

Awareness and Training on Sustainable Agricultural Practices at Laamu Atoll



**Ministry of Environment, Climate Change and Technology**  
Republic of Maldives

**TERMS OF REFERENCE**

(IUL)438-ENV/438/2022/261

**Awareness and Training on Sustainable Agricultural Practices at  
Laamu Atoll**

**“Enhancing National Development through Environmentally Resilient Islands  
(ENDhERI) Project”**

**Issued on:** 03 July 2023

**Issued By:** Enhancing National Development through Environmentally Resilient Islands  
(ENDhERI)

Project – Project Management Unit

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**i. SCHEDULE OF CRITICAL DATES**

| <b>Activity</b>                 | <b>Action Date</b>  |
|---------------------------------|---|
| Advertised date                 | 03 <sup>rd</sup> July 2023  |
| Bid queries submission timeline | 03 <sup>rd</sup> July 2023 to 09 <sup>th</sup> July 2023 at 1200hrs |
| Bid clarification deadline      | 09 <sup>th</sup> July 2023 at 1200hrs                               |
| Proposal submission deadline    | 13 <sup>th</sup> July 2023 at 1000hrs                               |

**ii. SUBMISSION REQUIREMENTS**

The following related documents shall be submitted for the bids to be considered sufficiently responsive.

Applicants should submit their proposals containing the following documents and applicable Technical Proposal – Standard Forms and Financial Proposal – Standard Forms under ANNEX A.

**a. Technical Proposal – Standard Forms**

1. Proposal submission form (**signed by the owner of the entity or person with power of attorney to sign**) – (Tech Form 1)
2. Approach, Methodology and Work Plan – (Tech Form 2)
3. A summary of the work plan must be presented in the format in Work Schedule (Tech Form 3) showing in the form of a bar chart the timing proposed for each activity.
4. Curriculum Vitae (CV) of the identified key Specialist. **Copy of academic certificates and reference letters** demonstrating experiences listed in this TOR (required experiences and other experiences relevant to this TOR must be specified clearly or highlighted) – (Tech Form 4)
5. Completed **Letter of Commitment (signed by the Specialist)** – (Tech Form 5)
6. Copy of Business (Sole Proprietorship/company/partnerships/institutions) registration certificate.
7. Copy of SME Registration
8. Copy of GST Registration certificate issued by MIRA (Maldives Inland Revenue Authority) – if registered
9. Tax payer registration Certificate / Notification Copy - if registered

**b. Financial Proposal – Standard Forms**

1. FIN FORM 1 – Financial Proposal Submission Form (**signed by the owner of the entity or person with power of attorney to sign**)
2. Form FIN – 2 Financial Breakdown Form
3. Form FIN - 3: Details Financial Situation
4. Financial statements of the business for the year 2021,2020 and 2019
5. Business entities that have not completed one year (from the date of business registration to date of bid announcement) are required to submit the bank statement of the business’s bank account. (Bank statement should be from the date of account opening to date of bid announcement)

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6. FIN FORM – 4: Average Annual Turnover
7. FIN FORM -5: Financial Resources
8. FIN FORM -6: Line of Credit Letter – if applicable
9. FIN FORM -7 Current Contract Commitments / Work in Progress

Note 01: All bidders should clearly identify Specialist carrying out the task.

Note 02: If bidder fails to submit any of the above listed document, their proposal may not be considered for further evaluation.

Note 03: After the evaluation, highest scoring party will be notified to submit tax clearance report. Tender will be awarded upon submission of tax clearance report.

## 1. Introduction and Background

The Government of the Republic of Maldives through the Ministry of Environment is implementing Enhancing National Development through Environmentally Resilient Islands (ENDhERI) project financed by Global Environment Facility (GEF) and assisted by United Nations Environment Program (UNEP) with the objective of enhancing reef protection, resilience and ecosystem recovery by reducing development impacts in a selected project site of the Maldives, enabled for replication nationally through public awareness and integrating the values of marine biodiversity and other natural capital.

This project aims to assist the government of the Maldives in its implementation of new environmental policies and transition towards national adoption of Green Growth atoll development that will sustain marine Natural Capital (NC) and strengthen the resilience and recovery of reef ecosystems. This will be informed by learning from atoll-wide integrated coastal zone management within a Managed Marine Area / Biosphere Reserve framework, and the application of innovative sustainability practices and standards in agriculture, fisheries, tourism and construction sectors as the basis for transforming the human ecological footprint in Laamu Atoll, and taking this up to national level through sector transformation, spatial planning and improved governance based on NC accounting. The intermediate objective of this transformation is to minimize the flows of pollutants from land-based activities into the adjacent marine environment, and reduce marine-based drivers of reef degradation including baitfish and reef fisheries. Overall, the project seeks to enhance reef ecosystem integrity and resilience through sustainable management, reducing development impacts and integrating NC accounting into national planning.

The project is structured in four components:

**Component 1** will increase the sustainability of marine and coastal resource management under a Green Growth Strategy for Laamu Atoll (Outcome 1.1) and achieve a reduction in stressors impacting Laamu Atoll reefs through increased Green Growth and Integrated Coastal Zone Management practices in key sectors (Outcome 1.2).

**Component 2** will result in increased understanding of the values and dependencies on marine NC and biodiversity and ecosystem services that supports improved livelihoods and sustainable development on Laamu and among key national stakeholders (Outcome 2.1).

**Component 3** will aim to achieve increased institutional capacity, clarified mandates and integration of NC accounting in marine biodiversity conservation policy and programs (Outcome 3.1); enhanced protection of coral reefs and other marine NC through actions by corporate sectors (Outcome 3.2); and strengthen inter-sectoral coordination and spatial planning that incorporates NCA support sustainable development in the fisheries and agriculture, tourism and construction sectors (Outcome 3.3).

**Component 4** will support the implementation of Components 1-3 ensuring that information and lessons learnt are shared between the different Components and stakeholders and that results-based management is informed by adequate M&E procedures.

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Overall, the project will lead to enhanced conservation and sustainable management of the coral reef-atoll seascapes throughout the Maldives through an in-built design for scaling up from local experience to national change across its three components. Integration of the NC concept and approaches into business models, risk analyses and decision-making processes within government, private sector and financial institutions is expected to align national and local governance with the enhanced planning needs outlined in the National Biodiversity Strategy and Action Plan.

### 2. Main Objective

ENDhERI Project is seeking to demonstrate and conduct awareness and trainings on alternative agricultural practices and methods to the Laamu communities. These demonstrations would aim to reduce groundwater abstraction, phase out pesticide use and reduce organic pollution of groundwater.

### 3. Scope of Assignment

The Specialist is expected to provide the following services:

#### 3.1 Inception:

**3.1.1** Study the requirements of TOR and baseline report by the project on Agricultural Practices of Laamu Atoll and prepare the Inception Report describing the detailed work plan and anticipated activities and their timeline.

#### 3.2 Awareness and Training

##### 3.2.1 Communities of Laamu

**3.2.1.1** Conduct awareness session of the health and environmental risks of uncontrolled use of agrochemicals and excessive groundwater abstraction to the communities and schools of Laamu Atoll.

**3.2.1.2** Conduct awareness session to the communities and schools of Laamu; of the health risks of consumption of food grown with the use of excessive agrochemicals.

##### 3.2.2 Farming Communities

**3.2.2.1** Conduct Good Agricultural Practice training session for the selected farming communities of Laamu Atoll.

**3.2.2.2** Conduct training session on agricultural production, pest management and safe use of pesticides for the selected farming communities of Laamu Atoll.

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**3.2.2.3** Conduct training session on agri-business skills, proposal writing for the selected farming communities of Laamu Atoll.

### **3.2.3 Atoll and Island Councils and WDC**

**3.2.3.1** Build capacity for systematic reporting by Laamu Atoll Council and Island Councils on the required data for MFMRA- integrate with current reporting.

### **3.2.4 Others**

**3.2.4.1** Conduct additional multi-directional learning including seminars, webinars, e-learning forums, knowledge networks, newsletters, and technical reports.

**3.2.4.2** Produce relevant educational or information resources for internal and external stakeholder groups.

**3.2.4.3** Liaising with relevant stakeholders to deliver the above responsibilities.

**3.2.4.4** Coordinate with Communication Specialist to ensure outreach and visibility of the activities conducted as per this TOR in the form of papers, presentations, video etc. in relation to the deliverables.

### **3.3 Demonstration Project**

**3.3.1.1** Facilitate and demonstrate sustainable alternative agricultural eco-technology pilots.

- Hypophonic system
- Protected Agriculture
- Drip irrigation models
- Any other eco-technology (to be decided at inception)

**3.3.1.2** A cost-benefit analysis of eco-technology pilots to be undertaken and inform for further adoption and replication.

### **3.3.2 Sustainability:**

**3.3.2.1** With the Assistance from the project, facilitate and provide support to the selected farmers to replicate and upscale through project Small Grant.

All the materials and trainings should be conducted in Dhivehi. The reports submitted should be both in English and Dhivehi.

## 4. Deliverables

The Specialist is expected to provide the following documents as deliverables of the assignment:

**4.1 Inception Report:** describing the detailed work plan and anticipated activities and their timeline in word and PDF format in English.

### 4.2 Awareness and Training:

**4.2.1** Report on awareness sessions conducted on the health and environmental risks of uncontrolled use of agrochemicals and excessive groundwater abstraction to the communities and schools of Laamu Atoll (to at least 500 members of the community and 150 students – 50% being women)

**4.2.2** Report on awareness sessions conducted to the communities and schools of Laamu; of the health risks of consumption of food grown with the use of excessive agrochemicals. (to at least 500 members of the community and 150 students - 50% being women)

**4.2.3** Report on training sessions conducted on Good Agricultural Practice for the selected farming communities of Laamu Atoll (to at least 85 registered farmers - 50% being women)

**4.2.4** Report on training sessions conducted on agricultural production, pest management and safe use of pesticides for the selected farming communities of Laamu Atoll (to at least 85 registered farmers - 50% being women)

**4.2.5** Report on training sessions conducted on agri-business skills, proposal writing for the selected farming communities of Laamu Atoll (to at least 85 registered farmers - 50% being women)

**4.2.6** Report on capacity building trainings conducted for Laamu Atoll Council and all Island Councils for systematic reporting on the required data for MFMRA- integrate with current reporting, which includes size of farms, type of farming, productivity, etc)

**4.2.7** Report on multi-directional learning session conducted (seminars, webinars, e-learning forums, knowledge networks, newsletters, technical reports)

**4.2.8** Papers, presentations, video contents provided to with Communications Specialist of the project to increase visibility of the activities conducted as per this TOR.

### 4.3 Demonstration of Projects:

**4.3.1** Physical demonstration of the alternative eco-technology agriculture pilots including Hypophonic agriculture, Protected Agriculture, Drip irrigation model or any other eco-technology farming as discussed and agreed during inception. A report should be submitted on the process and practice conducted with farmers.



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**4.3.2** The cost-benefit analysis of eco-technology pilots undertaken for further adoption and replication.

### 5 Payment Schedule

Suggest any workable workplan that will enable to reach the outputs and the deliverables as per this assignment. The Specialist may submit the work schedule as give in the “TECH FORM 3 – Work Schedule”

| ID | Deliverable   | Payment Schedule |
|----|---|------------------|
| 1  | Inception Report describing the detailed work plan and anticipated activities and timeline.   | 10%              |
| 2  | Report on awareness sessions conducted on the health and environmental risks of uncontrolled use of agrochemicals and excessive groundwater abstraction     | 20%              |
|    | Report on awareness sessions conducted on the health risks of consumption of food grown with the use of excessive agrochemicals.                            |                  |
| 3  | Report on training sessions conducted on Good Agricultural Practice   | 20%              |
|    | Report on training sessions conducted on agricultural production, pest management and safe use of pesticides  |                  |
|    | Report on training sessions conducted on agri-business skills and proposal writing  |                  |
| 4  | Report on capacity building trainings conducted for Laamu Atoll Council and Island Councils for systematic reporting  | 20%              |
|    | Presentation and report on multi-directional learning session conducted   |                  |
|    | Presentation and report on contents provided for the communications and awareness of the community  |                  |
| 5  | Presentation and Report on successful physical demonstration of the alternative eco-technology agriculture pilots as per the activities agreed in inception | 30%              |
|    | The cost-benefit analysis of eco-technology pilots undertaken for further adoption and replication  |                  |

### 6 Duration of the Consultancy

Duration of the assignment is (03) calendar months upon signing the contract.

## 7 Provision of Monitoring and Progress Controls

Specialist is expected to work closely with the PMU of ENDhERI project of Ministry of Environment, Climate Change and Technology and other stakeholders of the project.

The Specialist shall attend progress meetings once every 3 weeks with the ENDhERI team members in post(s) under section 8 (Requirements for Experience and Qualification) must participate in the progress meetings. Specialist in post(s) under section 8 are required to be present in person for the following:

- Presentation of Reports
- Trainings

For meetings held under this consultancy, the Minutes of Meeting must be provided to the PMU within 5 days of the meeting.

## 8 Requirements for Experience and Qualifications

8.1 In executing this TOR, the consultancy is expected to meet the following eligibility criteria and should provide CVs and commitment letters of the following requirements:

| # | Post                               | Nos |
|---|------------------------------------|-----|
| 1 | Sustainable Agriculture Specialist | 1   |

### Sustainable Agriculture Specialist

#### *Academic qualification:*

- Minimum Bachelors' degree in Agriculture Science, Agribusiness and Agriculture Engineering, or in a relevant field of agriculture.
- Master's degree or above, in the field of Agriculture science, Agribusiness and Agriculture Engineering, or in a relevant field of agriculture is preferred.

#### *General professional experience*

- Minimum of one (1) similar assignments in a related field of agriculture or alternative agricultural methods.

#### *Specific professional experience*

- Minimum of one (1) similar assignments in related to conducting training programs, workshops, or awareness campaigns.
- Experience in collaborating with government agencies, non-profit organizations, community groups, and industry stakeholders to promote

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sustainable agriculture and advocate for supportive policies and programs will be added advantages

**9 Evaluation criteria**

Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:

The following criteria will be applied during the evaluation of the proposals and attention should be paid while preparing the proposals. Points will be awarded only for assignments with supporting documents.

Technical Score:

|  |       |
|--|-------|
| Specialist   |       |
| Relevant education and qualifications<br><i>[30] points for Bachelors’ degree in Agriculture Science, Agribusiness and Agriculture Engineering, or in a relevant field of agriculture.<br/>[5] points each for any qualification above Bachelor’s degree, up to PhD</i>  | [40%] |
| <b>General professional experience</b><br><i>[20] points will be awarded for completed similar assignment in a related field of agriculture or alternative agricultural methods. Additional [5] points will be awarded for each additional assignment up to 2 assignments</i>  | [30%] |
| <b>Specific professional experience</b><br><i>[20] points will be awarded for each previously completed similar assignments in related to conducting training programs, workshops, or awareness campaigns. Additional [2.5] points will be awarded for each additional assignment up to 2 assignments<br/>[5] points for demonstrated experience in collaborating with government agencies, non-profit organizations, community groups, and industry stakeholders to promote sustainable agriculture and advocate for supportive policies and programs (not a minimum requirement)</i> | [30%] |

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Only the proposals that will obtain a minimum of 70% out of 100 obtainable points will be qualified for the financial evaluation.

Financial Score:

The formula for determining the financial scores is the following:

$S_f = 100 * F_m / F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  is the price of the proposal under consideration.

The weights given the technical and financial score are:

$T = \{0.6\} * S_t$ , and

$P = \{0.4\} * S_f$

Final score (FS) is  $= T + P$

Total technical score (s): 100

- The minimum technical score (s) required to pass is: 70 Points, proposal that does not qualify the minimum technical score will be disqualified from further evaluation.
- The formula for determining the financial scores is the following:

$S_f = 100 * F_m / F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  the price of the proposal under consideration.

- The weights given to the Technical and Financial Proposals are:
- $T = \{0.6\}$ , and  $F = \{0.4\}$

Financial Situation evaluation

- To be eligible the financial statements of the bidding party must show, minimum annual turnover of MVR 138,000.00 for the year 2021, 2020 and 2019.

*(OR)*

- To be eligible the financial statements of the bidding party must show, Minimum value of MVR 138,000.00, for liquid asset, for the year 2021, 2020 and 2019.

*(OR)*

- For business mentioned in the section (ii) B no 5, to be eligible the business's bank statement must show a credit balance of minimum MVR 138,000.00

*(OR)*

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- If bidding party is unable to meet any of the above requirement they shall submit “Line of Credit Letter” as per the template in FIN FORM 6. (credit limit shall be no less than MVR 138,000.00)

### Financial Situation evaluation

- To be eligible the financial statements of the bidding party must show, minimum annual turnover of MVR 138,000.00 or the year 2021,2020 and 2019. **(Submit Form FIN-4 Annual Turnover)**

*(OR)*

- To be eligible the financial statements of the bidding party must show, Minimum value of MVR 138,000.00 for liquid asset, for the year 2021 ,2020 and 2019. – **(Submit Form FIN -3: Financial Situation)**

*(OR)*

- Business entities that have not completed one year (from the date of business registration to date of bid announcement) are required to submit the bank statement of the business’s bank account. (bank statement should be from the date of account opening to date of bid announcement). To be eligible the business’s bank statement must show a credit balance of minimum MVR 138,000.00

*(OR)*

- If bidding party is unable to meet any of the above requirement they shall submit ‘Line of Credit Letter’ As per the template in fin form 4. Credit limit shall be no less than MVR 138,000.00– **(Submission Form Fin -6: Line of Credit Letter)**

### Selection Criteria of Regional Based business and MSME business

Between MVR 2,500,000 – MVR 5,000,000

- a) Among bidders who pass the technical and financial evaluation, those bidders who belong to the same island as the project is carried out will be assessed accordingly: The bidder with the highest ranking with a proposed price that doesn’t exceed 10% of the price of the bidder with the overall highest ranking will be awarded

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- b) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), bidders who belong to the same atoll as the project is being carried out is checked and assessed accordingly:

The bidder with the highest ranking with a proposed price that doesn't exceed 5% of the price of the bidder with the overall highest ranking will be awarded.

- c) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a) and (b), all Maldivian bidders will be checked and assessed accordingly.

The bidder with the highest ranking with the lowest proposed price will be awarded.

- d) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b) and (c), all bidders will be assessed accordingly.

The bidder with the highest ranking with the lowest proposed price will be awarded.

### Below MVR 2,500,000

- a) Among bidders who pass the technical and financial evaluation, Micro, Small and Medium Enterprises (MSME's) will be assessed accordingly:

The bidder with the highest ranking with a proposed price that doesn't exceed 15% of the price of the bidder with the overall highest ranking will be awarded.

- b) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), bidders who belong to the same island as the project is carried out will be assessed accordingly:

The bidder with the highest ranking with a proposed price that doesn't exceed 10% of the price of the bidder with the overall highest ranking will be awarded.

- c) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a) and (b), bidders who belong to the same atoll as the project is being carried out is checked and assessed accordingly:

The bidder with the highest ranking with a proposed price that doesn't exceed 5% of the price of the bidder with the overall highest ranking will be awarded.

- d) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b) and (c), all Maldivian bidders will be checked and assessed accordingly.

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The bidder with the highest ranking with the lowest proposed price will be awarded

- e) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b), (c) and (d) all bidders will be assessed accordingly.

The bidder with the highest ranking with the lowest proposed price will be awarded

### **Criteria on classifying regional based business**

- a) Check the bidders permanent address, if the bidder is a sole proprietorship
- b) Check the island to which the business is registered, if the bidder is not a sole proprietorship
- c) The bidder will be considered as a business working in one certain area, as per (a) and (b) accordingly:
  - If the bidder is a sole proprietorship, the bidder's registered permanent address as of 1<sup>st</sup> January of the year the invitation for bid was issued will be considered  
OR
  - If the business had been registered before the year in which the invitation for bid was issued, the island to which the business was registered as of 1<sup>st</sup> January of the year the invitation for bid was issued will be considered  
OR
  - If the business had been registered within the year in which the invitation for bid was issued, the island to which the business was first registered will be considered.

### **10. Additional Information**

Ministry of Environment, Climate Change and technology has overall responsibility for the management of the contract and contractual reporting obligations.

Documents and data provided by the government for the purpose of this assessment which is not of public nature shall be considered confidential and should not be disclosed to any other party.

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All outputs and materials produced as part of this TOR shall be handed over to the ENDhERI project at the end of the contract and will become the sole property of Ministry of Environment, Climate Change and Technology.

**For the workshop and trainings: invitations, catering and venue will be financed directly by the project. This cost should NOT be included in the price quotation.**

**For domestic travel: Air and sea travel of the Specialist and an assistant to the Specialist (as per the schedule provided and agreed upon at inception) will be directly financed by the project. This does not include the DSA.**



## 11. Submission

|                        |  |
|------------------------|--|
| <b>Bid submission</b>  | <b>On or before 13<sup>th</sup> July 2023 at 1000 hours local time</b>   |
| Bid opening            | Proposals will be opened in the presence of the proponents' representatives who choose to be present at the address below at the time of proposal opening. Proposals must be delivered in sealed envelopes titled  |
| Submission instruction | <b>“Do not Open Before 13th July 2023 at 1000 hours – “Awareness and Training on Sustainable Agricultural Practices at Laamu Atoll “and the submitting party’s name and address</b>  |
|                        | Late proposals will be rejected.   |
| Submission address     | Procurement Section<br>Ministry of Environment, Climate Change and Technology<br>Green Building, Handhuvaree Hingun, Maafannu<br>Male’, 20392, Republic of Maldives<br>Email:<br>Website: <a href="http://www.environment.gov.mv">www.environment.gov.mv</a><br>Project name: Enhancing National Development through Environmentally Resilient Islands (ENDhERI) |

## **Annex A**

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### **TECH FORM 1 – Proposal Submission Form**

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide the consultancy service for “**Awareness and Training on Sustainable Agricultural Practices at Laamu Atoll**” in accordance with your Request for Proposal dated (.....xxx.....). I hereby submit my Proposal, which includes all required documents as per Request for Proposal.

I 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, I undertake to negotiate on the basis of the proposed staff. my Proposal is binding upon myself and subject to the modifications resulting from Contract negotiations.

I undertake, if my Proposal is accepted, to initiate the services and fulfil the terms and conditions related this contract.

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

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Specialist (company/partnerships/institutions):

Address:

## **TECH FORM 2 – Approach, Methodology and Work Plan**

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

- a) Methodology for each activity,*
- b) Work Plan*

### **a) Technical Approach and Methodology**

*[In this chapter the Specialist should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.]*

### **b) Work Plan**

*[In this chapter the Specialist 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.]*

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**TECH FORM 3 – Work Schedule**

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|---|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|---------|---------|---------|---------|---------|--|
| Deliverables  | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Week 6 | Week 7 | Week 8 | Week 9 | Week 10 | Week 11 | Week 12 | Week 13 | Week 14 | Week 15 |  |
|   |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |  |
|   |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |  |
|   |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |  |
|   |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |  |
|   |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |  |
|   |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |  |
|   |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |  |
|   |        |        |        |        |        |        |        |        |        |         |         |         |         |         |         |  |

## TECH FORM 4 – Curriculum Vitae

- 1. Name of Specialist:**
- 2. Education** *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:*
- 3. Membership of professional associations**
- 4. Other Training**
- 5. Countries of work experience** *[List countries where the Specialist has worked in the last ten years]:*
- 6. Languages** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:*
- 7. Experience/ employment record** *[Starting with present position, list in reverse order every employment held the Specialist 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:
  - Job description:
- 8. Summary of projects/assignments undertaken/ role**
  - Name of project/ assignment:
  - Experience classification: General / specific
  - Scope of project/ assignment:
  - From [Month/Year] – To [Month/Year]:
  - Positions held:
- 9. Past commitments in projects with the Ministry of Environment, Climate Change and Technology**
  - Name of the Contract/Project:
  - From [Month/Year] – To [Month/Year]:
  - Positions held:
  - Summary of role

**TECH FORM 5: Letter of Commitment (Specialists)**

[ Location, Date]

To: [Name and address of Client]

Ref no: \_\_\_\_\_

Dear Sir/Madam,

I am writing to confirm my availability to provide services as the (Specify/**Sustainable Agriculture Specialist** to “**Awareness and Training on Sustainable Agricultural Practices at Laamu Atoll**” for the Ministry of Environment, Climate Change and Technology.

I undertake, if this proposal is accepted, to complete and deliver the whole of the services assigned to me in the scope of services.

I undertake, if this proposal is accepted upon receipt of the Ministry of Environment, Climate Change and Technology’s notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,

Name:

ID card No:

Date:

Signatory:

*Note: CV should be submitted along with the supporting documents of the Specialist (CV without the supporting documents will be rejected)*

**FIN FORM 1 – Financial Proposal Submission Form**

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide services for “**Awareness and Training on Sustainable Agricultural Practices at Laamu Atoll**” 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 in MVR]. This amount is inclusive of the all local taxes.

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

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

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Specialist (company/partnerships/institutions)

Address:

**FIN FORM 2 – Financial Breakdown Form**

**Date:**

**Reference No:** (generated by the proponent)

| No. | Description           | Price/Unit (MVR) | Total |
|-----|-----------------------|------------------|-------|
|     |                       |                  |       |
|     |                       |                  |       |
|     |                       |                  |       |
|     |                       |                  |       |
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|     |                       |                  |       |
|     |                       |                  |       |
|     |                       |                  |       |
|     |                       |                  |       |
|     |                       |                  |       |
|     | <b>Total:</b>         |                  |       |
|     | <b>GST</b>            |                  |       |
|     | <b>Total with GST</b> |                  |       |

**The quotation is valid for 90 days from the date of bid opening.**

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

Note: The total contract price should be quoted inclusive of Goods and Services Tax (GST) or any applicable axes as per the Tax Legislation and must be shown in the breakdown.

Authorized Signature and stamp



**FIN FORM 3 – Details of Financial Situation**

Each Applicant must fill in this form

| Financial Data for Previous 3 Years [MVR Equivalent] |            |            |            |
|--|------------|------------|------------|
|  | Year 2021: | Year 2020: | Year 2019: |
|  |            |            |            |

Information from Balance Sheet

|                     |  |  |  |
|---------------------|--|--|--|
| Total Assets        |  |  |  |
| Total Liabilities   |  |  |  |
| Net Worth           |  |  |  |
| Current Assets      |  |  |  |
| Current Liabilities |  |  |  |
| Working Capital     |  |  |  |

Information from Income Statement

|   |  |  |  |
|---|--|--|--|
| Total Revenues  |  |  |  |
| Profits Before Taxes  |  |  |  |
| Profits After Taxes   |  |  |  |
| <p><input type="checkbox"/> Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last three years, as indicated above, complying with the following conditions.</p> <ul style="list-style-type: none"> <li>• All such documents reflect the financial situation of the Bidder.</li> <li>• Historic financial statements must be complete, including all notes to the financial statements.</li> </ul> <div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> <li>• Historic financial statements must correspond to accounting periods</li> </ul> </div> |  |  |  |

**FIN FORM 4 – Average Annual Turnover**

Each Bidder must fill in this form

| Annual Turnover Data for the Last 3 Years |                    |                   |
|---|--------------------|-------------------|
| Year                                      | Amount<br>Currency | MVR<br>Equivalent |
| 2021                                      |                    |                   |
| 2020                                      |                    |                   |
| 2019                                      |                    |                   |
| Average Annual Turnover                   |                    |                   |

The information supplied should be the Annual Turnover of the Bidder in terms of the amounts billed to clients for each year for contracts in progress or completed at the end of the period reported.

**FIN FORM 5 – Financial Resources**

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as indicated in Section 3 (Evaluation and Qualification Criteria)

| Financial Resources |                     |                         |
|---------------------|---------------------|-------------------------|
| No.                 | Source of financing | Amount (MVR equivalent) |
| 1                   |                     |                         |
| 2                   |                     |                         |
| 3                   |                     |                         |
|                     |                     |                         |

**FIN FORM 6 – Line of Credit Letter**

*[letterhead of the Bank/Financing Institution/Supplier]*

*[date]*

**To:***[Name and address of the Contractor]*

Dear,

You have requested {name of the bank/financing institution) to establish a line of credit for the purpose of executing {insert Name and identification of Project}.

We hereby undertake to establish a line of credit for the aforementioned purpose, in the amount of {insert amount}, effective upon receipt of evidence that you have been selected as successful bidder.

This line of credit will be valid through the duration of the contract awarded to you.

Authorized Signature: \_\_\_\_\_

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

Name of Agency: \_\_\_\_\_

**FIN FORM 7 – Current Contract Commitments / Work in Progress**

**Current Contract Commitments/Works in Progress**

Tenderers and each partner to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

| <b>No</b> | <b>Name of contract</b> | <b>Employer, contact address/tel/fax</b> | <b>Value of outstanding work (current MVR equiv)</b> | <b>Estimated completion date</b> | <b>Average monthly invoicing over last six months (MVR/month)</b> |
|-----------|-------------------------|--|--|----------------------------------|---|
| 1.        |                         |  |  |                                  |   |
| 2.        |                         |  |  |                                  |   |
| 3.        |                         |  |  |                                  |   |
| 4.        |                         |  |  |                                  |   |
| 5.        |                         |  |  |                                  |   |
|           |                         |  |  |                                  |   |
|           |                         |  |  |                                  |   |
|           |                         |  |  |                                  |   |
|           |                         |  |  |                                  |   |

## General Information

### 1 Bid Awarding

- 1.1 Bidder will be informed of the decision to award a bid via an official intent to award the bid.
- 1.2 If the value of the bid exceeds **MVR 500,000** the bidder will be required to submit a performance guarantee of **(20%)** of the total contract value prior to signing the contract. The performance guarantee must be issued by a Bank or a Financial Institution located in any eligible country. If the institution issuing the guarantee is located outside the Republic of Maldives, it shall have a correspondent financial institution located in the Republic of Maldives to make it enforceable.

#### **(Excluding Consultancy Service)**

- 1.3 Failure of the successful bidding party to submit the aforementioned performance guarantee, or sign the Contract, shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that event the Ministry may award the contract to the next lowest evaluated bidder, provided the bidder is capable of performing the contract satisfactorily.

- 1.4 Standstill period

The Contract shall be awarded not earlier than the expiry of the Standstill Period. The duration of the Standstill Period is 5 days. The Standstill Period commences the day after the date the Employer has transmitted to each Bidder (that has not already been notified that it has been unsuccessful) the Notification of Intention to Award the Contract. Where only one Bid is submitted, the Standstill Period shall not apply.

### 2 Liquidated Damages (Excluding Consultancy Service)

- 2.1 The Contractor shall pay liquidated damages to the Employer at the rate per day **stated in the Public Procurement Regulation** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount **defined in the Public Procurement Regulation**. The Employer may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.

### 3 Securities (Excluding Consultancy Service)

- 3.1 If the price quoted by a bidding party exceeds MVR 500,000 in value, the bidding party will be required to submit a bid security of **20%** with validity of no less than 90 days.  
Bid Security must be a bank guarantee letter or security issued by a Bank or a Financial Institution located in any eligible country.  
Bank Cheques, Bonds and Cash will not be accepted as bid security.

**4 Advance Payment (Excluding Consultancy Service)**

- 4.1 Vendor has to request for Advance payment within 45 days from the contract date start.
- 4.2 Vendor has to submit Advance payment guarantee with the Invoice (15% of Contract price Maximum)

**5 Arithmetic**

- 5.1 Provided that the Tender is substantially responsive, the Employer shall correct arithmetical errors on the following basis:
  - 5.1.1 only for unit price contracts, if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Employer there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;  
if there is an error in a total corresponding to the addition or subtraction of subtotals, the
  - 5.1.2 subtotals shall prevail and the total shall be corrected; and
  - 5.1.3 if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
- 5.2 If the Tenderer that submitted the lowest evaluated Tender does not accept the correction of errors, its Tender shall be declared non-responsive.