

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Ministry of Environment

Male', Republic of Maldives.

މިނިސްޓްރީ ޕްލާނިން ޕްރޮޓެކްޝަން ޕްރޮޖެކްޓް  
މިނިސްޓްރީ ޕްލާނިން ޕްރޮޓެކްޝަން ޕްރޮޖެކްޓް

Date: 23<sup>rd</sup> March 2021

No: (IUL)438-GCF/438/2021/83

**Individual Consultant (Local) for Translation of Water Resource Conservation and Management Regulation (No: R-22/2021)**

**Project Supporting Vulnerable Communities in Maldives to Manage Climate Induced Water Shortages**

**TERMS OF REFERENCE**

**1. PURPOSE**

The Government of Maldives has received funding from the Green Climate Fund (GCF) for the project “Supporting Vulnerable Communities in Maldives to Manage Climate Change-Induced Water Shortages”. The Government intends to apply part of the proceeds towards procuring the services of an Individual Consultant (Local) for “**Translation of Water Resource Conservation and Management Regulation (No: R-22/2021)**”.

**2. BACKGROUND**

- 1) 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.
- 2) The project is one of the first projects to be funded through the Green Climate Fund and is implemented by joint partnership between the Ministry of Environment and UNDP.
- 3) 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:
  - a. 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;

- b. 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
- c. 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.

### 3. SCOPE OF WORK

The scope of this service is to translate the Water Resource Conservation and Management Regulation (No:R-22/2021) to English language. The consultant is expected to adhere to the deliverables and timeline indicated in the key deliverables table.

- The translated document shall be provided in editable format (Microsoft Word Format).
- Translation must be accurate and should adhere to the meaning and objective of the statement.

### 4. KEY DELIVERABLES

Deliverable	Delivery Date*
1. Submission of first draft of the translation of Water Resource Conservation and Management Regulation (No:R-22/2021).	30 days from signing of contract
2. Presentation of the translation of Water Resource Conservation and Management Regulation (No:R-22/2021) 1 <sup>st</sup> draft	30 days from signing of contract
3. Revise, develop and submit the final version based on the comments received to the 1 <sup>st</sup> Draft	20 days from deliverable 1& 2.

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## 5. Duration and Schedule of assignment

Deliverable	Delivery Date*
1. Submission of first draft of the translation of Water Resource Conservation and Management Regulation (No:R-22/2021).	30 days from signing of contract
2. Presentation of the translation of Water Resource Conservation and Management Regulation (No:R-22/2021) 1 <sup>st</sup> draft	30 days from signing of contract
3. Client review and comments of deliverables 1 and 2	10 days from submission
4. Revise, develop and submit the final version based on the comments received to the 1 <sup>st</sup> Draft	20 days from deliverable 1& 2.
5. Client review and comments of deliverables 1 and 2	10 days from submission

Duration of the assignment is 70 calendar days upon signing the contract.

## 6. Selection Criteria (Experience and Qualification)

Education:

- University Degree in English Language or Bachelor's Degree in Law, a postgraduate degree in English Language or Law would be an advantage

Experience:

- Experience in translating technical documents from English to Dhivehi and Dhivehi to English (Note: Experience in translating technical documents from Dhivehi to English is mandatory)
- Experience in translating in related field.
- Knowledge in the Environment sector will be an advantage.
- Knowledge and experience in translating legislative Acts and regulations

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## 7. Payment

Payments will be made in accordance with the schedule specified below:

REQUIREMENT	ALLOCATION
Submission and presentation of first draft for translation of Water Resource Conservation and Management Regulation (No:R-22/2021).	40%
Revise and develop the final version according to the comments on the presentation and discussions	60%
Total	100%

## 8. REPORTING

The Consultant will report directly to the Project Manager of GCF and /or her designated authority. He/she will be expected to work closely with the GCF Project Management Unit and WATSAN Department.

## 9. DOCUMENTS TO BE SUBMITTED WITH THE PROPOSAL

**Interested individuals must submit the following as proposals in order to demonstrate their qualifications:**

- Completed proposal submission form (Form-1)
- A cover letter indicating why the candidate considers himself/herself suitable for the required consultancy;
- Attested Educational Certificates
- An updated personal Curriculum Vitae (In the format of the sample provided)
  - Summary on similar works (experiences) performed in the past
  - Letter of completion of works carried out
- Financial Proposal in the sample format provided, with clear indication of total price (Form-2)

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- At least one references from current/previous contractors or contact details (name, phone number, email address) of 02 referees who can give information about your past work experience, skills, character and conduct
- Copy of national identity card and contacts details.

## 10. EVALUATION CRITERIA

### 10.1 PRELIMINARY EXAMINATION

The Client will examine the proposals to determine whether they are complete, whether the documents have been properly signed and whether the proposals are generally in order and all the documents stated in Section 9 (Documents to be submitted with the proposal) has been included in the proposal.

Prior to the detailed evaluation, the Client will determine the substantial responsiveness of each proposal to the Terms of Reference (TOR). For purpose this primary examination, a substantially responsive proposal is one which conforms to all the terms and conditions of the TOR without any deviation.

If a proposal is determined as incomplete or as not substantially responsive Client has authority to reject the proposal. Criteria for determining completeness is given in Annex 2.

### 10.2 EVALUATION OF PROPOSALS

The Evaluation will be completed as per the criteria given in Annex 2.

The Financial Proposal will be evaluated by applying the following formula.

$S_f = 40 \times F_q / F$ , in which  $S_f$  is the financial score,  $F_q$  is the Lowest Financial Quote received and  $F$  is the price of the proposal under consideration.

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މާލެ، ރިޕްލިކް އޮފް މާލްދީބު

## **11 REGISTRATION AND CLARIFICATIONS**

1. The Bidder shall be registered to submit a bid upon submission of a written application to the email address [proc.gcfws@environment.gov.mv](mailto:proc.gcfws@environment.gov.mv) not later than 1200 hours on 29<sup>th</sup> March, 2021. Unregistered parties will not be able to participate in the bid.
2. Any clarifications to the bid may be sent to the email addresses [proc.gcfws@environment.gov.mv](mailto:proc.gcfws@environment.gov.mv) on or before 1400 hours on 29<sup>th</sup> December, 2021.

## **12 SUBMISSION**

Interested individuals may submit their proposals on or before **1100hrs 04<sup>th</sup> April, 2021**, to the following address in a sealed envelope. Proposals will be opened at **1100hrs 04<sup>th</sup> April, 2021 in a meeting room of the Ministry of Environment in front of bidders.**

GCF PMU

Water and Sanitation Department

Ministry of Environment

Green Building, Handhuvaree Hingun, Maafannu

Male', 20392, Republic of Maldives

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# ANNEX 1: STANDARD FORMS

## 1. STANDARD FORMS

### FORM -1: PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

[I/We], the undersigned, offer to provide the “ ” in accordance with your Terms of Reference dated [Insert Date] and our Proposal. [I am/We are] hereby submitting [my/our] Proposal; [my/our] financial offer is for the sum of [**Insert amount(s) in words and figures (Should quote the amount in Maldivian Rufiyaa)**] which is inclusive of the all applicable taxes.

[I/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 [my/our] disqualification.

Proposal validity is for a period of [Insert number of days, 45 days minimum] days. If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the price and work plan. [My/Our] Proposal is binding upon [me/us] and subject to the modifications resulting from Contract negotiations.

[I/We] undertake, if our Proposal is accepted, to initiate the services and fulfil the requirements of the terms of reference.

[I/We] understand you are not bound to accept any Proposal you receive.

[I/We] remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Company/Partnership/Institution/Individual: \_\_\_\_\_

Address: \_\_\_\_\_

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FORM-2: FINANCIAL BREAKDOWN

	Description	Amount in MVR
	<b>Total :</b>	
	<b>GST :</b>	
	<b>Total with GST:</b>	

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

Note: The total contract price should be quoted inclusive of Goods and Services Tax (GST) as per the GST Legislation and Circulars where applicable.



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FORM – 3: Curriculum Vitae (CV)

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*]: \_\_\_\_\_

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**10. Experience/ Employment Record** [*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. Attach work completion letters*]:

From [Month/Year]: To [Month/Year]: \_\_\_\_

Employer: \_\_\_\_\_

Positions held: \_\_\_\_\_

Summary of Projects Undertaken/Role: \_\_\_\_

**11. Current commitments in Ongoing Projects with the Ministry of Environment**

Name of the Contract/Project: \_\_\_\_\_

From [Month/Year]: \_\_\_\_\_ To [Month/Year]: \_\_\_\_\_

Positions held: \_\_\_\_\_

Summary of Role: \_\_\_\_\_



## ANNEX 2: EVALUATION OF PROPOSALS

<p><b>Criteria for Preliminary Examination of Proposals</b></p>	<p><b><u>Document pre-check</u></b></p> <ol style="list-style-type: none"> <li>1. Proposal is received on or before the date and time specified</li> <li>2. Proposal is properly sealed</li> <li>3. Proposal bears the (i) name of the Bidder and (ii) title of the Contract outside the envelope</li> <li>4. Completed Form-1: Proposal Submission Form is included in the proposal</li> <li>5. Completed Form-2: Financial Breakdown is included in the proposal</li> <li>6. Completed Form-3: Curriculum Vitae (CV) is included in the proposal</li> <li>7. Similar works (experiences) performed in the past</li> <li>8. Minimum 45 days proposal validity provided</li> <li>9. Copy of National Identity Card</li> <li>10. Proposal is strictly for the full scope of requirements (i.e. partial offer is not allowed)</li> </ol>
<p><b>Criteria for Essential Eligibility/Qualification of key personnel</b></p>	<p><b>Refer to Section 6 (Experience and Qualification) of this TOR</b></p>
<p><b>Scoring</b></p>	<p><b>a) Price- 40%</b></p> <p><b>b) Qualification and Competency – 25%</b></p> <p>University Degree in English Language or Bachelor’s Degree in Law 20%</p> <p>Postgraduate degree in English Language or Law would be an advantage 5%</p> <p><b>c) Experience – 35%</b></p> <p>Experience in translating technical documents from English to Dhivehi and Dhivehi to English (Note: Experience in translating technical documents from Dhivehi to English is mandatory)</p> <p>Assignments (3 similar assignment) with minimum MVR 10,000 each = 25 marks maximum.</p> <p>Experience and Knowledge in Environment sector = 05 marks</p>

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	Experience and Knowledge in translating legislative acts and regulations = 05 marks
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Technical Evaluation Criteria	Maximum Marks
1. Financial Proposal	40 points
2. Qualification and general experience	25 points
3. Experience from similar works conducted	35 points
TOTAL	100 points