

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Ministry of Environment and Energy

Male', Republic of Maldives.

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Date: 1st September 2016

TERMS OF REFERENCE

Design 3 Bill Boards.

A. BACKGROUND

The Government of the Republic of Maldives through the Ministry of Environment and Energy (MEE) is implementing "IWRM AIO SIDS project" financed by The Global Environment Facility (GEF) and intends to apply part of the proceeds to recruit Individual / Company to design 3 bill boards. Hence MEE invites Request for Proposal by interested parties.

B. OVERALL RESPONSIBILITY

The main objective of this assignment is to develop 3 Bill boards for awareness purpose. A proposal should be submitted with the proposed work plan. The duration of the work should be mentioned in the proposal.

C. SCOPE OF WORKS

1. Develop story board for the bill boards.
2. Design three Bill boards. (Size : 4 x 8 ft)

The bill board should be made in line with the below themes.

1. Agriculture and water
2. Infiltration Gallery
3. Water Conservation

The bill boards should target a variety of audiences including students, families, civil society and public at large.



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D. QUALIFICATIONS AND EXPERIENCE

1. Minimum three similar experience in design or related field.
2. Experience in working in water, environment and agriculture related work would be an added advantage.
3. Technical capabilities in the field of design, including access to relevant high quality technical equipment is an advantage.
4. Experience in the development of story board.

E. SPECIFIC DELIVERABLES

1. Story board for the 3 bill boards for approval.
2. Provide draft design for approval to MEE
3. Submit final product in a CD / DVD.

F. SELECTION CRITERIA

Points for proposals will be awarded as below:

RATING CRITERIA	
CRITERION	RATE
Work Experience	20 points
Duration	30 points
Price	50 points

G. PAYMENT SCHEDULE

The payment will be released as follows

- a) 40% upon submission of story board.
- b) 45% upon submission of draft design.
- c) 15% upon acceptance of final product.

H. APPLICATION

The proposals should be submitted to the Ministry of Environment and Energy address below. All submissions will be opened at the Ministry of Environment and Energy at **09:30 hours on 8th September 2016** in the presence of representative of the bidders.

The Procurement Unit
Ministry of Environment and Energy
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Expression of Interest must in a sealed envelope indicating the subject of this works, name of the bidder, date of submission and time as indicated.



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