



Republic of Maldives

Terms of Reference for Consultancy Services

To

**Conduct a Knowledge, Attitude and
Practices (KAP) Survey on environment in
all inhabited islands of Laamu Atoll**

Number: (IUL) 438-ENV/438/2021/268

Issued by:

Ministry of Environment, Climate Change and Technology
Green Building, Handhuvaree Hingun, Maafannu, Male'-20392
Republic of Maldives

Contents

- 1. Introduction..... 3
- 2. Objectives 4
- 3. Scope of works..... 5
- 4. Methodology 6
- 5. Key Deliverables..... 6
- 6. Payment..... 6
- 7. Duration 7
- 8. Confidentiality 7
- 9. Experience and Qualification criteria 7
- 10. Additional information..... 8
- 11. Selection criteria..... 8
- 12. Application 11
- 13. Submission 12

1. Introduction

The Government of the Republic of Maldives through the Ministry of Environment, Climate Change and Technology is implementing Enhancing National Development through Environmentally Resilient Islands (ENDhERI) project financed by Global Environment Facility (GEF) and assisted by United Nations Environment Program (UNEP) with the objective of enhancing reef protection, resilience and ecosystem recovery by reducing development impacts in a selected project site the Maldives, enabled for replication nationally through public awareness and integrating the values of marine biodiversity and other natural capital in national.

This project aims to assist the government of the Maldives in its implementation of new environmental policies and transition towards national adoption of Green Growth atoll development that will sustain marine Natural Capital (NC) and strengthen the resilience and recovery of reef ecosystems. This will be informed by learning from atoll-wide integrated coastal zone management within a Managed Marine Area / Biosphere Reserve framework, and the application of innovative sustainability practices and standards in agriculture, fisheries, tourism and construction sectors as the basis for transforming the human ecological footprint in Laamu Atoll, and taking this up to national level through sector transformation, spatial planning and improved governance based on NC accounting. The intermediate objective of this transformation is to minimize the flows of pollutants from land-based activities into the adjacent marine environment, and reduce marine-based drivers of reef degradation including baitfish and reef fisheries. Overall, the project seeks to enhance reef ecosystem integrity and resilience through sustainable management, reducing development impacts and integrating NC accounting into national planning.

The project is structured in four components:

Component 1 will increase the sustainability of marine and coastal resource management under a Green Growth Strategy for Laamu Atoll (Outcome 1.1) and achieve a reduction in stressors impacting Laamu Atoll reefs through increased Green Growth and Integrated Coastal Zone Management practices in key sectors (Outcome 1.2).

Component 2 will result in increased understanding of the values and dependencies on marine NC and biodiversity and ecosystem services that supports improved livelihoods and sustainable development on Laamu and among key national stakeholders (Outcome 2.1).

Component 3 will aim to achieve increased institutional capacity, clarified mandates and integration of NC accounting in marine biodiversity conservation policy and programs (Outcome 3.1); enhanced protection of coral reefs and other marine NC through actions by corporate sectors (Outcome 3.2); and strengthened inter-sectoral coordination and spatial planning that incorporates NCA support sustainable development in the fisheries and agriculture, tourism and construction sectors (Outcome 3.3).

Component 4 will support the implementation of Components 1-3 ensuring that information and lessons learned are shared between the different Components and stakeholders and that results-based management is informed by adequate M&E procedures.

Overall, the project will lead to enhanced conservation and sustainable management of the coral reef-atoll seascapes throughout the Maldives through an in-built design for scaling up from local experience to national change across its three components. Integration of the NC concept and approaches into business models, risk analyses and decision-making processes within government, private sector and financial institutions is expected to align national and local governance with the enhanced planning needs outlined in the National Biodiversity Strategy and Action Plan.

2. Objectives

Component 2 of this project is focused on increasing the community's understanding of the values and dependencies on marine Nature capital and biodiversity and ecosystem services that supports improved livelihoods and sustainable development among key national stakeholders. All other components of this project also involve awareness raising, and communication towards increased understanding of NC concepts and resulting changes to environmentally detrimental behaviour.

Hence it is vital to establish a baseline of the current understanding of environmental knowledge and resource usage and conservation practices in the targeted island communities so that appropriate strategies can be formulated towards the project goals. A knowledge, attitudes and

practices survey are an ideal form to collect data to establish such a baseline. Repetition of the KAP survey would also allow the levels of knowledge uptake and behavioural changes in the target communities to be measured across the duration of the project period.

The objective of the KAP survey would be to gather individual level data from the island communities of Laamu atoll on the following topics in a quantitative manner.

- Current knowledge of present environmental concerns at a national and local level.
- Current knowledge on environmental campaigns carried out nationally and locally.
- Sources of environmental information
- Usage patterns of the most common communication mediums
- Perceptions on the credibility of different platforms
- Participant's attitudes on:
 - Their own impact on environment related matters
 - Areas where they believe they could make a difference
 - Obstacles they feel that prevents them from effectively contributing to the environmental conservation.
- Their usage of natural resources including the manner and intent of usage.
- Their current behaviour that have either positive or negative impacts on the local environment, including water, waste disposal, marine resources.

3. Scope of works

The consultant is expected to provide the following services:

- Formulate a KAP survey questionnaire that satisfy the objectives outlined while being robust allowing for easy data tabulation, comparison and analysis.
- Conduct a survey based on approved questionnaire and methodology.
- Prepare and submit a comprehensive report based on the collected data that includes:
 - Data disaggregated by:
 - Gender
 - Age
 - Educational level

- Occupation
- Income level
- Summary of key findings.
- Graphical representation of the data.
- Raw data in an industry standard format (csv, xls, sav)
- Identification of major behavioural trends that has environmental concerns and appropriate communication channels to address these trends.

4. Methodology

- The survey should cover a minimum of 230 households / 1400 participants across the whole atoll of Laamu and should include a proportional amount from each of the 11 inhabited islands of Laamu atoll.
- The survey should be conducted in-person with the participants.

4.1. Key Deliverables

Details	No. of copies
Methodology: Detailed plan on how the assessment will be carried out. (Draft tools to be shared with NBS for technical review, inputs, and comments. Get approval from NBS and its comments into the final version and field test tools before carrying out the survey)	1 soft copy
Finalized survey questionnaire	1 soft copy
Draft Report	1 soft copy
Final Report	4 hard copies 1 soft copy
Raw Data and Analysis including reports from any training / workshops conducted.	1 soft copy

4.2. Payment

Requirement	Allocation
Finalized survey questionnaire	20%
Submission of draft report	30%
Submission of final report	50%

*All payments will be made upon acceptance of the output and production of an invoice.

4.3. Duration

Duration of the assignment is 60 days upon signing of the contract.

4.4. Confidentiality

- The documents produced during the period of this consultancy will be treated as strictly confidential, and the rights of distribution and/or publication will reside solely with the Ministry of Environment, Climate Change and Technology.
- 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.
- Use or re-publication of data or survey findings by the contractor will not, in anyway, be permitted.
- The contract signed with the firm will include other general terms defined by the Ministry of Environment, Climate Change and Technology.

4.5. Experience and Qualification criteria

The following members will be required for this assignment

Post	Nos
Social Scientist	1
Environmental scientist	1

Interested proponents should provide CVs with supporting documents of team members meeting the following requirements:

a) Social scientist (team leader)

- a. Must have a bachelor's degree in a social science of related field
- b. Must have 3 years work experience in a relevant sector in the Maldives
- c. Must have experience in using market research techniques such as structured and semi structured interviews, focus group interviews, consumer behaviour surveys etc.
- d. Must have excellent presentation and report writing skills
- e. Must have excellent communication skills in Dhivehi and English
- f. Ability to work well in a team

b) Environmental scientist

- a. Must have a bachelor's degree in an environment related field
- b. Must have 3 years work experience in Maldives environment sector
- c. Must have excellent presentation and report writing skills
- d. Demonstrated knowledge on environmental matters is an asset
- e. Must have excellent communication skills in Dhivehi and English
- f. Ability to work well in a team

4.6. Additional information

The project management unit of Enhancing National Development through Environmentally Resilient Islands (ENDhERI) has overall responsibility of the management of the contract and contractual reporting obligations. All outputs and materials produced as part of this TOR shall be handed over to the Project Management Unit of ENDhERI at the end of the contract and will become the Ministry of Environment, Climate Change and Technology's sole property. ENDhERI PMU will facilitate any required meetings with relevant stakeholders.

5. Selection criteria

The following criteria will be applied during the evaluation of the proposals and attention should be paid while preparing the proposals. Points will be awarded only for assignments with supporting documents.

Technical Score:

(A) Company Profile:	[100]
No. of similar project / assignments <i>20 points for each documented assignment, up to a maximum of 3.</i>	[60]
Experience in the Maldives <i>40 points for a documented proof of a minimum of one similar assignment completed in the Maldives.</i>	[40]
Total A=	[]

(B) project team	[100]
Social scientist	[60]
Environmental scientist	[40]
Total B=	[]

The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub criteria and relevant percentage weights:

Social Scientist	
Relevant education and qualifications <i>[40%] to be awarded for a minimum Bachelor's Degree in Social Science, no additional points for educational levels above a Bachelor's Degree.</i>	[40%]
Experience in similar assignments <i>20% will be awarded for each previously completed similar surveying assignment with proof of completion, up to a maximum of three assignments [60%].</i>	[60%]

Environmental Scientist	
Relevant education and qualifications <i>[40%] to be awarded for a minimum Bachelor's Degree in Environmental Science, no additional points for educational levels above a Bachelor's Degree.</i>	[40%]
Experience in similar assignments <i>20% will be awarded for each previously completed similar surveying assignment with proof of completion, up to a maximum of three assignments [60%].</i>	[60%]

(C) Approach, methodology and work plan	[100]
Approach and methodology <i>a) Demonstration of an understanding of the objective of the assignment in the context of the project - 30 points</i> <i>b) Proposal on methodology on carrying out the activities - 30 points</i>	[60]
Work plan of the assignment <i>a) Proposed main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client and delivery dates of the reports - 10 points</i> <i>b) Work plan being consistent with proposed Technical Approach and Methodology – 20 points</i> <i>c) Work schedule – 10 points</i>	[40]
Total C=	[]

Technical score (St) = $A/100*[W1] + B/100*[W2] + C/100*[W3]$

Weight distribution

W1	Company profile with relevant to similar or related assignments	[10]
W2	Project team	[50]
W3	Approach and methodology	[40]

Financial Score:

The formula for determining the financial scores is the following:

$Sf=100 * Fm / F$, in which Sf is the financial score, Fm is the lowest price and F is the price of the proposal under consideration.

The weights given the technical and financial score are:

$T= \{0.6\} * St$, and

$P= \{0.4\} * Sf$

Final score (FS) is = T + P

6. Application

Consultants should be submit their proposals containing the following (standard forms provided in Annex 1):

- Copy of Business (company/partnerships/institutions) registration certificate.
- Copy of notification of Tax registration
- Copy GST registration (if applicable)
- Copy of SME Registration certificate (If applicable)
- Completed **Proposal submission form (FORM-1)** (signed by the owner of the entity)
- Completed **Form 2: LETTER OF COMMITMENT** (signed by the Social Scientist)
- Completed **Form 3: LETTER OF COMMITMENT** (signed by the Environmental Scientist)
- The list of proposed professional staff team, the position that would be assigned and their tasks (**FORM-4**)
- A description of the approach, methodology (including proposed sample size, survey methods) and work plan for performing the assignment covering the following subjects:

technical approach and methodology, work plan and organization and staffing schedule.

Guidance on the content of this section is provided under **FORM-5**. The work plan should be consistent with the work schedule (**FORM -6**) which will show in the form of a bar chart the timing proposed for each activity.

- Completed **Form 7: FINANCIAL BREAKDOWN FORM** – Financial proposal should include GST (if applicable)
- Brief description of the consultant’s organization and an outline of recent similar consultancy services provided by the consultant along with references.
- CV’s of the professional staff signed by the staff themselves or by the authorized representative of the professional staff and letter of commitment from each member to undertake the project, should you be the winning bidder.
- Copies of national identity card of the Team (Social Scientist and Environmental Scientist)
- Copies of educational qualifications of the proposed Team (Social Scientist and Environmental Scientist)

Note 01: Only company/partnerships/institutions can submit proposal for this assignment.

Note 02: If proponent failed to submit any of the above listed document, their proposal may not be considered for further evaluation

7. Submission

Proposals must be delivered in sealed envelopes titles “**Knowledge, Attitude and Practices (KAP) Survey on Environment in all inhabited islands of Laamu Atoll**” to the address below on or before 11th October 2021 at 1100 hours local time. Electronic bidding will not be permitted. Late bids will be rejected. Bids will be opened in the presence of the bidders’ representatives, who chose to attend in person at the address below on 11th October 2021 at 1100 hours.

ENDhERI PMU

Environment Management and Conservation Department
Ministry of Environment, Climate Change and Technology
endheri@environment.gov.mv
Green building, Handhuvaree Hingun, 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 “**Consultancy Services To Conduct a Knowledge, Attitude and Practices (KAP) Survey on environment in all inhabited islands of Laamu Atoll - (IUL)438-ENV/438/2021/268,**” 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: "Consultancy Services To Conduct a Knowledge, Attitude and Practices (KAP) Survey on environment in all inhabited islands of Laamu Atoll - (IUL)438-ENV/438/2021/268,"

Dear Sir/Madam,

I am writing to confirm my availability to provide services as the Social Scientist to the project **Consultancy Services To Conduct a Knowledge, Attitude and Practices (KAP) Survey on environment in all inhabited islands of Laamu Atoll** 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: Letter of Commitment

[Date]

[Entity Name]

[Road Name]

Male'

Maldives

Re: "Consultancy Services To Conduct a Knowledge, Attitude and Practices (KAP) Survey on environment in all inhabited islands of Laamu Atoll - (IUL)438-ENV/438/2021/268,"

Dear Sir/Madam,

I am writing to confirm my availability to provide services as the Environmental Scientist to the project **Consultancy Services To Conduct a Knowledge, Attitude and Practices (KAP) Survey on environment in all inhabited islands of Laamu Atoll** 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-4: TEAM COMPOSITION AND TASK ASSIGNMENT

Name of Staff	Position Assigned	Task Assigned

FORM-5: DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

Technical approach, methodology and work plan are key components of the technical proposal. You are suggested to present your Technical Proposal divided in to the following three chapters:

- a) Technical Approach and Methodology*
- b) Work Plan, and*
- c) Organization and staffing.*

- a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*
- b) Work Plan. In this chapter you should proposed the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them in to a feasible working plan.*
- c) Organization and Staffing. In this chapter you should proposed the structure and composition of your team. You should list the main disciplines of the assignment, the proposed professional staff responsibility.*

FORM TECH-6: WORK SCHEDULE

	[1 st ,2 nd , etc. are days from the start of assignment.]												
	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th	...
Activity (Work)													

FORM-7: Financial Breakdown

Service provider's Reference No:

	Description	MVR
1	Proposed methodology and work plan	
2	Finalized survey questionnaire	
3	Draft report	
4	Final Report	
5	Raw data and analysis including reports from any training / workshops conducted.	
	Total :	
	GST :	
	Total with GST:	

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

Authorized Signature:

Stamp: