



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

Republic of Maldives

**TERMS OF REFERENCE**

(IUL)438-ENV/438/2023/428

**NATIONAL GENDER SPECIALIST FOR IMPLEMENTING SUSTAINABLE LOW AND  
NON-CHEMICAL DEVELOPMENT IN SIDS PROJECT**

**Issued on: 19 September 2023**

**Issued By:** Implementing Sustainable Low And Non-Chemical Development In SIDs Project– Project  
Management Unit

## TABLE OF CONTENTS

SCHEDULE OF CRITICAL DATES.....	2
SUBMISSION REQUIREMENTS.....	2
<b>1. INTRODUCTION.....</b>	<b>3</b>
<b>2. PROJECT BACKGROUND.....</b>	<b>3</b>
<b>3. OBJECTIVES AND SCOPE OF WORK.....</b>	<b>4</b>
<b>4. EXPECTED OUTPUTS AND DELIVERABLES.....</b>	<b>6</b>
<b>5. DURATION AND PAYMENT SCHEDULE.....</b>	<b>0</b>
<b>6. REPORTING AND PAYMENT.....</b>	<b>0</b>
<b>7. FACILITIES TO BE PROVIDED BY PMU.....</b>	<b>0</b>
<b>8. QUALIFICATIONS AND EXPERIENCE.....</b>	<b>0</b>
<b>9. EVALUATION CRITERIA.....</b>	<b>1</b>
<b>10. ADDITIONAL INFORMATION.....</b>	<b>2</b>
<b>11. QUERIES.....</b>	<b>2</b>
<b>12. SUBMISSION.....</b>	<b>2</b>
ANNEX A.....	3
<b>TECH FORM 1 – Proposal Submission Form.....</b>	<b>3</b>
<b>TECH FORM 2 – Work Schedule.....</b>	<b>4</b>
<b>TECH FORM 3 – Curriculum Vitae (CV) of Consultant.....</b>	<b>5</b>
<b>TECH FORM 4 – Letter of Commitment.....</b>	<b>6</b>
<b>TECH FORM 5 – Joint Venture Partner Information Form.....</b>	<b>7</b>
<b>FIN FORM 1 – Financial Proposal Submission Form.....</b>	<b>8</b>
<b>FIN FORM 2 – Financial Breakdown Form.....</b>	<b>9</b>
<b>FIN FORM 3 – Details of Financial Situation.....</b>	<b>10</b>
<b>FIN FORM 4 – Line of Credit Letter.....</b>	<b>12</b>
<b>FIN FORM 5 – Financial Resources.....</b>	<b>13</b>

## SCHEDULE OF CRITICAL DATES

ACTIVITY	ACTION DATE
Advertised date	19 September 2023
Bid clarification deadline	06 - 25 September 2023 1200Hrs
Proposal submission deadline	05 October 2023

## 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 owner of the entity)** – (Tech Form 1)
2. A summary of the work schedule must be presented in the given format (Tech Form 2)
3. Curriculum Vitae (CV) of the Consultant (required experiences and other experiences relevant to this TOR must be specified clearly or highlighted) – (Tech Form 3)
4. Letter of Commitment **(signed by the proposed Consultant)** – (Tech Form 4)
5. Copy of academic certificates and work reference letters of Consultant
6. Copy of Business (sole proprietorship/company/partnerships/institutions/joint venture) registration certificate
7. Notification of Tax Registration
8. SME registration
9. Joint Venture Partner Information form if applicable – (Tech Form 5)
10. If more than one party wishes to show interest as a JV, Joint Venture or Association Agreement between the parties needs to be provided
11. Copy of GST Registration certificate issued by Maldives Inland Revenue Authority

### Financial Proposal – Standard Forms

12. Completed proposal submission form (Fin Form 1)
13. Completed financial breakdown form (Fin Form 2).
14. Financial Situation – (Fin Form 3)
15. Line of credit letter. *If applicable* – (Fin Form 4)  
Financial Statement of the business for the year 2020, 2021 and 2022. *If applicable. 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)*

**Note 01: All bidders should clearly identify a Key person (herein referred to as the ‘Consultant’) for carrying out the task. For bids submitted by joint venture/company/partnerships/institutions, the Key person signed in Tech Form 4 will be considered for the evaluation process.**

**Note 02: If a sole proprietorship is interested in submitting proposal for this assignment the proposed Key person should be the owner of the sole proprietorship.**

**Note 03: If bidder fails to submit any of the above listed document, their proposal will not be considered for further evaluation.**

## **1. INTRODUCTION**

The Government of Maldives has received funding from the Global Environment Facility (GEF) for the project “Implementing Sustainable Low and non-chemical Development in SIDS (ISLANDS)”. The Government intends to apply part of the proceeds towards procuring the services of a Consultant (local joint venture/company/partnerships/institutions/sole proprietor) to review and update the gender action plan and support capacity development to ensure gender aspects are integrated in project activities.

## **2. PROJECT BACKGROUND**

This project in Maldives is part of the “Indian Ocean Child Project” that will be implemented by UNDP in four Small Island Developing States (SIDS): Union of Comoros, Maldives, Mauritius and Seychelles. The objective of the Indian Ocean Regional Project is for each participating SIDS to prevent the future build-up of materials and chemicals entering SIDS that contain POPs and mercury and other harmful chemicals; to safely manage and dispose of existing harmful chemicals, products and materials currently present in those SIDS; and to ensure the safe management of products continuing to enter SIDS by closing materials and product loops. The ultimate objective of the project is to protect human health and the environment from the harmful effects of hazardous chemicals and wastes.

The Maldives component will support key actions included in the Strategic Action Plan (SAP) of the Government of Maldives (2019). In particular, the project will focus on strengthening institutional mechanisms and capacity to manage hazardous wastes. This will include conducting a comprehensive supply chain analysis of imported pesticides and a nation-wide hazardous waste inventory; Developing guidelines for the sound management and disposal of priority hazardous waste streams; Conducting a feasibility study for the establishment of a centralized interim hazardous waste storage and export facility; Ensuring the sound management of an additional 500 tonnes of hazardous wastes by establishing regional private sector capacity and developing partnerships between national and regional recyclers and transport companies; Establishing partnerships between hotel chains in the Maldives, Mauritius and Seychelles to support the adoption of a green label certification process; Developing feasible economic instruments to support the sound management of (hazardous) wastes; and, Creating awareness of 175,892 people (86,328 women and 89,564 men) on the sound management of chemicals and wastes and introduction of safer and environmentally friendlier alternatives and practices. Furthermore, the project will enhance national capacity to prevent, monitor, manage and export/treat hazardous wastes and priority waste streams.

The Indian Ocean Child Project is one of five (5) child projects that is part of a GEF funded UN Environment led global programme entitled “Implementing Sustainable Low And Non-Chemical Development in SIDS” (“the GEF ISLANDS Programme”), which will be implemented in 30 SIDS across 3 regions (Caribbean, Indian Ocean and Pacific). The GEF ISLANDS Programme also contains a global coordination, knowledge management and communication child project, which will share knowledge and experiences across all regions to address challenges posed by chemicals and wastes common to all SIDS and to stimulate inter-regional cooperation on these issues.

### **Project Objective**

The objective of the Indian Ocean Regional Project is for each participating SIDS to:

- Prevent the future build-up of materials and chemicals entering SIDS that contain POPs and mercury and other harmful chemicals;
- Safely manage and dispose of existing harmful chemicals, products and materials currently present in those SIDS;
- Ensure the safe management of products continuing to enter SIDS by closing materials and product loops.
- The ultimate objective of the project is to protect human health and the environment from the harmful effects of hazardous chemicals and wastes.

Gender analyses and other data collection efforts carried out in the past for the Maldives have identified that women are largely involved in waste separation, transportation and disposal activities at the household level. They also play a key role in agriculture. Furthermore, they also face particular health risks associated with the use of pesticides, unsound management of products-containing POPs and/or open burning of waste in general; and this risk can extend to their children and others in the community.

As women are an important stakeholder group, care will be taken to ensure they have the right capacity, tools and environment in which to carry out their work. As such, special effort will be made by the project to include women at community level in the decision-making and capacity-building processes, which could in some instances be a fairly new role for certain women, creating new collaborations in which some (men and women) may not be comfortable.

The Gender Action Plan developed during the project preparatory phase acts as an entry point for gender mainstreaming throughout implementation of the project. The gender analysis, through stakeholder engagement and consultation enabled:

- Development and input into the design of the project and the approach for mainstreaming gender during implementation;
- Demonstration of the need for gender-disaggregated data and indicators to establish a baseline in which to measure improvements and identify areas of focus; and
- Establishment of recommendations to incorporate into the Gender Action Plan.

The gender analysis was mainly based on desk review and limited consultation. Given the timeframe between the project design and approval, it is imperative to undertake a review to update the gender action plan, including the baseline, indicators and targets and ensure the action plan is fully integrated and mainstreamed in project implementation and monitoring.

Under this constancy, the Ministry of Environment Climate Change and Technology (MECCT) seeks to hire a Consultant to review and update the Gender Analysis and Gender Action Plan and support capacity development to ensure gender is mainstreamed throughout project implementation.

### **3. OBJECTIVES AND SCOPE OF WORK**

Under the guidance and supervision of the National Project Coordinator and the International Gender Expert, the National Gender Specialist will carry out the following tasks:

#### ***Duties and Responsibilities:***

- Under the guidance of the Int. Gender Expert, prepare and publish a case study on gender and waste management to highlight and better understand women and men's roles, vulnerabilities, skills, etc. pertaining to waste management.

- Under the guidance of the Int. Gender Expert, conduct a country specific gender assessment and tailor the GEF ISLANDS gender framework action plan to the national and local context for Maldives.
- Ensure the mainstreaming of gender in all project activities, including training and awareness raising activities.
- Monitor progress in the implementation of the project Gender Action Plan ensuring that targets are fully met, and the reporting requirements are fulfilled.
- Oversee/develop/coordinate implementation of all gender-related work.
- Work with the Country Office's M&E officer and National Safeguards Officer to ensure reporting, monitoring and evaluation fully address the gender issues of the project.

***The specific of objectives are;***

1. To undertake review of available data and update the Gender Analysis and Gender Action Plan and tailor the GEF ISLANDS gender framework action plan to the national and local context for Maldives. The Consultant will undertake detailed analysis of the gender issues related to the objectives of the project within the chemicals and waste sector through desk review and extensive stakeholder consultations.
2. Review project document indicators and targets to ensure the gender is aligned and integrated in project implementation, monitoring and reporting.
3. Organise and hold a stakeholder meeting and a validation workshop targeting the main stakeholders at island level and national level respectively to present final outputs and receive feedback.
4. Prepare and publish a case study on gender and waste management to highlight and better understand women and men's roles, vulnerabilities, skills, etc. pertaining to waste management

***The scope of work in line with the specific objectives is highlighted here below;***

1. To undertake review of available data and update the Gender Analysis and Gender Action Plan and tailor the GEF ISLANDS gender framework action plan to the national and local context for Maldives. The Consultant will undertake detailed analysis of the gender issues related to the objectives of the project within the chemicals and waste sector through desk review and stakeholder consultations. The Consultant will undertake a detailed gender analysis as a basis for updating Gender Action Plan. Specifically, the follow activities are foreseen among others as may be considered appropriate;
  - a) Through consultations with stakeholders, identify women specific issues related to chemicals and waste sector and make recommendation on opportunities and strategies for women empowerment.
  - b) Develop an updated Gender Analysis Gender Action Plan with clear recommendation to mainstream gender in project implementation
  - c) Tailor the GEF ISLANDS gender framework action plan to the national and local context for Maldives
2. Review project document indicators and targets to ensure the gender is aligned and integrated in project implementation, monitoring and reporting. Specifically, the Consultant will:

- a) Undertake a review of the project indicator and targets and ensure that they are gender sensitive.
  - b) Prepare relevant tools and materials to ensure gender, in particular (i) women specific issues in chemicals and waste sector are mainstreamed and prioritised during project implementation as well as (ii) Gender disaggregated consideration in beneficiary selection
  - c) Review and provide relevant tools for monitoring, documenting and reporting qualitative gender specific benefits that can be directly associated with project during project implementation.
3. Organise and hold a validation workshop targeting the main stakeholders at national level to present final outputs and receive feedback. The validation workshop will be held at National level targeting the main stakeholders including the Ministry of Environment Climate Change and Technology and other keys stakeholders, UNDP and other donor agencies will be invited to participate and provide inputs. Relevant documents for review, including attendance and photographic evidence should be submitted with the report.
  4. Prepare and publish a case study on gender and waste management to highlight and better understand women and men's roles, vulnerabilities, skills, etc. pertaining to waste management. As part of this project activity a case study will be prepared on gender and chemical use and hazardous waste management to highlight and better understand women and men's roles, vulnerabilities, skills, etc. pertaining to chemical use and hazardous waste management. This case study will build upon the findings from the country specific gender assessment. The gender case study will be used to build-awareness among government staff on gender and waste management.

#### **4. EXPECTED OUTPUTS AND DELIVERABLES**

Based on the above-described general scope of work for this assignment, under the direct supervision and in close coordination with PMU and the Ministry of Environment, Climate Change and Technology, (MECCT), Consultant shall be responsible for carrying out the following tasks:

1. Review of project document and conducting of stakeholder consultation.
2. Inception report with proposed methodology and detailed plan of implementation of the consultancy in line with objectives and planned deliverables.
3. An updated Gender Analysis and Gender Action Plan clearly highlighting the gender mainstreaming strategies, activities and practical implementation plan; Conducting validation workshop with stakeholders
4. Review inputs and updated monitoring indicators framework and targets to ensure the gender is aligned and integrated in project implementation, monitoring and reporting.
5. Final consultancy report with annexes of final validated deliverables taking into account review inputs from the Ministry, UNDP and validation workshop in general. These include: i) Final Updated Gender Analysis and Gender Action Plan, ii) Tailored GEF ISLANDS gender framework action plan to the national and local context for Maldives iii) Updated monitoring and Indicator framework to mainstream gender in project implementation and iv) Prepare and publish a case study on gender and waste management to highlight and better understand women and men's roles, vulnerabilities, skills, etc. pertaining to waste management.

## 5. DURATION AND PAYMENT SCHEDULE

Expected completion of assignment is within 6 months of signing the agreement.

The consultancy contract fee will be based on lump sum modality with payment schedule based on deliverables as per the table below;

#	Deliverables/ Outputs	Targeted Delivery Time	End Product	Percentage of Payment
1	Proposed methodology and detailed plan of implementation of the consultancy in line with objectives and planned deliverables.	2 Weeks upon contract signing	- Proposed methodology and Detailed implementation plan	5%
2	Draft report on; i) Gender Analysis and Gender Action Plan and ii) Updated monitoring Indicator Framework to mainstream gender in project implementation.	6 <sup>th</sup> Week	Draft Reports	10%
3	Conducting of Validation Workshop & Presentation of Gender Analysis and Gender Action Plan clearly highlighting the gender mainstreaming strategies, activities and practical implementation plan.	7 <sup>th</sup> Week	Validation Workshop	5%
4	Final consultancy report with annexes of final validated deliverables taking into account review inputs from the Ministry, UNDP and validation workshop in general. These includes the i) Final updated Gender Analysis and Gender Action Plan, and ii) Updated monitoring and Indicator framework to mainstream gender in project implementation.	8 <sup>th</sup> Week	Final Reports on; 1. Final updated Gender Analysis and Gender Action Plan 2. Updated monitoring and Indicator framework to mainstream gender in project implementation	5%
5	Draft report on tailored GEF ISLANDS gender framework action plan to the national and local context for Maldives	14 <sup>th</sup> week	Draft report	10%
6	Final report on tailored GEF ISLANDS gender framework action plan to the national and local context for Maldives	16 <sup>th</sup> week	Final Report	5%

7	Draft case study report on gender and waste management to highlight and better understand women and men's roles, vulnerabilities, skills, etc. pertaining to waste management.	23 <sup>rd</sup> Week	Draft Case study report	10%
8	Share draft case study for review	24 <sup>th</sup> Week		
9	Final case study report on gender and waste management to highlight and better understand women and men's roles, vulnerabilities, skills, etc. pertaining to waste management.	26 <sup>th</sup> Week	Final Report on Case Study	5%
	<b>Total</b>	<b>26 Weeks</b>		

## **6. REPORTING AND PAYMENT**

- All reports shall be submitted as stipulated in the deliverables and all reports will be submitted as drafts and upon review by the Project Management Unit, the Consultant shall revise the draft reports. Once, the revised reports are accepted by the PMU they will be termed as final reports by the consultancy.
- The Consultant will work in close collaboration with Project Management Unit, based in Ministry of Environment Climate Change and Technology in coming up with the deliverables. The Consultant will administratively report to the Project Coordinator.
- All draft documents should be in Microsoft Word and all final documents in Adobe Acrobat format
- All field data and photo/video shall be transferred to client and will be property of client.
- The payments shall be contingent upon the successful completion of the deliverables/milestones as outlined in the ToR.

## **7. FACILITIES TO BE PROVIDED BY PMU**

- The PMU will provide necessary information and materials available from for the fulfilment of tasks and will organize necessary meetings, trips and workshops.

## **8. QUALIFICATIONS AND EXPERIENCE**

The Consultant is expected to fulfil the following criteria in terms of expertise and qualifications;

### **1. Academic Qualifications**

- Minimum Postgraduate degree in environmental management, social science, gender studies, education or in a related discipline

### **2. General Experience**

- Minimum 3 years of general professional work experience in environmental management, social science, gender studies, education or in a related discipline

### **3. Specific Experience**

- Demonstrated experience in developing a gender assessments and gender management plans
- Experience in developing Gender Action Plans for donor funded projects will be an added advantage
- Experience in conducting trainings or stakeholder consultation workshop is desirable

**The successful candidate must be willing to travel to project island to conduct trainings and workshops**

## 9. EVALUATION CRITERIA

Details	Maximum Points
<b>3. Academic Qualifications</b> <ul style="list-style-type: none"> <li>[20] points for minimum Bachelor's Degree in social science, gender studies, education or in a related discipline, [05] points for each level above Bachelor's Degree</li> </ul>	[30]
<b>4. General Professional Experience</b> <ul style="list-style-type: none"> <li>[20] points for minimum 2 years (2010 to date) of general professional work experience in social science, environmental management or in a related field, [02] point for each additional year up to 5 years</li> </ul>	[30]
<b>5. Specific Professional Experience</b> <ul style="list-style-type: none"> <li>[20] points for demonstrated experience in minimum 1 similar assignment relating to developing a management plan in the field of gender [5] point for each additional assignment up to 2 assignments</li> <li>[5] points for demonstrated experience in developing Gender Action Plans for donor funded projects (not a minimum requirement)</li> <li>[5] points for demonstrated experience in conducting trainings or stakeholder consultation workshop is desirable (not a minimum requirement)</li> </ul>	[40]

### Total technical score (s): 100

- The minimum technical score (s) required to pass is: 60 Points, proposal that does not qualify the minimum technical score will be disqualified from further evaluation.

### Financial 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  $F = [0.4]$

### Financial Situation evaluation

- To be eligible the financial statements of the bidding party must show, minimum annual turnover of **MVR 20,000.00**, for the year 2022, 2021 and 2020.  
(or)
- To be eligible the financial statements of the bidding party must show, Minimum value of **MVR 20,000.00**, for liquid asset, for the year 2022, 2021 and 2020.  
(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. The eligible the business's bank statement must show a credit balance of minimum **MVR 20,000.00**  
(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 5. (credit limit shall be no less than **MVR 20,000.00**)

## 10. ADDITIONAL INFORMATION

Documents and data provided by the government for the purpose of this assignment which is not of public nature shall be considered confidential and should not be disclosed to any other party. All products produced as part of this assignment and shall be handed over to the PMU at the completion of the contract and will become the sole property of MECCT.

## 11. QUERIES

For any queries please email to [procurement@environment.gov.mv](mailto:procurement@environment.gov.mv) copied to [islands@environment.gov.mv](mailto:islands@environment.gov.mv) before 1200hrs on 20th September 2023.

## 12. SUBMISSION

<b>Bid submission</b>	<b>On or before 05 October 2023 – 10:00 hours local time</b>
Bid opening	05 October 2023 – 10:00 hours local time.  Proposals will be opened in the presence of the bidders’ 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  <b>“Do not Open Before 05 October 2023 – 10:00 hours – Development of Gender Analysis and Gender Action Plan for Implementing Sustainable Low and Non-Chemical Development in SIDs Project” 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="#">Implementing Sustainable Low And Non-Chemical Development In SIDs Project</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 the “**Development of Gender Analysis and Gender Action Plan for Implementing Sustainable Low and Non-Chemical Development in SIDs Project**” - Ref: (IUL)438-ENV/438/2023/428, in accordance with your Request for Proposal dated [xxx]. 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 fees. The 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 joint venture/company/partnerships/institutions/sole proprietor:

Address

**TECH FORM 2 – Work Schedule**

<b>Development of Gender Analysis and Gender Action Plan for Implementing Sustainable Low and Non-Chemical Development in SIDs Project</b>													
Description	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	...
1. Activity 1 1.1. Sub activity 1 1.2. Sub activity 2													
_____													
_____													
_____													

## TECH FORM 3 – Curriculum Vitae (CV) of Consultant

(Strictly follow the format given below)

1. **Name of Company:** *[Insert name of company proposing the staff (if applicable)]:*
2. **Name of staff:** *[Insert full name]:*
3. **Date of birth:**
4. **Education** *[Indicate college/university and other specialized education, giving names of institutions, degrees obtained, and dates of obtainment]:*
5. **Membership of professional associations**
6. **Other Training**
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 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:

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

Name of project/ assignment:

Experience classification: General / specific

Scope of project/ assignment:

Role/ Position undertaken:

Period of Consultation:

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 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 key person to **Development of Gender Analysis and Gender Action Plan for Implementing Sustainable Low and Non-Chemical Development in SIDs Project** – Ref: (IUL)438-ENV/438/2023/428, 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.

We remain,

Yours sincerely,

Name:

ID card No:

Date:

Signatory:

**TECH FORM 5 – 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>
6. JV's Party Authorized Representative Information	
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>
7. Attached are copies of original documents of: <i>{check the box(es) of the attached original documents}</i>	
<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 “**Development of Gender Analysis and Gender Action Plan for Implementing Sustainable Low and Non-Chemical Development in SIDs Project**” - Ref: (IUL)438-ENV/438/2023/428, 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.

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 joint venture/company/partnerships/institutions/sole proprietor:

Address:

**FIN FORM 2 – Financial Breakdown Form**

**Reference No:**

No.	Description	MVR
1	Proposed methodology and detailed plan of implementation of the consultancy in line with objectives and planned deliverables.	
2	Draft report on; i) Gender Analysis and Gender Action Plan and ii) Updated monitoring Indicator Framework to mainstream gender in project implementation.	
3	Conducting of Validation Workshop & Presentation of Gender Analysis and Gender Action Plan clearly highlighting the gender mainstreaming strategies, activities and practical implementation plan.	
4	Final consultancy report with annexes of final validated deliverables taking into account review inputs from the Ministry, UNDP and validation workshop in general. These includes the i) Final updated Gender Analysis and Gender Action Plan, and ii) Updated monitoring and Indicator framework to mainstream gender in project implementation.	
5	Draft report on tailored GEF ISLANDS gender framework action plan to the national and local context for Maldives	
6	Final report on tailored GEF ISLANDS gender framework action plan to the national and local context for Maldives	
7	Draft case study report on gender and waste management to highlight and better understand women and men’s roles, vulnerabilities, skills, etc. pertaining to waste management.	
8	Share draft case study for review	
9	Final case study report on gender and waste management to highlight and better understand women and men’s roles, vulnerabilities, skills, etc. pertaining to waste management.	
	<b>Total:</b>	
	<b>GST:</b>	
	<b>Total with GST</b>	

**The quotation is valid for 90 days from the date of bid opening.**

Note: 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) as per the GST Legislation and Circulars where applicable.

Authorized signature and stamp:

### FIN FORM 3 – Details of Financial Situation

Each Applicant must fill in this form

Financial Data for Previous 3 Years [MVR Equivalent]			
	Year 2022:	Year 2021:	Year 2020:

#### 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
2022		
2021		
2020		
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 – 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: \_\_\_\_\_

## FIN FORM 6 – 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		