



**Ministry of Environment, Climate Change and Technology**  
Republic of Maldives

**TERMS OF REFERENCE**  
(IUL)438-ENV/438/2021/269

**SOCIAL AND ENVIRONMENTAL SAFEGUARDS SPECIALIST**

**“Eliminating Persistent Organic Pollutants Through Sound Management of Chemicals  
Project”**

**Issued on:** 25 October 2021

**Issued By:** Eliminating Persistent Organic Pollutants Through Sound Management of Chemicals Project –  
Project Management Unit

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**SCHEDULE OF CRITICAL DATES**

Activity	Action Date
Advertised date	25 October 2021
Bid clarification deadline	02 October 2021 before 1200hrs
Proposal submission deadline	07 November 2021 before 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.

**Technical Proposal – Standard Forms**

1. Proposal submission form. **Signed by the proposed 2 key experts** – (Tech Form 1)
2. Approach, Methodology and Work Plan – (Tech Form 2)
3. Work Schedule. *A summary of the work plan must be presented in the format ) showing in the form of a bar chart the timing proposed for each activity* – (Tech Form 3)
4. Curriculum Vitae (CV) of the proposed 2 key experts. **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 **Letters of Commitment**. **Signed by the proposed 2 key experts** – (Tech Form 5)
6. Copy of business (company/partnerships/institutions/local JV) registration certificate.
7. Completed Joint Venture Partner Information Form. If more than one party wishes to show interest as a JV, Joint Venture or Association Agreement between the parties needs to be provided – (Tech Form 6)
8. Copy of GST Registration certificate issued by Maldives Inland Revenue Authority

**Financial Proposal – Standard Forms**

1. Completed proposal submission form – (Fin Form 1)
2. Completed financial breakdown form – (Fin Form 2).
3. Financial Situation – (Fin Form 3)
4. Average Annual Turnover – (Fin Form 4)
5. Financial Resources – (Fin Form 5)
6. Line of credit letter. *If Fin Form 3, 4 & 5 are not applicable, you are only required to submit the line of credit letter* – (Fin Form 6)
7. Financial Statement

**Note 01: All bidders should clearly identify 2 Key experts (herein referred to as the ‘Consultants’) carrying out the task. For bids submitted by Company/Institution/Organization, 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. 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 procuring the services of a Consultants (company/partnerships/institutions/local JV/sole proprietorship) to develop guidelines and standards for handling of hazardous chemicals along their life cycle (import, storage, use, and disposal), with focus on Best Available Techniques/Best Environmental Practices (BAT/BEP) for Poly Chlorinated Bi-Phenyls (PCBs) and unintentional Persistent Organic Pollutants (u-POPs) developed.

## **2. 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 metres (m).

The country’s population of approximately 400,000 people dispersed across 187 inhabited islands. An additional more than 166 islands have tourist resorts. Waste generation is estimated to be 324,000 tonnes annually consisting of approximately 3-9% of plastics depending on location and size of the island. The fact that (chemical) waste is being generated on 278 islands 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 Indian Ocean, make it very likely that these toxic chemicals and waste may 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 wastes, 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, Climate Change and Technology (MECCT) has already taken steps to manage its growing chemicals and waste management problems. Maldives has ratified the Stockholm Convention (SC) on 17 October, 2006. In accordance to Article 7 of the Convention, the Ministry 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:

- a) First Priority: The implementation of measures to strengthen the institutional and regulatory framework; which includes (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;
- b) 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.
- c) 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- totaling 153.4 g-TEQ/year;
- d) Raising awareness through the development of education curricula and targeted awareness campaigns;
- e) Establishing a standard Chemical Management System, including chemical labelling in multiple languages.

In order to respond to the above-mentioned national priorities, 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 centers of expertise; and c) the enhanced capacity of all involved, for the environmentally sound management of chemicals.

The project will also 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.

Given that the project involves transport, storage and disposal operations of hazardous wastes and upgrading the waste storage facilities to collect and store potentially PCB contaminated equipment.

This may pose the risk of hazardous substances released to the environment, with risks to the laborers, community, and the environmental health. In addition, extra measures need to be in place to ensure the structural soundness of the proposed facilities. This project is rated overall as a High-Risk project. Thus, an Environmental and Social Impact Assessment (ESIA) needs to be carried prior to implementing project activities that may pose environmental and social impacts. As part of the approved project, social and environmental screening (SES) was carried out during the project preparatory phase.

This consultancy is to conduct activities specific Social and Environmental Impact Assessments (ESIAs) for the proposed hazardous waste management facility in Kaafu Thilafushi, Addu City and potentially

PCB contaminated transformers relocation project. Against this background, the project seeks to engage an Environmental and Social Safeguards Specialist to review and update the existing SES (from PPG stage including the collection of all relevant data, information and materials, review the current SES and develop project Grievance Redress Mechanism/feedback mechanism; and provide technical oversight of the ESIA's. This shall provide clear, comprehensive and practical guidance to MECCT in integrating an environmental/social due diligence process into the project implementation process.

### **3. OBJECTIVE OF THE CONSULTANCY**

The Consultants will be obliged to coordinate and manage the implementation of the project safeguards in compliance to Ministry of Environment, Climate Change and Technology, GEF and UNDP procedures, develop and monitor the implementation of the project Grievance Redress Mechanism and complaints register, capacity development and training of the project management unit (PMU) and stakeholder safeguards as well as the safeguards monitoring and reporting systems.

In order to achieve this objective, the Safeguards Specialist is required to provide specialized safeguards technical inputs to relevant project activities in order to ensure that all involved in any form in the project (Governments at all levels, contractors, etc.) have a full understanding of the ESMPs and that there is timely implementation of ESMP measures by the PMU. Moreover, the Consultants will need to ensure full compliance to the updated ESMP; and where there is non-compliance, to work with the PMU and others to address the issues in a timely manner.

The Safeguards Specialist will work with the PMU, MECCT, EPA, Island Councils, and UNDP Country Office, under an overall technical guidance from the UNDP-GEF Unit, including UNDP-GEF Regional Technical Advisor (RTA) for the Chemicals and Wastes at the UNDP's Bangkok Regional Hub.

### **4. TASKS AND RESPONSIBILITIES**

Under the overall supervision and guidance of the Project Manager, the Safeguards Specialist will be responsible for (i) Develop Environmental and Social Management Framework (ESMF) for the project ; (ii) preparing project specific activities' ESIA's; (iii) undertaking audits to ensure compliance; and (iv) providing inputs and/or preparing reports as required for the implementation of the project.

The key tasks of the Safeguards Specialist are outlined below;

1. Update Project SESP in line with UNDP and GEF Guidelines (including but not limited to the inclusion of a grievance redress mechanism)
2. Develop the project Environmental and Social Management Framework
3. Update stakeholder's engagement plan of the project
4. Capacity and training for the Project Environmental and Social Management Framework (ESMF), SESP and Grievance Redress Mechanisms
5. Prepare ESIA for the proposed interim storage facility in Addu city
6. Prepare ESIA for the proposed hazardous waste and chemicals management facility in the Greater Male' region
7. Carry out Risk Assessment & Management Plan prior to transfer of potentially PCB contaminated equipment in Fuvahmulah to Addu City
8. Develop field visit reports, including baseline data and other information

9. Quarterly monitoring reports as per the ESIA schedule

**Specific responsibilities will include:**

- Review the current SES and make amendments as necessary (including but not limited to the inclusion of a grievance redress mechanism) based on the GEF and UNDP SES;
- Carry out ESIA for the proposed hazardous wastes and chemicals management facilities in the Greater Male' Region and interim storage facility for hazardous wastes in Addu City.
- Ensure environmental and social risks are identified, avoided, mitigated and managed throughout project implementation;
- Other preparatory activities for finalizing the project environment and social safeguard requirements
- Monitor progress in development/implementation of the project ESMP ensuring that UNDP's SES policy is fully complied with and the reporting requirements are fulfilled;
- Conduct stakeholder consultations (including Women's Development Committees (WDC) and other affected groups)
- Conduct training of project staff and community institutions in environmental management

**5. QUALIFICATIONS AND EXPERIENCE OF KEY EXPERTS**

- The scope of work for this assignment requires a team of minimum 2 skilled professionals with specific qualifications and previous experience in similar projects.
- The core team shall consist of these 2 key-experts and if required be supported by a subsidiary team.

**5.1 KEY EXPERT 1: ENVIRONMENTAL EXPERT**

**5.1.1 Qualification and skills**

- Must have a minimum Bachelor's degree in environmental management/sciences or a related field
- Master's degree or above, in the field of environmental management and sciences or a related field is preferred

**5.1.2 General Professional Experience**

- Minimum 4 years' experience in environmental management and sciences or a related field

**5.1.3 Specific Professional Experience**

- Demonstrated experience in minimum 3 similar assignments relating to preparing Environmental Impact Assessments, Environmental safeguards due diligence reports and/or monitoring their implementation and enforcement.
- Proven ability to work with a wide range of partners, including government offices and independent institutions.
- Relevant work experience in donor funded projects is desirable

## **5.2 KEY EXPERT 2: SOCIAL EXPERT**

### **5.2.1 Qualification and skills**

- Must have a minimum Bachelor's degree in social sciences or in a related field
- Master's degree or above, in social sciences or a related field is preferred

### **5.2.2 General Professional Experience**

- Minimum 3 years experience in social sciences or in a related field

### **5.2.3 Specific Professional Experience**

- Demonstrated experience in minimum 3 similar assignments related to the assignment
- Proven ability to work with a wide range of partners, including government offices and independent institutions.
- Relevant work experience in donor funded projects is desirable

## 6. DELIVERABLES AND PAYMENT SCHEDULE

	<b>DELIVERABLE</b>	<b>INDICATIVE DURATION</b>	<b>END PRODUCT</b>	<b>PAYMENT SCHEDULE</b>
1	Updated SESP in line with UNDP and GEF Guidelines	4 Weeks upon signing of the contract	<ul style="list-style-type: none"> <li>▪ Submission and acceptance of reviewed and updated Project Environmental and Social Management Framework (ESMF) and Social is Environmental Screening Procedure (SESP)</li> <li>▪ Submission and acceptance of Project Grievance Redress Mechanism</li> </ul>	20% upon completion and approval of deliverable 2,3 & 4
2	Environmental and Social Management Framework			
3	Project Grievance Redress Mechanism			
4	Updated stakeholder's engagement plan of the project	2 weeks upon completion of deliverable 1,2 & 3	<ul style="list-style-type: none"> <li>▪ Submission and acceptance of reviewed and updated Project Stakeholder Engagement Plan</li> </ul>	10% upon completion and approval of deliverable 4
5	Capacity and training for Environmental and Social Management Framework (ESMF), SESP and Grievance Redress Mechanisms of the project	3 weeks upon completion of deliverable 4	<ul style="list-style-type: none"> <li>▪ Submission and acceptance of of training report of all stakeholders training and awareness on the project ESMF, ESMP and Greivance Redress Mechanism</li> </ul>	20% upon completion and approval of deliverable 5
6	Final ESIA for the proposed Interim Hazardous Waste Storage Facility in Addu City	5 weeks upon completion of deliverable 3	<ul style="list-style-type: none"> <li>▪ Submission and acceptance of reviewed Site specific EIA/ESMP for the proposed Interim Hazardouse Waste Storage Facility in Addu City</li> <li>▪ Submission and acceptance of field visit reports, including baseline data and other information</li> </ul>	10% upon completion and approval of deliverable 6
7	Final ESIA for the proposed hazardous waste and chemicals management facility in the Greater Male' Region	18 weeks upon signing of the contract	<ul style="list-style-type: none"> <li>▪ Submission and acceptance of reviewed Site specific EIA/ESMP for the proposed hazardous waste and chemicals management facility in the Greater Male' Region</li> <li>▪ Submission and acceptance of field visit reports, including baseline data and other information</li> </ul>	15% upon completion and approval of deliverable 7

8	risk assessment & management plan related to transfer of potentially PCB contaminated equipment from Fuvahmulah to Addu City	16 weeks upon signing the contract	<ul style="list-style-type: none"> <li>▪ Submission and acceptance of Risk Management Plan for transfer of potentially PCB contaminated equipment from Fuvahmulah to Hazardous Waste Storage Facility in Addu City Hithadhoo</li> <li>▪ Submission and acceptance of field visit reports, including baseline data and other information</li> </ul>	15% upon completion and approval of deliverable 8
9	Final Monitoring reports as per the ESIA schedule	Monitoring reports as per the schedule outlined in the ESIA reports	<ul style="list-style-type: none"> <li>▪ Submission and acceptance of monitoring reports as per the schedule prescribed in the ESIA reports</li> </ul>	10% upon completion and approval of deliverable 9

## 7. REPORTING OBLIGATIONS

- The Safeguards Specialist will report directly to the Project Manager and work closely with other members of the PMU.
- The Safeguards Specialist will work closely with UNDP for all the technical requirements of the UNDP SES policy.
- The Safeguards Specialist will respond timely to technical requirements of key stakeholders, such as MECCT, EPA, and UNDP. These inputs can be where applicable, by email, telephone and as necessary, in person;
- The Safeguards Specialist will coordinate with relevant government and non-government counterparts during the consultations and formulation process of deliverables as to ensure that risks are identified, avoided, mitigated and managed throughout the project implementation.

### Report to the Project Management Unit:

Eliminating Persistent Organic Pollutants Through the Sound Management of Chemicals Project  
Management Unit  
Environmental Management and Conservation Department  
Ministry of Environment, Climate Change and Technology  
Green Building, Handhuvaree Hingun  
Maafannu, Male', 20392  
Republic of Maldives

## 8. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is **12 months** from the date of signing of the contract. The proposed duration would not account the period of delay brought by the client of setting up of meetings, review and approval of documents, facilitating of any relevant documents.

## 9. DUTY STATION:

The Consultants will be home-based and shall attend to progress meetings with PMU once every 2 weeks and on need basis. PMU will assist to convene stakeholders and Government officials meetings where required.

## 10. QUERIES

For any queries, please email to [procurement@environment.gov.mv](mailto:procurement@environment.gov.mv) copied to [asnan.ahmed@environment.gov.mv](mailto:asnan.ahmed@environment.gov.mv) before 1200hrs on 02 October 2021.

## 11. EVALUATION CRITERIA

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

DETAILS	MAXIMUM POINTS
<b>Key expert 1: Environmental Expert</b>	<b>[50]</b>
<b>a) Qualification and skills</b> <ul style="list-style-type: none"> <li>[10] points for minimum Bachelor's degree in environmental management and/or sciences or a related field; [2.5] additional points each for any qualification above Bachelor's, up to PhD</li> </ul>	[15]
<b>b) General Professional Experience</b> <ul style="list-style-type: none"> <li>[10] points for minimum 4 years (from 2010 to date) of general professional experience in environmental management and/or sciences or a related field, [01] points for each additional year up to 5 years.</li> </ul>	[15]
<b>c) Specific Professional Experience</b> <ul style="list-style-type: none"> <li>[05] points for demonstrated experience in minimum 3 similar assignment relating to preparing Environmental Impact Assessments, Environmental safeguards due diligence reports and/or monitoring their implementation and enforcement. [2.5] points for each additional assignment up to 2 assignments</li> <li>[5] points for proven ability to work with a wide range of partners, including government offices and independent institutions demonstrated as work experience (not a minimum requirement)</li> <li>[5] points for relevant previous work experience in donor funded projects (not a minimum requirement)</li> </ul>	[20]
<b>Key expert 2: Social Expert</b>	<b>[50]</b>
<b>a) Qualification and skills</b> <ul style="list-style-type: none"> <li>[10] points for minimum Bachelor's degree in social sciences or in a related field; [2.5] additional points each for any qualification above Bachelor's, up to PhD</li> </ul>	[15]
<b>b) General Professional Experience</b> <ul style="list-style-type: none"> <li>[10] points for minimum 3 years (from 2010 to date) of general professional in social sciences or in a related field; [01] points for each additional year up to 5 years.</li> </ul>	[15]
<b>d) Specific Professional Experience</b> <ul style="list-style-type: none"> <li>[05] points for demonstrated experience in minimum 3 similar assignment relating to preparing Environmental Impact Assessments, Environmental safeguards due diligence reports and/or monitoring their implementation and enforcement. [2.5] points for each additional assignment up to 2 assignments</li> <li>[5] points for proven ability to work with a wide range of partners, including government offices and independent institutions demonstrated as work experience (not a minimum requirement)</li> <li>[5] points for relevant previous work experience in donor funded projects (not a minimum requirement)</li> </ul>	[20]

**Total technical score (s): 100**

- The minimum technical score (s) required to pass is: 50 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]**

### Historical financial performance

Criteria	Compliance Requirements	Submission Requirements
Historical Financial Performance		
Submission of balance sheets and income statements or, for the last <b>6 months ending on 30<sup>th</sup> September, 2021</b> to demonstrate the current soundness of the Bidders financial position and its prospective long-term profitability. As a minimum, an Applicant's net worth calculated as the difference between total assets and total liabilities should be positive.	must meet requirement	Form FIN - 3 with attachments
Average Annual Turnover		
Minimum average annual turnover of <b>MVR 100,000 only</b> calculated as total certified payments received for contracts in progress or completed, within the last <b>3 (Three) years ending 31<sup>st</sup> December, 2020.</b>	must meet requirement	Form FIN – 4

**12. SUBMISSION**

<b>Bid submission</b>	<b>On or before 07 November 2021 – 10:00 hours local time</b>
Bid opening	07 November 2021 – 10:00 hours local time.  Proposals will be opened in the presence of the bidder’s representatives who choose to be present at the address below at the time of bid opening.
Submission instruction	Proposals must be delivered in sealed envelopes titled  <b>“Do not Open Before 07 November 2021 – 10:00 hours – Social and Environmental Safeguards Specialist” and the submitting party’s name and address</b>  Electronic submission is not permitted. 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: <a href="mailto:procurement@environment.gov.mv">procurement@environment.gov.mv</a> Website: <a href="http://www.environment.gov.mv">www.environment.gov.mv</a> Project name: <a href="#">Eliminating Persistent Organic Pollutants Through the Sound Management of Chemicals</a>

**ANNEX A**

**TECH FORM 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 “**Social and Environmental Safeguard Specialist**” Ref: (IUL)438-ENV/438/2021/269 in accordance with your Request for Proposal dated [x]. We hereby submit my 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. my Proposal is binding upon ourselves 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.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant (company/partnerships/institutions/JV/sole proprietorship):

Address:

## **TECH FORM 2 – Approach, Methodology and Work Plan**

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

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

### **a) Technical Approach and Methodology**

*[In this chapter the Consultant should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.]*

### **b) Work Plan**

*[In this chapter the Consultant should highlight the main activities and sub-activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.]*

**TECH FORM 3 – Work Schedule**

<b>Social and Environmental Safeguard Specialist Work Schedule</b>																
<b>Deliverables</b>	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	.....

## TECH FORM 4 – Curriculum Vitae

1. **Name of Expert:**
2. **Type of Expertise:** Environmental/Social
3. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]:
4. **Membership of professional associations**
5. **Other Training**
6. **Countries of work experience** [*List countries where the Consultant has worked in the last ten years*]:
7. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:
8. **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:

**9. 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:

**10. 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**

[ Location, Date]

To: [Name and address of Client]

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

Dear Sir/Madam,

I am writing to confirm my availability to provide services as one of the 2 key experts for **Social and Environmental Safeguard Specialist - (IUL)438-ENV/438/2021/269**, 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:

**TECH FORM 6 – Joint Venture Partner Information Form**

*[The Bidder shall fill in this Form in accordance with the instructions indicated below].*

Date: *[insert date (as day, month and year) of Bid Submission]*

Procurement Reference No.: *[insert reference]*

Page \_\_\_ of \_\_\_ pages

1. Bidder's Legal Name:	<i>{insert Bidder's legal name}</i>
2. JV's Party legal name:	<i>{insert JV's Party legal name}</i>
3. JV's Party Country of Registration:	<i>{insert JV's Party country of registration}</i>
4. JV's Party Year of Registration:	<i>{insert JV's Party year of registration}</i>
5. JV's Party Legal Address in Country of Registration:	<i>{insert JV's Party legal address in country of registration}</i>
<b>6. JV's Party Authorized Representative Information</b>	
Name:	<i>{insert name of JV's Party authorized representative}</i>
Address:	<i>{insert address of JV's Party authorized representative}</i>
Telephone/Fax numbers:	<i>{insert telephone/fax numbers of JV's Party authorized representative}</i>
Email Address:	<i>{insert email address of JV's Party authorized representative}</i>
<p>7. Attached are copies of original documents of: <i>{check the box(es) of the attached original documents}</i></p> <ul style="list-style-type: none"> <li>- Articles of Incorporation or Registration of firm named in 2, above.</li> <li>- In case of government owned entity from the Republic of Maldives, documents establishing legal and financial autonomy and compliance with commercial law.</li> </ul>	

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

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

We, the undersigned, offer to provide Training service for “**Social and Environmental Safeguard Specialist**” Ref: (IUL)438-ENV/438/2021/269 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.

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.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant (company/partnerships/institutions/JV/sole proprietorship)

Address:

**FIN FORM 2 – Financial Breakdown Form****Reference No: (generated by the bidder)**

No.	Description	Price/Unit in MVR	Quantity	Total in MVR
	<b>Total:</b>			
	<b>GST</b>			
	<b>Total with GST</b>			

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

Proposals must remain valid up to 90 days after the submission date.

The financial breakdown form shall specify the daily fees, field investigations and other expenses in separate line items.

**Travel and other administrative fees:**

All envisaged travel costs and administrative fees related to the review fees for the ESIA reports will be borne by the project and should not be included in the financial proposal.

Authorized Signature and stamp

**FIN FORM 3 – Financial Situation**

Each Bidder must fill in this form

**Financial Data for Previous 3 Years [MVR Equivalent]**

	Year 2020:	Year 2019:	Year 2018:
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**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			

Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last three years, as indicated above, complying with the following conditions.

- All such documents reflect the financial situation of the Bidder.
- Historic financial statements must be complete, including all notes to the financial statements.

- Historic financial statements must correspond to accounting periods

**FIN FORM 4 – Average Annual Turnover**

Each Bidder must fill in this form

Annual Turnover Data for the Last 3 Years		
Year	Amount Currency	MVR Equivalent
2020		
2019		
2018		
Average Annual Turnover		

The information supplied should be the Annual Turnover of the Bidder in terms of the amounts billed to clients for each year for contracts in progress or completed at the end of the period reported.

**FIN FORM 5 – Financial Resources**

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as indicated in Section 3 (Evaluation and Qualification Criteria)

Financial Resources		
No.	Source of financing	Amount (MVR equivalent)
1		
2		
3		

**FIN FORM 6 – Line of Credit Letter**

*[letterhead of the Bank/Financing Institution/Supplier]*

*[date]*

**To:***[Name and address of the Contractor]*

Dear,

You have requested {name of the bank/financing institution/supplier issuing the letter) to establish a line of credit for the purpose of executing {insert Name and identification of Project}.

We hereby undertake to establish a line of credit for the aforementioned purpose, in the amount of {insert amount}, effective upon receipt of evidence that you have been selected as successful bidder. This line of credit will be valid through the duration of the contract awarded to you.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Agency: \_\_\_\_\_