



Ministry of Tourism and Environment
Republic of Maldives

TERMS OF REFERENCE
(IUL)88-ENV/88/2025/325

Consultancy to prepare Catenate Project Communications Strategy (Team)

Requesting for proposal (RFP) – Single Envelope

Issued on: 7 July 2025

**Issued By: “Conservation of AToll ecosystems through an Effectively managed NATional
protected area Estate (CATENATE) Project”**

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Section 1

Tender Sheet

Reference No: (IUL)88- ENV/88/2025/325		Tender Reference	
1	<u>Tender Name:</u> Consultancy to prepare Catenate Project Communications Strategy (Team)		
2	<u>Bid queries submission timeline and Address:</u> Location: Ministry of Tourism and Environment Date: 10/07/2025 (Thursday) Time: 12:00pm Email: tenders@mote.gov.mv CC: catenate@environment.gov.mv Telephone No: 3018300		
5	<u>Bid Clarification Deadline and Address:</u> Location: Ministry of Tourism and Environment	Date: 13/07/2025 (Sunday)	Time: 12:00pm
6	<u>Proposal submission deadline:</u> Location: Ministry of Tourism and Environment - Reception	Date: 16/07/2025 (Wednesday)	Time: 11:00am
7	<u>Submission instruction</u> Proposals must be delivered in sealed envelopes titled “Do not Open Before 1005 hours – Consultancy to prepare Catenate Project Communications Strategy (Team) -(IUL)88-ENV/88/2025/325” and the submitting party’s name and address Late proposals will be rejected.		
8	<u>Submission address</u> Procurement Section Ministry of Tourism and Environment Faashanaa Maalam, Dharubaaruge, Henveiru		

	Male', 20344, Republic of Maldives Email: tenders@mote.gov.mv Website: www.environment.gov.mv Project name:	
7	<u>Bid Opening:</u> 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.	Time: 11:05am Date: 16/07/2025 (Wednesday)
8	<u>Evaluation Criteria on Annex 13</u>	

Section 2

Instruction for Bidders

A. General Information

- | | | |
|-----------------------------|-----|---|
| 1. Introduction | 1.1 | This bid is opened to parties who can provide the goods/services mentioned in the tender sheet. The requirements of the goods/services have been detailed in the information sheet. |
| 2. Eligible Bidders | 2.1 | This bid is opened to all the registered businesses. |
| | 2.2 | If any other parties, except those mentioned in 2.1, are eligible to propose the bid, it shall be stated in the tender sheet. |
| 3. Bid Document and signing | 3.1 | The bid must comply with Annex 1 and the materials included on the bidder's checklist as one document. |
| | 3.2 | Bids must be typed in English or Dhivehi in an easy-to-read font. Or if written by hand, it should be legible. All pages of the tender shall bear the signature and stamp of the tenderer or his designee. Each page of the tender shall also be numbered to indicate the number of pages. |
| | 3.3 | <div style="padding-left: 20px;">3.3.1 For companies, if a person other than the Managing Director signs the bid, a copy of the "Power of Attorney" stating that the person is authorized to sign the bid should be submitted.</div> <div style="padding-left: 20px;">3.3.2 For partnerships, if a person other than the managing partner of the partnerships signs the bid, a copy of the power of attorney stating that the person is authorized to sign the bid shall be submitted.</div> <div style="padding-left: 20px;">3.3.3 If any person other than the Chairman of the Cooperative Societies signs the bid, a copy of the Power of Attorney stating that the person is authorized to sign the bid shall be submitted.</div> |

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|-----------------------------|-----|---|
| 4. Number of Bids submitted | 4.1 | If any bidder submits .Each bidder may submit 1 (one) bid all bids submitted by that bidder will be ,more than one bid cancelled. |
| 5. Cost of preparing Bid | 5.1 | All expenses incurred in preparing and submitting the bid The ministry shall not be .shall be borne by the bidder responsible for any expenses incurred in this regard. |
| 6. Other principles | 6.1 | If the bidder is a close relative of an employee who works in the Ministry or any affiliated office under the Ministry the bidder must disclose it. |

B. Documents relating to the bid

- | | | |
|---|-------|---|
| 7. Sections of the tender book | 7.1 | Documents related to bid are included in the list below and in amendments. |
| | 7.1.1 | Bid Sheet (Section-1) |
| | 7.1.2 | Instructions to Bidders (Section-2) |
| | 7.1.3 | General and Special Provisions of the Agreement (Section-3 |
| | 7.1.4 | Annex (Section 4) |
| | 7.1.5 | Works Related Information (Section–5) |
| 8. Clarification of information regarding the bid | 8.1 | It is the responsibility of the Bidder to obtain any further information regarding the information contained in this Bid Book or in connection with this Bid. |
| | 8.2 | Amendments issued in accordance with Section 9.1 shall form part of the Bid. |
| 9. Changes to the tender | 9.1 | If it is deemed necessary to make a change to the bid before the expiry of the bid opening period, an amendment (deduction/addition) can may be made. |
| 10. Language used in the tender | 10.1 | The bidder shall prepare the bid in Dhivehi or English in accordance with the templet given with the TOR. |

C. Preparation of bids

- | | | |
|---------------------------|------|---|
| 11. Money used in the bid | 11.1 | The bidder shall submit the bid price in a Currency stated in the TOR. |
| 12. Proposing the price | 12.1 | the price should be inclusive ,If it is a GST registered entity The amount paid for GST should be clearly stated. .of GST |
| 13. Duration | 13.1 | Unless otherwise agreed upon the deadline for work should be submitted in days including all the holidays. |
| | 13.2 | The period offered for the work shall be reasonable for the performance of the work. |
| | 13.3 | The expiry date of the bid shall be at least 120 (one twenty) days from the date of submission of the bid. |
| | 13.4 | If the duration stated by the highest-ranking bidder exceeds the duration stated in the TOR, the ministry reserves the right to negotiate with the bidder in accordance with relevant laws and regulations. |

D. Submission of bids

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|-------------------------------------|------|--|
| 14. How to close the bid | 14.1 | The name, address and telephone number of the bidder shall be written on the outside of the envelope. |
| | 14.2 | Bids should be submitted in a closed envelope addressed as per the bid sheet. |
| 15. Deadline for submission of bids | 15.1 | The Bid sheet shall state the deadline for bid submission (work or Services) |
| 16. Procedure for late bids | 16.1 | Bids submitted after the deadline will not be accepted. |
| | 16.2 | any bid ,any law or regulation specifies ,Except otherwise submitted electronically shall not be accepted. |

E. Bid opening and evaluation

- | | | |
|-----------------|------|---|
| 17. Bid opening | 17.1 | If the date scheduled for opening of bids is fixed as a public holiday by the Government for any reason, the opening of |
|-----------------|------|---|

bids will be held on the deadline specified in the bid sheet of the next official day.

17.2 Any problem with the calculation of qualifying tenders will be corrected as follows.

- (i) If the amount in the bid differs from the amount stated in words, the correct amount shall be deemed to be the amount in words.
- (ii) If the amount in the bid differs from the amount stated in in proposal submission form the correct amount shall be deemed as the amount in the bid submission form.
- (iii) Arithmetic errors in the bid can be corrected in the evaluation process.

18. Bid Evaluation 18.1

The Ministry may reject the bids in accordance with public Finance Regulation as follows;

- (i) if the required information and documents are not submitted as stated in the TOR; or
 - (ii) if the prices offered are inadequate; or
- any other reason specified by the Ministry.

19. Determination of the bidder 19.1

The successful and unsuccessful bidders will be notified in writing. Following this notice, unsuccessful bidders shall be given 3 (three) days to submit a complaint relating to the bid. The reason for the unsuccessful bid shall be stated upon request by the complainant within this period.

19.2 The contract with the successful bidder shall be signed after considering the submissions and answering the questions raised by the unsuccessful bidders within the period specified in 19.1.

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|---|---|
| 20. Selection and notification of the successful bidder | 20.1 The agreement shall be signed after addressing the complaints and the questions raised by the unsuccessful bidders that have been submitted within the period specified in Article 19.1. |
| 21. Signing the agreement | <p>21.1 If the work is abandoned after signing the agreement or if the work is not completed after signing the agreement, action will be taken as per Chapter 11 of the Public Finance Regulation.</p> <p>21.2 If the agreement is not signed within the stipulated time frame as stipulated in Chapter 11 of the Public Finance Regulation, the decision to award this work will be canceled and action will be taken as mentioned in Chapter 11 of the Public Finance Regulation.</p> <p>21.3 The amount stated in the bid sheet shall be submitted as performance guarantee.</p> |

F. securities to be Submitted

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|--|--|
| 22. Bid Security
(Excluding consultancy services) | <p>22.1 The bid security of the unsuccessful bidders will be returned to them within 7 (seven) days from the date of notification to the successful bidder.</p> <p>22.2 If a bidder withdraws from the bid after the opening of the bid or if the successful bidder cancels the bid after receiving the certificate of success, the bid security submitted by the bidder will be forfeited to the State.</p> |
| 23. Advance and Advance payment guarantee | <p>23.1 If an advance is requested, the advance may be issued in accordance with the Public Finance Regulation.</p> <p>23.2 Advance will be issued if the total value of the procurement exceeds MVR 250,000 (Two Hundred and Fifty Thousand Rufiyaa)</p> |

- 23.3 The party shall request for advance payment within 45 (forty-five) days of signing the contract.
- 23.4 If the advance is requested for, a security or guarantee issued by a government recognized bank or financial institution established in Maldives shall be submitted as advance payment guarantee.
- 23.5 The advance shall not exceed 15% (fifteen percent) of the total contract price. The advance payment will be retained from the bills submitted during work or service performance in proportion to the total value of the contract.
24. Performance guarantee (Excluding consultancy services)
- 24.1 If the bid price is exceeding MVR.500,000/-, the successful bidder shall submit as performance guarantee a security or guarantee issued by a Government recognized bank or financial institution established in Maldives, excluding consultancy service.
- 24.2 If the successful bidder fails to submit the performance guarantee within the timeframe specified, the decision to award the work will be reversed and the bid security submitted by the bidder will be forfeited to the State.
25. Case filing and case investigation
- 25.1 Pursuant to Public Finance Regulation 11.02 filing and investigating of complaints against irregularities in a tender shall be submitted under the finance regulation circular number 13-K/CIR/2018/01 annex 17 through form PR-14.
- 25.2 As mentioned in Rule 11.02 of the Public Finance Regulation, irregularities in a tender shall be submitted in PR-14 form "Bidder Complaint Form-First Stage" in annex 18 of Finance Circular No. 13-K/CIR/2018/01.
- 25.3 Upon submission of irregularities in a tender as per Rule 11.02 of the Public Finance Regulation, within 14 (fourteen) days from the date of filing of the complaint, the matter shall be decided and the decision shall be sent to the complainant in writing under circular number 13-K/CIR/2018/01 annex

19 reply shall be prepared and notified in the PR-14 form (Response of Procurement Officer to the Tender Issue).

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| 26. Submitting for Independent Review Committee for reconsideration | 26.1 In submitting to the Independent Review Committee for administrative review of a tender as mentioned in Chapter 11.02 of the Public Finance Regulation, the tender issue shall be referred to in annex 21 of Public Finance Circular No. 13-K/CIR/2018/01 The complaint may be submitted to the Independent Review Committee through Form PR-16 (Appeal stage). |
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Section 3

General and special provisions of the agreement

27. Definitions

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| 27.1 | "Owner of the Work" means a place within the jurisdiction of the Ministry required to carry out the Work. |
| 27.2 | "Contractor" means the person submitting the tender for the performance of the work. |
| 27.3 | "Work" means the service or works described in the tender sheet. |
| 27.4 | "Work Price" means the amount paid to the Contractor upon completion of the Work in accordance with the Agreement. |
| 27.5 | "Agreement" means the agreement between the Employer and the Contractor regarding the work. |

28. Exchange of documents

- | | |
|------|---|
| 28.1 | The parties to this Agreement shall give all notices to each other in connection with this Agreement, the notification shall be in writing and in the Dhivehi or English language. |
| 28.2 | Upon request by either party, documents sent from one party to the other party shall be submitted physically to a specified address or person or by registered post, or to the designated email address specified in the bid. |

	28.3	If the parties to the agreement wish to change the address in this Agreement, either party must notify the other party in writing.
29. Assignment of work to a third party	29.1	No assignment under this Agreement may be assigned to another party.
30. Taking over of goods and services	30.1	The date and time of delivery of the materials to the Ministry shall be notified to the Contractor before the materials are delivered to the Ministry.
	30.2	Once the materials are brought to the Ministry, the contractor will take over the quantity of the materials.
	30.3	The owner of the work will check that the goods/services have been received as per the agreement after the Ministry takes over. If the work is completed in accordance with the specification after checking the quality, the goods/services will be deemed to have been received in accordance with the agreement. The service/goods provided in violation of the agreement will be returned.
31.Contract Duration	31.1	The goods/services shall be delivered within the period specified in the agreement.
	31.2	In the event of force majeure or manufacturing related matter or any other reason, either party shall notify in writing the other party the delays and the reason for the delay. The notification shall be initiated within the contract period.
	31.3	Any request for the contract extension shall be awarded in accordance with the public Finance Regulation.

- 32. Penalty and cancellation of agreement**
- 32.1 If the work or services (excluding consultancy) are not completed within the agreed period, liquidated damages will be deducted in accordance with Article 10.65 of the Financial Rules.
- 32.2 If the total value of the bid is below MVR.5,000,000/-, the deduction shall be equal to the total value multiplied by 0.005 multiplied by the number of days exceeding the period.
 Liquidated Damages = $CP \times 0.005 \times LD$
 If the total value of the tender exceeds MVR. 5,000,000/-, the deduction shall be equal to the total value multiplied by 0.0025 multiplied by the number of days overdue.
 Liquidated Damages = $CP \times 0.0025 \times LD$
 CP (Contact Price): Total contract value
 LD (Late Duration): days beyond the term of the contract
- 32.3 If the Contractor is required to pay for the period of delay, the bill submitted by the Contractor shall be paid for the remaining amount after deducting the amount specified in the bill.
- 32.4 The Ministry reserves the right to terminate the contract if the liquidated damages exceed 15% of the total cost of the work.
- 33. Termination of the Agreement**
- 33.1 The Ministry reserves the right to cancel the contract in whole or in part if it is found that the work is not being carried out as specified in the contract.
- 33.2 If the agreement terminates for whatever reason within 3 (three) working days, both parties must sign a statement detailing the completed and unfinished work. A list of all the contractor's items on the work site must be taken within 3 (three) days. The Ministry will not be held liable for any issues with any of these matters after this period.

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| 34. Other things | 34.1 If, after signing the Agreement, the parties become aware that any law or regulation of the Government conflicts with this Agreement or if such law or regulation is enacted, such a provision becomes incorporated into this Agreement, both parties agree to maintain this Agreement without termination, albeit by amending such provision. |
| 35. Taxes and other fees | 35.1 Taxes, customs duties, import license fees and any other fees payable in connection with this work shall be paid by the contractor. |
| 36. Modification of the agreement (Amendments) | 36.1 Any provision of this Agreement may be modified only by agreement signed between the parties. |
| 37. The law applicable to the agreement | 37.1 This Agreement shall be governed by, and enforced in accordance with, the laws and regulations of the Republic of Maldives. |
| 38. Dispute | <p>38.1 If any dispute arising out of this Agreement cannot be resolved by negotiation between the parties, the matter shall be submitted to a court of law in Maldives.</p> <p>38.2 Any deficiencies in this Agreement shall be resolved by negotiation between the parties. If not resolved, the case shall be referred to a court of law in Maldives.</p> <p>38.3 In case of dispute between TOR and PFR (Public Finance Regulation) the PFR will prevail.</p> |

Section 4

Annex 1

Documents and checklist to be submitted by the bidder

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 1.

#	Documents to be submitted	✓/ ✕	Page No:
Technical Proposal			
1	Proposal submission form - (Annex 2 -Tech Form 1) (signed by the owner of the entity or person with power of attorney to sign)		
2	Approach, Methodology and Work Plan – (Annex 3 - Tech Form 2)		
3	A summary of the work plan must be presented in the format in Work Schedule (Annex 4 - 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) – (Annex 5 -Tech Form 4)		
5	Completed Letter of Commitment (signed by the Team Leader and Team members) – (Annex 6 -Tech Form 5 & 6)		
6	Cooperative Profile Sheet issued by the Ministry of Economic Development Profile taken from website: www.business.egov.mv		
7	Tax Clearance Report		
8	Experience Letter – (Business)		
9	Documentation of conflict or non-conflict of interest – (Annex 12)		
Financial Proposal			
10	Financial Breakdown Form – (Annex 7 - Form FIN – 1)		
11	Details of Financial Situation- (Annex 8- FIN FORM -2)		

	• Average Annual Turnover – (Annex 9 - FIN FORM – 3) • Line of Credit Letter – (Annex 10 - FIN FORM -4) • 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)		
	<u>Supporting Documents</u> • Financial statements of the business for the year 2024,2023 & 2022		
12	Current Contract Commitments / Work in Progress – (Annex 11 -FIN FORM 5)		

Note:

- **Cooperative profile sheet, tax clearance report and conflict of interest document may be obtained during the evaluation process if not submitted with the bid.**
- **In case of price conflict in Proposal submission form - Annex 2 -Tech Form 1 and Financial Breakdown Form – Annex 7 - Form FIN – 1, the correct price shall be deemed to be the price in the Proposal submission form - Annex 2.**

Annex 2
TECH FORM 1

Proposal Submission Form			
1. Bidder Information			
1.1	Name:		
1.2	Address:		
2. Project Information			
2.1	Project Name:		
2.1	Tender No:		
3. Minimum quantity, price and duration of the goods/services offered			
Detail		Price	Gst (8%)
Duration:			
4. Declaration:			
4.1	After due consideration of the information given for the provision of the above-mentioned works/services and the provisions of the Agreement, I / We hereby tender for the provision of these works or services at the above-mentioned price.		
4.2	I / We agree to accept and comply with this tender for 90 days from the date of submission. If the owner requests to sign the agreement within this period, I agree to sign the agreement and work in accordance with the agreement.		
5. On Behalf			
Name:		Signature	Stamp
Designation			
Date			

Annex 3
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.]

Annex 4
TECH FORM 3

Work Schedule

Consultancy to prepare Catenate Project Communications Strategy (Team)																
Deliverables	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	 Week 16

Annex 5
TECH FORM 4

Curriculum Vitae		
1.	Name of Consultant:	
2.	Education:	<i>[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:</i>
3.	Membership of professional associations	
4.	Other Training	
5	Countries of work experience	<i>[List countries where the Consultant has worked in the last ten years]:</i>
6	Languages	<i>[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:</i>
7	Experience/ employment record	<i>[Starting with present position, list in reverse order every employment held the Consultant since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]</i> From [Month/Year] – To [Month/Year]: Employer: Positions held: Job description:
8	Summary of projects / assignments undertaken / role	Name of project/ assignment: Experience classification: General / specific Scope of project/ assignment: From [Month/Year] – To [Month/Year]: Positions held:
9	Past commitments in projects with the	Name of the Contract/Project: From [Month/Year] – To [Month/Year]:

	Ministry of Tourism and Environment	Positions held: Summary of role
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Annex 6
TECH FORM 5

Letter of Commitment

(Team Leader)

[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 **/Team Leader to Consultancy to prepare Catenate Project Communications Strategy (Team)**”- for the Ministry of Tourism and Environment.

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 Tourism and Environment’s notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,

Name:

ID card No:

Date:

Signatory:

Note: CV should be submitted along with the supporting documents.

TECH FORM 6

Letter of Commitment

(Team Members)

[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 **Specialist** (Specify) to **“Consultancy to prepare Catenate Project Communications Strategy (Team)”**- for the Ministry of Tourism and Environment.

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 Tourism and Environment’s notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,

Name:

ID card No:

Date:

Signatory:

Note: CV should be submitted along with the supporting documents.

Annex 7
FIN FORM 1

Financial Breakdown Form

Date:

Reference No: (generated by the proponent)

No.	Description	Price/Unit (MVR)	Total
1	Final Workplan and Methodology		
2	Baseline Assessment Report		
3	Communication Strategy Document		
4	Stakeholder Mapping Report		
5	Brand Identity and Guidelines: CATENATE Project Logo and Ranger's T-shirt design (T-shirt and Rash Guard)		
6	Templates for social media and presentations		
7	CATENATE Project Information Package		
8	Community Awareness Toolkit		
Total:			
GST 8%			
Total with GST			

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

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

Annex 8

FIN FORM 2

Details of Financial Situation

If the business has been registered for more than a year bidder must fill in this form

Financial Data for Previous 3 Years [MVR Equivalent]			
	Year 2024	Year 2023	Year 2022

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

Annex 9

FIN FORM 3 **Average Annual Turnover**

Each Bidder must fill in this form

Annual Turnover Data for the Last 3 Years		
Year	Amount Currency	MVR Equivalent
2024		
2023		
2022		
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.

Annex 10

FIN FORM 4

Line of Credit Letter

[letterhead of the Bank/Financing Institution]

[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: _____

Annex 11

FIN FORM 5

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.					
6.					
7.					
8.					
9.					

Annex 12
DISCLAIMER FOR CONFLICT OF INTEREST
Each Applicant must fill in this form

Tender Name:	Consultancy to prepare Catenate Project Communications Strategy (Team)		
Advertisement No:	(IUL)88-ENV/88/2025/325		
Advertisement Date:	Click here to enter text.		
<i>I/We, the undersigned as the bidder, submitting the tender in respect of call for captioned tender, confirm:</i> <i>that should I/We have any “close relative” or “close associate” working at Ministry of Tourism and Environment, I/We will disclose that information with this form. In this instance “close relative” and “close associate” represents the meaning stated in Section 19 of Regulation Number: 2023/R-158 (Public Finance Regulation);</i> <i>that I/We will disclose any conflict of interest in connection to the contract with this form. A conflict of interest may arise in particular as a result of economic interests, political or national affinities, or any other relevant connection or shared interest;</i> <i>that I/We will inform the at Ministry of Tourism and Environment, without delay, of any situation constituting a conflict of interest or could give rise to a conflict of interest;</i> <i>that I/We have not made, and will not to make, any offer of any type whatsoever from which an advantage can be derived under the contract;</i> <i>that I/We have not granted, sought, attempted to obtain or accepted and will not grant, seek, attempt to obtain, or accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal or corrupt practice, either directly or indirectly, as an incentive or reward relating to the award of the contract;</i> <i>that I/We understand that the at Ministry of Tourism and Environment reserves the right to verify this information and that I am/We are aware of the consequences which may derive from any false declaration in respect of the information required by the awarding body as a condition of participation in the contract procedure.</i>			
☐ YES , I/We have “close relative” or “close associate” please find the Details below. Name of the Staff(s): NID Card No.: Relationship with the Staff:			
☐ NO , I/We do not have “close relative” or “close associate”			
Details of the Bidder			
Name of the Bidder:		Stamp of the Bidding Company	
Signature of the Bidder:		Date:	

Annex 13

Criteria to be used for evaluation of bids

Technical Score	
The following criteria will be applied during the evaluation of the proposals and attention should be paid while preparing the proposals. Points will be awarded only for assignments with supporting documents.	
(A) Project Team	
Lead Communications Specialist (Team Leader) <i>Minimum Qualifications:</i> Minimum Master's Degree in Communications, Environmental Science, Development Studies, or related field (20 points) <i>Other Qualifications:</i> 5 years of professional experience in related fields or proven experience (minimum two assignments) in environmental communication and knowledge management (e.g., reference letters, publication links). (4 points for each year of experience, up to a maximum of 5 years OR 10 points for each documented assignment, up to a maximum of 2 assignments).	40
Graphic Design Expert <i>Minimum Qualifications:</i> Minimum Bachelor's Degree in Graphics Design or a related field (15 points). <i>Other Qualifications:</i> 3 years of professional experience in related fields, OR participation in two similar assignments with documentary evidence (e.g., reference letters, publication links). (5 points for each year of experience, up to a maximum of 3 years OR 5 points for each documented assignment, up to a maximum of 3 assignments).	30
Socio-Economic and Community Engagement Specialist <i>Minimum Qualifications:</i>	30

Minimum Bachelor's Degree in social sciences, Community Development, Environment Sciences or related field (15 points) <i>Other Qualifications:</i> 3 years of professional experience in related fields, OR participation in two similar assignments with documentary evidence (e.g., reference letters, publication links). (5 points for each year of experience, up to a maximum of 3 years OR 5 points for each documented assignment, up to a maximum of 3 assignments).	
Total A=	100
(B) Approach, methodology and work plan	
Approach and methodology <i>a) Demonstration of an understanding of the objective of the assignment in the context of the project (specific tasks identified towards the achievement of the deliverables)- 30 points</i> <i>b) Proposal on methodology on carrying out the activities - 30 points</i>	60
Work Plan. <i>a) Proposed main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client and delivery dates of the reports - 10 points</i> <i>b) Work plan being consistent with proposed Technical Approach and Methodology – 20 points</i> <i>c) Work schedule – 10 points</i> { Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form. }	40
Total B=	100

Technical Score:

The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub criteria and relevant percentage weights for each position. Only Specialists who meet the minimum qualification requirements will be qualified for technical evaluation.

$$\text{Technical score (St)} = A/100*[W1] + B/100*[W2]$$

Note: Only the proposals that will obtain a minimum of 60% 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:

$$T = [0.6], \text{ and } F = [0.4]$$

FINANCIAL SITUATION EVALUATION

To be eligible the financial statements of the bidding party must show, minimum annual turnover of **MVR 100,000.00**, for the year 2024,2023 and 2022. **(Form FIN-3 Annual Turnover)**

(or)

To be eligible the financial statements of the bidding party must show, Minimum value of MVR 100,000.00, for liquid asset, for the year 2024,2023 and 2022. – **(Form FIN -2: Financial Situation)**

(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 100,000.00**

(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 4. Credit limit shall be no less than **MVR 100,000.00** – **(Form Fin -4: Line of Credit Letter)**

PRIORITY TO MSME'S

Below MVR 2,500,000

Among bidders who pass the technical and financial evaluation, Micro, Small and Medium Enterprises (MSME's) will be assessed accordingly: The bidder with the highest ranking with a proposed price that doesn't exceed 15% of the price of the bidder with the overall highest ranking will be awarded.

Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), bidders who belong to the same island as the project is carried out will be assessed accordingly: The bidder with the highest ranking with a proposed price that doesn't exceed 10% of the price of the bidder with the overall highest ranking will be awarded.

Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a) and (b), bidders who belong to the same atoll as the project is being carried out is checked and assessed accordingly: The bidder with the highest ranking with a proposed price that doesn't exceed 5% of the price of the bidder with the overall highest ranking will be awarded.

Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b) and (c), all Maldivian bidders will be checked and assessed accordingly. The bidder with the highest ranking with the lowest proposed price will be awarded

Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b), (c) and (d) all bidders will be assessed accordingly. The bidder with the highest ranking with the lowest proposed price will be awarded

CRITERIA ON CLASSIFYING REGIONAL BASED BUSINESS

- a) Check the bidders permanent address, if the bidder is a sole proprietorship
- b) Check the island to which the business is registered, if the bidder is not a sole proprietorship
- c) The bidder will be considered as a business working in one certain area, as per (a) and (b)

accordingly:

- If the bidder is a sole proprietorship, the bidder's registered permanent address as of 1st January of the year the invitation for bid was issued will be considered OR
- If the business had been registered before the year in which the invitation for bid was issued, the island to which the business was registered as of 1st January of the year the invitation for bid was issued will be considered

OR

If the business had been registered within the year in which the invitation for bid was issued, the island to which the business was first registered will be considered.

ADDITIONAL INFORMATION

Ministry of Tourism and Environment 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 project at the end of the contract and will become the sole property of Ministry of Tourism and Environment.

All deliverables and intellectual property developed under this assignment will remain the property of the CATENATE Project and the Government of Maldives.

The consultant must maintain strict confidentiality regarding all project information and shall not disclose any sensitive information without prior written consent.

The consultant must adhere to the highest ethical standards and avoid any conflicts of interest throughout the assignment period.

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.

The Consultant is expected carry out in person consultations and data collection by travelling to the atolls covering all 15 Protected Areas of Boduthiladhunmathi Atoll (1 trip per atoll)

Air Travel: Onward and return airfare from Male' to Boduthiladhunmathi Atoll for the key specialists.

Sea travel: Travel within the inhabited islands of Boduthiladhunmathi Atoll for the team.

For domestic travel: land and sea travel (as per the schedule provided and agreed upon) will be directly financed by the project. **This does not include the DSA.**

Section 5

Details of services/materials/work required

Introduction and Background
The Government of the Republic of Maldives through the Ministry of Tourism and Environment, as the lead Executing agency, is implementing ‘Conservation of Atoll Ecosystems through an effectively managed NATional protected area Estate (CATENATE)’ project financed by Global Environment Facility (GEF) and International Union for the Conservation of Nature (IUCN) as the GEF Implementing Agency. The main objective of the project is ‘to safeguard nationally and globally significant coral reef biodiversity, and associated ecosystems through a resilient network of equitably and effectively managed protected and conserved areas in the Maldives’. The project focuses on the 15 protected areas (PAs) of Boduthiladhunmathi Atoll, with the focal project at Shaviyani Farukolhu Protected Area. The project focuses on three outcomes: Outcome 1 is aimed at improving PA network governance mechanism. Outcome 2 is aimed at improving a PA system’s financial management. Outcome 3 focuses on knowledge management and communications, essential for effective management of PAs.
Objective
To develop and a comprehensive communication strategy that effectively supports CATENATE project objectives through strategic knowledge product development and dissemination, gender-responsive communications, and promotion of uptake, replication, and scaling up of project interventions both nationally and internationally.
Scope of Assignment
The consultancy firm shall deploy a team of three specialists to deliver the following comprehensive scope: Communication Strategy Development • Develop comprehensive communication strategy aligned with CATENATE project goals and theory of change • In person consultations and data collection by travelling to the atolls covering all 15 Protected Areas of Bduthiladhunmathi Atoll and online consultations. (1 trip per atoll) • Conduct stakeholder mapping and communication needs assessment • Identify target audiences • Design audience-specific messaging frameworks and communication channels

- Create implementation roadmap with timelines, responsibilities, and resource requirements
- Establish monitoring and evaluation framework for communication effectiveness

Knowledge Product Development and Dissemination

Project Information Products:

- Develop brand identity and guideline
- Develop comprehensive project overview materials including factsheets, brochures, and digital content
- Create project impact stories
- Design multimedia infographics for different audiences
- Produce project newsletter templates for regular communication updates
- Design ranger and management staff uniform (rash guard and collared t-shirt)

Protected Area Information Materials:

- Develop detailed PA profiles including regulations, zoning maps, and management guidelines
- Prepare general awareness materials on protected and conserved areas of the Maldives
- Produce stories and social significance documentation
- Design interpretive materials for PA visitors and stakeholders

Gender-Responsive Communication

- Integrate gender equality perspectives across all communication materials
- Develop gender-sensitive messaging and inclusive imagery
- Create materials for women's voices and leadership in PA management
- Design targeted outreach strategies for women's participation
- Monitor and report on gender equality outcomes in communication activities

Education and Learning Programs

Community Awareness Initiatives:

- Design community outreach programs and awareness campaigns
- Develop culturally appropriate educational materials in Dhivehi
- Create community engagement events and activities
- Establish community feedback and participation mechanisms

Coordination and Communication Systems

Inter-Agency Coordination

- Design communication protocols between government agencies

- Create coordination platforms and regular meeting mechanisms

Multi-Level Communication

- Create vertical communication systems (national to local levels)
- Design horizontal coordination mechanisms between agencies
- Develop stakeholder engagement protocols and feedback systems
- Establish conflict resolution and communication procedures

Deliverables

1. **Detailed Workplan and Methodology**
2. **Baseline Assessment Report:** Current communication capacity and needs analysis
3. **Communication Strategy Document** including but not limited to the following:
 - Project information - CATENATE
 - PA information - regulations, zoning, biodiversity, economic and social significance of PA
 - PA management best practices, and codes of conduct
 - Reporting for implementers and managers
 - Education and learning for community awareness, students and researchers
 - Coordination and communication among and between agencies
 - Networking among Boduthiladhunmathi PAs using all effective communication mediums including private sector engagement
 - Networking among national PAs and PAs of similar nature in SIDS
 - Monitoring and Evaluation Framework
 - Audience-specific messaging frameworks and communication channels
 - Create implementation roadmap with timelines, responsibilities, and resource requirements
 - Gender responsive communication
 - Inter-Agency Coordination and Multi-Level Communication
4. **Stakeholder Mapping Report:** Detailed analysis of target audiences and communication channels
5. **Brand Identity and Guidelines:** Visual identity, messaging framework, and communication standards with **CATENATE Project Logo and Ranger's T-shirt design (T-shirt and Rash Guard)**
6. **CATENATE Project Information Package:**
 - Develop comprehensive project overview materials including factsheets, brochures, and digital content
 - Create project impact stories
 - Design multimedia infographics for different audiences

- Produce project newsletter templates for regular communication updates - Design ranger and management staff uniform (rash guard and collared t-shirt) 7. Community Awareness Toolkit: Culturally appropriate materials in Dhivehi including brochures, posters, infographics, and community engagement resources 8. Templates for social media and presentations
Requirements for Experience and Qualifications 1. Lead Communications Specialist (Team Leader) Academic Qualifications: Master's degree in Communications, Environmental Science, Development Studies, or related field Professional Experience: 5 years of professional experience in related fields OR Proven experience in environmental communication and knowledge management (e.g., reference letters, publication links). 2. Graphic Design Expert Academic Qualifications: Bachelor's degree in Graphics Design or a related field. Professional Experience: 5 years of professional experience in related fields, OR Participation in two similar assignments with documentary evidence (e.g., reference letters, publication links). 3. Socio-Economic and Community Engagement Specialist Academic Qualifications: Bachelor's degree in social sciences, Community Development, Environment Sciences or related field Professional Experience: 3 years of experience in community engagement; OR Participation in two similar assignments with documentary evidence (e.g., reference letters, publication links).
Indicative Tasks
1. Lead Communications Specialist Responsibilities: • Overall project coordination and quality assurance • Lead communications strategy preparation

- Coordinate with government and international stakeholders
- Mentor team members
- Validate all technical outputs

2. Graphic Designs Expert

Responsibilities:

- Preparation of brand identity and guidelines
- Preparation of project logo
- Prepare CATENATE Project Information Package
- Prepare information of Boduthiladhunmathi Atoll in digital formats for Protected and Conserved Areas website

1. Socio-Economic and Community Engagement Specialist

Responsibilities:

- Baseline Assessment - Current communication capacity and needs analysis
- Preparation of the stakeholder mapping report
- Assist Lead Communications Specialist
- Community Awareness Toolkit

Duration of the Consultancy

Duration of the assignment is maximum **(90) calendar** days upon signing the contract.

Deliverables & Payment Schedule

No.	Deliverables	Details	Duration	Payment Schedule	Output
1	Final Workplan and Methodology	Workplan and Methodology with specific tasks included as per the comments to the initial workplan and methodology from the PMU	First draft – 2 days from contract signing Final draft –5 days	10%	Final workplan and methodology submitted and approved by MoTE

			from contract signing		
2	Baseline Assessment Report	Current communication capacity and needs analysis	First draft - 10 days from contract signing Final draft – 15 days from contract signing		Baseline Assessment report submitted and approved by MoTE
3	Communication Strategy Document	Comprehensive strategy with implementation plan comprising of the details described in Scope of Assignment including the necessary consultations / data collection (travel included) in Boduthiladhunmathi)	First draft – 40 days from contract signing Final draft – 85 days from contract signing	30%	Communications Strategy submitted and approved by MoTE
4	Stakeholder Mapping Report	Detailed analysis of target audiences and communication channels	First draft - 10 days from contract signing Final draft – 15		Stakeholder mapping report submitted and approved by MoTE

			days from contract signing		
5	Brand Identity and Guidelines CATENATE Project Logo Rangers T-shirt design (T-shirt and Rash Guard)	Visual identity, messaging framework, and communication standards	First draft - 15 days from contract signing Final draft – 20 days from contract signing	20%	Brand Identity and Guidelines submitted and approved by MoTE
6	Templates for social media and presentations		First draft – 20 days from contract signing Final draft – 25 days from contract signing		Templates submitted and approved by MoTE
7	CATENATE Project Information Package	Comprehensive project overview including objectives, activities (digital and print formats)	First draft - 30 days from contract signing	20%	CATENATE Project Information Package submitted and approved by MoTE

			Final draft – 50 days from contract signing		
9	Community Awareness Toolkit	Culturally appropriate materials in Dhivehi including brochures, posters, infographics, and community engagement resources	First draft – 70 days from contract signing Final draft –90 days from contract signing	20%	Community Awareness Toolkit submitted and approved by MoTE
Total:				100%	
*All payments will be made upon acceptance of the output and production of an invoice.					