



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

**TERMS OF REFERENCE**

(IUL)438-ENV/438/2023/186

**SOCIAL AND ENVIRONMENTAL SAFEGUARDS SPECIALIST**

**“Implementing Sustainable Low and non-chemical Development in SIDs (ISLANDS)”**

**Issued on:** 12 April 2023

**Issued By:** Implementing Sustainable Low and non-chemical Development in SIDs  
(ISLANDS)– Project Management Unit

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**SCHEDULE OF CRITICAL DATES**

<b>Activity</b>	<b>Action Date</b>
Advertised date	16 <sup>th</sup> April 2023
Bid clarification deadline	25 <sup>th</sup> April 2023
Proposal submission deadline	2 <sup>nd</sup> May 2023

**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.

**Technical Proposal – Standard Forms**

1. Proposal submission form. **Signed by the proposed expert** – (Tech Form 1)
2. Approach, Methodology and Work Plan – (Tech Form 2)
3. Work Schedule. *A summary of the work plan must be presented in the format ) showing in the form of a bar chart the timing proposed for each activity* – (Tech Form 3)
4. Curriculum Vitae (CV) of the proposed expert. **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 **Letters of Commitment**. **Signed by the proposed expert** – (Tech Form 5)
6. Copy of business (company/partnerships/institutions/local JV) 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. Copy of GST Registration certificate issued by Maldives Inland Revenue Authority

**Financial Proposal – Standard Forms**

1. Completed proposal submission form – (Fin Form 1)
2. Completed financial breakdown form – (Fin Form 2).
3. Financial Situation – (Fin Form 3)
4. Line of credit letter. *If applicable* – (Fin Form 4)
1. Financial Statement of the business for the year 2021. *If applicable. 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 Key experts (herein referred to as the 'Consultants') carrying out the task. For bids submitted by joint**

**venture/company/partnerships/institutions, the Key person 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: 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 “Implementing Sustainable Low and non-chemical Development in SIDS (ISLANDS)”. The Government intends to apply part of the proceeds towards procuring the services of a Consultants (company/partnerships/institutions/local JV/sole proprietorship) to develop Environmental Social Impact Assessment (ESIA), Environmental Social Management Plan (ESMP) and Stakeholder Engagement Plan (SEP).

## **2. PROJECT BACKGROUND**

This project in Maldives is part of the “Indian Ocean Child Project” that will be implemented by UNDP in four Small Island Developing States (SIDS): Union of Comoros, Maldives, Mauritius and Seychelles. The objective of the Indian Ocean Regional Project is for each participating SIDS to prevent the future build-up of materials and chemicals entering SIDS that contain POPs and mercury and other harmful chemicals; to safely manage and dispose of existing harmful chemicals, products and materials currently present in those SIDS; and to ensure the safe management of products continuing to enter SIDS by closing materials and product loops. The ultimate objective of the project is to protect human health and the environment from the harmful effects of hazardous chemicals and wastes.

The Maldives component will support key actions included in the Strategic Action Plan (SAP) of the Government of Maldives (2019). In particular, the project will focus on strengthening institutional mechanisms and capacity to manage hazardous wastes. This will include conducting a comprehensive supply chain analysis of imported pesticides and a nation-wide hazardous waste inventory; Developing guidelines for the sound management and disposal of priority hazardous waste streams; Conducting a feasibility study for the establishment of a centralized interim hazardous waste storage and export facility; Ensuring the sound management of an additional 500 tonnes of hazardous wastes by establishing regional private sector capacity and developing partnerships between national and regional recyclers and transport companies; Establishing partnerships between hotel chains in the Maldives, Mauritius and Seychelles to support the adoption of a green label certification process; Developing feasible economic instruments to support the sound management of (hazardous) wastes; and, Creating awareness of 175,892 people (86,328 women and 89,564 men) on the sound management of chemicals and wastes and introduction of safer and environmentally friendlier alternatives and practices. Furthermore, the project will enhance national capacity to prevent, monitor, manage and export/treat hazardous wastes and priority waste streams.

The Indian Ocean Child Project is one of five (5) child projects that is part of a GEF funded UN Environment led global programme entitled “Implementing Sustainable Low And Non-Chemical Development in SIDS” (“the GEF ISLANDS Programme”), which will be implemented in 30 SIDS across 3 regions (Caribbean, Indian Ocean and Pacific). The GEF ISLANDS Programme also contains a global coordination, knowledge management and communication child project, which will share knowledge and experiences across all regions

to address challenges posed by chemicals and wastes common to all SIDS and to stimulate inter-regional cooperation on these issues.

### **Project Objective**

The objective of the Indian Ocean Regional Project is for each participating SIDS to:

- Prevent the future build-up of materials and chemicals entering SIDS that contain POPs and mercury and other harmful chemicals;
- Safely manage and dispose of existing harmful chemicals, products and materials currently present in those SIDS;
- Ensure the safe management of products continuing to enter SIDS by closing materials and product loops.
- The ultimate objective of the project is to protect human health and the environment from the harmful effects of hazardous chemicals and wastes.

Against this background, the project seeks to engage an Environmental and Social Safeguards Specialist to review and update the existing Social and Environmental Screening Procedure (SESP) from the PPG stage, including the collection of all relevant data, information and materials, develop Stakeholder Engagement Plan (SEP) and develop project Grievance Redress Mechanism/feedback mechanism. This shall provide clear, comprehensive and practical guidance to MECCT in integrating an environmental/social due diligence process into the project implementation process.

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

The Consultant will be obliged to coordinate and manage the implementation of the project safeguards in compliance to Ministry of Environment, Climate Change and Technology, GEF and UNDP procedures, develop and monitor the implementation of the project Grievance Redress Mechanism and complaints register, capacity development and training of the project management unit (PMU) and stakeholder safeguards as well as the safeguards monitoring and reporting systems.

In order to achieve this objective, the Safeguards Specialist is required to provide specialized safeguards technical inputs to relevant project activities in order to ensure that all involved in any form in the project (Governments at all levels, contractors, etc.) have a full understanding of the ESMPs and that there is timely implementation of ESMP measures by the PMU. Moreover, the Consultants will need to ensure full compliance to the updated ESMP; and where there is non-compliance, to work with the PMU and others to address the issues in a timely manner.

The Safeguards Specialist will work with the PMU, MECCT, EPA, Island Councils, and UNDP Country Office, under an overall technical guidance from the UNDP-GEF Unit, including UNDP-GEF Regional Technical Advisor (RTA) for the Chemicals and Wastes at the UNDP's Istanbul Regional Hub.

#### **4. TASKS AND RESPONSIBILITIES**

Under the guidance and supervision of the National Project Manager and the International Safeguards Expert, the National Safeguards Officer will carry out the following tasks:

##### ***Duties and Responsibilities***

- Under the guidance of the International Safeguards/SESP Expert, carry out an Environmental and Social Impact Assessment (ESIA) and develop an Environmental and Social Management Plan (ESMP).
- Monitor progress in the development/implementation of the project ESMP/ESMF ensuring that UNDPs SES policy is fully met, and the reporting requirements are fulfilled;
- Oversee/develop/coordinate implementation of all safeguard related plans;
- Ensure social and environmental grievances are managed effectively and transparently;
- Review the SESP annually, and update and revise corresponding risk log; mitigation/management plans as necessary;
- Ensure full disclosure with concerned stakeholders;
- Ensure environmental and social risks are identified, avoided, mitigated and managed throughout project implementation; and
- Work with the Country Office's M&E officer to ensure reporting, monitoring and evaluation fully address the safeguard issues of the project.

#### **5. QUALIFICATIONS AND EXPERIENCE**

The consultant is expected to fulfil the following criteria in terms of expertise and qualification;

##### **Academic Qualification**

- Must have a minimum Bachelor's degree in environmental management/sciences or a related field
- Master's degree or above, in the field of environmental management and sciences or a related field is preferred

##### **General Professional Experience**

- Minimum 4 years' experience in environmental management and sciences or a related field

##### **Specific Professional Experience**

- Demonstrated experience in minimum 3 similar assignments relating to preparing Environmental Impact Assessments, Environmental safeguards due diligence reports and/or monitoring their implementation and enforcement.
- Proven ability to work with a wide range of partners, including government offices and independent institutions.
- Relevant work experience in donor funded projects is desirable

**6. DELIVERABLES AND PAYMENT SCHEDULE**

	<b>DELIVERABLE</b>	<b>INDICATIVE DURATION</b>	<b>END PRODUCT</b>	<b>PAYMENT SCHEDULE</b>
1	Updated and Social and Environmental Screening Procedure (SESP) in line with UNDP and GEF Guidelines	8 Weeks upon signing of the contract	<ul style="list-style-type: none"> <li>▪ Submission and acceptance of reviewed and updated Project Environmental and Social Management Plan (ESMP) and Social and Environmental Screening Procedure (SESP)</li> <li>▪ Submission and acceptance of Project Grievance Redress Mechanism</li> </ul>	50%
2	Environmental and Social Management Plan			
3	Project Grievance Redress Mechanism			
4	Updated stakeholder's engagement plan of the project	8 weeks upon completion of deliverable 1,2 & 3	<ul style="list-style-type: none"> <li>▪ Submission and acceptance of reviewed and updated Project Stakeholder Engagement Plan</li> </ul>	50%



## 7. REPORTING OBLIGATIONS

- The Safeguards Specialist will report directly to the Project Coordinator and work closely with other members of the PMU.
- The Safeguards Specialist will work closely with UNDP for all the technical requirements of the UNDP SES Policy.
- The Safeguards Specialist will respond timely to technical requirements of key stakeholders, such as MECCT, EPA, and UNDP. These inputs can be where applicable, by email, telephone and as necessary, in person;
- The Safeguards Specialist will coordinate with relevant government and non-government counterparts during the consultations and formulation process of deliverables as to ensure that risks are identified, avoided, mitigated and managed throughout the project implementation.

### Report to the Project Management Unit:

Implementing Sustainable Low and non-chemical Development in SIDS (ISLANDS)  
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

## 8. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is **4 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. DUTY STATION:

The Consultants will be home-based and shall attend to progress meetings with PMU once every 2 weeks and on need basis. PMU will assist to convene stakeholders and Government officials meetings where required.

## 10. QUERIES

For any queries, please email to [procurement@environment.gov.mv](mailto:procurement@environment.gov.mv) copied to [islands@environment.gov.mv](mailto:islands@environment.gov.mv) before 1200hrs on 25 April 2023.

## 11. EVALUATION CRITERIA

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

DETAILS	MAXIMUM POINTS
<p><b>a) Academic Qualification</b></p> <ul style="list-style-type: none"> <li><i>[10] points for minimum Bachelor's degree in environmental management and/or sciences or a related field; [2.5] additional points each for any qualification above Bachelor's, up to PhD</i></li> </ul>	[15]
<p><b>b) General Professional Experience</b></p> <ul style="list-style-type: none"> <li><i>[10] points for minimum 4 years (from 2010 to date) of general professional experience in environmental management and/or sciences or a related field, [01] points for each additional year up to 5 years.</i></li> </ul>	[15]
<p><b>c) Specific Professional Experience</b></p> <ul style="list-style-type: none"> <li><i>[15] points for demonstrated experience in minimum 3 similar assignment relating to preparing Environmental Impact Assessments, Environmental safeguards due diligence reports and/or monitoring their implementation and enforcement. [5] points for each additional assignment up to 2 assignments</i></li> <li><i>[5] points for proven ability to work with a wide range of partners, including government offices and independent institutions demonstrated as work experience (not a minimum requirement)</i></li> <li><i>[5] points for relevant previous work experience in donor funded projects (not a minimum requirement)</i></li> </ul>	[30]

**Total technical score (s): 100**

Only the proposals that will obtain a minimum of 35 out of 60 obtainable points will be qualified for the financial evaluation.

### Financial Score:

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 20,000.00**, for the year 2021.  
(or)
- To be eligible the financial statements of the bidding party must show, Minimum value of **MVR 20,000.00**, for liquid asset, for the year 2021.  
(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 20,000.00**  
(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 20,000.00**)

**12. SUBMISSION**

<b>Bid submission</b>	<b>On or before 10:00 hours local time</b>
Bid opening	02 May 2023-10:05 hours local time Proposals will be opened in the presence of the bidder's representatives who choose to be present at the address below at the time of bid opening.
Submission instruction	Proposals must be delivered in sealed envelopes titled  <b>"Do not Open Before 02 May 2023 – 10:05 hours – Social and Environmental Safeguards Specialist" 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: <a href="#">Implementing Sustainable Low and non-chemical Development in SIDs (ISLANDS)</a>

Annex A

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 “**Social and Environmental Safeguard Specialist**” 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**

<b>SOCIAL AND ENVIRONMENTAL SAFEGUARD SPECIALIST</b>																
<b>Deliverables</b>	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	....
Updated SESP in line with UNDP and GEF Guidelines																
Environmental and Social Management Framework																
Project Grievance Redress Mechanism																
Updated stakeholder’s engagement plan of the project																

## 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 (Environmental and Social Safeguards Specialist)**

[ 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 **Environmental and Social Safeguards Specialist** to **Social and Environmental Safeguard Specialist Consultancy** - 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 “**Social and Environmental Safeguard Specialist**” 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**

<b>No.</b>	<b>Description</b>	<b>Price/Unit (MVR)</b>	<b>Total</b>
1	Updated SESP in line with UNDP and GEF Guidelines		
2	Environmental and Social Management Framework		
3	Project Grievance Redress Mechanism		
4	Updated stakeholder's engagement plan of the project		
5			
6			
7			
8			
9			
	<b>Total:</b>		
	<b>GST</b>		
	<b>Total with GST</b>		

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 axes 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 2021

**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"> <li>• All such documents reflect the financial situation of the Bidder.</li> <li>• Historic financial statement must be complete, including all notes to the financial statements.</li> </ul>	
<ul style="list-style-type: none"> <li>• Historic financial statements must correspond to accounting periods</li> </ul>	

**FIN FORM 4 – 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/supplier issuing the letter) 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: \_\_\_\_\_