



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

**REQUEST FOR PROPOSAL**

**Consultancy Services for Sorting and Digitalizing of archived documents**

**“Supporting Vulnerable Communities in Maldives to Manage Climate Change-induced  
Water Shortages Project”**

Issued on: 18<sup>th</sup> November 2021

Issued By:

GCF Project Management Unit

Water and Sanitation Department

Ministry of Environment, Climate Change and Technology

## **TERMS OF REFERENCE**

### **INTRODUCTION**

The outer islands of the Maldives experiences drinking water shortages during dry season. These shortages have had significant adverse human, environmental and social impacts on the outer island communities. In response to this climate challenge, the Government of the Maldives, with the support of the UNDP received financing from Green Climate fund (GCF) is undertaking the “Supporting Vulnerable Communities in the Maldives to Manage Climate Change-Induced Water Shortages” project. The objective of the project is to deliver safe and secure freshwater to 105,000 people in the islands of Maldives in the face of climate change risks. This will be achieved by delivering the following results:

- a. Scaling up an integrated water supply system to provide safe water to vulnerable households.
- b. Introduction of decentralized and cost-effective dry season water supply systems.
- c. Groundwater quality improved to secure freshwater reserves for long term resilience.

The project is one of the first projects to be funded through the Green Climate Fund and is implemented by partnership between Ministry of Environment, Climate Change and Technology and UNDP. Under this project, Ministry of Environment, Climate change and Technology (MECT) intends to procure the services of a consultancy firm for sorting and digitalizing archived documents of Water & Sanitation Department.

### **OBJECTIVE OF THE ASSIGNMENT**

As part of the Ministry’s broader effort to advance and unify information management, the ministry plans to establish an E-Library. The purpose of the E-Library is to build modern archiving system and to deliver offsite records viewing to the Ministry, other entities and to the general public. The main objective of this assignment is to sort and organize the archived documents and files and digitalize the documents of Water & Sanitation Department which would be uploaded to the E-library.

### **Scope of Services**

1. Propose a methodology of best approach to the assignment;
2. Propose a methodology on indexing the scanned files;
3. Propose storage plan for documents;
4. Provide team composition for the work;
5. Physical preparation (including sorting and identification of existing documents) of materials for document imaging/scanning/digitalization of archived files and documents as per the instruction of WATSAN department;

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6. Provide scanning, digitalizing and media conversion services for proper upload;
7. Document imaging/scanning services should be with proper indexing in CSV/PDF/JPEG/ (and other related formats) and proper orientation at a minimum of 300 dpi.;
8. The directory structure of scanned materials to follow as per the agreed indexing structure and as per provided instructions;
9. The consultant must ensure that assignment is completed during the contract period;
10. The consultant must utilize their own equipment apart from what is provided by the client to achieve the assignments objectives.

### **General Guidelines**

1. The consultant is to provide their services based within the Ministry for the period of assignment.
2. Ensure security and safety of materials while handling, in storage and during transfer as per instruction given.
3. Ensure information and data security per instructions provided.

### **Quality Assurance**

The Ministry Expects that 100% of the materials entrusted to the consultant is scanned and digitalized and be available in the original format and original condition at any point during the contract.

### **Clients responsibility**

The Client shall have no obligation to provide any assistance to the selected consultant in performing the services other than as expressly set forth herein.

1. Provide information and feedback in a timely manner.
2. Provide the consultant with physical access to the necessary work area and equipment and any required identification and pass codes before work commences.
3. A single point of contact responsible for representing the client and assisting with the decision-making process regarding the engagement.
4. Provide required work area within the Ministry for commencing the services and provide one scanner and a PC for digitalizing documents and server space for storing the documents.

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### **Deliverables and timeline of work**

Activity No.	Activity	Deadline
1	Develop and provide a Work Plan for the project including detailed requirement analysis with respective stakeholders	2 days from contract signing
2	Physical preparation of documents for scanning and digitalization.	2 weeks from completion of activity 1
3	Progress meetings shall be conducted with the focal point appointed by client.	As required
4	Commence of digitalization works	75 days from contract signing
5	Review and comment by the client	Completion of activity 4 (7 days for review)
6	Make changes as per comments and review by client	7 days from comments by client
7	Completion of assignment	90 days from contract signing

### **Preliminary Evaluation:**

The following criteria and point system for the evaluation of full technical proposals are:

	<u>Points</u>
<b>(A) Company Profile:</b>	<b>(50)</b>
1. No. of similar projects related to sorting, digitalizing and archiving (10 Marks for each assignment)	(40)
2. Organizational Structure (if the firm shows a structure of a teamleader and technical assistants will get full marks.	(10)

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**(B) Project Team (90)**

- 1. Team Leader (50)
- 2. Technical Assistants (total 4 personnel and each personal meeting the criteria will get 10 marks) (40)

The number of points to be assigned to each of the above positions or diciplines shall be determined considering the following two sub-criteria and relevant percentage weights.

- 1. Education and Qualification (50%)
- 2. Experience (50%)

**(C) Approach, Methodology & Workplan (50)**

- 1. Approach & Methodology (should compose of a method pertaining to the assignment) (25)
- 2. Work plan of the Assignment (25)

Technical Score (St) = A/50\*[W1] + B/90\*[W2] + C/50\*[W3] Weights Distribution

W1 Company Profile	[30]
W2 Project Team	[50]
W3 Approach & Methodology	[20]

The minimum technical score (St) required to pass is: **60** Points

The formula for determining the financial scores is the following:  $S_f = 100 \times F_m / F$ , in where  $S_f$  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

P = [0.4]

**Project Team and Experts**

The minimum requirement for team composition is below

#	Post	No
1	Team Leader	1
2	Technical Assistants	4

**Qualification and Experience**

	Team Leader		Sub- Category		Total Score	Sub-Score
Education, Qualification and Experience	Degree in Software Engineering / Programming, IT or related field.	(a)	Submission of educational certificates of consultants		15	15
General Experience	<ul style="list-style-type: none"> <li>• Proven experience in managing similar assignments.</li> <li>• Understanding of End Users needs to match with suitable technical solutions.</li> </ul>	(a)	No. of completed assignments/years working in related field	4	20	20
		(b)	No. of completed assignments/years working in related field	3		15
		(c)	No. of completed assignments/years working in related field	2		10
Specific Experience	Experience in managing archiving and digitalizing assignments	(a)	No. of completed assignments/years working in related field	4	25	25
		(b)	No. of completed assignments/years working in related field	3		18
		(c)	No. of completed assignments/years working in related field	2		12

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	Technical Assistant X 4		Sub- Category		Total Score	Sub-Score
Education, Qualification and Experience	Completion of Alevels/Olevels Or 12 months of experience in a similar field	(a)	Submission of educational certificates of consultants Submission of completed CV with proven experience		15	15
General Experience	Should be familiar with Microsoft office and other related software	(a)	Years of Experience	3	20	20
		(b)	Years of Experience	2		15
		(c)	Years of Experience	1		10

### Reporting Requirement

Report directly to the Project Manager on all aspects throughout the duration of the contract unless otherwise advised by the Client.

#### 1. Fee Proposal/ Price Schedule

The consultant/ Firm is expected to include his/her proposal a lump sum fee in Maldivian Rufiyaa (MVR) for carrying out this task as in the FORMAT provided in the ANNEX A, fees will be paid based on completion of deliverables as detailed in the scope of work.

#### 2. Required Documents for submitting proposals

The following documents shall be submitted with the application for this consultancy:

1. Completed proposal submission form (Form-1)
2. A cover letter indicating why the candidate considers himself/herself suitable for the required consultancy;
3. CV of the applicants (in format provided ANNEX B)
  - i. Summary on similar works (experiences) performed in the past
  - ii. Reference letters of works carried out

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4. Copy of identification (National Identity Card or Passport Copy) and contact details
5. Copies of Educational Certificates (copies taken from accredited original certificates)
6. Financial Proposal (All fees inclusive of tax should be included) as in the FORMAT provided in the **ANNEX A (all prices must be in MVR)**.

### 3. **REGISTRATION AND CLARIFICATIONS**

1. The Bidder shall be registered to submit a bid upon submission of a written application to the email address [proc.gcfws@environment.gov.mv](mailto:proc.gcfws@environment.gov.mv) not later than **1200 hours on 24<sup>th</sup> November 2021**. Unregistered parties will not be able to participate in the bid.
2. Any clarifications to the bid may be sent to the email addresses [proc.gcfws@environment.gov.mv](mailto:proc.gcfws@environment.gov.mv) on or before **1400 hours on 24<sup>th</sup> November 2021**.

### 4. **SUBMISSION**

The Bidder shall be registered to submit a bid upon submission of the attached bidders registration form to the email address [proc.gcfws@environment.gov.mv](mailto:proc.gcfws@environment.gov.mv) not later than **1200 hours on 24<sup>th</sup> November 2021**. Unregistered parties will not be able to participate in the bid.

Interested parties or consultants as a team or individually may **submit their proposals on or before 0900 hours on 29<sup>th</sup> November 2021**, to the following address in a sealed envelope. The proposals are expected to be submitted to the address on local time **0900 hours on 29<sup>th</sup> November 2021**. Only bids submitted at this time will be eligible to proceed to evaluation and **Late bids will be rejected**.

Those wishing to be considered for this consultancy should submit their technical and financial proposals in a sealed envelope to:

GCF Project Management Unit  
Ministry of Environment, Climate Change and Technology  
Green Building, Handhuvaree Hingun,  
Maafannu, Male', 20392,  
Republic of Maldives.  
Tel. (960)-3018-395  
Email: [proc.gcfws@environment.gov.mv](mailto:proc.gcfws@environment.gov.mv)



**ANNEX 1**

**1. STANDARD FORMS**

**1.1 FORM -1: PROPOSAL SUBMISSION FORM**

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

[I/We], the undersigned, offer to provide the “ ” in accordance with your Terms of Reference dated [Insert Date] and our Proposal. [I am/We are] hereby submitting [my/our] Proposal; [my/our] financial offer is for the sum of [Insert amount(s) in words and figures (Should quote the amount in Maldivian Rufiyaa)] 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 [my/our] disqualification.

Proposal validity is for a period of [Insert number of days, 45 days minimum] days. If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the price and work plan. [My/Our] Proposal is binding upon [me/us] and subject to the modifications resulting from Contract negotiations.

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

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

[I/We] remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Company/Partnership/Institution/Individual: \_\_\_\_\_

Address: \_\_\_\_\_

**ANNEX A – FINANCIAL PROPOSAL (FORMAT)**

<b>Deliverables/ Outputs</b>	<b>Total amount (MVR)</b>
<b>Total :</b>	
<b>GST :</b>	
<b>Total with GST:</b>	

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

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

**ANNEX B – CURRICULUM VITAE (CV) (FORMAT)**

**1. Proposed Position** [*only one candidate shall be nominated for each position*]: \_\_\_\_\_

**2. Name of Firm** [*Insert name of firm proposing the staff*]: \_\_\_\_\_

**3. Name of Staff** *Insert full name* \_\_\_\_\_

**E-mail Address** \_\_\_\_\_

**4. Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_

**5. Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: \_\_\_\_\_  
\_\_\_\_\_

**6. Membership of Professional Associations:** \_\_\_\_\_  
\_\_\_\_\_

**7. Other Training** [*Indicate significant trainings since degrees under 5 - Education were obtained*]:  
\_\_\_\_\_

**8. Countries of Work Experience:** [*List countries where staff has worked in the last ten years*]: \_\_\_\_\_

**9. Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: \_\_\_\_\_  
\_\_\_\_\_

**10. Experience/ Employment Record** [*Starting with present position, list in reverse order every employment held by staff member 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: \_\_\_\_\_

Summary of Projects Undertaken/Role: \_\_\_\_\_

**11. Current commitments in Ongoing 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: \_\_\_\_\_