



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



## TERMS OF REFERENCE

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**Preparation of adaptation assessments required for the preparation of Technology Needs Assessment (TNA) to the United Nations Framework Convention on Climate Change**

**Advertisement No.:** (IUL)438-CCD/438/2021/211  
**Advertisement Date:** 5<sup>th</sup> August 2021



## 1. BACKGROUND

Ministry of Environment, Climate Change and Technology (MECCT) in partnership with the UNEP-DTU is currently implementing a project titled, Preparation of Technology Needs Assessment (TNA) under United Nations Framework Convention on Climate Change (UNFCCC) for the Republic of Maldives.

The current Global TNA project, deriving from window (i) of the Strategic Program on Technology Transfer, is designed to support countries to carry out improved Technology Needs Assessments within the framework of the UNFCCC.

The purpose of the TNA project is to assist participant developing country Parties identify and analyse priority technology needs, which can form the basis for a portfolio of environmentally sound technology (EST) projects and programmes to facilitate the transfer of, and access to, the ESTs and know-how in the implementation of Article 4.5 of the UNFCCC Convention. Hence TNAs are central to the work of Parties to the Convention on technology transfer and present an opportunity to track an evolving need for new equipment, techniques, practical knowledge and skills, which are necessary to mitigate GHG emissions and/or reduce the vulnerability of sectors and livelihoods to the adverse impacts of climate change. The main objectives of the project are:

To identify and prioritize through country-driven participatory processes, technologies that can contribute to mitigation and adaptation goals of the participant countries, while meeting their national sustainable development goals and priorities (TNA).

1. To identify barriers hindering the acquisition, deployment, and diffusion of prioritized technologies.
2. To develop Technology Action Plans (TAP) specifying activities and enabling frameworks to overcome the barriers and facilitate the transfer, adoption, and diffusion of selected technologies in the participant countries.
3. Further, the TNA process will develop Concept Notes for attracting funding to implement selected technologies in priority areas of national relevance.

In this regard, the MECCT is seeking an **Adaptation Expert** to assist the preparation of the TNA.

## 2. OBJECTIVES OF ASSIGNMENT



The primary responsibility of the expert is to support and facilitate the TNA process, for the execution of activities in relation to climate change Adaptation in the sectors, under the direct supervision of the National TNA Coordinator, and the national TNA team, including other expert consultants for the TNA project. In relation to the project work plan (see section 5), it is expected that the project work will be completed by May 2023. The candidate should be highly motivated, enthusiastic, and able to work independently. He/she should have a strong background on climate change or related matters. The ability to work with a variety of people from governments, agencies, non-governmental organizations, and research institutions is essential.

### 3. OVERALL TASKS

Consistent with domestic and global objectives, the Adaptation Expert will be responsible for providing the national TNA teams with the process-related and methodological/technical advisory services needed for developing Technology Action Plans (TAPs) at the country level. The role of the Adaptation Expert will thus be to lead and undertake activities such as research, analysis and synthesis for the identified sectors in support of the TNA exercise and in close collaboration with the TNA teams. The Adaptation Expert will apply a participatory approach to the TNA process, involving a wide range of stakeholders while ensuring a multi-sector and multi-disciplinary scope. Moreover, the Adaptation Expert will facilitate the tasks of communication with the national TNA team members, outreach to stakeholders, formation of networks, information acquisition, and coordination and communication of work products. The Expert Consultant will be required to use best practices, guidelines, methodologies and technical guidance available through the UDP and other approved sources.

### 4. TASKS OF THE ADAPTATION EXPERT

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

1. In association with TNA Coordinator, organizing consultative stakeholders' meetings and workshops (inception, TNA Validation, and TAP finalization/validation), in close collaboration with the TNA Project Coordinator.
2. Identification and prioritization of technologies for the Adaptation sectors through a participatory process with a broad involvement of relevant stakeholders, including;
  - a) identification and link-up with relevant stakeholders and facilitation of the sector working groups to be set-up,
  - b) identification of institutions for data and other support, and
  - c) Collecting, analyzing and synthesizing information and data to prepare technology fact sheets for the sector.
3. leading the process of analysing with the Adaptation stakeholder groups how the prioritized technologies can be implemented in the Maldives and how implementation circumstances could be improved by addressing the Barriers and developing an Enabling Framework (BAEF) based, inter-alia, on undertaking of local market and other assessments, as may be required;



4. Prepare and finalize the TNA, BAEF and TAP reports, with project ideas, and advocacy and policy briefs, and with inputs of stakeholders included.
  - a) Prepare working papers and other TNA-related documents as may be required to ease the consultative process and harnessing inputs from stakeholders during meetings, workshops, amongst others.
5. Provision of any other inputs, as may be required, relevant to related part of the TNA process and output targeted as may be requested by the TNA Coordinator of the Ministry, the UNEP DTU Partnership (UDP), Regional Centers and the national sectorial/TNA Committee.

## 5. KEY DELIVERABLES

The Adaptation Expert should provide the following deliverables in accordance to the specified timeline.

#	Deliverable	Timeframe
1	Proposed methodology and work plan	5 days from the date of contract
2	Portfolio of technologies for the sector (long list and short list of technologies)	10 September 2021
3	TNA report, containing prioritized list of technologies and describing the process followed, for the sectors	15 October 2021
4	Report on Barrier Analysis and Enabling Frameworks for development, deployment and diffusion of priority technologies in the sectors;	15 March 2022
5	Technology Action Plan based on format agreed for the project	August 2022

## 6. QUALIFICATION CRITERIA

The Adaptation Expert should have knowledge, skills and previous experience as follows:

1. Masters in environmental science or management or climate change, or other related fields
2. Extensive knowledge of - and experience with - climate change Adaptation strategies (as relevant), technologies and policies at the national level.
3. Familiar with national development objectives and relevant sector policies have overall insights in climate change science, and potential climate change impacts, as well as Adaptation needs for the country in the relevant sector.
4. Demonstrated ability to manage project activities
5. Excellent inter-personal, communication and negotiating skills
6. Ability and willingness to travel within and outside the Maldives
7. Demonstrable skills in office computer use - word processing, spread sheets etc.
8. Excellent verbal and written skills in Dhivehi and English and demonstrated ability to work in a team.



## 7. REPORTING

1. The Adaptation Expert will report directly to the Project Coordinator or person designated by Ministry.
2. The Adaptation Expert is expected to work closely with others experts or consultants hired under the project.
3. The Adaptation Expert is expected to work on intermittent basis; however, he/she should require to be available for the performance of the tasks and delivery of the required outputs.
4. The Adaptation Expert shall be available for the timely delivery of milestones relevant to the specified tasks over the duration of the project, as required by the TNA Coordinator.

## 8. CONTRACT DURATION

The contract duration will be a maximum of **12 months (number of input days 222)** from the commencement of the assignment.

## 9. PAYMENT

Payments will be issued on deliverable basis. The consultant is expected to submit a financial proposal for the consultancy.

## 10. SELECTION CRITERIA

The candidates will be selected based on the following criteria.

Criterion	Sub Total	
<b>Stage I</b>		
<b>Academic Qualifications</b>		<b>20</b>
Master's degree in environment science/management, climate change or other related fields	20	
<b>Professional Experience in experience with - climate change Adaptation strategies (as relevant), technologies and policies at the national level</b>		<b>40</b>
<ul style="list-style-type: none"> <li>• At least 5 years of relevant experience at the national or international level in undertaking assessments on climate change aspects</li> </ul>	15	
<ul style="list-style-type: none"> <li>• Must have demonstrated experience and abilities to pro-actively lead and coordinate a stakeholder, including strong interpersonal skills with ability to multi-task and maintain effective work relationships with diverse range of institutional partners and undertake complex assignments <i>5 points per assignment(up to 5 assignments)</i></li> </ul>	25	
<b>Financial Proposal</b>		<b>40</b>
<i>The proposal with the Lowest Financial Quote (Fq) will get the maximum Financial Score (Sf) of 40 points. The Financial Scores (Sf) of the other</i>		



<i>Financial Proposals will be computed according to the following formula: <math>Sf = 40 \times Fq / F</math>, in which <math>Sf</math> is the financial score, <math>Fq</math> is the Lowest Financial Quote received and <math>F</math> is the price of the proposal under consideration.</i>		
	<b>Total Points</b>	<b>100</b>

## 11. APPLICATIONS

Interested consultants may submit the **expressions of interest** with the following.

- Copy of Business (company/partnerships/institutions/sole proprietorship) registration certificate.
- Copy of notification of Tax registration
- Copy GST registration (if applicable)
- **FORM -1: PROPOSAL SUBMISSION FORM (signed by the owner of the entity)**
- Completed **Form 2: LETTER OF COMMITMENT (signed by the Adaptation Expert)**
- CV of the proposed Adaptation Expert
- Completed **Form 3: FINANCIAL BREAKDOWN FORM** – Financial proposal should include GST (if applicable)
- Copy of national identity card of the Adaptation Expert
- Copies of educational qualifications of the proposed Adaptation Expert
- Summary on similar works (experiences) performed in the past – Please provide, Reference letters (from respective clients).

**Note 01: All bidders should clearly identify Adaptation Expert carrying out the task. For bids submitted by Company/Institution/Organization, the Adaptation Expert signed in Form 3 will be considered for the evaluation process.**

**Note 02: If a Sole proprietorship is interested in submitting proposal for this assignment the proposed Adaptation Expert should be the owner of the Sole proprietorship.**

**Note 03: If proponent failed to submit any of the above listed document, their proposal may not be considered for further evaluation.**

## 12. ADDITIONAL INFORMATION



- The TNA PMU 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 TNA-PMU at the end of the contract and will become the sole property of MECCT
- For the Stakeholder Consultation: invitation, catering and venue will be financed directly by the project. This cost should NOT be included in the price quotation.

### 13. QUERIES

For any queries please email to [procurement@environment.gov.mv](mailto:procurement@environment.gov.mv) and CC to [climate@environment.gov.mv](mailto:climate@environment.gov.mv) before 1000hrs on 12 July 2021. Answers will be provided to all the queries received before the deadline and will be made available via the Ministry website ([www.environment.gov.mv](http://www.environment.gov.mv)).

### 14. SUBMISSION

Proposals must be delivered to the below address in sealed envelopes titled **“Do not Open Before 1000hrs on 17th August 2021, – “Preparation of adaptation assessments required for the preparation of Technology Needs Assessment (TNA) to the United Nations Framework Convention on Climate Change” – (IUL) 438-CCD/438/2021/211”** and the submitting party’s name and address to the address below before **1000 hours of 17 August 2021** local time. Electronic submission is not permitted. Late proposals will be rejected. Proposals will be opened on **1000 hours of 17 August 2021** in the presence of the proponents’ representatives who choose to be present at the address below at the time of proposal opening.

#### Procurement Section

Ministry of Environment, Climate Change and Technology  
Green Building  
Handhuvaree Higung, Maafannu  
Male’, 20392  
Republic of Maldives



## ANNEX 1: Standard Forms





## FORM -1: PROPOSAL SUBMISSION FORM

[Date]

To: [Name and address of Client]

Dear Sir/Madam:

I/We, the undersigned, offer to provide the services for the project “**Preparation of adaptation assessments required for the preparation of Technology Needs Assessment (TNA) to the United Nations Framework Convention on Climate Change**” in accordance with your Terms of Reference dated [Insert Date] and our Proposal. I/We are hereby submitting our Proposal; the financial offer is for the sum of [Insert amount(s) in words and figures (Should quote the amount in MVR)] which is inclusive of the all applicable taxes.

I/We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

Proposal validity is for a period of [Insert number of days, 90 days minimum] days.

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

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

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Entity:

Address:



## FORM-2: Letter of Commitment

[ Date]

[Entity Name]

[Road Name]

Male'

Maldives

**Re: Preparation of adaptation assessments required for the preparation of Technology Needs Assessment (TNA) to the United Nations Framework Convention on Climate Change,**

**Ref no: \_\_\_\_\_**

Dear Sir/Madam,

I am writing to confirm my availability to provide services as Adaptation Expert to the project **Preparation of adaptation assessments required for the preparation of Technology Needs Assessment (TNA) to the United Nations Framework Convention on Climate Change** for the Ministry of Environment, Climate Change and Technology.

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

I undertake, if this proposal is accepted upon receipt of the Ministry of Environment, Climate Change and Technology's notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,

Name:

ID card No:

Date:

Signatory:



### FORM-3: Financial Breakdown

Service provider’s Reference No:

	Description	MVR
1	Proposed methodology and work plan	
2	Portfolio of technologies for the sector (long list and short list of technologies)	
3	TNA report, containing prioritized list of technologies and describing the process followed, for the sectors	
4	Report on Barrier Analysis and Enabling Frameworks for development, deployment and diffusion of priority technologies in the sectors;	
5	Technology Action Plan based on format agreed for the project	
	Total :	
	GST :	
	Total with GST:	

**This Quotation is Valid for 90 days from the date of bid opening**

Authorised Signature:

Stamp:

Note:

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

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