



**Ministry of Tourism and Environment**  
Republic of Maldives

## **TERMS OF REFERENCE**

### **Consultancy Services to Conduct a Socio-Economic Baseline Assessment of Lhaviyani Atoll**

MV-MCCEE-523602-CS-INDV

**Prepared on** 25th November 2025

**Prepared By:** Blue Capital for Prosperity and Climate Resilience (BCPCR) Project – Project Management Unit

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## 1. Introduction and Background

The Government of Maldives, with World Bank support and GEF financing, is preparing the Blue Capital for Prosperity and Climate Resilience (BCPCR) project to increase sustainable financing for and implementation of Nature-based Solutions (NbS), with a geographic focus on Lhaviyani (Faadhippolhu) Atoll. At the national level, the project will also scale up natural capital accounting and ecosystem services valuation to inform cross-sector decision-making.

The Maldivian economy relies heavily on its natural capital, which is increasingly threatened by climate change and exploitation. To address this, BCPCR Component 2 focuses operationally on Lhaviyani (Faadhippolhu) Atoll. This atoll was selected for its rich biodiversity and its potential to pilot innovative, inclusive governance models integrating communities, government, and the private sector.

As a pre-implementation work and in linkage with the subcomponent 2.2.1 of the project, BCPCR intended to carry a socio-economic baseline assessment in Lhaviyani Atoll. This is a critical input for the project's efforts to strengthen protected area management, conservation, and sustainable development. By providing detailed data on communities, a baseline study will inform the design of Lhaviyani atoll's interventions that are responsive to local realities and needs. This evidence base will help understanding of how households and economic sectors depend on coastal and marine resources to plan future activities.

## 2. Scope

Within this assignment, the consultancy is tasked with conducting a comprehensive Socio-Economic Baseline Assessment to establish a detailed understanding of the socio-economic dynamics and livelihood systems across Lhaviyani Atoll. This assessment will serve as a critical analytical foundation for the planning and implementation of equitable and sustainable Nature-based Solutions (NbS). The scope of work includes:

- Detailing the socio-economic status of target communities, including livelihoods, income sources, education levels, employment trends, and access to basic services such as healthcare, water, and sanitation.
- Analysing demographic structures, sectoral interlinkages, and community relationships with marine and coastal ecosystems to understand how natural resources underpin local economies.
- Examining livelihood strategies and economic activities, including access to markets, to identify income-generation opportunities and constraints.
- Assessing ecosystem conditions and management practices and their influence on economic stability and resilience, particularly in key sectors such as fisheries, tourism, agriculture, and small-scale enterprises.
- Identifying vulnerabilities and risks that affect economic resilience, resource access, and long-term sustainability of livelihoods.
- Analysing disparities at household and community levels in access to services, infrastructure, and productive resources to highlight equity gaps.
- Generating both quantitative and qualitative baseline data to guide project planning, targeting, and monitoring of environmental interventions.
- Identifying gaps in existing data and knowledge to inform evidence-based decision-making and improve future assessments.

- Analyze the technical skills, knowledge, and resource gaps at the community, island, and Atoll Council levels related to sustainable resource management, data collection, and monitoring of Nature-based Solutions (NbS) to inform future project training and capacity building efforts.
- Identify specific capacity building and training needs among local stakeholders for sustainable resource management, conservation, and effective participation in project interventions.
- Providing actionable recommendations and baseline indicators for monitoring socio-economic outcomes throughout the project lifecycle.

### 3. Objectives

The aim of this consultancy is to provide a robust understanding of the socio-economic conditions and dynamics within Lhaviyani Atoll, supporting the planning and implementation of Nature-based Solutions (NbS), protected area management, conservation, and marine and coastal resource governance under the BCPCR project. Through a comprehensive baseline assessment, the consultancy will analyze community livelihoods, income sources, employment, education, and access to basic services, while identifying resource dependencies, economic vulnerabilities, and disparities across sectors and groups.

The assessment will generate baseline data to inform project planning, targeting, and monitoring, ensuring that interventions are grounded in local realities and responsive to community needs. These findings will help guide the design of inclusive, resilient, and sustainable development strategies for Lhaviyani Atoll, strengthening the impact and long-term sustainability of the BCPCR project

### 4. Deliverables

The consultant is expected to deliver the following deliverables. The deliverables will be approved once the drafts are reviewed by BCPCR Project and MoTE, and once noted observations are addressed.

#### i. Inception Report - Methodology Finalization, and Mobilization

An integrated document highlighting the workplan/schedule, final methodology and Stakeholder Engagement Plan. In addition, It shall compile:

- Assessment Questionnaires and Sampling Plan Methodology, sampling frame, and detailed analytical plan for sectoral economic analysis.

Methodology & Stakeholder Engagement Plan Standard	
<b>Quantitative Data Collection:</b>	<ul style="list-style-type: none"> <li>• Minimum sample size: At least 20% of households per inhabited island, or a statistically valid sample ensuring a 95% confidence level and <math>\pm 5\%</math> margin of error.</li> <li>• Stratification: Sampling must be stratified by island, gender, age group, and livelihood sector.</li> <li>• Validation: Apply finite population correction where relevant, and conduct consistency checks across datasets.</li> <li>• Triangulation: Household survey data must be cross validated with secondary sources (census, administrative records) and qualitative findings.</li> </ul>

<b>Qualitative Data Collection:</b>	<ul style="list-style-type: none"> <li>• Methods: Focus group discussions, key informant interviews, and participatory rural appraisal tools.</li> <li>• Minimum requirement: At least two FGDs per island (segmented by gender/youth), plus interviews with council representatives, sector leaders, and vulnerable groups.</li> <li>• Validation: preferably thematic coding and triangulation across multiple qualitative sources</li> </ul>
<b>Data Quality Assurance Protocols:</b>	<ul style="list-style-type: none"> <li>• Enumerators must be trained on ethical standards, confidentiality, and standardized procedures.</li> <li>• Daily field checks and supervisor-led spot audits.</li> <li>• Statistical validation of datasets (missing data analysis, outlier detection)</li> </ul>
<b>Stakeholder Engagement and Feedback Mechanisms</b>	<ul style="list-style-type: none"> <li>• A structured Stakeholder Engagement and Feedback Plan must be prepared and implemented.</li> <li>• Consultation Framework: Clear schedule of consultations with Atoll Council, Island Councils, community groups, and sector representatives.</li> <li>• Feedback Integration: All stakeholder inputs must be documented in a feedback log, with transparent mechanisms showing how comments were addressed.</li> <li>• Reporting: Each draft and final report must include a Stakeholder Feedback Annex summarizing inputs and integration.</li> </ul>

## ii. Desk Review Summary

Review project documents, census data, policies, previous studies, and sector reports related to livelihoods, income, education, and community vulnerabilities.

## iii. Field Data Collection & Stakeholder Engagement Report

A formal record of all consultation and communication activities conducted in the atoll, detailing how local communities, governing bodies, and key resource users were engaged during the field data collection work. This shall include

- Quantitative & Qualitative Socio-economic Baseline Assessment Dataset: Conduct household surveys to collect quantitative data on income, employment, livelihoods, education, household assets, and access to services. Qualitative data collected on traditions and culture, vulnerability and risks.
- Data collection on the technical skills, knowledge, and operational gaps relevant to identifying capacity building and training needs for resource management, conservation, and project work.

## iv. Draft Assessment Report

- Draft Socio-economic Baseline Assessment Report: Conduct statistical analysis of livelihoods, employment patterns, and resource dependencies, assess how ecosystem conditions influence local economic sectors. Identify economic vulnerabilities, disparities in access to resources and services, and constraints to livelihoods. Highlight opportunities for improving household income, livelihood diversification, and community resilience.

- **Draft Capacity Building and Training Needs Assessment:** A section on identifying and detailing specific capacity building and training needs for local stakeholders.

**v. Final Assessment Reports & Documents**

- **Final Socio-economic Baseline Assessment Report:** Finalize the Socio-economic baseline based on the official feedback received from the MoTE/PMU, ensuring all required changes are reflected.
- **Final Capacity Building and Training Needs Assessment:** A report to outlines capacity building and training requirements, along with recommended methodologies and formats for future implementation.
- **Raw Data Repository:** A consolidated, digital archive containing all primary, unedited field materials

## 5. Payment Schedule and Duration

The Consultant shall submit the Financial Proposal with the Expression of Interest. Remuneration will be released upon acceptance of deliverables as per the Payment Structure (Section 6). The Consultant is expected to deliver the full Scope of Assignment (Section 2) for final payment.

The total duration of this assignment is **one (1) calendar months** from the contract signing date. Applying individuals are required to submit a detailed, time-bound work plan and schedule as part of their technical proposal. This work plan structured below ensures a timely completion of all deliverables (1 through 5) within the one-month period.

No.	Description	Duration (Days)	Payment Schedule
I	<b>Inception Report</b> Socio-economic Baseline Assessment Questionnaires and Sampling Plan	5	10%
II	<b>Desk Review Summary</b> Socio-Economic Data Review	5	10%
III	Field Data Collection & Stakeholder Engagement Report Quantitative & Qualitative Socio-economic Baseline Assessment Dataset	5	25%
IV	Draft Socio-economic Baseline Assessment Report Socioeconomic profiles of target communities Vulnerabilities, disparities, and livelihood Analysis Recommendations for project targeting, design, and monitoring <b>Draft Capacity Building and Training Needs Assessment</b>	5	25%
V	Final Socio-economic Baseline Assessment Report <b>Final Capacity Building and Training Needs Assessment</b> <b>Raw Data Repository</b>	10	30%
Total		30	100%

## 6. Requirements

Minimum qualification:

- Minimum bachelor's degree or an equivalent qualification in a subject related to social sciences, development studies, economics, or a related field
- Minimum 5 (five) years of work experience in socioeconomic assessments, including survey design, participatory methods, and data analysis, and have experience working with marginalized populations. Additional years of experience will be evaluated with additional 2 (two) marks per year for a maximum of 3 years.
- **Key Skill: Demonstrated** experience in economic analysis of resource-dependent sectors (fisheries, tourism) and linking ecosystem health to local livelihoods. Experience in managing multi-disciplinary teams for donor funded projects will be an added advantage.

### **PEP and Conflict of Interest Assessment:**

In line with World Bank Anti-Corruption Guidelines and national procurement regulations, the key personnel are subject to PEP and conflict-of-interest screening prior to award. Shortlisted consultant shall disclose personnel details whereby, misrepresentation/omissions may result in disqualification.

## 7. Provision of Monitoring and Progress Controls

The Consultant will report directly to the BCPCR Project Management Unit (PMU) under the MoTE. Ministry of Tourism and Environment (MoTE) has overall responsibility for the management of the contract and contractual reporting obligations.

### **PMU and Partner Responsibilities:**

- **Lead Coordination:** The BCPCR PMU will provide consolidated feedback and ensure alignment with World Bank and GEF requirements.
- **Technical Clearance:** Collaboration will be maintained with the Environment Regulatory Authority (ERA), relevant Ministries and Atoll/Island Councils for technical input and local clearance.
- **Resource Provision:** Provide necessary access, contacts, and existing spatial/baseline data.
- **Review Cycle:** Review all drafts and provide consolidated feedback.
- **Approvals:** Ensure processing of formal approvals and certification of deliverables by the MoTE/PMU. Payments shall be advanced for processing upon approval

### **Consultant Responsibilities:**

- Coordinate with the project and any relevant government and non-government institutions during the consultation so that risks are identified, avoided, mitigated and managed throughout the assignment.
- Maintain open communication and proactively notify the PMU of any anticipated delays or scope changes.
- To be present in person for the Presentation of Reports
- Travel to assignment site for stakeholder engagement and data collection.
- Lead regular virtual or in-person progress meetings as per a schedule agreed with MoTE virtual.
- Provide required written progress reports, linked directly to the approved work plan.

- Submission of deliverables in a timely manner for feedback from MoTE.
- Incorporating feedback and submission of all finalized deliverables to MoTE for approval.

## 8. Quality Assurance and Deliverable Acceptance Criteria

All deliverables must meet the following mandatory acceptance criteria before formal sign-off and payment release. Formal acceptance requires written confirmation from the BCPCR PMU/ MoTE.

Acceptance Criterion	Description
Technical Rigor	All components must be methodologically sound, using robust data collection, statistical validation, and spatial analysis techniques as detailed in the Inception Report.
Completeness	All components specified in the ToR must be addressed.
Clarity and Professionalism	Reports must be written in clear, concise, professional English, free of grammatical errors, and appropriately formatted for both technical and high-level policy-making audiences (MoTE, World Bank).
Client Review Cycle	The Consultant must submit revised deliverables within five (5) working days of receiving feedback.

Failure to meet these criteria will require revisions at the Consultant's expense until full compliance and formal acceptance by the BCPCR PMU and MoTE is achieved.

## 9. Additional Information

- 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 BCPCR Project/MoTE at the end of the contract and will become the property of Ministry of Tourism and Environment.
- International and local transport costs and obtaining any necessary visa and documents are the responsibility of the proponent. Ministry of Tourism and Environment will only provide a visa facilitation letter if necessary.
- For meetings: BCPCR Project PMU will facilitate sending of invitations to stakeholders.
- For Workshops and Logistics: BCPCR Project PMU will facilitate sending of invitations to stakeholders for workshops and trainings. The provision of logistics, catering and venue where required are the responsibility of the proponent and this cost should be included in the price quotation.
- All fieldwork/reporting must comply with safety standards and national data protocols.

## 10. Application

Applications will be evaluated based on the supporting documents provided, not based on information provided on the CV. The applicants shall submit their applications along with the following documents:

- Letter of Expression of Interest
- Curriculum Vitae (clearly stating the starting and ending month and year for previous experiences)
- Copy of National ID Card



- Accredited copies of Academic Certificates (Documents accepted are copy of accredited certificates/Letter of completion from the university together with a written document from Maldives Qualification Authority stating that the course completed is accredited to a certain level.)
- Employment Verification Letter from previous employer(s)
- Candidates currently working in the Civil Service should provide a letter of no objection from their current employer to release from the job.

Applications should be submitted to the Ministry of Tourism and Environment by email [bcpcr@environment.gov.mv](mailto:bcpcr@environment.gov.mv) by **13:00 pm of 30<sup>th</sup> November 2025**.