



Ministry of Environment, Climate Change and Technology

Republic of Maldives

TERMS OF REFERENCE

(IUL)438-ENV/438/2021/240

**DEVELOPMENT OF A GENDER ACTION PLAN FOR ELIMINATING PERSISTENT
ORGANIC POLLUTANTS THROUGH SOUND MANAGEMENT OF CHEMICALS
PROJECT**

Issued on: 12 September 2021

Issued By: Eliminating Persistent Organic Pollutants Through Sound Management of Chemicals Project –
Project Management Unit

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SCHEDULE OF CRITICAL DATES

ACTIVITY	ACTION DATE
Advertised date	12 September 2021
Bid clarification deadline	19 September 2021 before 1200hrs.
Proposal submission deadline	1000hrs on 21 September 2021

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. A summary of the work schedule must be presented in the given format (Tech Form 2)
3. Curriculum Vitae (CV) of the Consultant (required experiences and other experiences relevant to this TOR must be specified clearly or highlighted) – (Tech Form 3)
4. Letter of Commitment **(signed by the proposed Consultant)** – (Tech Form 4)
5. Copy of academic certificates and work reference letters of Consultant
6. Copy of Business (sole proprietorship/company/partnerships/institutions) registration certificate
7. Notification of Tax Registration
8. SME registration
9. Joint Venture Partner Information form if applicable – (Tech Form 5)
10. If more than one party wishes to show interest as a JV, Joint Venture or Association Agreement between the parties needs to be provided
11. Copy of GST Registration certificate issued by Maldives Inland Revenue Authority

Financial Proposal – Standard Forms

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

Note 01: All bidders should clearly identify a Key person (herein referred to as the ‘Consultant’) for carrying out the task. For bids submitted by joint venture/company/partnerships/institutions, the Key person signed in Tech Form 4 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 bidder fails to submit any of the above listed document, their proposal will 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 (local joint venture/company/partnerships/institutions/sole proprietor) to review and update the gender action plan and support capacity development to ensure gender aspects are integrated in project activities.

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 400000 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 Indian Ocean, 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 steps to manage its growing chemicals and waste management problems. Maldives has ratified the Stockholm Convention (SC) on 17 October, 2006. In accordance to Article 7 of the Convention, the Ministry 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.

Poor management of hazardous chemicals and wastes can have disproportional impact on vulnerable groups such as women and young children. A gender analysis undertaken during the project design phase highlighted lack of research on women's participation in waste management in Maldives. The analysis also indicated that when waste management sector becomes monetized with machinery and

materials infrastructure, women are excluded from the sector. The report also states that women are not considered part of the waste management system, even where some women may spend up to 5 hours a day cleaning and sweeping parts of the island. Women are not considered for consultation of where island waste management centres and incinerators should be built.

The Gender action plan developed during the project preparatory phase acts as an entry point for gender mainstreaming throughout implementation of the project. The gender analysis, through stakeholder engagement and consultation enabled:

- Development and input into the design of the project and the approach for mainstreaming gender during implementation;
- Demonstration of the need for gender-disaggregated data and indicators to establish a baseline in which to measure improvements and identify areas of focus; and
- Establishment of recommendations to incorporate into the Gender Action Plan.

The gender analysis was mainly based on desk review and limited consultation. Given the timeframe between the project design and approval, it is imperative to undertake a review to update the gender action plan, including the baseline, indicators and targets and ensure the action plan is fully integrated and mainstreamed in project implementation and monitoring.

Under this constancy, the Ministry of Environment Climate Change and Technology seeks to hire a Consultant to review and update the Gender Action Plan and support capacity development to ensure gender is mainstreamed throughout project implementation.

3. OBJECTIVES AND SCOPE OF WORK

The main objective of the consultancy is to review and update the Gender Action Plan and support capacity development to ensure gender is mainstreamed in the project implementation.

The specific of objectives are;

1. To undertake review of available data and update the Gender Action Plan. The Consultant will undertake detailed analysis of the gender issues related to the objectives of the project within the chemicals and waste sector through desk review and extensive stakeholder consultations.
2. Review project document indicators and targets to ensure the gender is aligned and integrated in project implementation, monitoring and reporting.
3. Organise and hold a stakeholder meeting and a validation workshop targeting the main stakeholders at island level and national level respectively to present final outputs and receive feedback.
4. Undertake targeted capacity building and empowerment to promote gender mainstreaming and upscaling.

The scope of work in line with the specific objectives is highlighted here below;

1. To undertake review of available data and update the Gender Action Plan. The Consultant will undertake detailed analysis of the gender issues related to the objectives of the project within the chemicals and waste sector through desk review and stakeholder consultations. The Consultant will undertake a detailed gender analysis as a basis for updating Gender Action Plan. Specifically, the follow activities are foreseen among others as may be considered appropriate;
 - a) Conduct two stakeholder consultation workshops in Fuvahmulah and Addu City

- b) Through consultations with stakeholders, identify women specific issues related to chemicals and waste sector and make recommendation on opportunities and strategies for women empowerment.
 - c) Develop an updated Gender Action Plan with clear recommendation to mainstream gender in project implementation
2. Review project document indicators and targets to ensure the gender is aligned and integrated in project implementation, monitoring and reporting. Specifically, the Consultant will;
- a) Undertake a review of the project indicator and targets and ensure that they are gender sensitive.
 - b) Prepare relevant tools and materials to ensure gender, in particular (i) women specific issues in chemicals and waste sector are mainstreamed and prioritised during project implementation as well as (ii) Gender disaggregated consideration in beneficiary selection
 - c) Review and provide relevant tools for monitoring, documenting and reporting qualitative gender specific benefits that can be directly associated with project during project implementation.
 - d) Undertake targeted capacity building and empowerment to promote gender mainstreaming and upscaling. Specifically, the Consultant will;
 - i. Undertake targeted Training of Trainers (TOT) workshops in two selected Islands targeting women groups to champion gender issues and empowerment, gender mainstreaming and upscaling. Selection of target Islands will be done in close consultation with PMU and will be based on potential for active women engagement who can act as champions on gender especially women empowerment in chemicals and waste sector.
 - ii. Undertake a TOT workshop for PMU to enhance gender sensitivity and integration in their respective day to day work planning and implementation and relevant staff in the Ministry will be invited to attend the training to enhance upscaling within the Ministry.
3. Organise and hold a validation workshop targeting the main stakeholders at national level to present final outputs and receive feedback. The validation workshop will be held at National level targeting the main stakeholders including the Ministry of Environment Climate Change and Technology and other keys institutions, utility institutions. UNDP and other donor agencies will be invited to participate and provide inputs. Relevant documents for review, including attendance and photographic evidence should be submitted with the report.

4. EXPECTED OUTPUTS AND DELIVERABLES

Based on the above-described general scope of work for this assignment, under the direct supervision and in close coordination with PMU and the Ministry of Environment, Climate Change and Technology, (MECCT), Consultant shall be responsible for carrying out the following tasks:

1. Review of project document and conducting of stakeholder consultation (Two Workshops).
2. Inception report with proposed methodology and detailed plan of implementation of the consultancy in line with objectives and planned deliverables.
3. An updated Gender Action Plan clearly highlighting the gender mainstreaming strategies, activities and practical implementation plan; Conducting validation workshop with stakeholders

4. Review inputs and updated monitoring indicators framework and targets to ensure the gender is aligned and integrated in project implementation, monitoring and reporting.
5. Report of targeted training workshops in line with consultancy specific objectives. The report will include summary of key discussion points and issues arising as well as gender disaggregated participants lists and training materials (PowerPoint presentations, etc).
6. Short video from training and other stakeholder consultation meetings shall be provided:
7. Provide Training activity program that was developed on women empowerment, gender mainstreaming and upscaling.
8. Final consultancy report with annexes of final validated deliverables taking into account review inputs from the Ministry, UNDP and validation workshop in general. These include: i) Final Updated Gender Action Plan, ii) Updated monitoring and Indicator framework to mainstream gender in project implementation and iii) report on targeted capacity building.

5. DURATION AND PAYMENT SCHEDULE

Expected completion of assignment is within 90 days of signing the agreement.

The consultancy contract fee will be based on lump sum modality with payment schedule based on deliverables as per the table below;

Deliverables/ Outputs	Targeted Delivery Time	Percentage of Payment
Conducting of Stakeholder Meeting and deliverable of Inception report with proposed methodology and detailed plan of implementation of the consultancy in line with objectives and planned deliverables.	3 rd Week	10
Conducting of Validation Workshop & Presentation of Gender Action Plan clearly highlighting the gender mainstreaming strategies, activities and practical implementation plan.	5 th Week	10
Review inputs and updated monitoring indicators framework and targets to ensure the gender is aligned and integrated in project implementation, monitoring and reporting.	7 th Week	15
Report of targeted capacity building and training workshops in line with consultancy specific objective including Training activity program with tools and materials	10 th week	20
Final consultancy report with annexes of final validated deliverables taking into account review inputs from the Ministry, UNDP and validation workshop in general. These includes the i) Final updated Gender Action Plan, ii) Updated monitoring and Indicator framework to mainstream gender in project implementation and iii) report on targeted capacity building.	12 th Week	50
Total	12 weeks	100

6. REPORTING AND PAYMENT

- All reports shall be submitted as stipulated in the deliverables and all reports will be submitted as drafts and upon review by the Project Management Unit, the Consultant shall revise the

draft reports. Once, the revised reports are accepted by the PMU they will be termed as final reports by the consultancy.

- The Consultant will work in close collaboration with Project Management Unit, based in Ministry of Environment Climate Change and Technology in coming up with the deliverables. The Consultant will administratively report to the Project Manager.
- All draft documents should be in Microsoft Word and all final documents in Adobe Acrobat format
- Field Visit Report / Workshop Reports must be submitted no later than 7 days after each field visit.
- All field data and photo/video shall be transferred to client and will be property of client.
- The payments shall be contingent upon the successful completion of the deliverables/milestones as outlined in the ToR.

7. FACILITIES TO BE PROVIDED BY PMU

- The PMU will provide necessary information and materials available from for the fulfilment of tasks and will organize necessary meetings, trips and workshops.
- Travelling expenses, food and accommodation allowance for trips will covered by the project

8. QUALIFICATIONS AND EXPERIENCE

The Consultant is expected to fulfil the following criteria in terms of expertise and qualifications;

1. Academic Qualifications

- Minimum Bachelor's degree in social science, gender studies, education or in a related discipline

2. General Experience

- Minimum 2 years (2010 to date) of general professional work experience in social science, education or in a related field

3. Specific Experience

- Demonstrated experience in minimum 1 similar assignment relating to developing a management plan in the field of gender, socio-economics or any other related discipline
- Experience in developing Gender Action Plans for donor funded projects will be an added advantage
- Experience in conducting trainings or stakeholder consultation workshop is desirable

The successful candidate must be willing to travel to project island to conduct trainings and workshops

9. EVALUATION CRITERIA

Details	Maximum Points
1. Academic Qualifications <ul style="list-style-type: none"> [20] points for minimum Bachelor's degree in social science, gender studies, education or in a related discipline, [05] points for each level above Bachelor's degree 	[30]
2. General Professional Experience <ul style="list-style-type: none"> [20] points for minimum 2 years (2010 to date) of general professional work experience in social science, education or in a related field, [02] point for each additional year up to 5 years 	[30]
3. Specific Professional Experience <ul style="list-style-type: none"> [20] points for demonstrated experience in minimum 1 similar assignment relating to developing a management plan in the field of gender, socio-economics or any other related discipline, [5] point for each additional assignment up to 2 assignments [5] points for demonstrated experience in developing Gender Action Plans for donor funded projects (not a minimum requirement) [5] points for demonstrated experience in conducting trainings or stakeholder consultation workshop is desirable (not a minimum requirement) 	[40]

Total technical score (s): 100

- The minimum technical score (s) required to pass is: 60 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 $F = [0.4]$

10. ADDITIONAL INFORMATION

Documents and data provided by the government for the purpose of this assignment which is not of public nature shall be considered confidential and should not be disclosed to any other party. All products produced as part of this assignment and shall be handed over to the PMU at the completion of the contract and will become the sole property of MECCT.

11. QUERIES

For any queries please email to procurement@environment.gov.mv copied to asnan.ahmed@environment.gov.mv before 1200hrs on 19 September 2021.

12. SUBMISSION

Bid submission	On or before 21 September 2021 – 10:00 hours local time
Bid opening	21 September 2021 – 10:00 hours local time. Proposals will be opened in the presence of the bidders’ 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 “Do not Open Before 21 September 2021 – 10:00 hours – Development of Gender Action Plan for Eliminating Persistent Organic Pollutants Through Sound Management of Chemicals Project” and the submitting party’s name and address Electronic submission is not permitted. Late proposals will be rejected.
Submission address	Procurement Section Ministry of Environment Green Building, Handhuvaree Hingun, Maafannu Male’, 20392, Republic of Maldives Email: procurement@environment.gov.mv Website: www.environment.gov.mv Project name: Eliminating Persistent Organic Pollutants Through the Sound Management of Chemicals

ANNEX A
TECH FORM 1 – Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

We, the undersigned, offer to provide the consultancy service for the “**Development of Gender Action Plan for Eliminating Persistent Organic Pollutants Through Sound Management of Chemicals Project**” - Ref: (IUL)438-ENV/438/2021/240, in accordance with your Request for Proposal dated [xxx]. 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 fees. The 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 fulfil 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 joint venture/company/partnerships/institutions/sole proprietor:

Address

TECH FORM 3 – Curriculum Vitae (CV) of Consultant

(Strictly follow the format given below)

- 1. Name of Company:** *[Insert name of company proposing the staff (if applicable)]:*
- 2. Name of staff:** *[Insert full name]:*
- 3. Date of birth:**
- 4. Education** *[Indicate college/university and other specialized education, giving names of institutions, degrees obtained, and dates of obtainment]:*
- 5. Membership of professional associations**
- 6. Other Training**
- 7. Languages** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:*
- 8. Experience/ employment record** *[Starting with present position, list in reverse order every employment held 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:

9. Summary of projects/assignments undertaken/ role

Name of project/ assignment:

Experience classification: General / specific

Scope of project/ assignment:

Role/ Position undertaken:

Period of Consultation:

10. Past commitments in 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:

TECH FORM 4 – Letter of Commitment

[Location, date]

To: [Name and address of Client]

Ref no: _____

Dear Sir/Madam,

I am writing to confirm my availability to provide services as the key person to **Development of Gender Action Plan for Eliminating Persistent Organic Pollutants Through Sound Management of Chemicals Project** – Ref: (IUL)438-ENV/438/2021/240, 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.

We remain,

Yours sincerely,

Name:

ID card No:

Date:

Signatory:

TECH FORM 5 – Joint Venture Partner Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below].

Date: *[insert date (as day, month and year) of Bid Submission]*

Procurement Reference No.: *[insert reference]*

Page ___ of ___ pages

1. Bidder's Legal Name:	<i>{insert Bidder's legal name}</i>
2. JV's Party legal name:	<i>{insert JV's Party legal name}</i>
3. JV's Party Country of Registration:	<i>{insert JV's Party country of registration}</i>
4. JV's Party Year of Registration:	<i>{insert JV's Party year of registration}</i>
5. JV's Party Legal Address in Country of Registration:	<i>{insert JV's Party legal address in country of registration}</i>
6. JV's Party Authorized Representative Information	
Name:	<i>{insert name of JV's Party authorized representative}</i>
Address:	<i>{insert address of JV's Party authorized representative}</i>
Telephone/Fax numbers:	<i>{insert telephone/fax numbers of JV's Party authorized representative}</i>
Email Address:	<i>{insert email address of JV's Party authorized representative}</i>
7. Attached are copies of original documents of: <i>{check the box(es) of the attached original documents}</i>	
<ul style="list-style-type: none"> - Articles of Incorporation or Registration of firm named in 2, above. - In case of government owned entity from the Republic of Maldives, documents establishing legal and financial autonomy and compliance with commercial law. 	

FIN FORM 1 – Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

We, the undersigned, offer “**Development of Gender Action Plan for Eliminating Persistent Organic Pollutants Through Sound Management of Chemicals Project**” - Ref: (IUL)438-ENV/438/2021/240, in accordance with your Request for Proposal dated [xxx] and Technical Proposal. The attached Financial Proposal is for the sum of [Insert amount(s) in words and figures in MVR]. This amount is inclusive of the all local taxes.

The Financial Proposal shall be binding upon myself 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 joint venture/company/partnerships/institutions/sole proprietor:

Address:

FIN FORM 2 – Financial Breakdown Form

Reference No:

No.	Description	MVR
1	Conducting of Stakeholder Meeting and deliverable of Inception report with proposed methodology and detailed plan of implementation of the consultancy in line with objectives and planned deliverables.	
2	Conducting of Validation Workshop & Presentation of Gender Action Plan clearly highlighting the gender mainstreaming strategies, activities and practical implementation plan.	
3	Review inputs and updated monitoring indicators framework and targets to ensure the gender is aligned and integrated in project implementation, monitoring and reporting.	
4	Report of targeted capacity building and training workshops in line with consultancy specific objective including Training activity program with tools and materials	
5	Final consultancy report with annexes of final validated deliverables taking into account review inputs from the Ministry, UNDP and validation workshop in general. These includes the i) Final updated Gender Action Plan, ii) Updated monitoring and Indicator framework to mainstream gender in project implementation and iii) report on targeted capacity building.	
	Total:	
	GST:	
	Total with GST	

The quotation is valid for 90 days from the date of bid opening.

Note: Indicate the total cost with detail cost to be paid in Maldivian Rufiyaa (MVR).

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

Authorized signature and stamp: