



# MINISTRY OF ENVIRONMENT

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MALE', REPUBLIC OF MALDIVES

Announcement Reference No: (IUL)438-CCD/438/2021/141

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## Individual Consultant for Content Editing

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*[03rd May 2021]*

*Prepared by:*

Project Management Unit

Strengthening Low Carbon Energy  
Island Strategies (LCEI) Project



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## **1. Introduction & Background**

The Government of Maldives (GoM) are working to develop and implement Energy Efficiency Standards & Labelling (S&L) programme for high energy consuming electrical appliances under the Strengthening Low Carbon Energy Island Strategies (LCEI) Project. The S&L programme is expected to help consumers identify and base their purchase decisions on lifetime appliances costs as opposed to only upfront costs. This programme is carried out under 4.4; Jazeera Dhirulhun, Clean energy of the Strategic Action Plan 2019 – 2023 of the government of Maldives. It is also in line with Maldives commitments to the Montreal Protocol on Substances that Deplete the Ozone layer.

The LCEI project is designed with a goal of market transformation for energy efficient technologies in buildings and the built environment in the Maldives; and promotion of energy efficiency investments in buildings. The project will not only target energy efficient technologies, but will also promote emerging low carbon energy technologies for the building sector. LCEI Project is funded by the Global Environment Facility (GEF) and implemented by the Ministry of Environment with support from UN Environment. The project aims to reduce greenhouse gas (GHG) emissions through energy efficiency in the building sector.

The LCEI project is seeking a qualified Individual Consultant for Content Editing.

## **2. Objective**

The objective of the assignment is to:

- a) Support the LCEI team in the development of awareness and knowledge management materials
- b) Dissemination of information on standards and labelling programme in the Maldives.

## **3. Scope of Assignment**

The scope of work involves the following tasks to achieve the objective above;

1. Review the materials (posters, flyers, articles, comic strip, video reports, video clips, etc) developed for the energy efficiency labelling campaign, provide inputs to ensure the material is aligned with the projects strategy.
2. Work with the consultant recruited for the development of the energy efficiency labelling campaign to align the material to be in line with Government policies and programs
3. Facilitate media engagements to provide information about the energy efficiency labelling program

#### **4. Indicative Tasks**

The following are indicative tasks to achieve the objective of the consultancy, but are not necessarily limited to these activities:

1. Review, provide written inputs and coordinate with the EE labelling campaign developer to finalize the following materials. They are being developed in both Dhivehi and English language;
  - 34 posters
  - 4 flyers
  - 20 articles
  - 20 comic strips (3 to 5 frames)
  - 14 Video Clips / Video Spots / Animations used in social media and broadcast media – 30 or 60 Second (Dhivehi with English subtitles)
  - 5 Video Reports – 3 to 8 minutes (Dhivehi with English subtitles)
2. Review, edit and coordinate with the EE labelling campaign developer to finalize promotional materials required for LCEI project promotion
  - 4 video reports (3 – 8 minutes) in Dhivehi with English subtitle on success stories of project activities.
3. Facilitate media engagements to provide information about the energy efficiency labelling program

## 5. Deliverables

|   | Deliverable  | Delivery Date* |
|---|--|----------------|
| 1 | <ul style="list-style-type: none"> <li>• Finalization of                             <ul style="list-style-type: none"> <li>○ 14 posters</li> <li>○ 4 flyers</li> </ul> </li> </ul>  | 1 month        |
| 2 | <ul style="list-style-type: none"> <li>• Finalization of                             <ul style="list-style-type: none"> <li>○ 10 comic strips</li> <li>○ 10 posters</li> </ul> </li> </ul>   | 2 month        |
| 3 | <ul style="list-style-type: none"> <li>• Finalization of                             <ul style="list-style-type: none"> <li>○ 10 posters</li> <li>○ 10 comic strips</li> </ul> </li> </ul>   | 3 month        |
| 4 | <ul style="list-style-type: none"> <li>• Finalization of                             <ul style="list-style-type: none"> <li>○ 5 articles</li> <li>○ 5 video Clips / video Spots / animations</li> </ul> </li> </ul>                            | 4 month        |
| 5 | <ul style="list-style-type: none"> <li>• Finalization of                             <ul style="list-style-type: none"> <li>○ 5 articles</li> <li>○ 5 video Clips / video Spots / animations</li> <li>○ 2 video reports</li> </ul> </li> </ul> | 5 month        |
| 6 | <ul style="list-style-type: none"> <li>• Finalization of                             <ul style="list-style-type: none"> <li>○ 5 articles</li> <li>○ 4 video Clips / video Spots / animations</li> <li>○ 3 video reports</li> </ul> </li> </ul> | 6 month        |
| 7 | <ul style="list-style-type: none"> <li>• Finalization of                             <ul style="list-style-type: none"> <li>○ 5 articles</li> <li>○ 4 video reports</li> </ul> </li> </ul>   | 7 month        |

**\*From the date of contract signing. Actual delivery date is subject to the availability of materials required for consultants work.**

## 6. Duration of the Consultancy

Duration of the assignment is **7 calendar months** upon signing the contract.

## **7. Requirements for Experience and Qualifications**

In executing this TOR, the applicant is expected to meet the following eligibility criteria.

- Academic qualification
  - Must have Bachelor's degree in relevant field e.g., Public Relations, International Relations, Communications or related field
  
- Professional experience
  - Minimum Five (5) year experience in any form of media, more experience will score higher points.
  - Experience in a government Ministry with particular experience in the area of energy efficiency will be an added advantage
  - Experience in energy efficiency standards and labelling program will be an added advantage.
  - Experience in writing awareness materials in Dhivehi and English.
  - Experience in writing awareness materials on energy efficiency in Dhivehi and English will be an added advantage
  - Experience in developing/reviewing communication material targeted to be used in social and public media

## **8. Reporting Requirements**

Consultant is expected to work closely with the LCEI Project Management Unit (LCEI-PMU). The Consultant will report directly to LCEI Project Manager. The Consultant shall attend progress meetings once every 3 weeks with the LCEI-PMU.

## **9. Evaluation and comparison of proposals**

### **9.1 Preliminary Examination**

The Client will examine the proposals to determine whether they are complete, the documents have been properly signed and the proposals are generally in order, and all the documents stated in Section 12 (Application) have been included in the proposal.

Prior to the detailed evaluation, the Client will determine the substantial responsiveness of each proposal to the Terms of Reference (TOR).

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

## 9.2 Evaluation of Proposals

| Criteria  | Weight |
|---|--------|
| Technical Qualification (St)<br>Refer to <a href="#">Annex 2</a> for details of evaluation criteria.  | 60%    |
| Financial Offer (Sf)<br>The proposal with the Lowest Financial Quote (Fq) will get the maximum Financial Score (Sf) of 100 points. The Financial Scores (Sf) of the other Financial offer will be computed according to the following formula:<br>$Sf = 100 \times Fq / F$ , in which Sf is the financial score, Fq is the <u>Lowest Financial Quote received</u> and F is the price of the proposal under consideration. | 40%    |
| Total (S)   | 100%   |

Interview with the candidates may be held if deemed necessary.

ME reserves the right to undertake a post-qualification exercise aimed at determining to its satisfaction, the validity of the information provided in the proposal. Such post-qualification shall be fully documented and, among those that may be listed in the Annex 2, may include, but need not be limited to, all or any combination of the following:

- a) Verification of accuracy, correctness and authenticity of information provided by the proponent on the legal, technical and financial documents submitted;
- b) Validation of extent of compliance to the TOR requirements and evaluation criteria based on what has so far been found by the evaluation team;
- c) Inquiry and cross-checking with other previous clients on the quality of performance on ongoing or previous contracts completed;

## 10. Payment

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

| REQUIREMENT  | ALLOCATION  |
|--|-------------|
| <ul style="list-style-type: none"> <li>• Finalization of                             <ul style="list-style-type: none"> <li>○ 14 posters</li> <li>○ 4 flyers</li> </ul> </li> </ul>  | 10%         |
| <ul style="list-style-type: none"> <li>• Finalization of                             <ul style="list-style-type: none"> <li>○ 10 comic strips</li> <li>○ 10 posters</li> </ul> </li> </ul>   | 15%         |
| <ul style="list-style-type: none"> <li>• Finalization of                             <ul style="list-style-type: none"> <li>○ 10 posters</li> <li>○ 10 comic strips</li> </ul> </li> </ul>   | 15%         |
| <ul style="list-style-type: none"> <li>• Finalization of                             <ul style="list-style-type: none"> <li>○ 5 articles</li> <li>○ 5 video Clips / video Spots / animations</li> </ul> </li> </ul>                            | 15%         |
| <ul style="list-style-type: none"> <li>• Finalization of                             <ul style="list-style-type: none"> <li>○ 5 articles</li> <li>○ 5 video Clips / video Spots / animations</li> <li>○ 2 video reports</li> </ul> </li> </ul> | 15%         |
| <ul style="list-style-type: none"> <li>• Finalization of                             <ul style="list-style-type: none"> <li>○ 5 articles</li> <li>○ 4 video Clips / video Spots / animations</li> <li>○ 3 video reports</li> </ul> </li> </ul> | 15%         |
| <ul style="list-style-type: none"> <li>• Finalization of                             <ul style="list-style-type: none"> <li>○ 5 articles</li> <li>○ 4 video reports</li> </ul> </li> </ul>   | 15%         |
| <b>Total</b>   | <b>100%</b> |

## 11. Additional Information

The LCEI-PMU of ME has overall responsibility for the management of the contract and contractual reporting obligations.

Documents and data provided by the government for the purpose of this assessment which is not of public nature shall be considered confidential and should not be disclosed to any other party. All outputs and materials produced as part of this TOR shall be handed over to the LCEI-PMU at the end of the contract and will become the sole property of ME.



## 12. Application

### **Registered entities under Maldives Inland Revenue Authority (MIRA) can apply for this consultancy**

Proposals should containing the following (Standard forms provided in Annex 1):

- Completed financial offer ([Form-1](#)).
- Signed Curriculum Vitae
  - Required experiences and other experiences relevant to this TOR must be specified separately or highlighted in their respective CV.
- Letter of commitment signed by individual consultant ([Form-2](#)).
- Copy of 1-3 publications/writing samples on relevant subject.
- Copy of Company/Institution/Organization /Sole Proprietorship Registration
- Copy of Tax Registration certificate issued from Maldives Inland Revenue Authority
- Tax Clearance Report issued from Maldives Inland Revenue Authority

## 13. Queries

For any queries please email to [procurement@environment.gov.mv](mailto:procurement@environment.gov.mv) and CC to [low.carbon@environment.gov.mv](mailto:low.carbon@environment.gov.mv) before **1100 hrs on 09<sup>th</sup> May 2021**. Answers will be provided to all the queries received before the deadline and will be made available via the Ministry website ([www.environment.gov.mv](http://www.environment.gov.mv)) on **10<sup>th</sup> May 2021**.

## 14. Submission

|                        |  |
|------------------------|--|
| Bid submission         | On or before <b>17th May 2021 at 1100</b> hours local time   |
| Bid opening            | <b>17th May 2021 at 1100</b> hours' local time.<br><br>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.  |
| Submission instruction | Proposals must be delivered in sealed envelopes titled<br><br><b><i>“Do not Open Before 17th May 2021 at 1100 - Individual Consultant for Content Editing”</i></b> and the submitting party's name and address<br><br>Electronic submission is not permitted. Late proposals will be rejected. |
| Submission address     | <b>Procurement Section</b><br>Ministry of Environment  |

|  |  |
|--|--|
|  | <p>Green Building, Handhuvaree Hingun, Maafannu<br/>Male', 20392, Republic of Maldives<br/>Email: <a href="mailto:procurement@environment.gov.mv">procurement@environment.gov.mv</a><br/>Website: <a href="http://www.environment.gov.mv">www.environment.gov.mv</a><br/>Project name: Strengthening Low Carbon Energy Island<br/>Strategies (LCEI)<br/>Announcement number: (IUL)438-CCD/438/2021/141</p> |
|--|--|

# ANNEX 1: STANDARD FORMS

**ANNEX 1: STANDARD FORMS**

**FORM -1: PROPOSAL SUBMISSION FORM**

[*Location, Date*]

To: [*Name and address of Client*]

Dear Sir/Madam:

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

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.

Proposal validity is for a period of [***Insert number of days, 60 days minimum***] days.

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

We 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 Entity: \_\_\_\_\_

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

## FORM-2: Letter of Commitment

[ *Date* ]

[Entity Name]

[Road Name]

Male'

Maldives

Re: **Individual Consultant for Content Editing** , Ref no: \_\_\_\_\_

Dear Sir/Madam,

I am writing to confirm my availability to provide services as \_\_\_\_\_  
to the **Individual Consultant for Content Editing** for the Ministry of Environment.

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's notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,

Name: \_\_\_\_\_

ID card No: \_\_\_\_\_

Date: \_\_\_\_\_

Signatory: \_\_\_\_\_

## ANNEX 2: EVALUATION CRITERIA

|  |   |
|--|---|
| <b>Criteria for Preliminary Examination of Proposals</b>   | <p><b>Document pre-check</b></p> <ol style="list-style-type: none"> <li>1. Proposal is received on or before the date and time specified</li> <li>2. Proposal is properly sealed / un-tampered</li> <li>3. Proposal bears the (i) name of the submitting entity and (ii) title of the Contract outside the envelope</li> <li>4. Completed Form-1: Proposal submission form</li> <li>5. Signed CV of the expert</li> <li>6. Completed Form-2: Letter of Commitment</li> <li>7. Copy of Company/Institution/Organization /Sole Proprietorship Registration</li> <li>8. Copy of Tax Registration certificate issued from Maldives Inland Revenue Authority</li> <li>9. Tax Clearance Report issued from Maldives Inland Revenue Authority</li> <li>10. Minimum 60 days proposal validity provided</li> </ol> |
| <b>Criteria for Essential Eligibility/Qualification of key personnel</b>   | Refer to <a href="#">Section 7</a> of this TOR  |
| <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. If proponents do not meet any of the above listed criteria, their proposal may not be considered for further evaluation.</li> <li>2. Proponents meeting above listed criteria are required to submit evidences (details / documents) in support – otherwise proposal may be disqualified.</li> </ol> |   |

### Detail technical evaluation criteria

| Consultants experience/qualification related to the services |  |                   |
|--|--|-------------------|
| Criteria   |  | Points Obtainable |
| 1  | Must have Bachelor’s degree in relevant field e.g., Public Relations, International Relations, Communications or related field | 5                 |
| 2  | Minimum Five (5) year experience in any form of media, more experience will score higher points.                               | 5                 |
| 3  | Experience in a government Ministry with particular experience in the area of energy efficiency will be an added advantage     | 15                |

|   |  |           |
|---|--|-----------|
| 4 | Experience in energy efficiency standards and labelling program will be an added advantage.                      | 15        |
| 5 | Experience in writing awareness materials in Dhivehi and English.  | 5         |
| 6 | Experience in writing awareness materials on energy efficiency in Dhivehi and English will be an added advantage | 10        |
| 7 | Experience in developing/reviewing communication material targeted to be used in social and public media         | 5         |
|   | <b>Total</b>   | <b>60</b> |