



**Ministry of Environment, Climate Change and Technology**  
Republic of Maldives

## **REQUEST FOR PROPOSAL**

### **Development of a Video Sets related to Water and Sewerage Sector**

### **“Supporting Vulnerable Communities in Maldives to Manage Climate Change-induced Water Shortages Project”**

**Issued on: 16<sup>th</sup> June 2021**

**Issued By:**  
GCF Project Management Unit  
Water and Sanitation Department  
Ministry of Environment, Climate Change and Technology

## TABLE OF CONTENTS

<b>1</b>	<b>SCHEDULE OF CRITICAL DATES</b> .....	<b>3</b>
<b>2</b>	<b>SUBMISSION REQUIREMENTS</b> .....	<b>3</b>
<b>3</b>	<b>LETTER OF INVITATION</b> .....	<b>4</b>
<b>4</b>	<b>INSTRUCTIONS TO CONSULTANTS</b> .....	<b>6</b>
4.1	Introduction .....	6
4.2	Conflict 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.....	10
4.11	Submission, Receipt, and Opening of Proposals.....	10
4.12	Evaluation of proposals.....	11
4.13	Damages .....	12
4.14	Retention .....	13
<b>5</b>	<b>DATA SHEET</b> .....	<b>14</b>
<b>6</b>	<b>TECHNICAL PROPOSAL - STANDARD FORMS</b> .....	<b>19</b>
6.1	FORM TECH-1: Proposal Submission Form .....	19
6.2	FORM TECH-2: Consultant's Organization and Experience .....	20
	<b>2A – Organization</b> .....	<b>20</b>
	<b>2B – Experience of the firm</b> .....	<b>21</b>
6.3	FORM TECH-3: Methodology and Work plan.....	24
6.4	FORM TECH-4: Team Composition and Task Assignment.....	25
6.5	FORM TECH-5: Curriculum Vitae (CV) for proposed team .....	26
6.6	FORM TECH-6: Work Schedule .....	28
6.7	FORM TECH-7: Equipment and Facility .....	30
<b>7</b>	<b>FINANCIAL PROPOSAL - STANDARD FORMS</b> .....	<b>32</b>
7.1	FORM FIN-1: Financial Proposal Submission Form .....	32
7.2	FORM FIN-2: Financial Proposal Summary.....	33
<b>8</b>	<b>TERMS OF REFERENCE</b> .....	<b>1</b>

# 1 SCHEDULE OF CRITICAL DATES

ACTIVITY	ACTION DATE
Advertised	16 <sup>th</sup> June 2021
Bid Clarification	22 <sup>nd</sup> June 2021 before 1200hrs
Registration	23 <sup>rd</sup> June 2021 before 1400hrs
Deadline to submit proposals	28 <sup>th</sup> June 2021 1100hrs

## 2 SUBMISSION REQUIREMENTS FOR EACH LOT

Interested parties **shall submit** all the Forms listed under **Sections 6 (TECHNICAL PROPOSAL - STANDARD FORMS)** and **Section 7 (FINANCIAL PROPOSAL - STANDARD FORMS)**. Furthermore, the following related documents shall be submitted for the bids

Please CHECK in the BOXES to confirm the submission of the required Forms.

- 1. Proposal Form (Form Tech-1)
- 2. Consultant's Organisation & Experience (Form Tech -2A&2B)
- 3. Methodology and Work Plan (Form Tech -3)
- 4. Team Composition & Task Assignments (Form Tech -4)
- 5. Curriculum Vitae (CV) for proposed team members (Form Tech -5)
- 6. Work Schedule (Form Tech -6)
- 7. Equipment and facility (Form Tech -7)
- 8. Financial Proposal Submission Form (Form Fin 1)
- 9. Financial Proposal Summary Form (Form Fin 2)

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

- 10. Company profile of the consultancy firm
- 11. Company registration certificate of the consultancy firm
- 12. Organization chart of the consultancy firm
- 13. Stamped/signed project completion letters for ALL the projects Listed under FORM TECH-2: Proponent's Organization and Experience Form. (Cross refer to Project# in the Form)
- 14. GST Registration Certificate
- 15. Provide links or copies of the samples of relevant pieces completed to date.

### 3 LETTER OF INVITATION

#### **Subjects: Development of a Video Sets related to Water and Sewerage Sector**

The Government of the Republic of Maldives represented by the Ministry of Environment, Climate Change and Technology 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 consultancy firm for the development of a video sets related to water and sewerage sector.

The main purpose of this assignment is to develop videos to highlight the evolution and development of the water and sewerage sector in Maldives, lessons learnt and impacts of the GCF project. The work should therefore highlight the challenges/risks faced by the island communities, relevant stakeholders opinion, past and current practices of water use, demand and conditions, and display any changes in lives of the people that can be associated with the project. Opinion of the institutions and public about the project must be addressed.

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 consultation Firms 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 June 23<sup>rd</sup>, 2021**. 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 address [proc.gcfws@environment.gov.mv](mailto:proc.gcfws@environment.gov.mv) **on or before 1400 hours on June 22<sup>nd</sup>, 2021**.
4. Proposals shall be delivered in a sealed envelope, bearing the name of the project “Developing video documentaries for the water sector – Maldives” 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, Climate Change and Technology 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 June 28<sup>th</sup>, 2021** (Only bids submitted at this time will be eligible to proceed to evaluation. The bids will be opened at **1100 hours, Maldivian time on June 28<sup>th</sup>, 2021**. Any late bids will be rejected.

GCF Project Management Unit  
Water and Sanitation Department

Ministry of Environment, Climate Change and Technology  
Green Building, Handhuvaree Hingun,  
Maafannu, Male', 20392,  
Republic of Maldives  
Tel. (960)-3018-388/399  
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 a Consultancy Firm from those Firms that 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 party as a Lead Consultancy firm can propose **No Associate Consultancy firms** to partner with for the consultancy. The Consultants (if any) will be evaluated as according to evaluation criteria set in the **Data Sheet**.
- d) The Client will select a Consultancy Firm from those who show interest to this call for proposals, in accordance with the method of selection specified in the **Data Sheet**.
- e) As a direct response to this document, interested parties must provide their detailed proposals for the "Development of a Video Sets related to Water and Sewerage Sector ". 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.
- f) 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.
- g) 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 6 the Terms of Reference.

### 4.2 Conflict 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 Consultants 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-Consultants, service providers and suppliers, observe the highest standard of ethics during the selection and execution 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 firm 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 take action 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. Applicants 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 Consultants 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 the 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 4. 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 Consultants was legally contracted



by the client as a corporation or as one of the major consultancy firm. 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, equipment that will be used, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under FORM TECH 3 Section 6. The work plan should be consistent with the Work Schedule (FORM TECH 6 of Section 6) which will show in the form of a bar chart depicting 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 (FORM TECH 4 of Section 6).
- d) CV's of the professional staff signed by the staff themselves or by the authorized representative of the professional staff (FORM TECH 5 of Section 6).
- e) The firm must provide details of equipment/facility intended to be used for production, post production and software available with them (FORM TECH 7 of Section 6).
- f) 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 for each of the island 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 Proponent.

#### **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 a 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 in the 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 SEPARATE Technical and Financial Proposal for the LOTS the applicant wishes to 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 for the LOT will be invited for negotiations.

## 4.13 Damages

- a) The Client may claim damages in respect of any direct loss that can be reasonably attributed to delays, defects or other breaches of contract on the part of the Consultant, unless the Consultant demonstrates that the Consultant did not cause the breach of contract or the reason for the breach of contract.
- b) Liquidated damages shall be the only damages due from the Consultant for such default, other than in the event of termination by Employer under the contract prior to completion of the works. These damages shall not relieve the consultant from their obligation to complete the works, or from any other duties, obligations or responsibilities which they may have under the Contract.
- c) If the agreed delivery date or other time limit in the delivery schedule in respect of which the parties have stipulated is not complied with, and this is not caused by force majeure or circumstances related to the Client, there is a delay on the part of the Consultant that triggers liquidated damages.
- d) The liquidated damages shall accumulate automatically. The liquidated damages amount and the maximum delay damages will be calculated on the basis specified in the **Data Sheet**.
- e) The Client shall not have the right to terminate the Agreement for breach for as long as the liquidated damages continue to accumulate. However, this time restriction shall not apply in the case of wilful misconduct or gross negligence on the part of the Consultant or anyone for whom it is responsible.
- f) If only parts of the agreed deliverables are delayed, the Consultant may request a reduction in the liquidated damages proportional to the ability of the Client to utilise the part of the deliverables that has been delivered.

### 4.13.1 Limitation of Damages

- i. No damages may be claimed in respect of indirect loss. Loss of data is classified as indirect loss, unless such loss is caused by data handling that is the responsibility of the Consultant under the Agreement.
- ii. Overall damages over the term of the Agreement are limited to an amount corresponding to the contract price, excluding relevant Taxes, or an agreed estimate for the Assignment.
- iii. The said limitations shall not apply in the case of gross negligence or wilful misconduct on the part of the Consultant or anyone for whom it is responsible.

#### 4.14 Retention

- a) The payment of any interim certificate according to contract will amount to deduction for retention, calculated by applying the percentage of retention stated in the **Data Sheet** to the total of the above amounts, until the amount so retained by the Employer reaches the limit specified in the **Data Sheet**.
- b) The repayment of retention shall be on the basis specified in the **Data Sheet**.

## 5 DATA SHEET

4.1.a	<p><b>Name of the Client:</b></p> <p><b>Ministry of Environment, Climate Change and Technology</b> Green Building, Handhuvaree hingun, Maafannu, Male', 20392, Republic of Maldives</p>
4.1.b	<p><b>Financial Proposal to be submitted together with Technical Proposal 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>“Development of a Video Sets related to Water and Sewerage Sector”</b></p>
4.4 Validity	Proposals must remain valid up to <b>90 days</b> after the submission date.
4.9 Clarifications of RFP Documents	<p>Interested consultants may obtain further information/clarifications no later than <b>22<sup>nd</sup> June 2021, 1400hrs</b> before the submission date.</p> <p>GCF Project Management Unit Water and Sanitation Department Ministry of Environment, Climate Change and Technology Green Building, Handhuvaree Hingun, Maafannu, Male', 20392, Republic of Maldives. Tel. (960)-3018-395/393 Email: <a href="mailto:proc.gcfws@environment.gov.mv">proc.gcfws@environment.gov.mv</a></p>
5.5 Submission, Receipt, and Opening of Proposals	<p>The Proposal submission address is:</p> <p>GCF Project Management Unit Water and Sanitation Department Ministry of Environment, Climate Change and Technology Green Building, Handhuvaree Hingun, Maafannu, Male', 20392, Republic of Maldives.</p>

	<p>The proposals are expected to be submitted to the address on <b><u>1100 hours</u></b> local time on <b>28<sup>th</sup> June 2021</b> (Only bids submitted at this time will be eligible to proceed to evaluation. <b>Late bids will be rejected.</b></p> <p><b>Interested parties should register their interest by email no later than 1200hrs on 23<sup>rd</sup> June 2021. 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>																		
<p><b>5.6 Evaluation of Proposals</b></p>	<p><b>Evaluation will be done <u>separately on lot basis.</u></b></p> <p><b>Preliminary Evaluation:</b> Preliminary evaluation of the bids offered to each LOT by interested firms will be checked SEPERATELY for each LOT to confirm the submission requirements under Section 2 – submission requirements in the RFP document.</p> <p>Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:</p> <p><u>Points</u></p> <table border="0"> <tr> <td>(A) Company Profile:</td> <td>[30]</td> </tr> <tr> <td>    1. Experience in video production (1 Points Per Reference Letter)</td> <td>[15]</td> </tr> <tr> <td>    2. Experience in computer animations (1 Points Per Reference Letter)</td> <td>[15]</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total A = [ ]</td> </tr> <tr> <td>(B) Project Team</td> <td>[30]</td> </tr> <tr> <td>    1. Team Leader</td> <td>[10]</td> </tr> <tr> <td>a) Minimum 5 assignments in producing storyboard and script development, direction, videography, digital editing.</td> <td>[05]</td> </tr> <tr> <td>b) More than 10 assignments in producing storyboard and script development, direction, videography, digital editing</td> <td>[05]</td> </tr> <tr> <td>    2. Script Writer</td> <td>[10]</td> </tr> </table>	(A) Company Profile:	[30]	1. Experience in video production (1 Points Per Reference Letter)	[15]	2. Experience in computer animations (1 Points Per Reference Letter)	[15]	Total A = [ ]		(B) Project Team	[30]	1. Team Leader	[10]	a) Minimum 5 assignments in producing storyboard and script development, direction, videography, digital editing.	[05]	b) More than 10 assignments in producing storyboard and script development, direction, videography, digital editing	[05]	2. Script Writer	[10]
(A) Company Profile:	[30]																		
1. Experience in video production (1 Points Per Reference Letter)	[15]																		
2. Experience in computer animations (1 Points Per Reference Letter)	[15]																		
Total A = [ ]																			
(B) Project Team	[30]																		
1. Team Leader	[10]																		
a) Minimum 5 assignments in producing storyboard and script development, direction, videography, digital editing.	[05]																		
b) More than 10 assignments in producing storyboard and script development, direction, videography, digital editing	[05]																		
2. Script Writer	[10]																		

	<p>a) Minimum 5 assignments in producing scripts in both English and Dhivehi language [05]</p> <p>b) More than 10 assignments in producing scripts in both English and Dhivehi language [05]</p> <p>3. Technical Supporting Members [10]</p> <p>a) A BSc or higher degree holder in the fields of Water Resources, Hydrology, Environment Science/management, social science, community development or similar area. Must be a Maldivian [10]</p> <p style="text-align: right;">Total B = [ ]</p>									
	<p>(C) Approach, Methodology &amp; Work plan and Equipment [30]</p> <p>1. Approach &amp; Methodology [10]</p> <p>2. Work plan of the Assignment [10]</p> <p>3. Access to equipment [10]</p> <p>(Equipment Details showing technical capabilities in the field of film production, including access to relevant high-quality equipment necessary for film production (full marks for proposals submitting with filled equipment list sheet confirming to details provided))</p> <p style="text-align: right;">Total C = [ ]</p>									
	<p>Technical Score (St) = <math>A/30*[W1] + B/30*[W2] + C/30*[W3]</math></p> <p>Weights Distribution</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 10%;">W1</td> <td style="width: 80%;">Company Profile</td> <td style="width: 10%; text-align: right;">[30]</td> </tr> <tr> <td>W2</td> <td>Project Team</td> <td style="text-align: right;">[40]</td> </tr> <tr> <td>W3</td> <td>Approach &amp; Methodology and Equipment</td> <td style="text-align: right;">[30]</td> </tr> </tbody> </table> <p>The minimum technical score (St) required to pass is: <b>55</b> Points</p> <p>The bidder who acquires the minimum technical score will not be subjected to disqualification due to non-compliance of any major/sub criteria of evaluation. In case of such occurrence, clarification will be made to the respective bidder and the proposal will be evaluated based on additional information.</p> <p>The formula for determining the financial scores is the following:  <math>S_f = 100 \times F_m / F</math>, in where <math>S_f</math> is the financial score, <math>F_m</math> is the <u>lowest price</u> and <math>F</math> the price of the proposal under consideration.</p>	W1	Company Profile	[30]	W2	Project Team	[40]	W3	Approach & Methodology and Equipment	[30]
W1	Company Profile	[30]								
W2	Project Team	[40]								
W3	Approach & Methodology and Equipment	[30]								



---

	The weights given to the Technical [T] and Financial [P] Proposals are: T = [0.6], and P = [0.4]
<b>4.13 Damages</b>	Amount of Liquidated Damages and maximum duration of Liquidated Damages will be calculated on the basis of clause 10.71 of the Public Finance Act published by the Ministry of Finance.
<b>4.14 Retention</b>	A Retention will not apply to this scope of work

## **LOT 1**

# **Historical Timeline of Water and Sewerage Sector in Maldives**

# TECHNICAL PROPOSAL - STANDARD FORMS

## 5.1 FORM TECH-1: Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consultancy service for “**LOT 1 – Video Development - Historical Timeline of Water and Sewerage Sector in Maldives**” in accordance with your Request for Proposal dated [xxx] 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: \_

## **5.2 FORM TECH-2: Consultant's Organization and Experience**

### **2A – Organization**

*[Provide here a brief (two pages) description of the background and organization of your firm.]*

## 2B – Experience of the firm

*[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 **similar consultancy programmes as needed in TOR and Selection criteria.**] 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:
Narrative description of Activities/Project:	
Description of actual services provided by your staff within the Activities:	
Description of institutions dealt with and nature and frequency of interaction:	

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

**2C – Summary of contract commitments of the firm**

*[All Bidders and partners of a joint venture Bidder should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.]*

<b>Name (&amp; description) of Contract</b>	<b>Value of outstanding work</b>	<b>Estimated completion date</b>
1		
2		
3		
4		
5		
6		
7		

Note: Please include the works form Firm

### 5.3 FORM TECH-3: Methodology and Work plan

Technical approach, methodology and work plan are key components of this Proposal. You are suggested to submit your Proposal with the following areas clearly described:

- a) Methodology for each activity,
- b) Work Plan
- 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 highlight the main activities and sub-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.



**5.4 FORM TECH-4: Team Composition and Task Assignment**

5.4.1	5.4.2 Professional Staff				
Designation	Name of Staff	Organisation	Area of Expertise	Position Assigned	Task Assigned
Team Leader					
Script Writer					
Technical Support Member					

**Note:** Evaluation will be conducted to the teams proposed and indicated in the table above.

### 5.5 FORM TECH-5: Curriculum Vitae (CV) for proposed team

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*]: \_\_\_\_\_
10. **Experience/ Employment Record** (pertaining to general experience clause in the evaluation criteria set in the TOR, check separately for all staff) [*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. **Specific Experience** Any specific requirement (Assignments/projects) mentioned in TOR [*Starting with latest assignment, list in reverse order (see format here below)*] :  
  
From [Month/Year]: To [Month/Year]: \_  
  
Assignment Title: \_\_\_\_\_

Client: \_\_\_\_\_

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

Summary of assignment/Role by the professional: \_\_\_\_

Add as separate section if 2 different areas of specific experience is required in TOR

**13. Current commitments in Ongoing Projects with the Ministry of Environment, Climate Change and Technology**

Name of the Contract/Project: \_\_\_\_\_

From [*Month/Year*]: \_\_\_\_\_ To [*Month/Year*]: \_\_\_\_\_

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

Summary of Role: \_\_\_\_\_

## 5.6

## FORM TECH-6: Work Schedule

Activity/Deliverable								
<i>Note: Pls Update Sub-activities as relevant</i>	Deadline	June 2021	July 2021	August 2021	September 2021	October 2021	November 2021	
Debriefing / Key stakeholder interviews in Male'								
Pre-production <ul style="list-style-type: none"> <li>• Submission of detailed timeline/roadmap for the production of the documentary including all field travels for shooting.</li> <li>• Submission of preliminary storylines for approval</li> </ul>	Within 14 days of signing the contract							
Production <ul style="list-style-type: none"> <li>• Submit and present draft scripts and narrations of the videos for inputs</li> <li>• Submitting and present the final scripts and narrations for approval</li> <li>• Submission of interview question for inputs and approval</li> <li>• First rough cut of both documentaries on DVD for comments</li> <li>• Submit and present the final production of high quality documentaries with engaging info graphics and animations</li> </ul>	Within 70 days of signing the contract							

<p>Post-Production</p> <ul style="list-style-type: none"> <li>• Submit all raw footages captured in project areas in a suitable medium like a USB pen drive</li> <li>• Provide documentaries in appropriate format (full HD or higher with high bit-rate) in a suitable medium like a USB pen drive</li> <li>• Upon final approval, produce 10 USB pen-drives with project branding (32GB capacity or larger) with the video copied in. (please indicate the cost of this as a sub component.)</li> </ul>	<p>Within 120 days of signing the contract</p>						
---	--	--	--	--	--	--	--

The consultants shall update this table with the Sub-activities that are proposed for each Deliverable. Note that the Work Schedule must adhere to the period of key Deliverables

### 5.7 FORM TECH-7: Equipment and Facility

- a) The firm must provide details of equipment/facility intended to be used for production, post production and software available with them

Clients Requirement			Consultants Proposal		
1	Video Camera	Camera with 4K video recording ability	1	(Brand/Model)	(Specifications)
2	Microphones	Shotgun and Wireless Lavalier microphones	2		
3	Lighting	3-point lighting kit	3		
4	Tripod	Video Tripod	4		
5	Stabilizer	3-axis gimbal stabilizer	5		
6	Drone	Drone with 4k video capture ability	6		

The proposed equipment/Facilities/software should substantially confirm to client’s proposal. Details if required maybe attached to the form.



## 6 FINANCIAL PROPOSAL - STANDARD FORMS

### 6.1 FORM FIN-1: Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sir/ Madam:

We, the undersigned, offer to provide consultancy service for “**LOT 1 – Video Development - Historical Timeline of Water and Sewerage Sector in Maldives**” in accordance with your Request for Proposal dated [xxx] 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 7B



## 6.2 FORM FIN-2: Financial Proposal Summary

### SUMMARY OF COSTS

#### **Summary of Costs: LOT 1 – Video Development - Historical Timeline of Water and Sewerage Sector in Maldives**

Proposals are being invited for individual lots (contracts). Bidders wishing to offer any price reduction (discount) for the award of more than one contract shall specify in their Financial Proposal Submission Form the price reductions applicable to each LOT, and the manner in which the price reductions will apply.

#### **Lot 1**

Costs	%	Amount (in MVR)
Pre-production	5	_____
Production	45	_____
Post-Production	50	_____
<b>SUBTOTAL</b>	100	_____
All applicable Taxes (please detail separately all taxes applicable)		_____
		_____
<b>Total Amount of Financial Proposal</b>		_____

The consultancy firm is to submit copy of the GST registration certificate along with the financial proposal.

All firm 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 firm is subject to GST/BPT as per MIRA Regulations and Guidelines. The GST/BPT Registration Certificate and GST quote in the financial proposal need to be included]

## **LOT 2**

# **Documentary of Island Aquifer of Maldives**

## TECHNICAL PROPOSAL - STANDARD FORMS

### 6.3 FORM TECH-1: Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consultancy service for “**LOT 2 – Video Development - Documentary of Island Aquifer of Maldives**” in accordance with your Request for Proposal dated [xxx] 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: \_

## **6.4 FORM TECH-2: Consultant's Organization and Experience**

### **2A – Organization**

*[Provide here a brief (two pages) description of the background and organization of your firm.]*

## 2B – Experience of the firm

*[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 **similar consultancy programmes as needed in TOR and Selection criteria.**] 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:
Narrative description of Activities/Project:	
Description of actual services provided by your staff within the Activities:	
Description of institutions dealt with and nature and frequency of interaction:	

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

**2C – Summary of contract commitments of the firm**

*[All Bidders and partners of a joint venture Bidder should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.]*

<b>Name (&amp; description) of Contract</b>	<b>Value of outstanding work</b>	<b>Estimated completion date</b>
1		
2		
3		
4		
5		
6		
7		

Note: Please include the works form Firm

## 6.5 FORM TECH-3: Methodology and Work plan

Technical approach, methodology and work plan are key components of this Proposal. You are suggested to submit your Proposal with the following areas clearly described:

- d) Methodology for each activity,
- e) Work Plan
- f) 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 highlight the main activities and sub-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.



**6.6 FORM TECH-4: Team Composition and Task Assignment**

6.6.1	6.6.2 Professional Staff				
Designation	Name of Staff	Organisation	Area of Expertise	Position Assigned	Task Assigned
Team Leader					
Script Writer					
Technical Support Member					

**Note: Evaluation will be conducted to the teams proposed and indicated in the table above.**

### 6.7 FORM TECH-5: Curriculum Vitae (CV) for proposed team

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*]: \_\_\_\_\_
10. **Experience/ Employment Record** (pertaining to general experience clause in the evaluation criteria set in the TOR, check separately for all staff) [*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. **Specific Experience** Any specific requirement (Assignments/projects) mentioned in TOR [*Starting with latest assignment, list in reverse order (see format here below)*] ::  
  
From [Month/Year]: To [Month/Year]: \_  
  
Assignment Title: \_\_\_\_\_

Client: \_\_\_\_\_

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

Summary of assignment/Role by the professional: \_\_\_\_

Add as separate section if 2 different areas of specific experience is required in TOR

**13. Current commitments in Ongoing Projects with the Ministry of Environment, Climate Change and Technology**

Name of the Contract/Project: \_\_\_\_\_

From [*Month/Year*]: \_\_\_\_\_ To [*Month/Year*]: \_\_\_\_\_

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

Summary of Role: \_\_\_\_\_

## 6.8

## FORM TECH-6: Work Schedule

Activity/Deliverable							
<i>Note: Pls Update Sub-activities as relevant</i>	Deadline	June 2021	July 2021	August 2021	September 2021	October 2021	November 2021
Debriefing / Key stakeholder interviews in Male'							
Deliverable 1: Pre-production <ul style="list-style-type: none"> <li>• Submission of detailed timeline/roadmap for the production of the documentary including all field travels for shooting.</li> <li>• Submission of preliminary storylines for approval</li> </ul>	Within 14 days of signing the contract						
Client review of deliverable 01, 07 calendar days from the date of submission							
Deliverable 2: Production <ul style="list-style-type: none"> <li>• Submit and present draft scripts and narrations of the videos for inputs</li> <li>• Submitting and present the final scripts and narrations for approval</li> <li>• Submission of interview question for inputs and approval</li> <li>• First rough cut of both documentaries on DVD for comments</li> </ul>	Within 70 days of signing the contract						

Client review of deliverable 02, 14 calendar days from the date of submission							
<b>Deliverable 3: Post-Production</b> <ul style="list-style-type: none"> <li>• Submit all raw footages captured in project areas in a suitable medium like a USB pen drive</li> <li>• Provide documentaries in appropriate format (full HD or higher with high bit-rate) in a suitable medium like a USB pen drive</li> <li>• Upon final approval, produce 10 USB pen-drives with project branding (32GB capacity or larger) with the</li> </ul>	Within 120 days of signing the contract						
Client review of deliverable 03, 21 calendar days from the date of submission							

The consultants shall update this table with the Sub-activities that are proposed for each Deliverable. Note that the Work Schedule must adhere to the period of key Deliverables

## 6.9 FORM TECH-7: Equipment and Facility

- b) The firm must provide details of equipment/facility intended to be used for production, post production and software available with them

Clients Requirement			Consultants Proposal		
1	Video Camera	Camera with 4K video recording ability	1	(Brand/Model)	(Specifications)
2	Microphones	Shotgun and Wireless Lavalier microphones	2		
3	Lighting	3-point lighting kit	3		
4	Tripod	Video Tripod	4		
5	Stabilizer	3-axis gimbal stabilizer	5		
6	Drone	Drone with 4k video capture ability	6		

The proposed equipment/Facilities/software should substantially confirm to client's proposal. Details if required maybe attached to the form.



## 7 FINANCIAL PROPOSAL - STANDARD FORMS

### 7.1 FORM FIN-1: Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sir/ Madam:

We, the undersigned, offer to provide consultancy service for “**LOT 2 – Video Development - Documentary of Island Aquifer of Maldives**” in accordance with your Request for Proposal dated [xxx] 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: \_\_\_\_\_

---

2 Amounts must coincide with the ones indicated under financial proposal in Form 7B



## 7.2 FORM FIN-2: Financial Proposal Summary

### SUMMARY OF COSTS

#### **Summary of Costs: LOT 2 – Video Development - Documentary of Island Aquifer of Maldives**

Proposals are being invited for individual lots (contracts). Bidders wishing to offer any price reduction (discount) for the award of more than one contract shall specify in their Financial Proposal Submission Form the price reductions applicable to each LOT, and the manner in which the price reductions will apply.

#### **Lot 1**

Costs	%	Amount (in MVR)
Pre-production	5	_____
Production	45	_____
Post-Production	50	_____
<b>SUBTOTAL</b>	100	_____
All applicable Taxes (please detail separately all taxes applicable)		_____
		_____
<b>Total Amount of Financial Proposal</b>		_____

The consultancy firm is to submit copy of the GST registration certificate along with the financial proposal.

All firm 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 firm is subject to GST/BPT as per MIRA Regulations and Guidelines. The GST/BPT Registration Certificate and GST quote in the financial proposal need to be included]**

## **LOT 3**

# **Documentary of Integrated Water Resource Management in Maldives**

# TECHNICAL PROPOSAL - STANDARD FORMS

## 7.3 FORM TECH-1: Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consultancy service for “**LOT 3 – Video Development - Documentary of Integrated Water Resource Management in Maldives**” in accordance with your Request for Proposal dated [xxx] 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: \_

## **7.4 FORM TECH-2: Consultant's Organization and Experience**

### **2A – Organization**

*[Provide here a brief (two pages) description of the background and organization of your firm.]*

## 2B – Experience of the firm

*[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 **similar consultancy programmes as needed in TOR and Selection criteria.**] 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:

Narrative description of Activities/Project:	
Description of actual services provided by your staff within the Activities:	
Description of institutions dealt with and nature and frequency of interaction:	

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

**2C – Summary of contract commitments of the firm**

*[All Bidders and partners of a joint venture Bidder should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.]*

<b>Name (&amp; description) of Contract</b>	<b>Value of outstanding work</b>	<b>Estimated completion date</b>
1		
2		
3		
4		
5		
6		
7		

Note: Please include the works form Firm

## 7.5 FORM TECH-3: Methodology and Work plan

Technical approach, methodology and work plan are key components of this Proposal. You are suggested to submit your Proposal with the following areas clearly described:

- g) Methodology for each activity,
- h) Work Plan
- i) 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 highlight the main activities and sub-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.



## 7.6 FORM TECH-4: Team Composition and Task Assignment

7.6.1	7.6.2 Professional Staff				
Designation	Name of Staff	Organisation	Area of Expertise	Position Assigned	Task Assigned
Team Leader					
Script Writer					
Technical Support Member					

**Note:** Evaluation will be conducted to the teams proposed and indicated in the table above.

### 7.7 FORM TECH-5: Curriculum Vitae (CV) for proposed team

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*]: \_\_\_\_\_
10. **Experience/ Employment Record** (pertaining to general experience clause in the evaluation criteria set in the TOR, check separately for all staff) [*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. **Specific Experience** Any specific requirement (Assignments/projects) mentioned in TOR [*Starting with latest assignment, list in reverse order (see format here below)*]:  
  
From [Month/Year]: To [Month/Year]: \_  
  
Assignment Title: \_\_\_\_\_

Client: \_\_\_\_\_

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

Summary of assignment/Role by the professional: \_\_\_\_

Add as separate section if 2 different areas of specific experience is required in TOR

**13. Current commitments in Ongoing Projects with the Ministry of Environment, Climate Change and Technology**

Name of the Contract/Project: \_\_\_\_\_

From [*Month/Year*]: \_\_\_\_\_ To [*Month/Year*]: \_\_\_\_\_

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

Summary of Role: \_\_\_\_\_

## 7.8

## FORM TECH-6: Work Schedule

Activity/Deliverable							
<i>Note: Pls Update Sub-activities as relevant</i>	Deadline	June 2021	July 2021	August 2021	September 2021	October 2021	November 2021
Debriefing / Key stakeholder interviews in Male'							
Pre-production <ul style="list-style-type: none"> <li>• Submission of detailed timeline/roadmap for the production of the documentary including all field travels for shooting.</li> <li>• Submission of preliminary storylines for approval</li> </ul>	Within 14 days of signing the contract						
Production <ul style="list-style-type: none"> <li>• Submit and present draft scripts and narrations of the videos for inputs</li> <li>• Submitting and present the final scripts and narrations for approval</li> <li>• Submission of interview question for inputs and approval</li> <li>• First rough cut of both documentaries on DVD for comments</li> <li>• Submit and present the final production of high quality documentaries with engaging info graphics and animations</li> </ul>	Within 70 days of signing the contract						

<p>Post-Production</p> <ul style="list-style-type: none"> <li>• Submit all raw footages captured in project areas in a suitable medium like a USB pen drive</li> <li>• Provide documentaries in appropriate format (full HD or higher with high bit-rate) in a suitable medium like a USB pen drive</li> <li>• Upon final approval, produce 10 USB pen-drives with project branding (32GB capacity or larger) with the video copied in. (please indicate the cost of this as a sub component.)</li> </ul>	<p>Within 120 days of signing the contract</p>						
---	--	--	--	--	--	--	--

The consultants shall update this table with the Sub-activities that are proposed for each Deliverable. Note that the Work Schedule must adhere to the period of key Deliverables

### 7.9 FORM TECH-7: Equipment and Facility

- c) The firm must provide details of equipment/facility intended to be used for production, post production and software available with them

Clients Requirement			Consultants Proposal	
1	Video Camera	Camera with 4K video recording ability	1	(Brand/Model) (Specifications)
2	Microphones	Shotgun and Wireless Lavalier microphones	2	
3	Lighting	3-point lighting kit	3	
4	Tripod	Video Tripod	4	
5	Stabilizer	3-axis gimbal stabilizer	5	
6	Drone	Drone with 4k video capture ability	6	

The proposed equipment/Facilities/software should substantially confirm to client’s proposal. Details if required maybe attached to the form.



## 8 FINANCIAL PROPOSAL - STANDARD FORMS

### 8.1 FORM FIN-1: Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide consultancy service for “**LOT 3 – Video Development - Documentary of Integrated Water Resource Management in Maldives**” in accordance with your Request for Proposal dated [xxx] 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: \_\_\_\_\_

---

3 Amounts must coincide with the ones indicated under financial proposal in Form 7B



## 8.2 FORM FIN-2: Financial Proposal Summary

### SUMMARY OF COSTS

#### **Summary of Costs: LOT 3 – Video Development - Documentary of Integrated Water Resource Management in Maldives**

Proposals are being invited for individual lots (contracts). Bidders wishing to offer any price reduction (discount) for the award of more than one contract shall specify in their Financial Proposal Submission Form the price reductions applicable to each LOT, and the manner in which the price reductions will apply.

#### **Lot 1**

Costs	%	Amount (in MVR)
Pre-production	5	_____
Production	45	_____
Post-Production	50	_____
<b>SUBTOTAL</b>	100	_____
All applicable Taxes (please detail separately all taxes applicable)		_____
		_____
<b>Total Amount of Financial Proposal</b>		_____

The consultancy firm is to submit copy of the GST registration certificate along with the financial proposal.

All firm 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 firm is subject to GST/BPT as per MIRA Regulations and Guidelines. The GST/BPT Registration Certificate and GST quote in the financial proposal need to be included]

## **9 TERMS OF REFERENCE**

### **Terms of Reference for Development of a Video Sets related to Water and Sewerage Sector**

#### **1. Background and Context**

The Republic of Maldives is a low lying, atoll based, archipelagic nation in the central Indian Ocean. It comprises 1,190 islands grouped into 26 atolls that together occupy a land area of 298 km<sup>2</sup> and form a chain over 820 km in length, spread over an area of around 90,000 sq km.

##### **1.1 Project description**

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 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. The key problems pertaining to freshwater security relate to the increasingly variable rainfall patterns induced by climate change and sea-level rise induced salinity of groundwater. The Government faces constraints in responding to the challenge at hand without assistance, especially in the context of anticipated impacts of climate change.

In response to this climate challenge, the 5-year GCF funded project has the objective 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 by delivering the following results:

- a. Scaling up integrated water supply system to provide safe water to vulnerable households (at least 32,000 people, including 15,000 women);
- b. Decentralized and cost-effective dry season water supply system introduced benefiting 73,000 people across 7 Northern Atolls;
- c. Groundwater quality improved to secure freshwater reserves for long term resilience on 49 islands;

The Government intends to apply part of the proceeds towards procuring the services of Consultancy Firm for the works of “developing video documentaries for the water sector - Maldives.”

## **2. Objectives of the Consultancy**

The objective of this assignment is to produce two video outputs of 30 minutes each regarding water sector of the Maldives and the sustainable groundwater management in coralline islands focusing specifically on the inhabited islands of the Maldives.

The primary target audiences for the documentary production include;

- Local communities
- General public
- Potential Donors for new projects

## **3. Scope of Work**

The envisaged and planned scope of work for respective deliverables includes but not limited to the following;

### **Lot 1: Historical Timeline of Water and Sewerage Sector in Maldives**

The documentary will capture the following regarding water service provision:

- Maldivian geographic setting
- Available natural water resources and their vulnerabilities (more specific on dry period)
- Timeline of progression of public water provision from historical until to date (This should include; infrastructure development, policy and legislative framework, utility and service provision framework, capacity building etc. Main milestones of the water sector are to be highlighted in the video). The consultant shall carry out interviews, literature review to acquire the information.
- Timeline of progression of sewerage provision from historical until to date (This should include; infrastructure development, policy and legislative framework, utility and service provision framework, capacity building etc. Main milestones of the sewerage sector are to be highlighted in the video). The consultant shall carry out interviews, literature review to acquire the information.
- Project achievements and contributions to the water and sewerage sector
- Duration shall be 20 to 30 minutes.

### **Lot 2: Documentary of Island Aquifer of Maldives**

The documentary will capture the following regarding Maldivian island aquifers:

- Nature of the aquifers

- Contamination
- Recharge
- Natural habitats and groundwater system
- Climate change and groundwater system
- Water security and sustainable use of groundwater
- Project contribution to sustainable groundwater management
- Groundwater management best practices
- Groundwater assessments and monitoring
- Existing legislative framework
- Land use planning and groundwater system
- Drainage, flooding and groundwater system
- Role of the society in groundwater management
- Duration shall be 20 to 30 minutes.

### **LOT 3: Documentary of Integrated Water Resource Management in Maldives**

The following Videos will be covered under this Lot.

- Process flow and detailed systems explanation of IWRM emphasizing on water safety and quality assurance components. The video should be usable for awareness purposes – Video duration is to be 15 to 25 minutes.
- Process flow and detailed system explanation of RWH emphasizing on water safety and quality assurance components. The video should be usable for awareness purposes– Video duration is to be 15 to 25 minutes.
- 3 separate videos on human interest stories shall be produced as per the following requirement:
  - Requirement
    - 3 – 5 minutes
    - Identify a selection of beneficiaries and follow their stories over a period of time. This can be a mix of male and female beneficiaries.
    - Obtain the consent of the beneficiaries to be included in the activity. Obtain written consent for use of videography and personal information.
    - When making the video, narrate it from the perspective of the beneficiary. Keep the language modest and avoid using technical

- jargon. The video must be relatable and simple enough for an average person to understand.
- The story must have a clear takeaway message. It must have a lesson learnt or information about what project interventions worked and what can be replicated elsewhere. It must be inspiring.
- The story should provide information about how the project activities impacted the lives of the people in that island and the person who is the focus of the story.
- Story must avoid existing gender stereotypes and avoid any gender insensitive language or photos.
- The Topics of the human-interest stories shall be
  - Challenges and opportunities for women in water and sewerage sector
  - Dry period impacts and benefits of the project
  - Household groundwater recharge innovative solutions

The selected firm will be responsible to

- Obtain and review relevant documentation and other information for all applicable sources without copyright infringement.
- Develop a storyline for the documentary, pitch it to the client, obtain comments and agreement of the client.
- Develop interview guides and visual aids for capturing and documenting changes brought by the project
- Travel to at least 7 selected islands for filming. These islands should be selected from the project islands with a good geographical spread over the whole country. The firm should indicate all costs associated with the travel in the financial proposal. As an indication for budgeting for the island visits, the bidder may tentatively use the four islands of: ADh. Dhigurah, ADh.Kunburudhoo B. Dharavandhoo, Th. Kinbidhoo, Ga. Kondey, Sh. Komandoo, Sh. Foakaidhoo.
- Conduct interviews with selected local community members, program staff, utility service providers, government officials and other relevant key stakeholders in consultation with PMU.
- Prepare draft script for comments and obtain agreement of the client.
- Produce the documentary film by creative blend of material including but not limited to video footage, drone footage, interviews, animation, infographics.
- Editing the videos including dubbing.
- Two versions of the documentaries shall be produced. 1) Version with English narration 2) Dhivehi version with English subtitles.
- Incorporate comments and feedback on the videos and resubmit the videos for final approval

#### **4. Expected outputs and Deliverables**

##### **1. Pre-production**

- a. Submission of detailed timeline/roadmap for the production of the documentary including all field travels for shooting
- b. Submission of preliminary storylines for approval

##### **2. Production**

- a. Submit and present draft scripts and narrations of the videos for inputs
- b. Submitting and present the final scripts and narrations for approval
- c. Submission of interview question for inputs and approval
- d. First rough cut of both documentaries on DVD for comments
- e. Submit and present the final production of high quality documentaries with engaging info graphics and animations

##### **3. Post-Production**

- a. Submit all raw footages captured in project areas in a suitable medium like a USB pen drive
  - b. Provide documentaries in appropriate format (full HD or higher with high bit-rate) in a suitable medium like a USB pen drive
  - c. Upon final approval, produce 10 USB pen-drives with project branding (32GB capacity or larger) with the video copied in. (please indicate the cost of this as a sub component.)
- For all deliverables, 2 weeks shall be given for client review and comments.
  - Each deliverable shall be submitted with an official covering letter indicating the components included in the deliverable.

#### **5. Intellectual property**

All information pertaining to this project (documentary, audio, digital, cyber, project documents, etc.) belonging to the client, which the consultancy firm may come into contact with in the performance of his/her, duties under this consultancy shall remain the property of the client who shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever manner without written permission of the Client in line with the national and International Copyright Laws applicable. All the material used in the project should be provided to the client with copyrights cleared.

## 6. Duration and Payments Schedule

The consultancy will be undertaken with a period of 141 Days and is expected to start from July 2021. The consultancy contract will be based on lump sum modality and all payments based on realization of respective deliverables as set out in the table below;

Payment schedule	Deliverables	Approval should be obtained from:	Percentage of Payment
1 <sup>st</sup> Installment	After successful completion of: <ul style="list-style-type: none"> <li>• Submission of detailed timeline/roadmap for the production of the documentary including all field travels for shooting.</li> <li>• Submission of preliminary storylines for approval</li> </ul>	MoE	5%
2 <sup>nd</sup> Installment	After successful completion of: <ul style="list-style-type: none"> <li>• Submit and present draft scripts and narrations of the videos for inputs</li> <li>• Submitting and present the final scripts and narrations for approval</li> <li>• Submission of interview question for inputs and approval</li> <li>• First rough cut of both documentaries on DVD for comments</li> <li>• Submit and present the final production of high quality documentaries with engaging info graphics and animations</li> </ul>	MoE	45%
3 <sup>rd</sup> Installment	After successful completion of: <ul style="list-style-type: none"> <li>• Upon the submission and approval of the final products and</li> <li>• Submission of all raw footages on the appropriate formats</li> </ul>	MoE	50%

	<ul style="list-style-type: none"> <li>• Delivery of the usb pen-drives with the videos.</li> </ul>		
--	---	--	--

## 7. Preliminary Evaluation Requirements

- The Company/Firm should have completed 02 assignments working in video production preferably environmental education/awareness or related field within the last 5 years.
- The Company/Firm should prove their technical capabilities in the field of film production, including access to relevant high-quality equipment necessary for film production
- Demonstration of completion of developing computer animations and motion graphics for minimum 02 assignments within the last 5 years.
- The Company/Firm should indicate the following general expertise with CV
  - Team Leader: Minimum 5 assignments in producing storyboard and script development, direction, videography, digital editing.
  - Script Writer: Minimum 5 assignments in in producing scripts in both English and Dhivehi language
  - Supporting team members: A BSc or higher degree holder in the fields of Water Resources, Hydrology, Environment Science/management, social science, community development or similar area. Must be a Maldivian

## 8. Selection Criteria

The Firm should submit full CVs highlighting the criteria given below.

Criterion
<b>1 Expertise of Company/Firm submitting the proposal</b>
<b>1.1 Company/ Firm</b>
a. Experience in video production (1 Points Per Reference Letter)
b. Experience in computer animations (1 Points Per Reference Letter)
<b>1.2a Team leader / Firm</b>
a. Minimum 5 assignments in producing storyboard and script development, direction, videography, digital editing.
b. More than 10 assignments in producing storyboard and script development, direction, videography, digital editing
<b>1.2b Script Writer*</b>
a. Minimum 5 assignments in producing scripts in both English and Dhivehi language



b. More than 10 assignments in producing scripts in both English and Dhivehi language
1.2c Technical Supporting Members
a. A BSc or higher degree holder in the fields of Water Resources, Hydrology, Environment Science/management, social science, community development or similar area. Must be a Maldivian
1.3 a Approach & Methodology
1.3 b Work plan of the Assignment
1.3 c Equipment Details showing technical capabilities in the field of film production, including access to relevant high-quality equipment necessary for film production (full marks for proposals submitting with filled equipment list sheet confirming to details provided)

**The Consultant for this assignment SHOULD NOT be working more than TWO project assignment in the Ministry of Environment, Climate Change and Technology**

## 9. Reporting Requirements

The consultants should submit the deliverables as follows

Payment schedule	Deliverables	Approval should be obtained from:	Due date
1 <sup>st</sup> Installment	Upon the finalization of the concept note, story line and production timeline	MoE	Within 14 days of signing the contract
2 <sup>nd</sup> Installment	After successful completion of <ul style="list-style-type: none"> <li>All the shooting and field visits</li> <li>Script developed and approved by client</li> <li>Upon submission of the first draft edits of</li> </ul>	MoE	Within 70 days of signing

	documentary		the contract
3 <sup>rd</sup> Installment	<ul style="list-style-type: none"> <li>• Submit all raw footages captured in project areas in a suitable medium like a USB pen drive</li> <li>• Provide documentaries in appropriate format (full HD or higher with high bit-rate) in a suitable medium like a USB pen drive</li> <li>• Upon final approval, produce 10 USB pen-drives with project branding (32GB capacity or larger) with the video copied in. (please indicate the cost of this as a sub component.)</li> </ul>	MoE	Within 120 days of signing the contract

The consultant shall have weekly meeting with the client regarding the progress of the works.

### **10. Equipment, logistics and facilities**

The Consultants shall ensure that experts are adequately supported and equipped. In particular, he/she shall ensure that there are sufficient administrative, computing and secretarial provision to enable experts to concentrate on their primary responsibilities. The Consultant shall meet the full costs for the supply including all travels, remuneration, insurance, emergency medical aid, facilities and all else necessary for the competent operation of their teams. The Consultants shall utilise their own office space for the assignment.