



Ministry of Environment, Climate Change and Technology
Republic of Maldives

TERMS OF REFERENCE
(IUL)438-ENV/438/2022/84

**Consultancy Service to Develop Management plan for six Protected Areas at
Laamu Atoll (Individual)**

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

Issued on: 16th March 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	16 th March 2022
Bid queries submission timeline	16 th March 2022 to 22 th March at 1200hrs
Bid clarification deadline	23 rd March 2022 at 1200hrs
Proposal submission deadline	29 th March 2022 at 1000hrs

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 Consultant)** – (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
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 2018, 2019 & 2020 (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
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: 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 Maldives has pledged to bring 1 island, 1 reef and 1 mangrove under a protected area regime and has committed to establish better management regimes for these areas which is also reflected in the present Strategic Action Plan 2019-2023 and National Resiliency and Recovery Plan. In an effort to conserve key biodiversity habitats of Laamu Atoll for supporting development for better management and decision making, Ministry of Environment, Climate Change and Technology has initiated a process of designating six sites of Laamu Atoll as protected areas under the Environmental Protection and Preservation Act 4/93.

This project is funded and supported by the 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 the selected project site in Maldives.

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.

2. MAIN OBJECTIVES:

The main objective of the assignment is to develop the management for six protected areas in Laamu Atoll in line with current legal framework and instruments; with all relevant annexes including maps, concepts, zonation, financial plan and governance plan, guidelines, standards, permit forms or any forms related to management standards in alignment with the requirements of the Regulation on Protected Areas. The assignment must be conducted in collaboration with Environment Department of Ministry of Environment, Climate Change and Technology

(MECCT) and Environmental Protection Agency (EPA) and relevant island council and Laamu Atoll Council. Working closely with stakeholders, the Consultant will also identify management needs; consult with relevant agencies and formulate management mechanism for the following protected areas in Laamu Atoll. The consultant must ensure the management plans developed conform existing national laws, regulations, current government policies and priorities. Further, the consultant must ensure the process of formulation of management plans are in accordance with UN Environment Policy and Strategy for gender equality and the environment (2015) and Stakeholder Engagement Handbook (UNEP).

The six protected areas in Laamu are;

1. L. Gan Boda Fengandu
2. L. Gaadhoo (key habitats of turtle nesting beach, seagrass, mangrove, vegetation)
3. L. Hithadhoo Kulhi
4. L. Maabaidhoo Koaru & Fushi Kanduu (Marine)
5. Hithadhoo Gaadhoo Kanduu (Marine)
6. L. Fushi Island with Vadinolhu Kanduu Olhi (Sandbank with marine area)

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 – formulate and identify site specific management model for each protected area. 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, cooperatives, civil society and general public to ensure the process of formulation of management plan is inclusive and transparent.
- Ensure equal participation of men and women, vulnerable and minority groups within the community in process of stakeholder consultation.

▪ **Developing Management Plan for 6 protected areas at Laamu**

- Study, review relevant documents and develop Management planning framework.
- Review existing legal framework and instruments that are relevant to the assignment to ensure the management plans formulated in this process conform national laws, regulations, current government policies and priorities.
- Develop Resource use Map for each protected area based on current resource use.
- Develop concept for each individual protected area and source drawings and 3-D renderings and approve concept design with Environment Department of Ministry of Environment, Climate Change and Technology (MECCT) and Environmental Protection Agency (EPA).
- Develop Zonation map for the management of individual protected area and approve the zonation with Environment Department of Ministry of Environment, Climate Change and Technology (MECCT) and Environmental Protection Agency (EPA).
- Develop the management plan (MP) in line with the agreed outline.
- Develop annexes including geographically referenced Maps of protected area, Resource Use Map, Zonation Plan, Protected Area concept designs and drawings, Financial and Governance plan, 10 Year Action Plan, guidelines, standards, permit forms or any forms related to management standards in alignment with agreed outline.
- Prioritized list of needs – infrastructure & facilities, tools & equipment, staffing needed to effectively operate the PAs and support implementation of the MP.
- Training needs assessment- for the protected area managers, rangers, staff, councils and other relevant human resource development required for the implementation phase of the management plans.
- Proposed prioritized list of projects/activities – protection, conservation, restoration, monitoring, livelihood support, education & awareness raising, etc. - to be implemented in the PAs in the future.
- Monitoring and Evaluating (M&E) Plan for implementation of the approved Management Plan.

▪ **TOR Development:**

- Develop terms of reference for the following consultancies:
 - Drawing and 3-D rendering of concept for protected area
 - Feasibility Study, Market assessment and Willingness to pay study
 - Environment and Social Impact Assessment

- **Validation:**

- Conduct validation workshop to present the final management plans to relevant stakeholders and decision makers for their endorsement.

4. BREAKDOWN OF RESPONSIBILITIES:

- **Communication and Co-ordination:**

- Communicate and coordinate with Environment Department of Ministry of Environment, Climate Change and Technology (MECCT) and Environmental Protection Agency (EPA) and relevant island council and Laamu Atoll Council, resource users and all relevant stakeholders to ensure the process of formulation of management mechanism inclusive and transparent.

- Communicate and coordinate with the Environment Department of Ministry of Environment, Climate Change and Technology (MECCT) and Environmental Protection Agency (EPA) and relevant island council and Laamu Atoll Council to ensure proposed management mechanisms are within current legal framework, protects the rights of resource users and improves their livelihood.

- Advise Environment Department of Ministry of Environment, Climate Change and Technology (MECCT) and Environmental Protection Agency (EPA) regarding the best management mechanism that will protect and preserve the environmental value and ecological functions of the protected area.

- Advise Environment Department of Ministry of Environment, Climate Change and Technology (MECCT) and Environmental Protection Agency (EPA) and provide expert guidance regarding best governance mechanism, within existing legal framework and most feasible sustainable financing mechanism for individual protected area in Laamu Atoll.

- Coordinate the management plan formulation process, addressing all comments by stakeholders, Environment Department of Ministry of Environment, Climate Change and Technology (MECCT) and Environmental Protection Agency (EPA) and submit the final version to Environment Department of Ministry of Environment, Climate Change and Technology (MECCT).

- **Developing and Reviewing Documents:**

- Review the existing technical reports, resource use, zonation, existing land use and management to familiarize with existing protected areas and current status.

- Identify principal legal documents authorizing the establishment and governing use and management of the protected area.
- Identify stakeholders and resource users to be included in the process and conduct initial stakeholder consultation to identify management, governance and financial needs for each protected area. The total number of stakeholder consultations will be decided and finalized at inception phase of this assignment.
- Complete the management plans according to the schedule and get feedback from Ministry of Environment, Climate Change and Technology (MECCT) and Environmental Protection Agency (EPA), review accordingly.
- Consult with local communities, government agencies and key stakeholders to formulate the draft management plans.
- Conduct stakeholder consultations to discuss the draft management plan, governance mechanism and financial plan for each protected area.
- Submit the completed Final management plan and its Annexes.
- The Annexes of the management plan (but is not limited to): geographically referenced Maps of protected area, Resource Use Map, Zonation Plan, Protected Area concept designs and drawings, Financial and Governance plan, 10 Year Action Plan, guidelines, standards, training need assessment, permit forms or any forms related to management standards in alignment with agreed outline.
- In addition to aforementioned annexes in management plans, the consultant must submit, stakeholder consultation minutes, stakeholder consultation reports, Legislative framework, translation of supporting documents, Validation Workshop Report, Monitoring and Evaluating (M&E) Plan for implementation of the approved Management Plan.

5. 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. **Resource use and Zonation Map for Management of Protected Area:** Geographically reference maps for resource use and zonation for management of six

- sites and submitted in original (including but not limited to shape files), pdf and photo format in Dhivehi and English.
- iii. **Protected Area Management Concept and Design:** scaled concept design drawings with 3D renderings, submitted in original, Pdf, jpg format with detailed labeling (Dhivehi and English versions).
 - iv. **Terms of Reference for identified Consultancies;** TORs for consultancies for Drawings and 3-D rendering of Concepts for protected area, Feasibility Study, Market assessment and Willingness to pay study, Environment and Social Impact Assessment.
 - v. **Management Plans for Six protected areas with Annexes:** Final Management Plan in align with national laws, regulations, current government policies and priorities, endorsed in Validation workshop with annexes as per the scope of this TOR in word and PDF format in Dhivehi and English.
 - vi. **Training Needs Assessment:** Training needs assessment for the management of protected area must be submitted with the management plan.
 - vii. **Stakeholder Engagement & Consultation Reports:** describing all the relevant stakeholders in each individual protected area, the minutes of each stakeholder meeting, and report for overall stakeholder engagement in the process of formulation of management plans as word and PDF format in Dhivehi and English.
 - viii. **Monitoring and Evaluation Plan:** monitoring and evaluation requirements in the implementation stages of the management plan submitted in Dhivehi and English.
 - ix. **Validation Report:** describing the detailed outcomes of the validation process, recommendations, including the endorsement from stakeholders specific to individual protected area, in word and PDF format in Dhivehi and English.

6. TIMELINE:

ID	Deliverable	Deadline
1	Inception Report Submission	Week 1
2	Initial Stakeholder Consultation Findings	Week 2
3	Protected Area Resource Use and Zonation Map for Management of PA	Week 3
4	Protected Area Management Concept and design	Week 4
5	TOR to develop drawings and 3D renderings for the Protected Area Management Concept and Design, Feasibility Study, Market assessment and Willingness to pay study, Environment and Social Impact Assessment.	Week 4

6	1 st Draft of Management Plans & Annexes	Week 15
7	Compiled data of Stakeholder Engagements & Consultations	Week 18
8	Review and 2nd Draft of Management Plans & Annexes	Week 20
9	Training Needs Assessment	Week 20
10	Validation Report	Week 25
11	Protected Area Management Concept and Design with Drawings and 3D renderings	Week 30
12	Final Management plans & Annexes	Week 35
13	Stakeholder Engagement & Consultation Reports	Week 35
14	Monitoring and Evaluation Plan for implementation of the approved Management Plan.	Week 35

7. REPORTING AND MEETING REQUIREMENTS:

Successful candidate will be required to report to Ministry of Environment, Climate Change and Technology, Male' as the following schedule:

ID	Reporting	Time
1	Sign Contract and TOR assignment	Day 1
2	Inception Report Presentation	Week 1
3	Initial Stakeholder Consultation Findings Presentation	Week 2
4	Protected Area Resource Use and Zonation Map for Management of PA Presentation	Week 3
5	Protected Area Management Concept and Design Presentation	Week 4
6	Submit Finalized TORs for drawings and 3D renderings for the Protected Area Management Concept and Design, Feasibility Study, Market assessment and Willingness to pay study, Environment and Social Impact Assessment.	Week 4
7	1 st Draft of Management Plans & Annexes Presentation	Week 15
8	Review and 2nd Draft of Management Plans & Annexes Presentation	Week 20
9	Presentation on Final Management plans & Annexes Monitoring and Evaluation Plan	Week 35

8. CONFIDENTIALITY:

- The documents produced during the period of this consultancy will be treated as strictly confidential, and the rights of distribution and/or publication will reside solely with the Ministry of Environment, Climate Change and Technology.
- 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.
- Use or re-publication of data or survey findings by the contractor will not, in anyway, be permitted.
- The contract signed with the Consultant will include other general terms defined by the Ministry of Environment, Climate Change and Technology.

9. REMUNERATION & TENTATIVE PAYMENT SCHEDULE:

Total remuneration for the assignment will be **MVR 313,000.00** only.

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”.

#	Requirement	Allocation
1	Inception Report & Initial Stakeholder Consultation Report	5%
2	Protected Area Resource Use and Zonation Map for Management of PA and PA Management Concept and Design	10%
3	Submit TORs for Identified Consultancies	10%
4	1 st Draft Management Plans & Annexes	15%
5	Stakeholder Engagement & Consultation Reports	10%
6	Training need assessment and Review and 2 nd Draft Management Plans & Annexes	20%
7	Monitoring and Evaluation Plan for implementation of the approved Management Plan	10%
8	Validation Report & Final Management plans & Annexes	20%
Total		100%

*All payments will be made upon acceptance of the output and production of an invoice.

10. DURATION OF THE CONSULTANCY:

The duration of the Consultation is **10** calendar months upon signing the contract .

11. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS:

The Consultant will report to the Director General of Environment Department and work closely with ENDhERI Project Team on carrying out the assignment. **The consultant will need to travel to Laamu Atoll and expected to stay for a long period of time during the consultation period;** and shall meet the following qualification, experience and competency;

- **Minimum qualifications:**
 - Minimum Master's degree in, protected area management, environmental conservation, environmental management, or in a relevant field.
 - Minimum five (5) years' experience in environment conservation and protected area management related field
- **Other evaluated documents and work experience:**
 - Experience in working on awareness related local communities, and community development will be an added advantage
 - Relevant field Experience in Laamu Atoll or similar environmental projects will be an advantage.
 - Experience and knowledge on current legal framework on protected area management and governance, community engagement and stakeholder consultation.
 - Proven experience working on conservation, and natural resource management issues in community.
 - Excellent computer skills and knowledge over a range of design, zonation and mapping software.
 - Excellent communication skill and must possess initiative and the ability to work independently as well as team.
 - Efficiency at coordinating multiple resources to get things done; capable of working on multiple tasks at multiple levels and switching between them; able to foresee and plan around obstacles.
 - Excellent written and communication skill in Dhivehi and English.

12. SELECTION CRITERIA:

The evaluation will be conducted from the documents submitted. Only the candidates who meet the minimum qualification and work experience requirements listed in 11 (Minimum qualifications) will be

qualified for further evaluation. The highest scoring Consultant that will obtain a minimum of 70% out of 100 obtainable points will be selected after evaluation.

Consultant will be selected based on the following criteria:

Selection Criteria	Weightage (%)	Documents Evaluated
Achieved minimum education qualification	25	Copies of Accredited Academic Certificates
Achieved minimum work experience required	25	Letters of experience submitted
Experience in working on awareness related local communities (2 points for each project)	10	Letters of experience submitted
Relevant field Experience in Laamu Atoll or similar environmental projects (2 points for each project)	10	Letters of experience submitted
Experience in formulating a Management Plan in the field of environment and conservation	10	Letters of experience submitted
Experience and knowledge in design, zonation and mapping software	10	Copies of Academic Certificates or letters of experience submitted
Report writing skills in English and Dhivehi (5 points for Dhivehi and 5 points for English Report)	10	Submitted written reports with the letter of proof

a. Collaboration, Guidance And Supervision:

- The consultant will be guided by the Ministry of Environment, Climate Change and Technology.

b. Services Provided By The Project:

- Travel arrangement and DSA for field visits as per the workplan submitted and agreed upon.
- Support in arrangement of stakeholder engagement workshops, seminars and meetings according to workplan of assignment.

c. Application:

The applicant shall submit along with the following documents:

- Curriculum Vitae (clearly stating the starting and ending month and year for previous experiences)
- Copy of National ID Card
- Accredited copies of Academic Certificates (Documents accepted are copy of accredited certificates/ Letter of completion from the university together with a written document from Maldives Qualification Authority stating that the course completed is accredited to a certain level.)
- Employment Verification Letter from previous employer(s)

13. EVALUATION CRITERIA

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.

14. FINANCIAL SITUATION EVALUATION

- To be eligible the financial statements of the Applicant must show, minimum annual turnover of **MVR 62,600.00** or the year 2021.

(OR)

- To be eligible the financial statements of the Applicant must show, Minimum value of **MVR 62,600.00**, for liquid asset, for the year 2021.

(OR)

- For business mentioned in the section **B no 5**, to be eligible the business's bank statement must show a credit balance of minimum **MVR 62,600.00**.

(OR)

- 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). To be eligible the business's bank statement must show a credit balance of minimum **MVR 62,600.00**, (OR)

- If bidding party is unable to meet any of the above requirement they shall submit 'Line of Credit Letter' As per the template in FIN form 4. Credit limit shall be no less than **MVR 62,600.00**, **(Submission Form Fin -4: Line of Credit Letter)**

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.

Obtaining any necessary visa and documents are the responsibility of the proponent. MECCT will only provide a visa facilitation letter if necessary.

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.

15. SUBMISSION:

Bid submission	On or before 29th March 2022 at 1000hours local time
Bid opening	29th March 2022 at 1000 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 29th March 2022 at 1000 hours – Consultancy Service to Develop Management plan for six Protected Areas at Laamu Atoll” 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: <u>Enhancing National Development through Environmentally Resilient Islands (ENDhERI)</u>

ANNEX A

TECH FORM 1 – Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, would like to express my interest for the **‘Consultancy Service to Develop Management plan for six Protected Areas at Laamu Atoll’** in accordance with your Request for Proposal Ref: (IUL)438-ENV/438/2022/84 dated 15th March 2022, I am hereby submitting 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 fees. The 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.

I remain,

Yours sincerely,

Signature [In full and initials]:

Name and Title of Signatory:

Name of Individual:

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 3 – Work Schedule

Work Schedule for the Consultancy Service to Develop Management plan for six Protected Areas at Laamu Atoll												
Description	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	...Week 35
Activity												

TECH FORM 4 – Curriculum Vitae (CV)

1. **Name of Applicant:** *[Insert full name]:*
2. **Date of birth:**
3. **Education** *[Indicate college/university and other specialized education, giving names of institutions, degrees obtained, and dates of obtainment]:*
4. **Membership of professional associations**
5. **Other Training**
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 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:

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

Name of project/ assignment:

Experience classification: General / specific

Scope of project/ assignment:

Role/ Position undertaken:

Period of Consultation:

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 4 – Letter of Commitment

[Location, date]

To: [Name and address of Client]

Ref no: _____

Dear Sir/Madam,

I am writing to confirm my availability to provide services as the Consultant to Develop Management plan for six Protected Areas at Laamu Atoll for the “Enhancing National Development through Environmentally Resilient Islands (ENDhERI) Project”– (IUL)438-ENV/438/2022/84 dated 15th March 2022, 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:

Passport No:

Date:

Signatory:

FIN FORM 1 – Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer the express my interest for the ‘**Consultancy to Develop Management plan for six Protected Areas at Laamu Atoll for the “Enhancing National Development through Environmentally Resilient Islands (ENDhERI) Project”**’ (IUL)438-ENV/438/2022/84 dated 15th March 2022, in accordance with your Request for Proposal dated [xxx] and Technical Proposal. The attached Financial Proposal is for the sum of [Insert amount(s) in words and figures in MVR]. This amount is inclusive of the all local taxes.

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

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

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

Yours sincerely,

Signature:

Name and Title of Signatory:

Address:

FIN FORM 2 – Financial Breakdown Form

Date:

Reference No: (generated by the proponent)

No.	Description	MVR
1	Inception Report Submission	
2	Initial Stakeholder Consultation Findings	
3	Protected Area Resource Use and Zonation Map for Management of PA	
4	Protected Area Management Concept and design	
5	TOR to develop drawings and 3D renderings for the Protected Area Management Concept and Design, Feasibility Study, Market assessment and Willingness to pay study, Environment and Social Impact Assessment.	
6	1 st Draft of Management Plans & Annexes	
7	Compiled data of Stakeholder Engagements & Consultations	
8	Review and 2nd Draft of Management Plans & Annexes	
9	Training Needs Assessment	
10	Validation Reports	
11	Protected Area Management Concept and Design with Drawings and 3D renderings	
12	Final Management plans & Annexes	
13	Stakeholder Engagement & Consultation Reports	
14	Monitoring and Evaluation Plan for implementation of the approved Management Plan.	
	Total	
	GST	
	Total with GST	

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

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 – Financial Situation

Each Applicant must fill in this form

Financial Data for Previous 3 Years [MVR Equivalent]			
	Year 2020:	Year 2019:	Year 2018:

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} 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: _____

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 (... %) 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 Employer 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.