

Request for Proposal – Consultancy Services for Consultancy Services to Develop Island Water Resource Conservation and Management Plan



Ministry of Environment, Climate Change and Technology
Republic of Maldives

REQUEST FOR PROPOSAL

Consultancy Services to Develop Island Water Resource Conservation and Management Plan

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

Issued on 3rd January 2022

Issued By:

GCF Project Management Unit

Water and Sanitation Department

Ministry of Environment, Climate Change and Technology

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1 SCHEDULE OF CRITICAL DATES

ACTIVITY	ACTION DATE
Advertised Date	03 January 2022
Registration Deadline	Before 1000hrs on 09 January 2022
Bid Clarification Opening date	03 January 2022
Bid Clarification Deadline	09 January 2022 before 1400hrs
Deadline to submit proposals	1000hrs 12 January 2022

2 SUBMISSION REQUIREMENTS

Interested parties **shall submit** all the Forms listed under **Sections 6 (TECHNICAL PROPOSAL - STANDARD FORMS)** and **Section 7 (FINANCIAL PROPOSAL - STANDARD FORMS)**.

Please **CHECK** in the **BOXES** to confirm the submission of the required Forms.

- 1. Proposal Submission Form, Consultant’s Information form, (Form Tech-1A &1B)
- 2. Consultant’s Organisation, summary of contract commitments of the sole proprietorship as a team/ educational institute/ company (Form Tech -2A,2B)
- 3. Approach, Methodology and Work Plan (Form Tech -3)
- 4. Team Composition & Task Assignments (Form Tech -4)
- 5. Curriculum Vitae (CV) for proposed Professional Staff (Form Tech -5)
- 6. Work Schedule (Form Tech -6)
- 7. Financial Proposal Submission Form (Form Fin 1)
- 8. Financial Proposal Summary Form (Form Fin 2)

Please **CHECK** in the **BOXES** to confirm the submission of the required related documents.

- 9. Profile of the bidder (sole proprietorship as a team/ educational institute/ company)
- 10. Registration certificate of the consultancy (sole proprietorship/ educational institute/ company)
- 11. Organization chart of the sole proprietorship as a team/ educational institute/ company
- 12. Copy of the National Identity Card/Passport, Attested copies of Educational Certificates (if needed as per selection criteria in TOR) of Proposed members in Form Tech-5
- 13. Stamped/signed project completion letters.
- 14. Commitment letter from key Experts

LETTER OF INVITATION

Subjects: Consultancy Services to Develop Island Water Resource Conservation and Management Plan

The Government of Maldives represented by the Ministry of Environment, Climate Change and Technology (MECT) has received funding from the Green Climate Fund (GCF) for the project “Supporting Vulnerable Communities in Maldives to Manage Climate Change-Induced Water Shortages” and intends to apply part of the proceeds towards; procuring consultancy services through sole proprietorship as a team/ educational institute/ company for “Consultancy Services to develop Island Water Resources Conservation and Management Plan”.

The main objective of the consultancy is to develop a guidebook and Develop Island Water Resource Conservation and Management Plan for G.dh Nadella.

A detailed Terms of Reference (TOR) for each of the above components and Request for Proposal (RFP) for the consulting services will be attached to the gazette advertisement and also made downloadable on the Ministry’s website www.environment.gov.mv. Interested consultation company/ sole proprietorship as a team/ educational institute may obtain further information via mail to proc.gcfws@environment.gov.mv.

The Bidder shall be registered to submit the proposal by submitting ‘Bidders’ Registration Form’ to the email address proc.gcfws@environment.gov.mv **Before 1000hrs on 09 January 2022** . Only registered bidders will be qualified to submit a bid proposal. The form will be attached to this gazette advertisement.

Proposals shall be delivered in a sealed envelope, bearing the name of the project “Consultancy Services to Develop Island Water Resource Conservation and Management Plan”, bid opening time and date, the address the bid is submitted to (as in the RFP), and the bidders company name, to the Ministry of Environment, Climate Change and Technology at the address specified in the RFP. Proposals shall be valid for a period of 90 days from the date of Opening. Electronic submissions are not allowed.

Bids should be submitted on **12 January 2022 10:00hrs** (Only bids submitted at this time will be eligible to proceed to evaluation). The bids will be opened at **12 January 2022 10:00hrs**. Any late bids will be rejected.

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**GCF Project Management Unit
Water and Sanitation Department
Ministry of Environment, Climate Change and Technology
Green Building, Handhuvaree Hingun,
Maafannu, Male', 20392,
Republic of Maldives
Tel. (960)-3018-395/390
Email: proc.gcfws@environment.gov.mv**

3 INSTRUCTIONS TO CONSULTANTS

3.1 Introduction

- a) The Client named in the **Data Sheet** will select a sole proprietorship as a team/ educational institute/ company from those sole proprietorship as a team/ educational institute/ company that submit their proposals for this request.
- b) Interested parties are invited to submit Technical Proposal and a Financial Proposal for the contract named in the **Data Sheet**. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Party.
- c) The Client will select a sole proprietorship as a team/ educational institute/ company from those who show interest to this call for proposals, in accordance with the method of selection specified in the **Data Sheet**.
- d) As a direct response to this document, interested parties must provide their detailed proposals for the “Consultancy Services to Develop Island Water Resource Conservation and Management Plan”. The standards and other statements on such provision and legislative compliance made by the parties as part of their proposals will form a binding part of the final contract document.
- e) The Applicants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Applicants.
- f) The Client reserves the right to accept or reject any Proposal and to terminate the tendering process without awarding a contract. The parties should be aware that it is unlikely that the Client will be in a position to go forward with any proposals that fails to meet the statutory and essential requirements.

3.2 Conflict of interest

- a) A Party (including its Personnel) that has a business or family relationship with a member of the Client’s staff who is directly or indirectly involved in any part of (i) the preparation of the Schedule of requirements, (ii) the selection process, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Government throughout the selection process and the execution of the Contract.
- b) The sole proprietorship as a team/ educational institute/ company have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the

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best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the sole proprietorship as a team/ educational institute/ company or the termination of its Contract.

3.3 Fraud and Corruption

The Client requires that all parties including sole proprietorship as a team/ educational institute/ company and their agents (whether declared or not), personnel, sub-contractors, sub-Consultants, service providers and suppliers, observe the highest standard of ethics during the selection and execution its contracts. In pursuance of this policy, the Client:

- a) defines, for the purposes of this provision, the terms set forth below as follows:
 - i. “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - ii. “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
 - iii. “collusive practices” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - iv. “coercive practices” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
 - v. “obstructive practice” is
 - deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or
 - acts intended to materially impede the exercise of the relevant government authorities’ inspection and audit rights.
- b) will reject a proposal for award if it determines that the sole proprietorship as a team/ educational institute/ company recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- c) will cancel the portion of the contract if it determines at any time that representatives of the Client or of a beneficiary were engaged in corrupt, fraudulent, collusive, or coercive practices during the selection process or the execution of that contract, without the sole proprietorship as a team/ educational institute/ company having taken timely and appropriate action satisfactory to the Client to address such practices when they occur; and

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- d) will take action against any Party or an individual at any time, in accordance with rules and regulations including by publicly declaring such Parties or individual ineligible, either indefinitely or for a stated period of time.

3.4 Proposal Validity

- a) The Data Sheet indicates how long the Proposals must remain valid after the submission date. The Client will make its best effort to complete negotiations within this period. Should the need arise; however, the Client may request to extend the validity period of proposals. The Parties who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, The Applicants could submit new staff in replacement, who would be considered in the final evaluation for contract award. Applicants who do not agree have the right to refuse to extend the validity of their Proposals.
- b) Bid Security shall also be extended for a corresponding period. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify its Bid.
- c) In the case of fixed price contracts, if the award is delayed by a period exceeding ninety (90) days beyond the expiry of the initial Bid validity, the Contract price shall be adjusted as specified in the request for extension. Bid evaluation shall be based on the Bid Price without taking into consideration the above correction.

3.5 Language of Proposal

The proposal documents must be in written English.

3.6 Preparation of Proposals

- a) The Proposal (see para. 1.2), as well as all related correspondence exchanged by the sole proprietorship as a team/ educational institute/ company and the Client, shall be written in the language (s) specified in the RFP.
- b) In preparing their Proposal, Applicants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of the Proposal.
- c) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

3.7 Technical Proposal Format and Content

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The Technical Proposal shall provide the information indicated in the following paras from (a) to (f) using the attached Standard Forms (Section 6. Technical Proposal).

- a) A brief description of the Consultants' organization and an outline of recent experience of the Proponents and in the case of joint venture, for each partner, on assignments of a similar nature, are required in FORM TECH 2A & 2B of Section 6. For each assignment, the outline should indicate the names of Sub-Consultants/ Professional staff who participated, duration of the assignment, contract amount, and Consultant's involvement. Information should be provided only for those assignments for which the Consultants was legally contracted by the client as a corporation or as one of the major consultancy sole proprietorship as a team/ educational institute/ company Assignments completed by individual Professional staff working privately or through other organisations cannot be claimed as the experience of the sole proprietorship as a team/ educational institute/ company, or that of the Consultant's associates, but can be claimed by the Professional staff themselves in their CVs. sole proprietorship as a team/ educational institute/ company should be prepared to substantiate the claimed experience if so requested by the Client.
- b) A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, equipment that will be used, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under FORM TECH 3 Section 6. The work plan should be consistent with the Work Schedule (FORM TECH 6 of Section 6) which will show in the form of a bar chart depicting the timing proposed for each activity.
- c) The list of the proposed professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks (FORM TECH 4 of Section 6).
- d) CV's of the professional staff signed by the staff themselves or by the authorized representative of the professional staff (FORM TECH-5 of Section 6).
- e) The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non-responsive.

3.8 Financial Proposal Format and Content

- a) Financial Proposal submitted shall include the total cost specified in the TOR (FORM FIN 1) and the total amount of financial proposal shall be inclusive of Goods and Service Tax (GST).
- b) Financial Proposal submitted shall include the breakdown of cost for each of the deliverables (FORM FIN 2)

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- c) Failure to submit the FORM FIN 1&2 will lead to the disqualification of the proposal submitted by the Proponent.

3.9 Clarification and Amendment of RFP Documents

- a) During the RFP process, questions or clarifications regarding this RFP document must be requested in writing to the person and address stated in the **Data Sheet**. Requests for clarifications need to be submitted latest by the date and time provided in the **Data Sheet**.
- b) Any additional documentation issued by the Client during the tender process shall be deemed to form part of this RFP and shall supersede any part of the RFP where indicated. The Client may also exercise the option to extend the tendering period and/or postpone the proposal submission date in the event that subsequent documentation is issued.

3.10 Communications

Except as provided in the preceding section relating to questions about this RFP, no parties shall contact any officers, employees, or team members of Client with respect to this RFP. Any oral communication with a Client employee concerning this RFP is not binding on the Client and shall in no way alter any specifications, term or condition of this RFP or any contract documents.

3.11 Submission, Receipt, and Opening of Proposals

- a) The original proposal (Technical Proposal and Financial Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Applicants themselves. The person who signed the proposal must initial such corrections.
- b) An authorized representative of the Applicant shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign on behalf of the sole proprietorship as a team/ educational institute/ company.
- c) Applicants shall submit a “Compliance Statement” stating that the offer is made in accordance with the Request for Proposal. Applicants who offer additional or alternative conditions *if applicable* shall clearly state those in their proposals.
- d) The technical proposal and financial proposal must be submitted in a single sealed envelope with one (1) printed copy to the address indicated in the Data Sheet. The proposal shall be placed in a sealed envelope which shall bear the submission address, reference number and be clearly marked “Do Not Open, except in the Presence of the Official Appointed”. The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection.

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- e) The Proposals must be sent to the address indicated in the **Data Sheet** and received by the Client no later than the date specified in the **Data Sheet**, or any extension to this date. Any proposal received by the Client after the deadline for submission shall be returned unopened.

3.12 Evaluation of proposals

- a) From the time the Proposals are opened to the time the Contract is awarded, the Applicants should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Applicants to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the sole proprietorship as a team/ educational institute/ company' Proposal.
- b) The Proposals shall be opened publicly in the presence of the sole proprietorship as a team/ educational institute/ company representatives who choose to attend. These Financial Proposals shall be then referred, and the total prices read aloud and recorded. Copy of the record shall be sent to all submitted sole proprietorship as a team/ educational institute/ company.
- c) The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Technical Requirements, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet**. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Technical Requirements or if it fails to achieve the minimum technical score indicated in the evaluation criteria specified in the **Data Sheet**.
- d) To be eligible for this assignment the sole proprietorship as a team/ educational institute/ companys must clearly show their capacity to accomplish the work in the required time frame with the proposed project team by showing the adequacy of staff selected and their current workload.
- e) After the technical evaluation is completed, the bidders who are not qualified for technical evaluation will be disqualified for the financial evaluation.
- f) The Applicant is **REQUIRED** to submit Financial Proposal for the bid, using for this purpose the Financial Proposal Submission FORM FIN 1&2.
- g) The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail.

- h) The **highest** evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the **Data Sheet**. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Evaluation Criteria: $S = St \times T\% + Sf \times P\%$. The Party achieving the highest combined technical and financial score for the Proposal will be invited for negotiations.

3.13 Damages

- a) The Client may claim damages in respect of any direct loss that can be reasonably attributed to delays, defects or other breaches of contract on the part of the sole proprietorship as a team/ educational institute/ company, unless the sole proprietorship as a team/ educational institute/ company demonstrates that the sole proprietorship as a team/ educational institute/ company did not cause the breach of contract or the reason for the breach of contract.
- b) Liquidated damages shall be the only damages due from the sole proprietorship as a team/ educational institute/ company for such default, other than in the event of termination by Employer under the contract prior to completion of the works. These damages shall not relieve the sole proprietorship as a team/ educational institute/ company from their obligation to complete the works, or from any other duties, obligations or responsibilities which they may have under the Contract.
- c) If the agreed delivery date or other time limit in the delivery schedule in respect of which the parties have stipulated is not complied with, and this is not caused by force majeure or circumstances related to the Client, there is a delay on the part of the sole proprietorship as a team/ educational institute/ company that triggers liquidated damages.
- d) The liquidated damages shall accumulate automatically. The liquidated damages amount and the maximum delay damages will be calculated on the basis specified in the **Data Sheet**.
- e) The Client shall not have the right to terminate the Agreement for breach for as long as the liquidated damages continue to accumulate. However, this time restriction shall not apply in the case of wilful misconduct or gross negligence on the part of the sole proprietorship as a team/ educational institute/ company or anyone for whom it is responsible.
- f) If only parts of the agreed deliverables are delayed, the sole proprietorship as a team/ educational institute/ company may request a reduction in the liquidated damages proportional to the ability of the Client to utilise the part of the deliverables that has been delivered.

4 DATA SHEET

<p>3.1.a</p>	<p>Name of the Client: Ministry of Environment, Climate Change and Technology Green Building, Handhuvaree hingun, Maafannu, Male’, 20392, Republic of Maldives</p>
<p>3.1.b</p>	<p><i>Financial Proposal to be submitted together with Technical Proposal in a single envelope on the same day and time specified.</i></p> <p><i>Please write name of the Consultancy assignment and other required details as per clause 2.11 on the envelopes.</i></p> <p>Name of the assignment is: “Consultancy Services to Develop Island Water Resource Conservation and Management Plan”.</p>
<p>3.2 Validity</p>	<p>Proposals must remain valid up to 90 days after the submission date.</p>
<p>3.3 Clarifications of RFP Documents</p>	<p>Interested sole proprietorship as a team/ educational institute/ company may obtain further information/clarifications no later than 09th January 2022, 1400hrs before the submission date.</p> <p>GCF Project Management Unit Water and Sanitation Department Ministry of Environment, Climate Change and Technology Green Building, Handhuvaree Hingun, Maafannu, Male’, 20392, Republic of Maldives. Tel. (960)-3018-388/399 Email: proc.gcfws@environment.gov.mv</p>
<p>3.5 Submission, Receipt, and Opening of Proposals</p>	<p>The Proposal submission address is:</p> <p>GCF Project Management Unit Water and Sanitation Department Ministry of Environment, Climate Change and Technology Green Building, Handhuvaree Hingun, Maafannu, Male’, 20392, Republic of Maldives.</p>

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	<p>The proposals are expected to be submitted to the address on local time 1000hrs 12 January 2022 Only bids submitted at this time will be eligible to proceed to evaluation and Late bids will be rejected.</p> <p>Interested parties should register their interest by email no later than Before 1000hrs on 09 January 2022 . Only those parties who register their interest will be allowed to participate in the bid.</p> <p>Proposal of additional or alternative conditions to RFP is not allowable</p>																				
<p>3.6 Evaluation of Proposals</p>	<p>Preliminary Evaluation: The following criteria's will be evaluated to confirm pass or fail for further technical and financial evaluation of the proposal</p> <ol style="list-style-type: none"> a) Technical Proposal b) Financial Proposal <p>Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:</p> <p><u>Points</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">(A) Project Team</td> <td style="text-align: right;">[50]</td> </tr> <tr> <td style="padding-left: 40px;">1. Environmental Expert</td> <td style="text-align: right;">[30]</td> </tr> <tr> <td style="padding-left: 40px;">2. Program Assistant</td> <td style="text-align: right;">[20]</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total A = []</td> </tr> </table> <p>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:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 40px;">1. Education and qualifications</td> <td style="text-align: right;">[6%]</td> </tr> <tr> <td style="padding-left: 40px;">2. General Experience</td> <td style="text-align: right;">[10%]</td> </tr> <tr> <td style="padding-left: 40px;">3. Specific Experience</td> <td style="text-align: right;">[4%]</td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">(B) Approach, Methodology & Work plan</td> <td style="text-align: right;">[50]</td> </tr> <tr> <td style="padding-left: 40px;">1. Approach & Methodology</td> <td style="text-align: right;">[50]</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total B = []</td> </tr> </table> <p>The marks of this section will be based on conformity of the FORM 3&6 to the Scope of Works and Deliverables as in the TOR.</p>	(A) Project Team	[50]	1. Environmental Expert	[30]	2. Program Assistant	[20]	Total A = []		1. Education and qualifications	[6%]	2. General Experience	[10%]	3. Specific Experience	[4%]	(B) Approach, Methodology & Work plan	[50]	1. Approach & Methodology	[50]	Total B = []	
(A) Project Team	[50]																				
1. Environmental Expert	[30]																				
2. Program Assistant	[20]																				
Total A = []																					
1. Education and qualifications	[6%]																				
2. General Experience	[10%]																				
3. Specific Experience	[4%]																				
(B) Approach, Methodology & Work plan	[50]																				
1. Approach & Methodology	[50]																				
Total B = []																					

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	<p>Technical Score (St) = A/50*[W1] + B/50*[W2] Weights Distribution</p> <table data-bbox="438 380 1356 459"> <tr> <td>W1</td> <td>Project Team</td> <td>[70]</td> </tr> <tr> <td>W2</td> <td>Approach & Methodology</td> <td>[30]</td> </tr> </table> <p>The minimum technical score (St) required to pass is: 55 Points</p> <p>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 <u>lowest price</u> and F the price of the proposal under consideration.</p> <p>The weights given to the Technical and Financial Proposals are: T = [0.6], and P = [0.4]</p>	W1	Project Team	[70]	W2	Approach & Methodology	[30]
W1	Project Team	[70]					
W2	Approach & Methodology	[30]					

TECHNICAL PROPOSAL - STANDARD FORMS

FORM TECH-1:

1A - Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

We, the undersigned, offer to provide the consultancy service for “Consultancy Services to Develop Island Water Resource Conservation and Management Plan” in accordance with your Request for Proposal dated [xxx] and our Proposal. 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 staff. Our 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 fulfill 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 sole proprietorship as a team/ educational institute/ company: _____ Address: _

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1B

Consultant/ firm’s Information Form

[The sole proprietorship as a team/ educational institute/ company shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

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

Procurement Reference No.: *[insert reference number]*

Page _____ of _____ pages

1. Bidder’s Legal Name	<i>{insert Bidder’s legal name}</i>
2. In case of JV, legal name of each party:	<i>{insert legal name of each party in JV}</i>
3. Bidder’s actual or intended Country of Registration:	<i>{insert actual or intended Country of Registration}</i>
4. Bidder’s Year of Registration:	<i>{insert Bidder’s year of registration}</i>
5. Bidder’s Legal Address in Country of Registration:	<i>{insert Bidder’s legal address in country of registration}</i>
6. Bidder’s Authorized Representative Information	
Name:	<i>{insert Authorized Representative’s name}</i>
Address:	<i>{insert Authorized Representative’s Address}</i>
Telephone/Fax numbers:	<i>{insert Authorized Representative’s telephone/fax numbers}</i>
Email Address:	<i>{insert Authorized Representative’s email address}</i>
7. Attached are copies of original documents of: <i>{check the box(es) of the attached original documents}</i>	
<input type="checkbox"/> Articles of Incorporation or Registration of sole proprietorship as a team/ educational institute/ company named in 1, above.	
<input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement.	

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- In case of government owned entity from the Republic of Maldives, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB Sub-Clause 4.5.

FORM TECH-2: Consultant's Organization and Experience

2A – Proponent's **sole proprietorship as a team/ educational institute/ company**

[Provide here a brief description/background (Include Organizational chart) of your Organization and each associate for this assignment.]

2B – Summary of contract commitment of the sole proprietorship as a team/ educational institute/ company

All Bidders and partners should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Name description) Contract	(& of	Value of outstanding work	Estimated completion date
1			
2			
3			
4			
5			
6			
7			

4.1 FORM TECH-3: Methodology and Work plan

Technical approach, methodology and work plan are key components of this Proposal. You are suggested to submit your Proposal with the following areas clearly described:

- a) Methodology for each activity,*
- b) Work Plan*
- 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 highlight the main activities and sub-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 into a feasible working plan.

c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

4.2 FORM TECH-4: Team Composition and Task Assignment

4.2.1	<i>Professional Staff</i>				
Designation	Name of Staff	Organisation	Area of Expertise	Position Assigned	Task Assigned
Environmental Expert					
Program Assistant					

Note: Evaluation will be conducted to the team proposed and indicated in the table above.

4.3 FORM TECH-5: Curriculum Vitae (CV) for proposed team

1. **Proposed Position** [*only one candidate shall be nominated for each position*]: _____
2. **Name of sole proprietorship as a team/ educational institute/ company** [*Insert name of firm proposing the staff*]: _____

3. **Name of Staff** [*Insert full name*]: _____
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** (pertaining to general experience clause in the evaluation criteria set in the TOR, check separately for all staff) [*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. General Experience Any specific requirement (Assignments/projects) mentioned in TOR
Starting with latest assignment, list in reverse order (see format here below) ::

From [Month/Year]: To [Month/Year]: ____

Assignment Title: _____

Client: _____

Positions held: _____

Summary of assignment/Role by the professional: _

12. Specific Experience Any specific requirement (Assignments/projects) mentioned in TOR
Starting with latest assignment, list in reverse order (see format here below) ::

From [Month/Year]: To [Month/Year]: ____

Assignment Title: _____

Client: _____

Positions held: _____

Summary of assignment/Role by the professional: _

13. 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: _____

A copy of the National Identity Card/Passport and Academic Certificate needs to be attached for each individual

Note: Add as separate section if 2 different areas of specific experience is required in TOR

4.4 FORM TECH-6: Work Schedule

Develop Island Water Resource Conservation and Management Plan

Activity/Deliverable	Deadline	Feb 22		Mar 22		Apr 22		May 22	
<i>Note: Pls Update Sub-activities as relevant</i>									
1.1 Deliverable- Submission, Presentation and approval of the draft template of IWRCMP in Dhivehi and English	35 Calendar days from contract signature, upon client review and approval								
1.2 Submission and approval of draft guidebook based on comments to the templates of IWRCMP	40 Calendar days from completion of deliverable 1.1 upon client review and approval								
2.1 Submission, Presentation and approval of the Gdh. Nadella IWRCMP in Dhivehi and English	20 calendar days from completion of deliverable 1.2 upon client review and approval								
3.1 and 3.2 Conduct online training in batches and submission of training materials	15 calendar days from completion of deliverable 2.1								
4.1 Submission and approval of final guidebook 4.2 Submission and approval of training materials 4.3 Submission and approval of Gdh. Nadella IWRCMP	20 Calendar days from completion of deliverable 3.2 upon client review and approval								

Request for Proposals: Consultancy Services to Develop Island Water Resource Conservation and Management Plan

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The sole proprietorship as a team/ educational institute/ company shall update this table with the Sub-activities that are proposed for each Deliverable. Note that the Work Schedule must adhere to the period of key Deliverable.

5 FINANCIAL PROPOSAL - STANDARD FORMS

5.1 FORM FIN-1: Financial Proposal Submission Form

[*Location, Date*]

To: [*Name and address of Client*]

Dear Madam/ Sir:

We, the undersigned, offer to provide consultancy service for “Consultancy Services to Develop Island Water Resource Conservation and Management Plan” in accordance with your Request for Proposal dated [xxx] and our Technical Proposal. Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures*¹]. This amount is inclusive of the all taxes.

Our Financial Proposal shall be binding upon us 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 sole proprietorship as a team/ educational institute/ company: _____

Address: _____

1 Amounts must coincide with the ones indicated under financial proposal in Form Fin-2

5.2 FORM FIN-2: Financial Proposal Summary

Summary of Costs: Consultancy Services to Develop Island Water Resource Conservation and Management Plan

Costs		Amount (in MVR)
Deliverable 01 Development of Island water resource conservation and management plan guidebook		
1.1. Submission, Presentation and approval of the draft template of IWRCMP in Dhivehi and English	10%	
1.2. Submission and approval of draft guidebook based on comments to the templates of IWRCMP	10%	
Deliverable 02 Development of the IWRCMP for Gdh. Nadella (after submission and approval)	30%	
Deliverable 03 Undertake Online Training of Trainers (ToT) to all island councils and relevant stakeholders in order to develop the Plan	30%	
Deliverable 04 Finalization of documents (after submission and approval)	20%	
Taxes Applicable (please detail separately all taxes applicable)		
Total Amount of Financial Proposal		

Note:

- *The consultancy firm/ organization/ Sole proprietor is to submit copy of the GST registration certificate along with the financial proposal.*
- *All Consultancy firms / organization / Sole proprietor shall express the price of their services in Maldivian currency*
- *Bidder is liable to clarify (and present necessary documentary evidence) and include all relevant tax for the assignment.*
- *If the firm / organization/ Sole proprietor is subject to GST/BPT as per MIRA Regulations and Guidelines the GST/BPT Registration Certificate and GST quote in the financial proposal need to be included*

6 Terms of Reference

Consultancy Services to Develop Island Water Resource Conservation and Management Plan

Background and Context

The Maldives consists of 26 natural atolls, comprising of 1,192 small, low-lying coral islands, stretching north to south over a total area of 90,000sq.km. The population of Maldives is 407,660 (Census: 2014) dispersed over 188 islands. These islands do not have surface freshwater. Freshwater resources in Maldives are very scarce and the scarcity is both temporal and spatial. The main natural freshwater resources available in the country are groundwater aquifers that occur in the porous coral sands and rainfall.

Groundwater lenses in the islands lie at an average depth of 1-1.5 m below the ground surface. They exist as thin fresh water lenses floating on top of the underlying saline water. Traditionally drinking water was abstracted from these shallow aquifers using hand-dug open wells. However, in many inhabited islands of Maldives, fresh groundwater has been depleted as a result of salt-water intrusion due to over-extraction of fresh groundwater. The shallow depth of the groundwater lenses of the islands makes this freshwater resource vulnerable and susceptible to contamination from land-based human activities. Hence, people are reluctant to use groundwater for drinking or cooking as the quality has deteriorated. Most of the people in the atoll rely on rooftop harvested rainwater for potable purposes. These rainwater harvesting systems are a combination of household and community collection and storage systems.

Rainwater harvesting is widely practiced in the atolls. In the pre-2004 tsunami period, only 35 percent of households had rainwater tanks. After the tsunami, each household in the Maldives was supplied with a 2500L high-density polyethylene (HDPE) rainwater tank.

Climate change is causing adverse impacts and posing challenges on water security in the country. Warming temperatures, changes in precipitation patterns, and sea level rise have affected and will likely continue to affect water supply and quality. Each year several islands have reported shortage of drinking water and fresh water has been supplied to cater to this need. Desalinated water is the main source of water supplied to islands during water shortages. The demand for desalinated water is highest during the dry season, generally from January to April.

Desalinated water is transported on ships to islands that report water shortages during the dry period each year. Transporting desalinated water on ships to the dispersed islands has been a challenge over the years as an increasing number of islands face water shortage each year. In an attempt to provide a long term solution to this problem the Government has pledged towards provision of water supply to all inhabited islands by the year 2023 with full-fledged desalinated water supply network with household connections.

“Supporting Vulnerable Communities in Maldives to Manage Climate Change-Induced Water Shortages” project under Green Climate Fund (GCF) is implemented by the Government of Maldives aims to cater this water security need in significantly affected islands. The project aims to achieve part of the complete result by the following deliverables.

- a. Scaling up integrated water supply system to provide safe water to vulnerable households (at least 32,000 people, including 15,000 women);
- b. Decentralized and cost-effective dry season water supply system introduced benefiting 73,000 people across 7 Northern Atolls;
- c. Groundwater quality improved to secure freshwater reserves for long term resilience on 49 islands;

Development and Implementation of an Island Water Resource Conservation and Management Plan (IWRCMP) are essential for the sustainable management and conservation of the water resources in the island communities. The need and requirement for the framework and the plans are highlighted in the Strategic Action plan for water and sewerage (2020-2025) and the recently published regulations of the water and sanitation sector. Hence, The Government intends to apply part of the proceeds of the Green Climate Fund project towards procuring the services of sole proprietorship as a team/ educational institute/ company for the works of “Development of Island Water Resource Conservation and Management Plan”

1. Objectives of the Consultancy

The objectives of this consultancy include;

- a) Develop a Guidebook (Templates and Guideline) on Island Water Resource Conservation and Management Plan,
- b) Development of Island Water Resource Conservation and Management Plan for GDh. Nadella
- c) Training of Trainers (TOT) for island council and relevant stakeholders

2. Scope of Work

The envisaged and planned scope of work for respective deliverables includes but not limited to the following;

2.1 Development of Island water resource conservation and management plan guidebook

- The guidebook shall be a step-by-step guiding document for the island councils to prepare their Island Water Resource Conservation and Management Plan. The guidebook shall not include extensive technical jargons and should be easily understood by non-technical readers. Lengthy textual discussions and descriptions shall be limited wherever possible, clear graphics (charts, matrixes, flow diagrams, etc) shall be used as a preferred mean to explain the formulation process.

The guidebook shall be developed in both Dhivehi and English. The guidebook should be developed based on the literature, Water and Sewerage Act (08/2020), related regulations developed under the Act, Water and Sewerage Strategic plan 2020-2025, including the following documents that have been formulated to address specific areas which would be incorporated in the overall IWRCMP

- Island Climate Resilient Groundwater Management Plan (ICR-GMP)

- Maldives Potable Water Security Plan

During the development of the guidebook a wider consultation process should take place to incorporate review and feedback from the contents of the guidebook.

The island level guidebook shall include and not be limited to the following:

- Introduction, need and purpose of island water resource conservation and management plan
- Development of categorization matrix for islands based on their geographical features and socio-economic status
- Development of templates to develop Island Water Resource Conservation and Management Plan (IWRCMP). The template shall include but not be limited to the following contents.
 - Assessment on available water resources (methodology to map water resources and identify users and use of resource)
 - Categorization of island based on parameters set in the guidebook
 - Identification of strategies, targets, outcome and outputs
 - Identification of stakeholders at national and island level, describe their roles and responsibilities and set methods of communication for interaction
 - Formulation of island level water resource conservation and management team and describe their specific roles and responsibilities in the team
 - Identify, risks and hazards to water contamination and identify conservation, management and mitigation measures
 - Formulate an improvement plan for 5 years (include short term and long term targets, estimate budgets for activities)
 - Formulate emergency preparedness plan and SOPs
 - Monitoring plan for IWRCMP
 - Evaluation of monitoring plan IWRCMP
 - Review of IWRCMP
- A step by step guideline to prepare the plan/ fill the template above:

2.2 Development of the IWRCMP for Gdh. Nadella

The consultant, in consultation with the respective island council, will develop Gdh. Nadella island water resource conservation and management plan. The consultant will act as the mediator and assist the council to develop the plan. The Plan shall be developed in Both, Dhivehi and English versions.

2.3 Undertake Online Training of Trainers (ToT) to all island councils and relevant stakeholders in order to develop the Plan.

- The consultant shall conduct the online training in batches and should be recorded
- The consultant shall also develop training materials in both Dhivehi and English languages
- The online trainings shall include a step by step process to develop the plan and should be interactive including interim quizzes and feedback sessions

3. Expected Deliverables and Deadlines

MAJOR TASKS	DELIVERABLE	FORMAT FOR DOCUMENTS	DEADLINE
1. Development of Island water resource conservation and management plan guidebook	1.1. Submission and Presentation of the draft template of IWRCMP in Dhivehi and English	should be submitted in Hard and Soft Copy (PDF and Editable Version)	30 days from signing of contract
	1.2. Review and Approval from client	The consultant should minute the comments given by the client during the presentation	5 days from deliverable 1.1
	1.3. Submission of draft guidebook based on comments to the templates of IWRCMP	should be submitted in Hard and Soft Copy (PDF and Editable Version)	30 days from completion of deliverable 1.2
	1.4. Review and Approval from client	-	10 days from deliverable 1.3
2. Development of the IWRCMP for Gdh. Nadella	2.1. Submission and Presentation of the Gdh. Nadella IWRCMP in Dhivehi and English	should be submitted in Hard and Soft Copy (PDF and Editable Version)	15 days from completion of deliverable 1.4
	2.2. Review and Approval from client	The consultant should minute the comments given by the client during the presentation	5 days from deliverable 2.1

3. Undertake Online Training of Trainers (ToT) to all island councils and relevant stakeholders in order to develop the Plan.	3.1. Conduct online training in batches 3.2. Submission of training materials (presentations and recordings) in Dhivehi and English	should be submitted in Hard and Soft Copy (PDF, mp4 and Editable Versions)	15 days from completion of deliverable 2.2
4. Finalization of documents	4.1. Submission and approval of final guidebook 4.2. Submission and approval of training materials 4.3. Submission and approval of Gdh.Nadella IWRCMP	should be submitted in Hard and Soft Copy (PDF, mp4 and Editable Versions) Two numbers of hardcopies shall be submitted in the form of a book for each deliverable with the following requirement, • Front and Back cover – Hard Cover • High Quality Color Print Size: A4 and A3. A3 pages should be folded appropriately	20 days from completion of deliverable 3.2

4. Intellectual Property

All information pertaining to this project (video, audio, digital, cyber, project documents, etc.) belonging to the client, which the consultant / firm may come into contact with in the performance of his/her, duties under this consultancy shall remain the property of the client who shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever manner without written permission of the Client in line with the national and International Copyright Laws applicable. All the material used in the project should be provided to the client with copyrights cleared.

5. Duration and Payments Schedule

The consultancy will be undertaken with a period of **130 days** and is expected to start from **February 2022**. The consultancy contract will be based on lump sum modality and all payments based on realization of respective deliverables as set out in the table below;

Major tasks	Deliverable	Deadline	Installment for Payment upon client acceptance and approval of deliverable
1. Development of Island water resource conservation and management plan guidebook	1.1. Submission, Presentation and approval of the draft template of IWRCMP in Dhivehi and English	35 days from signing of contract	10% of contract price
	1.2. Submission and approval of draft guidebook based on comments to the templates of IWRCMP	40 days from completion of deliverable 1.1	10% of contract price
2. Development of the IWRCMP for Gdh. Nadella	2.1. Submission, Presentation and approval of the Gdh. Nadella IWRCMP in Dhivehi and English	20 days from completion of deliverable 1.2	30% of contract price
3. Undertake Online Training of Trainers (ToT) to all island councils and relevant stakeholders in order to develop the Plan.	3.1. Conduct online training in batches	15 days from completion of deliverable 2.1	30% of contract price
	3.2. Submission of training materials (presentations and recordings) in Dhivehi and English		
4. Finalization of documents	4.1. Submission and approval of final guidebook	20 days from completion of deliverable 3.2	20% of contract price
	4.2. Submission and approval of training materials		
	4.3. Submission and approval of Gdh. Nadella IWRCMP		

6. Qualifications of the consultant/ firm

The sole proprietorship as a team/ educational institute/ company should submit full CV as per the provided format, highlighting the criteria given below.

Environmental Expert

	Environmental Expert		Sub- Category		Total Score	Sub-Score
Education & Qualification	Bachelors' degree in Environmental Management, Environmental Science, urban planning, water resources, Engineering or related field.				6.0	3
	Master's degree in Environmental Management, Environmental Science, urban Planning, water resources, Engineering or related field.					3
General Experience	Experience in urban planning, environmental planning, socio-economic assessments, Risk and emergency planning, Resource management plans, Strategic action plans, EIAs	(a)	Experience of 07 Projects / Assessments	7	10.0	10.0
		(b)	Experience of 06 Projects / Assessments	6		6.0
		(c)	Experience of 05 Projects / Assessments	5		2.0
Specific Experience	Environmental Management Plans, Resource management plans, Strategic action plans, EIAs carried out in Maldives	(a)	Experience of 05 Projects / Assessments	5	4.0	4.0
		(b)	Experience of 04 Projects / Assessments	4		3.2
		(c)	Experience of 03 Projects / Assessments	3		2.4

Program Assistant

	Program Assistant		Sub- Category		Total Score	Sub-Score
Education & Qualification	Bachelors' degree in social science, social policy, Education, mass communication or related field.				6.0	3
	Master's degree in social science, social policy, Education, mass communication or related field.					3
General Experience	Carried out trainings, workshops, outreach programs, community engagement/development/ awareness programs for different age groups	(a)	Experience of 07 Projects / Assessments	7	10.0	10.0
		(b)	Experience of 06 Projects / Assessments	6		6.0
		(c)	Experience of 05 Projects / Assessments	5		2.0
Specific Experience	Socio-economic Plans, community engagement plans, Strategic action plans relevant to Maldives	(a)	Experience of 05 Projects / Assessments	5	4.0	4.0
		(b)	Experience of 04 Projects / Assessments	4		3.2
		(c)	Experience of 03 Projects / Assessments	3		2.4

7. Reporting Requirements

The consultant shall report directly to the Director General or appointed designative by the Water and Sanitation Department