



Ministry of Environment
Republic of Maldives

REQUEST FOR PROPOSAL

**Consultancy Services to Web Development, Hosting and
Maintenance for WASH Data Monitoring and
Dissemination and Development of Sector’s Geographic
Information Systems (GIS) database**

**“Supporting Vulnerable Communities in Maldives to Manage Climate Change-induced
Water Shortages Project”**

Issued on: 24th February 2020

Issued By:
GCF Project Management Unit
Water and Sanitation Department
Ministry of Environment

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1 SCHEDULE OF CRITICAL DATES

ACTIVITY	ACTION DATE
Advertised Date	24th February 2020
Pre-bid Meeting	1000hrs on 1st March 2020
Registration Deadline	Before 1100hrs on 4th March 2020
Bid Clarification Deadline	4th March 2020 before 1400hrs
Deadline to submit proposals	1000hrs on 10th March 2020

2 SUBMISSION REQUIREMENTS

Interested parties **shall submit** all the Forms listed under **Sections 6 (TECHNICAL PROPOSAL - STANDARD FORMS)** and **Section 7 (FINANCIAL PROPOSAL - STANDARD FORMS)**. **Furthermore**, the following related documents shall be submitted for the bids to be considered sufficiently responsive.

Please CHECK in the BOXES to confirm the submission of the required Forms.

- 1. Proposal Form (Form Tech-1)
- 2. Consultant's Organisation & Experience (Form Tech -2A&2B)
- 3. Methodology and Work Plan (Form Tech -3)
- 4. Team Composition & Task Assignments (Form Tech -4)
- 5. Curriculum Vitae (CV) for proposed team members (Form Tech -5)
- 6. Work Schedule (Form Tech -6)
- 7. Financial Proposal Submission Form (Form Fin 1)
- 8. Financial Proposal Summary Form (Form Fin 2)

Please CHECK in the BOXES to confirm the submission of the required related documents.

- 9. Company profile of the consultancy firm
- 10. Company registration certificate of the consultancy firm
- 11. Organization chart of the consultancy firm
- 12. Copy of the National Identity Card/Passport, Attested copies of Educational Certificates (if needed as per selection criteria in TOR) of Proposed members in Form Tech-5

- 13. Stamped/signed project completion letters for ALL the projects Listed under FORM TECH-2: Proponent’s Organization and Experience Form. (Cross refer to Project# in the Form)
- 14. GST Registration Certificate
- 15. Provide links or copies of the samples of relevant pieces completed to date (Cross refer to Project# in the FORM TECH-2: Proponent’s Organization and Experience Forms).

3 LETTER OF INVITATION

Subjects: Consultancy Services for Web Development, Hosting and Maintenance for WASH Data Monitoring and Dissemination and the services for a GIS specialist to develop Sector’s Geographic Information Systems (GIS) database that can be linked with the data collected from the WASH database system.

The Government of Maldives represented by the Ministry of Environment (ME) has received funding from the Green Climate Fund (GCF) for the project “Supporting Vulnerable Communities in Maldives to Manage Climate Change-Induced Water Shortages” and intends to apply part of the proceeds towards two components namely; procuring the services of a Consultancy Firm for Web Development, Hosting and Maintenance for WASH Data Monitoring and Dissemination and the and the Development of sector’s Geographic Information Systems (GIS) database that can be linked with the data collected from the WASH database system.

1. A detailed Terms of Reference (TOR) for each of the above two components and Request for Proposal (RFP) for the consulting services will be attached to the gazette advertisement and also made downloadable on the Ministry’s website www.environment.gov.mv. Interested consultation Firms may obtain further information via mail to gcf.watsan@environment.gov.mv.
2. The Bidder shall be registered to submit the proposal by submitting ‘Bidders’ Registration Form’ to the email address gcf.watsan@environment.gov.mv **Before 1100hrs on 4th March 2020** **Before 1100hrs on 4th March** **Before 1100hrs on 4th March** . Only registered bidders will be qualified to submit a bid proposal. The form will be attached to this gazette advertisement.
3. All registered bidders will be invited to the pre-bid meeting and any queries regarding the RFP can be clarified during the meeting or mail before **1000hrs on 1st March 2020**.
4. Proposals shall be delivered in a sealed envelope, bearing the name of the project “Consultancy Services to Web Development, Hosting and Maintenance for WASH Data Monitoring and Dissemination and the services for a GIS specialist to develop sector’s Geographic Information Systems (GIS) database”, bid opening time and date, the address the bid is submitted to (as in the RFP), and the bidders company name, to the Ministry of Environment at the address specified in the RFP. Proposals shall be valid for a period of 90 days from the date of Opening. Electronic submissions are not allowed.

5. Bids should be submitted on **Maldivian time 1000hrs on 10th March 2020** (Only bids submitted at this time will be eligible to proceed to evaluation). The bids will be opened at **Maldivian time 1000hrs on 10th March 2020** **March 2020**. Any late bids will be rejected.

**GCF Project Management Unit
Water and Sanitation Department
Ministry of Environment,
Green Building, Handhuvaree Hingun,
Maafannu, Male', 20392,
Republic of Maldives
Tel. (960)-3018-388/399
Email: gcf.watsan@environment.gov.mv**

4 INSTRUCTIONS TO CONSULTANTS

4.1 Introduction

- a) The Client named in the **Data Sheet** will select a Consultancy Firm from those Firms that submit their proposals for this request.
- b) Interested parties are invited to submit Technical Proposal and a Financial Proposal for the contract named in the **Data Sheet**. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Party.
- c) The party as a Lead Consultancy firm can propose **1 (one) Associate Consultancy firms** to partner with for the consultancy. The Lead and Associate Consultants (if any) will be evaluated as according to evaluation criteria set in the **Data Sheet**.
- d) The Client will select a Consultancy Firm from those who show interest to this call for proposals, in accordance with the method of selection specified in the **Data Sheet**.
- e) As a direct response to this document, interested parties must provide their detailed proposals for the *“Consultancy Services to Web Development, Hosting and Maintenance for WASH Data Monitoring and Dissemination and Development of Sector’s Geographic Information Systems (GIS) database ”*. The standards and other statements on such provision and legislative compliance made by the parties as part of their proposals will form a binding part of the final contract document.
- f) The Applicants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Applicants.
- g) The Client reserves the right to accept or reject any Proposal and to terminate the tendering process without awarding a contract. The parties should be aware that it is unlikely that the Client will be in a position to go forward with any proposals that fails to meet the statutory and essential requirements, set out in Section 6 the Terms of Reference.

4.2 Conflict of interest

- a) A Party (including its Personnel) that has a business or family relationship with a member of the Client’s staff who is directly or indirectly involved in any part of (i) the preparation of the Schedule of requirements, (ii) the selection process, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Government throughout the selection process and the execution of the Contract.

- b) The Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultants or the termination of its Contract.

4.3 Fraud and Corruption

The Client requires that all parties including Consultants and their agents (whether declared or not), personnel, sub-contractors, sub-Consultants, service providers and suppliers, observe the highest standard of ethics during the selection and execution its contracts. In pursuance of this policy, the Client:

- a) defines, for the purposes of this provision, the terms set forth below as follows:
 - i. “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - ii. “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
 - iii. “collusive practices” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - iv. “coercive practices” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
 - v. “obstructive practice” is
 - deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or
 - acts intended to materially impede the exercise of the relevant government authorities’ inspection and audit rights.
- b) will reject a proposal for award if it determines that the firm recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- c) will cancel the portion of the contract if it determines at any time that representatives of the Client or of a beneficiary were engaged in corrupt, fraudulent, collusive, or coercive practices during the selection process or the execution of that contract, without the Consultants having

taken timely and appropriate action satisfactory to the Client to address such practices when they occur; and

- d) will take action against any Party or an individual at any time, in accordance with rules and regulations including by publicly declaring such Parties or individual ineligible, either indefinitely or for a stated period of time.

4.4 Proposal Validity

The Data Sheet indicates how long the Proposals must remain valid after the submission date. The Client will make its best effort to complete negotiations within this period. Should the need arise; however, the Client may request to extend the validity period of proposals. The Parties who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, The Applicants could submit new staff in replacement, who would be considered in the final evaluation for contract award. Applicants who do not agree have the right to refuse to extend the validity of their Proposals.

4.5 Language of Proposal

The proposal documents must be in written English.

4.6 Preparation of Proposals

- a) The Proposal (see para. 1.2), as well as all related correspondence exchanged by the Consultants and the Client, shall be written in the language (s) specified in the RFP.
- b) In preparing their Proposal, Applicants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of the Proposal.
- c) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

4.7 Technical Proposal Format and Content

The Technical Proposal shall provide the information indicated in the following paras from (a) to (f) using the attached Standard Forms (Section 4. Technical Proposal).

- a) A brief description of the Consultants' organization and an outline of recent experience of the firm, on assignments of a similar nature are required in FORM TECH 2A & 2B of Section 6. For each assignment, the outline should indicate the names of Sub-Consultants/ Professional staff who participated, duration of the assignment, contract amount, and Consultant's involvement. Information should be provided only for those assignments for which the Consultants was legally contracted by the client as a corporation or as one of the major consultancy firm. Assignments completed by individual Professional staff working privately or through other organisations cannot be claimed as the experience of the Firm, or that of the Consultant's associates, but can be claimed by the Professional staff themselves in their CVs.

Consultants should be prepared to substantiate the claimed experience if so requested by the Client.

- b) A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, equipment that will be used, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under FORM TECH 3 Section 6. The work plan should be consistent with the Work Schedule (FORM TECH 6 of Section 6) which will show in the form of a bar chart depicting the timing proposed for each activity.
- c) The list of the proposed professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks (FORM TECH 4 of Section 6).
- d) CV's of the professional staff signed by the staff themselves or by the authorized representative of the professional staff (FORM TECH-5 of Section 6).
- e) The firm must provide details of equipment/facility intended to be used for production, post production and software available with them (FORM TECH 7 of Section 6).
- f) The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non-responsive.

4.8 Financial Proposal Format and Content

- a) Financial Proposal submitted shall include the total cost for each of the island specified in the TOR (FORM FIN 1) and the total amount of financial proposal shall be inclusive of Goods and Service Tax (GST).
- b) Financial Proposal submitted shall include the breakdown of cost for each of the deliverables (FORM FIN 2)
- c) Failure to submit the FORM FIN 1&2 will lead to the disqualification of the proposal submitted by the Proponent.

4.9 Clarification and Amendment of RFP Documents

- a) During the RFP process, questions or clarifications regarding this RFP document must be requested in writing to the person and address stated in the **Data Sheet**. Requests for clarifications need to be submitted latest by the date and time provided in the **Data Sheet**.
- b) Any additional documentation issued by the Client during the tender process shall be deemed to form part of this RFP and shall supersede any part of the RFP where indicated. The Client may also exercise the option to extend the tendering period and/or postpone the proposal submission date in the event that subsequent documentation is issued.

4.10 Communications

Except as provided in the preceding section relating to questions about this RFP, no parties shall contact any officers, employees, or team members of Client with respect to this RFP. Any oral communication with a Client employee concerning this RFP is not binding on the Client and shall in no way alter any specifications, term or condition of this RFP or any contract documents.

4.11 Submission, Receipt, and Opening of Proposals

- a) The original proposal (Technical Proposal and Financial Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Applicants themselves. The person who signed the proposal must initial such corrections.
- b) An authorized representative of the Applicant shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign on behalf of the Firm.
- c) Applicants shall submit a “Compliance Statement” stating that the offer is made in accordance with the Request for Proposal. Applicants who offer additional or alternative conditions *if applicable* shall clearly state those in their proposals.
- d) The technical proposal and financial proposal must be submitted in a single sealed envelope with one (1) printed copy to the address indicated in the Data Sheet. The proposal shall be placed in a sealed envelope which shall bear the submission address, reference number and be clearly marked “Do Not Open, except in the Presence of the Official Appointed”. The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be cause for Proposal rejection.
- e) The Proposals must be sent to the address indicated in the **Data Sheet** and received by the Client no later than the date specified in the **Data Sheet**, or any extension to this date. Any proposal received by the Client after the deadline for submission shall be returned unopened.

4.12 Evaluation of proposals

- a) From the time the Proposals are opened to the time the Contract is awarded, the Applicants should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Applicants to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants’ Proposal.
- b) The Proposals shall be opened publicly in the presence of the Consultants’ representatives who choose to attend. These Financial Proposals shall be then referred, and the total prices read aloud and recorded. Copy of the record shall be sent to all submitted firms.

- c) The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Technical Requirements, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet**. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Technical Requirements or if it fails to achieve the minimum technical score indicated in the evaluation criteria specified in the **Data Sheet**.
- d) To be eligible for this assignment the consultants must clearly show their capacity to accomplish the work in the required time frame with the proposed project team by showing the adequacy of staff selected and their current workload.
- e) After the technical evaluation is completed, the bidders who are not qualified for technical evaluation will be disqualified for the financial evaluation.
- f) The Applicant is **REQUIRED** to submit Financial Proposal for the bid, using for this purpose the Financial Proposal Submission FORM FIN 1&2.
- g) The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail.
- h) The **highest** evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the **Data Sheet**. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Evaluation Criteria: $S = St \times T\% + Sf \times P\%$. The Party achieving the highest combined technical and financial score for the LOT will be invited for negotiations.

4.13 Damages

- a) The Client may claim damages in respect of any direct loss that can be reasonably attributed to delays, defects or other breaches of contract on the part of the Consultant, unless the Consultant demonstrates that the Consultant did not cause the breach of contract or the reason for the breach of contract.
- b) Liquidated damages shall be the only damages due from the Consultant for such default, other than in the event of termination by Employer under the contract prior to completion of the works. These damages shall not relieve the consultant from their obligation to complete the works, or from any other duties, obligations or responsibilities which they may have under the Contract.

- c) If the agreed delivery date or other time limit in the delivery schedule in respect of which the parties have stipulated is not complied with, and this is not caused by force majeure or circumstances related to the Client, there is a delay on the part of the Consultant that triggers liquidated damages.
- d) The liquidated damages shall accumulate automatically. The liquidated damages amount and the maximum delay damages will be calculated on the basis specified in the **Data Sheet**.
- e) The Client shall not have the right to terminate the Agreement for breach for as long as the liquidated damages continue to accumulate. However, this time restriction shall not apply in the case of wilful misconduct or gross negligence on the part of the Consultant or anyone for whom it is responsible.
- f) If only parts of the agreed deliverables are delayed, the Consultant may request a reduction in the liquidated damages proportional to the ability of the Client to utilise the part of the deliverables that has been delivered.

4.13.1 Limitation of Damages

- i. No damages may be claimed in respect of indirect loss. Loss of data is classified as indirect loss, unless such loss is caused by data handling that is the responsibility of the Consultant under the Agreement.
- ii. Overall damages over the term of the Agreement are limited to an amount corresponding to the contract price, excluding relevant Taxes, or an agreed estimate for the Assignment.
- iii. The said limitations shall not apply in the case of gross negligence or wilful misconduct on the part of the Consultant or anyone for whom it is responsible.

4.14 Retention

- a) The payment of any interim certificate according to contract will amount to deduction for retention, calculated by applying the percentage of retention stated in the **Data Sheet** to the total of the above amounts, until the amount so retained by the Employer reaches the limit specified in the **Data Sheet**.
- b) The repayment of retention shall be on the basis specified in the **Data Sheet**.

5 DATA SHEET

5.1.a	<p>Name of the Client:</p> <p>Ministry of Environment Green Building, Handhuvaree hingun, Maafannu, Male', 20392, Republic of Maldives</p>
5.1.b	<p><i>Financial Proposal to be submitted together with Technical Proposal in a single envelope on the same day and time specified.</i></p> <p><i>Please write name of the Consultancy assignment and other required details as per clause 4.11 on the envelopes.</i></p> <p>Name of the assignment is: "Consultancy Services to Web Development, Hosting and Maintenance for WASH Data Monitoring and Dissemination and the services for a GIS specialist to develop sector's Geographic Information Systems (GIS) database"</p>
5.2 Validity	Proposals must remain valid up to 90 days after the submission date.
5.3 Pre Bid	Interested consultants may obtain further information during the Pre-bid Meeting on 1000hrs on 1st March 2020
5.4 Clarifications of RFP Documents	Interested consultants may obtain further information/clarifications during the pre-bid meeting on 1000hrs on 1st March 2020
5.5 Submission, Receipt, and Opening of Proposals	<p>The Proposal submission address is:</p> <p>GCF Project Management Unit Water and Sanitation Department Ministry of Environment, Green Building, Handhuvaree Hingun, Maafannu, Male', 20392, Republic of Maldives.</p>

	<p>The proposals are expected to be submitted to the address on local time 1000hrs on 10th March 2020 Only bids submitted at this time will be eligible to proceed to evaluation and Late bids will be rejected.</p> <p>Interested parties should register their interest by email no later than Before 1100hrs on 4th March March 2020. Only those parties who register their interest will be allowed to participate in the bid.</p> <p>Proposal of additional or alternative conditions to RFP is not allowable</p>																														
<p>5.6 Evaluation of Proposals</p>	<p>Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"></th> <th style="text-align: right;"><u>Points</u></th> </tr> </thead> <tbody> <tr> <td>(A) Company Profile:</td> <td style="text-align: right;">[100]</td> </tr> <tr> <td> 1. No. of similar projects in Web Development and GIS Mapping (10 Marks for each similar Assignment)</td> <td style="text-align: right;">[70]</td> </tr> <tr> <td> 2. Organisational structure (If the firm shows a structure of manager, technical developers, graphic personnel and backstopping team will get full marks)</td> <td style="text-align: right;">[30]</td> </tr> <tr> <td style="text-align: right;">Total A = []</td> <td></td> </tr> <tr> <td>(B) Project Team</td> <td style="text-align: right;">[100]</td> </tr> <tr> <td> 1. ICT Consultant</td> <td style="text-align: right;">[50]</td> </tr> <tr> <td> 2. GIS Specialist</td> <td style="text-align: right;">[50]</td> </tr> <tr> <td style="text-align: right;">Total B = []</td> <td></td> </tr> </tbody> </table> <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:</p> <table border="0" style="width: 100%;"> <tbody> <tr> <td> 1. Education and qualifications</td> <td style="text-align: right;">[35%]</td> </tr> <tr> <td> 2. Experience</td> <td style="text-align: right;">[55%]</td> </tr> <tr> <td> 3. Experience in the region and language</td> <td style="text-align: right;">[10%]</td> </tr> </tbody> </table> <table border="0" style="width: 100%;"> <tbody> <tr> <td>(C) Approach, Methodology & Work plan</td> <td style="text-align: right;">[100]</td> </tr> <tr> <td> 1. Approach & Methodology</td> <td style="text-align: right;">[50]</td> </tr> <tr> <td> 2. Work plan of the Assignment</td> <td style="text-align: right;">[50]</td> </tr> </tbody> </table>		<u>Points</u>	(A) Company Profile:	[100]	1. No. of similar projects in Web Development and GIS Mapping (10 Marks for each similar Assignment)	[70]	2. Organisational structure (If the firm shows a structure of manager, technical developers, graphic personnel and backstopping team will get full marks)	[30]	Total A = []		(B) Project Team	[100]	1. ICT Consultant	[50]	2. GIS Specialist	[50]	Total B = []		1. Education and qualifications	[35%]	2. Experience	[55%]	3. Experience in the region and language	[10%]	(C) Approach, Methodology & Work plan	[100]	1. Approach & Methodology	[50]	2. Work plan of the Assignment	[50]
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	<p style="text-align: right;">Total C = []</p> <p>Technical Score (St) = $A/100*[W1] + B/100*[W2] + C/100*[W3]$ Weights Distribution</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 10%;">W1</td> <td style="width: 80%;">Company Profile</td> <td style="width: 10%; text-align: right;">[20]</td> </tr> <tr> <td>W2</td> <td>Project Team</td> <td style="text-align: right;">[60]</td> </tr> <tr> <td>W3</td> <td>Approach & Methodology</td> <td style="text-align: right;">[20]</td> </tr> </table> <p>The minimum technical score (St) required to pass is: 60 Points</p> <p>The formula for determining the financial scores is the following: $Sf = 100 \times Fm / F$, in where Sf is the financial score, Fm is the <u>lowest price</u> and F the price of the proposal under consideration.</p> <p>The weights given to the Technical and Financial Proposals are: T = [0.6], and P = [0.4]</p>	W1	Company Profile	[20]	W2	Project Team	[60]	W3	Approach & Methodology	[20]
W1	Company Profile	[20]								
W2	Project Team	[60]								
W3	Approach & Methodology	[20]								
5.6 Damages	Amount of Liquidated Damages and maximum duration of Liquidated Damages will be calculated on the basis of clause 10.71 of the Public Finance Act published by the Ministry of Finance and Treasury.									
5.7 Retention	A Retention will not apply to this scope of work									

6 TECHNICAL PROPOSAL - STANDARD FORMS

6.1 FORM TECH-1: Proposal Submission Form

[Location, Date]

To: *[Name and address of Client]*

Dear Sirs:

We, the undersigned, offer to provide the consultancy service for “**Consultancy Services to Web Development, Hosting and Maintenance for WASH Data Monitoring and Dissemination and the Development of sector’s Geographic Information Systems (GIS) database**” in accordance with your Request for Proposal dated [xxx] and our Proposal. We are hereby submitting our Proposal, which includes all required documents as per Request for Proposal.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the services and fulfill the terms and conditions related this contract.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____ Address: _____

6.2 FORM TECH-2: Consultant's Organization and Experience

2A – Organization

[Provide here a brief (two pages) description of the background and organization of your firm.]

2B – Experience of the firm

*[Using the format below, provide information on each contract/assignment for which your Organisation, individually as a corporate entity or as one of the major companies within an association, for carrying out **similar consultancy programmes as needed in TOR and Selection criteria.**] Each project should be accompanied by reference letters from the client to be counted as a valid experience.*

Project Reference Number:	
Contract/Activity Name:	Value of the contract (in MVR):
Country: Location within country:	Duration of assignment/activity (months):
Name of Client:	Total NO of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in MVR):
Start date (month/year): Completion date (month/year):	NO of professional staff-months and Value of the services provided by associated Proponents:

Name of associated Parties, if any:	Name of senior professional staff of your firm involved and functions performed:
Narrative description of Activities/Project:	
Description of actual services provided by your staff within the Activities:	
Description of institutions dealt with and nature and frequency of interaction:	

Firm's Name: _____

6.3 FORM TECH-3: Methodology and Work plan

Technical approach, methodology and work plan are key components of this Proposal. You are suggested to submit your Proposal with the following areas clearly described:

- a) Methodology for each activity,*
- b) Work Plan*
- c) Organization and Staffing,*

a) Technical Approach and Methodology. In this chapter you 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 you 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.

c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

6.4 FORM TECH-4: Team Composition and Task Assignment

<i>6.4.1 Professional Staff</i>				
Name of Staff	Organisation	Area of Expertise	Position Assigned	Task Assigned

6.5 FORM TECH-5: Curriculum Vitae (CV) for proposed team

1. Proposed Position [*only one candidate shall be nominated for each position*]: _____

2. Name of Firm [*Insert name of firm proposing the staff*]: _____

3. Name of Staff [*Insert full name*]: _____

4. Date of Birth: _____ **Nationality:** _____

5. Education [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: _____

6. Membership of Professional Associations: _____

7. Other Training [*Indicate significant trainings since degrees under 5 - Education were obtained*]:

8. Countries of Work Experience: [*List countries where staff has worked in the last ten years*]:

9. Languages [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: _____

10. Experience/ Employment Record (pertaining to general experience clause in the evaluation criteria set in the TOR, check separately for all staff) [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [Month/Year]: To [Month/Year]: ____

Employer: _____

Positions held: _____

Summary of Projects Undertaken/Role: _____

11. Specific Experience Any specific requirement (Assignments/projects) mentioned in TOR
Starting with latest assignment, list in reverse order (see format here below) ::

From [Month/Year]: To [Month/Year]: ____

Assignment Title: _____

Client: _____

Positions held: _____

Summary of assignment/Role by the professional: _

Note: Add as separate section if 2 different areas of specific experience is required in TOR

6.6

FORM TECH-6: Work Schedule

ICT Component

Activity No.	Activity	Deadline	Mar				Apr				May				Jun				July				Aug, Sep, Oct, ...			
			W 1	W 2	W 3	W 4	W 1	W 2	W 3	W 4	W 1	W 2	W 3	W 4	W 1	W 2	W 3	W 4	W 1	W 2	W 3	W 4	W 1	W 2	W 3	W 4
1	Develop and provide inception report with a work plan for the project including detailed requirement analysis with respective stakeholders	1 month from Contract signing																								
2	Provide and present the design template for the project	1 month from completion of																								

	source code, Full detailed technical documentation with diagrams and a User Guide with screenshots.																								
6	Conduct training sessions for users.	1 month from completion of activity 6																							
7	Provide bug fixing support and undertake necessary upgrading for a period of six (6) months (the consultant	6 months from completion of activity 7																							

<p>need not be stationed at the ministry).</p> <p>The expert shall report to designated focal point from client side.</p>																											
---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

The Firm shall update this table with the Sub-activities that are proposed for each Deliverable. Note that the Work Schedule must adhere to the period of key Deliverables

GIS Component

Acti vity No.	Activity	Deadline	Mar				Apr				May				Jun				July				Aug, Sep, Oct, ...			
			W 1	W 2	W 3	W 4	W 1	W 2	W 3	W 4	W 1	W 2	W 3	W 4	W 1	W 2	W 3	W 4	W 1	W 2	W 3	W 4	W 1	W 2	W 3	W 4
1	Inception report	1 month from Contract signing.																								
2	Completed Database	5 month from completion of activity 1																								
3	Interim report	2 month from completion of activity 2																								

7 FINANCIAL PROPOSAL - STANDARD FORMS

7.1 FORM FIN-1: Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide consultancy service for “**Consultancy Services to Web Development, Hosting and Maintenance for WASH Data Monitoring and Dissemination and the services for a GIS specialist to develop sector’s Geographic Information Systems (GIS) database**” in accordance with your Request for Proposal dated [xxx] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹]. This amount is inclusive of the all taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

1 Amounts must coincide with the ones indicated under financial proposal in Form 7B

7.2 FORM FIN-2: Financial Proposal Summary**Summary of Costs: ICT Component**

Costs	%	Amount (in MVR)
1. Develop and provide Inception Report with a Work Plan for the project including detailed requirement analysis with respective stakeholders		
2. Provide and present the design templates for the project and obtain approval from ME		
3. Develop and present the webpage, monitoring portal and electronic library for comments		
4. Website handover, including submission of a clear and commented source code, Full detailed technical documentation with diagrams and a User Guide with screenshots.		
5. Conduct training sessions for users (Each and every participant shall be able to carry out all the functions of the webpage, monitoring portal and electronic library without the need for supervision).		
6. Provide bug fixing support and undertake necessary upgrading for a period of six (6) months		
7. Cost for hosting required and licensing for 3 years.		
SUBTOTAL		
All applicable Taxes		
Total Amount of Financial Proposal		

Summary of Costs: GIS Component

Costs	%	Amount (in MVR)
1. Inception report		
2. Completed Database		
3. Interim report		
4. Prepare and deliver training workshops (Each and every participant shall be able to carry out all the functions of the database without the need for supervision)		
5. De-bugging and testing of GIS database		
6. Final Report		
SUBTOTAL		
All applicable Taxes		
Total Amount of Financial Proposal		

Note:

- *The consultancy firm is to submit copy of the GST registration certificate along with the financial proposal.*
- *All Consultancy firms shall express the price of their services in Maldivian currency*
- *Bidder is liable to clarify (and present necessary documentary evidence) and include all relevant tax for the assignment.*
- *If the firm is subject to GST/BPT as per MIRA Regulations and Guidelines the GST/BPT Registration Certificate and GST quote in the financial proposal need to be included*

TERMS OF REFERENCE

A. INTRODUCTION

The outer islands of the Maldives experiences drinking water shortages during the dry season. These shortages have had significant adverse human, environmental and social impacts on the outer island communities. Based on this climate change induced problem, in 2016, the Government of the Maldives, with the support of the UNDP received financing from the Green Climate Fund (GCF) to undertake the “Supporting Vulnerable Communities in Maldives to Manage Climate Change-Induced Water Shortages” Project. The objective of the project is to deliver safe and secure freshwater to 105,000 people in the islands of Maldives in the face of climate change risks. This will be achieved through the following Outputs of the project:

1. Scaling up an integrated water supply system to provide safe water to vulnerable households; the proposed adaptation solution is to maximize water production and scale up the use of an integrated water supply system that will bring three primary sources of water (rainwater, groundwater and desalinated water) into a least cost delivery system that is able to maintain service levels in the face of climate change related pressures;
2. Introduction of decentralized and cost-effective dry season water supply systems; The proposed solution is to create additional, atoll level water hubs to improve timeliness and efficiency of water delivery during the periods of water shortages; and
3. Groundwater quality improved to secure freshwater reserves for long term resilience. The proposed solution is improving groundwater quality through better protection policies, including controlled recharge and extraction methods.

A paradigm shift will be achieved by addressing the main barriers to implementing integrated water supply systems (including cost recovery; management capacity; and institutional mandates, coordination and policy direction). The project is one of the first projects to be funded through the Green Climate Fund and is implemented by joint partnership between Ministry of Environment and Energy and UNDP from 2016 through to 2020.

The unique geographic attributes of the Maldives make its water resource situation both complex and diverse. With widely ranging populations numbers on the islands, even basic water and sanitation service must be tailored to local resources and population needs. Management of the limited water resources is also highly complicated.

Ultimately, the project will achieve an uninterrupted water supply on the islands that currently experience a 90 day chronic water shortage during dry season and depend on transported water from Malé, which is an extensive, overlong and costly operation. As a result of the project, 25 priority islands will have increased rainwater collection capacities, out of which, 4 bigger islands will additionally have water production systems of water desalination (Reverse Osmosis – RO water production plants), that will secure sufficient water production capacity enabling a decentralized and timely water distribution across outer atolls during the extended dry periods, when shortages may occur.

Water stress alert information based on forecasted meteorological information will feed into the Standard Operating Procedures (SOPs) for system management, thereby protecting lives and livelihoods from environmental risks associated with climate change. This will also feed into strengthening the Meteorological - MMS services on reaching out to the communities actionable early warning information, and preparing the water utilities, island councils and the communities to receive and act on such information.

The exercise intends to achieve coordination efficiency and cost effectiveness in service provision through effective management of water resources and the use of renewable energy and locally appropriate technologies. Alongside the system design will be a capacity development work stream designed to obtain the support and ownership from communities, which is necessary for sustainability of the system, as well as the capacity development of the State Utilities to manage service delivery, and of the decentralized authorities and central government to provide an enabling environment for sustainability and scale up.

B. GENERAL OBJECTIVES OF ASISGNMENT

- To develop a modern and acceptable resource database to collate information on water and sanitation and to obtain Geo-tagged information specific to island location
- To establish/mechanize a decentralized communication system to enable forecasting of rainfall and weather
- Enable determination of water supply and demand in the islands - and detect changes in terms of numbers serviced, timeliness of water service delivery, and changes in service cost between points of time
- Set up a monitoring mechanism based on informed data reflecting on Key Performance Indicators (KPIs) developed under the GCF project (on potable water and distribution, groundwater monitoring and management, water tariff estimation etc)
- Streamline decision-making by enabling to undertake necessary procedural approvals to implement the new institutional arrangements for water services that has been developed under the GCF project and adopted by the Department
- Attain coordination efficiency across all institutions in the water and sanitation sector in executing their roles and responsibilities by enhancing the way employees, participating stakeholders and customers interact with WATSAN Dept. and access information

TOR 1: Consultancy Services to Web Development, Hosting and Maintenance for WASH Data Monitoring and Dissemination – ICT Component

SPECIFIC OBJECTIVES OF ICT COMPONENT

The objective of this assignment is to design and develop a comprehensive, responsive Webpage that offers a visible web presence to the Water and Sanitation Department; develop E-Library Portal for WASH related publications and Statistics; and develop Monitoring and Coordination Portal.

SCOPE OF WORKS

The work of the consultant includes the following tasks, but are not limited to:

A) WEBPAGE

- A. The developer must conduct a detailed requirement analysis with respective stakeholders
- B. The webpage should be in both Dhivehi and English Language. All subpages should all be published in both languages. Fonts should render automatically and should not require installation on visitor's devices.
- C. Webpage should;
 - 1) Be responsive and compatible with all mobile devices
 - 2) Be appealing, user friendly and clean
 - 3) Perform well on slow connections
 - 4) Be compatible with the latest versions of popular web browsers
 - 5) Shall have an analytics feature.
 - 6) Should have a matching theme as the Ministry of Environment official website
- D. Website shall contain features such as the following as mentioned in point F but not limited to; which should be managed from the CMS without code manipulation;
- E. Develop user and administrator guide/ manual for the management and maintenance
- F. The following features are required in the webpage;
 - 1) The Webpage developed for the Water and Sanitation department is to be hosted in the existing web hosting of the Ministry of Environment
 - 2) A link from the Ministry website shall be developed redirecting to the Water and Sanitation department webpage in the form of a tab etc.
 - 3) Should allow multiple levels of users. Administrator should be able to grant access to a particular user for different areas or aspects of the webpage if needed.
 - 4) Should be able to change the look depending on the occasion (eg: environment day, energy day, world meteorology day, etc.).
 - 5) Date and time stamp should be available for all postings.
 - 6) Home page should be responsive with both text and images.
 - 7) Should contain provision to display selected data from a local database hosted within the Ministry.

- 8) Upcoming events should be highlighted for a particular period.
- 9) Logo display for special events with URL.
- 10) Link to News items (gallery, videos, documents, other material related to the news should appear with the news item).
- 11) Photo gallery (could be hosted on the same hosting), video gallery (on existing YouTube account).
- 12) Photos should be automatically optimized but high resolution photos should be downloadable.
- 13) Photos should be able to be captioned
- 14) Publications, Minister's Speeches, Reports should be uploadable in various formats (html, PDF, Microsoft Word, etc.). Such uploads should be indicated as "New", "Reannounced", "Revised", etc. item until a specific period.
- 15) All aspects and areas of the website should be searchable.
- 16) Should contain links to Ministry's social media accounts.
- 17) Selected items on the webpage should appear on Ministry's social media accounts at the time of publishing on the website.
- 18) Should contain links and contact information for organizations running under the Ministry.
- 19) Should be able to publish online quizzes and have polling options.
- 20) Should be able to publish statistical data, information, images related to different titles (eg: Systems under operation, projects under development etc.)
- 21) Should contain provision/module to create application forms for different events of the Water and Sanitation Department, with different types of data fields, and ability to submit them online securely.
- 22) Should contain a feature where all laws and regulations related to the Water and Sanitation sector and within the Electronic Library could be browsed by chapters and clauses in html format.
- 23) Should contain a provision to Electronic Library/published material, and Geo-tagged Map developed under GIS Component of the consultancy
- 24) Should contain visible links to weather and rainfall data from the Maldives Meteorological Services (MMS) and snapshot of current condition of water and sanitation in the Maldives
- 25) Should have an events calendar (gallery, videos, seminar/workshop documents, meeting documents, programme updates, and other material related to events should be linked).

B) ELECTRONIC LIBRARY

- 1) The developer must conduct a detailed requirement analysis with respective stakeholders
- 2) An access Tab to the electronic library shall be made on the webpage.
- 3) All documentation available at the e-library to be stored in the local server.
- 4) Develop a full list of existing water and sewerage data and enter it to the library with the assistance of water and sanitation department.
- 5) Develop and provide an electronic records management solution that is appropriate.
- 6) Fonts should render automatically and should not require installation on visitor's devices.
- 7) E-library should;

- a) Be responsive and compatible with all mobile devices
 - b) Be appealing, user friendly and clean
 - c) Perform well on slow connections
 - d) Be compatible with the latest versions of popular web browsers
- 8) E-library should be managed from the CMS without code manipulation;
- 9) The following features are required in the library;
- a) Date and time stamp should be available for all downloads and uploads etc .
 - b) Page should be responsive with both text and images.
- 10) Developer to analyze the types of documentation available and propose categories of entry of the documentation for easy reference and search.
- 11) The documentation made available online to the public should be all in pdf version only.
- 12) The documentation made available online internally would contain all formats available (Microsoft Word, Excel, PowerPoint, AutoCAD, CorelDraw, PhotoShop etc.)
- 13) Documents are required to be searchable up to the title levels and not beyond.
- 14) The electronic library system should have multiple level of users
- a) Public users
 - b) Water and Sanitation Department:
 - i. Read Only Users: Have full read only access to all documents
 - ii. Read/ Write Users: Have privilege to add/remove/edit documents
 - iii. Administrator Level Users: Ability to create/remove/modify documents and appearance, categories, users and user rights
- 15) Develop user and administrator guide/ manual for the management and maintenance of the electronic library.

C) MONITORING PORTAL

1. The developer must conduct a detailed requirement analysis with respective stakeholders
2. A Login Tab for access to the monitoring portal shall be made on the webpage.
3. Upon clicking the platform should enter into a portal dashboard stage: the dashboard shall consist of the following features but not limited to these:
 - a. A login box with user name and password on the side of the page. The login should allow multiple levels of users. Administrator should be able to grant access to a particular user for different areas or aspects of the monitoring portal if needed. The portal would require username and password to access. The internal portal access would be through a prior registered via email address. The administrator and ministry users with access can view and download all atolls and the islands information. There needs to be data that can only be filled by ministry water department and separate set of data's that can only be filled by atoll councils.
 - b. The dashboard should provide a summary of analysis made via the data input by the atoll councils in graphical form. In addition, an indicative summary of atolls who had submitted the quarterly reports via online and the ones who did not should be displayed for all viewers.

4. The atoll data login users, should see side tabs with their respective island list for data entry separately.
 - a. Progress percentage of completion of service requests and projects should be made available for each island.
 - b. A summary of the progress percentage of completion of the atoll should be made available in the main tab.
 - c. In each island tab, separate tabs for the 04 quarters of the years need to be developed.
 - d. The main atoll tabs shall be put in lockdown timer feature, where at the start of the quarter the users will be reminded of the open of the portal for data entry for that quarter and reminder to be made to the registered email address if not completed every month of the quarter. At the end of the quarter, an indication of close of data input for the quarter and summary of data entry and percentage of completion of that respective atoll shall be mailed to the registered email addresses.
 - e. The quarterly tabs on active should be indicated and on close of the quarter closed and marked, as achieve.
 - f. System administrator should receive an email alert when an atoll council submits their quarterly reports.
5. A separate tab needs to be developed at the atoll login, indicated as emergency water supply request form (should pop up an online form when clicked). After the form is filled and completed, an automotive completion email with pdf of the form shall be mailed to designated emergency response authorities and the respective atoll council and ministry.
 - a. The developer shall make a separate access to analytical personnel where these data collected will be visually tabulated with data but not limited to; date of request, data from the request form and days elapsed so far from the requested date.
 - b. The developer shall also make a separate access to the emergency response authority for filling out Verification of the Request and Current Status Input and Completion Report (should pop up an online form when clicked) at the end of each request made by the Atoll Council. Once the completion report is filled, the report will be mailed to the ministry and designated emergency response authority and atoll council.
6. A separate tab needs to be developed at the atoll login, indicated as grievance form (should pop up an online form when clicked). After the form is filled and completed, an automatic completion email with pdf of the form shall be mailed to grievance committee and atoll council.
7. The developer shall make a separate access to grievance committee secretariat where these data collected will be visually tabulated with data but not limited to; date of grievance, data from the grievance form and days elapsed so far from the requested date. The developer shall also make a separate access to the grievance supervision officer/personnel/s for filling out a completion report (should pop up an online form when clicked) at the end of each request made. Once the completion report is filled, the report will be mailed to the grievance committee.
8. Develop user and administrator guide/ manual for the management and maintenance of the monitoring portal.

Note: All deliverables under this TOR shall be linked to all the deliverables of **GIS component** TOR. All works associated with the incorporation of the two TOR are to be undertaken by the firm.

DELIVERABLES & PAYMENT SCHEDULE – ICT COMPONENT**DELIVERABLES AND TIMELINE OF WORK – ICT COMPONENT**

Activity No.	Activity	Deadline
1	Develop and provide inception report with a work plan for the project including detailed requirement analysis with respective stakeholders	1 month from Contract signing
2	Provide and present the design template for the project and obtain approval from ME	1 month from completion of activity 1
3	Develop and present the webpage, monitoring portal and electronic library for comments	3 months from completion of activity 2
4	User testing and finalization	1 month from completion of activity 4
5	Website handover, including submission of a clear and commented source code, Full detailed technical documentation with diagrams and a User Guide with screenshots.	15 days from completion of activity 5
6	Conduct a training session for users regarding operation and management of data collection, entry protocols, analysis, presentation and archiving. Each participant shall be able to carry out all the functions specified in the TOR/SOPs without the need for supervision.	1 month from completion of activity 6
7	Provide bug fixing support and undertake necessary upgrading for a period of six (6) months. The consultant need not be stationed at the ministry.	6 months from completion of activity 7

QUALIFICATIONS AND EXPERIENCE

1. Minimum University Degree in Computer Science/Software Engineering or Information Technology
2. Minimum 3 years of relevant experience in the IT field
3. Up to 3 ICT projects undertaken within last 05 years to be assessed
4. Should be able to design, code and develop production level applications independently
5. Should have strong knowledge and skills in PHP or .NET Technologies
6. Evidence in the use of web technologies including but not limited to JavaScript, HTML5, CSS3 and jQuery in similar projects.
7. Should have knowledge of database management systems, either MSSQL Server and MySQL

REPORTING REQUIREMENT

1. Report directly to the Project coordinator on all aspects throughout the duration of the contract unless otherwise advised by the Client.
2. The Specialist shall ensure that all the required reports for the project are prepared on time, in accordance with the requirements of Client

SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is 13 (Thirteen) months and 15 (Fifteen) days from the commencement of the works. The successful candidate is expected to commence the services in March 2020.

PAYMENT SCHEDULE – ICT Component

Activity No.	Activity	Payment (%)
1	Develop and provide inception report with a work plan for the project including detailed requirement analysis with respective stakeholders	5% of contract price
2	Provide and present the design template for the project and obtain approval from ME	5% of contract price
3	Develop and present the webpage, monitoring portal and electronic library for comments	30% of contract price
4	User testing and finalization	-
5	Website handover, including submission of a clear and commented source code, Full detailed technical documentation with diagrams and a User Guide with screenshots. Also including cost for hosting required and licensing for 3 years.	35% of contract price
6	Conduct a training session for users. Payment will be released for this activity once all the trainees are able to fully operate, modify and troubleshoot independently.	10% of contract price
7	Provide bug fixing support and undertake necessary upgrading for a period of six (6) months.	15% of contract price

TOR 2: Consultancy Services for Development of Sector's Geographic Information Systems (GIS) database – GIS Component

SPECIFIC OBJECTIVES OF GIS COMPONENT

The objective of this consultancy is to assist the Water and Sanitation Department, Ministry of Environment to develop the sector's Geographic Information Systems (GIS) database linked with Department's website.

SCOPE OF WORKS

The work of the GIS specialist will include the following tasks, among others:

A) Phase 1

- A. Desk Review – Preliminary meetings with relevant authorities and stakeholders to establish data requirements and examine the existing database structure (e.g. WASH data).
- B. Review, revise and harmonize existing database framework as per the requirements of relevant authorities
- C. Formulate detailed specifications of the equipment and software requirements for the GIS database system
- D. Formulate a detailed registry of all the water and sanitation data to be entered to the Database, this would include all the available water and sanitation data until the end of year 2019

B) Phase 2

- A. Gather all data on water and sanitation detailed in the data registry of deliverable 1.
- B. Incorporate all the data within the GIS database

C) Phase 3

- A. Prepare detailed data collection formats/tools to be used at all tiers (Island, Atoll, Central) in both Dhivehi and English.
- B. Formulate Standard Operating procedures / User manuals for data collection, entry protocols, analysis, presentation and archiving
- C. Formulate Self-learning manuals inclusive of video tutorials on data collection, entry protocols, analysis, presentation and archiving.
- D. Formulate testing and debugging the proposed SOPs for data collection, entry protocols, analysis, presentation and archiving

D) Phase 4

- A. Prepare and deliver training workshops for 10 staff from relevant authorities inclusive of ME in the operation and management of data collection, entry protocols, analysis, presentation and archiving.

The training need to incorporate at least one field session. Each participant shall be able to carry out all the functions specified in the SOPs without the need for supervision.

B. Undertake other technical tasks related to the assignment as and when required by the ME.

E) Phase 5

A. De-bugging, testing of GIS database and undertake required upgrades as necessary

D) Phase 6

A. Final Report. The final report shall include recommendations from the consultant not limited to plan for future expansion requirements of the geo-database taking into account future users and end-user requirements

Note: All deliverables under this TOR shall be linked to all the deliverables of **Web Development, Hosting and Maintenance for WASH Data Monitoring and Dissemination TOR**. All works associated with the incorporation of the two TOR are to be undertaken by the firm.

DELIVERABLES & PAYMENT SCHEDULE – GIS Component

DELIVERABLES AND TIMELINE OF WORK – GIS COMPONENT

Activity No.	Activity	Deadline
1	<p>Inception report including the following:</p> <ul style="list-style-type: none"> Detailed requirements of the relevant authorities and stakeholder for the database Harmonized water and sanitation GIS database framework as per the requirements of the client and stakeholders Detailed specifications of the equipment and software requirements for the GIS database system A detailed registry of all the water and sanitation data to be entered to the Database, this would include all the available water and sanitation data until the end of year 2019 	1 month from Contract signing. Client shall be given
2	<p>Completed Database. Deliverable shall include</p> <ul style="list-style-type: none"> Gather all data on water and sanitation detailed in the data registry of deliverable 1. Incorporate all the data within the GIS database 	5 month from completion of activity 1
3	<p>Interim report, The report shall include the following:</p> <ul style="list-style-type: none"> Detailed data collection formats/tools to be used at all tiers (Island, Atoll, and Central) in both Dhivehi and English. Standard Operating procedures / User manuals for data collection, entry protocols, analysis, presentation and archiving 	2 month from completion of activity 2

	<ul style="list-style-type: none"> • Self-learning manuals inclusive of video tutorials on data collection, entry protocols, analysis, presentation and archiving. • Testing and debugging the proposed SOPs for data collection, entry protocols, analysis, presentation and archiving 	
4	<p>Prepare and deliver training workshops for 10 staff from relevant authorities inclusive of ME in the operation and management of data collection, entry protocols, analysis, presentation and archiving. The training need to incorporate at least one field session. Each participant shall be able to carry out all the functions specified in the SOPs without the need for supervision.</p> <p>Undertake other technical tasks related to the assignment as and when required by the ME.</p>	2 month from completion of activity 3
5	De-bugging, testing of GIS database and undertake required upgrades as necessary	1 month and 15 days from completion of activity 4
6	Final Report. The final report shall include recommendations from the consultant not limited to plan for future expansion requirements of the geo-database taking into account future users and end-user requirements	15 days from completion of activity 5

Note: The GIS Expert is expected to work at GIS Work Station at the Water and Sanitation Department during the course of the time.

QUALIFICATIONS AND EXPERIENCE

1. A Bachelor degree or higher in geo-informatics or environmental science with modules of GIS.
2. Must have professional work experience of at least five (05) years with minimum three (03) years' experience in creating and managing databases in ArcGIS.
3. Previous experience working on projects financed by donor agencies will be an added advantage.
4. Should possess sound knowledge of GIS software and applications
5. Should have excellent command over English and Dhivehi language
6. Should be capable of providing leadership, motivation and training to the staff and stakeholders
7. Should have strong leadership, management and communication skills in presenting, discussing and resolving difficult issues and have ability to work efficiently and effectively with a multidisciplinary team.

In addition, the individual's reputation of integrity and impartiality routed in independent from third parties shall be considered.

The successful candidate must understand the objectives and delivery mechanisms of the projects portfolio. He/she must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative in his/her broad field of actions.

REPORTING REQUIREMENT

1. Report directly to the Project coordinator on all aspects throughout the duration of the contract unless otherwise advised by the Client.
2. The Specialist shall ensure that all the required reports for the project are prepared on time, in accordance with the requirements of Client
3. The Specialist is required to report to work in decent attire.

SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is 12 (Twelve) months from the commencement of the works.. The successful candidate is expected to commence the services in March 2020.

PAYMENT SCHEDULE

Deliverable No.	Deliverable	% of total bid value
1	<p>Inception report. Shall include:</p> <ul style="list-style-type: none"> • Detailed requirements of the relevant authorities and stakeholder for the database • Harmonized water and sanitation GIS database framework as per the requirements of the client and stakeholders • Detailed specifications of the equipment and software requirements for the GIS database system • A detailed registry of all the water and sewerage data to be entered to the Database, this would include all the available water and sanitation data until the end of year 2019 	10
2	<p>Completed Database. Deliverable shall include</p> <ul style="list-style-type: none"> • Gather all data on water and sanitation detailed in the data registry of deliverable 1. • Incorporate all the data within the GIS database 	25
3	<p>Interim report, The report shall include the following:</p> <ul style="list-style-type: none"> • Detailed data collection formats/tools to be used at all tiers (Island, Atoll, and Central) in both Dhivehi and English. • Standard Operating procedures for data collection, entry protocols, analysis, presentation and archiving • Self-learning manuals inclusive of video tutorials on data collection, entry protocols, analysis, presentation and archiving. 	25

	<ul style="list-style-type: none">• Testing and debugging the proposed SOPs for data collection, entry protocols, analysis, presentation and archiving	
4	Prepare and deliver training workshops for 10 staff from relevant authorities inclusive of ME in the operation and management of data collection, entry protocols, analysis, presentation and archiving. The training need to incorporate at least one field session. Each participant shall be able to carry out all the functions specified in the SOPs without the need for supervision.	20
5	De-bugging and testing of GIS database	15
6	Final Report. The final report shall include recommendations from the consultant not limited to plan for future expansion requirements of the geo-database taking into account future users and end-user requirements	5