



# **MINISTRY OF ENVIRONMENT, CLIMATE CHANGE AND TECHNOLOGY**

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**Male' Republic of Maldives**

## **TERMS OF REFERENCE**

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### **Data Collection for the Cold Chain Database Model**

**15 June 2021**

**Prepared by:**

**National Ozone Unit**

## 1. Introduction

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. As a party to the Vienna Convention and Montreal Protocol on Substances that Deplete the Ozone Layer, Maldives has phased out several ozone depleting substances (ODS).

Maldives has ratified the Kigali Amendment (KA) which proposes to phase down the production and usage of hydrofluorocarbons (HFCs) by mid-2040. 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.

Cold Chain is one of the key consuming sectors of HFCs, as majority of the widely commercially available technologies for commercial and industrial refrigeration highly relies on very high Global Warming Potential (GWP) HFC gases, which can significantly affect the compliance as per the control measures set by Kigali Amendment at medium and long terms. However, the data available on Cold Chain is very limited due to the fragmentation of the sector amongst different segments, starting with food producers passing through refrigerated transport and storage, which ultimately ends with retailers and consumers.

Maldives being a tropical island country with a hot and humid climate, various types of cooling, refrigeration and air conditioning equipment are used. As such the Cold Chain sector includes food processing, storage, transportation and retail or service across various sectors in the country (tourism, fisheries, restaurants and healthcare.)

The Government of the Republic of Maldives through the Ministry of Environment, Climate Change and Technology is implementing “Cold Chain Database Model” under the Kigali Enabling Activity financed by the Multilateral Fund for the Implementation of the Montreal Protocol, and intends to apply part of the proceeds for the selection of an individual / firm or consultant for the collection of data required for the “Cold Chain Database Model”.

## 2. Scope of Works

The Scope of this service is to collect the data required to implement the Cold Chain Database Model under the Kigali Enabling Activity.

The main sectors have been identified in the table below. The contracting party will need to collect a minimum required number of responses from each sector. The sample size should be statistically significant with a confidence level of 95%. The sample size should be discussed and approved by the NOU.

The National Ozone Unit (NOU) will provide the technical support in form of questionnaires and support materials, to assist in the collection of the data. The scope of this project is outlined in the table below. Excel files with the questionnaires will be provided by the NOU.

Conducting a comprehensive research that includes but not limited to the following information given in the table below.

<b>SECTION 1: PRODUCTION (by food type)</b>	
<i>The section will be divided based on types of food, eg. Fish, vegetables, beverages</i>	
<b>Category;</b> Food type	<b>Examples of data required , but not limited to:</b>
Eg, fish	<ul style="list-style-type: none"> <li>• Subtype, eg fish</li> <li>• Units, tonnes per annum</li> <li>• Production</li> <li>• Imports</li> <li>• Exports</li> </ul>
<b>SECTION 2: FACILITIES</b>	
<i>This section will be divided into categories.</i>	
<b>Categories</b>	<b>Examples of data required, but not limited to:</b>
1. Primary Production	<ul style="list-style-type: none"> <li>• Type of facility</li> <li>• Size of facility</li> <li>• Number of facilities</li> </ul>
2. F&B processing	
3. Bulk storage	
4. Refrigerated vehicle	

5. Food and drink retail	
6. Food service	
7. Residential	
<b>SECTION 3: OPERATORS</b>	
<i>In depth study for each type of operator (not limited to 1)</i>	
<b>Categories</b>	<b>Examples of data required, but not limited to:</b>
1. Transport	<ul style="list-style-type: none"> <li>• Company details</li> <li>• Refrigeration</li> <li>• Food loss</li> <li>• Equipment description</li> </ul>
2. Cold store	
3. Fishing Vessel	
4. Food and Drink Processing	
5. Facility	
6. Food Services Provider	
7. Supermarket	

## 8. Deliverables

#	<u>DELIVERABLE</u>	<u>OUTPUT</u>	<u>DELIVERY DATE</u>
1	<b>Section 1</b> - PRODUCTION	Datasets	28 days upon signing the contract
2	<b>Section 2</b> - FACILITIES, Category 1 &2: Primary production and F&B Processing	Datasets	54 days upon signing the contract
3	<b>Section 2</b> - FACILITIES, Category 3 &4: Bulk storage and Refrigerated vehicles	Datasets	81 days upon signing the contract
4	<b>Section 2</b> - FACILITIES, Category 5 &6: Food and drink retail and Food service	Datasets	108 days upon signing the contract
5	<b>Section 2</b> - FACILITIES, Category 7: Residential	Datasets	135 days upon signing the contract
6	<b>Section 3</b> - OPERATORS, Category 1 &2: Transport and Cold store	Datasets	162 days upon signing the contract
7	<b>Section 3</b> - OPERATORS, Category 3 &4: Fishing Vessel and Food and Drink Processing	Datasets	189 days upon signing the contract
8	<b>Section 3</b> - OPERATORS, Category 5 &6: Facility and Food Services Provider	Datasets	216days upon signing the contract
9	<b>Section 3</b> - OPERATORS, Category 7: Supermarket	Datasets	243 days upon signing the contract

- All raw data must be entered into excel and presented in a way that it can be filtered easily.
- A response will be deemed acceptable only if all the fillable components have been answered.
- For a deliverable to be considered as completed, the minimum number of responses set must be fulfilled (this will depend on the sample size.)
- Data required for the responses will be detailed in Annex 3.

## 9. Duration

The maximum duration of this assignment is 244 days upon signing the contract.

## 10. Payment Schedule

Applicants must submit their financial proposal. The consultant is however, expected to deliver the full scope of work under deliverables of this TOR for final and full payments.

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

REQUIREMENT	ALLOCATION
1 <sup>st</sup> Payment after completing deliverable 1	10%
2 <sup>nd</sup> Payment after completing deliverable 2	10%
3 <sup>rd</sup> Payment after completing deliverable 3	10%
4 <sup>th</sup> Payment after completing deliverable 4	10%

5 <sup>th</sup> Payment after completing deliverable 5	10%
6 <sup>th</sup> Payment after completing deliverable 6	10%
7 <sup>th</sup> Payment after completing deliverable 7	10%
8 <sup>th</sup> Payment after completing deliverable 8	10%
9 <sup>th</sup> Payment after completing deliverable 8	20%
<b>Total</b>	<b>100%</b>

## 11. Experience & Qualification

### 1. Qualification:

- a. A Bachelor's or Master's Degree or equivalent qualification related to Logistics and Supply Chain Management, Business, Procurement and Logistics or other related fields (In case of a team application, team leader's qualifications will be evaluated.)

### 2. Experience:

- a. Professional Experience relevant to quantitative data collection or the ability to carry out any form of data collection for research purposes

## 12. Work plan and Methodology

The applicant must clearly demonstrate the methodology used in FORM 5 attached to ANNEX 1.

### 13. 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.

$Sf = 40 \times Fq / F$ , in which Sf is the financial score, Fq is the Lowest Financial Quote received and F is the price of the proposal under consideration.

### 14. Selection Criteria

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

		Criteria and Scale	Weightage (Points)	Max Points	Documents Evaluated
Relevant Academic Qualification	1.1	Minimum Bachelor's Degree or an equivalent qualification related to Logistics and Supply chain Management, Business, Procurement and Logistics or other related fields	5	10	<i>Based on copies of certificates</i>
	1.2	Master's Degree or an equivalent qualification related to Logistics and Supply chain Management, Business, Procurement and Logistics or other related fields	10		
Relevant Professional Experience	2.1	Professional Experience relevant to quantitative data collection or the ability the carry out any form of data collection for research purposes  <i>(10 marks per relevant document)</i>	30	50	<i>Based on reference letters, documents of prior research projects, research papers</i>

		A Work plan & methodology is proposed	5		
	2.2	The proposed workplan & methodology has descriptions of all activities which clearly demonstrate clear understanding of the objectives of the assignment and clear actionable steps towards the expected outcome.	15		<i>Based on proposed workplan</i>
Financial Proposal	3.1	(The Financial Proposal will be evaluated by applying the following formula. Sf = 20 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.)		40	<i>Based on financial proposal</i>

Applicants achieving the highest combined weighted technical and financial score will be selected.

### 15. 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 Registration Certificate
- Copy of SME Registration Certificate
- CV (individual)
- Copy of national identity card and contacts details (individual).



- Copy of notification of Tax registration if applicable
- 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**
- Completed **Form-5: Description of approach, methodology and work plan for performing the assignment**
- 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
- Attested copies of educational qualifications

#### **For Teams**

- Copy of Business (Company, Partnership etc) Registration Certificate
- Copy of SME 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
- Attested copies of educational qualifications (For team leader)
- Contacts details (name, designation & contact number) of a liaising official
- Completed **Form 3: Letter of Commitment**
- Completed **Form 4: Work Schedule**
- Completed **Form-5: Description of approach, methodology and work plan for performing the assignment**

- 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 leader will be evaluated. Therefore, copies of educational qualifications and experience of team leader will be required.

## **16. Submission**

Applications must be submitted to the Ministry of Environment no later than 1100hrs on 30<sup>th</sup> June 2021.

If you have any questions, please contact [procurement@environment.gov.mv](mailto:procurement@environment.gov.mv)

Applications must be submitted in to the following address:

Ministry of Environment Climate Change and Technology,  
Handhuvaree Hingun, Male’

**Please note that submissions by email will not be accepted.**

## **ANNEX 1: STANDARD FORMS**

**FORM-1: FINANCIAL BREAKDOWN**

	<b>Description</b>	<b>MVR</b>
	<b>Total :</b>	
	<b>GST :</b>	
	<b>Total with GST:</b>	

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.

Authorised Signatory:

**FORM-2: TEAM COMPOSITION AND TASK ASSIGNMENT**

Name of Staff	Position Assigned	Task Assigned

Please identify the key person of the team.

FORM-3: LETTER OF COMMITMENT

[ Date]

[Company/Partnership/Institute Name]

[Road Name]

Male'

Maldives

**Re: Data Collection for the Cold Chain Database Model**

**Ref No:**

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: \_\_\_\_\_



**FORM-5: DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR  
PERFORMING THE ASSIGNMENT**

*Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:*

- a) Technical Approach and Methodology, and*
- b) Work Plan*

*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 data. 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.*



**ANNEX 2: EVALUATION OF PROPOSALS**

<p><b>Criteria for Preliminary Examination of Proposals</b></p>	<p><b><u>Document pre check</u></b></p> <ol style="list-style-type: none"> <li>1. Completed Form-1: Financial Breakdown is included in the proposal</li> <li>2. Completed Form-2: Team Composition and Task Assignment is included in the proposal (For companies/partnerships/Institutions)</li> <li>3. Completed Form-3: Letter of commitment for proposed expert</li> <li>4. Completed Form-4: Work Schedule is included in the proposal</li> <li>5. Completed Form-5: Description of approach, methodology and work plan for performing the assignment</li> <li>6. Copies for relevant work experience</li> <li>7. CV of team leader</li> <li>8. Minimum 90 days proposal validity provided</li> <li>9. All the standard forms are included (i.e. no standard contents deleted, no reservations added)</li> <li>10. Business Registration Certificate</li> <li>11. SME Registration Certificate</li> <li>12. Proposal is strictly for the full scope of requirements (i.e. partial offer is not allowed)</li> <li>13. There are no exceptional conditions stated that are unacceptable to The Ministry of Environment, Climate Change and Technology</li> <li>14. Copies of educational qualifications</li> </ol>
<p><b>Eligibility Criteria of individual or key personnel of the team</b></p>	<p><b>Refer to Section 6 (Experience and Qualification) of this TOR</b></p> <p>In case of a team proposal, the experience and qualification of the team leader (must be stated clearly in Form 2) will be assessed.</p>
<p><b><u>Note:</u></b></p>	<ol style="list-style-type: none"> <li>1. If proponents do not meet any of the above listed criteria, their proposal may not be considered for further evaluation.</li> </ol>

	<p>2. Proponents meeting above listed criteria are required to submit evidences (details / documents) in support – otherwise proposal may be disqualified.</p>					
<p><b>Selection Criteria</b></p>		<p><b>Criteria and Scale</b></p>	<p><b>Weightage (Points)</b></p>	<p><b>Max Points</b></p>	<p><b>Documents Evaluated</b></p>	
	<p>Relevant Academic Qualification</p>	<p>1.1</p>	<p>Minimum Bachelor’s Degree or an equivalent qualification related to Logistics and Supply chain Management, Business, Procurement and Logistics or other related fields</p>	<p>5</p>	<p>10</p>	<p><i>Based on copies of certificates</i></p>
		<p>1.2</p>	<p>Master’s Degree or an equivalent qualification related to Logistics and Supply chain Management, Business, Procurement and Logistics or other related fields</p>	<p>10</p>		
	<p>Relevant Academic Qualification</p>	<p>2.1</p>	<p>Professional Experience relevant to quantitative data collection or the ability the carry out any form of data collection for research purposes  (10 marks per relevant document)</p>	<p>30</p>	<p>50</p>	<p><i>Based on reference letters, documents of prior research projects, research papers</i></p>
		<p>2.2</p>	<p>A Work plan &amp; methodology is proposed</p>	<p>5</p>		<p><i>Based on proposed workplan</i></p>
			<p>The proposed workplan &amp; methodology has descriptions of all activities which clearly demonstrate clear understanding of the objectives of the assignment and clear actionable steps towards the expected outcome.</p>	<p>15</p>		

		Financial Proposal	3.1	(The Financial Proposal will be evaluated by applying the following formula. $S_f = 20 \times F_q / F$ , in which $S_f$ is the financial score, $F_q$ is the <u>Lowest Financial Quote received</u> and $F$ is the price of the proposal under consideration.)		40	<i>Based on financial proposal</i>	
Applicants achieving the highest combined weighted technical and financial score will be selected.								