



Ministry of Tourism and Environment

Republic of Maldives

REQUEST FOR QUOTATION

Terms of Reference

Consultancy services for a National expert (Private Sector Engagement Specialist) to enhance private sector Engagement under NAP Process

(IUL)88-NAP/438/2025/285

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Issued By: Advancing the National Adaptation Plan (NAP) of the Maldives

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1. Background

The Government of Maldives, through the Ministry of Tourism and Environment (MoTE), has successfully obtained a grant from the Green Climate Fund (GCF) for a three-year project to build capacity to advance the National Adaptation Plan (NAP) process in Maldives. The United Nations Environment Programme (UNEP) is the Delivery Partner for the project, with the role of supporting and overseeing the project implementation.

Despite the steps already made in terms of Readiness for long-term adaptation, several barriers remain that restrict the national adaptation planning (NAP) process, which will be addressed through the NAP Maldives project. The Objective of the project is to reduce the vulnerability of the Maldives' population to climate change impacts through enhanced capacity for planning, implementing, and monitoring adaptation interventions.

Building on the efforts of the NDA Readiness project to engage the private sector, the NAP process aims to integrate private sector interests and facilitate increased private sector investment in Climate Change Adaptation (CCA), thereby enhancing private sector engagement. By building on the lessons learned to date, the knowledge of the private sector regarding the impacts of climate change and the implications and opportunities faced by businesses regarding investments in CCA in the Maldives can be strengthened.

The assignment will support the development and implementation of targeted activities—such as stakeholder consultations, awareness sessions, and forums to increase awareness of climate change and collaboratively identify potential entry points for, and obstacles to, increased private sector engagement in CCA.

2. Objectives of the Assignment

The objective of this consultancy is to support the NAP team in organizing and facilitating structured engagement with the private sector to enhance their participation in the NAP process. The consultant will also be responsible for developing a comprehensive analysis to evaluate the reasons behind successes and failures of engagement in CCA as well as identifying opportunities to enhance collaboration with private sector partners.

3. Tasks

Task 1: Develop a methodology, work plan and inception report

The work plan and inception report will be approved by NAP PMU and will include:

- The proposed approach, methodology, work plan, based on desk review and secondary data collection and analysis
- Consultations and agreed work modalities, preparatory work and outputs

Task 2: Coordination of One (1) Private Sector Forum on Climate Change Adaptation

The forum will establish dialogue and relationships between private sector stakeholders regarding CCA and will include:

- i) Discussions on the implications of climate change and climate risks on the private sector, notably based on the risk assessments developed under the project.
- ii) Discussions on priority adaptation strategies for the Maldives, focusing on areas where the private sector can play a significant role, and identifying opportunities for private sector investment in climate change adaptation.
- iii) Identification of barriers and enablers for private sector investment in CCA, with a focus on women's interests within the private sector, including encouraging female entrepreneurship and engagement in CCA.

In consultation with the NAP PMU and UNEP the consultant will:

- Design the forum concept, with forum objectives, themes, formats (eg: panels, breakout groups) and expected outcomes.
- Identify and map relevant private sector across key sectors, including tourism, agriculture and infrastructure — as well as from industry and trade associations business platforms and Micro-, Small- and Medium-sized Enterprises (MSMEs).
- Develop background papers summarizing climate risk assessments and adaptation strategies.
- Prepare targeted materials (e.g., case studies, investment briefs) highlighting CCA opportunities.
- Prepare a comprehensive report for each forum summarizing key discussions, recommendations, and stakeholder inputs.
- Ensure that all outputs are gender-responsive, by highlighting opportunities and barriers specific to women-led businesses and integrating female perspectives into CCA and private sector engagement.
- Contribute to the dissemination of findings via newsletters, press releases, and social media messaging.

Task 3 - Comprehensive analysis report on the successes and failures of private sector engagement within CCA to date

The report should provide a comprehensive analysis of private sector engagement for Climate Change Adaptation (CCA) in the Maldives to date. The analysis should be based on the findings and feedback received during the private sector forum, in addition to independent research conducted by the consultant. Crucially, the report will:

- Identify enabling factors which contributed to successful private sector engagement in the past.
- Outline barriers that limited or prevented meaningful private sector engagement in the past.
- Highlight specific barriers and opportunities present to women entrepreneurs within the context of CCA.
- Provide comparative analysis (at least one case study) to which sectors and islands attract more private investments and identifying enabling factors and barriers to investment

Task 4: Develop information requirement for tailored communication materials to enhance engagement and strengthen partnership with private sector actors within the context of CCA

The consultant will be expected to develop information requirement for communication materials tailored to the key stakeholders identified during the Private Sector Forum on Climate Change Adaptation. The materials will primarily be based on the findings and feedback from Task 1 (Private Sector Forum) and Task 2 (Comprehensive Analysis Report on Private Sector Engagement in CCA). These materials will serve to raise awareness of CCA related investment issues and opportunities for businesses and to promote the role of the private sector in national adaptation strategies by building trust and demonstrating government commitment to enabling a supportive investment environment.

The deliverables produced by the consultant will be used to inform the development of an awareness campaign to improve public awareness regarding the role of the private sector in addressing climate change. In order to design an effective public awareness campaign, the consultant will be required to provide information in the following formats:

- a) Case studies of successful CCA-private sector examples:
 - At least Two case studies will be developed by the consultant, with at least one focusing on a successful climate adaptation story involving the private sector.
- b) Factsheets/infographics for MSMEs:

- The consultant should prepare informative text which can be used to support the creation of factsheets/infographics for MSMEs.
- The text for the factsheets/infographics should not exceed two pages. Following review and approval, some of this text will be used to create the factsheet/infographic.

c) Factsheets/infographics for women entrepreneurs:

- The consultant will be required to provide information highlighting the specific challenges and opportunities for women entrepreneurs within the context of CCA.
- The text for the factsheets/infographics should not exceed two pages. Following review and approval, some of this text will be used to create the factsheet/infographic.

4. Deliverables

Task	Activity	Deliverables
Task 1	Develop a methodology, work plan and inception report	Inception report with the proposed approach, methodology, work plan, based desk review and secondary data collection and analysis
Task 2	Coordination of One Private Sector Forums on Climate Change Adaptation	<ol style="list-style-type: none"> 1. Forum concepts note (objectives, themes, formats, outcomes) including stakeholder mapping across key sectors with Background papers and targeted materials on climate risk assessments and adaptation strategies 2. One private sector forum report, including list of attendees, participant surveys and identified opportunities for investment with. Gender-responsive analysis integrated in all outputs 3. Dissemination materials: newsletters, press releases, social media content
Task 3	Comprehensive Analysis Report on Private Sector Engagement in CCA	<ol style="list-style-type: none"> 1. Analysis report including: <ul style="list-style-type: none"> - Enabling factors for success - Barriers to engagement - Gender-specific insights for women entrepreneurs
Task 4	Develop information requirement for tailored communication materials	<ol style="list-style-type: none"> 1. At least 2 case studies (1 must be a successful private sector CCA example) 2. Text for MSME factsheets/infographics (max 2 pages) 2. Text for women entrepreneur factsheets/infographics (max 2 pages)

5. Required Profile

a. Academic qualification

- Minimum Qualifications: Masters' degree in climate change, public policy, economics, finance, investment management, or a related field.

b. Experience

- Minimum of 7 years' experience engaging in private sector on climate change, sustainability or environmental issues
- Demonstrated experience in private finance investment management and financial analysis
- Proven experience in facilitating multi-stakeholder consultations involving private sector actors
- Demonstrated experience in the elaboration, preparation and design technical reports and documents. related to climate change adaptation or private sector finance
 - (submit samples or weblinks of samples)
- Demonstrated experience in engaging with government institutions and other stakeholders at national and local levels is desirable
- Must have excellent speaking, reading, report writing and presentation skills in Dhivehi and English

6. Duration

The duration of the consultancy is expected to be 8 months (input days 60) starting from July 2025.

Task	Activity	No. of input days	Deliverables
Task 1	Develop a methodology, work plan and inception report	5 days	Inception report with the proposed approach, methodology, work plan, based desk review and secondary data collection and analysis
Task 2	Coordination of One (1) Private Sector Forums on Climate Change Adaptation	25 days	<ol style="list-style-type: none"> 1. Forum concepts note (objectives, themes, formats, outcomes) including stakeholder mapping across key sectors with Background papers and targeted materials on climate risk assessments and adaptation strategies 2. One private sector forum report, including list of attendees, participant surveys and identified opportunities for investment with. Gender-responsive analysis integrated into all outputs 3. Dissemination materials: newsletters, press releases, social media content
Task 3	Comprehensive Analysis Report on Private Sector Engagement in CCA	15 days	<ol style="list-style-type: none"> 1. Analysis report including: <ul style="list-style-type: none"> - Enabling factors for success - Barriers to engagement - Gender-specific insights for women entrepreneurs
Task 4	Develop information requirement for tailored communication materials	15 days	<ol style="list-style-type: none"> 1. At least 2 case studies (1 must be a successful private sector CCA example) 2. Text for MSME factsheets/infographics (max 2 pages) 3. Text for women entrepreneur factsheets/infographics (max 2 pages)

7. Duty Station and Expected Places to travel

This consultancy is a home-based exercise. However, physical meetings are expected to be arranged at MoTE, or in a conferencing facility in Male', Maldives. Any travel arrangements required will be facilitated by PMU.

8. Scope of Price Proposal and Schedule of Payments

Contract will be as per output-based lump-sum scheme supported by a breakdown of costs as per the template provided regardless of extension of the herein specific duration.

The total amount quoted shall be all-inclusive lump-sum and include all costs components required to perform the deliverables identified in the TOR, including professional fee or any other applicable cost to be incurred in completing the assignment.

The payments shall be released upon submitting the required deliverables/outputs by the consultant, and upon the clearance of the deliverable as satisfactory by the NAP project and UNEP Focal Point as per agreement for each report in accordance with a set time schedule to be agreed in the contract.

	Deliverables/Output	Target Due Date from signing the contract	Payment Percentage
D1	Inception report with proposed approach, methodology, work plan, based desk review and secondary data collection and analysis	2 weeks	10%
D2	Coordination of One (1) Private Sector Forums on Climate Change Adaptation	14 weeks from D1	40%
D3	Comprehensive Analysis Report on Private Sector Engagement in CCA	6 weeks from D2	30%
D4	Develop information requirement for tailored communication materials	8 weeks from D3	20%

9. Evaluation Criteria

Technical Score	
The following criteria will be applied during the evaluation of the will be awarded only for assignments with supporting documents.	
(A) Technical Scoring	Maximum Points Obtainable
Minimum academic qualifications – Minimum Qualifications: Masters’ degree in climate change, public policy, economics, finance, investment management, or a related field <ul style="list-style-type: none"> Master’s Degree and above in relevant field: 50 points 	50
At least 7 years of experience in a relevant area <ul style="list-style-type: none"> 7 years: 30 points 7 years and above: 50 points 	50
Demonstrated experience in private finance investment management and financial analysis <ul style="list-style-type: none"> 25 points per proof of assignment or publication completed. Maximum 2 assignments. 	50
Proven experience in facilitating multi-stakeholder consultations involving private sector actors <ul style="list-style-type: none"> 25 points per proof of assignment or publication completed. Maximum 2 assignments. 	50
Demonstrated experience in the elaboration, preparation and design technical reports and documents. related to climate change adaptation or private sector finance (submit samples or weblinks of samples) <ul style="list-style-type: none"> 25 points per proof of assignment or publication completed. Maximum 2 assignments. 	50
Total A=	250
Only Applicants who meet the minimum qualification requirements will be qualified for technical evaluation.	

Technical score(T) = A/250*100

Note: Only the proposals that will obtain a minimum of 70% out of 100 obtainable points will be qualified for the financial evaluation.

Financial Score:

The formula for determining the financial scores is the following:

$S_f = 100 * F_m / F$, in which S_f is the financial score, F_m is the lowest price and F is the price of the proposal under consideration.

The weights given to the Technical and Financial Proposals are:

$T = [0.7]$, and $F = [0.3]$

8.0 Application Submission:

Interested and qualified individuals are invited to submit the following documents to procurement@mote.gov.mv with the subject line “Consultancy Service for a National Expert – Private Sector Engagement Specialist” **before 11am, 1st July 2025**.

- Letter of Expression of Interest
- Curriculum Vitae (clearly stating the starting and ending month and year for previous experiences)
- Copy of National ID Card
- Copies of Accredited Academic Certificates
- Employment Verification Letter from previous employer(s), detailing the work and duration of the responsibilities
- Financial proposal with breakdown of costs (as per the template)

Documents and checklist to be submitted

The following related documents shall be submitted for the application to be considered sufficiently responsive.

Applicants should submit their application containing the following documents

#	Documents to be submitted	✓/ x
1	Letter of Expression of Interest	
2	Curriculum Vitae (clearly stating the starting and ending month and year for previous experiences)	
3	Copy of National ID card	
4	Copies of Accredited Academic Certificates	
5	Employment Verification Letter from previous employer(s), detailing the work and duration of the responsibilities and samples or weblinks of sample work demonstrating experience in the elaboration, preparation and design technical reports and documents	
6	Financial proposal with breakdown of costs as per the deliverables – Annex 1	

Annex 1
Financial Breakdown Form

Date:

Reference No: (generated by the proponent)

No.	Description	Price/Unit (MVR)	Total
D1	Inception report with proposed approach, methodology, work plan, based desk review and secondary data collection and analysis		
D2	Coordination of One (1) Private Sector Forums on Climate Change Adaptation		
D3	Comprehensive Analysis Report on Private Sector Engagement in CCA		
D4	Develop information requirement for tailored communication materials		
Total:			

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

Indicate the total cost with detail cost to be paid in Maldivian Rufiyaa (MVR).

Signature of the applicant