



Ministry of Environment, Climate Change and Technology
Republic of Maldives

TERMS OF REFERENCE
(IUL)438-ENV/438/2021/261

**CONSULTANCY SERVICES TO DEVELOP GUIDELINES AND STANDARDS FOR
HANDLING OF HAZARDOUS CHEMICALS ALONG THEIR LIFE CYCLE**

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

Issued on: 23rd 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	23 rd September 2021
Bid clarification deadline	29 th September 2021 before 1200hrs
Proposal submission deadline	04 th October 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.
5. **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)
6. Completed **Letter of Commitment (signed by the proposed key person)** – (Tech Form 5)
7. Copy of Business (company/partnerships/institutions/local JV/sole proprietorship) registration certificate.
8. Copy of SME registration certificate
9. If more than one party wishes to show interest as a JV, Joint Venture or Association Agreement between the parties needs to be provided
10. In case of JV, completed JV form
11. 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.

Note 04: Foreign parties are not allowed to bid for this tender individually or as a joint venture with a Maldivian business entity.

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/local JV/sole proprietorship) to develop guidelines and standards for handling of hazardous chemicals along their life cycle (import, storage, use, and disposal), with focus on Best Available Techniques/Best Environmental Practices (BAT/BEP) for Poly Chlorinated Bi-Phenyls (PCBs) and unintentional Persistent Organic Pollutants (u-POPs) developed.

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.

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

3. OBJECTIVE OF THE CONSULTANCY

The main objective of this consultancy is to develop guidelines and standards for handling of hazardous chemicals along the life cycle (import, storage, use, and disposal), with focus on (BAT/BEP) for PCBs and U-POPs.

4. SCOPE OF WORK

The consultant will:

- a) develop guidelines for handling of hazardous chemicals along the life cycle (import, storage, use, and disposal), with guidance on (BAT/BEP) for U-POPs. In line with the relevant international conventions on chemicals management for meeting its objective to minimize or eliminate releases of unintentionally produced chemicals listed in Annex C of the Stockholm convention (PCDD, PCDF, HCB and PCB).
- b) formulate a National Chemicals Disposal Guideline focusing on the import, storage, use, and disposal of chemical wastes, hazardous wastes including waste tyres, used oils, e-wastes and;
- c) develop a Media/Awareness Strategy with the support of media unit of the Ministry.

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 finalize proposed workplan and methodology in line with the scope of this TOR.
2. Action Plan Report to address the most important sources and loads of U-POPs and the implementation of BAT & BEP which will cover:
 - important sources and loads of U-POPs in Maldives and the implementation of BAT & BEP, Strategies/guidelines for meeting Stockholm convention obligations to reduce or eliminate releases of unintentionally produced chemicals listed in Annex C of the Stockholm Convention (PCDD, PCDF, HCB and PCB)
 - BAT & BEP to each source category relevant to Maldives (Source categories are listed in Part II and Part III of Annex C of the Stockholm Convention, relevant sources to Maldives include waste incineration, open burning of waste)
 - Analysis of social, economic, and environmental implications for the strategies applied to each source category
 - Schedule of execution for each strategy
3. National Chemical Disposal Guideline for handling of hazardous chemicals along the life cycle (import, use, handling and data management, storage, transport and disposal of chemicals) in a nationally relevant context
4. Awareness/ Media Strategy that outlines public information dissemination approach of the Disposal Guidelines.
5. Implementation Plan for the National Chemical Disposal Guideline

5. QUALIFICATIONS AND EXPERIENCE

5.1 Qualification and skills of the Consultant

- Minimum Bachelor's Degree in the field of chemical/environmental engineering, science, environmental management, environmental sciences, or any other relevant field.

5.2 General Professional Experience of the Consultant

- Minimum 3 years (*from 2010 to date*) of general work experience in the field of chemical/environmental engineering, science, environmental management, environmental sciences, or any other relevant field.

5.3 Specific Professional Experience of the Consultant

- Demonstrated experience in minimum 1 similar assignment relating to developing guidelines and standards related to wastes/chemicals management
- 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.
- Previous work experience related to POPs or waste management will be an added advantage.

6. DELIVERABLES AND PAYMENT SCHEDULE

	DELIVERABLE	DETAILS	DURATION	END PRODUCT	PAYMENT SCHEDULE
1	Inception meeting	Inception meeting to finalize proposed workplan and methodology in line with the scope of this TOR.	05 days after signing the contract	<ul style="list-style-type: none"> ▪ Inception meeting report and minutes ▪ Final Workplan ▪ Approved approach and methodology 	10% upon completion and submission of documents
2	Action Plan Report	<p>Action Plan Report should cover:</p> <ul style="list-style-type: none"> • Important sources and loads of U-POPs in Maldives and the implementation of BAT & BEP, Strategies/guidelines for meeting obligations of Stockholm Convention to reduce or eliminate releases of unintentionally produced chemicals listed in Annex C of the Stockholm Convention (PCDD, PCDF, HCB and PCB) • BAT & BEP to each source category relevant to Maldives (Source categories are listed in Part II and Part III of Annex C of the Stockholm Convention, relevant sources to Maldives include waste incineration, open burning of wastes) • Analysis of social, economic, and environmental implications for the strategies applied to each source category • Schedule of execution for each strategy 	4 weeks upon submitting the workplan	<ul style="list-style-type: none"> ▪ Submission of soft copies of the Action Plan Report 	30% upon completion and approval of deliverable 2
3	Final draft of the National Chemical Disposal Guideline	Final National Chemical Disposal Guideline for handling of hazardous chemicals along the life cycle (import, use, handling and data management, storage, transport and disposal of chemicals) in a nationally relevant context to be submitted.	Within 3 weeks of completion of deliverable 4	<ul style="list-style-type: none"> ▪ Workshop reports and minutes of meetings for both meetings 	30% upon completion and approval of deliverable 3
4	Awareness/ Media Strategy	Awareness/ Media Strategy that outlines public information dissemination approach of the Disposal Guidelines	Within 1 week of completion of deliverable 3	<ul style="list-style-type: none"> ▪ Submission of contents for proposed awareness 	20% upon completion and

				materials and overall awareness and media strategy	approval of deliverable 4
5	Implementation Plan for the National Chemical Disposal Guideline	Implementation Plan for the National Chemical Disposal Guideline with key stakeholder and their roles and responsibilities in the various stages of the chemicals life cycle (import, use, handling and data management, storage, transport and disposal of chemicals).	Within 1 week of completion of deliverable 4	<ul style="list-style-type: none"> Submission of the final document “Guidelines and Standards for Handling of Hazardous Chemicals Along the Life Cycle.” 	10% upon completion and approval of deliverable 5

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 guideline and standards for the handling of hazardous chemicals so that risks are identified, avoided, mitigated and managed throughout the consultancy. 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 if required.

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

8. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is **3 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 copied to thuhufa.abdulla@environment.gov.mv before 1200hrs on 29th September 2021.

10. EVALUATION CRITERIA

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

DETAILS	MAXIMUM POINTS
Qualifications and experience of the Consultant	[100]
a) Qualification and skills of the Consultant <ul style="list-style-type: none"> [20] points for minimum Bachelor's Degree in the field of chemical/environmental engineering, science, environmental management, environmental sciences, or any other relevant field, [05] additional points each for any qualification above Bachelor's, up to PhD. 	[30]
b) General Professional Experience of the Consultant <ul style="list-style-type: none"> [20] points for minimum 3 years (from 2010 to date) of general professional experience in the field of chemical/environmental engineering, science, environmental management, environmental sciences, or any other relevant field, [04] points for each additional year up to 5 years. 	[40]
c) Specific Professional Experience of the Consultant <ul style="list-style-type: none"> [10] points for demonstrated experience in minimum 1 similar assignment relating to developing guidelines and standards chemical/environmental engineering, science, environmental management, environmental sciences, or any other relevant field., [05] points for each additional assignment up to 2 assignments [05] points for proven ability to work with a wide range of partners, including government offices and independent institutions demonstrated as work experience (not a minimum requirement) [05] points for previous work experience related to POPs or waste management. (not a minimum requirement) 	[30]

Total technical score (s): 100

- The minimum technical score (s) required to pass is: 50 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:

$$T = [0.6], \text{ and } F = [0.4]$$

11. SUBMISSION

Bid submission	On or before 04th October 2021 – 11:00 hours local time
Bid opening	04th October 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 “Do not Open Before 04th October 2021 – 11:00 hours – “Guidelines And Standards For Handling Of Hazardous Chemicals Along Their Life Cycle” 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, 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: Eliminating Persistent Organic Pollutants Through the Sound Management of Chemicals