





### C. SCOPE OF WORKS

The tasks to be undertaken by the consultant under this outline are to be undertaken in close collaboration with the Water and Sanitation Department of Ministry of Environment and Energy (MEE) and relevant stakeholders as necessary, and include but are not necessarily limited to, the following.

1. The subject must meet the requisites for Bachelor's Degree level as per the regulations by the Maldives Qualifications Authority.
2. Subject may include a combination of classroom instructions, practical training, incorporating methods of instruction appropriate to the material developed for the course and may incorporate a range of electronic media for instruction.
3. Develop an indicative list of books, resources, materials for the subject.
4. All documents under this consultancy will be developed in English.

MAJOR TASKS	DETAILS	END PRODUCT	DEADLINE
1. Presentation of findings during the Inception phase and Work plan	Tasks during the inception phase <ul style="list-style-type: none"> <li>• Review the existing course document and current issues that need to be addressed to achieve the objective of the course.</li> <li>• Carry out consultations with MEE, EPA, utilities and other relevant stakeholders to identify major components and requirements for the subject according to their needs.</li> </ul>	Presentation and Work plan	3 weeks from the signing of contract agreement
2. Subject Outline	<ul style="list-style-type: none"> <li>• Prepare subject out line (content, assessment).</li> <li>• Conduct a stakeholder meeting to share the subject outline</li> </ul>	Submission of developed subject outline Conduct stakeholder meeting	7 <sup>th</sup> week from the signing of contract agreement.
3. Final subject outline and teaching materials	<ul style="list-style-type: none"> <li>• Submit final subject outline and teaching materials (lecture notes / handouts etc).</li> </ul>	Submission of developed teaching materials.	11 <sup>th</sup> week from the signing of contract agreement.

### D. QUALIFICATIONS AND EXPERIENCE

To be eligible for this assignment the consultant must demonstrate past experience developing courses/ and or subject outlines for Bachelor's Degree or higher levels of tertiary qualifications and should have professional qualifications in the following areas as specified below.

1. Master's Degree in the field of education, teaching, curriculum development, water resource management, environmental management, environmental engineering or related field..



Green Building, Handhuvaree Hingun,  
Maafannu, Male', 20392, Republic of Maldives.

+ (960) 301 8300  
+ (960) 301 8301  
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2. A minimum of 2 years of relevant experience in development or/ delivery of training courses, subjects modules, outlines or similar work.

## E. DELIVERABLES

A soft copy of the following documents should be submitted in draft to MEE and finalized based on the comments and feedback received.

- Submission of the presentation of inception phase and work plan
- Submission of the subject outline.
- Submission of final subject outline, teaching materials and books/ resources list.

## F. EVALUATION CRITERIA

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

(i)	<b>General qualifications</b>	(full marks will be awarded for who have achieved the set maximum educational qualifications ) [30]. Masters: 30 Degree: 20
(ii)	<b>Experience relevant to the assignment</b>  (a) Experience of <b>Consultant</b> will be given marks on number of relevant assignments, similar assignments (development of modules, training material, note or delivery of training).	(full marks will be awarded for who have conducted 02 or more similar assignments) [20]
(iii)	<b>Adequacy of the proposed methodology and Work Plan:</b>  a) Work plan	[20]  Marks will be awarded for the: proposal of the main activities of the assignment, their content, duration, and delivery dates of the deliverables. 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.
(v)	<b>Financial Price</b>	The Financial Price will be evaluated as per follows;  $Sf = 100 \times Fm / F$ , in which Sf is the financial score, Fm is the <u>lowest price</u> and F the price of the proposal under consideration.  [30]





## G. PAYMENT SCHEDULE

The payment will be released as follows

- 20% upon submission of the work plan
- 35% upon submission of subject outline.
- 45% upon submission of final subject outline and teaching materials.

## H. REPORTING OBLIGATIONS

- The Consultant will work under direct supervision of the National Focal Point (GEF Project), Water and Sanitation Department /MEE regularly on all aspects of the work carried out, unless otherwise advised.
- The Consultant is required to report to Ministry of Environment and Energy, once every two week for 2 hours, during the assignment period.
- The Consultant shall ensure that all the required materials for the assignment are prepared on time in accordance with the requirements of MEE/ and or MNU.

## I. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is **3 months** from the commencement of the works.

## J. SUBMISSION REQUIREMENTS

The PROPOSAL shall be submitted in a sealed envelope super scribed “Proposal to develop a subject on Integrated Water Resource Management for Bachelor of Environmental Management Course” with following details shall be submitted in hard copy on 21<sup>st</sup> February 2017, ( Tuesday ) 1030 hours to:

Procurement Unit  
Ministry of Environment and Energy  
Green Building, Handhuvaree Hingun,  
Maafannu, Male', 20392,  
Republic of Maldives  
Fax: +960-3018-301  
Email: [procurement@environment.gov.mv](mailto:procurement@environment.gov.mv)

a) Individual Consultant should submit the following documents;

- CV of the Consultant (Inclusive of a copy of the National Identity Card).
- Proposal (work plan )
- Letters of previous work done.

Ministry of Environment and Energy reserves the right to accept or reject any of all proposals without assigning any reason thereto. Applications received after the deadline shall not be considered.

Opening of the proposals will be made on 21<sup>st</sup> February 2017, (Tuesday) 1030 hours in the presence of all the respective bidders.



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Pre bid registration should be done by 19<sup>th</sup> February 2017. Bidders who do not register shall not be valid bid submission. Registration form will be made available in the Ministry Website [www.environment.gov.mv](http://www.environment.gov.mv).

Interested parties may obtain further information from Ministry of Environment and Energy on written request in the form of email to [procurement@environment.gov.mv](mailto:procurement@environment.gov.mv) before 05 days of the deadline for submission.



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