

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Ministry of Environment and Energy

Male', Republic of Maldives.

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Advertisement No.: (IUL) 438-WS /438/2017/76

Date: 15th April 2017

TERMS OF REFERENCE (ToR)

Consultancy to Develop an Integrated Water Resource Management (IWRM) Subject for Bachelors of Environment Management Course offered by Maldives National University (MNU)

A. BACKGROUND

The Global Environment Facility (GEF) has funded a full sized project to support 6 participating Small Island Developing States (SIDS) of which 2 are located in the Atlantic Ocean (Cape Verde and Sao Tome & Principe) and 4 are located in the Indian Ocean (Comoros, Maldives, Mauritius and Seychelles). The IWRM AIO SIDS project addresses issues related to the management of water resources, both freshwater and coastal marine areas in an integrated manner. Recognizing the urgent need for comprehensive Integrated Water Resources Management (IWRM) and improved Water Use Efficiency (WUE), the project seeks to accelerate progress on IWRM and WUE plans and water supply and sanitation development goals for the protection and utilization of groundwater and surface water in the participating countries. The overall objective of the IWRM AIO SIDS project is to strengthen the commitment and capacity of the participating countries to implement an integrated approach to the management of freshwater resources, with a long-term goal of enhancement of the capacity of the countries to plan and manage their aquatic resources and ecosystems on a sustainable basis.

The Government of the Republic of Maldives represented by the Ministry of Environment and Energy (MEE) plans to use part of the funds received for the services of **an Individual Consultant** to develop an Integrated Water Resource Management (IWRM) Subject for the Bachelors of Environment Management Course offered by Maldives National University (MNU).

B. OBJECTIVE OF ASSIGNMENT

The Consultant will work with Ministry of Environment and Energy and Maldives National University (MNU) and other stakeholders to develop a comprehensive subject on Integrated Water Resource Management (IWRM) for the Bachelor of Environmental Management course. The Consultant will develop the subject outline in accordance with the specifications provided by Maldives Qualifications Authority (MQA) and MNU. The Consultant will also develop training materials and modules including detailed notes to conduct lectures, tutorials and practical sessions etc. The Consultant is required to work with MNU and MEE to specify effective practical sessions for this subject to provide ample hands-on experience for the subject.



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C. SCOPE OF WORKS

The tasks to be undertaken by the consultant under this outline are to be undertaken in close collaboration with the Water and Sanitation Department (WATSAN) of Ministry of Environment and Energy (MEE) and relevant stakeholders as necessary, and include but are not necessarily limited to, the following.

- Conduct a literature review, Preliminary meetings with relevant stakeholders and agencies
- The subject must meet the requisites for Bachelor’s Degree level as per the regulations by the Maldives Qualifications Authority (MQA).
- Subject may include a combination of classroom instructions, practical training, incorporating methods of instruction appropriate to the material developed for the course and may incorporate a range of electronic media for instruction.
- Develop an indicative list of books, resources, materials for the subject. All documents under this consultancy will be developed in English.

D. DELIVERABLES

MAJOR TASKS	DETAILS	END PRODUCT	DEADLINE
1. Presentation of findings during the Inception phase and Work plan	Tasks during the inception phase <ul style="list-style-type: none"> • Review the existing course document and current issues that need to be addressed to achieve the objective of the course. • Carry out consultations with MEE, EPA, utilities and other relevant stakeholders to identify major components and requirements for the subject according to their needs. 	Presentation	3 weeks from the signing of contract agreement
2. Subject Outline	<ul style="list-style-type: none"> • Prepare subject out line (content, assessment). • Conduct a stakeholder meeting to share the subject outline 	Submission of developed subject outline Conduct stakeholder meeting	7 th week from the signing of contract agreement.
3. Final subject outline and teaching materials	<ul style="list-style-type: none"> • Submit final subject outline and teaching materials (lecture notes / hand outs etc). 	Submission of developed teaching materials.	11 th week from the signing of contract agreement.





E. QUALIFICATIONS AND EXPERIENCE

To be eligible for this assignment the consultant must demonstrate past experience developing courses/ and or subject outlines in English for Bachelor’s Degree or higher levels of tertiary qualifications and should have professional qualifications in the following areas as specified below.

1. Master’s degree in the field of Education, Teaching, Water Resource Management, Environmental Management, Environmental Engineering, Water Resource management, Water or Sanitation.
2. A minimum of 2 years of relevant experience in development or/ delivery of training courses, subjects modules, outlines, curriculum or subject books. The medium of the language taught during the development or training should be English.

Please note that individuals who completed Bachelor’s Degree and higher qualifications in Dhivehi or other languages will not be eligible for this assignment.

F. DELIVERABLES

A soft copy of the following documents should be submitted in draft to MEE and finalized based on the comments and feedback received.

- Submission of the presentation of inception phase.
- Submission of the subject outline.
- Submission of final subject outline, teaching materials and resources list and other materials.

G. EVALUATION CRITERIA

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

(i)	General qualifications	(full marks will be awarded for who have achieved the set maximum educational qualifications) [Total 30 marks] Masters: 30 Degree: 20
(ii)	Experience relevant to the assignment (a) Experience of Consultant will be given on number of relevant assignment (development or/ delivery of training courses, subjects modules, outlines, curriculum or subject books).	(marks will be awarded as below) [Total 20 marks] 2 Assignments – 20 1 Assignments – 10 Note: Marks will be awarded based on work experience letter or CV.
(iii)	Work Plan: a) Work plan	[total 20 marks] Marks will be awarded for the: proposal of the main activities of the assignment, their content, duration, and delivery dates of the deliverables. The proposed work plan should be consistent with the ToR.



(v)	Financial Price	<p><i>[Total 30 marks]</i></p> <p>The Financial Price will be evaluated as per follows;</p> <p>$S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the <u>lowest price</u> and F the price of the proposal under consideration.</p>
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H. PAYMENT SCHEDULE

The payment will be released as follows

- 20% upon submission of the presentation of the inception phase.
- 35% upon submission of subject outline.
- 45% upon submission of final subject outline and teaching materials.

I. SERVICES PROVIDED BY THE CLIENT

The Water and Sanitation Department of MEE will provide the consultant with the information and materials available at the Ministry and will facilitate the necessary meetings and required site visits (when and where relevant).

J. REPORTING OBLIGATIONS

- The Consultant will work under direct supervision of the National Focal Point (GEF Project), Water and Sanitation Department /MEE regularly on all aspects of the work carried out, unless otherwise advised.
- The Consultant is required to report to Ministry of Environment and Energy, 1 day every other week for 3 hours, during the assignment period or as per need basis.
- The Consultant shall ensure that all the required materials for the assignment are prepared on time in accordance with the requirements of MEE/ and or MNU.

K. DURATION OF ASSIGNMENT

Duration of the assignment is **3 months** from the commencement of the works.

L. SUBMISSION REQUIREMENTS

The PROPOSAL shall be submitted in a sealed envelope super scribed “Proposal to develop a subject on Integrated Water Resource Management for Bachelor of Environmental Management Course” with following details shall be submitted in hard copy, opening of the proposals will be made on 23rd April 2017, Sunday at 1130 hours in the presence of all the respective bidders.

Procurement Unit

Ministry of Environment and Energy
Green Building, Handhuvaree Hingun,
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Fax: +960-3018-301
Email: procurement@environment.gov.mv



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a) Individual Consultant should submit the following documents;

1. CV of the Consultant (Inclusive of a copy of the National Identity Card).
2. Financial Proposal.
3. Work plan (with detailed activities & timeline).
4. Letters of previous work done.

Ministry of Environment and Energy reserves the right to accept or reject any of all proposals without assigning any reason thereto. Applications received after the deadline shall not be considered.

Interested parties may obtain further information from Ministry of Environment and Energy on written request in the form of email to procurement@environment.gov.mv before 04 days of the deadline for submission.



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NON DISCLAIMER FORM

SECTION 1: IDENTIFICATION AND DISCLOSURES

- **Name of Bidder:**
- **Type of Legal Entity Mailing Address:**
- **Business Registration ID Number (If an Individual National ID Card Number and Copy):**
- **Tax Payer ID Number:**
- **Description of Business:**
- **Telephone:**
- **Fax:**
- **Email:**

SECTION 2: DECLARATION OF CONFIRMATION OF ABSENCE OF ANY CONFLICT OF INTEREST

I/We, the undersigned as the bidder, submitting the tender in respect of call for captioned tender, confirm:

- *that I/We do not have any conflict of interest in connexion to the contract. A conflict of interest may arise in particular as a result of economic interests, political or national affinities, family or emotional ties, or any other relevant connection or shared interest;*
- *that I/We will inform the contracting authority, without delay, of any situation constituting a conflict of interest or could give rise to a conflict of interest;*
- *that I/We have not made, and will not to make, any offer of any type whatsoever from which an advantage can be derived under the contract;*
- *that I/We have not granted, sought, attempted to obtain or accepted and will not grant, seek, attempt to obtain, or accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal or corrupt practice, either directly or indirectly, as an incentive or reward relating to the award of the contract;*
- *that I/We understand that the Anti-Corruption Commission of Maldives reserves the right to verify this information and that I am aware of the consequences which may derive from any false declaration in respect of the information required by the awarding body as a condition of participation in the contract procedure.*
- *that I/We understand that none of the personnel proposed for the technical team is an permanent civil service employee of the clients institute or affiliated agencies.*

Name:
Signature:
Date:

Stamp:



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