



**Ministry of Transport and Civil Aviation**  
Male'  
Republic of Maldives

Ref No. (IUL)472/1/2022/

Date: 05<sup>th</sup> July 2022

## **Terms of Reference (TOR)**

**Development an integrated Transport master plan for Greater Male' region.**

### **SCHEDULE OF CRITICAL DATES**

<b>ACTIVITY</b>	<b>ACTION DATE</b>
Advertisement for proposals	05 <sup>th</sup> July 2022
Last day to submit queries	2 <sup>nd</sup> August 2022 on 10:00 AM (local time)
Deadline to submit proposals	22 <sup>nd</sup> August 2022 on 10:00 AM (local time)

### **SUBMISSION REQUIREMENTS**

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

#### **Technical Proposal – Standard Forms**

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

**Note 01: If bidder fails to submit any of the above listed document, their proposal may not be considered for further evaluation.**

**Note 02: After Evaluation, If the highest scoring party is an International Consultant, the bidder will be asked to obtain an Employment approval from the Ministry of Economic Development, Maldives.**

## **Financial Proposal – Standard Forms**

Completed proposal submission form (Fin Form 1)

Completed financial breakdown form (Fin Form 2)

## **SECTION 1**

### **1. INTRODUCTION**

The Ministry of Transport and Civil Aviation, Republic of Maldives (MoTCA) has received a grant aid from Ministry of Environment, Climate Change and Technology (MoECCT), Republic of Maldives under a funding received from the Global Environment Facility (GEF) for the project “Integrated Sustainable and Low Emission Transport in the Maldives”. A component of this aid is for the development of a Transport Master Plan, for Greater Male’ Region for the Project.

The objective of the key project is to promote an integrated, sustainable and low-emissions transport system and reduce GHG emissions and air pollution from the transport sector as well as address energy security by reducing fossil fuel imports. The project will result in an integrated urban and transport plan that leads to enhanced coordination among various government stakeholders and development of projects to enhance mobility for the residents with public and low emission transport infrastructure. The visibility of demonstration of the projects for e-buses and e-bike sharing schemes backed with the campaigns to create awareness of users, the benefits for sustainable low-emission transport options is expected to create a buy-in among policy makers and stakeholders to scale of investments in sustainable low emission transport options. The Components, Outcomes and Outputs can be referred to if required under relevant documents.

### **2. OBJECTIVE OF THE CONSULTANCY**

The main objective of this consultancy service is to develop an Urban Transport Mater Plan for Male ‘Urban Region’. The document should be able to relate to transport sectors and its interaction with the sectors related to urban planning, environment, energy and finance and other related in the Male ‘Urban Region. reviewing and advising for the Integrated Transport Master Plan and National Development plan for Regional Integrated Transport and sector related urban infrastructure. It also includes Development National Mobility Plan to drive electric vehicle adoption in road and sea passenger transport and Localization of National Transport Master Plan with a focus on improved control interventions and policies on Vehicles, Traffic and Parking and Localization to Male’ Region for specific interventions, including integration of e-Bus and e-Bike, walkability and usages of road space for disabled, children and peoples with special needs deployment.

Thus, the Ministry of Transport and Civil Aviation is looking for an Individual Expert/Consultant to develop the Master Plan for Male’ Urban Region.

### **3. HIRING OFFICE**

Ministry of Transport and Civil Aviation (MoTCA)

#### **4. SCOPE OF WORK (Description of services, activities, or outputs)**

The consultancy involves provision of technical expertise including the following;

1. Develop a comprehensive Land Transport Master plan for Greater Male' Region for a period of 10 years.
2. Review current state and long-term vision for transportation by analyzing the overall transportation system in a strategic manner. Actively participate in the inception stage, facilitating initial discussions and workshops and taking the lead with respect to identification of the funding envelope available for transport infrastructure, and contributing to the inception report.
3. Provide information and analysis towards the development of strategies for the transport sector in Greater Male' Region in consultation with relevant government agencies. Be responsible for the development of demand forecasts (by mode of transport), linking changes in demand to likely evolution of gross domestic product and predicted demographic change.
4. Provide inputs to MoTCA related to planning and scheduling of projects across vehicle segments and the Male' Urban Region.
5. Develop a roadmap or strategy for establishment of public transport system in Male' Region
6. Provide technical inputs regarding transport network development projects in Male Region, Maldives. What are the best alternatives and modes of transport to be adapted to ease the road congestion? Explore all modes of transport options possible for existing and future developments, such as the new link which connects to Villimale', Gulhifalhu and Thilafushi (i.e trams, trains etc) take the lead with respect to the collection, compilation, and analysis of all information relating to transport demand and supply networks, compiling a series of Microsoft Excel and geographic information system files containing data (for each mode of transport) relating to the state of existing transport networks, current transport demand, and projects under implementation or in planning.
7. Assessment of existing policies/programs and institutions (including any legal limitations) around urban transport and its interaction with the agencies related to transportation and mobility in urban transport planning/urban transport engineering, environment, energy, finance and gender to identify the gaps in the sector.
8. Providing recommendations on policies regarding covering fiscal and non-fiscal policies, such as tax regulations and incentives on transport, eco-labelling of vehicles, public transport, cycling and walking, land-use plan and ordinances on sustainable urban and transport planning developed.
9. Develop a comprehensive Mobility Plan for Male' Urban region including its connectivity links.
10. Promote an integrated, sustainable and low-emissions transport system and reduce GHG emissions and air pollution from the transport sector as well as address energy security by reducing fossil fuel imports.
11. Management and reduce the environmental impact through emission control. Strategic framework for national mobility plan, to drive integrated, sustainable and low emission transport adoption. Ensure that governments plan to reach net zero by 2030 is implemented through lowering emissions from land transport sector.

The Masterplan should be developed with wider consultation with key relevant authorities and sectors and should also look into but not limited to the following areas in the final report.

1. Assessment of the existing situation around the urban transport sector including institutional capacities and legal issues and identify gaps within the related institutions, administration and legal system.
2. Address gender strategy for gender sensitive development of sustainable low-emission transport system.
3. Evaluate the impacts of projects to ensure compliance with environmental safeguard policies.
4. Review the current roads designs and recommend more cycling lanes and pedestrian-friendly routes.
5. Integrate Master Plan with other transportation planning and other strategic plans.
6. Methods on regulating emission standards and Road worthiness system.
7. Address the current congestion management framework.
8. Establishing vehicle age limit and development of a phase out plan and implementation.
9. Standards to bring about the vehicle quota system and certificate entitlement.
10. Methodology for parking arrangement.
11. Online vehicle registration mechanism.
12. Method to manage the vehicle number plate in accordance with international standards embedding high features for the security and authenticity management of the vehicle.
13. Develop Public Transport Improvement plan with emphasis on optimizing the transportation system.
14. Planned road improvements to ensure movement of goods, relive traffic problem.
15. Framework for establishment of meter system in taxi services.
16. Implementation Programs with specific targets to be achieved and review dates of the Proposed Masterplan.
17. Give input to development of Integrated Sustainable and Low Emission Transport in the Maldives (under the MECCT) with focus on improvement of the overall project.
18. The consultant should also work in close relation with the Project Management Unit of Integrated, Sustainable and Low Emission Transport in the Maldives, of and of the key of MECCT) and the key experts hired for the project.

## 5. EXPECTED DELIVERABLES

- Assessment of existing policies/programs and institutions (including any legal limitations) around urban transport and its interaction with the agencies related to transportation and mobility in urban planning, environment, energy, finance and gender to identify the gaps in the sector.
- Comprehensive Greater Male' Region Urban Transport Masterplan for 10 years, including institutions, regulatory legal setup and review periods and plans. Masterplan should look into all modes of transport, (which includes futuristic modes which may come into play within the 10-year plan period) walkability and comprehensive mobility plan.
- Analysis report including sectoral setup to manage urban transport sector.
- Identify all human capital, resources and training needs which is required for the full implementation of the plan.
- Planning and Scheduling Report of the urban transport masterplan

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

Item	D. #	Key Item	Details	Duration	End Product	Payment Schedule
1		Inception Meeting	Inception meeting to ensure that the work is aligned with the scope of this TOR	Week 1	<ul style="list-style-type: none"> <li>Inception Meeting Report</li> <li>Final Workplan</li> </ul>	5%
	1	<b>Assessment of existing policies/programs and institutions (including any legal limitations) around urban transport and its interaction with the agencies related to transportation and mobility in urban planning, environment, energy, finance and gender to identify the gaps in the sector.</b>				
2	1.1	Technical Meeting with Stakeholders	Conduct meetings with stakeholders (MOTCA, MECCT, MTCC, MNPHI, LGA, MED, Maldives Customs Services, Maldives Police Services, MoH(WHO), UNICEF, HDC, MACL, MPL, Gender Ministry, Stelco, MWSC, RDC, City Council, etc) to analyse gaps in the existing policies/programs and institutions (including any legal limitations) with regard to urban transport and its interaction related to urban planning, environment, energy and finance.	Week 2 – Week 5	<ul style="list-style-type: none"> <li>Detailed Meeting Minutes in English</li> <li>Existing Transport issues</li> </ul>	
3	1.2	Draft Report on the Existing Policy Assessment	Communicate with relevant stakeholders and prepare the draft report as per deliverable 1.	Week 6-Week 7	<ul style="list-style-type: none"> <li>Draft report on the assessment of the existing policies</li> </ul>	20%

4	1.3	Review Meeting at inter-ministerial policy level	Conduct inter-ministerial review meetings at policy level to identify the comments and required input for deliverable 1.	Week 8	<ul style="list-style-type: none"> <li>Detailed Meeting report in English</li> <li>An Executive Summary of the Report</li> </ul>		
5	1.4	Validation of the Document	Incorporating the comments for the draft report.	Week 9	<ul style="list-style-type: none"> <li>Final Report on the Assessment of the Gaps and Existing policies/programs and institutions (including</li> </ul>		
					any legal limitations) on Urban Transport and its Interaction in Male' Region.		
6	1.5	Submission of the final report on the Gaps and Existing Policy/program Assessment	Final report on Existing Policy Assessment submitted and approved by MOTCA	Week 10	<ul style="list-style-type: none"> <li>Final submission of Existing Policy Assessment in English</li> </ul>		
	2	<b>Comprehensive Greater Male' Region Urban Transport Masterplan for 10 years, including institutions, regulatory legal setup and review periods and plans. Masterplan should look into all modes of transport, (which includes futuristic modes which may come into play within the 10-year plan period) walkability and comprehensive mobility plan.</b>					
7	2.1	Identifying the status of the greater Male region based on the gap analysis	<p>To conduct comprehensive survey on the key components included in the TOR scope and more emphasized on the following:</p> <ul style="list-style-type: none"> <li>Public Transport</li> <li>Individual Transportation modes</li> <li>Pedestrian</li> </ul>	Week 11 – Week12	<ul style="list-style-type: none"> <li>Baseline data</li> <li>Overview of transport modes</li> </ul>	30%	
			Identify congested areas in greater Male'				

			in the form of a heat map				
8	2.2	Conduct Survey	<p>To conduct comprehensive survey on the key components included in the TOR scope and more emphasized on the following:</p> <ul style="list-style-type: none"> <li>- Public Transport</li> <li>- Individual Transportation modes</li> <li>- Pedestrian</li> </ul> <p>Identify congested areas in greater Male' in the form of a heat map</p>	Week 13 – Week 17	<ul style="list-style-type: none"> <li>• Traffic demand forecast</li> <li>• Summary of Key Road network issues</li> <li>• Existing bus routs</li> <li>• Travel Speed</li> <li>• Population projection</li> <li>• Existing Land use</li> <li>• Growth Centers</li> <li>• Economic distributions</li> <li>• Trip rates</li> <li>• Bus fares</li> </ul>		
	<b>3</b>	<b>Analysis report including sectoral setup to manage urban transport sector.</b>					
9	3.1	Sharing the Findings with MOTCA and all relevant stakeholders	Communicate with relent stakeholders and prepare the review and advise to develop an integrated transport master plan	Week 18– Week 20	<ul style="list-style-type: none"> <li>• Existing condition of the projected area</li> <li>• Demand forecast</li> <li>• Alternative plans</li> <li>• Land use development patters/ transport scenarios</li> <li>• Urban transport Development strategies</li> <li>• Future traffic Demand and</li> </ul>	15%	

					<p>evaluation of transport development scenarios</p> <ul style="list-style-type: none"> <li>• Road network improvement plan</li> <li>• Public transport improvement plan</li> <li>• Improvement plan for traffic control management and safety</li> <li>• Economic, social and environmental evaluation</li> </ul>	
10	3.2	Draft of the analysis report and share with MOTCA	Communicate with relevant stakeholders and prepare the draft report.	Week 21– Week 23	<ul style="list-style-type: none"> <li>• Submission of draft report on the recommendations for the Integrated Transport Master Plan</li> </ul>	
11	3.3	Incorporating comments to the final analysis report	Incorporate the comments required to finalize for the Integrated Transport Master Plan	Week 24– Week 26	<ul style="list-style-type: none"> <li>• Detailed Meeting report in English</li> <li>• An Executive Summary of the Report</li> </ul>	
12	3.4	Validation of the Document	Incorporate the comments required to finalize to the “review and advise to develop Integrated Transport Master Plan.”	Week 27	<ul style="list-style-type: none"> <li>• Final Report on the on the “review and advise to develop Integrated Transport Master Plan.”</li> </ul>	



13	3.5	Submission of the survey and recommendation report	Final Report on the “Review and Advise to develop Integrated Transport Master Plan” (including intermodal integration, digitalization and common access/payment card, eco-system for non-motorized transport).	Week 28 – Week 29	<ul style="list-style-type: none"> <li>Final Report of “Recommendations to develop Integrated Transport Master Plan (including intermodal integration, digitalization and common access/payment card, eco-system for non-motorized transport)” in English</li> </ul>	
	<b>4</b>	<b>Identify all human capital, resources and training needs which is required for the full implementation of the plan</b>				
14	4.1	Identify the key focus areas to obtain the required resources	Conduct meetings with stakeholders to identify the key focus areas, resources required and review and advise the National Development Plan (for Regional Integrated Transport and urban infrastructure)	Week 30– Week 32	<ul style="list-style-type: none"> <li>Detailed Meeting Minutes in English</li> </ul>	
15	4.2	Sharing the Findings with relevant stakeholder and general public	Conduct meetings with stakeholders and general public in a forum to share the findings and obtain their view.	Week 33– Week 34	<ul style="list-style-type: none"> <li>Detail Meeting Minutes in English</li> </ul>	

16	4.3	Draft the final implementation report and share with MOTCA for comments	Conduct inter-ministerial review meetings at policy level to identify the comments required) to review and advise on the Transport Master Plan.	Week 35- Week 36	<ul style="list-style-type: none"> <li>• Detailed Meeting report in English</li> <li>• An Executive Summary of the Report</li> </ul>	15%
17	4.4	Incorporating comments to the final report	Incorporate the comments required to finalize the review and advise on the integrated Transport Master Plan.	Week 37	<ul style="list-style-type: none"> <li>• Final Report on the on the “Review and Advise to develop Integrated Transport Master Plan.”</li> </ul>	

	5	<b>Planning and Scheduling Report of the urban transport masterplan</b>				
18	5.1	Technical Meeting with Stakeholders	Conduct meetings with relevant stakeholders to Develop e-Mobility Plan	Week 38– Week 39	<ul style="list-style-type: none"> <li>Detailed Meeting Minutes in English</li> </ul>	15%
19	5.2	Planning and scheduling the Expected deliverables of the integrated transport master plan	Identify issues that can come up with the emerging concepts and national policy/development work in context with integrated transport system and how to overcome such issues in development planning related areas.	Week 40– Week 41	<ul style="list-style-type: none"> <li>To be part of the final document.</li> </ul>	
20	5.3	Timeline	Detail time line on the deliverables and on phase by phase recommendations.	Week 42 -Week 43	<ul style="list-style-type: none"> <li>All the inputs should be reflected in writing</li> </ul>	
21	5.4	Alternative arrangements	Comprehensive feedback and alternative arrangement in details in relevance to the findings and recommendation on the report.	Week 44- Week 45	<ul style="list-style-type: none"> <li>Final Report on the “e-Mobility Plan”</li> <li>Alternative plans</li> <li>Preliminary plans</li> <li>Recommendations</li> </ul>	
22	5.5	Sharing the Findings with MOTCA and all relevant stakeholders	Give input in the context of the project concept to finalization of the Integrated transport master plan to Male ‘Region with focus on improved control interventions	Week 46	<ul style="list-style-type: none"> <li>All the inputs should be reflected in writing</li> </ul>	

			and policies on vehicles, traffic, pedestrians, parking, public transport, road designing in the Male 'region.			
23	5.6	Draft the final implementation report and share with MOTCA for comments	Conduct inter-ministerial review meetings at policy level to identify the comments required to prepare the review and advise to develop Integrated Transport Master Plan.	Week 47	<ul style="list-style-type: none"> <li>• Proposed Master plan program and priority projects</li> <li>• Institutional improvement and capacity building development</li> </ul>	
24	5.7	Incorporating comments to the final report	Submission of the draft final report for comments and approval by MOTCA.	Week 48	<ul style="list-style-type: none"> <li>• Urban development scenarios</li> <li>• Flow for development of masterplan</li> <li>• Growth of development of masterplan</li> <li>• Preferred transport networks</li> <li>• Proposed road network</li> <li>• Role of traffic control, management and safety improvement plan within the urban Transport Development vision and strategy</li> <li>• Industrial and commercial development in greater Male region</li> <li>• Proposed standard cross sections</li> <li>• Location of bus stations</li> </ul>	

					<ul style="list-style-type: none"> <li>• List of priority projects</li> <li>• Truck routs</li> <li>• Feeder routs</li> </ul>	
25	5.8	Validation of the Document	Incorporate the comments required to finalize the review and advise to develop Integrated transport master plan.	Week 49	<ul style="list-style-type: none"> <li>• Final report on Integrated Transport Master Plan.</li> </ul>	
26	5.9	Submission of final report	Finalizing and submission of detailed final report with all deliverables under the TOR	Week 50– Week 52	<ul style="list-style-type: none"> <li>• Submission of detailed final report on the assignment in English.</li> </ul>	



## 6. TIME FRAME

The Consultant must be available to commence the services upon signing of the contract and will be hired for a period of Twelve (12) calendar months from the date of contract signing. If required, the contract can be extended for a period agreed between both the client and the consultant.

## 7. WORK HOURS

Working hours in Ministry of Transport and Civil Aviation in Male' shall be 08:00 to 14:00 from Sunday to Thursday excluding the Government holidays.

## 8. WORKING ARRANGEMENT

The Consultant will be supervised by MoTCA and is expected to work closely with the Ministry.

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

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

## 9. DUTY STATION

The consultant is expected to be stationed with in the MoTCA and will be provided with all working hardware and necessary support.

## 10. QUERIES

For any queries, please email to [admin@transport.gov.mv](mailto:admin@transport.gov.mv) copied to [shujau.hassan@transport.gov.mv](mailto:shujau.hassan@transport.gov.mv) before 2<sup>nd</sup> August 2022 10:00 AM (Local Time)

## 11. REPORTING AND PAYMENT

- All reports shall be submitted as stipulated in the deliverables and all reports will be submitted as drafts and upon review by the MoTCA
- The Consultant will work in close collaboration with MoTCA
- All draft documents should be in Microsoft Word and all final documents in Adobe Acrobat format
- Any Field Visit Report / Workshop Reports must be submitted no later than 7 days after each field visit.
- All field data and photo/video shall be transferred to client and will be property of client.
- The payments shall be contingent upon the successful completion of the deliverables/milestones as outlined in the TOR.

## **12. REQUIRED EXPERIENCE AND QUALIFICATIONS**

The bidder should possess the requisite experience, resources and capabilities in providing the services necessary to meet the requirements, as described in this RFP. The Bid must be complete in all respects and should cover the entire scope of work as stipulated in this document. Parties who do not meet the Eligibility Criteria will not be considered for further evaluation.

Candidate must possess at least:

- a) Master's degree in urban transport planning, urban development/urban engineering, environmental science, or a related field
- b) Candidate must have professional experience and track record working in the urban planning/engineering, energy or transport sector of at least 8 years.
- c) Candidate must have at least 5 years of experience with urban development activities, including policy, infrastructure, financing and technology aspects.
- d) Candidate should have experience of policy analysis considering sustainable development goal co-benefits and potential negative impacts.
- e) Candidate must have a background in urban transport planning and public transportation related matters with a sound knowledge of current electric mobility issues, trends and perspectives, including a range of policy options and possibilities as it relates to Small Island Countries.
- f) Candidates should be fluent in the English Language with excellent analytical and communication skills. He/she must be computer proficient in MS Office Suite, google drives, etc.
- g) Experience working with donor and governmental agencies internationally.

## **13. OTHER SKILLS**

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

1. Assessment of existing policies/programs and institutions (including any legal limitations) around urban transport and its interaction with the agencies related to transportation and mobility in urban planning, environment, energy, finance and gender to identify the gaps in the sector – 25%
2. Comprehensive Greater Male' Region Urban Transport Masterplan for 10 years, including institutions, regulatory legal setup and review periods and plans. Masterplan should look into all modes of transport, (which includes futuristic modes which may come into play within the 10-year plan period) walkability and comprehensive mobility plan – 30%
3. Analysis report including sectoral setup to manage urban transport sector – 15%.
4. Identify all human capital, resources and training needs which is required for the full implementation of the plan – 15%.
5. Planning and Scheduling Report – 15%.

#### **15. OTHER RELEVANT INFORMATION OR SPECIAL CONDITIONS, IF ANY**

The other conditions that may apply in the undertaking of the assignment include:

Basis of payment:

Payments based on acceptance of the deliverables following submission of monthly invoices.

Language of reports/publication and other documentation and working language in country of assignment:

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English and Dhivehi

Ownership of output:

Ministry of Transport and Civil Aviation



## 16. EVALUATION CRITERIA

	Details	Maximum points
<b>Adequacy of the proposed workplan</b>		<b>[10]</b>
	Tentative workplan	[10]
<b>Qualification Skills and Experience</b>		<b>[90]</b>
	Qualifications and skills [25] points for minimum Master's degree in urban transport planning/urban transport engineering, transport engineering or a related field, [05] points for above Master's degree [05] points for proficiency in English is required	[30]  [05]
	General Professional Experience [10] points for minimum 08 years' experience in Urban Transport Sector, [01] point for each additional year up to 5 years	[15]
	Specific Professional Experience [15] points for minimum 05 years of demonstrated experience working with urban transport planning, including policy, infrastructure, financing and technology aspects, [01] point for additional year up to 5 years	[20]
	[10] points for demonstrated experience working with policy analysis considering sustainable development goal co-benefits and potential negative impacts	[10]
	[10] points for demonstrated experience working with environment related transport matters with a sound knowledge of current public transport systems, electric mobility issues, trends and perspectives, including a range of policy options and possibilities as it relates to Small Island Countries	[10]

### Total technical score (s): 100

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

## 17. SUBMISSION

18. ACTIVITY	ACTION DATE
Advertisement for proposals	05 <sup>th</sup> July 2022
Last day to submit queries	2 <sup>nd</sup> August 2022 on 10:00 AM (local time)
Deadline to submit proposals	22 <sup>nd</sup> August 2022 on 10:00 AM (local time)

*Dates to be revised according to the announcement dates from the MoTCA*

Bid Submission on 22<sup>nd</sup> August 2022 – 10:00hrs local time

Bid Opening on 22<sup>nd</sup> August 2022 – 10:00hrs local time

Proposals will be opened in the presence of the proponents' representatives who choose to be present at the address below at the time of proposal opening.

Submission Instruction Proposals must be delivered in sealed envelopes titled

**“Do not Open Before 22<sup>nd</sup> August 2022 10:00am hours – ‘EOI for Consultancy TRANSPORT MASTER PLAN FOR GREATER MALE REGION Project and the submitting party’s name and address”**

**Late proposals will be rejected.**

**Submission address**

**Procurement Section**

Ministry of Transport and Civil Aviation

Chanbeylee Villa (STAR CLOUDS BUILDING), 3<sup>rd</sup> Floor, Maafannu, Majeedhee Magu

Male’, 20392, Republic of Maldives

Email: admin@transport.gov.mv

Website: www.transport.gov.mv

Project Name: TRANSPORT MASTER PLAN FOR GREATER MALE REGION

## ANNEX 1

### TECH FORM 1 –Proposal Submission Form

1.	Bidders Information		
1.1.	Name		
1.4.	Address		
1.5.	Phone		1.6. Email
2.	Bid Information		
2.2.	Announcement Number		
4.	Bidders Declaration		
4.1.	I submit the bid to provide the proposed service /scope work at above mentioned.		
4.2.	I agree to commence and complete the service/proposed work according to the ToR.		
4.3.	I agree to sign and enforce the agreement accordingly within the validity period of 90 (Ninety) days after bid submission date.		
4.4.	I agree that the aims, objectives, outputs, deliverables specified in this ToR will be met. I accept that MoTCA reserves the right to reject this proposal should this requirement be found unfulfilled.		
Name			
Designation			
Signature			
Date			

**TECH FORM 2 – Work Schedule**

Work Schedule for the position of for Consultant for TRANSPORT MASTER PLAN FOR GREATER MALE REGION.

Please breakdown schedule for 12 Calendar months periods as per the Consultant’s proposal

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### **TECH FORM 3 – Curriculum Vitae (CV)**

Name: [Insert full name]:

Date of birth:

Education [Indicate college/university and other specialized education, giving names of institutions, degrees obtained, and dates of obtainment]:

Membership of professional associations

Other Training

Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

Experience/ employment record [Starting with present position, list in reverse order every employment held since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]

From [Month/Year] – To [Month/Year]:

Employer:

Positions held:

Summary of projects/assignments undertaken/ role

Name of project/ assignment:

Experience classification: General / specific

Scope of project/ assignment:

Role/ Position undertaken:

Period of Consultation:

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

Name of the Contract/Project:

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From [Month/Year] – To [Month/Year]:

Positions held:

Summary of role:

**TECH FORM 4 – Letter of Commitment**

[ Location, date]

To: [Name and address of Client]

Ref no: \_\_\_\_\_

Dear Sir/Madam,

I am writing to confirm my availability to provide services as for the position of a Consultant for Transport Master Plan for Greater Male' Region under the Ref: ..... dated ..... 2022, the Ministry of Transport and Civil Aviation, Male', Republic of Maldives.

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 Transport and Civil Aviation notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,

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Name:

ÍD/Passport No:

Date:

Signatory:

**FIN FORM 1 – Financial Proposal Submission Form**

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer the Express of Interest for the position of a Consultant for Transport Master Plan for Greater Male' Region under the Ref: ..... dated ..... 2022, in accordance with your Request for Proposal dated ..... and Technical Proposal. The attached Financial Proposal is for the sum of [Insert amount(s) in words and figures in MVR]. This amount is inclusive of the all-local taxes.

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

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

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

I remain,

Yours sincerely,

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Authorized Signature [In full and initials]:

Name and Title of Signatory:

Address:

**FIN FORM 2 – Financial Breakdown Form (*tabular format*)**

Date:

Finalizing and submission of detailed final report with all deliverables under this TOR

Total

GST

Total with GST

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

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

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

Signature:

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Name: