# TECHNICAL PROPOSAL – STANDARD FORMS

## 6.1 FORM TECH – 1: Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

We, the undersigned, offer to provide the consultancy service for “Feasibility Study for Establishment of Hazardous Waste and Chemicals Management System in the Greater Male’ Region” in accordance with your Request for Proposal dated [xxx] and our Proposal. We are hereby submitting our Proposal, which includes all required documents as per Request for Proposal.

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

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

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

We understand you are not bound to accept any Proposal you receive. We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Company/Firm/Institution:

Address:

## 6.2 FORM TECH – 2: Company/firm’s Organization and Experience

### **6.2.A – Company/firm’s Organizational profile**

*[Provide here a brief (two pages) description of the background and organization the company/firm/institution.]*

### **6.2.B – Experience of the company/firm**

*[Using the format below, provide information on each contract/assignment for which your company/firm, individually as a corporate entity or as one of the major companies within an association, for carrying out feasibility studies for industrial operations i.e. facility/plant installation planning analysis other relevant assignments which can be classified as “General Experience” and feasibility studies for waste management planning activities, or studies of comparable relevance and scale, engineering project designs – technical documentation in similar fields or with comparable nature with the assignment, which can be considered as “Specific Experience”.*

*Each project should be accompanied by reference letters from the client to be counted as a valid experience.]*

|  |  |
| --- | --- |
| Project Reference Number: | Experience classification: General / specific |
| Project/ assignment Name: | Value of the contract (in MVR): |
| Country:  Location within country: | Duration of assignment/activity (months): |
| Name of Client: | Total No. of staff-months of the assignment: |
| Address: | Approx. value of the services provided by the company under the contract (in MVR): |
| Start date (month/year): Completion date (month/year): | No. of professional staff-months and Value of the services provided by associated Proponents: |
| Name of associated Parties, if any: | Name of senior professional staff of the company involved and functions performed: |
| Narrative description of project/ assignment | |
| Description of actual services provided by your staff within the Activities: | |
| Description of institutions dealt with and nature and frequency of interaction: | |

## 6.3 FORM TECH – 3: Approach Methodology and Work plan

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

1. *Methodology for each activity,*
2. *Work Plan*
3. *Organization and Staffing]*
4. **Technical Approach and Methodology**

*[In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities 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.]*

1. **Work Plan**

*[In this chapter you 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.]*

1. **Organization and Staffing**

*[In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]*

* 1. **FORM TECH – 4: Team Composition and Task Assignment**

|  |  |  |  |
| --- | --- | --- | --- |
| Key Experts | Name of Staff | Area of Expertise | Task Assigned |
| Team leader |  |  |  |
| Waste Management Expert |  |  |  |
| Financial Expert |  |  |  |
| Non-key Experts (if proposed by the company/firm) | | | |
| Architect |  |  |  |
| Civil Engineer |  |  |  |
| Mechanical Engineer |  |  |  |
| Electrical Engineer |  |  |  |

## FORM TECH – 5: Curriculum Vitae (CV) for proposed Professional Staff

1. **Proposed position for this assignment** *[only one candidate shall be nominated for each position]:*
2. **Name of Company/Firm/Institution:** *[Insert name of company*
3. *proposing the staff]:*
4. **Name of staff** *[Insert full name]:*
5. **Date of birth** **5.** **Nationality**
6. **Education** *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:*
7. **Membership of professional associations**
8. **Other Training**
9. **Countries of work experience** *[List countries where staff has worked in the last ten years]:*
10. **Languages** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:*
11. **Experience/ employment record** *[Starting with present position, list in reverse order every employment held by staff member 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:

1. **Summary of projects/assignments undertaken/ role**

Name of project/ assignment:

Experience classification: General / specific  
Scope of project/ assignment:  
Role/ Position undertaken:  
Period of Consultation:

1. **Past commitments in projects with the Ministry of Environment**

Name of the Contract/Project:   
From [Month/Year] – To [Month/Year]  
Positions held  
Summary of role:

## FORM TECH – 6: Work Schedule

*[Following is a sample work schedule. The firm/company may set the schedule for work according to the Deliverables listed in the TOR]*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FEASIBILITY STUDY FOR ESTABLISHMENT OF HAZARDOUS WASTE AND CHEMICLAS MANAGEMENT SYSTEM IN THE GREATER MALE’ REGION** | | | | | | | | | | | | | | | | | |
| Tasks | Outcome | Activities | 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 |
| Task 1: Preparation of a Feasibility Study for the establishment and sustainable operation of an interim storage and pre-treatment facility at Thilafushi Island | 1.1 kick-off meeting - submission and acceptance of meeting report | 1.1.1: Setting up kick-off meeting, where the Client and t company/firm/institution are required to discuss and develop an approach for the upcoming cooperation with all project stakeholders. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2 Submission and acceptance of the following printed and in appropriate digital formats:  a) 1 soft copy (in a flash drive)  b) 3 hard copies of the Feasibility study, including all related documents and reports, printed and folded in suitable format (minimum A4)   Presentation of the key findings/results | 1.2.1: Identification and analysis of applicable health, safety and environmental laws, regulations, standards and planning permissions including environmental impact assessments and other legal/statutory approvals. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2.2: Identification and analysis of national waste policies, international regulations and conventions governing hazardous waste and chemicals. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2.3: Assessment of any site information and relevant documents provided by the PMU and MoEn |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2.4: Collection of baseline information by undertaking a comprehensive hazardous waste audit that captures in-depth national-wide inventory of POPs waste, POPs containing products/precursors and other hazardous waste. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2.5: Prepare projections for demand and estimations of hazardous waste generation for a 15-year period. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2.6: Present disposal/pre-treatment technology options in line with Basel Convention Technical Guidelines (Identification of the required capacity, chemical and hazardous waste categories, manpower, machineries and equipment thereof, along with comparisons, pros and cons etc) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2.7: Development of the project context (objectives and beneficiaries of the project) and socio-economic context |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2.8: Identification of required capital to launch including the costs for the equipment, power, operations and maintenance (CAPEX and OPEX) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2.9: Undertake a cost-benefit analysis of interim storage and pre-treatment facility with three different capacity options |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2.10: Compilation of a report including all the above information that most feasible option for the establishment and sustainable operation of an interim hazardous waste and chemicals storage, pre-treatment and re-export facility |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2.11: Preparation of a document and presentation package for investors |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 2: Preparation of all the technical drawings, plans and projects for the interim storage facility. | 2.1. Submission and acceptance of the following printed and in appropriate digital formats:  a) 3 alternative technical drawings, all related plans and projects for the proposed interim storage facility for different capacities and costs | 2.1.1: Make a land survey of the proposed location for establishing the interim storage facility |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.1.2: Land use plan in scale 1:200 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.1.3: Design project according to the context developed under Task 1 (3 alternatives providing different capacities and costs) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.1.4: Defining final design (includes planning parameters and architectural design) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.1.5: Identification of required closed and open space |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.1.6: Identification of required construction work including minimum area and qualifications |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.1.7: Field plan, building plan, layout plan for the equipment |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.1.8: Preparation of the technical specifications for the building, machinery and equipment |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 3: Development of standard operating procedures (SOPs) for the sustainable management of the facility that covers handling, separation, collection, packaging, labelling, transportation and storage of hazardous waste and chemicals, pre-treatment and re-export for their sound disposal | 3.1 Submission and acceptance of the following printed and in appropriate digital format:  a) Final Standard of Operation for the sustainable management of the facility | 3.1.1: Conduct a stakeholder meeting to capture their views, bottlenecks and challenges with regard to life cycle management of hazardous waste and chemicals |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.1.2: Develop draft SOPs considering stakeholders’ expectations as well as national/international standards and best practices |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.1.3: Explore different viable methods for sustainable business models |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.1.4: Conduct a stakeholder validation workshop to finalize the SOPs |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. **FINANCIAL PROPOSAL – STANDARD FORMS**

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

[Location, Date]

To: [Name and address of Client]

Dear Madam/ Sir:

We, the undersigned, offer the **“Feasibility Study for Establishment of Hazardous Waste and Chemicals Management System in the Greater Male’ Region”** 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]. This amount is inclusive of the all local taxes.

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

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Company/Firm/Institution:

Address:

## 7.2 FORM FIN – 2: Financial Proposal Summary

Summary of Costs: Feasibility Study for Establishment of Hazardous Waste and Chemicals Management System in the Greater Male’ Region

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Detail | Allocation | Cost (MVR) |
| 1 | Successful completion of kick-off meeting and submission of meeting report | 15% |  |
| 2 | Task 1: Preparation of a Feasibility Study for the establishment and sustainable operation of an interim storage facility in Thilafushi Island to be used for interim storage, pre-treatment and export of hazardous chemicals and waste | 25% |  |
| 3 | Task 2: Preparation of all the technical drawings, plans and projects for the interim storage facility. | 35% |  |
| 4 | Task 3: Development of standard operating procedures (SOPs) for the sustainable management of the facility that covers handling, separation, collection, packaging, labelling, transportation and storage of hazardous waste and chemicals, pre-treatment and re-export for their sound disposal | 25% |  |
| **GST:** | | |  |
| **Total with GST:** | | |  |

* *This form highlights the major areas of the assignment. The consultancy firm may provide a more detailed proposal elaborating the different components.*
* *[If the Individual is subject to GST as per MIRA Regulations and Guidelines. The GST Registration Certificate and GST quote in the financial proposal need to be included]*

# TERMS OF REFERENCE (TOR)

# Eliminating Persistent Organic Pollutants Through the Sound Management of Chemicals

**FEASIBILITY STUDY FOR ESTABLISHMENT OF HAZARDOUS WASTES AND CHEMICALS MANAGEMENT SYSTEM IN THE GREATER MALE’ REGION**

**TERMS OF REFERENCE**

1. **Introduction**

The Government of Maldives has received funding from the Global Environment Facility (GEF) for the project “Eliminating Persistent Organic Pollutants through the Sound Management of Chemicals”. The Government intends to apply part of the proceeds towards undertaking a feasibility study for the establishment of hazardous wastes and chemicals management system in the greater Male’ region (interim storage facility’).

The main objective of this service is to conduct a technical and financial feasibility study in the Maldives for exploring the possibility of establishment and sustainable operation of an interim storage covering handling, separation, collection, packaging, labelling, transportation and storage of hazardous wastes and chemicals, pre-treatment and re-export these for sound management.

1. **Project Background**

The Republic of Maldives is a Small Island Developing State (SIDS) which faces sustainable development challenges such as small but growing populations, land scarcity, vulnerability to climate change impacts (and other natural disasters) as well as economic development problems due to high transportation costs, lack of adequate infrastructure and lack of industrial development incentives. The Maldives is an archipelago comprised of 1,190 coral islands in 26 atolls over an area of about 750 km on a North-south axis and 120 km on an east-west axis. The land area of the Maldives accounts for about 1% of the Country’s territory. The Maldives islands are low lying land areas with an average height above sea level of 1.8 meters (m).

The country’s population of approximately 400000 people dispersed across 187 inhabited islands. An additional more than 166 islands have tourist resorts. Waste generation is estimated to be 324,000 tons annually with consisting of approximately 0.5 to 11% of hazardous chemicals and of approximately 3-9% of plastics depending on location and size of the island. The fact that (chemical) waste is being generated on 278 island presents the country with an incredible challenge, as land is very scarce, low lying and transportation of chemicals and waste from island to island is costly and complicated. The inadequate storage options and current disposal practices of hazardous chemicals and waste, especially open burning of waste at dumpsites or disposal near the coastline, make it very likely that these toxic chemicals and waste will end up in the waters and oceans. In the Republic of Maldives, the tourism sector accounts for more than 28% percent of the Gross Domestic Product (GDP) of the economy. Tourists to the Maldives are seeking a pristine environment, not one with polluted waters, degraded coral reefs, waste dumps which are openly burning or waste floating in the ocean. Therefore, the Sound Management of Chemicals and waste, especially the environmentally sound management of Persistent Organic Pollutants (hereinafter referred to as POPs) and hazardous waste, is an important element to achieving environmental sustainability. Further, given the economic importance of tourism to the Maldives, implementing environmentally sound chemical and waste management systems would help decouple growth in the tourism sector from environmental degradation.

To tackle these environmental and human health risks, the Government of the Republic of Maldives through the Ministry of Environment (MoEn) has already taken some steps to try to manage its growing chemicals and waste management problems. Maldives has ratified the Stockholm Convention (SC) on 17 October, 2006 and in accordance to Article 7 of the Convention has submitted its National Implementation Plan (NIP) to the Stockholm Convention Secretariat (SCS) on 18 July, 2017, which covers the initial POPs as well as the new POPs added at the 4th and the 5th Conference of the Parties.

According to this NIP the highest-ranking national Priorities are the following:

1. First Priority: The Implementation of measures to strengthen the institutional and regulatory framework; which includes the (i) developing legislation for chemicals management; (ii) strengthening institutional capacity; (iii) improving data collection and management systems and (iv) conducting research on the effects of POPs;
2. Second Priority: Developing an action plan to eliminate Polychlorinated Bi-Phenyls(PCB) -containing equipment and its wastes by 2025, which includes the (i) identification, labelling and mapping where PCBs and equipment potentially-containing PCBs are located in the country); (ii) putting in place labelling mechanism for all PCB-containing equipment; (iii) establishing adequate storage facilities for replaced equipment containing PCBs; (iv) formulating guidelines for disposal of equipment-containing PCBs; and (v) disposing safely of equipment containing PCBs.
3. Reducing the incineration and open burning of wastes (including medical and hazardous waste), which is the source of 98.6% of U-POPs releases in the country- totalling 153.4 g-TEQ/year;
4. Raising awareness through the development of education curricula and targeted awareness campaigns;
5. Establishing a standard Chemical Management System, including chemical labelling in multiple languages.

In order to address the above-mentioned barriers the project will focus on addressing regulatory/policy barriers, technical and capacity and knowledge barriers so that the Maldives has a) a better foundation to establish a nationwide environmentally sound Management system to address POPs and highly hazardous chemicals, with b) the adequate coordination of key public, private and community stakeholders, regulatory departments, and centres of expertise, and c) the enhanced capacity of all involved, for the Environmentally Sound Management of Chemicals.

The project is implemented by UNDP as GEF´s Implementing Agency and MoEn as national executing agency.

The project is expected to support implementation of the developmental targets and priorities of the Government set out in the Strategic Action Plan (SAP) for five-year period 2019-2023.

1. **Objectives and Scope of work**

There is a complete lack of national infrastructure for both the collection, disposal and sound treatment of hazardous and chemical wastes. Although significant interventions are currently being supported in the area of MSWM unfortunately the management, disposal and treatment of POPs wastes, POPs containing products/precursors and other hazardous wastes have not been addressed. According to the Waste Management Regulation, hazardous waste shall not be burned under any circumstances and cannot be dumped on any area of the Maldives.

For this purpose, within the aforementioned GEF POPs Project under “Activity 2.2.1.6. In close coordination with Outcome 2.1 (interim storage of PCBs), explore possibility of a central or decentralized interim hazardous waste storage facility”, a feasibility study to be conducted in order to:

* understand and quantify the amount of wastes that should be treated separately from the industrial and municipal waste stream
* estimate potentially hazardous wastes and chemicals that might be received from various sources for treatment and/ or confiscated by the enforcing agencies
* identify hazardous waste stream that can be pre-treated at the facility for final disposal at national level or re-export to a hazardous waste management facility
* determine total size of an interim storage and pre-treatment facility complying with international standards including environmental, health and safety standards necessary
* undertake a cost-benefit analysis of interim storage and pre-treatment facility with three different capacity options
* Propose optimum operating procedures for sustainable management of the facility that covers handling, separation, collection, packaging, labelling, transportation and storage of hazardous wastes and chemicals, pre-treatment and re-export for their sound disposal.

1. **Duties and Responsibilities**

Based on the above-described general scope of work for this assignment, under the direct supervision and in close coordination/communication with PMU and the Ministry of Environment (MoEn), the company/firm shall be responsible for carrying out the following tasks:

1. Task 1: Preparation of a Feasibility Study for the establishment and sustainable operation of an interim storage and pre-treatment facility at Thilafushi Island

This task should include the following specific activities, as a minimum:

* + 1. Setting up a kick-off meeting, where the Client and company/firm are required to discuss and develop an approach for the feasibility study with the engagement of all relevant stakeholders. (The Client will provide all available information regarding the assignment, so the company/firm can start their activities).
    2. Analysis and identification of applicable health, safety and environmental laws, regulations, standards and planning permissions including environmental impact assessments and other legal/statutory approvals.
    3. Analysis and identification of national waste policies, international regulations and conventions governing hazardous wastes and chemicals.
    4. Assessment of any site information and relevant documents provided by the PMU and MoEn
    5. Collection of baseline information by undertaking a comprehensive hazardous waste audit that captures in-depth national-wide inventory of POPs wastes, POPs containing products/precursors and other hazardous wastes.
    6. Prepare projections for demand and estimations of hazardous waste generation for a 15-year period.
    7. Present disposal/pre-treatment technology options in line with Basel Convention Technical Guidelines (Identification of the required capacity, chemical and hazardous wastes categories, manpower, machineries and equipment thereof, along with comparisons, pros and cons etc)
    8. Development of the project context (objectives and beneficiaries of the project) and socio-economic context
    9. Identification of required capital to launch including the costs for the equipment, power, operations and maintenance (CAPEX and OPEX)
    10. Undertake a cost-benefit analysis of interim storage and pre-treatment facility with three different capacity options
    11. Compilation of a report including all the above information that most feasible option for the establishment and sustainable operation of an interim hazardous wastes and chemicals storage, pre-treatment and re-export facility
    12. Preparation of a document and presentation package for potential investors

1. Task 2: Preparation of all the technical drawings, plans and projects for the interim storage facility.

This task should include the following specific activities, as a minimum:

* + 1. Make a land survey of the proposed location for establishing the interim storage facility
    2. Prepare a land use plan in scale 1:200
    3. Design project according to the context developed under Task 1 (3 alternatives providing different capacities and costs)
    4. Define final design (including planning parameters and architectural design)
    5. Identification of required closed and open space
    6. Identification of required construction work including minimum area and qualifications
    7. Field plan, building plan, layout plan for the equipment
    8. Preparation of the technical specifications for the building, machinery and equipment

1. Task3- Development of standard operating procedures (SOPs)for the sustainable management of the facility that covers handling, separation, collection, packaging, labelling, transportation and storage of hazardous wastes and chemicals, pre-treatment and re-export for their sound disposal

This task should include the following specific activities, as a minimum:

* + 1. Conduct a stakeholder workshop to capture their views, bottlenecks and challenges with regard to life cycle management of hazardous wastes and chemicals
    2. Develop draft SOPs considering stakeholders’ expectations as well as national/ international standards and best practices
    3. Explore different viable methods for sustainable business models
    4. Conduct a stakeholder validation workshop to finalize the SOPs

Various stakeholders, statutory authorities and other third parties should be consulted in the preparation of the feasibility study. The assessments carried out should be completed and presented in a structured way so the client can decide whether or not to proceed to the next stage. The feasibility analysis should provide the comprehensive information necessary for a quality project outcome. Wherever possible, any information prepared or obtained should be in a format which can be readily shared and used, and should be stored and named in a way consistent with the long-term project and operational needs.

1. **Main Deliverables**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activities** | **Deliverables** | **Submission Date** | **Approval Date** | **Target Delivery Time** |
| **Task 1:** Successful completion of kick-off meeting and submission of meeting report | 1.1Submission and acceptance of meeting report | 1st week | 2nd week | 3rd week |
| **Task 1:** Preparation of a Feasibility Study for the establishment and sustainable operation of an interim storage facility in Thilafushi Island to be used for interim storage, treatment and export of hazardous chemicals and wastes. | 1.2 Submission and acceptance of the following printed and in appropriate digital formats:  a) 1 soft copy (in a flash drive)  b) 3 hard copies of the Feasibility study, including all related documents and reports, printed and folded in suitable format (minimum A4)  Presentation of the key findings/results | 6th Week | 7th Week | 8th Week |
| **Task 2:** Preparation of all the technical drawings, plans and projects for the interim storage facility. | 2.1. Submission and acceptance of the following printed and in appropriate digital formats:  a) 3 alternative technical drawings, all related plans and projects for the proposed interim storage facility for different capacities and costs | 9th Week | 10th Week | 11th Week |
| **Task 3:** Development of standard operating procedures (SOPs)for the sustainable management of the facility that covers handling, separation, collection, packaging, labelling, transportation and storage of hazardous wastes and chemicals, pre-treatment and re-export for their sound disposal | 3.1 Submission and acceptance of the following printed and in appropriate digital format:  a) Final Standard of Operation for the sustainable management of the facility | 12th week | 13th week | 14th week |

1. **Governance and Accountability**

The contract shall be managed by MoEn in collaboration with UNDP and the beneficiary is MoEn. A Commission which shall be composed of UNDP and MoEn representatives shall be established. The Commission shall meet in the Inception Phase to obtain information about the approach and about the Contractor, and to provide technical guidance for the results expected from the Contractor. The Commission shall meet regularly during the Project and shall finally meet upon the submission of the Technical Drawings, Plans and Projects for review of the outputs.

The Contractor agrees that the data and documents given to itself and its personnel shall not be used for any other purpose, that the data and documents shall be returned in the event of final acceptance and termination of the contract, that the records on the Contractor's computer shall be deleted, that the written documents of the Contractor regarding the Project shall be destroyed by incineration and the Contractor accepts to comply with the security rules.

A non-disclosure agreement shall be signed for each personnel within the scope of the Project. The Contractor shall take the necessary measures in terms of leave, sickness and dismissal of its personnel and shall not interrupt the project schedule.

Any party involved in this feasibility study will be regarded as ineligible for future tenders for the construction of the interim storage facility.

1. **Facilities to Be Provided by MoEn**

No facilities shall be provided by MoEn. The contractor shall ensure that experts are adequately supported and equipped and shall ensure that the service is in accordance with the provisions of the national legislation. In particular, it shall ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It shall also transfer funds as necessary to support its activities under this contract and ensure that its employees are paid regularly and in a timely manner.

All expert expenditure for travel to project area in Thilafushi shall be covered by the Contractor.

1. **Duty Station**

The project shall be based in Malé, Maldives. The experts shall visit the project area in Thilafushi. The contractor should identify the activities that will be conducted physically and which ones will be conducted online /remotely.

1. **Professional Qualifications of the Successful Contractor**

In addition to the qualification requirements for the applicants, contractors shall have experience on the following areas;

* At least 5 (five) years demonstrated experience in preparation of feasibility studies, waste management facilities/manufacturing plant set up plans, facility/plant installation planning analysis and similar relevant for the scope of work references.
* Demonstrated experience in preparation of at least 3 feasibility studies for waste management or in a similar project of comparable relevance and scale.
* At least 5 years demonstrated experience in preparation of engineering project designs – technical documentation in similar fields or with comparable nature with the assignment.
* The key technical experts shall hold a valid engineering practice license
* Similar experience in SIDS would be desirable

1. **Key Experts**

The scope of work for this assignment requires a team of skilled professionals with previous experience in similar projects.

It is expected that the contractor shall provide a team of experts with experience in similar activities and work under similar conditions and constraints, with specific professional certifications and authorizations for the services provided in the project, required by the legal framework.

The core team will consist of key-experts and maybe supported by a subsidiary team of non-key experts, which the contractor can seek support when needed.

* + 1. **Key Expert 1: Team Leader**

The roles and responsibilities of the Team Leader are as follows;

* Representing the project team against Ministry of Environment and UNDP, and managing the project expert team
* Monitoring the project schedule and being responsible for the quality of the outputs
* Coordinating the planning, implementation of the studies and ensuring that the work is conducted following the highest professional standards.
* Ensuring that the quality control and supervision mechanism in place for the survey is effective, manage the data collection team and ensure that each member performs his or her specific scope of work.

***Qualifications and Skills***

* Minimum Master’s degree in Solid Waste Management, environmental protection and management, chemical and industrial engineering, hazardous waste management, and other relevant fields
* Good command of English

***General Professional Experience***

* At least 10 years of general working experience in hazardous waste management

***Specific Professional Experience***

* At least 5 years of relevant work experience in preparation of feasibility studies, urban planning and/or architectural designs.
* Long-term specialization hazardous waste/chemicals management is a strong advantage
* Proven experience in team or project management in at least 1 project as a project manager/team leader or equivalent positions.
  + 1. **Key Expert 2: Waste Management Expert**

***Qualifications and Skills***

* Minimum Master’s degree in Physical Sciences or Engineering, preferably Environmental Engineering
* Good command of English

***General Professional Experience***

* At least 5 years of general professional experience

***Specific Professional Experience***

* At least 3 years of relevant work experience in waste management and/or treatment plans or in a similar relevant field.
* Experience in establishment or operations of waste management facilities will be an asset.
  + 1. **Key Expert 3: Finance Expert**

***Qualifications and Skills***

At least Master’s Degree in Finance/Accounting, Business, or Public Administration, or a professional accounting qualification from an internationally recognized institute of accountancy

***General Professional Experience***

* At least 5 years of general experience

***Specific Professional Experience***

* At least 5 years of relevant work experience in preparation of feasibility studies and cost-benefit analysis related to environment projects.
  1. **Non-key Experts:**

The contractor may select and hire other experts required for the successful delivery of the project activities. All experts shall be independent and free from conflict of interest in the responsibilities they take on.

In their proposal, the proposers shall provide a detailed list of specific expertise areas that are required to achieve the objectives of the project. The contractor shall also specify the number of days to invest for each activity of the project, and break down in terms of senior / young, international / local expertise and special expertise.

In addition to key personnel, the team may include the following potential non-key experts for successful delivery of the tasks outlined in this TOR

|  |  |  |
| --- | --- | --- |
| **No.** | **Team of Non-key Experts** | **Qualification requirements** |
| 1 | Architect | * Bachelor’s degree in Architecture. * At least 5 years of relevant work experience in preparation of technical documentation – detail architectural designs for environmental projects. |
| 2 | Civil Engineer | * Minimum Bachelor’s degree in civil engineering. * At least 5 years of relevant work experience in preparation of technical documentation – detail structural designs for any kind of buildings. |
| 3 | Mechanical Engineer | * Bachelor’s degree in mechanical engineering. * At least 5 years of relevant work experience in preparation of technical documentation – detail mechanical designs for any kind of buildings. |
| 4 | Electrical Engineer | * Bachelor’s degree in electrical or electrical electronics engineering. * At least 5 years of relevant work experience in preparation of technical documentation – detail electrical designs for any kind of buildings. |