



**Ministry of National Planning, Housing and Infrastructure
Republic of Maldives**

TERMS OF REFERENCE

28th March 2022

Consultancy Services for the Environmental and Social Safeguard Services for Project Management Unit, Maldives

1. Introduction

The Government of the Republic of Maldives through Ministry of National Planning, Housing and Infrastructure is implementing the Gulhifalhu Reclamation Project and intends to apply part of the proceeds for the selection of a Environment and Social Safeguards Consultancy firm for the implementation of this project by Ministry of National Planning, Housing and Infrastructure.

2. Background and Objective

The Environment and Social Safeguards Consultancy firm is responsible to provide environmental and social safeguard input for project activities, in accordance with the project documents and as per the donor guidelines in collaboration with the project team of the Project Management Unit (PMU) under the direction of the Project Director (PD) to ensure all implementation arrangements of projects are carried out smoothly and on time.

This is the key functionary at the national level with oversight responsibility for ensuring that the preparation and implementation of the project is in compliance with the recommendations provided by the project specific Environment and Social Assessments (ESA) and the Environment and Social Management Framework (ESMF), applicable for the project.

3. Scope of Works

Overall, the Environmental and Social Safeguards Consultant will be the link between GoM and project beneficiaries. The Consultant will help GoM to liaise with consultants hired by the PMU in the preparation of the sub-project-specific ESAs and the Environmental and Social Management Plans (ESMPs) in accordance with the Project ESMF prepare guidelines for and facilitate community disclosure of these documents; and guide the PMU and sub-project teams during implementation of the project in accordance with the project ESMF, sub-project specific ESAs and ESMPs.

The Environmental and Social Safeguards Consultancy firm would be responsible for, but not limited to, the following activities:

1. Ensure environmental and social safeguard measures are adequately implemented in all projects administered by the PMU as per the ESMF, and supervise and monitor the same;
2. Ensure that consultations (i.e., a two-way communication) continue throughout project implementation and are carried out in a comprehensive and appropriate manner; incl. periodic updating of the consultations plan.
3. Responsible for ensuring implementation of mitigation measures, management plans and monitoring programmes, defined in the ESIA and supplementary documents.
4. Ensure effective implementation of activities relating to gender, inclusion, and citizen engagement, as laid out in the relevant project documents.
5. Ensure that the Contractor (and sub-contractors) activities align with approved ESIA and ESMP requirements.
6. Support the delivery of ESMF orientation, training and capacity building activities for all project stakeholders, including component Managers; Identify further training requirements of technical and field staff of the project.
7. Educate project affected families on the relevant environmental and social safeguards issues and relevant policies.
8. Where applicable, develop information, education and communication (IEC) materials and facilitate workshops on good environmental and social practices relevant to all projects administered by the PMU.
9. Submission of regular monitoring reports prepared by the Contractor to Environmental Protection Agency.
10. Co-ordinate with Environmental Protection Agency on periodic basis regarding all projects implemented by the PMU.
11. Co-ordinate with the relevant stakeholder agencies on periodic basis on environmental and social issues.
12. Assist GoM in ensuring environmental responsibilities of the project, such as compliance with the environmental protection laws and regulations of the country.
13. Assist GoM in ensuring social responsibilities of the project, such as compliance with the labour laws, prohibition of child labour, HIV/AIDS and gender issues.
14. Ensure safeguard measures as per site-specific management plans are adequately implemented.
15. Establish, maintain and raise awareness of a grievance redress system and assist MNPHI in the redress of their grievances in a timely manner.
16. Ensure monitoring reports on safeguards compliance are compiled and submitted to the Bank team as per ESMF requisites.

Deliverables:

- Environmental and social safeguard measures properly supervised and coordinated as per PMU instructions.
- Monthly, quarterly and final report.

4. Project Team

The following staff shall be employed in team as detailed below;

#	Post	No
1	Team Leader	1
2	Environmental and social safeguard specialist	1

4.1 Similar Assignments

To be eligible for this assignment, the consultancy firm must demonstrate past experience in performing the services (description of similar assignments (experience in reclamation and/or coastal projects), value of such assignments). The Firm shall have carried out a minimum of Five (5) similar assignments with an average contract value of MVR 500,000.

4.2 Qualifications of the Design and Consultancy team

The Consultant should submit full CV's for each of the proposed staff members highlighting the criteria given below.

a. Team Leader

Bachelor's degree in Civil Engineering/Project Management or Environmental Management/Science or in a related field with minimum Seven (7) years' experience in similar field.

b. Environmental and social safeguard specialist

Bachelor's degree in Environmental Engineering or environmental science of related field with minimum Five (5) years' in the similar field.

5. Reporting Requirements

The consultants should submit a Monthly report at the end of each month within 10 working days of the preceding month, in a format agreed with the PMU representative. At the end of each quarter

a consolidated report summarizing the events of the months preceding shall be submitted in place of the monthly report.

A final report shall be produced 30 days following the issuance of Performance Certificate to the Contractor.

6. Equipment, logistics and facilities

The Consultant shall ensure that experts are adequately supported and equipped. In particular he/she shall ensure that there are sufficient administrative, computing and secretarial provision to enable experts to concentrate on their primary responsibilities. The Consultant shall meet the full costs for the supply of the teams including all travels, remuneration, insurance, emergency medical aid, facilities and all else necessary for the competent operation of their teams. The Consultant shall provide their own office space for their Project team.

7. Remuneration

Remuneration will be in accordance with the schedule specified below;

DESCRIPTION	ALLOCATION	REQUIREMENT
Part I Monthly payment	As per invoice	Submission of Monthly Report
		Submission of Invoice in the specified format

8. Deliverables

The consultants shall complete the following deliverables and submit the following reports;

Part I

- Monthly reports
- Quarterly reports
- Final report / Project Completion Report

9. Duration of the Assignment

The period of total engagement will be **18 months** upon the signing of the contract agreement with the selected Consultant for the Consultancy works. Commencement of Consultancy work will start upon the mobilization of the Contractor to the site.

10. Submission Requirements

Consultant shall submit all the documents listed below. Furthermore, the following documents shall be submitted for the bids to be considered sufficiently responsive.

- a) Details of key personnel
 - Proposed team
 - Curriculum Vitae of all team members
- b) Cost proposal as per the Template in number 12
- c) Company registration certificate
- d) List of general and similar projects completed by the Firm with contract price, duration and year
- e) Company profile

11. Evaluation Criteria

Criteria, sub-criteria and point system for the evaluation of the proposals are as below:

i. Price – 50%

The formula for determining the financial scores is the following:

$$Sf = 100 \times Fm/F$$

Where: Sf is the financial score

Fm is the lowest price

F is the price under consideration

ii. Firm’s Technical Capacity – 50%

- a) Project team – 25%
 - 1. Team leader – 12.5%
 - 2. Environmental and social safeguard specialist – 12.5%

Each team member will be scored separately based on the below:

- 1. Educational qualifications – 5%
- 2. Specific experience – 5%
- 3. General experience – 2.5%
 - b) Firm’s number of years of experience – 10%
 - c) Value of projects carried out – 15%

12. Template for Price proposal

Description	Qty	Rate	Amount
Retainer fee (Monthly)			
GST			
Total			