposal bears the (i) name of the Bidder and (ii) title of the Contract outside the envelope 4. Completed Form-1: Proposal Submission Form is included in the proposal 5. Completed Form-2: Financial Breakdown is included in the proposal 6. Completed Form-3: Curriculum Vitae (CV) is included in the proposal 7. Similar works (experiences) performed in the past 8. Minimum 45 days proposal validity provided 9. Copy of National Identity Card 10. Proposal is strictly for the full scope of requirements (i.e. partial offer is not allowed) |
| Criteria for Essential Eligibility/Qualification of key personnel | Refer to Section 6 (Experience and Qualification) of this TOR |
| Scoring | <p>a) Price- 40%</p> <p>b) Qualification and Competency – 25%</p> <p>University Degree in English Language 20% Postgraduate degree would be an advantage 5%</p> <p>c) Experience – 35%</p> <p>Experience in translating technical documents from English to Dhivehi and Dhivehi to English (Note: Experience in translating technical documents from Dhivehi to English is mandatory) 05 Assignments (similar works) with minimum MVR 25,000 = 25 marks Experience and Knowledge in Environment sector = 05 marks Experience and Knowledge in translating legislative acts and regulations = 05 marks</p> |



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| Technical Evaluation Criteria | Maximum Marks |
|---|----------------------|
| 1. Financial Proposal | 40 points |
| 2. Qualification and general experience | 25 points |
| 3. Experience from similar works conduced | 35 points |
| TOTAL | 100 points |