



MINISTRY OF ENVIRONMENT, CLIMATE CHANGE AND TECHNOLOGY

MALE' REPUBLIC OF MALDIVES

Announcement Reference No: (IUL)438-CCD/438/2022/120

Recruitment of a National Consultant (Tourism Sector) for the 'Preparation of the Third National Communication (TNC) to the United Nations Framework Convention on Climate Change (UNFCCC)'

[06 April 2022]

Table of Contents

Recruitment of a National Consultant (Tourism Sector) for the ‘Preparation of the Third National Communication (TNC) to the United Nations Framework Convention on Climate Change (UNFCCC)’ ...	0
i. SCHEDULE OF CRITICAL DATES	2
ii. SUBMISSION REQUIREMENTS	2
1. Introduction & Background	4
2. Objective	4
3. Scope of Assignment	4
4. Remuneration	7
5. Deliverables	7
6. Duration of the Consultancy	8
7. Provision of Monitoring and Progress Controls	8
8. Requirements for Experience and Qualification	8
9. Evaluation and comparison of proposals	9
10. Payment Schedule	10
11. Additional Information	11
12. Application	11
13. Queries	12
14. Submission	12
ANNEX 1: STANDARD FORMS	14
TECH FORM -1: PROPOSAL SUBMISSION FORM	15
TECH FORM-2: APPROACH, METHODOLOGY AND WORK PLAN	16
TECH FORM-3: WORK SCHEDULE	17
TECH FORM 4 – Curriculum Vitae	18
TECH FORM 5: Letter of Commitment (Team Leader)	18
TECH FORM 6: Letter of Commitment (Specialists)	20
ANNEX 2 – ASSESSMENT OF FINANCIAL CAPABILITY OF BIDDER	21
Evaluation criteria	21
FIN FORM 1 – Financial Proposal Submission Form	22
FIN FORM-2: Financial Breakdown Form	23
FIN FORM 3 – Details of Financial Situation	24
FIN FORM 4 – Average Annual Turnover	26
FIN FORM 5 – Financial Resources	27
FIN FORM 6 – Line of Credit Letter	28
FIN FORM 7 – Current Contract Commitments / Work in Progress	29
ANNEX 3: EVALUATION OF PROPOSALS	30

i. SCHEDULE OF CRITICAL DATES

Activity	Action Date
Advertised date	06 April 2022
Bid queries submission timeline	06 April 2022 – 11 April 2022 12:00pm
Bid clarification deadline	12 April 2022 12:00pm
Proposal submission deadline	18 April 2022, 1100am

ii. SUBMISSION REQUIREMENTS

The following related documents shall be submitted for the bids to be considered sufficiently responsive.

Applicants should submit their proposals containing the following documents and applicable Technical Proposal – Standard Forms and Financial Proposal – Standard Forms under ANNEX A.

a. Technical Proposal – Standard Forms

1. Proposal submission form (**signed by the owner of the entity or person with power of attorney to sign**) – (Tech Form 1)
2. Approach, Methodology and Work Plan – (Tech Form 2)
3. A summary of the work plan must be presented in the format in Work Schedule (Tech Form 3) showing in the form of a bar chart the timing proposed for each activity.
4. Curriculum Vitae (CV) of the identified key Experts (Consultant). **Copy of academic certificates and reference letters** demonstrating experiences listed in this TOR (required experiences and other experiences relevant to this TOR must be specified clearly or highlighted) – (Tech Form 4)
5. Completed **Letter of Commitment (signed by the Team Leader and Team members)** – (Tech Form 5 & 6)
6. Copy of Business (company/partnerships/institutions) registration certificate.
7. Copy of GST Registration certificate issued by MIRA (Maldives Inland Revenue Authority) – if registered

8. Tax payer registration Certificate / Notification Copy

b. Financial Proposal – Standard Forms

1. FIN FORM 1 – Financial Proposal Submission Form (**signed by the owner of the entity or person with power of attorney to sign**)
2. Form FIN – 2 Financial Breakdown Form
3. Form FIN - 3: Details Financial Situation
4. Financial statements of the business for the year 2020
5. 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)
6. FIN FORM – 4: Average Annual Turnover
7. FIN FORM -5: Financial Resources
8. FIN FORM -6: Line of Credit Letter
9. FIN FORM -7 Current Contract Commitments / Work in Progress

Note 01: All bidders should clearly identify Key Experts (herein referred to as the ‘Consultant’) carrying out the task. For bids submitted by Company/Institution, the Key Experts signed in Form 5 will be considered for the evaluation process.

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 the evaluation, highest scoring party will be notified to submit tax clearance report. Tender will be awarded upon submission of tax clearance report

1. Introduction & Background

Ministry of Environment, Climate Change and Technology (MECCT) in partnership with the United Nations Environment Programme (UNEP) is currently implementing a project titled, Preparation of Third National Communication (TNC) under United Nations Framework Convention on Climate Change (UNFCCC) for the Republic of Maldives.

TNC follows previous work carried out by Republic of Maldives including First National Communication, (FNC), Second National Communication, (SNC), Maldives' Nationally Determined Contribution (NDC) and the Maldives First Biennial Update Report (BUR), sets a number of priority areas, and allocates adequate resources in the most cost-effective manner. Project components include: national circumstances; national greenhouse gas (GHG) inventory of anthropogenic emissions by sources and removal by sinks of all GHGs not controlled by the Montreal Protocol; programmes to mitigate climate change; measures to facilitate adequate adaptation; constraints and gaps, and related financial, technical and capacity needs, any other relevant information and preparation of the Third National Communication of the Republic of Maldives and submission.

In this regard, MECCT is seeking a potential consultant to assist in the data collection and data analysis of the tourism related components to be conducted under TNC project.

2. Objective

The primary objective of the consultancy service to carry-out tourism sector vulnerability assessments for the Maldives TNC by collecting data, consulting relevant stakeholders, supporting capacity building exercises and preparing tourism chapter of the TNC

3. Scope of Assignment

Under the guidance of the respective coordinators, the scope of the exercise will include but will not be limited to the following:

A: Conduct a Stocktaking exercise of the Tourism Sector, consisting of:

- Literature review on the existing situation of the tourism sector in the Maldives, including the sector components and services from the point of vulnerability to climate change,
- Identification of organizational and institutional frameworks, the roles and responsibilities of the government, public and other bodies in relation to the sector,
- Identification of legal, institutional, policy related, as well as technical and technological barriers for conducting climate risks and vulnerability assessments and planning/implementation of adaptation measures in the sector,
- Collection of relevant information/data on climate change trends and projections in tourism sector,

- Analysis of availability of relevant data, including data gaps for conducting climate risks and vulnerability assessments and adaptation planning in the sector,
- Compilation and synthesis of available socio-economic data relevant for the sector,
- Identification and mapping of tourism sector stakeholders and their roles within climate change context.

B: Conduct Vulnerability Assessment (VnA)

2.1 Assess current climate risk and vulnerability of the tourism sector in the Maldives

- Identify and select priority sub-sector(s) and key sites for conducting VnA and case studies based on the review of existing documents (including National Policies and strategies, government programs, national reports, previous National Communications and related studies on tourism sector), as well as in consultations with identified key stakeholders (relevant government, private, and civil society stakeholders) and experts.
- As part of VnA, analyse socio-economic dimensions of vulnerability to climate change in the sector and related sub-sector(s). Socio-economic analysis shall include but not be limited to also damage and loss assessment, income generation related impacts of climate change in the tourism sector, among others.
- Prepare a methodology and based on the approved methodology (to be approved by the Project), conduct: assessment on current hazards, exposure, vulnerability and risks
- conduct field visits where necessary, and under the guidance of the TNC Coordinator to carryout vulnerability and risk assessments

2.2 Assess future risk and vulnerability of the tourism sector

- Based on previous national communications and other relevant assessments, develop baseline scenarios to identify possible futures at specific time points. This will be followed by an assessment of future hazards, future exposure, and future vulnerability, integrating data from two methods: participatory and quantitative risk assessments. As datasets are likely not available for each variable, participatory exercises will be used to supplement existing information.
- Based on the recommended methodology (to be approved by the Project), and available conduct:
 - o Development of relevant baseline scenarios for future local conditions: to identify possible projections according to appropriate scenarios at specific time-points (e.g. 2030 and 2050), with feedback from stakeholders
 - o Assessment of future climate vulnerability: through collection and analysis of available data on future climate and environment. This could be prepared based qualitative and quantitative methods
 - o Assessment of future exposure: conducted using participatory methods and through collection and quantitative analysis of available datasets.
 - o Assessment of future vulnerability: conducted through identification of activity-hazard sub-systems, components and indicators.

- Assessment of future climate risk: performed through analysis of qualitative data (analysing future hazards alongside indicators of exposure and vulnerability), and future climate risk calculated.

2.3 Deliver a stakeholder workshop to validate Climate Vulnerability Risk Assessment (CVRA) findings and finalize the CVRA report

- Delivery of a workshop with stakeholders to disseminate results, inform participants, and encourage engagement with the adaptation process. The workshop can be conducted online if necessary.

C: Trainings and awareness

- Provide hands on training on data collection and data analysis to relevant stakeholders in preparation of national communication, the proposed training should be provided to the officials and others who are engaged on field assessments related to the assignment to be identified by the TNC Coordinator;
- Provide technical guidance and inputs on preparation of information, education and communication materials to be prepared to increase awareness on climate change and tourism and its vulnerabilities due to climate change
- Conduct awareness sessions for school children under the guidance of TNC Coordinator
- Participate on dissemination of TNC's findings with relevant stakeholders

D- Asses climate change impacts on non-resort tourism sector

- Based on available data and consultations identify impacts of climate change on the non-resort tourism sector of Maldives.
- In the areas of focus for the sector, analyze information about the current situation: number of people engaged in the sector directly and indirectly, infrastructure at risk from extreme weather or slow onset events, supporting economic activities linked to the non-resort tourism sector etc. Data on these topics could come from Statistical Yearbooks, statistical reports from relevant ministries within the Government and other specialized studies.
- Based on available data and consultations, identify studies that may provide information how climate change will affect the non-resort tourism industry.
- Combine analysis from steps above to predict the specific changes that will occur in the key focus areas in Maldives by 2030 and 2050.
- Use current price data to put a monetary value on the changes attributable to climate change in the sector.

E- Preparation of tourism chapter of TNC

- Review and analyze existing literature including policy documents, Maldives NDCs, sectoral plans, and research materials in the context of climate change impacts;

- Identify the data needs, availability, suitability, and update and build on dataset baselines of the Second National Communication in consultation with relevant agencies;
- Prepare tourism chapter of the Third National Communications based on available scientific reports and findings from vulnerability assessments and as per the guidance on the preparation of national communications set by the UNFCCC.
- Present the findings to the relevant stakeholders

F- Preparation of project concepts:

- In consultation with key stakeholders, and based on the findings of the assessments prepare project concept to increase resilience of tourism sector to the impacts of climate change.

4. Remuneration

The total remuneration for the assignment is MVR 77,000 and payment will be made on the deliverable submission basis mentioned as below.

5. Deliverables

Deliverable	Timeframe
Report on detailed methodology of work including data collection methodology for vulnerability assessments	7 days from the date of contract
Training materials on field trainings on data collection and field surveying methods for field staffs.	1 month from the date of contract
Materials on awareness sessions to be conducted to school children on reef conservation and management within the context of climate change impacts.	2 months from the date of the contract
Report on field assessments describing assessment methods, site observations and findings from the assessments	3 months from the date of contract
Draft tourism chapter of the TNC Report	4 months from the date of contract
Project concept to increase resilience of tourism sector to address the impacts of climate change.	5 months from the date of contract

Final Report on tourism chapter of the TNC	6 months from the date of contract
--	------------------------------------

* From the date of contract signing

6. Duration of the Consultancy

The contract duration will be a maximum of **6 calendar months** from the commencement of the assignment.

7. Provision of Monitoring and Progress Controls

The consultant is expected to work closely with the TNC secretariat established in Climate Change Department of the Ministry, and will report directly to TNC Coordinator or any other person designated by the Department.

8. Requirements for Experience and Qualification

In executing this TOR, the consultancy is expected to meet the following eligibility criteria and should provide CVs and commitment letters of team member(s) meeting the following requirements:

#	Post	Nos
1	Consultant (Tourism Sector)	1

Details of any other support persons and positions must be included in **Standard Forms 3 and 4.**

Consultant (Tourism Sector)

- Academic Qualification
 - Must hold a postgraduate Degree in a relevant field such Environmental Science, Climate Change, Tourism Studies, Economics and or any other area relevant to the proposed assignments
- Professional Experience
 - Demonstrated experience in the area for not less than 5 years.
 - Previous experience and engagement in preparation of National Communication Assessments is an asset
 - Demonstrated experience in publishing scientific papers related to climate change;
 - Knowledge of reporting requirements for developing countries under the UNFCCC

- Previous experience and familiarity with national communications and biennial update reports will be an added advantage
- Demonstrated English Language Skills
- Excellent interpersonal skills and demonstrated ability to communicate with stakeholders essential.

9. Evaluation and comparison of proposals

Pre-Evaluation determines if bidder is substantially responsive to the terms of this ToR as specified below;

- Bidder meets all requirements identified under Section 12 - Applications.
- Bidder has the financial capacity to undertake the works required in the TOR. Refer to Annex 3 for details.
- Substantially non-responsive bids at this pre-evaluation stage will be rejected from further stages of evaluation. Criteria for determining completeness and substantial responsiveness is given in Annex 3.
- Substantially responsive bids at this pre-evaluation stage shall be qualified for technical evaluation.

Evaluation of Proposals

A two-stage procedure is utilized in evaluating the proposals.

The Technical Evaluation will be completed at the First Stage of the evaluation. The proposals which pass the minimum technical score of **60%** of the obtainable score of 1000 points in the technical evaluation will be considered in the Second Stage of the evaluation.

Financial Proposal will be evaluated in the Second Stage. The proposal with the Lowest Financial Quote (Fq) will get the maximum Financial Score (Sf) of 100 points. The Financial Scores (Sf) of the other Financial Proposals will be computed according to the following formula:

$Sf = 100 \times Fq / F$, in which Sf is the financial score, Fq is the Lowest Financial Quote received and F is the price of the proposal under consideration.

Proposals will be ranked according to the combined Technical Score (St) and Financial Score (Sf) using the weights (T = the weight given to the Technical Proposal; P = the Weight given to the Financial Proposal; T+P = 1) and will be computed according to the following formulae.

$S = St \times T\% + Sf \times P\%$, in which S is the combined score,
Where T% = 70% and P% is 30%

MECCT reserves the right to undertake a post-qualification exercise aimed at determining to its satisfaction, the validity of the information provided in the proposal. Such post-qualification shall be fully documented and, among those that may be listed in the Annex 2, may include, but need not be limited to, all or any combination of the following:

- a) Verification of accuracy, correctness and authenticity of information provided by the proponent on the legal, technical and financial documents submitted;
- b) Validation of extent of compliance to the TOR requirements and evaluation criteria based on what has so far been found by the evaluation team;
- c) Inquiry and cross-checking with other previous clients on the quality of performance on ongoing or previous contracts completed;

10. Payment Schedule

Payments will be made as specified below:

Deliverable	% of payment upon approval of deliverable by MECCT
Report on stocktaking exercise	5%
Report on detailed methodology of work including data collection methodology for vulnerability assessments	5%
Training materials on field trainings on data collection and field surveying methods for field staffs	5%
Materials on awareness sessions to be conducted to school children on reef conservation and management within the context of climate change impacts	5%
Report on field assessments describing assessment methods, site observations and findings from the assessments	25%
Report on climate change impacts on non-resort sectors	10%

Draft tourism chapter of the TNC Report	25%
Project concept to increase resilience of tourism sector to address the impacts of climate change	10%
Final Report on coral reefs and marine biodiversity of the TNC	10%

11. Additional Information

The TNC PMU of MECCT has overall responsibility for the management of the contract and contractual reporting obligations.

Documents and data provided by the government for the purpose of this assessment which is not of public nature shall be considered confidential and should not be disclosed to any other party.

All outputs, data and materials produced as part of this TOR shall be handed over to the TNC-PMU at the end of the contract and will become the sole property of MECCT.

12. Application

Registered entities under Maldives Inland Revenue Authority (MIRA) can apply for this consultancy

Proponent should submit their proposals containing the following (Standard forms, where required, are provided in Annex 1):

- Completed proposal submission form ([FORM-1](#))
- Completed financial breakdown form ([FORM-2](#)).
- Brief description of the proponent and an outline of recent similar consultancy services provided, with references. This section must include an introduction of the proposed experts with a description of their experiences relevant to the required tasks, justifying their ability to complete the assignment.
- A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology and work plan. Guidance on the content of this section is provided in [FORM-3](#).
- A summary of the work plan must be presented in the format in Work Schedule ([FORM-6](#)) showing in the form of a bar chart the timing proposed for each activity.
- Detailed CVs of the expert/s signed by the expert themselves (required experiences and other experiences relevant to this TOR must be specified clearly or highlighted in their respective CVs.)

- Demonstrations of required experiences listed in this TOR – reference letters, training completion certificates, samples of writings (reports/chapters completed) and proof of previous inventories completed
- Letter of commitment from each member to undertake the project ([FORM-5](#)).
- Copy of Company/Institution Registration
- Copy of GST Registration certificate issued from Maldives Inland Revenue Authority
- Tax Clearance Report issued from Maldives Inland Revenue Authority
- Documentation to determine financial capabilities as per Annex 3.

13. Queries

For any queries please email to procurement@environment.gov.mv and CC to climate@environment.gov.mv before **1200hrs on 16th March 2022**. Answers will be provided to all the queries received before the deadline and will be made available via the Ministry website (www.environment.gov.mv) on **20th March 2022**.

14. Submission

Bid submission	On or before 18 April 2022 1100 hours local time
Bid opening	18 April 2022 1100 hours' 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 <i>“Do not Open Before 18 April 2022 1100 hours – “Recruitment of a National Consultant (Tourism Sector) for the Preparation of the Third National Communication (TNC) to the United Nations Framework Convention on Climate Change(UNFCCC)” – (IUL)438-CCD/438/2022/120” and the submitting party’s name and address</i> Electronic submission is not permitted. 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

	<p>Cc: climate@environment.gov.mv Website: www.environment.gov.mv Project name: Preparation of Maldives Third National Communication to the UNFCCC Announcement number: (IUL)438-CCD/438/2022/120</p>
--	---

ANNEX 1: STANDARD FORMS

TECH FORM -1: PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Sir/Madam:

We, the undersigned, offer to provide the “**Recruitment of a National Consultant (Tourism Sector) for the Preparation of the Third National Communication (TNC) to the United Nations Framework Convention on Climate Change(UNFCCC)**” in accordance with your Terms of Reference dated [Insert Date] and our Proposal. We are hereby submitting our Proposal; our financial offer is for the sum of [Insert the final total amount(s) in Form 2 in words and figures in Maldivian Rufiyaa] which is inclusive of the all-applicable taxes.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

Proposal validity is for a period of [Insert number of days, 90 days minimum] days. If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the methodology and 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 fulfil the requirements of the terms of reference.

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 Bidder: _____

Address: _____

TECH FORM-2: APPROACH, METHODOLOGY AND WORK PLAN

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

- a) Technical Approach and Methodology,*
- b) Work Plan*

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 (development process) 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 (including details of any instruments, software, technical formulae, information files, and file formats where applicable). You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach and highlight on the maintenance and support - any important technology information and specifications used in your solution – languages, platform etc.

b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.

TECH FORM-3: WORK SCHEDULE

	<i>[1st, 2nd, etc. are days from the start of assignment.]</i>						
	1st	2nd	3rd	4th	5th	6th	...
Activity (Work)							

TECH FORM 4 – Curriculum Vitae

- 1. Name of Consultant:**
- 2. Education** *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:*
- 3. Membership of professional associations**
- 4. Other Training**
- 5. Countries of work experience** *[List countries where the Consultant has worked in the last ten years]:*
- 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 the Consultant 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:

Job description:

8. Summary of projects/assignments undertaken/ role

Name of project/ assignment:

Experience classification: General / specific

Scope of project/ assignment:

From [Month/Year] – To [Month/Year]:

Positions held:

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 5: Letter of Commitment (Team Leader)

[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 /**Team Leader** to **“Recruitment of a National Consultant (Tourism Sector) for the Preparation of the Third National Communication (TNC) to the United Nations Framework Convention on Climate Change(UNFCCC)”**- for the Ministry of Environment, Climate Change and Technology.

I undertake, if this proposal is accepted, to complete and deliver the whole of the services assigned to me in the scope of services.

I undertake, if this proposal is accepted upon receipt of the Ministry of Environment, Climate Change and Technology’s notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,

Name:

ID card No:

Date:

Signatory:

TECH FORM 6: Letter of Commitment (Specialists)

[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 **Specialist** (Specify) to **“Recruitment of a National Consultant (Tourism Sector) for the Preparation of the Third National Communication (TNC) to the United Nations Framework Convention on Climate Change(UNFCCC)”**- for the Ministry of Environment, Climate Change and Technology.

I undertake, if this proposal is accepted, to complete and deliver the whole of the services assigned to me in the scope of services.

I undertake, if this proposal is accepted upon receipt of the Ministry of Environment, Climate Change and Technology’s notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,

Name:

ID card No:

Date:

Signatory:

ANNEX 2 – ASSESSMENT OF FINANCIAL CAPABILITY OF BIDDER

Evaluation criteria

- a. To be eligible the financial statements of the bidding party must show, minimum annual turnover of **MVR 15,400.00**, for the year 2021 – **Submit Form FIN - 1: Annual Turnover**
(OR)
- b. To be eligible the financial statements of the bidding party must show, Minimum value of **MVR 15,400.00** for liquid asset, for the year 2021 – **Submit Form FIN - 2: Financial Situation**
(OR)
- c. 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). To be eligible the business’s bank statement must show a credit balance of minimum **MVR 15,400.00**
(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 form 4. (credit limit shall be no less than **MVR 15,400.00** – **Submit Form FIN – 4: Line of Credit Letter**

FIN FORM 1 – Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide services for “**Recruitment of a National Consultant (Tourism Sector) for the Preparation of the Third National Communication (TNC) to the United Nations Framework Convention on Climate Change (UNFCCC)**”- 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 in MVR]. This amount is inclusive of the all local taxes.

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

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

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant (company/partnerships/institutions)

Address:

FIN FORM-2: Financial Breakdown Form**Date:****Reference No:** (generated by the proponent)

	Description	MVR
	Total :	
	GST/Applicable tax :	
	Total with GST/Applicable tax:	

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

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

Note: The total contract price should be quoted inclusive of Goods and Services Tax (GST) or any applicable taxes as per the Tax Legislation and must be shown in the breakdown.

Authorized Signature and stamp

FIN FORM 3 – Details of 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) 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: _____

FIN FORM 7 – Current Contract Commitments / Work in Progress

Current Contract Commitments/Works in Progress

Tenderers and each partner to a JV 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, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

No	Name of contract	Employer, contact address/tel/fax	Value of outstanding work (current MVR equiv)	Estimated completion date	Average monthly invoicing over last six months (MVR/month)
1.					
2.					
3.					
4.					
5.					

ANNEX 3: EVALUATION OF PROPOSALS

<p>Criteria for Preliminary Examination of Proposals</p>	<p><u>Document pre check</u></p> <ol style="list-style-type: none"> 1. Proposal is received on or before the date and time specified 2. Proposal is properly sealed / un-tampered 3. Proposal bears the (i) name of the submitting entity and (ii) title of the Contract outside the envelope 4. Completed Form-1: Proposal Submission is included in the proposal 5. Completed Form-2: Financial Breakdown is included in the proposal 6. Completed Form-3: Description of Approach, Methodology and Work Plan for Performing the Assignment is included in the proposal 7. Completed Form-5: Letter of commitment for all the experts as described in section 8 of the TOR is included in the proposal 8. Completed Form-6: Work Schedule is included in the proposal 9. Signed CVs of the key staff is included in the proposal 10. Proof of previous assignments completed (i.e. reference letters, sample chapters/reports or links to published work) 11. Minimum 60 days' proposal validity provided 12. All the standard forms are included (i.e. no standard contents deleted, no reservations added) 13. Proponent's Profile (not more than 15 pages) including the profile of the proposed experts 14. Copy of SME registration 15. Copy of Business (company/partnerships/institutions) registration certificate. 16. Copy of GST Registration certificate issued by Maldives Inland Revenue Authority – if registered 17. Tax payer Registration Certificate / Notification Copy 18. Documents to assess financial capability as per Annex 3 <p><u>Financial Capability</u></p> <ol style="list-style-type: none"> 19. Does the proponent's has the financial capacity to undertake the works required in the TOR. <p><u>Technical pre check</u></p> <ol style="list-style-type: none"> 20. Is the proponent's understanding of the objective of the assignment explained? 21. Is the proponent's understanding of the objective consistent with the objective of the assignment? 22. Does the proposed team members' qualification and experience meet the minimum requirements?
---	---

	<p>23. Proposal is strictly for the full scope of requirements (i.e. partial offer is not allowed)</p> <p>24. There are no exceptional conditions stated that are unacceptable to ME</p>
Criteria for Essential Eligibility/Qualification of key personnel	Refer to Section 7 of this TOR
<p>Note:</p> <p>1. If proponents do not meet any of the above listed criteria, their proposal may not be considered for further evaluation.</p> <p>2. Proponents meeting above listed criteria are required to submit evidences (details / documents) in support – otherwise proposal may be disqualified.</p>	

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	Expertise of Bidder	5%	300
2.	Proposed Methodology, Approach and Work Plan	45%	400
3.	Personnel	50%	300
Total			1000

Technical Proposal Evaluation Form 1	Maximum Points obtainable
Expertise of Bidder	

1.1	The bidder’s experience in climate change/tourism programs, projects or policy level and/or technical assistance for tourism and climate change management services	300
	Total	300

Technical Proposal Evaluation		Maximum Points obtainable
Form 2		
Proposed Methodology, Approach and Work Plan		
To what degree does the proponent understand the task mentioned in this TOR?		100
Did the proposal address in sufficient detail the important aspects of tasks listed?		100
Are the different components of this TOR planned to be implemented in a cohesive manner?		100
Is the responsibilities of the key personnel addressed clearly in line with the methodology described		100
Total		400

	Personnel	Maximum Points Obtainable
	Form 3	
	Consultant (Tourism)	300 points
1	Academic Qualifications, <ul style="list-style-type: none"> • Master’s Degree and above in relevant field = 150 points 	150 points
2	Professional Experience in prescribed sector <ul style="list-style-type: none"> • 5 years– 50 points, 5 years and above =60 points 	60 points

3	Demonstrated experience in similar assignments <ul style="list-style-type: none">• 25 points per proof of assignments completed	50 points
4	Demonstrated English language skills <ul style="list-style-type: none">• 20 points per proof of writing sample	40 points