



Ministry of Environment, Climate Change and Technology
Republic of Maldives

TERMS OF REFERENCE

(IUL)438-ENV/438/2022/300

**Consultancy Service for Sustainable Development (for Tourism Development and
Construction Practices)**

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

Issued on: 3rd August 2022

Issued By: Enhancing National Development through Environmentally Resilient Islands
(ENDhERI)

Project – Project Management Unit

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SCHEDULE OF CRITICAL DATES

Activity	Action Date
Advertised date	3 rd August 2022
Bid queries submission timeline	3 rd August 2022 to 8 th August at 1200hrs
Bid clarification deadline	10 th August 2022 at 1200hrs
Proposal submission deadline	14 th August 2022 at 1100hrs

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 – if registered
9. SME Registration Certificate (If any)

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 2019, 2020 & 2021 (if applicable)
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 – if applicable
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: Foreign parties are not allowed to bid for this tender individually or as a joint venture with a Maldivian business entity.

Note 04: 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. 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 of 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, spatial planning and improved governance based on NC accounting. The intermediate objective of this transformation is to minimize the flows of pollutants from land-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 is structured in four components:

Component 1 will increase the 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 increased Green Growth and Integrated Coastal Zone Management practices in key sectors (Outcome 1.2).

Component 2 will result in increased understanding of the values and dependencies on marine NC and biodiversity and ecosystem services that supports improved livelihoods and sustainable development on Laamu and among key national stakeholders (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 programs (Outcome 3.1); enhanced protection of coral reefs and other marine NC through actions by corporate sectors (Outcome 3.2); and strengthen 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 learnt 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. MAIN OBJECTIVES:

ENDhERI Project is seeking to hire Consultancy to develop and provide sustainable tourism and construction practices, support to the project team, Island Councils and the communities of Laamu Atoll on implementing and delivering the aforementioned responsibilities.

3. SCOPE OF ASSIGNMENT:

The consultant is expected to provide the following services:

- **Inception:**
 - Study the requirements of TOR and prepare the Inception Report describing the detailed work plan and anticipated activities and their timeline.

- **Stakeholder consultations:**
 - During the duration of the consultancy, engage in surveys, meetings and stakeholder consultation workshops to create a baseline – formulate and identify site specific model for Tourism and Construction industry of Laamu Atoll. The total number of stakeholder consultations will be decided and finalized at inception phase of this assignment.
 - Consult relevant government agencies, institutions, private sector, community groups, resource users, women’s groups, civil society and general public to ensure the understanding of project goals, build a common vision for sustainable practices in Laamu Atoll.
 - Ensure equal participation of men and women, vulnerable and minority groups within the community in process of stakeholder consultation.

- **Develop and implement sustainable practices in Tourism at Laamu**
 - Establish a baseline on of related business practices at Laamu Atoll and its communities in terms of Tourism development.
 - Training needs assessment for the Ministry of Tourism, MATI, Laamu Atoll and Island Councils and other relevant human resource development required for the sustainable development practices.
 - Facilitate the identification of sustainable tourism best practices with MoT and Maldives Tourism Institute, and the participation of Laamu tourist resorts, guest houses and operators in the implementation of sustainable development plans, waste management, landscaping and soil erosion control, and marine conservation in line with the Tourism Master Plan, including Public-Private Partnerships with the Atoll and Island Councils.

- Facilitate and develop proposal to pilot the implementation of a moratorium on lagoon reclamation for resort development in Laamu Atoll.
 - Work with MoT to integrate monitoring of biophysical parameters and pollutants into Green Growth and ICZM practices in Laamu Atoll.
 - Build capacity for systematic reporting by Laamu Atoll Council on Green Growth and ICZM practices in relation to established plans – integrate with current reporting.
 - Review how to improve EIA procedures in the tourism sector, based on analysis of various development paths in this sectors, and develop introduction of Strategic Environmental Assessments (SEA) for sector policies and programmes.
- **Develop and implement sustainable practices in Construction at Laamu**
- Establish a baseline on of related business practices at Laamu Atoll and its communities in terms of Construction practices.
 - Address the key issues in construction practices at Laamu and aim at formulating essential policies, standards, codes and regulatory guidance that would facilitate necessary investments to increase the resilience of the tourism and other infrastructure to environment and climate risk.
 - Training needs assessment for MNPI, MACI, Laamu Atoll and Island Councils and other relevant human resource development required for the sustainable development practices.
 - Conduct field schools for community-led planning to sustain biodiversity and natural capital through soft engineering and eco-design approaches in Construction.
 - Develop and apply a code of conduct for environmentally sustainable construction practices in Laamu Atoll in collaboration with MNPI, Ministry of Tourism, MITDC, Atoll Council and construction companies based on existing government codes for construction and best practice examples, including attention to marine pollution and coastal erosion impacts.
 - Conduct awareness raising on defining environmental sustainability in construction practices, make resources available to MNPI and the industry, improve understanding of cost-benefit assessments in the context of environmental sustainability requirements.
 - Work with EPA, MNPI, MoT and MITDC to strengthen EIA regulations and procedures in order to reduce and mitigate the environmental impacts of construction projects and tourism development projects in line with Tourism Master Plan.
 - Review how to improve EIA procedures in the construction industry, based on analysis of various development paths in this sectors, and develop introduction of Strategic Environmental Assessments (SEA) for policies and programmes.

▪ **Trainings**

- Develop in-service training module and conduct training that will assist sectors to respond to the outcomes and recommendations of the discussions. The course should introduce environmental best practices, options for green growth, sustainability reporting and related aspects through interactions between MNU and the tourism and Construction peak bodies (including MATI and MACI)
- Conduct additional multi-directional learning including seminars, webinars, e-learning forums, knowledge networks, newsletters, and technical reports.
- Produce relevant educational or information resources for internal and external stakeholder groups.
- Capacity building of the MNPI and MoT staff in developing relevant skills and understanding in sustainable development practices.

▪ **Developing and Reviewing documents**

- Provide relevant qualitative and quantitative evidence to facilitate more environmentally and socially integrated planning, policy formulation and evidence-based decision-making.
- Liaising with relevant stakeholders to deliver the above responsibilities.
- Coordinate with Communication Specialist to ensure outreach and visibility of project work.
- Prepare relevant outputs in the form of papers, presentations, etc. in relation to the deliverables

▪ **Endorsements:**

- Conduct workshop to present the output of the Consultation to stakeholders and decision makers for their endorsement.

4. DELIVERABLES

The consultant is expected to provide the following documents as deliverables of the assignment:

- i. **Inception Report:** describing the detailed work plan and anticipated activities and their timeline in word and PDF format in English.
- ii. **Baseline Report:** baseline on related business practices at Laamu Atoll and its communities in terms of Construction practices and Tourism development. And key issues addressed including policies, codes of conduct and regulations.
- iii. **Policies, Regulations and Code of Conduct:**

- Formulated essential policies, standards, codes and regulatory guidance that would facilitate necessary investments to increase the resilience of the tourism and other infrastructure to environment and climate risk.
- Developed sustainable tourism best practices with MoT and Maldives Tourism Institute, and the participation of Laamu tourist resorts, guest houses and operators in the implementation of sustainable development plans, waste management, landscaping and soil erosion control, and marine conservation in line with the Tourism Master Plan.
- Apply the developed code of conduct for environmentally sustainable construction practices in Laamu Atoll in collaboration with MNPI, Ministry of Tourism, MITDC, Atoll Council and construction companies based on existing government codes for infrastructure development.
- Procedures and framework to strengthen EIA regulations in order to reduce and mitigate the environmental impacts on construction projects in line with the Tourism Master plan.
- Report on reviewed results of EIAs for previous projects to identify ways to improve environmental outcomes. Seek to include the costs of EIA compliance monitoring as part of development costs (polluter pays principle) and investigate the possibility to include local multi-stakeholder committee involvement.
- Integrate monitoring of biophysical parameters and pollutants into Green Growth and ICZM practices in Laamu Atoll.
- Report on improved EIA procedures in the tourism and construction sectors, based on analysis of various development paths in these sectors, and develop introduction of Strategic Environmental Assessments (SEA) for sector policies and programmes.

iv. **Training Need Assessment:**

- Training needs assessment for the Ministry of Tourism, MATI, MNPI, MACI, Laamu Atoll and Island Council, Construction Companies and other relevant human resource development required for the sustainable development practices.
- Report on capacity building activities conducted for systematic reporting by Laamu Atoll Council on Green Growth and ICZM practices in relation to established plans – integrate with current reporting.
- Developed in-service training module and conducted training report, that will assist sectors to respond to the outcomes and recommendations of the discussions. The course should introduce environmental best practices, options for green growth, sustainability reporting and related aspects through interactions between MNU and the tourism and construction peak bodies (including MATI and MACI).
- Capacity building training completed for MNPI and MoT staff in developing relevant skills and understanding in sustainable development practices.

- v. **Field School** – Report on field schools conducted for community-led planning to sustain biodiversity and natural capital through soft engineering and eco-design approaches in Construction.
- vi. **Moratorium on lagoon reclamation** – Developed policy paper and outcome for the proposal to implement moratorium on lagoon reclamation for resort development in Laamu Atoll, in word and PDF format in Dhivehi and English.
- vii. **Awareness:**
 - Report on awareness raising activities conducted on defining environmental sustainability in construction practices, make resources available to MNPI and the industry.
 - Report on multi-directional learning activities conducted including seminars, webinars, e-learning forums, knowledge networks, newsletters, and technical reports.
 - Produced educational or information resources for internal and external stakeholder groups.
- viii. **Monitoring and Evaluation Plan:** monitoring and evaluation requirements in all the implementation stages in Dhivehi and English.
- ix. **Endorsed Documents:** describing the detailed outcomes of the endorsement process, recommendations and endorsement from stakeholders, in word and PDF format in Dhivehi and English.

5. 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”

ID	Deliverable	Payment Schedule
1	Inception Report Submission	10%
	Initial Stakeholder Consultation Findings	
2	Baseline Reports on related business practices in terms of Construction practices and Tourism development.	10%
	Training need Assessment Report	
3	Submitted paper on; Developed sustainable best practices, essential policies, standards, codes and regulatory guidance	20%
	Submitted paper on; Procedures and framework to strengthen EIA regulations and standards	
	Report on Implement biophysical parameters and pollutants in Laamu Atoll	
4	In-service training module and report on trainings conducted.	20%
	Implementation Report of systematic reporting by Laamu Atoll Council	
	Report on Trainings conducted for Ministry of Tourism, MATI, MNPI, MACI	

	Report on Training conducted for Laamu Atoll and Island Council, Construction Companies and other relevant human resource development at Laamu Atoll on sustainable practices	
5	Report on field school conducted for community-led planning	20%
	Draft moratorium on lagoon reclamation for resort development in Laamu Atoll.	
	Report on Awareness activities conducted	
6	Monitoring and Evaluation Plan	20%
	Final Validation Reports and Annexes	

6. Duration of the Consultancy

Duration of the assignment is **10 calendar** months upon signing the contract.

7. Provision of Monitoring and Progress Controls

Consultant is 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 consultant 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 are required to be present in person for the following:

- Inception Workshop
- Stakeholder consultation workshops
- Presentation of Reports
- Trainings

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

8. Requirements for Experience and Qualifications

(8.1) To be eligible for this assignment, the Consultant must demonstrate past experience in performing the services (description of similar assignments, Value of such assignments) and shall have carried out a minimum of two (2) similar assignments with an average contract value of MVR 320,000.00

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

#	Post	Nos
1	Sustainable Development Consultant	1
2	Law Expert	1

- Details of any other support persons and positions must be included in Technical Form 4,5 and 6.
- The team leader can be the above Consultant /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. Sustainable Development Consultant

▪ *Minimum qualification:*

- Minimum Master's degree in Sustainable Development, Development Studies, or in a relevant field.
- Minimum of two (2) similar assignments in a related field or similar capacity.

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 and Dhivehi (writing, speaking and reading)

2. Law Expert

▪ *Minimum qualification:*

- Minimum Bachelor's Degree in Legal Science/ Law or related field.
- Minimum of two (2) similar assignments in a related field or similar capacity.

Other Qualifications:

- The Expert should have a very good knowledge of Environment Law and regulations of Maldives such as Environment Act and EIA regulations.
- 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 and Dhivehi (writing, speaking and reading)

9. 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) Specialist team	[100]
Sustainable Development Consultant	[60]
Law Expert	[40]
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 stated in 8.2</i>	[40%]
Experience in similar assignments <i>20% will be awarded for each previously completed similar assignments with proof of completion, up to a maximum of three assignments [60%].</i>	[60%]

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

Weight distribution

W1	Company profile with relevant to similar or related assignments	[40]
W2	Project team	[60]

Only the proposals that will obtain a minimum of 60 % out of 100 obtainable points will be qualified for the financial evaluation.

Financial Score:

The formula for determining the financial scores is the following:

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

The weights given the technical and financial score are:

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

$P = \{0.4\} * Sf$

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 320,000.00 for the year 2020.

(OR)

- To be eligible the financial statements of the bidding party must show, Minimum value of MVR 320,000.00, for liquid asset, for the year 2021.

(OR)

- For business mentioned in the section (ii) B no 5, to be eligible the business's bank statement must show a credit balance of minimum MVR 320,000.00

10. 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.

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 14th August at 1100 hours local time
Bid opening	14th August at 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 “Do not Open Before 14th August at 1100 hours – Consultancy Service for Sustainable Development” 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 Sustainable Development”** 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 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 attainment]:*
- 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 Sustainable Development**"- 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 Sustainable Development** 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 Sustainable Development**”- 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 Report		
2	Initial Stakeholder Consultation Findings		
3	Baseline Reports on related business practices in terms of Construction practices and Tourism development.		
4	Training need Assessment Report		
5	Submitted paper on; Developed sustainable best practices, essential policies, standards, codes and regulatory guidance		
6	Submitted paper on; Procedures and framework to strengthen EIA regulations and standards		
7	Report on Implement biophysical parameters and pollutants in Laamu Atoll		
8	In-service training module and report on trainings conducted.		
9	Implementation Report of systematic reporting by Laamu Atoll Council		
10	Report on Trainings conducted for Ministry of Tourism, MATI, MNPI, MACI		
11	Report on Training conducted for Laamu Atoll and Island Council, Construction Companies and other relevant human resource development at Laamu Atoll on sustainable practices		
12	Report on field school conducted for community-led planning		
13	Draft moratorium on lagoon reclamation for resort development in Laamu Atoll.		
14	Report on Awareness activities conducted		

15	Monitoring and Evaluation Plan		
16	Final Validation Reports and Annexes		
	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 2021

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. • 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 (20 %) 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 guarantee 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.