



Ministry of Environment, Climate Change and Technology

Republic of Maldives

TERMS OF REFERENCE

**SUPERVISION CONSULTANCY FOR THE ESTABLISHMENT OF INTERIM STORAGE
FACILITY FOR HAZARDOUS WASTES IN ADDU CITY**

(IUL)438-ENV/438/2022/199

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

Issued on: 29 May 2022

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	29 May 2022
Bid clarification deadline	02 June 2022 before 1200hrs
Proposal submission deadline	08 June 2022 before 1000hrs

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**) – (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 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 Supervision Engineer)** – (Tech Form 5 & 6)
6. Copy of Business (Sole Proprietor/Company/Partnerships/Institutions) registration certificate.
7. Copy of SME Registration Certificate
8. Copy of GST Registration certificate issued by Maldives Inland Revenue Authority – if applicable
9. Tax payer registration Certificate / Notification Copy

b. Financial Proposal – Standard Forms

1. FIN FORM 1 – Financial Proposal Submission Form
2. Form FIN – 2 Financial Breakdown Form
3. Form FIN - 3: Details Financial Situation (if applicable)
4. Form FIN – 4: Average Annual Turnover (if applicable)
5. Form FIN – 5: Financial Resources (if applicable)
6. Form FIN – 6: Line of Credit (if applicable)
7. Financial statements of the business for the year 2020 (if applicable)
8. 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)

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

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

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 undertaking a preliminary work for establishment of a temporary storage area for PCB wastes, transfer of equipment and rehabilitation of contaminated soil in Fuvahmulah.

The main objective of this work is to supervise the establishment of a temporary storage unit within new waste management centre in Addu City as a preliminary activity in order to collect all equipment into one place before re-exporting PCB contaminated equipment abroad for their environmentally sound disposal.

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 400000 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 island 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 Polychlorinated Bi-Phenyls(PCB) - containing equipment and its wastes by 2025, which includes the (i) identification, labelling 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- totalling 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 labelling 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 centres 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 will also 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. OBJECTIVES AND SCOPE OF WORK

As per NIP of the Maldives, there are only PCB-containing equipment i.e. transformers and switchgears left in the country and their environmentally sound disposal will be completed with this GEF project. Currently, there is not any proper destruction/elimination option for POPs wastes within the country, therefore, they will be packed and labelled for re-export. In this context, the transformers distributed in several spots of Fuvahmulah island have to be collected, weighed, packaged and temporary stored in a secure place to make them ready for re-export for environmentally sound disposal. Additionally, since these equipment has been used for decades, grounds of storage rooms were contaminated with leaked soil.

Within the aforementioned GEF POPs Project an interim storage facility for hazardous wastes in Addu City is planned to be developed. During the construction phase a site supervisor will accompany the contractor for successful implementation of the contract.

4. DUTIES AND RESPONSIBILITIES

The objective of this assignment is to provide technical and engineering inputs for the project activities specifically in the establishment of Interim Storage Facility for Hazardous Wastes in Addu City.

5. SCOPE OF WORK

On site

1. Minimum biweekly supervision of construction activities of the interim hazardous waste storage facility and ensure the successful implementation of construction contract.
2. Monitor bi-weekly work progress of Contractor and keep a log of activities carried out daily. During supervision, if the Consultant finds any defective work, or work that does not conform to contract drawings and specification, the work shall be rectified immediately. The Consultant shall ensure that all requisite approvals and permits to carry out the works are obtained and kept updated by the contractor.
3. Prepare and submit monthly progress reports to MECCT
4. Ensure that the construction is carried out in accordance to the contract document and work schedule.
5. Inspect the quality control tests carried out by the Contractor and ensure that quality is controlled to the level specified in the Contractors contract document.
6. Report Contractor's any action that creates a risk to human health or environment including its occupational health and safety violations.
7. Carry out the final inspection of the fully completed project with a representative from the respective Client (MECCT) and prepare a Project Completion Report and submit the report within 2 to 4 weeks after the final inspection to the MECCT.
8. Check and approve/verify as-built drawings and submit to the Client.
9. Supervise the contractors that carry out field surveys such as topographic, hydro-geological and geological surveys. The Consultant will prepare technical reports on all measurements made by the Contractor and will submit them to the MECCT.
10. Develop a Quality Control and Quality Assurance Plan to ensure that the structures are built in conformity with the Contractual Specifications, approved drawings, standards, good engineering practices
11. Ensure that the Contractor obliges with the Environment Management Plan provided in their contract document.
12. Carry out quarterly inspections of the facility during the defects liability period (6 months) and inform the contractor accordingly with regard to outstanding works and defects (works that are not in line with the contract).

Home-based

1. Approval of all the materials required for the works shall be examined, compared with specifications outlined in the design requirements and approved in a predefined clear process and records must be maintained and shared with the MECCT. Material forms must be signed by the MECCT before sharing them with contractor. Approvals shall be organized in a way not causing any delays to Contractors works.
2. Undertake monthly progress meetings with 3 parties (PMU, supervision engineer and Contractor) outlining progress, budget spending, schedule update, issues encountered.
3. Arrange meetings as required and address issues arising during construction in consultation with MECCT.
4. Provide clarification of construction documents, specifications and drawings as and when required.
5. Provide written justification to the MECCT and get approval for any changes/modifications in construction, specification or drawings.

6. DELIVERABLES AND PAYMENT SCHEDULE

Payments to the consultants will be based on the following breakdown, after acceptance the invoices submitted by the consultant and upon successful achievement of the corresponding deliverables:

	Activities	Deliverables	Submission Date	Payment Schedule
1	Inception meeting	1. Inception meeting report - To discuss with MECCT and the Contractor to finalize material and design modifications if needed 2. Inception Meeting minutes 3. Site supervision work schedule	1 week upon submission of contract	35% upon approval of Deliverable 1
2	Bi/Weekly visits	Visit record sheets and time sheets (In the format provided by MECCT)	Last working day of each week	
3	Monthly Progress Meeting	Monthly reports including monthly progress meeting minutes (In the format provided by MECCT)	First week of each month during the construction period	
4	Interim acceptance of the site	Interim Acceptance Report	1 week upon site handover to MECCT	25% upon approval of Deliverable 4
5	Bimonthly site visits during defects liability period	3 Bimonthly reports	2 days upon bimonthly site visits	
6	Final acceptance of the site	Final Acceptance Report	1 week after the defects liability period	40% upon approval of Deliverable 6

7. GOVERNANCE AND ACCOUNTABILITY

The contract shall be managed by MECCT and the beneficiary is MECCT. All expenditures related travel to project area by the Consultant shall be borne by the PMU. No other facilities shall be provided by MECCT.

8. DUTY STATION

The consultancy shall be home based with frequent travel to project site (Addu city).

9. QUALIFICATIONS AND EXPERIENCE OF THE CONSULTANT

Academic qualification:

- Bachelor's Degree in Civil Engineering or in a related field

General profession Experience:

- At least 3 years' general work experience in the fields of civil Engineering, architecture or any other relevant field

Specific Professional Experience:

- Demonstrated specific experience as a role of a site supervisor in minimum 2 construction projects
- Experience in civil engineering design, build, supervise, operate and maintenance of waste management facilities will be an added advantage

10. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is **1 year** from the date of signing of the contract. The proposed duration would not account for the period of delay brought by the client for review, and approval of reports, or any facility provided by the client.

11. QUERIES

For any queries, please email procurement@environment.gov.mv copied to asnan.ahmed@environment.gov.mv before 1200hrs on 02 June 2022.

12. EVALUATION CRITERIA

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

DETAILS	MAXIMUM POINTS
1. Qualifications and experience the Consultant	[100]
a) Qualification and skills <ul style="list-style-type: none"> • [20] points for minimum bachelor's degree (level 7) or Graduate / Post-Graduate Certificate and Graduate / Post-Graduate Diploma (level 8) in civil engineering or in a related field. [05] additional points for each level above level 8 as defined in the Maldives National Qualifications Framework. 	[30]
b) General Professional Experience <ul style="list-style-type: none"> • [20] points for minimum 3 years (from 2010 to date) of general professional work experience in the field of civil Engineering, architecture or any other relevant field. [02] points for each additional year up to 5 years. 	[30]
c) Specific Professional Experience <ul style="list-style-type: none"> • [20] points for Demonstrated specific experience as a role of a site supervisor in minimum 2 construction projects [05] point for each additional project, up to 2 projects. • [10] points for demonstrating experience in civil engineering design, build, supervise, operate and maintenance of waste management facilities (not a minimum requirement) 	[40]

Total technical score (s): 100

- The minimum technical score (s) required to pass is: 60 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 $F = [0.4]$
-

Financial Situation evaluation

- To be eligible the financial statements of the bidding party must show, minimum annual turnover of **MVR 50,000.00**, for the year 2020.
(or)
- To be eligible the financial statements of the bidding party must show, Minimum value of **MVR 50,000.00**, for liquid asset, for the year 2020.
(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 50,000.00**
(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 3. (credit limit shall be no less than **MVR 50,000.00**)

13. SUBMISSION

Bid submission	On or before 08 June 2022 before 1000 hours local time
Bid opening	08 June 2022 before 1000 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 " Do not Open Before 08 June 2022 before 1000 hours – Supervision Consultancy for the Establishment of Interim Storage Facility for Hazardous Wastes in Addu City " and the submitting party's name and address 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: procurement@environment.gov.mv Website: www.environment.gov.mv Project name: Eliminating Persistent Organic Pollutants Through the Sound Management of Chemicals

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 “**SUPERVISION CONSULTANCY FOR THE ESTABLISHMENT OF INTERIM STORAGE FACILITY FOR HAZARDOUS WASTES IN ADDU CITY**” 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 Consultant (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 Consultant 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 Consultant 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 Consultant 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.]

TECH FORM 3 – Work Schedule

SUPERVISION CONSULTANCY FOR THE ESTABLISHMENT OF INTERIM STORAGE FACILITY FOR HAZARDOUS WASTES IN ADDU CITY																
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
Inception meeting																
Bi/Weekly visits																
Monthly Progress Meeting																
Interim acceptance of the site																
Bimonthly site visits during defects liability period																
Final acceptance of the site																

TECH FORM 4 – Curriculum Vitae

1. Name of Consultant:

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 Consultant 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 Consultant 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

[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 **Site Supervisor (Engineer) for SUPERVISION CONSULTANCY FOR THE ESTABLISHMENT OF INTERIM STORAGE FACILITY FOR HAZARDOUS WASTES IN ADDU CITY** - 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:

FIN FORM 1 – Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide Training service for “**SUPERVISION CONSULTANCY FOR THE ESTABLISHMENT OF INTERIM STORAGE FACILITY FOR HAZARDOUS WASTES IN ADDU CITY**” 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 Consultant (company/partnerships/institutions)

Address:

FIN FORM 2 – Financial Breakdown Form

Reference No: (generated by the proponent)

Quotation validity: 90 days

No.	Description	Price/Unit (MVR)	Total
1	Inception meeting		
2	Bi/Weekly visits		
3	Monthly Progress Meeting		
4	Interim acceptance of the site		
5	Bimonthly site visits during defects liability period		
6	Final acceptance of the site		
	Total:		
	GST		
	Total with GST		

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 taxes as per the Tax Legislation and must be shown in the breakdown.

Authorized Signature and stamp

FIN FORM 3 – Details of Financial Situation

Each Bidder must fill in this form

Financial Data for Previous Years [MVR Equivalent]	
	Year 2020

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	
<input type="checkbox"/> Attached are copies of financial statement (balance sheets including all related notes, and income statements), as indicated above, complying with the following conditions. <ul style="list-style-type: none"> • All such documents reflect the financial situation of the Bidder. • Historic financial statement must be complete, including all notes to the financial statements. 	
<ul style="list-style-type: none"> • Historic financial statements must correspond to accounting periods 	

FIN FORM 4 – Average Annual Turnover

Each Bidder must fill in this form

Annual Turnover Data for the Last 3 Years		
Year	Amount Currency	MVR Equivalent
2020		

Average Annual Turnover

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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: _____