



MINISTRY OF ENVIRONMENT, CLIMATE CHANGE AND TECHNOLOGY

MALÉ, REPUBLIC OF MALDIVES

Announcement Reference No: (IUL)438-CCD/438/2021/169

Recruitment of an individual consultant for a development of web-based waste management data platform in the Maldives under Initiative for Climate Action Transparency (ICAT) project

20th June 2021

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Ministry of Environment, Climate Change and Technology

Table of Contents

1.	Introduction & Background	3
2.	Objective and scope	3
3.	Indicative Tasks.....	4
4.	Deliverables	6
5.	Duration of the Consultancy.....	6
6.	Reporting Requirements	6
	The consultant is expected to work closely with the Project Coordinator of the ICAT and will report directly to Project Coordinator to the task during the assignment. The Consultant is also expected to work closely with stakeholders identified during the first stakeholder meeting.	6
7.	Requirements for Experience and Qualifications	6
8.	Evaluation and comparison of proposals	7
	8.1 Preliminary Examination	7
	8.2 Evaluation of Proposals.....	7
9.	Payment.....	8
10.	Additional Information	9
11.	Application.....	9
12.	Submission.....	9
	ANNEX 1: EVALUATION OF PROPOSALS	11

1. Introduction & Background

Initiative for Climate Action Transparency (ICAT) is a project implemented jointly by the Ministry of Environment, Climate Change and Technology (MECCT) and UNEP DTU Partnership and is administered by United Nations Office for Project Services (UNOPS). The aim of this initiative is to strengthen national institutions to meet enhanced transparency requirements of the Paris Agreement.

Maldives as a party to United Nations Framework Convention on Climate Change (UNFCCC) prioritize establishment of a Measuring, Reporting and Verification (MRV) system to meet the transparency requirement of the Paris Agreement. Maldives have periodically submitted relevant GHG information to the UNFCCC; for instance, two inventories were submitted so far in the First and Second National Communications, the INDC was submitted in September 2015, specifying mitigation actions to be developed and implemented in the coming years.

At sectoral level, mitigation action development in the Maldives is focused on three main sectors: Energy, Waste, and Transport. The waste sector is the one with the strongest need for development regarding MRV more specifically in relation to the absence of data collection and data management procedures and methods, lack of legal mandates for implementing compulsory data reporting of waste generators (e.g. the tourism sector), and high levels of inaccuracies due to lack of data verification means. Also, waste sector is a key category of the GHG inventory.

The MECCT is seeking a potential individual consultant to develop a web-based waste management data platform in the Maldives. The consultant should be highly motivated, enthusiastic, and able to work independently. The consultant shall have a strong technical expertise on development of web-based data platform and data base management practices in the Maldives. The ability to work with a variety of people from governments, agencies, non-governmental organizations, and research institutions is essential.

2. Objective and scope

The primary responsibility of the Consultant is as follows.

1. Development of a web-based waste management data platform with a focus on indicators for waste management data and generate necessary reports from island waste management centers through island councils and other stakeholders if required.
2. The application must use a modular approach where by it can be link with the relevant web-development within the ministry and waste department for the future use

3. Indicative Tasks

The scope of the assignment will include but will not be limited to the following:

Task I: Build system and data base

1. Review all the relevant existing tools/files and applications used by waste department (if required) and other waste related data / tools to link/transfer/
2. Conduct a rapid assessment to determine the specific system designed requirements or specification in islands and at central government level including but not limited to software or hardware, facilities of network and its related infrastructure, and availability of adequate internet connection. The proposed system should be compatible with the existing frameworks.
3. Undertake stakeholder consultation particularly the MECCT, to identify the requirements of system to be developed.
4. Design the system and database through a modular approach. The system shall include but not limited to class design documents, sequence diagram, data floor diagram, input all data provided to the system, create and edit the relevant data fields as provided by the Ministry, and should generate periodic necessary report for three different levels of islands, regions and national.
5. Design a user-friendly graphical user interface for users to easily interact with data management tools, such as queries, data extraction and data manipulation.
6. Create a user management facility that features a log-in facility and allows users to be granted different rights on the web portal for three levels of users; Administrator should be

able to grant access to a particular user for different areas or aspects of the website if needed;

7. Create reporting and analysis modules, this will include graphs, maps and other graphical analysis assets.
8. Load all existing data to the system provided by the Ministry and undertake a beta run of the system.
9. Develop a Standard Operating Procedure for the entire system including but not limited to entry of data, use of data cleaning program, transfer of data, storage of data and security of data

Task II: Troubleshooting of the database

10. Develop bug-fixing both at front and back-end of the system
11. Develop a frequent troubleshooting manual with sequence diagram at both central or administrative level, and user level.

Task III: Provide training

12. Deliver live demonstrations of the features and capabilities to the project beneficiaries, to ensure status of the development and feedback
13. Prepare training to the stakeholders identified by the MECCT and the island councils.

4. Deliverables

#	Deliverables	Days*
1	Stakeholder consultations	5
2	Inception Report and the rapid assessment	10
3	Development of the database system	45
4	Demonstrate a beta run of the system	55
5	Development of troubleshooting manual	60
6	Development of Standard Operating Procedure for the database	70
7	Conduct capacity building activities for the stakeholders on the usage of database	80

* From the date of contract signing

5. Duration of the Consultancy

Duration of the assignment is 04 calendar months upon signing the contract.

6. Reporting Requirements

The consultant is expected to work closely with the Project Coordinator of the ICAT and will report directly to Project Coordinator to the task during the assignment. The Consultant is also expected to work closely with stakeholders identified during the first stakeholder meeting.

7. Requirements for Experience and Qualifications

In executing this TOR, the proponent is expected to meet the following eligibility criteria and should provide CVs and commitment letters of team member(s) meeting the following requirements:

#	Post	Nos
1	Web-based data development Specialist	1

1) Web-based data development Specialist

- Academic qualification

- A tertiary degree in Information Technology, Computer Application or other relevant field with knowledge of software development;
- Professional experience
 - Over 5 year’s professional experience in Software Development or Information Technology. Or 3 years’ experience with a minimum of 2 similar assignments of web-based database development completed
 - Task specific experience in MIS Application/ Software development
 - Professional certification in Database Administration such as Oracle DBA certification.
 - Professional certification in Application development such as Microsoft Technology Specialist (MCTS).
 - Priority will be given to candidates with professional certification and experience with similar application development projects demonstrated.
 - Excellent verbal and written skills in English and Dhivehi
 - Excellent interpersonal skills and demonstrated ability to communicate with stakeholders is essential.

8. Evaluation and comparison of proposals

8.1 Preliminary Examination

The Client will examine the proposals to determine whether they are complete, the documents have been properly signed and the proposals are generally in order, and all the documents stated in Section 12 (Application) have been included in the proposal.

Prior to the detailed evaluation, the Client will determine the substantial responsiveness of each proposal to the Terms of Reference (TOR).

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

8.2 Evaluation of Proposals

A two-stage procedure is utilized in evaluating the proposals.

The Technical Evaluation will be completed at the First Stage of the evaluation. The proposals which pass the minimum technical score of **60%** of the obtainable score of 750 points in the technical evaluation will be considered in the Second Stage of the evaluation.

Financial Proposal will be evaluated in the Second Stage. The proposal with the Lowest Financial Quote (Fq) will get the maximum Financial Score (Sf) of 100 points. The Financial Scores (Sf) of the other Financial Proposals will be computed according to the following formula:

$Sf = 100 \times Fq / F$, in which Sf is the financial score, Fq is the Lowest Financial Quote received and F is the price of the proposal under consideration.

Proposals will be ranked according to the combined Technical Score (St) and Financial Score (Sf) using the weights (T = the weight given to the Technical Proposal; P = the Weight given to the Financial Proposal; T+P = 1) and will be computed according to the following formulae.

$S = St \times T\% + Sf \times P\%$, in which S is the combined score,

Where T% = 60% and P% is 40%

ME reserves the right to undertake a post-qualification exercise aimed at determining to its satisfaction, the validity of the information provided in the proposal. Such post-qualification shall be fully documented and, among those that may be listed in the Annex 2, may include, but need not be limited to, all or any combination of the following:

- a) Verification of accuracy, correctness and authenticity of information provided by the proponent on the legal, technical and financial documents submitted;
- b) Validation of extent of compliance to the TOR requirements and evaluation criteria based on what has so far been found by the evaluation team;
- c) Inquiry and cross-checking with other previous clients on the quality of performance on ongoing or previous contracts completed;

9. Payment

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

#	Deliverables	% Allocation
1	Stakeholder consultations	10
2	Inception Report and the rapid assessment	
3	Development of the database system	40
4	Demonstrate a beta run of the system	
5	Development of troubleshooting manual	30
6	Development of Standard Operating Procedure for the database	
7	Conduct capacity building activities for the stakeholders on the usage of database	20

10. Additional Information

The ICAT Project Coordinator of MECCT has overall responsibility for the management of the contract and contractual reporting obligations.

Documents and data provided by the government for the purpose of this assessment which is not of public nature shall be considered confidential and should not be disclosed to any other party.

All outputs and materials produced as part of this TOR shall be handed over to the ICAT Project Coordinator at the end of the contract and will become the sole property of MECCT.

For the workshop and trainings: invitations, catering and venue will be financed directly by the project. This cost should NOT be included in the price quotation.

The team proposed shall be comprise of three individual experts. One individual cannot undertake tasks for two or more experts.

11. Application

Registered entities under Maldives Inland Revenue Authority (MIRA) can apply for this consultancy

Interested consultants shall submit the expressions of interest with the following.

1. Letter of Expression of Interest
2. Detailed CV of the consultant (required experiences and other experiences relevant to this TOR must be specified clearly or highlighted in the CV)
3. Copies of educational qualifications
4. Valid reference letters indicating relevant assignments carried out in the past
5. Total cost of the assignment with cost breakdowns for all assignments as indicated in the deliverables
6. Copy of Business Registration under Ministry of Economic Development under sole proprietorship
7. Copy of SME registration certificate under Ministry of Economic Development
8. Copy of Tax registration certificate under Maldives Inland Revenue Authority (MIRA)

12. Submission

Bid submission	Before 1100 Hours Maldivian Time on 29th June 2021 .
Bid opening	Proposals will be opened at 1100 Hours Maldivian Time on 29th June 2021 , in the presence of the proponents or their

	representatives who choose to be present at the address below at the time of proposal opening.
Submission instruction	<p>Proposals must be delivered in sealed envelopes titled</p> <p>“Do not Open Before 1100 Hours Maldivian Time on 29th June 2021 - Development of web-based waste management data platform in the Maldives” and the submitting party’s name and address</p> <p>Electronic submission is not permitted. Late proposals will be rejected.</p>
Submission address	<p>Procurement Section Ministry of Environment, Climate Change and Technology Green Building, Handhuvaree Hingun, Maafannu Male’, 20392, Republic of Maldives Email: procurement@environment.gov.mv Website: www.environment.gov.mv Project name: Initiative for Climate Action Transparency Announcement number: (IUL)438-CCD/438/2021/169</p>

ANNEX 1: EVALUATION OF PROPOSALS

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Proposed Methodology, Approach and Work Plan	50%	600
2.	Personnel	50%	150
Total			750

Technical Proposal Evaluation Form 1		Points Obtainable
Proposed Methodology, Approach		
2.1	To what degree does the proponent understand the task mentioned in this TOR?	100
2.2	Did the proposal address in sufficient detail the important aspects of tasks listed? Including but not limited to detailed methodology of undertaking waste audit in islands	150
2.3	Are the different components of this TOR planned to be implemented in a cohesive manner?	100
2.4	Is the conceptual framework adopted appropriate for the task?	100
2.5	Is the scope of task well defined and does it correspond to the TOR?	50
2.6	Is the responsibilities of the key personnel addressed clearly in line with the methodology described	100

	Total	600
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Technical Proposal Evaluation			Points
Form 2			Obtainable
Personnel			
3.1	Web-based data development Specialist		150
	- Academic qualification (as per the requirements under Academic qualification in the section 7 of this ToR)	50	
	- Professional Experience (as per the requirements under Professional experience in the section 7 of this ToR)	100	
	Total		150