



Ministry of Environment, Climate Change and Technology

Republic of Maldives

REQUEST FOR PROPOSAL

**Consultancy Services for Sorting and Digitalizing of archived documents**

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

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Issued By:

GCF Project Management Unit

Water and Sanitation Department

Ministry of Environment, Climate Change and Technology

## **TERMS OF REFERENCE**

### **INTRODUCTION**

The outer islands of the Maldives experiences drinking water shortages during dry season. These shortages have had significant adverse human, environmental and social impacts on the outer island communities. In response to this climate challenge, the Government of the Maldives, with the support of the UNDP received financing from Green Climate fund (GCF) is undertaking the “Supporting Vulnerable Communities in the Maldives to Manage Climate Change-Induced Water Shortages” project. The objective of the project is to deliver safe and secure freshwater to 105,000 people in the islands of Maldives in the face of climate change risks. This will be achieved by delivering the following results:

- a. Scaling up an integrated water supply system to provide safe water to vulnerable households.
- b. Introduction of decentralized and cost-effective dry season water supply systems.
- c. Groundwater quality improved to secure freshwater reserves for long term resilience.

The project is one of the first projects to be funded through the Green Climate Fund and is implemented by partnership between Ministry of Environment, Climate Change and Technology and UNDP. Under this project, Ministry of Environment, Climate change and Technology (MECT) intends to procure the services of a consultancy firm for sorting and digitalizing archived documents of Water & Sanitation Department.

### **OBJECTIVE OF THE ASSIGNMENT**

As part of the Ministry’s broader effort to advance and unify information management, the ministry plans to establish an E-Library. The purpose of the E-Library is to build modern archiving system and to deliver offsite records viewing to the Ministry, other entities and to the general public. The main objective of this assignment is to sort and organize the archived documents and files and digitalize the documents of Water & Sanitation Department which would be uploaded to the E-library.

### **Scope of Services**

1. Propose a methodology of best approach to the assignment.
2. Propose a methodology on indexing the scanned files.
3. Propose storage plan for documents
4. Provide team composition for the work

5. Physical preparation (including sorting and identification of existing documents) of materials for document imaging/scanning/digitalization of archived files and documents as per the instruction of WATSAN department.
6. Provide scanning, digitalizing and media conversion services for proper upload and
7. Destruction of scanned materials (shredding) per instruction or when required under supervision.
8. Document imaging/scanning services should be with proper indexing in CSV/PDF/JPEG/ (and other related formats) and proper orientation at a minimum of 300 dpi.
9. The directory structure of scanned materials to follow as per the agreed indexing structure and as per provided instructions.

### **General Guidelines**

1. The consultant is to provide their services based within the Ministry for the period of assignment.
2. Ensure security and safety of materials while handling, in storage and during transfer as per instruction given.
3. Ensure information and data security per instructions provided.

### **Quality Assurance**

The Ministry Expects that 100% of the materials entrusted to the consultant is scanned and digitalized and be available in the original format and original condition at any point during the contract unless they have been destroyed upon request of the Ministry's authorized personnel with a formally issued signed document authorizing destruction.

### **Clients responsibility**

The Client shall have no obligation to provide any assistance to the selected consultant in performing the services other than as expressly set forth herein.

1. Provide information and feedback in a timely manner.
2. Provide the consultant with physical access to the necessary work area and equipment and any required identification and pass codes before work commences.
3. A single point of contact responsible for representing the client and assisting with the decision-making process regarding the engagement.

4. Provide required work area within the Ministry for commencing the services and provide scanners for digitalizing documents and server space for storing the documents.

**Deliverables and timeline of work**

Activity No.	Activity	Deadline
1	Develop and provide a Work Plan for the project including detailed requirement analysis with respective stakeholders	2 days from contract signing
2	Physical preparation of documents for scanning and digitalization.	1 days from completion of activity 1
3	Progress meetings shall be conducted with the focal point appointed by client.	As required
4	Commence of digitalization works	4 days from contract signing
5	Completion of assignment	2 months from contract signing