

Request for Proposal – Consultancy Services for Consultancy Services to development of national water resources management framework and associated works



Ministry of Environment, Climate Change and Technology
Republic of Maldives

REQUEST FOR PROPOSAL

Consultancy Services to Development of National Water Resources Management Framework and Associated Works

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

Issued on 2nd June 2021

Issued By:

GCF Project Management Unit

Water and Sanitation Department

Ministry of Environment, Climate Change and Technology

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1 SCHEDULE OF CRITICAL DATES

ACTIVITY	ACTION DATE
Advertised Date	02nd June 2021
Registration Deadline	Before 1200hrs on 08th June 2021
Bid Clarification Deadline	08th June 2021 before 1400hrs
Deadline to submit proposals	1100hrs 13th June 2021

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)**.

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

- 1. Proposal Submission Form, Consultant’s Information form, and Joint Venture Information Form (Form Tech-1A, 1B & 1C)
- 2. Consultant’s Organisation, summary of contract commitments of the firm / organization, General Experience of the firm/ organization and Specific Experience of the firm/ organization (Form Tech -2A,2B, 2C & 2D)
- 3. Approach, Methodology and Work Plan (Form Tech -3)
- 4. Team Composition & Task Assignments (Form Tech -4)
- 5. Curriculum Vitae (CV) for proposed Professional Staff (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)
- 9. If more than one party wishes to show interest as a JV, Joint Venture or Association Agreement between the parties needs to be provided.

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

- 10. Company profile of the consultancy firm / organization
- 11. Company registration certificate of the consultancy firm / organization
- 12. Organization chart of the consultancy firm / organization
- 13. 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
- 14. 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)
- 15. GST Registration Certificate
- 16. 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).
- 17. Commitment letter from all the key Experts

3 LETTER OF INVITATION

Subjects: Consultancy Services to development of national water resources management framework and associated works

The Government of Maldives represented by the Ministry of Environment, Climate Change and Technology (MECT) 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; procuring the services of a Consultancy Firm / Organization for “ Consultancy Services to development of national water resources management framework and associated works ”.

The main objective of the consultancy is to develop the national water resources management framework and associated handbook for the island specific plans.

A detailed Terms of Reference (TOR) for each of the above 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 / organization may obtain further information via mail to proc.gcfws@environment.gov.mv.

The Bidder shall be registered to submit the proposal by submitting ‘Bidders’ Registration Form’ to the email address proc.gcfws@environment.gov.mv **Before 1200hrs on 08th June 2021** . Only registered bidders will be qualified to submit a bid proposal. The form will be attached to this gazette advertisement.

Proposals shall be delivered in a sealed envelope, bearing the name of the project “Consultancy Services to development of national water resources management framework and associated works ”, 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 , Climate Change and Technology 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.

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Bids should be submitted on **Maldivian time 1100hrs 13th June 2021** (Only bids submitted at this time will be eligible to proceed to evaluation). The bids will be opened at **Maldivian time 1100hrs 13th June 2021** . Any late bids will be rejected.

**GCF Project Management Unit
Water and Sanitation Department
Ministry of Environment, Climate Change and Technology
Green Building, Handhuvaree Hingun,
Maafannu, Male', 20392,
Republic of Maldives
Tel. (960)-3018-395/390
Email: proc.gcfws@environment.gov.mv**

4 INSTRUCTIONS TO CONSULTANTS

4.1 Introduction

- a) The Client named in the **Data Sheet** will select a Consultancy Firm / organization from those Firms / organization 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 / organization can propose **1 (one) Associate Consultancy firms / organization** 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 / organization 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 development of national water resources management framework and associated works ”. 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.

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 / organization 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

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- 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

- a) 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.
- b) Bid Security shall also be extended for a corresponding period. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify its Bid.
- c) In the case of fixed price contracts, if the award is delayed by a period exceeding ninety (90) days beyond the expiry of the initial Bid validity, the Contract price shall be adjusted as specified in the request for extension. Bid evaluation shall be based on the Bid Price without taking into consideration the above correction.

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

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The Technical Proposal shall provide the information indicated in the following paras from (a) to (f) using the attached Standard Forms (Section 6. Technical Proposal).

- a) A brief description of the Consultants' organization and an outline of recent experience of the Proponents and in the case of joint venture, for each partner, 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 / organization. Assignments completed by individual Professional staff working privately or through other organisations cannot be claimed as the experience of the Firm / organization, 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 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 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)

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- 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 / organization.
- 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 case 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 / organization.
- 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: $S = S_t \times T\% + S_f \times P\%$. The Party achieving the highest combined technical and financial score for the Proposal 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.

5 DATA SHEET

<p>5.1.a</p>	<p>Name of the Client: Ministry of Environment, Climate Change and Technology Green Building, Handhuvaree hingun, Maafannu, Male’, 20392, Republic of Maldives</p>
<p>5.1.b</p>	<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 development of national water resources management framework and associated works ”.</p>
<p>5.2 Validity</p>	<p>Proposals must remain valid up to 90 days after the submission date.</p>
<p>5.3 Clarifications of RFP Documents</p>	<p>Interested consultants may obtain further information/clarifications no later than 27th May 2021, 1400hrs before the submission date.</p> <p>GCF Project Management Unit Water and Sanitation Department Ministry of Environment, Climate Change and Technology Green Building, Handhuvaree Hingun, Maafannu, Male’, 20392, Republic of Maldives. Tel. (960)-3018-388/399 Email: proc.gcfws@environment.gov.mv</p>
<p>5.5 Submission, Receipt, and Opening of Proposals</p>	<p>The Proposal submission address is:</p> <p>GCF Project Management Unit Water and Sanitation Department Ministry of Environment, Climate Change and Technology 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 1100hrs 13th June 2021 . 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 1200hrs on 08th June 2021 . 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>Preliminary Evaluation: The following criteria's will be evaluated to confirm pass or fail for further technical and financial evaluation of the proposal</p> <ul style="list-style-type: none"> a) Technical Proposal b) Financial Proposal <p>Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:</p> <p><u>Points</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">(A) Company Profile:</td> <td style="text-align: right;">[90]</td> </tr> <tr> <td> 1. No. of similar projects- General Experience</td> <td style="text-align: right;">[50]</td> </tr> <tr> <td> 2. No. of similar projects- Specific Experience</td> <td style="text-align: right;">[40]</td> </tr> </table> <p style="text-align: right;">Total A = []</p> <p>The number of points to be assigned to each of the above components shall be determined considering the following four sub-criteria:</p> <p>General Experience Consultancy experience of the Firm/ organization /JV in the involving multi-disciplinary expert teams with 10 points per project with a maximum of 50 points (only successfully completed projects with reference letters will be counted).</p> <p>Specific Experience Consultancy experience of the Firm/ organization / JV which are related to the scope of works of Resource Management, Environmental Management and Strategic action plans consultancy works 10 points per project with a maximum</p>	(A) Company Profile:	[90]	1. No. of similar projects- General Experience	[50]	2. No. of similar projects- Specific Experience	[40]
(A) Company Profile:	[90]						
1. No. of similar projects- General Experience	[50]						
2. No. of similar projects- Specific Experience	[40]						

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	<p>of 40 points (only successfully completed projects with reference letters will be counted).</p> <p>(B) Project Team [50]</p> <p>1. Environmental Expert [30]</p> <p>2. Social Expert [20]</p> <p style="text-align: right;">Total B = []</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:</p> <p>1. Education and qualifications [6%]</p> <p>2. General Experience [10%]</p> <p>3. Specific Experience [4%]</p> <p>(C) Approach, Methodology & Work plan [50]</p> <p>1. Approach & Methodology [50]</p> <p style="text-align: right;">Total C = []</p> <p>The marks of this section will be based on conformity of the FORM 3&6 to the Scope of Works and Deliverables as in the TOR.</p> <p>Technical Score (St) = $A/90*[W1] + B/50*[W2] + C/50*[W3]$</p> <p>Weights Distribution</p> <p>W1 Company Profile [20]</p> <p>W2 Project Team [60]</p> <p>W3 Approach & Methodology [20]</p> <p>The minimum technical score (St) required to pass is: 65 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>
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TECHNICAL PROPOSAL - STANDARD FORMS

FORM TECH-1:

1A - Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

We, the undersigned, offer to provide the consultancy service for “Consultancy Services to development of national water resources management framework and associated works ” 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/ organization: _____ Address: _

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1B - Consultant’s Information Form

[The Consultant shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date (as day, month and year) of Proposal Submission]*

Procurement Reference No.: *[insert reference number]*

Page _____ of _____ pages

1. Bidder’s Legal Name	<i>{insert Bidder’s legal name}</i>
2. In case of JV, legal name of each party:	<i>{insert legal name of each party in JV}</i>
3. Bidder’s actual or intended Country of Registration:	<i>{insert actual or intended Country of Registration}</i>
4. Bidder’s Year of Registration:	<i>{insert Bidder’s year of registration}</i>
5. Bidder’s Legal Address in Country of Registration:	<i>{insert Bidder’s legal address in country of registration}</i>
6. Bidder’s Authorized Representative Information	
Name:	<i>{insert Authorized Representative’s name}</i>
Address:	<i>{insert Authorized Representative’s Address}</i>
Telephone/Fax numbers:	<i>{insert Authorized Representative’s telephone/fax numbers}</i>
Email Address:	<i>{insert Authorized Representative’s email address}</i>
7. Attached are copies of original documents of: <i>{check the box(es) of the attached original documents}</i>	
<input type="checkbox"/> Articles of Incorporation or Registration of firm/ organization named in 1, above.	
<input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement.	
<input type="checkbox"/> In case of government owned entity from the Republic of Maldives, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB Sub-Clause 4.5.	

1C - Joint Venture Partner Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below].

Date: *[insert date (as day, month and year) of Bid Submission]*

Procurement Reference No.: *[insert reference]*

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1. Bidder's Legal Name:	<i>{insert Bidder's legal name}</i>
2. JV's Party legal name:	<i>{insert JV's Party legal name}</i>
3. JV's Party Country of Registration:	<i>{insert JV's Party country of registration}</i>
4. JV's Party Year of Registration:	<i>{insert JV's Part year of registration}</i>
5. JV's Party Legal Address in Country of Registration:	<i>{insert JV's Party legal address in country of registration}</i>
6. JV's Party Authorized Representative Information	
Name:	<i>{insert name of JV's Party authorized representative}</i>
Address:	<i>{insert address of JV's Party authorized representative}</i>
Telephone/Fax numbers:	<i>{insert telephone/fax numbers of JV's Party authorized representative}</i>
Email Address:	<i>{insert email address of JV's Party authorized representative}</i>
7. Attached are copies of original documents of: <i>{ check the box(es) of the attached original documents}</i>	
<input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2, above.	
<input type="checkbox"/> In case of government owned entity from the Republic of Maldives, documents establishing legal and financial autonomy and compliance with commercial law.	

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

2A – Proponent's Organization

[Provide here a brief description/background (Include Organizational chart) of your Organization and each associate for this assignment.]

2B – Summary of contract commitments of the firm/ organization

[All Bidders and partners of a joint venture Bidder 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, for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.]

Name (& description) of Contract	Value of outstanding work	Estimated completion date
1		
2		
3		
4		
5		
6		
7		

Note: Please include the works form Firm and JV.

2C – Experience of the firm / organization (General Experience)

*[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 / organization 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:

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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 / organization's Name: _____

2D – Experience of the firm / organization (Specific Experience)

*[Using the format below, provide information on each contract/assignment which the Lead Consultant and/or Associate Consultant has undertaken, which can be considered as “Specific Experience” as per the evaluation criteria stated in the **Data Sheet**. Use up to 10 Projects. Each project should be accompanied by reference letters from the client]*

Project # _____

Contract/Project Title:	Contract value of the contract (in MVR):
Country: Location within country:	Duration of assignment/activity (months):
Name of Client:	Total NO. of calendar-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 calendar-months provided by associated Proponents:
Name of associated Parties, if any:	Name of 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:	

Organisation/entity’s Name: _____

NOTE: Project Completion Letters (signed by the Client) must be submitted for each of the above individual projects

5.2 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.

5.3 FORM TECH-4: Team Composition and Task Assignment

<i>5.3.1</i>	<i>Professional Staff</i>				
Designation	Name of Staff	Organisation	Area of Expertise	Position Assigned	Task Assigned
Environmental Expert					
Social expert					

Note: Evaluation will be conducted to the teams proposed and indicated in the table above.

5.4 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 / organization** [*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. General 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: _

12. 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: _

13. Current commitments in Ongoing Projects with the Ministry of Environment , Climate Change and Technology

Name of the Contract/Project: _____

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

Positions held: _____

Summary of Role: _____

A copy of the National Identity Card/Passport and Academic Certificate needs to be attached for each individual

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

5.5 FORM TECH-6: Work Schedule

Development of National Water Resources Management Framework and Associated Works

Activity/Deliverable	Deadline	Jun 21		Jul 21		Aug 21		Sept 21		Oct 21		Nov 21		Dec 21
Note: Pls Update Sub-activities as relevant Deliverable 01 Integrated Water Resource Conservation and Management Framework	60 Calendar days from contract signature													
Client review of deliverable 01, 21 calendar days from the date of submission														
Revised submission of deliverable 01, from consultant after incorporating client,	07 calendar days from receiving comments from client													
Deliverable 02 Island specific integrated water resource conservation and management plan (ISIWRCM) handbook.	120 Calendar days from contract signature													
Client review of deliverable 02, 21 calendar days from the date of submission														
Revised submission of deliverable 02, from consultant after incorporating client,	07 calendar days from receiving comments from client													

Deliverable 03 ISIWRCM Plan Developed and Tested for one Target Island	180 Calendar days from contract signature																		
Client review of deliverable 03, 21 calendar days from the date of submission																			
Revised submission of deliverable 03, from consultant after incorporating client,	07 calendar days from receiving comments from client																		

The Firm/JV 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 Deliverable.

6 FINANCIAL PROPOSAL - STANDARD FORMS

6.1 FORM FIN-1: Financial Proposal Submission Form

[*Location, Date*]

To: [*Name and address of Client*]

Dear Madam/ Sir:

We, the undersigned, offer to provide consultancy service for “Consultancy Services to development of national water resources management framework and associated works ” 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 figures*¹]. 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/ organization: _____

Address: _____

1 Amounts must coincide with the ones indicated under financial proposal in Form Fin-2

6.2 FORM FIN-2: Financial Proposal Summary

Summary of Costs: Consultancy Services to development of national water resources management framework and associated works

Costs		Amount (in MVR)
Deliverable 01 NIWRM Framework	25%	_____
Deliverable 02 Island Specific IWRCM plan and Handbook	25%	_____
Deliverable 03 ISIWRCM Plan Developed and Tested for one Target Island	50%	_____
Taxes Applicable (please detail separately all taxes applicable)		-----

Total Amount of Financial Proposal		-----

Note:

- *The consultancy firm/ organization is to submit copy of the GST registration certificate along with the financial proposal.*
- *All Consultancy firms / organization 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 / organization 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*

7 Terms of Reference

Terms of Reference to development of national water resources management framework and associated works

Background and Context

The Maldives consists of 26 natural atolls, comprising of 1,192 small, low-lying coral islands, stretching north to south over a total area of 90,000sq.km. The population of Maldives is 407,660 (Census: 2014) dispersed over 188 islands. These islands do not have surface freshwater. Freshwater resources in Maldives are very scarce and the scarcity is both temporal and spatial. The main natural freshwater resources available in the country are groundwater aquifers that occur in the porous coral sands and rainfall.

Groundwater lenses in the islands lie at an average depth of 1-1.5 m below the ground surface. They exist as thin fresh water lenses floating on top of the underlying saline water. Traditionally drinking water was abstracted from these shallow aquifers using hand-dug open wells. However, in many inhabited islands of Maldives, fresh groundwater has been depleted as a result of salt-water intrusion due to over-extraction of fresh groundwater. The shallow depth of the groundwater lenses of the islands makes this freshwater resource vulnerable and susceptible to contamination from land-based human activities. Hence, people are reluctant to use groundwater for drinking or cooking as the quality has deteriorated. Most of the people in the atoll rely on rooftop harvested rainwater for potable purposes. These rainwater harvesting systems are a combination of household and community collection and storage systems.

Rainwater harvesting is widely practiced in the atolls. In the pre-2004 tsunami period, only 35 percent of households had rainwater tanks. After the tsunami, each household in the Maldives was supplied with a 2500L high-density polyethylene (HDPE) rainwater tank.

Climate change is causing adverse impacts and posing challenges on water security in the country. Warming temperatures, changes in precipitation patterns, and sea level rise have affected and will likely continue to affect water supply and quality. Each year several islands have reported shortage of drinking water and fresh water has been supplied to cater to this need. Desalinated water is the main source of water supplied to islands during water shortages. The demand for desalinated water is highest during the dry season, generally from January to April.

Desalinated water is transported on ships to islands that report water shortages during the dry period each year. Transporting desalinated water on ships to the dispersed islands has been a challenge over the years as an increasing number of islands face water shortage each year. In an attempt to provide a long term solution to this problem the Government has pledged towards provision of water supply to all inhabited islands by the year 2023 with full-fledged desalinated water supply network with household connections.

“Supporting Vulnerable Communities in Maldives to Manage Climate Change-Induced Water Shortages” project under Green Climate Fund (GCF) is implemented by the Government of Maldives aims to cater this water security need in significantly affected islands. The project aims to achieve part of the complete result by the following deliverables.

- a. Scaling up integrated water supply system to provide safe water to vulnerable households (at least 32,000 people, including 15,000 women);
- b. Decentralized and cost-effective dry season water supply system introduced benefiting 73,000 people across 7 Northern Atolls;
- c. Groundwater quality improved to secure freshwater reserves for long term resilience on 49 islands;

Development and Implementation of a National Integrated Water Resource Conservation and Management Framework (IWRCMF) and the subsequent island specific plans are essential for the sustainable management and conservation of the water resources in the island communities. The need and requirement for the framework and the plans are highlighted in the Strategic Action plan for water and sewerage (2020-2025) and the recently published regulations of the water and sanitation sector. Hence, The Government intends to apply part of the proceeds of the Green Climate Fund project towards procuring the services of Consultancy Firm / organization for the works of “Development of national water resources management framework and associated works”

1. Objectives of the Consultancy

To develop the national water resources management framework and associated handbook for the island specific plans.

2. Scope of Work

The envisaged and planned scope of work for respective deliverables includes but not limited to the following;

2.1 Development of National Integrated Water Resource Conservation and Management Framework (IWRCMF)

The consultant is to formulate the IWRCMF based on the literature, Water and Sewerage Act (08/2020), regulations developed under the Act, Water and Sewerage action plan 2020-2025, including the following documents that have been formulated to address specific areas which would be incorporated in the overall IWRCMF:

- Island Climate Resilient Groundwater Management Plan
- Maldives Potable Water Security Plan

The consultant will carry out a detailed literature review as part of the IWRCMF development. Furthermore, the consultant will;

- Identify availability, vulnerability, trends, processes, usage, perception, threats and opportunities of all the water resources
- Identify and recommend required interventions including land use practices and appropriate management approaches. In addition, appropriate physical interventions necessary for proper water resources conservation and management will be evaluated and recommended.
- Propose institutional and community roles and practices taking into account the key stakeholders including the important roles played by women specifically Women's Development Committees. The roles shall be reflected from the existing regulatory framework and in discussion with the client. At island level, the consultancy will propose appropriate participatory management arrangements including water quality tasks teams. Possible role of Island water management committee will be explored and discussed through community dialogue platform.
- Integrated with the above-mentioned plans, policies and legal instruments, develop strategic objectives for improvement, protection and sustainable management of the water resources. Develop a strategic action plan for the implementation of the water management framework
- Provision of systematic categorization (based on geographic and socioeconomic features) and application process for the formulation of the island specific plans under the IWRCMF.

2.2 Island specific integrated water resource conservation and management plan (ISIWRCM) handbook

The handbook shall be a step-by-step guiding document for the island councils to prepare their island specific water resource management plan through the IWRCMF. The handbook shall not include extensive technical jargons and should be easily understood by non-technical readers. Lengthy textual discussions and descriptions shall be limited wherever possible, clear graphics (charts, flow diagrams, etc) shall be used as a preferred mean to explain the formulation process. The island level handbook shall include and not be limited to the following:

- Introduction, need and purpose of island specific integrated water resource conservation and management plan (ISIWRCM)
- Stakeholders to be included and their specific roles in the formulation of ISIWRCM
- How to conduct a Stakeholder consultative process
- Type of Information to be collected and how to collect them
- Step by step process in the Formulation of ISIWRCM in light of national framework

- How to obtain funding and partnership development
- How to formulate island level water committees
- How to develop community awareness and educational programmes to build capacity
- Steps for Implementation of ISIWRCM
- Review and revision cycle

The consultant shall also develop training materials of the plan. The materials shall include 01 multimedia presentation, 01 short video clip, 03 posters (adequate for online publication) and 01 leaflet. All materials shall be in both Dhivehi and English languages

The handbook shall be developed in Both, Dhivehi and English versions. Forms and other templates are to be provided in each relevant sections.

2.3 Development of the ISIWRCM for ADh.Dhigurah and B.Dharavandhoo

The consultant, in consultation with the respective island councils, will develop for ADh.Dhigurah and B.Dharavandhoo island specific integrated water resource conservation and management plans.

The consultant shall also:

- Undertake Training of Trainers (ToT) for at least 10 island level stakeholders (covering all relevant island level institutions) in order to implement the Plan.
- Pilot test and evaluate training materials with target audience
- Produce any revision to the training materials and submission to client approval

The Plan shall be developed in Both, Dhivehi and English versions.

3. Expected outputs and Deliverables

The following are the expected outputs and deliverables.

- a. National Integrated Water Resource Conservation and Management Framework.
- b. Island specific integrated water resource conservation and management plan (ISIWRCM) handbook.

c. ISIWRCM Plan developed and tested for Target Islands

Note:

- In addition to the report, for each deliverable, a PowerPoint presentation shall be given to the client explaining the contents of the report.
- Electronic copies of the all deliverables shall be provided to the client in the following formats (where applicable)
 - Documents in editable formats (e.g. Microsoft Word). Final versions should be provided both in editable and PDF formats.
- Four numbers of hardcopies shall be submitted in the form of a book for each deliverable with the following requirement,
 - Front and Back cover – Hard Cover
 - High Quality Color Print
 - Size: A4 and A3. A3 pages should be folded appropriately

4. Intellectual Property

All information pertaining to this project (video, audio, digital, cyber, project documents, etc.) belonging to the client, which the consultancy firm // organization may come into contact with in the performance of his/her, duties under this consultancy shall remain the property of the client who shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever manner without written permission of the Client in line with the national and International Copyright Laws applicable. All the material used in the project should be provided to the client with copyrights cleared.

5. Duration and Payments Schedule

The consultancy will be undertaken with a period of 208 Days and is expected to start from June 2021. The consultancy contract will be based on lump sum modality and all payments based on realization of respective deliverables as set out in the table below;

Activity / Deliverable	Due date and remarks	Installment for Payment upon client acceptance and approval of deliverable
National Integrated Water Resource Conservation and Management Framework	60 Calendar days from contract signature, upon client review and approval	25%
Island specific integrated water resource conservation and management plan (ISIWRCM) handbook.	120 Calendar days from contract signature, upon client review and approval	25%
ISIWRCM Plan Developed and Tested for one Target Island	180 Calendar days from contract signature, upon client review and approval	50%

1. Project Team of key experts

The Team members (Key experts) are required to be present in Maldives for the works. The following staff shall be employed in team as detailed below;

#	Post	No
1	Environmental Expert (Team leader)	1
2	Social Expert	1

1.1 Similar Assignments

To be eligible for this assignment, the consultancy firm / organization must demonstrate past experience in performing the services (description of similar assignments, Value of such assignments). The Firm / organization shall have carried out a minimum of two (2) similar assignments with an average contract value of MVR 100,000.00.

1.2 Qualifications of the Design and Consultancy team

The Consultant should submit full CV's for each of the proposed staff members as per the provided format, highlighting the criteria given below.

	Environmental Expert (Team leader)		Sub-Category		Total Score	Sub Score
Education & Qualification	Bachelors' degree in Environmental Management, Environmental Science, water resources or related field.				60	2
	Master's degree in Environmental Management, Environmental Science, water resources or related field.					2
	PhD in Environmental Management, Environmental Science, water resources or related field.					2
General Experience	Environmental Management Plans, Resource management plans, Strategic action plans	(a)	Experience of 09 Projects/ Assessments	5	100	100
		(b)	Experience of 08 Projects/ Assessments	3		60
		(c)	Experience of 07 Projects/ Assessments	1		20
Specific Experience	Environmental Management Plans, Resource management plans, Strategic action plans relevant to the water sector	(a)	Experience of 07 Projects/ Assessments	5	40	40
		(b)	Experience of 06 Projects/ Assessments	4		32
		(c)	Experience of 05 Projects/ Assessments	3		24

	Social Expert		Sub-Category		Total Score	Sub Score
Education & Qualification	Bachelors' degree in community engagement, social sciences or related field.				60	2
	Masters' degree in community engagement, social sciences or related field.					2
	PhD in community engagement, social sciences or related field.					2
General Experience	Previous relevant experience working in the Maldives.	(a)	Experience of 09 Projects/ Assessments	5	100	100
		(b)	Experience of 08 Projects/ Assessments	3		60
		(c)	Experience of 07 Projects/ Assessments	1		20
Specific Experience	Experience in undertaking community consultations and liaising with community in undertaking development project.	(a)	Experience of 07 Projects/ Assessments	5	40	40

		(b)	Experience of 06 Projects/ Assessments	4		32
		(c)	Experience of 05 Projects/ Assessments	3		24

2. Reporting Requirements

The consultants should submit the deliverables as follows.

Activity / Deliverable	Due date and remarks
National Integrated Water Resource Conservation and Management Framework	60 Calendar days from contract signature, upon client review and approval
Island specific integrated water resource conservation and management plan (ISIWRCM) handbook.	120 Calendar days from contract signature, upon client review and approval
Development of the ISIWRCM for two Target Islands	180 Calendar days from contract signature, upon client review and approval

The consultant (with all key experts) shall have weekly online meeting with the client regarding the progress of the works.

3. Equipment, logistics and facilities

The Consultants shall ensure that experts are adequately supported and equipped. In particular he/she shall ensure that there are sufficient administrative, computing and secretarial provision to enable experts to concentrate on their primary responsibilities. The Consultant shall meet the full costs for the supply of the teams including all travels, remuneration, insurance, emergency medical aid, facilities and all else necessary for the competent operation of their teams. The Consultants will provide their own office space for their Project team.