



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

**TERMS OF REFERENCE**  
(IUL)438-ENV/438/2021/239

**CONSULTANCY SERVICES TO DEVELOP A NATIONAL PLAN ON ESTABLISHING  
RESPONSE MECHANISMS AND PROTOCOL ON CHEMICAL SPILLS, FIRES AND  
POISONING**

**“Eliminating Persistent Organic Pollutants Through Sound Management of Chemicals  
Project”**

**Issued on:** 09<sup>th</sup> September 2021  
**Issued By:** Eliminating Persistent Organic Pollutants Through Sound Management of Chemicals Project –  
Project Management Unit

## TABLE OF CONTENTS

SCHEDULE OF CRITICAL DATES .....	3
SUBMISSION REQUIREMENTS .....	3
1. INTRODUCTION .....	5
2. PROJECT BACKGROUND .....	5
3. OBJECTIVE OF THE CONSULTANCY .....	6
4. SCOPE OF WORK.....	6
5. QUALIFICATIONS AND EXPERIENCE.....	7
5.1 Qualification and skills of the Consultant .....	7
5.2 General Professional Experience of the Consultant .....	7
5.3 Specific Professional Experience of the Consultant.....	8
6. DELIVERABLES AND PAYMENT SCHEDULE.....	9
7. REPORTING OBLIGATIONS .....	12
8. SCHEDULE FOR THE ASSIGNMENT .....	12
9. QUERIES .....	12
10. EVALUATION CRITERIA.....	13
11. SUBMISSION .....	14

## SCHEDULE OF CRITICAL DATES

Activity	Action Date
Advertised date	09 <sup>th</sup> September 2021
Bid clarification deadline	16 <sup>th</sup> September 2021 before 1200hrs
Proposal submission deadline	20 <sup>th</sup> September 2021 before 1100hrs

## SUBMISSION REQUIREMENTS

The following related documents shall be submitted for the bids to be considered sufficiently responsive.

Applicants should submit their proposals containing the following documents and applicable Technical Proposal – Standard Forms and Financial Proposal – Standard Forms under ANNEX A.

### Technical Proposal – Standard Forms

1. Proposal submission form (**signed by the owner of the entity**) – (Tech Form 1)
2. Approach, Methodology and Work Plan – (Tech Form 2)
3. A summary of the work plan must be presented in the format in Work Schedule (Tech Form 3) showing in the form of a bar chart the timing proposed for each activity.
4. Curriculum Vitae (CV) of the proposed key person. **Copy of academic certificates and reference letters** demonstrating experiences listed in this TOR (required experiences and other experiences relevant to this TOR must be specified clearly or highlighted) – (Tech Form 4)
5. Completed **Letter of Commitment (signed by the proposed key person)** – (Tech Form 5)
6. Copy of Business (company/partnerships/institutions/ JV/sole proprietorship) registration certificate.
7. Copy of SME registration certificate
8. If more than one party wishes to show interest as a JV, Joint Venture or Association Agreement between the parties needs to be provided
9. In case of JV, completed JV form
10. Copy of GST Registration certificate issued by Maldives Inland Revenue Authority

### Financial Proposal – Standard Forms

1. Completed proposal submission form (Fin Form 1)
2. Completed financial breakdown form (Fin Form 2)

**Note 01: All bidders should clearly identify a Key person (herein referred to as the ‘Consultant’) carrying out the task. For bids submitted by Company/Institution/Organization, the Key person signed in Form 5 will be considered for the evaluation process.**

**Note 02: If a Sole proprietorship is interested in submitting proposal for this assignment the proposed Key person 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.**

## **1. INTRODUCTION**

The Government of Maldives has received funding from the Global Environment Facility (GEF) for the project “Eliminating Persistent Organic Pollutants Through the Sound Management of Chemicals”. The Government intends to apply part of the proceeds towards procuring the services of a Consultant (company/partnerships/institutions/ JV/sole proprietorship) to develop a national plan on establishing response mechanisms and protocols regarding chemical spills, fires and poisoning.

## **2. PROJECT BACKGROUND**

The Republic of Maldives is a Small Island Developing State (SIDS) which faces sustainable development challenges such as small but growing populations, land scarcity, vulnerability to climate change impacts (and other natural disasters) as well as economic development problems due to high transportation costs, lack of adequate infrastructure and lack of industrial development incentives. The Maldives is an archipelago comprised of 1,190 coral islands in 26 atolls over an area of about 750 km on a North-south axis and 120 km on an east-west axis. The land area of the Maldives accounts for about 1% of the country’s territory. The Maldives islands are low lying land areas with an average height above sea level of 1.8 meters (m).

The country’s population of approximately 400,000 people dispersed across 187 inhabited islands. An additional more than 166 islands have tourist resorts. Waste generation is estimated to be 324,000 tons annually with consisting of approximately 0.5 to 11% of hazardous chemicals and of approximately 3-9% of plastics depending on location and size of the island. The fact that (chemical) waste is being generated on 278 island presents the country with an incredible challenge, as land is very scarce, low lying and transportation of chemicals and waste from island to island is costly and complicated. The inadequate storage options and current disposal practices of hazardous chemicals and waste, especially open burning of waste at dumpsites or disposal near the coastline, make it very likely that these toxic chemicals and waste will end up in the waters and oceans. In the Republic of Maldives, the tourism sector accounts for more than 28% percent of the Gross Domestic Product (GDP) of the economy. Tourists to the Maldives are seeking a pristine environment, not one with polluted waters, degraded coral reefs, waste dumps which are openly burning or waste floating in the ocean. Therefore, the Sound Management of Chemicals and waste, especially the environmentally sound management of Persistent Organic Pollutants (hereinafter referred to as POPs) and hazardous waste, is an important element to achieving environmental sustainability. Further, given the economic importance of tourism to the Maldives, implementing environmentally sound chemical and waste management systems would help decouple growth in the tourism sector from environmental degradation.

To tackle these environmental and human health risks, the Government of the Republic of Maldives through the Ministry of Environment, Climate Change and Technology (MECCT) has already taken some steps to try to manage its growing chemicals and waste management problems. Maldives has ratified the Stockholm Convention (SC) on 17 October, 2006 and in accordance to Article 7 of the Convention has submitted its National Implementation Plan (NIP) to the Stockholm Convention Secretariat (SCS) on 18 July, 2017, which covers the initial POPs as well as the new POPs added at the 4th and the 5th Conference of the Parties.

According to this NIP the highest-ranking national Priorities are the following:

- a) First Priority: The Implementation of measures to strengthen the institutional and regulatory framework; which includes the (i) developing legislation for chemicals management; (ii) strengthening institutional capacity; (iii) improving data collection and management systems and (iv) conducting research on the effects of POPs;
- b) Second Priority: Developing an action plan to eliminate PCB-containing equipment and its waste by 2025, which includes the (i) identification, labeling and mapping where PCBs and equipment potentially-containing PCBs are located in the country); (ii) putting in place labelling mechanism for all PCB-containing equipment; (iii) establishing adequate storage facilities for replaced equipment containing PCBs; (iv) formulating guidelines for disposal of equipment-containing PCBs; and (v) disposing safely of equipment containing PCBs.
- c) Reducing the incineration and open burning of wastes (including medical and hazardous waste), which is the source of 98.6% of U-POPs releases in the country- totaling 153.4 g-TEQ/year;
- d) Raising awareness through the development of education curricula and targeted awareness campaigns;
- e) Establishing a standard Chemical Management System, including chemical labeling in multiple languages.

In order to address the above-mentioned barriers the project will focus on addressing regulatory/policy barriers, technical and capacity and knowledge barriers so that the Maldives has (a) a better foundation to establish a nationwide environmentally sound Management system to address POPs and highly hazardous chemicals, with (b) the adequate coordination of key public, private and community stakeholders, regulatory departments, and centers of expertise, and (c) the enhanced capacity of all involved, for the Environmentally Sound Management of Chemicals.

The project is implemented by UNDP as GEF's Implementing Agency and MECCT as national executing agency.

The project is expected to support implementation of the developmental targets and priorities of the Government set out in the Strategic Action Plan (SAP) for five-year period 2019-2023.

### **3. OBJECTIVE OF THE CONSULTANCY**

The main objective of this consultancy is to develop a National Response Plan (NRP) for chemicals associated incidents, specifically chemical spills, fires and poisoning in line with national and international environment and health safety guidelines. The Consultant shall also ensure that the national response plan and response mechanisms are streamlined across all key stakeholders and propose a holistic implementation and monitoring mechanism to ensure the effective implementation of the NRP.

### **4. SCOPE OF WORK**

The consultancy involves development of a National Response Plan for the effective, and environmentally sound management, response and handling of chemicals related incidents/hazards.

The Consultant will be supported by Project Management Unit. The tasks to be undertaken by the Consultant is outlined in this Terms of Reference (TOR) and are to be undertaken in close collaboration

with the Ministry of Environment, Climate Change and Technology and relevant stakeholders as necessary, and include but are not necessarily limited to, the following:

1. Inception meeting to ensure that the work is aligned with the scope of this TOR.
2. Conduct desktop review with any relevant stakeholder consultations, identifying the existing response plans if any, for chemicals and waste management and related accidents, relevant policies and strategies across stakeholders (protocols and response plans currently in place to address chemical related accidents/ hazards). The review report must include international best practices in responding to chemical spills, fires and poisoning. The desk review report will be finalized via presentation of the review to the client at a policy-level meeting.
3. Bilateral meetings with stakeholders to understand their needs and challenges with regard to chemicals management and emergency response aspects and to identify their roles and responsibilities.
4. Communicate with all relevant stakeholders (i.e., MNDF, NDMA, HPA, FRS etc.) to designate focal points from all relevant stakeholders for the formulation of a national committee for the effective implementation of the National Response Plan
5. Conduct inter-ministerial/inter-agency review meeting/s at the policy-level to identify the required inputs for drafting the National Response Plan
6. Draft National Response Plan prepared and submitted for review and comments from stakeholders
7. Conduct at least two stakeholder workshops to review and finalize the draft NRP.
8. Conduct policy level review meeting to finalize the draft NRP.
9. Submission of the final National Response Plan.

## **5. QUALIFICATIONS AND EXPERIENCE**

The roles and responsibilities of the Consultant are as follows;

- Monitoring the project schedule and being responsible for the quality of the outputs
- Coordinating the planning, implementation of the necessary studies and ensuring that the work is conducted following the highest professional standards.
- Ensuring that the quality control and supervision mechanism in place for the assignment is effective, manage the data collection team and ensure that each member performs his or her specific scope of work.

### **5.1 Qualification and skills of the Consultant**

- Minimum Master's Degree in the field of chemicals management, disaster management, environment management, social sciences, development studies or any other relevant field.

### **5.2 General Professional Experience of the Consultant**

- Minimum 5 years of work experience (*from 2010 to date*) in the field of chemicals management, disaster management, environment management, social sciences, development studies or any other relevant field.

### **5.3 Specific Professional Experience of the Consultant**

- Demonstrated experience in minimum 1 similar assignment relating to developing a management plan in the field of chemicals management, disaster management, environment management, social sciences, development studies or any other relevant field.
- Proven ability to work with a wide range of partners, including government offices and independent institutions.
- Previous experience with government or international agencies will be an added advantage



## 6. DELIVERABLES AND PAYMENT SCHEDULE

	DELIVERABLE	DETAILS	DURATION	END PRODUCT	PAYMENT SCHEDULE
1	Inception meeting	Inception meeting to ensure that the work is aligned with the scope of this TOR.	05 days after signing the contract	<ul style="list-style-type: none"> <li>▪ Inception meeting report</li> <li>▪ Final Workplan</li> <li>▪ Approved approach and methodology</li> </ul>	10%
2	Desktop Review Report and general outline of the NRP in English	<p>Conduct desktop review with any relevant stakeholder consultations, identifying the existing response plans if any, for chemicals and waste management and related accidents, relevant policies and strategies across stakeholders (protocols and response plans currently in place to address chemical related accidents/hazards).</p> <p>The review report must include international best practices in responding to chemical spills, fires and poisoning and. The desk review report will be finalized via presentation of the review to the client at a policy -level meeting.</p> <p>The general outline of the NRP should consider the main sections of the plan as well as all relevant Annexes</p>	2 weeks upon submitting the workplan	<ul style="list-style-type: none"> <li>▪ Desktop Review Report and general outline of the NRP in English</li> </ul>	20% upon completion and approval of deliverables 2 and 3
3	Technical bilateral meetings with stakeholders	Hold bilateral meetings with stakeholders to understand their needs and challenges with regard to chemicals management and emergency response aspects and to identify their roles and responsibilities.	Within 2 weeks of submitting the desktop review report (deliverable 2)	<ul style="list-style-type: none"> <li>▪ Detailed meeting minutes in English</li> <li>▪ An executive summary/report</li> </ul>	

				summarizing findings and propose recommendations from all the meetings highlighting key points made by stakeholders in English	
4	Formulation of a National Committee for the implementation of the National Response Plan	Communicate with all relevant stakeholders (i.e., MNDF, NDMA, HPA etc.) to designate focal points from all relevant stakeholders for the formulation of a national committee for the effective implementation of the National Response Plan	Within 5 days of completion of deliverable 3	<ul style="list-style-type: none"> <li>▪ Submission and approval of nominations from all relevant stakeholders for the National Committee</li> </ul>	20% upon completion and approval of deliverables 4 and 5
5	Review meetings at inter-ministerial policy level	Conduct inter-ministerial/ inter agency review meeting/s at the policy level to identify the required inputs for drafting the National Response Plan	Within 1 week of completion deliverable 4	<ul style="list-style-type: none"> <li>▪ Submission and approval of inter-ministerial policy level review meeting minutes and recommendations</li> </ul>	
6	Draft National Response Plan	Draft National Response Plan prepared and submitted for review and comments from stakeholders	6 weeks from inter-ministerial review meeting(s) at the policy level	<ul style="list-style-type: none"> <li>▪ Submission of soft copies and presentation of draft National Response Plan in English</li> </ul>	20% upon completion and approval of deliverable 6
7	Stakeholder Workshops	<p>Conduct atleast two stakeholder workshops to discuss the NRP draft</p> <ul style="list-style-type: none"> <li>▪ A stakeholder consultation workshop to present the draft NRP developed based on previous input from stakeholders</li> <li>▪ A validation workshop held after incorporating all comments and</li> </ul>	<ul style="list-style-type: none"> <li>▪ 1st workshop 1 week after submission of draft NRP</li> <li>▪ Validation workshop to be held 2 weeks after the initial workshop.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Two workshop reports and minutes of meetings</li> </ul>	10% upon completion and approval of deliverable 7

		inputs received from the stakeholder consultation workshop			
8	Policy level review meeting to finalize the draft NRP.	Conduct policy level review meeting and present the final legislation to policymakers to finalize the draft NRP before	2 weeks upon completion of deliverable 7	<ul style="list-style-type: none"> <li>▪ Meeting minutes of the policy level meeting held with MECCT in English</li> </ul>	10% upon completion and approval of deliverable 8
9	Submission of final NRP document	Final NRP submitted and approved by MECCT	1 week from completion of deliverable 8	<ul style="list-style-type: none"> <li>▪ Final submission of the NRP in English</li> </ul>	10% upon completion and approval of deliverable 9

## 7. REPORTING OBLIGATIONS

The Consultant is to coordinate with the PMU, relevant government and non-government institutions during the consultation and formulation process of the National Response Plan so that risks are identified, avoided, mitigated and managed throughout the assignment. The Consultant will report directly to the Project Manager.

PMU will facilitate the Consultant in setting up and obtaining relevant documents, arranging meeting rooms at MECCT, logistical and venue arrangements for stakeholder workshops.

**Unit:**

Eliminating Persistent Organic Pollutants Through the Sound Management of Chemicals  
Project Management Unit  
Environmental Management and Conservation Department  
Ministry of Environment, Climate Change and Technology  
Green Building, Handhuvaree Hingun  
Maafannu, Male', 20392  
Republic of Maldives

**Project:**

“Eliminating Persistent Organic Pollutant through the Sound Management of Chemicals”

**Duty Station:**

Home-based in Maldives

## 8. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is **4 months** from the date of signing of the contract. The proposed duration would not account the period of delay brought by the client of setting up of meetings, review and approval of documents, facilitating of any relevant documents.

## 9. QUERIES

For any queries, please email to [procurement@environment.gov.mv](mailto:procurement@environment.gov.mv) copied to [thuhufa.abdulla@environment.gov.mv](mailto:thuhufa.abdulla@environment.gov.mv) before 1200hrs on 16<sup>th</sup> September 2021.

## 10. EVALUATION CRITERIA

Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:

DETAILS	MAXIMUM POINTS
<b>Qualifications and experience of the Consultant</b>	<b>[100]</b>
<b>a) Qualification and skills of the Consultant</b> <ul style="list-style-type: none"> <li>• [25] points for minimum Master's Degree in the field of chemicals management, disaster management, environment management, social sciences, development studies or any other relevant field, [05] additional points for PhD</li> </ul>	[30]
<b>b) General Professional Experience of the Consultant</b> <ul style="list-style-type: none"> <li>• [20] points for minimum 5 years (from 2010 to date) of general professional experience in the field of chemicals management, disaster management, environment management, social sciences, development studies or any other relevant field, [04] points for each additional year up to 5 years</li> </ul>	[40]
<b>c) Specific Professional Experience of the Consultant</b> <ul style="list-style-type: none"> <li>• [15] points for demonstrated experience in minimum 1 similar assignment relating to development of a management plan in the field of chemicals management, disaster management, environment management, social sciences, development studies or any other relevant field, and [05] points for each additional assignment up to 2 assignments</li> <li>• [05] points for proven ability to work with a wide range of partners, including government offices and independent institutions demonstrated as work experience</li> </ul>	[30]

### Total technical score (s): 100

- The minimum technical score (s) required to pass is: 65 Points, proposal that does not qualify the minimum technical score will be disqualified from further evaluation.
- The formula for determining the financial scores is the following:  
 $S_f = 100 \times F_m / F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  the price of the proposal under consideration.
- The weights given to the Technical and Financial Proposals are:  
 $T = [0.6]$ , and  $F = [0.4]$

## 11. SUBMISSION

<b>Bid submission</b>	<b>On or before 20th September 2021 – 11:00 hours local time</b>
Bid opening	20th September 2021 – 11:00 hours local time.  Proposals will be opened in the presence of the proponents’ representatives who choose to be present at the address below at the time of proposal opening.
Submission instruction	Proposals must be delivered in sealed envelopes titled  <b>“Do not Open Before 20th September 2021 – 11:00 hours – “Consultancy Services to Develop A National Plan on Establishing Response Mechanisms and Protocol on Chemical Spills, Fires and Poisoning” and the submitting party’s name and address</b>  Electronic submission is not permitted. Late proposals will be rejected.
Submission address	Procurement Section Ministry of Environment, Climate Change and Technology Green Building, Handhuvaree Hingun, Maafannu Male’, 20392, Republic of Maldives Email: <a href="mailto:procurement@environment.gov.mv">procurement@environment.gov.mv</a> Website: <a href="http://www.environment.gov.mv">www.environment.gov.mv</a> Project name: Eliminating Persistent Organic Pollutants Through the Sound Management of Chemicals

