



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

**TERMS OF REFERENCE**  
(IUL)438-ENV/438/2021/244

**CONSULTANCY SERVICES TO CONDUCT A BASELINE ASSESSMENT ON NATIONAL  
USE OF CHEMICALS AND ASSOCIATED RISKS**

**“Eliminating Persistent Organic Pollutants Through Sound Management of Chemicals  
Project”**

**Issued on:** 12th September 2021  
**Issued By:** Eliminating Persistent Organic Pollutants Through Sound Management of Chemicals  
Project – Project Management Unit

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## SCHEDULE OF CRITICAL DATES

Activity	Action Date
Advertised date	12th September 2021
Bid clarification deadline	20th September 2021 before 1200hrs
Proposal submission deadline	22nd September 2021 before 1100hrs

## 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 B.

### Technical Proposal – Standard Forms

1. Proposal submission form (**signed by the owner of the entity**) – (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 person (Consultant). **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 proposed key person)** – (Tech Form 5)
6. Copy of Business (sole proprietorship/company/partnerships/institutions) registration certificate.
7. If more than one party wishes to show interest as a JV, Joint Venture or Association Agreement between the parties needs to be provided
8. Completed JV Form
9. Copy of GST Registration certificate issued by Maldives Inland Revenue Authority – if applicable
10. Notification of Tax Registration
11. SME Registration certificate

### Financial Proposal – Standard Forms

1. Completed proposal submission form (Fin Form 1)
2. Completed financial breakdown form (Fin Form 2).

**Note 01: All bidders should clearly identify a Key person (herein referred to as the ‘Consultant’) carrying out the task. For bids submitted by Company/Institution/Organization, the Key person signed in Form 5 will be considered for the evaluation process.**

**Note 02: If a Sole proprietorship is interested in submitting proposal for this assignment the proposed Key person should be the owner of the Sole proprietorship.**

**Note 03: If proponent failed to submit any of the above listed document, their proposal may not be considered for further evaluation.**

## 1. INTRODUCTION

The Government of Maldives has received funding from the Global Environment Facility (GEF) for the project “Eliminating Persistent Organic Pollutants Through the Sound Management of Chemicals”. The Government intends to apply part of the proceeds towards procuring the services of a Consultant (sole proprietorship/company/partnerships/institutions/ joint venture) to conduct a baseline assessment on national use of chemicals and associated risks.

## 2. PROJECT BACKGROUND

The Republic of Maldives is a Small Island Developing State (SIDS) which faces sustainable development challenges such as small but growing populations, land scarcity, vulnerability to climate change impacts (and other natural disasters) as well as economic development problems due to high transportation costs, lack of adequate infrastructure and lack of industrial development incentives. The Maldives is an archipelago comprised of 1,190 coral islands in 26 atolls over an area of about 750 km on a North-south axis and 120 km on an east-west axis. The land area of the Maldives accounts for about 1% of the country’s territory. The Maldives islands are low lying land areas with an average height above sea level of 1.8 meters (m).

The country’s population of approximately 400,000 people dispersed across 187 inhabited islands. An additional more than 166 islands have tourist resorts. Waste generation is estimated to be 324,000 tons annually with consisting of approximately 0.5 to 11% of hazardous chemicals and of approximately 3-9% of plastics depending on location and size of the island. The fact that (chemical) waste is being generated on 278 islands presents the country with an incredible challenge, as land is very scarce, low lying and transportation of chemicals and waste from island to island is costly and complicated. The inadequate storage options and current disposal practices of hazardous chemicals and waste, especially open burning of waste at dumpsites or disposal near the coastline, make it very likely that these toxic chemicals and waste will end up in the waters and oceans. In the Republic of Maldives, the tourism sector accounts for more than 28% percent of the Gross Domestic Product (GDP) of the economy. Tourists to the Maldives are seeking a pristine environment, not one with polluted waters, degraded coral reefs, waste dumps which are openly burning or waste floating in the ocean. Therefore, the Sound Management of Chemicals and waste, especially the environmentally sound management of Persistent Organic Pollutants (hereinafter referred to as POPs) and hazardous waste, is an important element to achieving environmental sustainability. Further, given the economic importance of tourism to the Maldives, implementing environmentally sound chemical and waste management systems would help decouple growth in the tourism sector from environmental degradation.

To tackle these environmental and human health risks, the Government of the Republic of Maldives through the Ministry of Environment, Climate Change and Technology (MECCT) has already taken some steps to try to manage its growing chemicals and waste management problems. Maldives has ratified the Stockholm Convention (SC) on 17 October, 2006 and in accordance to Article 7 of the Convention has submitted its National Implementation Plan (NIP) to the Stockholm Convention Secretariat (SCS) on 18 July, 2017, which covers the initial POPs as well as the new POPs added at the 4th and the 5th Conference of the Parties.

According to this NIP the highest-ranking national Priorities are the following:

- a) First Priority: The Implementation of measures to strengthen the institutional and regulatory framework; which includes the (i) developing legislation for chemicals management; (ii) strengthening institutional capacity; (iii) improving data collection and management systems and (iv) conducting research on the effects of POPs;
- b) Second Priority: Developing an action plan to eliminate PCB-containing equipment and its waste by 2025, which includes the (i) identification, labeling and mapping where PCBs and equipment potentially-containing PCBs are located in the country; (ii) putting in place labelling mechanism for all PCB-containing equipment; (iii) establishing adequate storage facilities for replaced equipment containing PCBs; (iv) formulating guidelines for disposal of equipment-containing PCBs; and (v) disposing safely of equipment containing PCBs.
- c) Reducing the incineration and open burning of wastes (including medical and hazardous waste), which is the source of 98.6% of U-POPs releases in the country- totaling 153.4 g-TEQ/year;
- d) Raising awareness through the development of education curricula and targeted awareness campaigns;
- e) Establishing a standard Chemical Management System, including chemical labeling in multiple languages.

In order to address the above-mentioned barriers the project will focus on addressing regulatory/policy barriers, technical and capacity and knowledge barriers so that the Maldives has (a) a better foundation to establish a nationwide environmentally sound Management system to address POPs and highly hazardous chemicals, with (b) the adequate coordination of key public, private and community stakeholders, regulatory departments, and centers of expertise, and (c) the enhanced capacity of all involved, for the Environmentally Sound Management of Chemicals.

The project is implemented by UNDP as GEF's Implementing Agency and MECCT as national executing agency.

The project is expected to support implementation of the developmental targets and priorities of the Government set out in the Strategic Action Plan (SAP) for five-year period 2019-2023.

### **3. OBJECTIVE OF THE CONSULTANCY**

The main objective of this consultancy is to conduct a national baseline assessment on the use of chemicals and its associated risks. This assessment will act as a referential source to analyze the trends in the usage of chemicals and associated risks in all major industries in the Maldives as a result of the project activities interventions.

### **4. SCOPE OF WORK**

The Consultant is responsible for conducting a comprehensive baseline assessment which will include (but is not limited to) the following aspects:

- a. Identify all major industries/ sectors and major stakeholders based on usage of chemicals
- b. Systematically assess the identified industries/ sectors and major stakeholders based on usage of chemicals
- c. Comprehensive desk review of all relevant documents i.e. related literature, related Government Policy documents, import and export data of chemicals and all other related policies, plans and practices regarding chemicals usage in various sectors in the country.

- d. Identify potential environmental and health risks associated with specific uses of chemicals
- e. Proposed monitoring mechanism to monitor the usage of chemicals in major sectors i.e. households, industries, businesses,

The Consultant will be supported by Project Management Unit. The tasks to be undertaken by the Consultant is outlined in this Terms of Reference (TOR) and are to be undertaken in close collaboration with the Ministry of Environment, Climate Change and Technology and relevant stakeholders as necessary, and include but are not necessarily limited to, the following.

1. Inception meeting to demonstrate the Consultant's understanding of the assignment in accordance with the TOR and to present brief overall work plan and methodology that will be followed by the Consultant to conduct the assessment.
2. Submit inception report and work plan (with detailed timeline draft framework for survey instruments and methodology and outputs and description of quality assurance measures;). The study design and methodology will be discussed and agreed with the project team and all relevant stakeholders at the beginning of the consultancy
3. Conduct desktop review with any relevant stakeholder consultations. The desktop review will include, but is not limited, to the following
  - a) Current import and export data for chemicals in the Maldives (The import data must be considered at least for the duration from 2017 - 2021)
  - b) Major sectors that utilize chemicals for various purposes in the country (eg: tourism, agriculture, industrial processes, construction, household usage etc.)
  - c) Identified risks and hazards associated with usage of chemicals (including past chemical related public health incidents caused due to improper management of chemicals in the Maldives)
4. Bilateral meetings with relevant stakeholders and chemical importers to identify chemicals usage within the various sectors of Maldives and to gain technical expertise on chemical management across the sectors from major stakeholders.
5. Collect, triangulate and summarize the primary and secondary data for quantitative and qualitative analysis and study
6. Conduct briefing and de-briefing with all stakeholders to share the initial findings of the assessment
7. Share and validate findings with relevant stakeholders, MECCT and PMU
8. Prepare and submit draft baseline report for review and feedback
9. Submit final baseline report for publishing.

The Consultant must submit all data collected throughout consultancy with the Ministry of Environment, Climate Change and Technology and provide monthly progress details to the Project Management Unit.

## **5. QUALIFICATIONS AND EXPERIENCE**

The roles and responsibilities of the Consultant are as follows;

- Monitoring the project schedule and being responsible for the quality of the outputs
- Coordinating the planning, implementation of the necessary studies and ensuring that the work is conducted following the highest professional standards.
- Ensuring that the quality control and supervision mechanism in place for the assignment is effective, manage the data collection team and ensure that each member performs his or her specific scope of work.

### **5.1 Qualification and skills of the Consultant**

- Minimum Master's Degree in the field of chemicals management, disaster management, environmental management, social sciences, development studies, surveying or any other relevant field.

### **5.2 General Professional Experience of the Consultant**

- Minimum 5 years (*from 2010 to date*) of work experience in conducting and developing surveys, or in the field of chemicals management, disaster management, environment management, social sciences, development studies or any other relevant field.

### **5.3 Specific Professional Experience of the Consultant**

- Minimum 3 years demonstrated experience in conducting surveys and prior experience in the field of research and reporting
- Previous experience with government or international agencies will be an added advantage.
- Demonstrated experience of working in donor funded projects will be an added advantage
- Proven ability to work with a wide range of partners, including government offices and independent institutions.



## 6. DELIVERABLES AND PAYMENT SCHEDULE

	DELIVERABLE	DETAILS	DURATION	END PRODUCT	PAYMENT SCHEDULE
1	Inception report and work plan	<p>Inception meeting to demonstrate the Consultant's understanding of the assignment in accordance with the TOR and to present brief overall work plan and methodology that will be followed by the Consultant to conduct the assessment.</p> <p>Detailed work plan and technical approach and methodology for the assignment. The study design and methodology will be discussed and agreed with the project team and all relevant stakeholders at the beginning of the consultancy</p> <p>Workplan should consider the period of delays brought by the client of setting up of meetings, review and approval of documents, facilitating of any relevant documents</p>	Five days after signing the contract	<ul style="list-style-type: none"> <li>▪ Inception Report</li> <li>▪ Final Workplan</li> <li>▪ Approved approach and methodology</li> </ul>	15%
2	Desktop Review Report in English	<p>Conduct desktop review with any relevant stakeholder consultations. The desktop review will include, but is not limited, to the following:</p> <ul style="list-style-type: none"> <li>• Current import and export data for chemicals in the Maldives (suggested duration for data collection is 2017-2021 (5 years))</li> <li>• Major sectors that utilize chemicals for various purposes in the country (eg: tourism, agriculture, industrial processes, construction, household usage etc.)</li> <li>• Identified risks and hazards associated with usage of chemicals (including past chemical related public health incidents caused due to improper management of chemicals in the Maldives)</li> </ul>	2 Weeks upon submitting the workplan	<ul style="list-style-type: none"> <li>▪ Desktop Review Report with inputs from relevant stakeholders</li> </ul>	20% upon completion and approval of deliverables 2 and 3

3	Technical bilateral meetings with stakeholders	Bilateral meetings with relevant stakeholders and chemical importers to identify chemicals usage within the various sectors of Maldives and to gain technical expertise from major stakeholders.	Within 2 weeks of submitting desktop review (deliverable 2)	<ul style="list-style-type: none"> <li>▪ Detailed meeting minutes in English</li> <li>▪ An executive summary/report summarizing findings and propose recommendations from all the meetings highlighting key points made by stakeholders in English</li> </ul>	
4	Conduct the survey and data collection as per the finalized workplan and methodology	Collect, triangulate and summarize the primary and secondary data for quantitative and qualitative analysis and study	7 weeks upon completion of deliverable 3	<ul style="list-style-type: none"> <li>▪ Completed qualitative and quantitative data</li> <li>▪ Data entered and final datasheets prepared</li> </ul>	20% upon completion and approval of deliverables 4 and 5
5	Data analysis and findings of data for the baseline assessment	Conduct briefing and de-briefing with all stakeholders to share the initial findings of the assessment and to get feedback from relevant stakeholders and the PMU for the confirmation of validity of the data collected.	2 weeks upon completion of deliverable 4	<ul style="list-style-type: none"> <li>▪ Detailed meeting minutes in English</li> <li>▪ An executive summary/report summarizing findings and propose recommendations from all the meetings highlighting key points made by stakeholders in English</li> </ul>	

6	Prepare and submit draft baseline report for review and feedback	<p>Develop and prepare the final baseline assessment based on the data collected and analyzed with the assessment report consisting of, but not limited to, the following general sections with all relevant annexes</p> <ul style="list-style-type: none"> <li>• Introduction (background)</li> <li>• Objective of the assessment</li> <li>• Methodology</li> <li>• Findings</li> <li>• Limitations</li> <li>• Recommendations</li> <li>• Conclusion</li> </ul>	7 weeks upon completion of deliverable 4 and 5	<ul style="list-style-type: none"> <li>▪ Submission of draft copies of the baseline assessment report</li> </ul>	25% upon completion and approval of deliverable 6
7	Submit final baseline report for publishing.	Submission of final baseline assessment report updated based on feedback and comments received from all relevant stakeholders.	5 weeks from the completion of deliverable 6	<ul style="list-style-type: none"> <li>▪ Final baseline assessment report in English</li> </ul>	20% upon completion and approval of deliverable 7

## **7. REPORTING OBLIGATIONS**

The Consultant is to coordinate with the PMU, relevant government and non-government institutions during the consultation and formulation process of the baselines assessment report so that risks are identified, avoided, mitigated and managed throughout the assignment. The Consultant will report directly to the Project Manager.

PMU will facilitate the Consultant in setting up and obtaining relevant documents, arranging meeting rooms at MECCT, logistical and venue arrangements for stakeholder workshops.

**Unit:**

Eliminating Persistent Organic Pollutants Through the Sound Management of Chemicals  
Project Management Unit  
Environmental Management and Conservation Department  
Ministry of Environment, Climate Change and Technology  
Green Building, Handhuvaree Hingun  
Maafannu, Male', 20392  
Republic of Maldives

**Project:**

“Eliminating Persistent Organic Pollutant through the Sound Management of Chemicals”

**Duty Station:**

Home-based in Maldives

## **8. SCHEDULE FOR THE ASSIGNMENT**

Duration of the assignment is **6 months** from the date of signing of the contract. The proposed duration would not account the period of delay brought by the client of setting up of meetings, review and approval of documents, facilitating of any relevant documents.

## **9. QUERIES**

For any queries, please email to [procurement@environment.gov.mv](mailto:procurement@environment.gov.mv) copied to [thuhufa.abudulla@environment.gov.mv](mailto:thuhufa.abudulla@environment.gov.mv) before 1200hrs on 20th September 2021.

## 10. EVALUATION CRITERIA

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

DETAILS	MAXIMUM POINTS
<b>Qualifications and experience of Team Leader</b>	[100]
<b>a) Qualification and skills of the Consultant</b> <i>[25] points for minimum Master's Degree in the field of chemicals management, disaster management, environment management, social sciences, development studies, surveying or any other relevant field, [05] additional points for PhD</i>	[30]
<b>b) General Professional Experience of the Consultant</b> <ul style="list-style-type: none"> <li><i>[20] points for minimum 5 years (from 2010 to date) of work experience in conducting and developing surveys, or in the field of chemicals management, disaster management, environment management, social sciences, development studies or any other relevant field., [04] point for each additional year up to 5 years</i></li> </ul>	[40]
<b>c) Specific Professional Experience of the Consultant</b> <ul style="list-style-type: none"> <li><i>[15] points for minimum three years demonstrated experience in conducting surveys and/or prior experience in the field of research and reporting, [05] points for each additional assignment up to 2 assignments</i></li> <li><i>[05] points for proven ability to work with a wide range of partners, including government offices and independent institutions demonstrated as work experience</i></li> </ul>	[30]

If the minimum set educational qualification, general and specific experience is not met, then Consultant (company/partnerships/institutions/ JV/sole proprietorship) will be disqualified.

### Total technical score (s): 100

- The minimum technical score (s) required to pass is: 65 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:  
 $S_f = 100 \times F_m / F$ , 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  $F = [0.4]$

## SUBMISSION

<b>Bid submission</b>	<b>On or before 22nd September 2021 – 11:00 hours local time</b>
Bid opening	22nd September 2021 – 11:00 hours local time.  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  <b>“Do not Open Before 22nd September 2021 – 11:00 hours - Consultancy Services to Conduct A Baseline Assessment on National Use of Chemicals and Associated Risks” and the submitting party’s name and address</b>  Electronic submission is not permitted. Late proposals will be rejected.
Submission address	Procurement Section Ministry of Environment, Climate Change and Technology Green Building, Handhuvaree Hingun, Maafannu Male’, 20392, Republic of Maldives Email: <a href="mailto:procurement@environment.gov.mv">procurement@environment.gov.mv</a> Website: <a href="http://www.environment.gov.mv">www.environment.gov.mv</a> Project name: Eliminating Persistent Organic Pollutants Through the Sound Management of Chemicals