



Ministry of Environment, Climate Change and Technology
Republic of Maldives

TERMS OF REFERENCE
(IUL)438-ENV/438/2022/102

**Consultancy Service for Development of Natural Capital Accounting with
initiating pilot testing of the SEEA Ecosystem Accounting (SEEA EA) in
Laamu Atoll**

**“Enhancing National Development through Environmentally Resilient Islands (ENDhERI)
Project”**

Issued on: 12th April 2022

Issued By: Enhancing National Development through Environmentally Resilient Islands (ENDhERI)
Project – Project Management Unit

TABLE OF CONTENTS

SCHEDULE OF CRITICAL DATES	3
SUBMISSION REQUIREMENTS.....	3
1. INTRODUCTION AND BACKGROUND.....	5
2. OBJECTIVE.....	6
3. SCOPE OF ASSIGNMENT.....	6
4. INDICATIVE TASKS	8
5. KEY DELIVERABLES	Error! Bookmark not defined.
6. DURATION OF THE CONSULTANCY	15
7. PROVISION OF MONITORING AND PROGRESS CONTROLS.....	15
8. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS.....	16
9. EVALUATION CRITERIA	19
10. SUBMISSION	23
ANNEX A.....	28
TECH FORM 1 – Proposal Submission Form.....	24
TECH FORM 2 – Approach, Methodology and Work Plan.....	25
TECH FORM 3 – Work Schedule	27
TECH FORM 4 – Curriculum Vitae.....	28
TECH FORM 5: Letter of Commitment (Team Leader).....	29
TECH FORM 6: Letter of Commitment (Specialists).....	30
FIN FORM 1 – Financial Proposal Submission Form.....	31
FIN FORM 2 – Financial Breakdown Form.....	32
FIN FORM 3 – Details of Financial Situation.....	35

SCHEDULE OF CRITICAL DATES

Activity	Action Date
Advertised date	10 th April 2022
Bid queries submission timeline	10 th April 2022 to 19 th April at 1200hrs
Bid clarification deadline	19 th April 2022 at 1200hrs
Proposal submission deadline	10 th May 2022 at 1000hrs

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 Consultants)** – (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. FIN FORM – 2 Financial Breakdown Form
3. FIN FORM 3: Details Financial Situation (if applicable)
4. Financial statements of the business for the year 2018, 2019 & 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 and Background

The Government of the Republic of Maldives through the Ministry of Environment is implementing Enhancing National Development through Environmentally Resilient Islands (ENDhERI) project financed by Global Environment Facility (GEF) and assisted by United Nations Environment Program (UNEP) with the objective of enhancing reef protection, resilience and ecosystem recovery by reducing development impacts in a selected project site in the Maldives, enabled for replication nationally through public awareness and integrating the values of marine biodiversity and other natural capital.

This project aims to assist the government of the Maldives in its implementation of new environmental policies and transition towards national adoption of Green Growth atoll development that will sustain marine Natural Capital (NC) and strengthen the resilience and recovery of reef ecosystems. This will be informed by learning from atoll-wide integrated coastal zone management within a Managed Marine Area / Biosphere Reserve framework, and the application of innovative sustainability practices and standards in agriculture, fisheries, tourism and construction sectors as the basis for transforming the human ecological footprint in Laamu Atoll, and taking this up to national level through sector transformation, and improved governance based on NC accounting. The intermediate objective of this transformation is to minimize pollutants from land and marine based activities into the adjacent marine environment, and reduce marine-based drivers of reef degradation including baitfish and reef fisheries. Overall, the project seeks to enhance reef ecosystem integrity and resilience through sustainable management, reducing development impacts and integrating NC accounting into national planning.

The project would enable the establishment of natural capital accounts focused on Laamu Atoll, the first for ‘Freshwater Resources’, given their strategic importance for local economic development – including urban/tourism development, horticulture, fisheries industries, as well as maintaining healthy reefs in the inner-atoll waters (pollution control). The second account will be for ‘Marine and Coastal Ecosystems’ encompassing the type, extent and condition of the various ecosystems and their services. The third account will focus on Key Marine Species that are critical for sustaining local fisheries and tourism industries.

The project is structured in four components:

Component 1 will increase sustainability of marine and coastal resource management under a Green Growth Strategy for Laamu Atoll (Outcome 1.1) and achieve a reduction in stressors impacting Laamu Atoll reefs through implementation of Green Growth and ICZM practices in the fisheries and agriculture, tourism and construction sectors (Outcome 1.2).

Component 2 will result in increased understanding of the values and dependencies on marine natural capital and biodiversity supports improved livelihoods and sustainable development on Laamu Atoll and nationally (Outcome 2.1).

Component 3 will aim to achieve increased institutional capacity, clarified mandates and integration of NC Accounting in marine biodiversity conservation policy and programmes (Outcome 3.1); enhanced protection of coral reefs and other marine NC through actions by the corporate fisheries, agriculture, tourism and construction sectors (Outcome 3.2); and strengthened inter-sectoral coordination and spatial planning that incorporates NCA support sustainable development in the fisheries and agriculture, tourism and construction sectors (Outcome 3.3).

Component 4 will support the implementation of Components 1-3 ensuring that information and lessons learned are shared between the different Components and stakeholders and that results-based management is informed by adequate M&E procedures.

Overall, the project will lead to enhanced conservation and sustainable management of the coral reef-atoll seascapes throughout the Maldives through an in-built design for scaling up from local experience to national change across its three components. Integration of the NC concept and approaches into business models, risk analyses and decision-making processes within government, private sector and financial institutions is expected to align national and local governance with the enhanced planning needs outlined in the National Biodiversity Strategy and Action Plan.

2. Objective

Main objective of the assignment is to advance the knowledge agenda on Natural Capital Accounting, in particular ecosystem accounting, by initiating pilot testing of the SEEA Ecosystem Accounting (SEEA EA) in Laamu Atoll

3. Scope of Assignment

The scope of work involves the following tasks to achieve the above objective;

- Develop the technical scope for the establishment of natural capital accounts for Laamu Atoll led by MECCT in collaboration with MBS, MFMRA/MMRI and others, taking full account of baseline information management systems (Output 1.1.2)
- Establish and facilitate the operations of a National Natural Capital Accounting Technical Committee and Expert Group on NCA (Output 3.1.1)
- Identify NCA-related equipment, software and training to MECCT and MBS staff (Output 3.1.1)
- Develop the software/database and its maintenance mechanisms on Natural Capital Accounts based on agreed scope of the NC by the government
- Compile and analyze existing datasets, where necessary obtain relevant additional data for the development of Natural Capital Accounts of Laamu Atoll
- Develop a national methodology for Natural Capital Accounts to be adopted at national level
- Develop and executive TA package for the development, approval and implementation of a Road Map for NCA, liaising with government counterparts. (Output 3.1.1)
- Develop international and national training inputs for institutional capacity development on NCA for MECCT, MBS, MFMRA and MoT (Output 3.1.1) and any other organizations identified during inception.
- Conduct capacity need assessment within the government to carry forward Natural Capital Accounting.
- Facilitate and conduct trainings to relevant government organizations on the data collection and processing and database maintenance of the NCA, and provide TA inputs towards the mainstreaming of NC objectives into government finance, development planning and policy informed by datasets and valuation of development scenarios through the NC Accounts (Output 3.1.2)
- Production of the natural capital accounts based on the agreed scope of the NC by the government.
- Identify and recommend fiscal policy reforms and changes in national government policies and/or sector programmes to include NC considerations and targets based on NC Accounts and assist the government in incorporating the changes to policies and sector programmes. (Output 3.1.2)
- Provide consultancy and TA to establish NC flows and values, footprint analysis, and biodiversity protection targets for three sector businesses or operational plans (Output 3.2.1)

- Facilitate the convening of national sector roundtables to discuss and adopt the findings of review studies on footprint analysis for targeted sectors and means of strengthening EIA processes for tourism and infrastructure developments (Output 3.2.1)
- Facilitate partnership support from MNU experts, with Masters level student projects / internships contributing to environmental footprint analyses for targeted sectors, reviews of EIA processes, identification mechanisms for integrating NC accounting and biodiversity targets into sector business planning (Output 3.2.1)
- Development of a NC-based spatial planning governance framework (Output 3.3.1)
- Work with the National Natural Capital Accounting Technical Committee (see 3.1.1) to facilitate the integration of an agreed SEEA-based methodology in spatial planning and marine spatial planning (Output 3.3.1)
- Facilitate a collaborative process involving MECCT, MNPHI, EPA, MMRI and NGOs to develop a national GIS map on biodiversity features for consideration in the formulation of the national spatial plan for 2021-2030 (Output 3.3.1)

4. Indicative Tasks

The following are indicative tasks to achieve the objectives of the consultancy, but are not necessarily limited to these activities.

- Establishing a mechanism to measure ecosystems and their services (both in habitat and species classifications) at atoll level; with detailed information on key species:
 - Abundance
 - Richness
 - Conservation Status
 - Other Characteristics (e.g.: health, ecosystem condition and extent)
- Mainstreaming biodiversity and ecosystem accounts in national and/or atoll/island policy-planning and implementation;
- Establish data collection mechanism with demonstrated indicators, equipment's and tools; on internationally agreed methodology.
- Integrate NCA with SEEA Ecosystem Accounting into national accounts, development plans and policy informed by datasets and valuation of Natural Capital Accounts

In order to reach these objectives, engagement with both data producers and policy makers from various government agencies at all stages of the consultation is crucial. The Consultants will work in parallel on the following two workstream:

- a. Development of the Natural Capital Accounts following the System of Environmental Economic Accounting with Ecosystem Accounting (SEEA EA) in Laamu Atoll;
- b. Development of a national plan for advancing and implementing the SEEA EA, on the basis of an assessment of activities and initiatives related to environmental-economic accounting.

Activity 1: Support the development of the activities and work programme in accordance with development of Natural Capital Accounting

- a) Develop a detailed work plan for development and formulation of NCA, including a planning for the various work packages (piloting the accounts; baseline; identifications; scenario analysis; indicators; communication; capacity need assessment; capacity building; alignment with business sector); as well as required resources (human + financial + technological + technical);
- b) Work in close collaboration with PMU and Ministry of Environment, Climate Change and Technology to ensure smooth flow of data among the stakeholders;
- c) Develop proposed coordination mechanisms possibly also addressing issues of data sharing among stakeholders and involving agencies for long-term sustainability of the project outcome;
- d) Liaise and coordinate with key stakeholders of the project, including: Ministry of Environment, Climate Change and Technology; Ministry of National Planning Housing & Infrastructure; Ministry of Tourism; Ministry of Fisheries, Marine Resources and Agriculture, UNEP etc.
- e) Support the programme of work of the inter-institutional framework for SEEA implementation as formulated in the UN SEEA Central framework;
- f) Convoke quarterly meetings for the Technical committee that involves key stakeholders of the project in the environmental domain, and that is expected to become one of the working groups under the UN SEEA Central framework;

g) Participate and update progress on monthly meetings with MECCT and PMU, to brief on the development of NCA

f) Develop materials that can support the adoption of the SEEA in programmatic documents such as the National Development Plan, the National Sustainable Development Plan, etc.

g) Develop the SOPs providing a clear description of developing and managing of NCAs, the procedures and software's use and steps on information sharing.

Activity 2: Support the development of a Road map for Advancing Environmental-Economic and Ecosystem Accounting.

Specifically, the incumbent will:

a) Develop assessment report based on project document prepared by the national consultant; additional desk study and discussions with relevant stakeholders. The assessment report will serve as an input to develop a national plan for advancing the environmental economic and ecosystem accounting in other areas of Maldives. The report will:

- identify policy priorities, country interests, data availabilities, existing initiatives, relevant stakeholders and capabilities for the SEEA implementation in the Maldives.
- assess the existing statistical infrastructure and operations and develop plans to improve and harmonize the statistical processes of collection, compilation and dissemination of basic data consistent with the SEEA concepts, definitions and classifications to ensure a sustainable and cost-efficient statistical production process of SEEA accounts, statistics and indicators over time.
- Support (working closely with stakeholders), and develop the drafting of a road map which details:
 - a. Terms of Reference for each of the working groups that will be established;
 - b. Milestones and planning for the prioritized sets of accounts;
 - c. Data sharing agreements between stakeholders and co-financing partners;
 - d. A resource mobilization strategy;
 - e. Setting up an academic advisory

Activity 3: Establishment of the selected ecosystem and their services accounts in Laamu Atoll

Specifically, the incumbent will:

- a) Establishing the natural capital accounts based on the agreed scope in accordance with SEEA.
- b) Follow the developments (both biophysical modeling but also scenario analysis) in the Laamu pilot, with the view to extend this exercise to the whole Maldives. Coordinate this initiative with existing initiatives in the region, including the MNU programmes;
- c) Support the integration of data collection, processing and its maintenance of MECCT, MBS and MFMRA, using already existing environmental information (e.g. on biomes; coastal area; land cover; biodiversity) and links to economic information (e.g. fisheries/agricultural census, demographic census, etc.).
- d) Support the mainstreaming of technical expertise developed throughout the project within MECCT and MBS;
- e) Support and establish a close collaboration between the MNU, MBS and MMRI and in particular knowledge transfer.

Activity 4: Indicators and business accounts

In addition to the main workstreams on piloting ecosystem accounts the project also has smaller workstreams on indicators and alignment with business sector accounting

Specifically, the incumbent will:

- a) Conduct an assessment of SEEA relevant indicator sets; based on the outcomes of a first workshop, contribute to further testing of a selected set of indicators;
- b) Support the government in identifying and liaising with private sector initiatives in Laamu Atoll around natural capital accounting.
- c) Provide inputs in identifying of a monitoring program (including procurement of required equipment's, tools and providing the adequate trainings)

Activity 5: GIS Mapping and management

Specifically, the incumbent will:

- a) Facilitate a collaborative process involving MECCT, EPA, MMRI and NGOs to develop a national GIS map showing all PAs, environmentally sensitive areas, known biodiversity hotspots, and key areas sustaining marine production (e.g. grouper spawning/aggregation sites), seagrass and mangrove habitats at Laamu Atoll.
- b) Collate, collect, and analyze available secondary data for the habitat restoration plan including but not limited to habitat assessments and relevant studies conducted in the area in collaboration with the NCA and SEEA Specialist.
- c) Create a map showing the possible extension of future ICZM, based on the presence or absence of human activities.
- d) Analyze habitat pattern of the ICZM (Species, habitat, mangroves, seagrass, vegetation profile, succession, diversity...) using existing data and results and through site validation.
- e) Use a GIS software in the flora and fauna soil assessment inside and in the vicinity of the ICZM by using remotely sensed data for the available satellite images including field verification.
- f) Perform an historical analysis of the dynamic of the ecosystem and their services under current intervention management inside the ICZM.
- g) Assist MECCT to procure updated computer hardware, GIS and remote sensing analysis software.
- h) Provide training and TA on the use of the NCA GIS/database and modelling/scenario analysis for MECCT, MNPHI/MBS and Laamu Atoll staff.

Activity 6: Communication, dissemination and outreach

Specifically, the incumbent will:

- a) Support (together with the Communications Specialist of the project, MECCT and other relevant stakeholders) the development of a national communication strategy in relations to NCA;
- b) Organize stakeholder consultations to present the finding, intermediate and final outputs as necessary;
- c) Coordinate the organization of a national forum to disseminate results of the pilots;
- d) Develop and conduct a ToT in collaboration with MNU, MBS, MECCT on NCA and SEEA. The developed ToT documents can act as a tool, for sustainability capacity building of trainers and government officials.
- e) Support the organization of a national training workshop (e.g.: with MNU) on ecosystem accounting in Maldives

5. Expected Deliverables:

The consultation would be responsible to deliver the activities in **viii** with the focus on, but not limited to, deliver the following key deliverables;

- i. Inception Report.
- ii. Report on the developed technical scope for the establishment of the natural capital accounts for Laamu Atoll.
- iii. The NCA in accordance with SEEA EA framework, its related databases, and a mechanism to expand, as well as scale up nationally, or replicated to other atolls after the project.
- iv. Economic valuation assessment for selected NC of Laamu Atoll.
- v. Establishment and operation of National Natural Capital Accounting Technical Committee and Expert Group on NCA; its meeting minutes and reports.
- vi. The Natural Capital Accounts in accordance with SEEA EA based on the agreed scope (compiled for 2 different years).
- vii. Specifications of the identified and recommended updated computer hardware, GIS and remote sensing analysis software to MECCT and MBS.
- viii. Reports on all the capacity building activities conducted for key staffs of at MECCT/EPA, MNPI/MBS, MNU, Laamu Atoll/Island councils trained to build institutional capacity through international and national training inputs in NC valuation and development scenario analysis. Training should be conducted for at least for below number of staff (50% women):
 1. 20 Staff of MECCT/EPA
 2. 20 Staff of MNPI/MBS
 3. 5 Staff of MNU
 4. 5 Staff of Laamu Atoll/Island Councils
- ix. Developed Framework for program monitoring and impact assessment of Natural Capital.
- x. Selected NC accounts of Laamu atoll linked to the national accounts maintained and reported on by MBS.
- xi. Materials and activity guide developed for teacher trainings, field activities and supporting materials to strengthen delivery of school curricula dealing with the natural environment.
- xii. Conduction, report and training materials developed for teacher training on coastal and marine ecology and natural capital concepts for schools.
- xiii. Teaching materials and reports developed for trainings provided to staff on natural capital accounting for inclusion in MNU courses.

- xiv. Documents developed for National Capital Accounts implementation support – Guides and Operation Manuals.
- xv. GIS map of Laamu atoll showing all PAs, environmentally sensitive areas, known biodiversity hotspots, and key areas sustaining marine production.
- xvi. Map showing the extension of future ICZM, based on presence or absence of human activities.
- xvii. Report of findings on habitat pattern of the ICZM (Species, habitat, mangroves, seagrass, vegetation profile, succession, diversity...) using data and through site validation.
- xviii. Flora and fauna soil assessment report, inside and in the vicinity of the ICZM by using remotely sensed data and field verification.
- xix. Report on historical analysis of the dynamic of the ecosystem and their services under current intervention management inside the ICZM.
- xx. SEEA-based methodology integrated to spatial planning.
- xxi. Detailed protocols established for data sharing between agencies in order to address mutual concerns.
- xxii. All raw and synthesized data collected and used in the development of the project outputs.

6. Payment (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”

No.	Description	Payment Schedule
1	Inception meeting to ensure that the work is aligned with the scope of this TOR	10%
	Report on the developed technical scope for the establishment of the natural capital accounts for Laamu Atoll.	
	Establishment and operation of National Natural Capital Accounting Technical Committee and Expert Group on NCA; its meeting minutes and reports.	
2	Submit the Specifications of the identified and recommended updated computer hardware, GIS and remote sensing analysis software to MECCT and MBS.	20%
	Developed Materials and activity guide for teacher trainings, field activities and supporting materials to strengthen delivery of school curricula dealing with the natural environment.	
	Conduction, report and training materials developed for teacher training on coastal and marine ecology and natural capital concepts for schools.	
	Developed teaching materials and reports for trainings provided to staff on natural capital accounting for inclusion in MNU courses.	
3	Developed Framework for program monitoring and impact assessment of Natural Capital.	10%

	Established detailed protocols for data sharing between agencies in order to address mutual concerns.	
4	GIS map of Laamu atoll showing all PAs, environmentally sensitive areas, known biodiversity hotspots, and key areas sustaining marine production.	20%
	Map showing the extension of future ICZM, based on presence or absence of human activities.	
	Report of findings on habitat pattern of the ICZM (Species, habitat, mangroves, seagrass, vegetation profile, succession, diversity...) using data and through site validation.	
	Flora and fauna soil assessment report, inside and in the vicinity of the ICZM by using remotely sensed data and field verification.	
	Report on historical analysis of the dynamic of the ecosystem and their services under current intervention management inside the ICZM.	
5	Economic valuation assessment for selected NC of Laamu Atoll.	20%
	Selected NC accounts of Laamu atoll linked to the national accounts maintained and reported on by MBS.	
	Documents developed for National Capital Accounts implementation support – Guides and Operation Manuals.	
	Report on SEEA-based methodology integrated to spatial planning.	
	Natural Capital Accounts in accordance with SEEA EA based on the agreed scope (compiled for 2 different years).	
	Report on SEEA-based methodology integrated to spatial planning.	
	Reports on all the capacity building activities conducted for key staffs of at MECCT/EPA, MNPI/MBS, MNU, Laamu Atoll/Island councils trained to build institutional capacity through international and national training inputs in NC valuation and development scenario analysis. Training should be conducted for at least for below number of staff (50% women): <ol style="list-style-type: none"> 1. 20 Staff of MECCT/EPA 2. 20 Staff of MNPI/MBS 3. 5 Staff of MNU 5 Staff of Laamu Atoll/Island Councils	
6	The NCA in accordance with SEEA EA framework, its related databases, and a mechanism to expand, as well as scale up nationally, or replicated to other atolls after the project.	20%
	Delivery of all raw and synthesized data collected and used in the development of the project outputs.	
Total		100%

7. Duration of the Consultancy

Duration of the assignment is 24 calendar months upon signing the contract.

8. Provision of Monitoring and Progress Controls

Consultants are expected to work closely with the PMU of ENDhERI project of Ministry of Environment, Climate Change and Technology and other stakeholders of the project.

The consultants shall attend progress meetings once every month with the ENDhERI team members in post(s) under section 8 (Requirements for Experience and Qualification) must participate in the progress meetings. Team members in post(s) under section 8 who are not in

Maldives at the time of the meeting shall participate via an online platform. Team members in post(s) under section 8 are required to be present in person for the following:

- Inception Workshop
- Steering Committee Meetings (if required by the project)
- Stakeholder consultation workshops
- Trainings

For meetings held under this consultancy, the Minutes of Meeting must be provided to the PMU within 5 days of the meeting.

9. Requirements for Experience and Qualifications

(8.1) To be eligible for this assignment, the consultancy firm must demonstrate past experience in performing the services (description of similar assignments, Value of such assignments). The Firm shall have carried out a minimum of two (2) similar assignments with an average contract value of MVR one million.

(8.2) 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	Natural Capital Accounting Specialist	1
2	SEEA Specialist	1
3	GIS Specialist	1
4	Social Development Specialist	1

- Details of any other support persons and positions must be included in Technical Form 4,5 and 6.
- The consultancy team should include at least one local specialist (Maldivian) present in the team.
- A designated team leader should be proposed within the specialist team/or additional team leader can be added separately; who will be responsible for all the deliverables, who would also be the main focal point for all the communications.

1) Natural Capital Accounting Specialist

Minimum Qualifications:

- A higher university degree (MSc or PhD) and at least 8 years' experience in a subject related to natural capital accounting such as environmental economics, ideally combined with a basic degree in marine sciences or natural resource management.
- Professional experience in a minimum of two (2) assignments as Senior management roles, within the UN system, government administration, non-governmental organization, consultancy service or other organizations

Other Qualifications:

- Strong inter-personal and communications skills, including the ability to work with high level stakeholders, facilitate meetings, make presentations and communicate effectively by email
- Proficiency in the use of computer software applications, especially MS Word and MS Excel and web-site software and proven ability to write technical reports
- Excellent language skills in English (writing, speaking and reading)

2) SEEA Specialist

Minimum Qualifications:

- A University degree (BA or MSc) and at least 8 years' experience in a subject related in statistics, economics, political sciences, international studies and development, environmental sciences.
- Professional experience in a minimum of two (2) assignments on SEEA EA as senior management roles, within the UN system.

Other Qualifications:

- Strong inter-personal and communications skills, including the ability to work with high level stakeholders, facilitate meetings, make presentations and communicate effectively by email
- Proficiency in the use of computer software applications, especially MS Word and MS Excel and web-site software and proven ability to write technical reports
- Excellent language skills in English (writing, speaking and reading)

3) GIS Specialist

Minimum Qualifications:

- A University degree (BA or MSc) and at least 8 years' experience in a subject related in GIS, landscape ecology, habitat studies with at least 2 years' experience in analyzing aerial imagery, land/sea cover maps, NDVI data
- Professional experience in a minimum of two (2) assignments as Senior management roles, within the UN system, government administration, non-governmental organization, consultancy service or other organizations

Other Qualifications:

- Strong inter-personal and communications skills, including the ability to work with high level stakeholders, facilitate meetings, make presentations and communicate effectively by email
- Proficiency in the use of computer software applications, especially MS Word and MS Excel and web-site software and proven ability to write technical reports
- Excellent language skills in English (writing, speaking and reading)

4) Social Development Specialist

Minimum Qualifications:

- A University degree (BA or MSc) and at least 5 years' experience in Social Sciences/development studies or another related field
- Professional experience in a minimum of two (2) assignments as Senior management roles, within the UN system, government administration, non-governmental organization, consultancy service or other organizations

Other Qualifications:

- Strong inter-personal and communications skills, including the ability to work with high level stakeholders, facilitate meetings, make presentations and communicate effectively by email
- Proficiency in the use of computer software applications, especially MS Word and MS Excel and web-site software and proven ability to write technical reports
- Excellent language skills in English (writing, speaking and reading)

10. Evaluation criteria

Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:

The following criteria will be applied during the evaluation of the proposals and attention should be paid while preparing the proposals. Points will be awarded only for assignments with supporting documents.

Technical Score:

DETAILS	MAXIMUM POINTS
(A) Company Profile:	[100]
Company Profile	[20]
Organizational Structure of the firm/JV	[20]
No. of similar project / assignments <i>20 points for each documented assignment, up to a maximum of 3.</i>	[60]
Total A=	[]

(B) project team	[100]
Natural Capital Account Specialist	[30]
SEEA Specialist	[25]
GIS Specialist	[25]
Social Development Specialist (local)	[20]
Total B=	[]

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 for each position. Only Specialists who meet the minimum qualification requirements will be qualified for technical evaluation.

Specialist Team (per team member)	
Relevant education and qualifications <i>[40%] to be awarded for minimum education and work experience stated in 8.2</i>	[40%]
Experience in similar assignments	[60%]

<p><i>20% will be awarded for each previously completed similar assignments with proof of completion, up to a maximum of three assignments [60%].</i></p>	
---	--

(C) Approach, methodology and work plan	[100]
<p>Approach and methodology</p> <p><i>a) Demonstration of an understanding of the objective of the assignment in the context of the project - 30 points</i></p> <p><i>b) Proposal on methodology on carrying out the activities - 30 points</i></p>	[60]
<p>Work plan of the assignment</p> <p><i>a) Proposed 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 - 10 points</i></p> <p><i>b) Work plan being consistent with proposed Technical Approach and Methodology – 20 points</i></p> <p><i>c) Work schedule – 10 points</i></p>	[40]
Total C=	[]

Technical score (St) = A/100*[W1] + B/100*[W2] + C/100*[W3]

Weight distribution

W1	Company profile with relevant to similar or related assignments	[20]
W2	Project team	[60]
W3	Approach and methodology	[20]

Only the proposals that will obtain a minimum of 80% out of 100 obtainable points will be qualified for the financial evaluation.

Financial Score:

The formula for determining the financial scores is the following:

$S_f = 100 * F_m / F$, in which S_f is the financial score, F_m is the lowest price and F is the price of the proposal under consideration.

The weights given the technical and financial score are:

$T = \{0.6\} * S_t$, and

$P = \{0.4\} * S_f$

Final score (FS) is = $T + P$

Total technical score (s): 100

- The minimum technical score (s) required to pass is: 80 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

- To be eligible the financial statements of the bidding party must show, minimum annual turnover of MVR 1,000,000.00, for the year 2020, 2019 and 2018.

(OR)

- To be eligible the financial statements of the bidding party must show, Minimum value of MVR 1,000,000.00, for liquid asset, for the year 2020,2019 and 2018.

(OR)

- For business mentioned in the Submission requirement (b) financial proposal - 5, to be eligible the business's bank statement must show a credit balance of minimum MVR 1,000,000.00

Additional Information

Ministry of Environment, Climate Change and technology 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 and materials produced as part of this TOR shall be handed over to the ENDhERI project at the end of the contract and will become the sole property of Ministry of Environment, Climate Change and Technology.

Obtaining any necessary visa and documents are the responsibility of the proponent. MECCT will only provide a visa facilitation letter if necessary.

For the workshop and trainings: invitations, catering and venue will be financed directly by the project. This cost should NOT be included in the price quotation.

For domestic travel: land and sea travel (as per the schedule provided and agreed upon) will be directly financed by the project. This does not include the DSA.

11. Submission

Bid submission	On or before 10th May 2022 – 10:00 hours local time
Bid opening	10th May 2022 – 10:00 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 “Do not Open Before 10th May 2022 – 10:00 hours – Consultancy Service for Development of Natural Capital Accounting” and the 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: Enhancing National Development through Environmentally Resilient Islands (ENDhERI)

Annex A

TECH FORM 1 – Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide the consultancy service for “Consultancy Service for Development of Natural Capital Accounting” in accordance with your Request for Proposal dated [xxx]. I hereby submit 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 staff. my 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.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant (company/partnerships/institutions):

Address:

TECH FORM 2 – Approach, Methodology and Work Plan

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

- a) Methodology for each activity,*
- b) Work Plan*

a) Technical Approach and Methodology

[In this chapter the Consultant 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 the Consultant 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.]

TECH FORM 3 – Work Schedule

Consultancy Service for Development of Natural Capital Accounting with initiating pilot testing of the SEEA Ecosystem Accounting (SEEA EA) in Laamu Atoll																
Deliverables	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15 Week 104

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 Consultancy Service for Development of Natural Capital Accounting**”- 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:

Note: CV should be submitted along with the supporting documents of the Team Leader (CV without the supporting documents will be rejected)

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 “**Consultancy Service for Development of Natural Capital Accounting**”- 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:

Note: CV should be submitted along with the supporting documents of the Specialist (CV without the supporting documents will be rejected)

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 “**Consultancy Service for Development of Natural Capital Accounting**”- 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)

No.	Description	Price/Unit (MVR)	Total
1	Inception meeting to ensure that the work is aligned with the scope of this TOR		
2	Report on the developed technical scope for the establishment of the natural capital accounts for Laamu Atoll.		
3	The NCA in accordance with SEEA EA framework, its related databases, and a mechanism to expand, as well as scale up nationally, or replicated to other atolls after the project.		
4	Economic valuation assessment for selected NC of Laamu Atoll.		
5	Establishment and operation of National Natural Capital Accounting Technical Committee and Expert Group on NCA; its meeting minutes and reports.		
6	Natural Capital Accounts in accordance with SEEA EA based on the agreed scope (compiled for 2 different years).		
7	Submit the Specifications of the identified and recommended updated computer hardware, GIS and remote sensing analysis software to MECCT and MBS.		
8	<p>Reports on all the capacity building activities conducted for key staffs of at MECCT/EPA, MNPI/MBS, MNU, Laamu Atoll/Island councils trained to build institutional capacity through international and national training inputs in NC valuation and development scenario analysis. Training should be conducted for at least for below number of staff (50% women):</p> <ul style="list-style-type: none"> 4. 20 Staff of MECCT/EPA 5. 20 Staff of MNPI/MBS 6. 5 Staff of MNU 7. 5 Staff of Laamu Atoll/Island Councils 		

9	Developed Framework for program monitoring and impact assessment of Natural Capital.		
10	Selected NC accounts of Laamu atoll linked to the national accounts maintained and reported on by MBS.		
11	Developed Materials and activity guide for teacher trainings, field activities and supporting materials to strengthen delivery of school curricula dealing with the natural environment.		
12	Conduction, report and training materials developed for teacher training on coastal and marine ecology and natural capital concepts for schools.		
13	Developed teaching materials and reports for trainings provided to staff on natural capital accounting for inclusion in MNU courses.		
14	Documents developed for National Capital Accounts implementation support – Guides and Operation Manuals.		
15	GIS map of Laamu atoll showing all PAs, environmentally sensitive areas, known biodiversity hotspots, and key areas sustaining marine production.		
16	Map showing the extension of future ICZM, based on presence or absence of human activities.		
17	Report of findings on habitat pattern of the ICZM (Species, habitat, mangroves, seagrass, vegetation profile, succession, diversity...) using data and through site validation.		
18	Flora and fauna soil assessment report, inside and in the vicinity of the ICZM by using remotely sensed data and field verification.		
19	Report on historical analysis of the dynamic of the ecosystem and their services under current intervention management inside the ICZM.		
20	Report on SEEA-based methodology integrated to spatial planning.		
21	Established detailed protocols for data sharing between agencies in order to address mutual concerns.		
22	Delivery of all raw and synthesized data collected and used in the development of the project outputs.		

	Total:	
	GST	
	Total with GST	

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 axes as per the Tax Legislation and must be shown in the breakdown.

Authorized Signature and stamp

FIN FORM 3 – Details of Financial Situation

Each Bidder must fill in this form

Financial Data for Previous 01 Years [MVR Equivalent]			
	Year 2020	2019	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	
<input type="checkbox"/> Attached are copies of financial statement (balance sheets including all related notes, and income statements), as indicated above, complying with the following conditions. <ul style="list-style-type: none"> • All such documents reflect the financial situation of the Bidder. • Historic financial statement must be complete, including all notes to the financial statements. 	
<ul style="list-style-type: none"> • Historic financial statements must correspond to accounting periods 	

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.					

GENERAL INFORMATION

1	Bid Awarding	
	1.1	Bidder will be informed of the decision to award a bid via an official intent to award the bid.
	1.2	If the value of the bid exceeds MVR 500,000 the bidder will be required to submit a performance guarantee of (... %) of the total contract value prior to signing the contract. The performance guarantee must be issued by a Bank or a Financial Institution located in any eligible country. If the institution issuing the gurantee is located outside the Republic of Maldives, it shall have a correspondent financial institution located in the Republic of Maldives to make it enforceable. (Excluding Consultancy Service)
	1.3	Failure of the successful bidding party to submit the aforementioned performance guarantee, or sign the Contract, shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that event the Ministry may award the contract to the next lowest evaluated bidder, provided the bidder is capable of performing the contract satisfactorily.
	1.4	Standstill period
		The Contract shall be awarded not earlier than the expiry of the Standstill Period. The duration of the Standstill Period is 5 days. The Standstill Period commences the day after the date the Employer has transmitted to each Bidder (that has not already been notified that it has been unsuccessful) the Notification of Intention to Award the Contract. Where only one Bid is submitted, the Standstill Period shall not apply.
2	Liquidated Damages (Excluding Consultancy Service)	
	2.1	The Contractor shall pay liquidated damages to the Employer at the rate per day stated in the Public Procurement Regulation for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the Public Procurement Regulation . The Employer may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor’s liabilities.
3	Securities (Excluding Consultancy Service)	
	3.1	If the price quoted by a bidding party exceeds MVR 500,000 in value, the bidding party will be required to submit a bid security of MVR....., with validity of no less than 90 days. Bid Security must be a bank guarantee letter or security issued by a Bank or a Financial Institution located in any eligible country. Bank Cheques, Bonds and Cash will not be accepted as bid security.

4	Advance Payment (Excluding Consultancy Service)	
	4.1	Vendor has to request for Advance payment within 45 days from the contract date start.
	4.2	Vendor has to submit Advance payment guarantee with the Invoice (15% of Contract price Maximum)
5	Arithmetic	
	5.1	Provided that the Tender is substantially responsive, the <i>Employer</i> shall correct arithmetical errors on the following basis:
	5.1.1	only for unit price contracts, if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Employer there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
	5.1.2	if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
	5.1.3	if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
	5.2	If the Tenderer that submitted the lowest evaluated Tender does not accept the correction of errors, its Tender shall be declared non-responsive.