



Ministry of Climate Change, Environment and Energy
Republic of Maldives

TERMS OF REFERENCE
(IUL)1139-EMCD/1139/2026/26

CATENATE Project Mid-Term Review (MTR) Consultant)

Request for proposal (RFP) – Single Envelope

Issued on: 20th May 2026

Issued By: Conservation of Atoll Ecosystems through an effectively managed National protected area Estate (CATENATE)

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Section 1

Tender Sheet

Reference No:	Tender Reference		
1	<u>Tender Name:</u> CATENATE Project Mid-Term Review (MTR) (Consultant)		
2	<u>Bid queries submission timeline and Address:</u> Location: Ministry of Climate Change, Environment and Energy Date: 01/06/2026 (Monday) Time: 13:00pm Email: tenders@environment.gov.mv CC: catenate@environment.gov.mv Telephone No: 3018300		
5	<u>Bid Clarification Deadline and Address:</u> Location: Ministry of Climate Change, Environment and Energy	Date: 03/06/2026 (Wednesday)	Time: -
6	<u>Proposal submission deadline:</u> Location: Ministry of Climate Change, Environment and Energy – Dharubaaruge, Faashana Maalam Reception	Date: 08/06/2026 (Monday)	Time: 11:00am
7	<u>Submission instruction</u> Proposals must be delivered in sealed envelopes titled “Do not Open Before 1105 hours on 08th June 2026– CATENATE Project Mid-Term Review (MTR) Consultant – (IUL)1139-EMCD/1139/2026/26” and the submitting party’s name and address Late proposals will be rejected.		
8	<u>Submission address</u> Procurement Department Ministry of Climate Change, Environment and Energy Faashanaa Maalam, Dharubaaruge, Ameenee Magu, Henveiru Male’, 20344, Republic of Maldives		

	Email: tenders@environment.gov.mv Website: www.environment.gov.mv Project name: CATENATE Project		
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.	Date: 08/06/2026 (Monday)	Time: 11:05am
8	<u>Evaluation Criteria on Annex 11</u>		
<u>Note:</u> <ul style="list-style-type: none"> • If the tender requires bid registration, only bidders registered within the specified deadline will be eligible to submit bids. 			

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 | <p>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.</p> <p>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.</p> <p>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.</p> |

- | | | |
|-----------------------------|-----|---|
| 4. Number of Bids submitted | 4.1 | Each bidder may submit 1 (one) bid. If any bidder submits more than one bid, all bids submitted by that bidder will be cancelled. |
| 5. Cost of preparing Bid | 5.1 | All expenses incurred in preparing and submitting the bid shall be borne by the bidder. The ministry shall not be 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 | If it is a GST registered entity, the price should be inclusive of GST. The amount paid for GST should be clearly stated. |
| 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

- | | | |
|-------------------------------------|------|---|
| 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. |
| | 14.3 | Bids submitted without an official stamp and the bidder's signature on the Bid Submission Form shall be disqualified. Exceptions may be granted only where stamp registration is not applicable to the bidder, as confirmed by the Corporate Profile Sheet or as required by law. |
| 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 Except otherwise, any law or regulation specifies, any bid 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.
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
- 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.
- 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.
- 21.3 The amount stated in the bid sheet shall be submitted as performance guarantee.

F. securities to be Submitted

22. Bid Security (Excluding consultancy services)
- 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.
- 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.
23. Advance and Advance payment guarantee
- 23.1 If an advance is requested, the advance may be issued in accordance with the Public Finance Regulation.

- 23.2 Advance will be issued if the total value of the procurement exceeds MVR 250,000 (Two Hundred and Fifty Thousand Rufiyaa)
- 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).
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).

Section 3

General and special provisions of the agreement

27. Definitions

- 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 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*0.005*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*0.0025*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.

- 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** 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.
- 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.
- 38.3 In case of dispute between TOR and PFR (Public Finance Regulation) the PFR will prevail.

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 Specialist / Expert) – (Annex 6 - Tech Form 5)		
6	Cooperative Profile Sheet issued by the Ministry of Economic Development Profile taken from website: www.business.egov.my		
7	Tax Clearance Report		
8	Experience Letters – (Business)		
Financial Proposal			
10	Financial Breakdown Form – (Annex 7 - Form FIN – 1)		

11	<ul style="list-style-type: none"> • Bidders are required to submit the bank statement of the business's bank account. (Bank statements covering a minimum period of three (3) months (3 March 2026 to 3 June 2026) prior to the bid Opening date shall be submitted) • Line of Credit Letter – (Annex 8 - FIN FORM - 2) 		
9	Documentation of conflict or non-conflict of interest – (Annex 10)		
16	Current Contract Commitments / Work in Progress – (Annex 9 - FIN FORM 3)		

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 120 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

CATENATE Project Mid-Term Review (MTR) Consultant																
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
Deliverable 1 – Inception Report																
Deliverable 2 – Updated Progress Table																
Deliverable 3 - Interviews and field visits																
Deliverable 4 – Preliminary Findings Presentation																
Deliverable 4 – First Draft MTR Report																
Deliverable 5 – Final MTR Report																

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 Climate Change, Environment and Energy	Positions held: Summary of role
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Annex 6
TECH FORM 5

Letter of Commitment

(Specialist / Expert)

[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 / Expert** to **“CATENATE Project Mid-Term Review (MTR) Consultant”**- for the Ministry of Climate Change, Environment and Energy. 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 Climate Change, Environment and Energy’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	Deliverable 1 – Inception Report		
2	Deliverable 2 – Updated Progress Table		
3	Deliverable 3 - Interviews and field visits		
4	Deliverable 4 – Preliminary Findings Presentation		
5	Deliverable 4 – First Draft MTR Report		
6	Deliverable 5 – Final MTR Report		
Total:			
GST 8%			
Total with GST			

The quotation is valid for 120 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 taxes as per the Tax Legislation and must be shown in the breakdown.

Authorized Signature and Stamp

Annex 8

FIN FORM 2

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 09

FIN FORM 3

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 10
DISCLAIMER FOR CONFLICT OF INTEREST
Each Applicant must fill in this form

Tender Name:	CATENATE Project Mid-Term Review (MTR) Consultant)
Advertisement No:	Click here to enter text.
Advertisement Date:	Click here to enter text.

I/We, the undersigned as the bidder, submitting the tender in respect of call for captioned tender, confirm:

- *that should I/We have any “close relative” or “close associate” working at Ministry of Climate Change, Environment and Energy, 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);*
- *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;*
- *that I/We will inform the at Ministry of Climate Change, Environment and Energy, without delay, of any situation constituting a conflict of interest or could give rise to a conflict of interest;*
- *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;*
- *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;*
- *that I/We understand that the at Ministry of Climate Change, Environment and Energy 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.*

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 11

Criteria to be used for evaluation of bids

Technical Score	
<p>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.</p>	
(A) Project Team	
<p>Specialist / Expert</p> <p><i>Minimum Qualifications:</i></p> <p>Minimum Master’s Degree in environmental or natural resource management, administration, or policy, economics and social sciences, monitoring and evaluation, or other related field (25 points)</p> <p><i>Other Qualifications:</i></p> <p><u>Experience</u></p> <p>10 years of professional experience in the Maldives, with demonstrable experience in natural resources management and governance, and evaluation (50 points – 5 points for each year of experience)</p> <p>Note: Additional points (demonstrated through experience letters) for:</p> <ul style="list-style-type: none"> • Demonstrated experience in GEF-funded projects, IUCN programmes, or equivalent international conservation programmes (5 points); • Understanding of the IUCN Green List Standard and other protected area effectiveness tools (e.g., METT, PA-BAT+) (5 points); • Knowledge of Maldives protected area network and management (5 points); • Experience in sustainable PA financing mechanisms, including ecotourism, revolving funds, and public-private partnerships (5 points); • Strong analytical, communication, and report writing skills in English (5 points). 	<p style="color: red; font-weight: bold;">100</p>
<p>Total A=</p>	<p>100</p>
(B) Approach, methodology and work plan	

<p>Approach and methodology</p> <p><i>a) Demonstration of an understanding of the objective of the assignment in the context of the project - 30 points</i></p> <p><i>b) Proposal on methodology on carrying out the activities - 30 points</i></p>	60
<p>Work Plan.</p> <p><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></p> <p><i>b) Work plan being consistent with proposed Technical Approach and Methodology – 20 points</i></p> <p><i>c) Work schedule – 10 points</i></p> <p>{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.}</p>	40
<p>Total B=</p>	100
<p>Technical Score:</p> <p>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.</p> <p>Technical score (St) = A/100*[50] + B/100*[50]</p>	
<p>Note: Only the proposals that will obtain a minimum of 60% out of 100 obtainable points will be qualified for the financial evaluation.</p>	

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:

$T = [0.6]$, and $F = [0.4]$

FINANCIAL SITUATION EVALUATION

Bank statement of the business's bank account. To be eligible the business's bank statement (Bank statements covering a minimum period of three (3) months prior to the bid Opening date shall be submitted) must show a credit balance of minimum **MVR 23,000.00**

(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 2. Credit limit shall be no less than **MVR 23,000.00 – (FIN FORM -2: Line of Credit Letter)**

Note:

- Line of Credit Letter must be issued by a government recognized bank or financial institution established in Maldives with all the details as per template in FIN FORM 2

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 Climate Change, Environment and Energy 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 Climate Change, Environment and Energy.

Obtaining any necessary visa and documents are the responsibility of the proponent. MoCCEE will only provide a visa facilitation letter if necessary.

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.

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 GEF-funded project “Conservation of AToll Ecosystems through an effectively managed NATional protected area Estate (CATENATE)” is a 42-month Full-Sized Project being implemented in the Maldives. The project executed by the Ministry of Environment, Climate Change and Technology (MECCT) of the Government of Maldives with assistance from the International Union for Conservation of Nature (IUCN) as the GEF implementing agency.

The project’s overarching objective 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, the largest atoll in the world and located in the northernmost part of the Maldives, with Shaviyani Farukolhu Protected Area as the main demonstration site.

The Maldives is home to the world’s 7th largest reef ecosystem, covering approximately 8,920 km² and representing approximately 3% of global coral reef cover. The biodiversity of these atoll ecosystems underpins at least 71% of national employment, 89% of GDP and 98% of exports. The CATENATE project responds to significant threats and governance gaps that undermine the conservation of these globally significant marine and atoll ecosystems.

The project is structured around three outcomes and one project management component:

- Outcome 1: Improved Protected Area network governance mechanisms – focusing on legal frameworks, decentralized governance models, capacity development of island and atoll councils, conservation standards and guidelines, and management planning at the demonstration site (Farukolhu PA) aligned to the IUCN Green List Standard.
- Outcome 2: The Protected Area network has an integrated and equitable sustainable financing system – encompassing development and implementation of a financial framework and demonstration of equitable income generation mechanisms for PA management and associated communities.
- Outcome 3: Effective communication and knowledge dissemination to communities and stakeholders – including a PA knowledge management platform, a project communication strategy, knowledge products, gender mainstreaming, and Monitoring and Evaluation for adaptive management.
- Project Management: Day-to-day coordination, oversight and administrative management by the Project Management Unit (PMU).

With a total project financing of USD 9.38 million (GEF grant: USD 2.11 million; co-financing: USD 7.27 million), the project is scheduled to run from 1 October 2024 to 1 April 2028. A mid-term review is now due in accordance with IUCN and GEF requirements.

Objective

The Mid-Term Review (MTR) is a mandatory element of GEF project monitoring and evaluation. Conducted at approximately the midpoint of implementation, the MTR provides an opportunity for critical, independent assessment of progress, and informs adaptive management for the remainder of the project period.

The principal purposes of the MTR are to:

1. Undertake a systematic and in-depth review of progress in relation to the original project objectives and expected results as set out in the approved Project Document and Results Framework.
2. Identify major lessons gained during project implementation and examine how these experiences can be applied to improve strategy, annual work planning, and programme delivery for the remaining implementation period.
3. Assess whether modifications in project results, strategies, allocation of funds between activities, or implementation arrangements are warranted given the evolving context in the Maldives.
4. Make specific, evidence-based recommendations for adjustments to key elements of project design, budget allocation, partnership arrangements, and implementation approaches as required.
5. Assess the likelihood of the project achieving its intended outcomes and global environmental benefits within the remaining project timeframe.
6. Document emerging lessons of relevance for future GEF-funded projects in the Maldives and the broader IUCN programme.

The MTR is being prepared for the following audience:

- The Project Management Unit
- IUCN
- Project Steering Committee
- Ministry of Climate Change, Environment and Energy
- GEF Secretariat

The mid-term review will be conducted through facilitating collaborative reflection and learning with the project team, partners, and stakeholders, rather than adopting a purely evaluative or deficit-based approach. The review process encompasses the following components:

- A stock-take of project performance against planned activities, outputs, and outcome indicators;
- Structured reflections with the project team, the PMU, MECCT, and other key stakeholders on achievements to date, lessons learned, project design, and technical outputs;
- Consideration of priorities and feasibility for achievement within the remaining project timeframe;
- Recommendations for any revisions required to project activities, outputs, milestone dates, or budget allocations.

Evaluation Questions (Scope of Assignment)

The MTR will assess the CATENATE project in line with the OECD/DAC evaluation criteria, adapted to the IUCN and GEF programme context.

Relevance

- Is the project's approach and theory of change still appropriate for addressing the identified barriers to effective PA governance and management?
- How relevant are the project's tools, approaches, and governance models (including decentralized PA governance, IUCN Green List Standard, and PAME tools) to stakeholder needs and national priorities?

Effectiveness

- What progress has been made against each project output and outcome indicator relative to the targets set out in the Results Framework?
- Are project activities being implemented as planned? If not, what are the root causes of deviations?
- What outputs have been achieved to date, and to what extent do they contribute to the three project outcomes?
- To what extent is the project addressing GEF Core Indicator targets?
- How effective are co-financing arrangements? Are co-financing commitments being realized?
- Is the project successfully managing risks as identified in the Project Document? Have new risks emerged that require attention?
- How effective are collaborative arrangements between IUCN, MECCT, the Environmental Regulatory Authority (ERA), Island Councils, and other partners?
- Is the Environmental and Social Management Plan (ESMP) being properly implemented? Are grievances being handled appropriately?

In particular, the reviewer should assess output delivery under each project component:

- Output 1.1: Legal frameworks and governance models formalized for decentralized PA management;
- Output 1.2: Capacity development of Councils and PA managers;
- Output 1.3: Conservation strategy, standards and guidelines for PA selection, assessment and monitoring;
- Output 1.4: Integrated management plans established using the IUCN Green List Standard at the Farukolhu demonstration site;
- Output 2.1: Financial framework for the PA network in the Atoll developed and implemented;
- Output 2.2: Sustainable financing demonstrated through equitable income generation for PA management and communities;
- Output 3.1: PA knowledge dissemination platform established and operational;
- Output 3.2: Communication strategy developed and implemented, including gender mainstreaming and replication support;
- Output 3.3: M&E plan implemented for adaptive project management.

Efficiency

- Are the technical and financial resources adequate to fulfil project plans, and are they being used efficiently?
- Are project funds being spent in accordance with the work plan and using appropriate procedures?
- Is the Project Steering Committee (PSC) functioning effectively as a decision-making body?
- Is the project self-monitoring system timely, functional, and adequate for adaptive management?

Impact Orientation

- Is the project oriented towards generating positive impact on coral reef biodiversity, atoll ecosystems, and the people who depend on them?
- What early or emerging indications of positive impact on nature and people's lives and livelihoods are observable?
- Is the project contributing to GEF global environmental benefits in the biodiversity focal area?

Sustainability

- Are project interventions and benefits likely to continue beyond the end of GEF funding?
- What sustainability mechanisms are in place – institutional, financial, and social?
- Is the capacity being built within MECCT, the ERA, and Island Councils sufficient to sustain PA management functions beyond the project?

- Are the financial mechanisms being developed (revolving funds, ecotourism income, public-private partnerships) viable for long-term PA sustainability?

Coherence, Linkages and Lessons

- How strategic are the project's partnerships in terms of institutional capacity and commitment?
- Is the project coherent with and complementary to other biodiversity conservation initiatives and donors operating in the Maldives and the wider region
- To what extent has the project contributed to a stronger integration of the IUCN Green List Standard and PAME tools into national PA governance?
- What significant lessons or conclusions can be drawn from the project to date in terms of effectiveness, efficiency, sustainability, and stakeholder engagement?
- What unforeseen challenges have arisen, and how effectively have they been managed?

Methodology and Process

The MTR will employ a mixed-methods approach combining desk-based review, stakeholder consultations, and field assessment. The Consultant will provide a detailed methodology during inception of the review. The review process will include the following activities:

Desk-Based Review

The Consultant shall undertake a thorough review of relevant project documentation prior to commencing field activities. Documents to be reviewed include, but are not limited to:

- The approved CATENATE Project Document (including Results Framework, Risk Register, ESMS instruments, and Work Plan);
- Project Implementation Reports (PIRs) submitted to GEF;
- Annual Work Plans and Budgets for all project years;
- Technical reports and knowledge products produced under the project;
- Capacity assessment and training reports;
- Governance documentation including PSC meeting minutes and decisions;
- Draft METT assessments and IUCN Green List benchmarking results for Farukolhu PA;
- Financial expenditure reports and co-financing tracking records;
- The Gender Action Plan and gender monitoring data;
- The Stakeholder Engagement Plan and records of stakeholder engagement;
- The ESMP Due Diligence Report and any grievance records;
- The project's communication strategy and knowledge products (where completed).

Mid-Term Review Workshop

An MTR Workshop shall be conducted in Male', Maldives, bringing together implementing partners, government counterparts (MECCT, ERA, and Island Councils), IUCN staff, and key stakeholders. The workshop will:

- Review and discuss project progress against the Results Framework;
- Facilitate presentations of activities, interim results, and issues under each outcome;
- Promote collaborative reflection on challenges, lessons, and adaptive management needs;
- Build consensus on desired achievements for the remainder of the project;
- Identify preliminary recommendations for project adjustments.

Field Visits

The consultant shall undertake field visits to the Farukolhu PA (Shaviyani Atoll) and, where feasible, to other protected area sites within the Boduthiladhunmathi project area. Field visits shall include:

- Direct observation of PA management conditions and field activities;
- Meetings with Funadhoo Island Council, and community representatives;
- Assessment of on-the-ground implementation of management planning, capacity building, and livelihood activities;
- Discussions with communities, including women, to understand the project's social and economic impacts to date.

Stakeholder Interviews

Semi-structured interviews and focus group discussions shall be conducted with a representative range of stakeholders, including:

- MECCT and ERA officials responsible for PA oversight;
- IUCN project staff and the PMU;
- Island Council members and PA managers;
- Community-based organizations (CBOs) and Women's Development Committees;
- Private sector partners including resort operators and guesthouse owners;
- Other relevant government ministries and agencies;
- Development partners and co-financers;
- Other relevant civil society and non-governmental organizations.

Report Structure

The MTR Report (both First Draft and Final) shall be logically structured, contain evidence-based findings, conclusions, lessons, and recommendations, and be free of irrelevant information. The report shall be structured as follows:

1. Title page (project identification details, reviewer names, date);

2. Executive Summary (minimum: methodology, key findings, conclusions, and recommendations);
3. Table of Contents;
4. List of Abbreviations and Acronyms;
5. Introduction: project context and description;
6. Purpose and Scope of the Review;
7. Evaluation Approach and Methodology (including an evaluation matrix, data sources and analysis);
8. Findings – organized by evaluation criterion (Relevance, Effectiveness, Efficiency, Impact Orientation, Sustainability, Coherence);
9. Conclusions and Lessons Learned;
10. Recommendations – actionable and clearly linked to findings, specifying who should act and indicative timelines;
11. Annexes: list of documents reviewed, list of persons consulted, field visit itinerary, interview protocols, and any other supporting material.

Institutional Arrangements

The MTR will be managed by MoCCEE, in close coordination with IUCN. The CATENATE Project Management Unit (PMU) will provide logistical and administrative support to the review team, including access to project documents, facilitation of stakeholder meetings, and arrangements for field visits.

The reviewer shall maintain independence throughout the process and shall not seek or receive instructions from the PMU or implementing partners on the substance of the review. Any perceived conflicts of interest must be declared to MoCCEE before the commencement of the assignment.

Requirements for Experience and Qualifications

Academic Qualification

Minimum Master’s Degree in environmental or natural resource management, administration, or policy, economics and social sciences, monitoring and evaluation, or other related field (25 points)

Other Qualifications:

Experience

10 years of professional experience in the Maldives, with demonstrable experience in natural resources management and governance, and evaluation (50 points – 5 points for each year of experience)

Note: Additional points (demonstrated through experience letters) for:

- Demonstrated experience in GEF-funded projects, IUCN programmes, or equivalent international conservation programmes (5 points);

- Understanding of the IUCN Green List Standard and other protected area effectiveness tools (e.g., METT, PA-BAT+) (5 points);
- Knowledge of Maldives protected area network and management (5 points);
- Experience in sustainable PA financing mechanisms, including ecotourism, revolving funds, and public-private partnerships (5 points);
- Strong analytical, communication, and report writing skills in English (5 points).

Duration of the Consultancy

Duration of the assignment is 60 calendar days upon signing the contract.

Deliverables & Payment Schedule

No.	Deliverables	Details	Duration	Payment Schedule	Output
1	Inception Report	A brief note (max 5 pages) outlining the consultant's understanding of the assignment, proposed methodology, stakeholder interview plan, and a work schedule.	Within 5 days of contract signing	10%	Inception Report submitted and accepted by IUCN
Review from Client: 5 days					
2	Updated Progress Table	A completed table summarizing progress against all activities and outputs in the project Results Framework, including traffic-light ratings.	Within 15 days of contract signing	10%	Updated Progress Table submitted and accepted by IUCN
Review from Client: 5 days					
3	Stakeholder interviews and filed trip(s)	Stakeholder interviews with project staff, IUCN, MECCT, ERA, island councils and stakeholders	Within 20 days of contract signing	10%	Stakeholder interviews and filed trips held

		along with a filed visit to project sites.			
4	Preliminary Findings Presentation	Presentation of preliminary findings at the MTR Workshop for validation and discussion.	Within 40 days of contract signing	20%	Preliminary findings presentation submitted and accepted by IUCN
Review from Client: 3 days					
5	First Draft MTR Report	A complete draft report structured as outlined in Section 5.1, submitted in both hard copy and electronic format for review by IUCN, MECCT, and key stakeholders.	Within 50 days of contract signing	20%	First Draft MTR Report submitted and accepted by IUCN
Review from Client: 6 days					
6	Final MTR Report	A finalized report incorporating all comments from IUCN, MECCT, the Government of Maldives, and other stakeholders on the draft. The report should be submitted in English, in both hard copy and electronic format.	Within 60 days of contract signing	30%	Final MTR Report submitted and accepted by IUCN
Review from Client: 5 days					
Total:				100%	