

Ministry of Environment and Energy

Male', Republic of Maldives.

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Date: 29th January 2017

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TERMS OF REFERENCE

CONSULTANCY TO DEVELOP A SUBJECT FOR BACHELORS OF ENVIRONMENT MANANGEMENT COURSE OFFERD BY MALDIVES NATIONAL UNIVERSITY.

A. BACKGROUND

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

The Government of the Republic of Maldives represented by the Ministry of Environment and Energy (MEE) plans to use part of the funds received for the services of an individual consultant to develop a subject on Integrated Water Resource Management (IWRM).

B. OBJECTIVE OF ASSIGHMENT

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









C. SCOPE OF WORKS

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

- 1. The subject must meet the requisites for Bachelor's Degree level as per the regulations by the Maldives Qualifications Authority.
- 2. Subject may include a combination of classroom instructions, practical training, incorporating methods of instruction appropriate to the material developed for the course and may incorporate a range of electronic media for instruction.
- 3. Develop an indicative list of books, resources, materials for the subject.
- 4. All documents under this consultancy will be developed in English.

MAJOR TASKS	DETAILS	END PRODUCT	DEADLINE
1. Presentation of findings during the Inception phase and Work plan	 Tasks during the inception phase Review the existing course document and current issues that need to be addressed to achieve the objective of the course. Carry out consultations with MEE, EPA, utilities and other relevant stakeholders to identify major components and requirements for the subject according to their needs. 	Presentation and Work plan	3 weeks from the signing of contract agreement
2.Subject Outline	 Prepare subject out line (content, assessment). Conduct a stakeholder meeting to share the subject outline 	Submission of developed subject outline Conduct stakeholder meeting	7 th week from the signing of contract agreement.
3. Final subject outline and teaching materials	Submit final subject outline and teaching materials (lecture notes / handouts etc).	Submission of developed teaching materials.	11 th week from the signing of contract agreement.

QUALIFICATIONS AND EXPERIENCE

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

Master's Degree in the field of education, teaching, curriculum development, water resource management, environmental management, environmental engineering or related field...









2. A minimum of 2 years of relevant experience in development or/delivery of training courses, subjects modules, outlines or similar work.

E. DELIVERABLES

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

- Submission of the presentation of inception phase and work plan
- Submission of the subject outline.
- Submission of final subject outline, teaching materials and books/ resources list.

F. EVALUATION CRITERIA

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

(i)	General qualifications	(full marks will be awarded for who have achieved the set maximum educational qualifications) [30]. Masters: 30 Degree: 20
(ii)	Experience relevant to the assignment (a) Experience of Consultant will be given marks on number of relevant assignments, similar assignments (development of modules, training material, note or delivery of training).	(full marks will be awarded for who have conducted 02 or more similar assignments) [20]
(iii)	Adequacy of the proposed methodology and Work Plan:	[20]
	a) Work plan	Marks will be awarded for the: proposal of the main activities of the assignment, their content, duration, and delivery dates of the deliverables. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.
(v)	Financial Price	The Financial Price will be evaluated as per follows; Sf = 100 x Fm / F, in which Sf is the financial score, Fm is the <u>lowest price</u> and F the price of the proposal under consideration. [30]









G. PAYMENT SCHEDULE

The payment will be released as follows

- a) 20% upon submission of the work plan
- b) 35% upon submission of subject outline.
- c) 45% upon submission of final subject outline and teaching materials.

H. REPORTING OBLIGATIONS

- The Consultant will work under direct supervision of the National Focal Point (GEF Project), Water and Sanitation Department /MEE regularly on all aspects of the work carried out, unless otherwise advised.
- The Consultant is required to report to Ministry of Environment and Energy, 1 day per week for 4 hours, during the assignment period.
- The Consultant shall ensure that all the required materials for the assignment are prepared on time in accordance with the requirements of MEE/ and or MNU.

SCHEDULE FOR THE ASSIGNMENT

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

J. SUBMISSION REQUIREMENTS

The PROPOSAL shall be submitted in a sealed envelope super scribed "Proposal to develop a subject on Integrated Water Resource Management for Bachelor of Environmental Management Course" with following details shall be submitted in hard copy on 9th February 2017, (Thursday) 1100 hours to:

> **Procurement Unit** Ministry of Environment and Energy Green Building, Handhuvaree Hingun, Maafannu, Male', 20392, Republic of Maldives Tel: +960-3018-341

Fax: +960-3018-301

Email: procurement@environment.gov.mv

- a) Individual Consultant should submit the following documents;
 - 1. CV of the Consultant (Inclusive of a copy of the National Identity Card).
 - 2. Proposal (work plan)
 - 3. Letters of previous work done.

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

Opening of the proposals will be made on 9th February 2017, (Thursday) 1100 hours in the presence of all the respective bidders.







www.facebook.com/environment.gov.mv



Pre bid registration should be done by 6th February 2017. Bidders who do not register shall not be valid bid submission. Registration form will be made available in the Ministry Website www.environment.gov.mv.

Interested parties may obtain further information from Ministry of Environment and Energy on written request in the form of email to procurement@environment.gov.mv before 05 days of the deadline for submission.





