



MINISTRY OF ENVIRONMENT

Male' Republic of Maldives

ADVERTISEMENT NUMBER: (IUL) 438-ENV/438/2020/228

TERMS OF REFERENCE

Translation of **‘Good Servicing Practices For Flammable** **Refrigerants: A Quick Guide’ Booklet**

01 December 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, 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. The ministry is seeking a qualified individual or a team to undertake the above-mentioned Task.

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

1. Experience:

- Experience in translation (At least one Translation Assignment.)
Reference letter (email accepted) or translated document is required as proof.

2. Qualification

- Diploma or Degree in any related field

Note: When evaluating Teams Experience and qualification of Key person will be considered.

7. 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.

For consultants / individual applicants

- Copy of sole proprietorship certificate registration certificate
- CV (individual)
- Copy of national identity card and contacts details (individual).
- Copy of notification of Tax registration
- Copy of GST registration if applicable
- 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 on similar works (experiences) performed in the past – Please provide links, Reference letters (emails from respective clients are also acceptable) or copies of the samples of relevant works
- Copies of educational qualifications

For Teams

- Copy of companies/partnerships/institutions registration certificate.
- Copy of notification of Tax registration

- Copy GST registration (if applicable)
- 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 2: Team Composition and Task Assignment**
- CVs of the Team members
- Contacts details (name, designation & contact number) of a liaising official
- Completed **Form 3: Letter of Commitment**
- Completed **Form 4: Work Schedule**
- Summary on similar works (experiences) performed in the past – Please provide links, Reference letters (emails from respective clients are also acceptable) or copies of the samples of relevant works.

NOTE: In case of a team application, the key person of team will be evaluated. Therefore, copies of educational qualifications and experience of team leader will be required.

8. Submission

Proposal must be submitted to the Ministry of Environment no later than 1100hrs on 10th December 2020. The address is as follows:

Ministry of Environment
Handhuvaree Hingun, Male'

Proposals will be opened at than 1100hrs on 10th December 2020 in the presence of proponents or their representatives who wish to attend the proposal opening meeting.

ANNEX 1: STANDARD FORMS

FORM-1: FINANCIAL BREAKDOWN

	Description	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.

FORM-2: TEAM COMPOSITION AND TASK ASSIGNMENT

Name of Staff	Position Assigned	Task Assigned

Key person of the team from above list (Please identify here): _____

FORM-3: Letter of Commitment

[Date]

[sole proprietorship/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/438/2020/228

Dear Sir/Madam,

We, the undersigned, offer to provide the **“Translation of ‘Good Servicing Practices For Flammable Refrigerants: A Quick Guide’ Booklet”** in accordance with your Terms of Reference dated [Insert Date] and our 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.

We undertake, if this proposal is accepted, to complete and deliver the whole of the services assigned to me in the scope of services.

We 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,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of sole proprietorship/Company/Partnership/Institute: _____

Address: _____

FORM-4: WORK SCHEDULE

[illegible]

ANNEX 2: EVALUATION OF PROPOSALS

Criteria for Preliminary Examination of Proposals	<u>Document pre-check</u> 1. Completed Form-1: Financial Breakdown is included in the proposal 2. Completed Form-2: Team Composition and Task Assignment is included in the proposal (For companies/partnerships/Institutions) 3. Completed Form-3: Letter of commitment for proposed expert 4. Completed Form-4: Work Schedule is included in the proposal 5. Copies for relevant work 6. CV for consultants and individuals 7. Minimum 90 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 12. Attested copies of educational qualifications
Eligibility Criteria of individual or key personnel of the team	Refer to Section 6 (Experience and Qualification) of this TOR In case of a team proposal, the experience and qualification of the team leader (must be stated clearly in Form 2) will be assessed.

<u>Note:</u>	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.		
Selection Criteria	Evaluation Criteria	Maximum Marks	
	<u>Financial Proposal</u> (The Financial Proposal will be evaluated by applying the following formula. Sf = 30 x Fq / F, in which Sf is the financial score, Fq is the <u>Lowest Financial Quote received</u> and F is the price of the proposal under consideration.)	80 points	
	<u>Experience in translations</u> <i>(05 marks for each reference Assignment, Total 20 points)</i>	20 points	
	TOTAL	100 points	
The Bidder who is able to meets the eligibility criteria and scores the highest total marks from evaluation will be selected for awarding			