



MINISTRY OF ENVIRONMENT AND ENERGY
Male' Republic of Maldives

REQUEST FOR PROPOSAL

Consultancy Services for the Development of the Environmental Impact Assessment (EIA) Report for the Provision of Sewerage Facilities in Ha. Utheem, N. Landhoo, R. Maakurath, R. Rasmaadhoo, K. Kaashidhoo, Adh. Hanyaameedhoo, Adh. Omadhoo, F. Feali, L. Maavah, Maldives

February 2017

Issued By:
Procurement Section
Ministry of Environment and Energy

TABLE OF CONTENTS

1	SCHEDULE OF CRITICAL DATES.....	3
2	SUBMISSION REQUIREMENTS.....	3
3	LETTER OF INVITATION	4
4	INSTRUCTIONS TO CONSULTANTS	5
2.1	Introduction.....	5
2.2	Conflict of interest	5
2.3	Fraud and Corruption	6
2.4	Proposal Validity	7
2.5	Language of Proposal	7
2.6	Preparation of Proposals	7
2.7	Technical Proposal Format and Content	7
2.8	Clarification and Amendment of RFP Documents.....	8
2.9	Communications	9
2.10	Submission, Receipt, and Opening of Proposals.....	9
2.11	Evaluation of proposals.....	10
5	DATA SHEET.....	12
6	TECHNICAL PROPOSAL - STANDARD FORMS.....	15
	FORM TECH-1: Technical Proposal Submission Form.....	15
	FORM TECH-2: Consultant’s Organization and Experience.....	16
	FORM TECH-3: Description of Approach, Methodology and Work plan for performing the Assignment...18	
	FORM TECH-4: Team Composition and Task Assignment.....	19
	FORM TECH-5: Curriculum Vitae (CV) for proposed Professional Staff.....	20
	<i>A copy of the National Identity Card need to be attached for each individual.</i> FORM TECH-6: List of water and sewerage related EIA completed	20
	FORM TECH-7: Work Schedule.....	22
7	FINANCIAL PROPOSAL - STANDARD FORMS	23
a)	Lot 1 – Ha. Utheem.....	33
b)	Lot 2 – N. Landhoo	34
c)	Lot 3 – R. Maakurath.....	35
d)	Lot 4 – R. Rasmaadhoo	36
e)	Lot 5 – K. Kaashidhoo.....	37
f)	Lot 6 – Adh. Hanyaameedhoo	38
g)	Lot 7 – Adh. Omadhoo	39
h)	Lot 8 – F. Feali	40
i)	Lot 9 – L. Maavah.....	41
8	TERMS OF REFERENCE	42

1 SCHEDULE OF CRITICAL DATES

ACTIVITY	ACTION DATE
Advertise	16 th February 2017
Release of Request for Proposal	16 th February 2017
End Date of Bid Registration	27 th February 2017
Deadline to submit proposals	1 st March 2017 at 11:00 AM

2 SUBMISSION REQUIREMENTS

Consultants shall submit all the documents listed under Sections 6 (TECHNICAL PROPOSAL - STANDARD FORMS), Section 7 (FINANCIAL PROPOSAL - STANDARD FORMS). Furthermore, the following documents shall be submitted for the bids to be considered sufficiently responsive.

Please CHECK in the BOXES to confirm the submission of the required documents.

a) If a company is showing interest;

- 1. company profile
- 2. company registration certificate
- 3. organization chart of the team proposed
- 4. CVs of the Individuals (Inclusive of a copy of the National Identity Card)
- 5. List of water and sewerage related EIA completed by the company in the last 3 years.
- 6. Proposed equipment and methodology of works
- 7. Cost breakdown of major activities. The total cost shall be clearly indicated.
- 8. GST Registration Certificate

3 LETTER OF INVITATION

Subjects: Consultancy Services for the Development of the Environmental Impact Assessment (EIA) Report for the Ha. Utheem, N. Landhoo, R. Maakurath, R. Rasmaadhoo, K. Kaashidhoo, Adh. Hanyaameedhoo, Adh. Omadhoo, F. Feeali, L. Maavah, Maldives

1. The Ministry of Environment and Energy intends to procure the services of a consultancy firm to Develop the Environmental Impact Assessment (EIA) Report for Provision of Sewerage Facilities in Ha. Utheem, N. Landhoo, R. Maakurath, R. Rasmaadhoo, K. Kaashidhoo, Adh. Hanyaameedhoo, Adh. Omadhoo, F. Feeali, L. Maavah, Maldives
2. The overall tasks to be undertaken not necessarily limited to, the following include;
 - Undertake the application process for the EIA works of the assignment
 - Undertake the scoping or screening wherever applicable for the assignment
 - Undertake field data collection survey and develop the EIA report as per the approved Terms of Reference by EPA after the scoping meeting
 - Submit the final EIA Report to EPA and get approval/decision statement
 - Undertake submission and provide any clarifications where as necessary to the submitted EIA
 - Accommodate any request by EPA for any additional information regarding the submitted EIA report.
3. The Government of Maldives, represented by Ministry of Environment and Energy (MEE), now invites interested eligible consultants to submit their proposals according to the Request for Proposals (RFP). Interested parties must provide information indicating that they are qualified to perform the services (brochures, description of similar assignment, experience in similar conditions, availability of appropriate skills among staff, etc.). Parties may associate to enhance their qualifications.
4. The RFP document, in the English language will be available on the Ministry website www.environment.gov.mv.
5. The proposals are expected to be submitted to the following address by 1100 hours local time on 1st March 2017, Wednesday.

The 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

4 INSTRUCTIONS TO CONSULTANTS

2.1 Introduction

- a) The Client named in the **Data Sheet** will select a consultancy firm from those who submit their proposal for this request.
- b) The Consultants are invited to submit Technical Proposal and a Financial Proposal for the contract named in the **Data Sheet**. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Party.
- c) The Client will select a *consultancy firm* (the Consultants) from those who show interest to this call for proposals, in accordance with the method of selection specified in the **Data Sheet**.
- d) As a direct response to this document, interested parties must provide their detailed proposals for the *“Consultancy Services for the Development of the Environmental Impact Assessment (EIA) Report for the Provision of Sewerage Facilities in Ha. Utheem, N. Landhoo, R. Maakurath, R. Rasmaadhoo, K. Kaashidhoo, Adh. Hanyaameedhoo, Adh. Omadhoo, F. Feeali, L. Maavah, Maldives”*. The standards and other statements on such provision and legislative compliance made by the parties as part of their proposals will form a binding part of the final contract document.
- e) The Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants
- f) The Client reserves the right to accept or reject any Proposal and to terminate the tendering process without awarding a contract. The parties should be aware that it is unlikely that the Client will be in a position to go forward with any proposals that fails to meet the statutory and essential requirements, set out in the Terms of Reference.

2.2 Conflict of interest

- a) A Party (including its Personnel) that has a business or family relationship with a member of the Client’s staff who is directly or indirectly involved in any part of (i) the preparation of the Schedule of requirements, (ii) the selection process, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Government throughout the selection process and the execution of the Contract.

- b) The Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultants or the termination of its Contract.

2.3 Fraud and Corruption

The Client requires that all parties including Consultants and their agents (whether declared or not), personnel, sub-contractors, sub-Consultants, service providers and suppliers, observe the highest standard of ethics during the selection and execution its contracts. In pursuance of this policy, the Client:

- a) defines, for the purposes of this provision, the terms set forth below as follows:
- i. “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - ii. “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
 - iii. “collusive practices” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - iv. “Coercive practices” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
 - v. “obstructive practice” is
 - deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or
 - acts intended to materially impede the exercise of the relevant government authorities’ inspection and audit rights.
- b) will reject a proposal for award if it determines that the recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;

- c) will cancel the portion of the contract if it determines at any time that representatives of the Client or of a beneficiary were engaged in corrupt, fraudulent, collusive, or coercive practices during the selection process or the execution of that contract, without the Consultants having taken timely and appropriate action satisfactory to the Client to address such practices when they occur; and
- d) will take action against any Party or an individual at any time, in accordance with rules and regulations including by publicly declaring such Parties or individual ineligible, either indefinitely or for a stated period of time.

2.4 Proposal Validity

The Data Sheet indicates how long the Proposals must remain valid after the submission date. The Client will make its best effort to complete negotiations within this period. Should the need arise; however, the Client may request to extend the validity period of proposals. The Parties who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, The Consultants could submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.

2.5 Language of Proposal

The proposal documents must be in written English.

2.6 Preparation of Proposals

- a) The Proposal, as well as all related correspondence exchanged by the Consultants and the Client, shall be written in the language (s) specified in the RFP.
- b) In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.
- c) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

2.7 Technical Proposal Format and Content

The Technical Proposal shall provide the information indicated in the following paras from (a) to (f) using the attached Standard Forms (4. Technical Proposal).

- a) A brief description of the Consultants' organization and an outline of recent experience of the Consultants and, in the case of joint venture, for each partner, on assignments of a similar nature are required in Form TECH-2. For each assignment,

the outline should indicate the names of Sub-Consultants/ Professional staff who participated, duration of the assignment, contract amount, and Consultant's involvement. Information should be provided only for those assignments for which the Consultants was legally contracted by the client as a corporation or as one of the major consultancy firm/organization within a joint venture. Assignments completed by individual Professional staff working privately or through other organisations cannot be claimed as the experience of the Consultants, or that of the Consultant's associates, but can be claimed by the Professional staff themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Client.

- b) Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/effectiveness of the assignment.
- c) A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-3. The work plan should be consistent with the Work Schedule (Form TECH-6) which will show in the form of a bar chart the timing proposed for each activity.
- d) The list of the proposed professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks (Form TECH-4).
- e) CV's of the professional staff signed by the staff themselves or by the authorized representative of the professional staff (Form TECH-5).
- f) The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non responsive.

2.8 Clarification and Amendment of RFP Documents

- a) During the RFP process, questions or clarifications regarding this RFP document must be requested in writing to the person and address stated in the **Data Sheet**.
- b) Any additional documentation issued by the Client during the tender process shall be deemed to form part of this RFP and shall supersede any part of the RFP where indicated. The Client may also exercise the option to extend the tendering period and/or postpone the proposal submission date in the event that subsequent documentation is issued.

2.9 Communications

Except as provided in the preceding section relating to questions about this RFP, No parties shall contact any officers, employees, or team members of Client with respect to this RFP. Any oral communication with a Client employee concerning this RFP is not binding on the Client and shall in no way alter any specifications, term or condition of this RFP or any contract documents.

2.10 Submission, Receipt, and Opening of Proposals

- a) The original proposal (Technical Proposal and Financial Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections.
- b) An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The signed Technical and Financial Proposals shall be marked “Original”.
- c) Consultants shall submit a “Compliance Statement” stating that the offer is made in accordance with the Request for Proposal. Consultants who offer additional or alternative conditions shall clearly state those in their proposals.
- d) The technical proposal and financial proposal must be submitted in two separate sealed envelopes to the address indicated in the **Data Sheet**. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “Technical Proposal” Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked “Financial Proposal” followed by the name of the assignment, and with a warning “Do Not Open With The Technical Proposal.” The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and be clearly marked “Do Not Open, except in the Presence of the Official Appointed”. The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.
- e) The Proposals must be sent to the address indicated in the **Data Sheet** and received by the Client no later than the date specified in the **Data Sheet**, or any extension to this date. Any proposal received by the Client after the deadline for submission shall be returned unopened.

- f) The Client shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored.

2.11 Evaluation of proposals

- a) From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants' Proposal.
- b) The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Technical Requirements, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet**. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Technical Requirements or if it fails to achieve the minimum technical score indicated in the evaluation criteria specified in the **Data Sheet**.
- c) After the technical evaluation is completed, the Client shall inform the Consultants who have submitted proposals the technical scores obtained by their Technical Proposals, and shall notify those Consultants whose Proposals did not meet the minimum qualifying mark or were considered non responsive to the RFP and Schedule of Requirements, that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify in writing Consultants that have secured the minimum qualifying mark, the date, time and location for opening the Financial Proposals. The opening date should allow Consultants sufficient time to make arrangements for attending the opening. Consultants' attendance at the opening of Financial Proposals is optional.
- d) Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the Consultants and the technical scores of the Consultants shall be read aloud. The Client shall prepare a record of the opening of Price Proposals that shall include, as a minimum: the name of the Bidder, the Price Proposal, any discounts, and alternative offers. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copy of the record shall be sent to all Consultants.

- e) The consultant is **REQUIRED** to submit Financial Proposal for **ALL** the LOTS, using for this purpose the Financial Proposal Submission Forms in FIN-1 (One financial proposal submitted with all the FIN-1 Forms).
- f) The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail.
- g) The **highest** evaluated Financial Proposal (Fm) for each LOT will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the **Data Sheet**. Proposals will be ranked for each LOT according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Evaluation Criteria: $S = St \times T\% + Sf \times P\%$. The Party achieving the highest combined technical and financial score for each LOT will be invited for negotiations.

ORIGINAL DRAFT

5 DATA SHEET

2.1.a	<p>Name of the Client:</p> <p>Ministry of Environment and Energy Green Building, Handhuvaree Hingun, Maafannu, Male', 20392, Republic of Maldives www.environment.gov.mv</p>
2.1.b	<p>Financial Proposal to be submitted together with Technical Proposal in two different envelopes on the same day and time specified.</p> <p><i>Please write name of the Consultancy assignment and indicate whether it is Financial Proposal or Technical Proposal on the envelopes.</i></p> <p>Name of the assignment is: "Consultancy Services for the Development of the Environmental Impact Assessment (EIA) Report for the Provision of Sewerage Facilities in Ha. Utheem, N. Landhoo, R. Maakurath, R. Rasmaadhoo, K. Kaashidhoo, Adh. Hanyaameedhoo, Adh. Omadhoo, F. Feeali, L. Maavah, Maldives"</p>
2.1.c	<p>The method of selection would be in accordance to the procedures set out in the National Procurement Regulations issued by the Ministry of Finance and Treasury, Republic of Maldives.</p>
2.4 Validity	<p>Proposals must remain valid up to 90 days after the submission date.</p>
3.8 Clarifications and Amendments of RFP Documents	<p>NA</p>
3.10 Submission, Receipt, and Opening of Proposals	<p>The proposals are expected to be submitted to the following address by 11:00 hours local time on 1ST March 2017, Wednesday.</p> <p>Procurement Section Ministry of Environment and Energy Green Building, Handhuvaree Hingun,</p>

	Maafannu, Male', 20392, Republic of Maldives www.environment.gov.mv																															
3.11 Evaluation of Proposals	<p>Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:</p> <p style="text-align: center;"><u>Points</u></p> <p>(A) Company Profile: [100]</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">No. of similar projects</td> <td style="text-align: right;">[40]</td> </tr> <tr> <td>Value of previous assignments</td> <td style="text-align: right;">[40]</td> </tr> <tr> <td>Organisational structure</td> <td style="text-align: right;">[20]</td> </tr> </table> <p style="text-align: right;">Total A = []</p> <p>(B) Project Team [100]</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">EIA Consultant (Under Permanent EIA Registration)</td> <td style="text-align: right;">[40]</td> </tr> <tr> <td>Surveyor</td> <td style="text-align: right;">[30]</td> </tr> <tr> <td>Backstopping Team Member</td> <td style="text-align: right;">[30]</td> </tr> </table> <p style="text-align: right;">Total B = []</p> <p>The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub-criteria and relevant percentage weights:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Education and qualifications</td> <td style="text-align: right;">[25%]</td> </tr> <tr> <td>Experience</td> <td style="text-align: right;">[65%]</td> </tr> <tr> <td>Experience in the region and language</td> <td style="text-align: right;">[10%]</td> </tr> </table> <p>(C) Approach, Methodology & Work plan [100]</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Approach & Methodology</td> <td style="text-align: right;">[50]</td> </tr> <tr> <td>Work plan of the Assignment</td> <td style="text-align: right;">[50]</td> </tr> </table> <p style="text-align: right;">Total C = []</p> <p>Technical Score (St) = $A/100*[W1] + B/100*[W2] + C/100*[W3]$</p> <p>Weights Distribution</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">W1</td> <td style="width: 70%;">Company Profile</td> <td style="text-align: right;">[20]</td> </tr> <tr> <td>W2</td> <td>Project Team</td> <td style="text-align: right;">[60]</td> </tr> <tr> <td>W3</td> <td>Approach & Methodology</td> <td style="text-align: right;">[20]</td> </tr> </table>	No. of similar projects	[40]	Value of previous assignments	[40]	Organisational structure	[20]	EIA Consultant (Under Permanent EIA Registration)	[40]	Surveyor	[30]	Backstopping Team Member	[30]	Education and qualifications	[25%]	Experience	[65%]	Experience in the region and language	[10%]	Approach & Methodology	[50]	Work plan of the Assignment	[50]	W1	Company Profile	[20]	W2	Project Team	[60]	W3	Approach & Methodology	[20]
No. of similar projects	[40]																															
Value of previous assignments	[40]																															
Organisational structure	[20]																															
EIA Consultant (Under Permanent EIA Registration)	[40]																															
Surveyor	[30]																															
Backstopping Team Member	[30]																															
Education and qualifications	[25%]																															
Experience	[65%]																															
Experience in the region and language	[10%]																															
Approach & Methodology	[50]																															
Work plan of the Assignment	[50]																															
W1	Company Profile	[20]																														
W2	Project Team	[60]																														
W3	Approach & Methodology	[20]																														

	<p>The minimum technical score (St) required to pass is: <u>70</u> Points</p> <p>The formula for determining the financial scores is the following: $S_f = 100 \times F_m / F$, in where S_f is the financial score, F_m is the <u>lowest price</u> and F the price of the proposal under consideration.</p> <p>The weights given to the Technical and Financial Proposals are: $T = [0.6]$, and $P = [0.4]$</p> <p><i>*Technical Proposal of each bidder will be evaluated as a whole for all the LOTS, with the Technical score received being carried forward to all the LOTS. Financial Proposal will be evaluated separately for each LOT and given score accordingly.</i></p>
--	---

ORIGINAL DRAFT

6 TECHNICAL PROPOSAL - STANDARD FORMS

FORM TECH-1: Technical Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consultancy service for “*Consultancy Services for the Development of the Environmental Impact Assessment (EIA) Report for the Provision of Sewerage Facilities in Ha. Utheem, N. Landhoo, R. Maakurath, R. Rasmaadhoo, K. Kaashidhoo, Adh. Hanyaameedhoo, Adh. Omadhoo, F. Feali, L. Maavah, Maldives*” in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We hereby submit our Proposal, which includes this Technical Proposal, and our Financial Proposal sealed under a separate envelope.

We 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, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the services and fulfill the terms and conditions related this contract.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

FORM TECH-2: Consultant's Organization and Experience

A - Consultant's Organization

[Provide here a brief description/background (Include Organizational chart) of your (if a company/firm) your organization and each associate for this assignment.]

ORIGINAL DRAFT

B - Consultant's Experience

[Using the format below, provide information on each contract/assignment for which (if a company/firm) your organisation, individually as a corporate entity or as one of the major companies within an association, for carrying out **similar consultancy services**.]

Contract/Activity Name:	Contract Value (in MVR):
Country: Location within country:	Duration of assignment/activity (months):
Name of Client:	Total no. of staff-months of the assignment:
Address:	Start date (month/year): Completion date (month/year):
Name of associated Parties, if any:	NO of professional staff-months provided by associated Consultants:
Narrative description of Activities/Project:	
Description of actual services provided by your staff within the Activities:	

Firm's/Individuals Name: _____

FORM TECH-3: Description of Approach, Methodology and Work plan for performing the Assignment

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

- a) Technical Approach and Methodology,*
- b) Work Plan, and*
- c) Organization and Staffing,*

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to carry out the design services for the two islands and obtaining the expected 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 you should propose the main 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.

c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]

d) Proposed equipment. In this chapter you should propose the details of the equipment that will be used during the assignment. Indication of lease need to be made if the equipment is borrowed from another party. A confirmation letter by the bidder need to be submitted to confirm the availability and security of the equipment's proposed to be utilized.

FORM TECH-4: Team Composition and Task Assignment

<i>Professional Staff</i>				
Name of Staff	Organisation	Area of Expertise	Position Assigned	Task Assigned

The EIA Decision Statements of the Projects need to be attached for proof and confirmation of the listed projects.

FORM TECH-5: Curriculum Vitae (CV) for proposed Professional Staff

1. **Proposed Position** [*only one candidate shall be nominated for each position*]: _____
2. **Name of Firm / Individual submitting the proposal** [*Insert name of firm proposing the staff*]: _____

3. **Name of Staff** [*Insert full name*]: _____
4. **Date of Birth:** _____ **Nationality:** _____
5. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: _____

6. **Membership of Professional Associations:** _____

7. **Other Training** [*Indicate significant trainings since degrees under 5 - Education were obtained*]: _____

8. **Countries of Work Experience:** [*List countries where staff has worked in the last ten years*]: _____

9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: _____

10. **Employment Record** [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [Year]: _____ To [Year]: _____

Employer: _____ Positions held: _____

A copy of the National Identity Card need to be attached for each individual.

FORM TECH-6: List of water and sewerage related EIA completed

Name of the Water / Sewerage Project	Name of the Client	Cost of the Project	Assignment Signed Date	Assignment Completed Date

ORIGINAL DRAFT

FORM TECH-7: Work Schedule

The consultant shall complete the EIA assignment by 30 days. ('days' shall mean Calendar days). *This does not include the query/clarification period and EIA document review period.*

Island Name: (Insert Here)													
	1st	2nd	10th	20th	30th	60th
Activity (Work)													

This Form should be made for each respective LOT separately.

7 FINANCIAL PROPOSAL - STANDARD FORMS

FORM FIN-1: Financial Proposal submission Form

LOT 1: Ha. Utheem

[Location, Date]

To: [Name and address of Client]

Dear Sirs,

We, the undersigned, offer to provide consultancy services for “**Consultancy Services for the Development of the Environmental Impact Assessment (EIA) Report for the Provision of Sewerage Facilities in Ha. Utheem, Maldives**” in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹] which is inclusive of the local taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

1 Amounts must coincide with the ones indicated under financial proposal in Form FIN-2.

LOT 2: N. Landhoo

[Location, Date]

To: [Name and address of Client]

Dear Sirs,

We, the undersigned, offer to provide consultancy services for “**Consultancy Services for the Development of the Environmental Impact Assessment (EIA) Report for the Provision of Sewerage Facilities in N. Landhoo, Maldives**” in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹] which is inclusive of the local taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

1 Amounts must coincide with the ones indicated under financial proposal in Form FIN-2.

LOT 3: R. Maakurath

[Location, Date]

To: [Name and address of Client]

Dear Sirs,

We, the undersigned, offer to provide consultancy services for "**Consultancy Services for the Development of the Environmental Impact Assessment (EIA) Report for the Provision of Sewerage Facilities in R. Maakurath, Maldives**" in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹] which is inclusive of the local taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

¹ Amounts must coincide with the ones indicated under financial proposal in Form FIN-2.

LOT 4: R. Rasmaadhoo

[Location, Date]

To: [Name and address of Client]

Dear Sirs,

We, the undersigned, offer to provide consultancy services for “**Consultancy Services for the Development of the Environmental Impact Assessment (EIA) Report for the Provision of Sewerage Facilities in R. Rasmaadhoo, Maldives**” in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹] which is inclusive of the local taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

1 Amounts must coincide with the ones indicated under financial proposal in Form FIN-2.

LOT 5: K. Kaashidhoo

[Location, Date]

To: [Name and address of Client]

Dear Sirs,

We, the undersigned, offer to provide consultancy services for “**Consultancy Services for the Development of the Environmental Impact Assessment (EIA) Report for the Provision of Sewerage Facilities in K. Kaashidhoo, Maldives**” in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹] which is inclusive of the local taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

1 Amounts must coincide with the ones indicated under financial proposal in Form FIN-2.

LOT 6: Adh. Hanyaameedhoo

[Location, Date]

To: [Name and address of Client]

Dear Sirs,

We, the undersigned, offer to provide consultancy services for “**Consultancy Services for the Development of the Environmental Impact Assessment (EIA) Report for the Provision of Sewerage Facilities in Adh. Hanyaameedhoo, Maldives**” in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹] which is inclusive of the local taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

¹ Amounts must coincide with the ones indicated under financial proposal in Form FIN-2.

LOT 7: Adh. Omadhoo

[Location, Date]

To: [Name and address of Client]

Dear Sirs,

We, the undersigned, offer to provide consultancy services for “**Consultancy Services for the Development of the Environmental Impact Assessment (EIA) Report for the Provision of Sewerage Facilities in Adh. Omadhoo, Maldives**” in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹] which is inclusive of the local taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

1 Amounts must coincide with the ones indicated under financial proposal in Form FIN-2.

LOT 8: F. Feali

[Location, Date]

To: [Name and address of Client]

Dear Sirs,

We, the undersigned, offer to provide consultancy services for “**Consultancy Services for the Development of the Environmental Impact Assessment (EIA) Report for the Provision of Sewerage Facilities in F. Feali, Maldives**” in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹] which is inclusive of the local taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

1 Amounts must coincide with the ones indicated under financial proposal in Form FIN-2.

LOT 9: L. Maavah

[Location, Date]

To: [Name and address of Client]

Dear Sirs,

We, the undersigned, offer to provide consultancy services for “**Consultancy Services for the Development of the Environmental Impact Assessment (EIA) Report for the Provision of Sewerage Facilities in L. Maavah, Maldives**” in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹] which is inclusive of the local taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

1 Amounts must coincide with the ones indicated under financial proposal in Form FIN-2.

FORM FIN-2: Financial Proposal

Bidders are to quote separate prices for **ALL** the LOTS (contracts). Each LOT (contract) will be awarded separately to the lowest evaluated price of the LOT, The methodology to determine the lowest evaluated price of the LOT (contract), including any discounts offered in the Financial Proposal Submission Form, is specified in ITC 2.11 (Evaluation of Proposals).

	<i>Name of Island</i>	<i>Sub-Total(MVR)</i>	<i>GST (MVR)</i>	<i>Total (MVR)</i>
Lot 1	<i>Ha. Utheem</i>			
Lot 2	<i>N. Landhoo</i>			
Lot 3	<i>R. Maakurath</i>			
Lot 4	<i>R. Rasmaadhoo</i>			
Lot 5	<i>K. Kaashidhoo</i>			
Lot 6	<i>Adh. Hanyaameedhoo</i>			
Lot 7	<i>Adh. Omadhoo</i>			
Lot 8	<i>F. Feeali</i>			
Lot 9	<i>L. Maavah</i>			
Grand Total (MVR)				

a) Lot 1 – Ha. Utheem

	Description	Cost (Maldivian Rufiyaa)
1	Application Fee for EIA Scoping Process	MVR 1,000.00
2	Surveying Works	
3	Development of Environmental Impact Assessment (EIA) Report	
4	EIA Reviewing Process	MVR 20,000.00
	Sub Total :	
	GST :	
	Total with GST:	

- *This form highlights the major areas of the assignment. The consultancy firm may provide a more detailed proposal elaborating the different components.*
- *The consultancy firm is to submit copy of the GST registration certificate along with the financial proposal.*

ORIGINAL DRAFT

b) Lot 2 – N. Landhoo

	Description	Cost (Maldivian Rufiyaa)
1	Application Fee for EIA Scoping Process	MVR 1,000.00
2	Surveying Works	
3	Development of Environmental Impact Assessment (EIA) Report	
4	EIA Reviewing Process	MVR 20,000.00
	Sub Total :	
	GST :	
	Total with GST:	

- *This form highlights the major areas of the assignment. The consultancy firm may provide a more detailed proposal elaborating the different components.*
- *The consultancy firm is to submit copy of the GST registration certificate along with the financial proposal.*

c) Lot 3 – R. Maakurath

	Description	Cost (Maldivian Rufiyaa)
1	Application Fee for EIA Scoping Process	MVR 1,000.00
2	Surveying Works	
3	Development of Environmental Impact Assessment (EIA) Report	
4	EIA Reviewing Process	MVR 20,000.00
	Sub Total :	
	GST :	
	Total with GST:	

- *This form highlights the major areas of the assignment. The consultancy firm may provide a more detailed proposal elaborating the different components.*
- *The consultancy firm is to submit copy of the GST registration certificate along with the financial proposal.*

d) Lot 4 – R. Rasmaadhoo

	Description	Cost (Maldivian Rufiyaa)
1	Application Fee for EIA Scoping Process	MVR 1,000.00
2	Surveying Works	
3	Development of Environmental Impact Assessment (EIA) Report	
4	EIA Reviewing Process	MVR 20,000.00
	Sub Total :	
	GST :	
	Total with GST:	

- *This form highlights the major areas of the assignment. The consultancy firm may provide a more detailed proposal elaborating the different components.*
- *The consultancy firm is to submit copy of the GST registration certificate along with the financial proposal.*

ORIGINAL DRAFT

e) Lot 5 – K. Kaashidhoo

	Description	Cost (Maldivian Rufiyaa)
1	Application Fee for EIA Scoping Process	MVR 1,000.00
2	Surveying Works	
3	Development of Environmental Impact Assessment (EIA) Report	
4	EIA Reviewing Process	MVR 20,000.00
	Sub Total :	
	GST :	
	Total with GST:	

- *This form highlights the major areas of the assignment. The consultancy firm may provide a more detailed proposal elaborating the different components.*
- *The consultancy firm is to submit copy of the GST registration certificate along with the financial proposal.*

ORIGINAL DRAFT

f) Lot 6 – Adh. Hanyaameedhoo

	Description	Cost (Maldivian Rufiyaa)
1	Application Fee for EIA Scoping Process	MVR 1,000.00
2	Surveying Works	
3	Development of Environmental Impact Assessment (EIA) Report	
4	EIA Reviewing Process	MVR 20,000.00
	Sub Total :	
	GST :	
	Total with GST:	

- *This form highlights the major areas of the assignment. The consultancy firm may provide a more detailed proposal elaborating the different components.*
- *The consultancy firm is to submit copy of the GST registration certificate along with the financial proposal.*

ORIGINAL DRAFT

g) Lot 7 – Adh. Omadhoo

	Description	Cost (Maldivian Rufiyaa)
1	Application Fee for EIA Scoping Process	MVR 1,000.00
2	Surveying Works	
3	Development of Environmental Impact Assessment (EIA) Report	
4	EIA Reviewing Process	MVR 20,000.00
	Sub Total :	
	GST :	
	Total with GST:	

- *This form highlights the major areas of the assignment. The consultancy firm may provide a more detailed proposal elaborating the different components.*
- *The consultancy firm is to submit copy of the GST registration certificate along with the financial proposal.*

ORIGINAL DRAFT

h) Lot 8 – F. Feali

	Description	Cost (Maldivian Rufiyaa)
1	Application Fee for EIA Scoping Process	MVR 1,000.00
2	Surveying Works	
3	Development of Environmental Impact Assessment (EIA) Report	
4	EIA Reviewing Process	MVR 20,000.00
	Sub Total :	
	GST :	
	Total with GST:	

- *This form highlights the major areas of the assignment. The consultancy firm may provide a more detailed proposal elaborating the different components.*
- *The consultancy firm is to submit copy of the GST registration certificate along with the financial proposal.*

i) Lot 9 – L. Maavah

	Description	Cost (Maldivian Rufiyaa)
1	Application Fee for EIA Scoping Process	MVR 1,000.00
2	Surveying Works	
3	Development of Environmental Impact Assessment (EIA) Report	
4	EIA Reviewing Process	MVR 20,000.00
	Sub Total :	
	GST :	
	Total with GST:	

- *This form highlights the major areas of the assignment. The consultancy firm may provide a more detailed proposal elaborating the different components.*
- *The consultancy firm is to submit copy of the GST registration certificate along with the financial proposal.*

8 TERMS OF REFERENCE

Consultancy Services for the Development of the Environmental Impact Assessment (EIA) Report for the Provision of Sewerage Facilities in Ha. Utheem, N. Landhoo, R. Maakurath, R. Rasmaadhoo, K. Kaashidhoo, Adh. Hanyaameedhoo, Adh. Omadhoo, F. Feeali, L. Maavah,, Maldives.

INTRODUCTION

The Ministry of Environment and Energy intends to procure the services of a consultancy firm to develop the Environmental Impact Assessment (EIA) Report for Provision of Sewerage Facilities in Ha. Utheem, N. Landhoo, R. Maakurath, R. Rasmaadhoo, K. Kaashidhoo, Adh. Hanyaameedhoo, Adh. Omadhoo, F. Feeali, L. Maavah,, Maldives

SCOPE OF WORKS

The assignment includes the preparation of the Environment Impact Assessment (EIA) works for the Sewerage Projects in the following Islands.

Atoll	Island
Ha	Utheemu
N	Landhoo
R	Maakurath
R	Rasmaadhoo
K	Kaashidhoo
Adh	Hanyaameedhoo
Adh	Omadhoo
F	Feeali
L	Maavah

The overall tasks to be undertaken not necessarily limited to, the following include;

- Undertake the application process for the EIA works of the assignment
- Undertake the scoping or screening wherever applicable for the assignment
- Undertake field data collection survey and develop the EIA report as per the approved Terms of Reference by EPA after the scoping meeting
- Submit the final EIA Report to EPA and get approval/decision statement

- Undertake submission and provide any clarifications where as necessary to the submitted EIA
- Accommodate any request by EPA for any additional information regarding the submitted EIA report.

The islands are categorized into packages based on regional location of the islands. Consultants are required to submit separate bids for each lot separately. Please note that the packages will be evaluated individually and separate contracts will be signed for each package.

The main components of the sewerage projects in general include the following components;

- Sewerage network with lateral connections
- Sewage Pumping Stations.
- Manholes / inter-mediate chambers
- Treatment plant and Sludge management facilities (Designed but Phased Out in Implementation Phase)
- Sea Outfall
- O&M office house

PROJECT TEAM

The following staff members will be required for the each respective LOT.

Post	No
EIA Consultant (Under Permanent EIA Registration)	1
Surveyor	1
Backstopping Team Member	1

SIMILAR ASSIGNMENTS

To be eligible for this assignment, the consultancy firm must demonstrate past experience in performing the services (description of similar assignments, Value of such assignments). The Firm shall have carried out a minimum of Three (03) similar assignments with a minimum contract value of MVR 100,000.00 each.

QUALIFICATIONS OF TEAM

The Consultant should submit full CV's for each of the proposed staff members highlighting the criteria given below.

The same EIA Consultant can be proposed for a maximum of 03 Lots only.
The lead consultant for each package needs to be identified separately.

a. EIA Consultant

Bachelor’s Degree in Environmental Engineering/Environmental Science/Environmental Management with minimum 05 years’ experience in conducting Environmental Impact Assessment (EIA). Tertiary certification will be an added advantage. Experience in conducting EIA for Sewerage Systems will be given preference. The consultant should hold a permanent EIA license and his/her EIA license copy shall be submitted along with a dated letter stating his/her association with the bidding party.

b. Backstopping Team Member

Minimum O’ Level or Diploma in a relevant field. Minimum 2 years working experience in a related field. Excellent oral and written communication in English and Dhivehi.

c. Surveyor

Diploma in Surveying with minimum 05 years’ experience in conducting land surveys or related to the assignment.

PAYMENT

Payment will be in accordance with the schedule specified below;

DESCRIPTION	ALLOCATION	REQUIREMENT
Completion of EIA Report	50%	Submission of EIA Report to EPA as per EIA Regulations
Approval of EIA Report	50%	Release of EIA Decision Statement from EPA

STANDARD OF REPORT

All documentation must be developed according to the guidelines provided in the Environment Impact Assessment Regulations, 2012 and amendments and report writing guidelines provided by EPA. The report shall also fulfil the specific requirements outlined in the project TOR approved by EPA.

DURATION

- a) The consultant shall complete the EIA assignment by 30 days for each respective LOT. (‘days’ shall mean Calendar days). *This does not include the query/clarification period and EIA document review period.*

- b) If the consultant is bidding for more than one package, a detailed work schedule should be given which demonstrates the commencement and completion date for each package. If the consultants submit bids for multiple packages, total duration for all the packages will not be considered as each bid will be evaluated independently.
- c) Consultant's project duration shall start from the date of contract signing. Please note that the project duration shall NOT commence from the date of TOR approval by EPA. Therefore it is the consultant's responsibility to expedite the process of EIA application submission, follow up on scoping meeting, draft TOR submission, and follow up on TOR approval, obtain and address the queries made by the EIA reviewers and follow up on the EIA review and approval process.
- d) Consultant's project duration shall be completed on the date of EIA approval by EPA, i.e. release of EIA Decision Statement. It is the consultant's responsibility to expedite the process of EIA draft submission to the client, final EIA report submission to EPA, providing additional information to EPA. If required, and follow up with EPA on EIA approval.
- e) The consultants are required to consult with the relevant stakeholders such as but not limited to; Island Council, Island Community members addressing the points of user pay
- f) Any delays in failing to meet the deadlines provided by the consultant's duration will result in Liquidated Damages (LD) calculated below.

The delay rate per day for liquidation damages shall be calculated as follows; for a maximum of 15% of the bidder's price. In the case of unapproved time delays extending beyond 07 days, the Client reserves the right to terminate the Agreement and execute the remainder of the works with another Consultant. Any additional costs resulting from the termination of this agreement shall be paid by the Consultant and may be deducted from any amounts owed to the Consultant.

$$RW / CD \times 0.75$$

Where;

RW = Remaining works (i.e Total Contract Price Less Value of Certified Works)

CD = Total Contract Duration.

- a) If the delays are due to issues which could not be influenced by the consultant, i.e. delays due to EPA and/or delays due to the client, in order to negate the LD charges; the consultant is to provide sufficient paper work evidence to justify the consultant has done his/her responsibilities to the best of his/her abilities.