



MINISTRY OF ENVIRONMENT, CLIMATE CHANGE AND TECHNOLOGY

MALE' REPUBLIC OF MALDIVES

Announcement Reference No: (IUL)438-CCD/438/2023/177

Consultancy Service for a GHG Inventory Expert

16th April 2023

Issued by:

CBIT MALDIVES

**Capacity Building for Improved Transparency of Climate Change Mitigation and Adaptation Actions in
the Maldives Project**



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i. Schedule of Critical Dates

Activity	Action Date
Advertised date	16th April 2023
Deadline for submission of bid queries	19th April 2023 12:00hrs
Deadline for publishing answers to bid queries	20th April 2023
Proposal submission deadline	27 April 2023 1000hrs

ii. Bid Clarification Instruction

For any queries please email to procurement@environment.gov.mv and CC to cbit@environment.gov.mv before the 19th April 2023 12:00hrs. 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) on 20th April 2023 .

iii. Bid Submission Instruction

Proposals must be delivered in sealed envelopes titled;

“Do not Open Before 27th April 2023 at 1005 hours – Consultancy Service for a GHG Inventory Expert – (IUL)438-CCD/438/2023/177 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
 Announcement no: (IUL)438-CCD/438/2023/177
 Project name: [Capacity Building for Improved Transparency of Climate Change Mitigation and Adaptation Actions in the Maldives \(CBIT Maldives\)](#)

iv. Submission Requirements

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

Standard forms are provided in Annex 1

1. Proposal submission form (**signed by the owner of the entity or person with power of attorney to sign**) – (TECH FORM – 1)
2. Completed financial breakdown form (TECH FORM – 2)
3. Description of approach and methodology (TECH FORM – 3)
4. Team composition and task assignment (TECH FORM – 4)
5. Signed Curriculum Vitae (CV) of the identified key expert in Section 8 of the TOR. The CV should clearly highlight required and relevant experiences to this TOR. The CV must also include reference contact details.
6. Copy of academic certificates of the key expert.
7. Reference letters demonstrating experiences listed in this TOR.
8. Signed Letter of Commitment for the identified key Expert(s) – (TECH FORM – 5)
9. Documents to determine financial capacity of bidder (minimum requirement given in section “10.1 Preliminary Examination”):
 - a. For Business entities that have completed one year or more
 - i. FIN FORM – 1- Annual Turnover
 - ii. FIN FORM – 2 – Financial Situation;
 - iii. Financial Statements for the year 2019,2020,2021
 - b. For Business entities that have not completed one year from the date of business registration to date of bid announcement
 - i. Bank Statement for of the business’s bank account from the date of account opening to date of bid announcement
 - c. If Business entity is unable to meet any of the above requirement they shall submit ‘Line of Credit Letter’
 - i. FIN FORM – 3 Line Credit Letter

10. Copy of Business (Sole Proprietorship/company/partnerships/institutions) registration certificate.
11. Copy of SME Registration issued by the Ministry of Economic Development of the Maldives (MED) – If registered
12. Copy of GST Registration certificate issued by MIRA (Maldives Inland Revenue Authority) – if registered
13. Tax payer registration Certificate / Notification Copy issued by MIRA (Maldives Inland Revenue Authority)

Note 01: All bidders should clearly identify Key Experts (herein referred to as the ‘Consultant’) carrying out the task. For bids submitted by Company/Institution, the Key Experts signed in TECH FORM 4 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: The winning bidder will be notified to submit tax clearance report issued from Maldives Inland Revenue Authority (MIRA). Tender will be awarded upon submission of tax clearance report.

Note 04: Registered entities under Maldives Inland Revenue Authority (MIRA) can apply for this consultancy. Interested foreign companies who are not registered at MIRA may apply to this consultancy in association with local consultancy firms.

1. Introduction & Background

The Government of Maldives represented by the Ministry of Environment, Climate Change and Technology (MECCT) has received funding from the Global Environment Facility (GEF) towards the implementation of the project “Capacity Strengthening for Improved Transparency of Climate Change Mitigation and Adaptation Actions in the Maldives (CBIT Maldives)” and intends to apply part of the proceeds for “**Consultancy Service for a GHG Inventory Expert**”.

The CBIT Maldives project is implemented by MECCT with assistance from the United Nations Environment Program (UN Environment). The objective of the project is to strengthening institutional capacity for tracking mitigation and adaptation actions and establishing climate finance tracking system in the Maldives.

This CBIT Maldives project is aimed to establish and enhance the Maldives’ transparency system, in line with Enhanced Transparency Framework (ETF) of the Paris Agreement (PA). To achieve this objective, efforts are needed to strengthen and formalize long term institutional arrangements, systemize data collection and processing, and to develop indicators and advancing methodologies, as well as improve the overall data quality and management procedures for preparing GHG inventories, tracking mitigation and adaptation actions and climate finance in an integrated manner. The final goal is to inform the national decision-making process as well as regularly report to the UNFCCC process.

The project includes two components:

- Component 1: The Maldives’ National Greenhouse Gas (GHG) Inventory System improved.
- Component 2: The Maldives’ Transparency Framework for mitigation and adaptation actions and resilience building, including tracking support for implementation.

Component 1 is designed to enable Maldives to meet the GHG inventory reporting requirements under the Modalities, Procedures and Guidelines (MPGs) outlined under the ETF of PA. Particularly, Chapter II of the MPGs contained in the annex of decision 18/CMA.1.

Component 2 is designed to meet the NDC tracking requirements of MPGs and both components are aimed to enable Maldives to submit the Biennial Transparency Reports (BTRs) in a timely and regular manner.

2. Objective

The objective of this assignment is to support the establishment of a national GHG database management system by developing guidelines, protocols, and toolkits. Additionally, the assignment aims to develop a QA/QC mechanism for GHG reporting to ensure consistency and quality of data.

3. Scope of Assignment

The scope of work involves the following main project technical duties to achieve the above objective;

- Develop guidelines and protocols for data collection and reporting to ensure consistency and quality
- Develop sector-specific GHG emission spreadsheets, toolkits, and guidelines for relevant key categories.
- Develop a QA/QC plan for GHG Inventory preparation

4. Indicative Tasks

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

- a) Activity 1.2.2: Develop guidelines and protocols for data collection and reporting to ensure consistency and quality of data
- b) Activity 1.2.4: Develop sector specific GHG emission spreadsheets, toolkits and guidelines for relevant key categories
- c) Activity 1.2.5: Conduct four (4) training workshops on GHG inventory compilation and maintenance of the database management system for the staff involved in GHG inventory compilation. (Supported by CC1¹)
- d) Activity 1.4.1: Develop a QA/QC plan for GHG Inventory preparation, including:
 - General and category-specific QC procedures and methods following IPCC guidance, for institutions involved;

¹ CC1 : IT Consultant that will be recruited through the project for the development of database management system

- QA review procedures for lead agencies to assess the quality of data collected and provided by line agencies;
 - TOR for personnel within lead agencies to coordinate and undertake those QA/QC activities;
 - Proposal of methods for documentation, reporting and archiving of inventory data and related material, and QC activities.
- e) Activity 1.4.2: Adapt guidance and training material for staff in lead and line agencies on the application of QA/QC procedures in the GHG inventory compilation
- f) Activity 1.4.4: Provide training to staff in the different agencies involved in the GHG inventory process to introduce the QA/QC plan and distribute checklists, including at one Training-of-Trainers' session
- g) The consultant should develop the terms of reference to recruit IT consultant (CC1) to develop the database management system based on the agreed guidelines and protocols for GHG data collection.
- h) The consultant should provide support to the CC1 during the development process of the database management system and shall ensure that CBIT Maldives project objectives are met.
- i) The consultant should provide summary write-up to be published in Ministry website for all the reports that are to be done under this consultancy. The write-up should be in English and should include graphs, diagrams, infographics.
- j) The consultant will be responsible to do proof reading, layout, design and deliver high quality documents developed under this consultancy.
- a. Should ensure high quality and must be attractive and catchy using photographs and graphics with snippets of key findings
 - b. Layout and design of the document that is compatible to upload online and high-resolution print ready file with 3mm bleed (crop mark).

5. Deliverables & Payment schedule

The table below list the deliverables of this assignment and links it to the project deliverables. Payments will be made on **submission and acceptance** of the deliverables. The timeline for the deliverables is provide in Section 6. The timeline may be updated at inception of this assignment.

#	Deliverables	Project Deliverable Code	Payment Percentage
D1	Guidelines and protocols for GHG data collection	1.2.2	15%
D2	Sector-specific GHG emission spreadsheets, toolkits and guidelines	1.2.3	15%
D3	Terms of reference for recruitment for IT firm (CC1) to develop the database management system.	1.2.5	10%
D4	Four (4) workshop reports on consultation and finalization of GHG inventory compilation and maintenance of the database management system (Supported by CC1)	1.2.5	10%
D5	QA/QC plans and training materials	1.4.2	15%
D6	Three (3) training workshop reports on QA/QC plans	1.4.3	15%
D7	Guidelines and protocols for GHG data collection a) Write-up for web page in English b) Editable high-resolution print ready electronic copy of the document with 3mm bleed (crop marked) and editable high-resolution electronic	1.2.2	10%

	copy that is compatible to upload online.		
D8	<p>Sector-specific GHG emission spreadsheets, toolkits and guidelines</p> <p>a) Finalized spreadsheets, tool kits and guidelines</p> <p>b) Write-up for web page in English</p> <p>c) Editable high-resolution print ready electronic copy of the documents with 3mm bleed (crop marked) and editable high-resolution electronic copy that is compatible to upload online.</p>	1.23	10%

6. Timeline for Deliverables

Project Deliverables		YEAR 2023												YEAR 2024												
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
1.2.2	Guidelines and protocols for GHG data collection.					6 months																				
1.2.3	Sector-specific GHG emission spreadsheets, toolkits and guidelines.								14 months																	
1.2.5	Terms of reference for recruitment for IT firm (CC1) to develop the database management system.																									
1.2.5	Four (4) workshop reports on GHG inventory compilation and maintenance of the database management system (Supported by CC1)																	4 months								
1.4.2	QA/QC plans and training materials									12 months																
1.4.3	Three (3) training workshop reports on QA/QC plans																									

7. Duration of the Consultancy

The duration of the consultancy is 17 calendar months upon signing of the contract.

8. Requirements for Experience and Qualifications

In executing this TOR, the consultant is expected to meet the following eligibility criteria and should provide CVs and commitment letter meeting the following requirements:

#	Post	Nos
1	GHG Inventory Expert	1

1) GHG Inventory Expert

a) Academic qualification

- a. Minimum Qualifications: Master's degree in climate science, climate change, meteorology, engineering, science, environment management, environment science, natural resource management, or any climate change related areas relevant to the assignment

b) Experience

- a. At least 7 years of experience GHG inventory compilation and UNFCCC review process.
- b. Good understanding of national climate change issues in particular related to MRV and UNFCCC.
- c. Experience in developing Maldives national reports to UNFCCC (National Communications, Biannual Update Reports)
 - a. Demonstrated ability to write precise reports via samples of similar work previously conducted. (Submit weblinks of samples).
 - b. Must have excellent speaking, reading, report writing and presentation skills in English

9. Provision of Monitoring and Progress Controls

- a) Ministry of Environment, Climate Change and technology has overall responsibility for the management of the contract.
- b) 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.
- c) All outputs and materials produced as part of this Consultancy shall be handed over to the CBIT project PMU at the end of the contract and will become the sole property of Ministry of Environment, Climate Change and Technology.
- d) Consultant is expected to work closely with the PMU of CBIT project of Ministry of Environment, Climate Change and Technology and other stakeholders of the project.
- e) The consultants shall attend progress meetings once every month with the CBIT team members in post(s) under section 7 (Requirements for Experience and Qualification) must participate in the progress meetings. Team members in post(s) under section 7 who are not in Maldives at the time of the meeting shall participate via an online platform. Team members in post(s) under section 7 are required to be present in person for the following:
 - a. Inception Meeting
 - b. All consultancy workshops
 - c. Trainings
- f) For meetings held under this consultancy, the Minutes of Meeting must be provided to the PMU within 5 days of the meeting.

10. Evaluation and comparison of proposals

10.1 Preliminary Examination

- a) 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. It will be based on the following;

1. Proposal is received on or before the date and time specified
2. Proposal is properly sealed / un-tampered
3. Proposal bears the (i) name of the submitting entity and (ii) title of the Contract outside the envelope
4. All forms and documents stated in Section iv (Submission Requirements) are provided in the proposal

- b) The Client will determine if the Bidder has the financial capacity to undertake this consultancy. It will be determined as follows;

To be eligible the financial statements of the bidding party must show, average annual turnover of **MVR 40,000** for the last 3 years. (Submit [FORM FIN-1 Annual Turnover](#))

(OR)

To be eligible the financial statements of the bidding party must show, Minimum value of **MVR 40,000** for liquid asset, for the year 2021 ,2020 and 2019. – (Submit [FORM FIN -2: Financial Situation](#))

(OR)

Business entities that have not completed one years (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 40,000**

(OR)

If bidding party is unable to meet any of the above requirement they shall submit 'Line of Credit Letter' As per the template provided. Credit limit shall be no less than **MVR 40,000** – (Submit [FORM Fin - 3: Line of Credit Letter](#))

- c) The Client will determine if the Expert identified by the Bidder for this consultancy meets the minimum requirements as per section 7 (requirements for experience and qualification) of this TOR. If the minimum set qualification and

skills, general and specific professional experience is not met, then the party will be disqualified.

- d) If a proposal is determined as incomplete or as not substantially responsive based on the above criteria, Client has authority to reject the proposal.

10.2 Evaluation of Proposals

- A. The criteria below will be applied during the evaluation of the proposals. Attention should be given that Points will be awarded only for assignments with supporting documents.
- B. Maximum total technical score (s): 100 points.
- 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. Scoring details are given in the tables below.
- C. Financial Score Calculation:
- Financial score calculation will be conducted for proposals meeting the minimum technical score.
 - The formula for determining the financial scores is the following:
 $Sf = 100 \times [Fm/F]$, in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.
- D. Total Score Calculation:
- Total score calculation will be conducted for the proposals meeting the minimum technical score.
 - The weights given to the Technical and Financial Scores are:
T = [0.6], and F = [0.4]
- E. The winning bidder will be determined by ranking the highest scoring bidders according to the Priority Selection Criteria of Regional Based business and MSMEs outlined in Annex 2.

Summary of Technical Proposal Evaluation		Technical Score
1.	Proposed Methodology, Approach and Work Plan (score details in table below)	50
2.	Personnel (score details in table below)	50
Total Technical Score		100

1. Details of: Proposed Methodology, Approach and Work Plan		Points Obtainable
1.1	To what degree does the proponent understand the assignment?	100
1.2	Did the proposal address in sufficient detail the important aspects of assignment?	120
1.3	Are the different components of this TOR planned to be implemented in a cohesive manner?	100
1.4	Is the conceptual framework adopted appropriate for the assignment?	90
1.5	Is the scope of assignment well defined and does it correspond to the TOR?	90
1.6	Is the responsibilities of the key personnel addressed clearly in line with the methodology described	100
	Total	600
<p>Total Technical Score for Proposed Methodology, Approach and Work Plan</p> $= \frac{50 \times [\text{points attained by bidder}]}{600}$		

2. Details of: Personnel			Points Obtainable
2.1	GHG Inventory Expert		300
	- Academic qualification	100	
	- Experience	200	
Total			300
Total Technical Score for Personnel = $\frac{50 \times [\text{points attained by bidder}]}{300}$			

ANNEX 1: STANDARD FORMS

1. STANDARD FORMS

TECH FORM-1: PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide “**Consultancy Service for a GHG Inventory Expert**” in accordance with your Request for Proposal dated (.....). I hereby submit my Proposal, which includes all required documents as per Request for Proposal.

Our financial offer is for the sum of [.....(Insert the final total amount(s) in Form 2 in words and figures in Maldivian Rufiyaa)] which is inclusive of the all-applicable taxes.

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.

Proposal validity is for a period of **90 days** from the date of bid opening. If negotiations are held during the period of validity of the Proposal, I undertake to negotiate on the basis of the proposal. 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 Company: _____

Address: _____

TECH FORM-2: FINANCIAL BREAKDOWN

Date:

Reference No: (generated by the proponent)

	Description	MVR
	Total :	
	GST/Applicable tax :	
	Total with GST/Applicable tax:	

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

Authorized Signature and stamp

TECH FORM-3: DESCRIPTION OF APPROACH AND METHODOLOGY

In this chapter the Bidder 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.

TECH FORM-4: TEAM COMPOSITION AND TASK ASSIGNMENT

Name of Staff	Position Assigned	Task Assigned

TECH FORM-5: LETTER OF COMMITMENT

[*Date*]

[Company Name]
[Road Name]
Male'
Maldives

Re: Consultancy Service for a GHG Inventory Expert , Ref no:

Dear Sir/Madam,

I am writing to confirm my availability to provide services as ____GHG Inventory Expert_____ to the **Consultancy Service for a GHG Inventory Expert** 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: _____

Passport /ID card No: _____

Date: _____

Signatory:

FIN FORM - 1: Annual Turnover

Each Bidder must fill in this form

Annual Turnover Data for the Last 3 Years		
Year	Amount Currency	MVR 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 – 2: Financial Situation

Each Bidder 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			

- 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.
- All such documents reflect the financial situation of the Bidder.
 - Historic financial statements must be complete, including all notes to the financial statements.

- Historic financial statements must correspond to accounting periods

FIN FORM – 3: 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: _____

ANNEX 2: PRIORITY FOR REGIONAL BASED BUSINESS AND MSMEs

Selection Criteria of Regional Based business and MSME business

Above 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:
- b) 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), bidders who belong to the same atoll as the project is being carried out is checked and assessed accordingly:
- d) 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.
- e) 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.
- f) The bidder with the highest ranking with the lowest proposed price will be awarded.
- g) 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:
- b) 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.
- c) 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:
- d) 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.
- e) 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:

- f) 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.
- g) 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.
- h) The bidder with the highest ranking with the lowest proposed price will be awarded
- i) 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.
- j) 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 1st 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 1st 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