



Ministry of Environment Climate Change and Technology
Republic of Maldives

REQUEST FOR PROPOSAL

(IUL)438-ENV/438/2022/1

CONSULTANCY FOR AN ELECTRIC VEHICLE EXPERT
(National/International)

“Integrated, Sustainable and Low Emission Transport in the Maldives Project”

Issued on: 09th January 2022

Issued By: Integrated, Sustainable and Low Emission Transport in the Maldives,
Project Management Unit

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SCHEDULE OF CRITICAL DATES

ACTIVITY	ACTION DATE
Advertisement for proposals	09 th January 2022
Last day to submit queries	13 th January 2022 before 10:00 AM (local time)
Deadline to submit proposals	18 th January 2022 before 11:00 AM (local time)

SUBMISSION REQUIREMENTS

1. The following related documents shall be submitted for the bids to be considered sufficiently responsive.
2. Applicants should submit their proposals containing the following documents and applicable Technical Proposal – Standard Forms and Financial Proposal – Standard Forms under ANNEX A.

Technical Proposal – Standard Forms

1. Completed Proposal submission form – (Tech Form 1)
2. A summary of the work plan must be presented in the format in Work Schedule (Tech Form 2) showing in the form of a bar chart the timing proposed for each activity.
3. Curriculum Vitae (CV) of the Consultant (required experiences and other experiences relevant to this TOR must be specified clearly or highlighted in the format given) – (Tech Form 3)
4. National Identity Card
5. Letter of commitment to undertake the project (Tech Form 4)
6. Copies of academic certificates and relevant references letters
7. Copy of Business (sole proprietorship) registration certificate
8. Copy of GST Registration certificate issued by Maldives Inland Revenue Authority – (If applicable)
9. Notification of Tax Registration – (If applicable)

Financial Proposal – Standard Forms

1. Completed proposal submission form (Fin Form 1)
2. Completed financial breakdown form (Fin Form 2)
3. Financial Situation (Fin Form 3) – (If applicable)
4. Average Annual Turnover (Fin Form 4) – (If applicable)
5. Financial Resources (Fin Form 5) – (If applicable)
6. Line of Credit Letter (Fin Form 6) – (If Applicable)
7. Financial Statement of the business for the year 2020 – (If applicable) *Business entities that have not completed one year (from the date of business registration to date of bid announcement) are required to submit the bank statement of the business’s bank account. (Bank statement should be from the date of account opening to date of bid announcement)*

Note 01: If the application is made by an Individual Consultant, Fin Form 1, 2 and 7 must be submitted with the application.

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

Note 03: After Evaluation, If the highest scoring party is an International Consultant, the bidder will be asked to obtain an Employment approval from the Ministry of Economic Development, Maldives.

1. INTRODUCTION

The Government of Maldives has received funding from the Global Environment Facility (GEF) for the project “Integrated Sustainable and Low Emission Transport in the Maldives”. The Government intends to apply part of the proceeds towards Hiring an Electric Vehicle Expert for the Project.

The objective of the project is to promote an integrated, sustainable and low-emissions transport system and reduce GHG emissions and air pollution from the transport sector as well as address energy security by reducing fossil fuel imports. The project will result in an integrated urban and transport plan that leads to enhanced coordination among various government and public stakeholders and development of projects to enhance mobility for the residents with public and low emission transport infrastructure. The visibility of demonstration of the projects for e-buses and e-bike sharing schemes backed with the campaigns to create awareness of users, the benefits for sustainable low-emission transport options is expected to create a buy-in among policy makers and stakeholders to scale of investments in sustainable low emission transport options. The project will support development of measurable, reportable, and verifiable (MRV) system to measure emissions and reduction. This system will track and assess the benefits/ impacts of sustainable low-emissions transport options. This increased information and its tracking on use of sustainable low-emission transport will create greater awareness of benefits in policy makers and users to continuously integrate new and emerging sustainable and low-emission transport options. Information from demonstration projects and tracking of information on use of sustainable low-emission transport will create greater awareness of benefits in policy makers and users

The proposed project is structured across three components, which are necessary to address the barriers and facilitate the successful implementation of the baseline efforts to achieve an integrated, sustainable, and low-emissions transport system:

- Component 1: Institutionalization of integrated sustainable low-carbon transport and development of regulatory framework and policies
- Component 2: Short-term barrier removal and scaling-up investments through low-emission sustainable transport demonstrations
- Component 3: Preparing for scale-up, monitoring, awareness creation and replication of integrated sustainable low-emission transport

The project plans to achieve the following outcomes:

- a. Effective regulatory and institutional framework and policies enable integrated sustainable low-emission transport development.
- b. Demonstration of benefits and feasibility of sustainable low-emissions transport system for Maldives enables scale up of investments
- c. Planners and user access information for making sustainable low emission transport choices

2. OBJECTIVE OF THE CONSULTANCY

The main objective of this service is to conduct an existing policy assessment around transport interaction and its interaction in the transport, environment, energy sector towards e-mobility and finance and developing a High Level Framework for national Mobility Plan to drive sustainable low emission transport adoption and Localization of e-Mobility National Program to Male' Region and a Detailed Project Report (DPR) for e-Bus, e-Bike and e-Boat (solar powered) including development of suitable technical specifications and required charging infrastructure and business models.

3. SCOPE OF WORK

The consultancy involves provision of technical expertise for the development of the following;

1. Support the development of national level EV sector strategy.
2. Provide technical and strategic inputs in developing various policies related to e-Mobility/Transport.
3. Provide insights on the global business & financing models and the customization in the local context.
4. Advise government officials on bidding and regulatory approaches to facilitate the deployment of EVs.
5. Conduct and provide financial analysis with key operational and capital cost assumptions for incorporation in financial models of DPRs.
6. Liaise with client's and related stakeholders' technical staff, engineers, suppliers and others as needed.
7. Maintain an active network among the various players in EV market and develop insights into related deployment plans.
8. Keep updated on sectoral and industry news, trends and related technology developments.
9. Participate in inter-ministerial, interdepartmental working groups on transport sector issues and in country teams.
10. Document suitable industry knowledge to share with Government officials and with external clients (as required).
11. Extract and document lessons learned from the global trends/perspectives and develop best practices to apply on future projects in the national context.
12. Assist in preparation of Bid documents for procurement of finalized EVs and related services.
13. The consultant is expected to work with the consultant of the project hired as Urban Transport Planning Specialist in order to have a compatible and effective output of the Project.

4. EXPECTED DELIVERABLES

1. Identify the gaps in existing policies and programs around transport and its interaction with transport, environment, energy, and finance
2. High level Framework for National Mobility Plan, to drive sustainable and low emission transport adoption
3. Localization of e-Mobility National Program to Male Region for specific interventions,

- including integration of e-Bus and e-Bike deployment
4. Propose arrangements to scale-up the work produced by the project in order to achieve the key objective of the Project.
 5. Detailed Project Report (DPR) for e-Bus, including development of suitable technical specifications and required charging infrastructure and business models
 6. Detailed Project Report (DPR) for e-Bike, including development of suitable technical specifications and required charging infrastructure and business models
 7. Detailed Project Report (DPR) for e-Boat (solar powered), including development of suitable technical specifications and required charging infrastructure and business models.

Note:

The Detailed Project Reports DPRs of the e-Bus, e-Bike and e-Boats should (but may not be limited to) have the following areas covered.

- a. Costing analysis to determine the least-cost system plan of bus depots.
- b. Functional space requirements based on operational measures of operational scale such as annual kilometres, number of vehicles/vessels operated, maintenance staff per shift, operators per shift and management staff.
- c. Determination of critical path activities in the construction and implementation schedule.
- d. Review of the legal, regulatory, institutional and fiscal constraints to operation of sustainable service services.
- e. Identification of system maintenance and storage needs.
- f. Construction and implementation schedule, Review of existing bus depot, bicycle shed Planning, Design and Implementation Guidance
- g. Assessment of the Charging Infrastructure specifications, Investment requirements, sourcing of power
- h. Assess the potential economic benefits
- i. Conduct a cost & benefit analysis for all recommended opportunities
- j. Assessment of the impact on the grid/ Energy Sector
- k. Assess climate risks and other risks to deployment of the e-mobile system and make recommendations for addressing the same.
- l. Present and discuss the findings in the DPR, with the National Mobility Task Force

5. QUALIFICATION AND EXPERIENCE

Candidate must possess at least:

- a) A Master's degree in environmental science or transport engineering with a background of electric vehicle knowledge or a related field
- b) Candidate must have professional experience and track record working in the energy or transport sector of at least 8 years.
- c) Candidate must have at least 5 years of experience with electric mobility transition activities, including policy, infrastructure, financing and technology aspects.
- d) Candidate should have experience of policy analysis considering sustainable development goal co-benefits and potential negative impacts.
- e) Candidate must have a background in energy and transportation related matters with a sound knowledge of current electric mobility issues, trends and perspectives, including a range of

policy options and possibilities as it relates to Small Island Countries.

- f) Candidates should be fluent in the English Language with excellent analytical and communication skills. He/she must be computer proficient in MS Office Suite, google drives, etc.
- g) The ability to collect and manage data and develop transparent evidence bases supporting and tracking the policies developed.
- h) Experience working with donor and governmental agencies internationally.

Other skills:

- a) The ability to control the consultation process and create synergy of the group/ subgroups to complete the consultation effectively and efficiently.
- b) The ability to adapt to local context in preparation for, during and after the event. This may include policy terminology, basic understanding of local stakeholders and other relevant matters.

6. EXPECTED DELIVERABLES (TENTATIVE SCHEDULE):

Suggest any workable workplan that will enable to reach the outputs and the deliverables as per this assignment. The consultant may submit the work schedule as give in the “TECH FORM 2 – Work Schedule”

Item	D. #	Key Item	Details	Duration	End Product	Payment Schedule
1		Inception Meeting	Inception meeting to ensure that the work is aligned with the scope of this TOR	Week 1	<ul style="list-style-type: none"> Inception Meeting Report Final Workplan 	5%
	1	Identify the gaps in existing policies and programs around transport and its interaction with urban planning, environment, energy, and finance				
2	1.1	Technical Bilateral Meeting with Stakeholders	Conduct bilateral meetings with stakeholders to identify the gaps in existing policies and programs with regard to e-transport and its interaction with urban planning, environment, energy and finance in context with electric vehicle usage in Greater Male’ Region.	Week 2 - Week 5	<ul style="list-style-type: none"> Detailed Meeting Minutes in English An Executive Summary/Report 	
3	1.2	Draft Report on the Existing Policy Assessment	Communicate with relevant stakeholders (MoTCA, MECCT, MTCC, MNPHI, City Council, etc) and prepare the final report on the gaps identified and the existing policy and program assessment based on the analysis conducted.	Week 6 (1 Weeks from the completion of Deliverable 1.1)	<ul style="list-style-type: none"> Draft report on the assessment. 	15%

4	1.3	Review Meeting at inter-ministerial policy level	Conduct inter-ministerial review meetings at policy level to identify the comments and required input for the as per deliverable 2	Week 7 – Week 9	<ul style="list-style-type: none"> • Detailed Meeting report • An Executive Summary/Report 		
5	1.4	Validation of the final document	Input of all comments and finalisation	Week 10 (Week after completion of Deliverable 1.3)	<ul style="list-style-type: none"> • Meeting Minutes • Final Report on the gaps identified and the existing policy and program assessment of the existing policies on transport and its interaction 		
6	1.5	Submission of the final report on the Existing Policy Assessment	Final report on Existing Policy Assessment submitted and approved by MECCT	Week 11 (Week after completion of Deliverable 1.4)	Final submission of Existing Policy Assessment in English		
	2	High level Framework for National Mobility Plan, to drive sustainable and low emission transport adoption					
7	2.1	Technical Bilateral Meeting with Stakeholders	Conduct bilateral meetings with stakeholders (MoTCA, MECCT, MTCC, MNPHI, City Council, etc) to understand the needs and challenges for high level framework with regards sustainable and low emission transport adoption	Week 13 – Week 16	<ul style="list-style-type: none"> • Detailed Meeting Minutes in English • An Executive Summary/Report 		
2.2	2.2	Formulation of High-Level Framework for	Communicate with relevant stakeholders (MoTCA, MECCT, MTCC, MNPHI, City Council, etc)	Week 17	<ul style="list-style-type: none"> • Detailed meeting reports 		

		National Mobility Plan	with designated focal points to formulate draft High-Level Framework (including financial analysis with key operational and capital cost assumptions for incorporation in financial models of DPRs) for National Mobility Plan.	(Week after completion of Deliverable 2.1)		15%
9	2.3	Review Meeting at inter-ministerial policy level	Conduct inter-ministerial review meetings at policy level to identify the required inputs for the drafted High-Level Framework (including financial analysis with key operational and capital cost assumptions for incorporation in financial models of DPRs) for National Mobility Plan	Week 18 (Week after completion of deliverable 2.2)	<ul style="list-style-type: none"> Submission of the soft copies and presentation of the Draft High level Framework for National Mobility Plan 	
10	2.4	Stakeholder Workshops	<p>Conduct at least 2 stakeholder meetings to discuss High level Framework for National Mobility Plan Draft.</p> <ul style="list-style-type: none"> Stakeholder consultation workshops to present the draft High-level Framework for National Mobility Plan Validation workshop after incorporating all the comments and inputs received from the stakeholder consultation 	<p>Week 19</p> <ul style="list-style-type: none"> 1st workshop 1 week after submission of the Draft High level Framework for National Mobility Plan Validation workshops to be held after 2 weeks of the workshop 1 	<ul style="list-style-type: none"> Two workshop reports and minutes of the meetings 	

11	2.5	Submission of the High-level Framework for National Mobility Plan	Final High-level Framework for National Mobility Plan submitted and approved by MECCT	Week 20 (Week after completion of deliverable 2.4)	<ul style="list-style-type: none"> Final submission of draft High-Level Framework (including financial analysis with key operational and capital cost assumptions for incorporation in financial models of DPRs) for National Mobility Plan 		
	3	Detailed Project Report (DPR) for e-Bus and e-Bike, including development of suitable technical specifications and required charging infrastructure and business models					
12	3.1	Draft Report for the Detailed Project Report (DPR) for e-Bus and e-Bike	Communicate with relevant stakeholders (MoTCA, MECCT, MTCC, MNPHI, etc) and prepare the draft report to Detailed Project Report (DPR) for e-Bus and e-Bike	Week 21 – Week 23	<ul style="list-style-type: none"> Submission of the soft copies and presentation draft 	15%	
13	3.2	Review Meeting at inter-ministerial policy level	Conduct inter-ministerial review meetings at policy level to identify the comments and required input for to Detailed Project Report (DPR) for e-Bus and e-Bike	Week 24 (week after completion of deliverable 3.1)	<ul style="list-style-type: none"> Submission and approval of inter-ministerial policy level review meeting minutes and recommendations. 		
14	3.3	Validation of the final document	Input of all comments and the drafted Detailed Project Report (DPR) for e-Bus and e-Bike	Week 25 (Week after completion of deliverable 3.2)	<ul style="list-style-type: none"> Meeting Minutes Final Detailed Project Report (DPR) for e-Bus and e-Bike 		

15	3.4	Submission of Final Detailed Project Report (DPR) for e-boat	Final Detailed Project Report (DPR) for e-Bus and e-Bike submitted and approved by the MECCT	Week 26 (Week after completion of deliverable 3.3)	<ul style="list-style-type: none"> Submission and approval of Detailed Project Report (DPR) for e-Bus and e-Bike 		
	4	Localization of e-Mobility National Program to Male Region for specific interventions, including integration of e-Bus and e-Bike deployment (This is a combined deliverable of both Urban Transport Specialist and Electric Vehicle Expert; therefore, both experts are expected to work together on this deliverable)					
16	4.1	Technical Bilateral Meeting with Stakeholders	Conduct bilateral meetings with stakeholders with regard to Localization of e-Mobility National Program to Male Region for specific interventions, including integration of e-Bus and e-Bike deployment. This should include scaling up e-mobility program.	Week 27 – Week 30	<ul style="list-style-type: none"> Detailed Meeting Minutes in English An Executive Summary/Report 	15%	
17	4.2	Formulation of e-Mobility National Program	Draft e-Mobility National Program and submit for reviews and comments from stakeholders	Week 31	<ul style="list-style-type: none"> Submission of draft e-Mobility National Program 		
18	4.3	Review Meeting at inter-ministerial policy level	Conduct inter-ministerial review meetings at policy level to identify the required inputs for the drafted e-Mobility National Program	Week 32	<ul style="list-style-type: none"> Submission and approval of inter-ministerial policy level review meeting minutes and recommendations. 		
19	4.4	Stakeholder Meetings	Conduct at least 2 stakeholder meetings to discuss e-Mobility National Program <ul style="list-style-type: none"> Stakeholder consultation 	Week 33 – Week 35 <ul style="list-style-type: none"> 1st workshop 1 week after submission of 	<ul style="list-style-type: none"> Two workshop reports and minutes of the Meeting 		

			workshops to present the draft e-Mobility National Program <ul style="list-style-type: none"> Validation workshop after incorporating all the comments and inputs received from the stakeholder consultation 	the Draft High level Framework for National Mobility Plan <ul style="list-style-type: none"> Validation workshops to be held after 2 weeks of the workshop 1 			
20	4.5	Submission of the final e-Mobility National Program	Final e-Mobility National Program submitted and approved by the MECCT	Week 36 (Week after completion of deliverable 4.4)	Final submission of e-Mobility National Program in English		
	5	Preparation of bid documents for procurement of finalized EVs and related services.					
21	5.1	Preparation of bid documents for procurement of finalized EVs and related services	Preparation of tender documents and announcements required for procurement of finalized EVs and related services. This includes assist with MoTCA re the preparation a tendering of eBuses.	Week 37 – Week 40	<ul style="list-style-type: none"> Terms of Reference Bid Document Announcement 	10%	
22	5.2	Technical and Financial Evaluation of bids and awarding	Formulation of evaluation committee, conduct evaluation, and awarding of the procurement of EVs and Related Services	Week 41 – Week 44 (5 weeks from the completion of deliverable 5.1)	<ul style="list-style-type: none"> Individual Evaluation reports Detailed Combined Evaluation Report 		

	6	Detailed Project Report (DPR) for e-Boat (solar powered), including development of suitable technical specifications and required charging infrastructure and business models				
23	6.1	Technical Bilateral Meeting with Stakeholders	Conduct bilateral meetings with stakeholders with regard to Detailed Project Report (DPR) for e-boat (solar powered), including development of suitable technical specifications and required charging infrastructure and business models	Week 45	<ul style="list-style-type: none"> Detailed Meeting Minutes in English An Executive Summary/Report 	20%
24	6.2	Draft Report for the Detailed Project Report (DPR) for e-Boat	Communicate with relevant stakeholders (MoTCA, MECCT, MTCC, MNPHI, etc) and prepare the draft report to Detailed Project Report (DPR) for e-boat	Week 46 – Week 48 (Week after completion of deliverable 6.1)	<ul style="list-style-type: none"> Submission of the soft copies and presentation draft 	
25	6.3	Review Meeting at inter-ministerial policy level	Conduct inter-ministerial review meetings at policy level to identify the comments and required input for to Detailed Project Report (DPR) for e-boat	Week 49 – Week 51	<ul style="list-style-type: none"> Submission and approval of inter-ministerial policy level review meeting minutes and recommendations. 	
26	6.4	Validation of the final document	Input of all comments and finalisation of the drafted Detailed Project Report (DPR) for e-Boat	Week 52 (Week after completion of deliverable 6.3)	<ul style="list-style-type: none"> Meeting Minutes Final Detailed Project Report (DPR) for e-Boat 	
27	6.5	Submission of Final Detailed Project Report (DPR) for e-boat	Final Detailed Project Report (DPR) for e-boat submitted and approved by the MECCT	Week 53 (Week after completion of deliverable 6.4)	<ul style="list-style-type: none"> Submission and approval of Detailed Project Report (DPR) for e-Boat 	

	7	Propose arrangements to scale-up the work produced by the project in order to achieve the key objective of the Project.				
28	7.1	This work should be based on total consultancy assignment	Presentation of findings to the Project Steering Committee (PSC) and all stakeholders	Week 53 – Week 65	<ul style="list-style-type: none"> • Presentation 	5%
29	7.2	Validation of Final document	Finalization of findings and incorporation of final comments		<ul style="list-style-type: none"> • Submission of the Final documents on Scaling up of the project produced. 	
30		Wrap up	Finalizing and submission of detailed final report with all deliverables under this TOR		<ul style="list-style-type: none"> • Submission of Detailed final report of the assignment in English 	

7. REPORTING AND PAYMENT

1. All reports shall be submitted as stipulated in the deliverables and all reports will be submitted as drafts and upon review by the Project Management Unit, the Consultant shall revise the draft reports. Once, the revised reports are accepted by the PMU they will be termed as final reports by the consultancy.
2. The Consultant will work in close collaboration with Project Management Unit, based in Ministry of Environment Climate Change and Technology in coming up with the deliverables. The Consultant will administratively report to the National Technical Coordinator.
3. All draft documents should be in Microsoft Word and all final documents in Adobe Acrobat format.
4. Any Field Visit Report / Workshop Reports must be submitted no later than 7 days after each field visit.
5. All field data and photo/video shall be transferred to client and will be property of client.
6. The payments shall be contingent upon the successful completion of the deliverables/milestones as outlined in the TOR.

8. WORKING ARRANGEMENT

The consultant will be supervised by the National Technical Coordinator and will work closely with designated officials from the Project Management Team (PMU).

The consultant should carry his/her task with the Project Management Unit and MECCT to update on the progress of consultancy works. The consultant should carry out his/her tasks in accordance with the rules and procedures of the Government of Maldives.

All meetings should be held with the related authorities/agencies and stakeholders physically or virtually.

9. DURATION OF THE CONSULTANCY

The Consultant must be available to commence the services in January 2022 and will be hired for a period of Fifteen (15) calendar months from the date of contract signing. If required, the contract can be extended for a period agreed between both the client and the consultant.

10. DUTY STATION

The consultant is expected to be stationed with in the Project Management Team (PMU) for the Integrated, Sustainable and Low Emission Transport in the Maldives' project under the Ministry of Environment Climate Change and Technology (MECCT) and will be provided with all working hardware and necessary support.

11. QUERIES

For any queries, please email to procurement@environment.gov.mv copied to shimhaz.wafir@environment.gov.mv before 10:00hrs of 13th January 2022 (Local Time)

12. EVALUATION CRITERIA

	Details	Maximum points
	Adequacy of the proposed workplan	[10]
	Tentative workplan	[10]
	Qualification Skills and Experience	[90]
	Qualifications and skills [25] points for Master’s degree in environmental science or transport engineering with a background of electric vehicle knowledge or a related field, [05] points for above Master’s degree [05] points for proficiency in English is required	[30] [05]
	General Professional Experience [10] points for minimum 08 years’ experience in Environmental sector, [01] point for each additional year up to 5 years	[15]
	Specific Professional Experience [15] points for minimum 05 years of demonstrated experience working with electric mobility transition activities, including policy, infrastructure, financing and technology aspects, [01] point for additional year up to 5 years	[20]
	[10] points for demonstrated experience working with policy analysis considering sustainable development goal co-benefits and potential negative impacts	[10]
	[10] points for demonstrated experience working with energy and transportation related matters with a sound knowledge of current electric mobility issues, trends and perspectives, including a range of policy options and possibilities as it relates to Small Island Countries	[10]

Total technical score (s): 100

- The minimum technical score (s) required to pass is: 60 Points, proposal that does not qualify the minimum technical score will be disqualified from further evaluation.
- The formula for determining the financial scores is the following:
 $S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration.
- The weights given to the Technical and Financial Proposals are:
 $T = [0.6]$, and $F = [0.4]$

Financial Situation evaluation

- a. To be eligible the financial statements of the bidding party must show, minimum annual turnover of **MVR 100,000.00** or the year 2020.

(or)
- b. To be eligible the financial statements of the bidding party must show, Minimum value of **MVR 100,000.00**, for liquid asset, for the year 2020.

(or)
- c. For business, to be eligible the business's bank statement must show a credit balance of minimum **MVR 100,000.00**

(or)
- d. If bidding party is unable to meet any of the above requirement they shall submit "Line of Credit Letter" as per the template in Fin form 6. (credit limit shall be no less than **MVR 100,000.00**)

13. SUBMISSION

ACTIVITY	ACTION DATE
Advertisement for proposals	09 th January 2022
Last day to submit queries	13 th January 2022 before 10:00 AM (local time)
Deadline to submit proposals	18 th January 2022 before 11:00 AM (local time)

Bid Submission	On or Before 22nd November 2021 – 12:00hrs local time
Bid Opening	On or Before 18 th December 2022 – 11:00hrs local time Proposals will be opened in the presence of the proponents’ representatives who choose to be present at the address below at the time of proposal opening.
Submission Instruction	Proposals must be delivered in sealed envelopes titled “Do not Open Before 18th December 2022 – 11:00 hours – ‘EOI for Consultancy as an Electric Vehicle Expert for the Integrated, Sustainable and Low Emission Transport in the Maldives’ Project, followed by submitting party’s name and address” Late proposals will be rejected.
Submission address	Procurement Section Ministry of Environment, Climate Change and Technology Green Building, Handhuvaree Hingun, Maafannu Male’, 20392, Republic of Maldives Email: procurement@environment.gov.mv Website: www.environment.gov.mv Project Name: Integrated, Sustainable and Low Emission Transport in the Maldives

ANNEX A

TECH FORM 1 – Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, would like to express my interest for the ‘**Consultancy as an Electric Vehicle Expert for the Integrated, Sustainable and Low Emission Transport in the Maldives**’ in accordance with your Request for Proposal Ref: (IUL)438-ENV/438/2022/1 Dated 4th January 2022, I am hereby submitting my Proposal, which includes all required documents as per Request for Proposal.

I 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, I undertake to negotiate on the basis of the proposed fees. The Proposal is binding upon myself and subject to the modifications resulting from Contract negotiations.

I undertake, if my Proposal is accepted, to initiate the services and fulfil the terms and conditions related this contract.

I understand you are not bound to accept any Proposal you receive.

I remain,

Yours sincerely,

Signature [In full and initials]:

Name and Title of Signatory:

Name of Individual:

Address:

TECH FORM 2 – Work Schedule

Work Schedule for the position of Electric Vehicle Expert												
Description	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	... Week 64
Activity												

TECH FORM 3 – Curriculum Vitae (CV)

1. **Name of Applicant:** *[Insert full name]:*
2. **Date of birth:**
3. **Education** *[Indicate college/university and other specialized education, giving names of institutions, degrees obtained, and dates of obtainment]:*
4. **Membership of professional associations**
5. **Other Training**
6. **Languages** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:*
7. **Experience/ employment record** *[Starting with present position, list in reverse order every employment held since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]*

From [Month/Year] – To [Month/Year]:

Employer:

Positions held:

8. **Summary of projects/assignments undertaken/ role**

Name of project/ assignment:

Experience classification: General / specific

Scope of project/ assignment:

Role/ Position undertaken:

Period of Consultation:

9. **Past commitments in projects with the Ministry of Environment Climate Change and Technology**

Name of the Contract/Project:

From [Month/Year] – To [Month/Year]:

Positions held:

Summary of role:

TECH FORM 4 – Letter of Commitment

[Location, date]

To: [Name and address of Client]

Ref no: _____

Dear Sir/Madam,

I am writing to confirm my availability to provide services as the Electric Vehicle Expert for the Integrated, Sustainable and Low Emission Transport in the Maldives' Project – Ref: (IUL)438-ENV/438/2022/1 Dated 4th January 2022, 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:

Passport No:

Date:

Signatory:

FIN FORM 1 – Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer the express my interest for the ‘**Consultancy as an Electric Vehicle Expert for the Integrated, Sustainable and Low Emission Transport in the Maldives**’ – Ref: (IUL)438-ENV/438/2022/1 Dated 4th January 2022, in accordance with your Request for Proposal dated [xxx] and Technical Proposal. The attached Financial Proposal is for the sum of [Insert amount(s) in words and figures in MVR]. This amount is inclusive of the all local taxes.

The Financial Proposal shall be binding upon myself subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

I undertake, if my Proposal is accepted, to initiate the services and fulfil the terms and conditions related this contract.

I understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Signature:

Name and Title of Signatory:

Address:

FIN FORM 2 – Financial Breakdown Form

Date:

Reference No:

No.	Description	MVR
1	Inception meeting to ensure that the work is aligned with the scope of this TOR	
2	Conduct bilateral meetings with stakeholders to identify the gaps in existing policies and programs with regard to e-transport and its interaction with urban planning, environment, energy and finance in context with electric vehicle usage in Greater Male' Region.	
3	Communicate with relevant stakeholders (MoTCA, MECCT, MTCC, MNPHI, City Council, etc) and prepare the final report on the gaps identified and the existing policy and program assessment based on the analysis conducted.	
4	Conduct inter-ministerial review meetings at policy level to identify the comments and required input for the as per deliverable 2	
5	Conduct a validation meeting after incorporating the comments for the draft policy assessment	
6	Final report on Existing Policy Assessment submitted and approved by MECCT	
7	Conduct bilateral meetings with stakeholders (MoTCA, MECCT, MTCC, MNPHI, City Council, etc) to understand the needs and challenges with regard sustainable and low emission transport adoption	
8	Communicate with relevant stakeholders (MoTCA, MECCT, MTCC, MNPHI, City Council, etc) with designated focal points to formulate draft High-Level Framework (including financial analysis with key operational and capital cost assumptions for incorporation in financial models of DPRs) for National Mobility Plan.	
9	Conduct inter-ministerial review meetings at policy level to identify the required inputs for the drafted High-Level Framework (including financial analysis with key operational and capital cost assumptions for incorporation in financial models of DPRs) for National Mobility Plan	
10	<p>Conduct at least 2 stakeholder meetings to discuss High level Framework for National Mobility Plan Draft.</p> <ul style="list-style-type: none"> • Stakeholder consultation workshops to present the draft High-level Framework for National Mobility Plan • Validation workshop after incorporating all the comments and inputs received from the stakeholder consultation 	
11	Final High-level Framework for National Mobility Plan submitted and approved by MECCT	
12	Communicate with relevant stakeholders (MoTCA, MECCT, MTCC, MNPHI, etc) and prepare the draft report to Detailed Project Report (DPR) for e-Bus and e-Bike	
13	Conduct inter-ministerial review meetings at policy level to identify the comments and required input for to Detailed Project Report (DPR) for e-Bus and e-Bike	
14	Conduct a validation meeting after incorporating the comments for the drafted Detailed Project Report (DPR) for e-Bus and e-Bike	
15	Final Detailed Project Report (DPR) for e-Bus and e-Bike submitted and approved by the MECCT	

16	Conduct bilateral meetings with stakeholders with regard to Localization of e-Mobility National Program to Male Region for specific interventions, including integration of e-Bus and e-Bike deployment	
17	Draft e-Mobility National Program and submit for reviews and comments from stakeholders	
18	Conduct inter-ministerial review meetings at policy level to identify the required inputs for the drafted e-Mobility National Program	
19	Conduct at least 2 stakeholder meetings to discuss e-Mobility National Program <ul style="list-style-type: none"> • Stakeholder consultation workshops to present the draft e-Mobility National Program • Validation workshop after incorporating all the comments and inputs received from the stakeholder consultation 	
20	Final e-Mobility National Program submitted and approved by the MECCT	
21	Preparation of tender documents and announcements required for procurement of finalized EVs and related services. This includes assist with MoTCA re the preparation a tendering of eBuses.	
22	Formulation of evaluation committee, conduct evaluation, and awarding of the procurement of EVs and Related Services	
23	Conduct bilateral meetings with stakeholders with regard to Detailed Project Report (DPR) for e-boat (solar powered), including development of suitable technical specifications and required charging infrastructure and business models	
24	Communicate with relevant stakeholders (MoTCA, MECCT, MTCC, MNPHI, etc) and prepare the draft report to Detailed Project Report (DPR) for e-boat	
25	Conduct inter-ministerial review meetings at policy level to identify the comments and required input for to Detailed Project Report (DPR) for e-boat	
26	Conduct a validation meeting after incorporating the comments for the drafted Detailed Project Report (DPR) for e-Boat	
27	Final Detailed Project Report (DPR) for e-boat submitted and approved by the MECCT	
28	Presentation of findings to the Project Steering Committee (PSC) and all stakeholders	
29	Finalization of findings and incorporation of final comments	
30	Finalizing and submission of detailed final report with all deliverables under this TOR	
	Total	
	GST	
	Total with GST	

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

Note: Indicate the total cost with detail cost to be paid in US Dollars (USD).

Note: The total contract price should be quoted inclusive of all taxes as per the GST Legislation and Circulars where applicable.

Signature:

Seal:

FIN FORM 3 – Financial Situation

Each Applicant must fill in this form

Financial Data for Previous 3 Years [MVR Equivalent]			
	Year 2020:	Year 2019:	Year 2018:

Information from Balance Sheet

Total Assets			
Total Liabilities			
Net Worth			
Current Assets			
Current Liabilities			
Working Capital			

Information from Income Statement

Total Revenues			
Profits Before Taxes			
Profits After Taxes			

Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last three years, as indicated above, complying with the following conditions.

- All such documents reflect the financial situation of the Bidder.
- Historic financial statements must be complete, including all notes to the financial statements.

- Historic financial statements must correspond to accounting periods

FIN FORM 4 – Average Annual Turnover

Each Bidder must fill in this form

Annual Turnover Data for the Last 3 Years		
Year	Amount Currency	MVR Equivalent
2020		
2019		
2018		
Average Annual Turnover		

The information supplied should be the Annual Turnover of the Bidder in terms of the amounts billed to clients for each year for contracts in progress or completed at the end of the period reported.

FIN FORM 5 – Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as indicated in Section 3 (Evaluation and Qualification Criteria)

Financial Resources		
No.	Source of financing	Amount (MVR equivalent)
1		
2		
3		

FIN FORM 6 – Line of Credit Letter

[letterhead of the Bank/Financing Institution/Supplier]

[date]

To:*[Name and address of the Contractor]*

Dear,

You have requested {name of the bank/financing institution/supplier issuing the letter) to establish a line of credit for the purpose of executing {insert Name and identification of Project}.

We hereby undertake to establish a line of credit for the aforementioned purpose, in the amount of {insert amount}, effective upon receipt of evidence that you have been selected as successful bidder.

This line of credit will be valid through the duration of the contract awarded to you.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Agency: _____