



**MINISTRY OF ENVIRONMENT, CLIMATE  
CHANGE AND TECHNOLOGY  
MALE' REPUBLIC OF MALDIVES**

Announcement Reference No: (IUL)438-CCD/438/2023/447

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**Consultancy Service for Enhancing  
Knowledge Management Capabilities  
and Functionality of the Ministry's  
Website – Phase 1**

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*11th September 2023*

*Issued by:*

**CBIT MALDIVES**

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



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## i. Schedule of Critical Dates

Activity	Action Date
Advertised date	11th September 2023
Deadline for submission of bid queries	17th September 2023 12:00hrs
Deadline for publishing answers to bid queries	18th September 2023
Proposal submission deadline	25th September 2023 at 1000

## ii. Bid Clarification Instruction

For any queries please email to [procurement@environment.gov.mv](mailto:procurement@environment.gov.mv) and CC to [cbit@environment.gov.mv](mailto:cbit@environment.gov.mv) before the 17th September 2023 12:00hrs. Answers will be provided to all the queries received before the deadline and will be made available via the Ministry website ([www.environment.gov.mv](http://www.environment.gov.mv)) on 18th September 2023 .

## iii. Bid Submission Instruction

**Proposals must be delivered in sealed envelopes titled;**

“Do not Open Before 25<sup>th</sup> September 2023 at 1005 hours-Consultancy Service for Enhancing Knowledge Management Capabilities and Functionality of the Ministry’s Website -Phase 1 and the submitting party’s name and address.

Electronic submission is not permitted. Late proposals will be rejected.

**Submission address;**

Procurement Section  
 Ministry of Environment, Climate Change and Technology  
 Green Building, Handhuvaree Hingun, Maafannu  
 Male’, 20392, Republic of Maldives  
 Email: [procurement@environment.gov.mv](mailto:procurement@environment.gov.mv)  
 Website: [www.environment.gov.mv](http://www.environment.gov.mv)  
 Announcement no: (IUL)438-CCD/438/2023/447  
 Project name: [Capacity Building for Improved Transparency of Climate Change Mitigation and Adaptation Actions in the Maldives \(CBIT Maldives\)](#)

#### iv. Submission Requirements

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

Standard forms are provided in Annex 1

1. Proposal submission form (**signed by the owner of the entity or person with power of attorney to sign**) – (TECH FORM – 1)
2. Completed financial breakdown form (TECH FORM – 2)
3. Signed Curriculum Vitae (CV) of the identified key expert in Section 7 of the TOR. The CV should clearly highlight required and relevant experiences to this TOR. The CV must also include reference contact details.
4. Copy of academic certificates of the key expert.
5. Reference letters demonstrating experiences listed in this TOR.
6. Signed Letter of Commitment for the identified key Expert(s) – (TECH FORM – 3)
7. Documents to determine financial capacity of bidder (minimum requirement given in section “10.1 Preliminary Examination”):
  - a. For Business entities that have completed one year or more
    - i. FIN FORM – 1- Annual Turnover
    - ii. FIN FORM – 2 – Financial Situation;
    - iii. Financial Statements for the year 2020,2021,2022
  - b. For Business entities that have not completed one year from the date of business registration to date of bid announcement
    - i. Bank Statement for of the business’s bank account from the date of account opening to date of bid announcement
  - c. If Business entity is unable to meet any of the above requirement they shall submit ‘Line of Credit Letter’
    - i. FIN FORM – 3 Line Credit Letter
8. Copy of Business (Sole Proprietorship/company/partnerships/institutions) registration certificate.
9. Copy of SME Registration issued by the Ministry of Economic Development of the Maldives (MED) – If registered
10. Copy of GST Registration certificate issued by MIRA (Maldives Inland Revenue Authority) – if registered

11. Tax payer registration Certificate / Notification Copy issued by MIRA (Maldives Inland Revenue Authority)

**Note 01: All bidders should clearly identify Key Experts (herein referred to as the ‘Consultant’) carrying out the task. For bids submitted by Company/Institution, the Key Experts signed in TECH FORM 4 will be considered for the evaluation process.**

**Note 02: If bidder fails to submit any of the above listed document, their proposal may not be considered for further evaluation.**

**Note 03: The winning bidder will be notified to submit tax clearance report issued from Maldives Inland Revenue Authority (MIRA). Tender will be awarded upon submission of tax clearance report.**

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

## 1. Introduction & Background

The Government of Maldives represented by the Ministry of Environment, Climate Change and Technology (MECCT) has received funding from the Global Environment Facility (GEF) towards the implementation of the project “Capacity Strengthening for Improved Transparency of Climate Change Mitigation and Adaptation Actions in the Maldives (CBIT Maldives)” and intends to apply part of the proceeds for “**Consultancy Service for Enhancing Knowledge Management Capabilities and Functionality of the Ministry's Website – Phase 1**”.

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

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

The project includes two components:

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

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

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

## 2. Objective

The objective of this consultancy is to enhance the knowledge management capabilities of the Ministry's website. To achieve this, the functionality, compatibility, security of the website requires to be updated. This update aims to ensure the website aligns with the latest version of WordPress, addresses any existing plugin compatibility issues, and improves overall user experience and enhance sharing of knowledge products being developed at the Ministry and facilitating access and dissemination amongst additional staff, private sector stakeholders, NGOs, and the general public. This will support the CBIT Maldives project by providing better functionality to organize and access documents.

## 3. Scope of work

The scope of work includes, but is not limited to:

- a) Upgrading the WordPress version to the latest version.
- b) Conducting a thorough review of the existing plugins used on the website.
- c) Identifying and resolving any plugin compatibility issues that may arise due to the WordPress update.
- d) Ensuring that all plugins are functioning correctly and are compatible with the latest version of WordPress.
- e) Testing the website's overall functionality and performance to confirm that all plugins are working seamlessly.
- f) Implementing necessary security measures during the update to ensure the website's integrity.
- g) Fixing font issues for Dhivehi and English versions of the site.
- h) Fixing formatting issues related to numbers and dates for Dhivehi and English versions of the site.
- i) Ensuring proper alignment of pages for Dhivehi and English versions of the site.
- j) Providing documentation on the updates made, including a list of resolved plugin compatibility issues and any security measures implemented.

## 4. Deliverables

The table below list the deliverables of this assignment and links it to the project deliverables.

#	Deliverables	Project Deliverable Code	Timeline
D1	Updated and functional Ministry of Environment, Climate Change and Technology website using the latest version of WordPress.	2.5.2	1 month
D2	Successful resolution of plugin compatibility issues and security issues.	2.5.2	1 month
D3	Fixing of issues Publishing of updated website on web hosting. Documentation detailing the updates made, including resolved plugin compatibility issues and maintenance guidelines.	2.5.2	1 month

## 5. Payment

Payment will be made upon the successful completion of all deliverables as outlined below:

- 100% upon submission and acceptance of all deliverables, including the updated website, resolved plugin compatibility issues, fixes for font, formatting, and alignment issues, and comprehensive documentation

## 6. Duration of the Consultancy

The duration of the consultancy is 3 calendar months upon signing of the contract.



## 7. Requirements for Experience and Qualifications

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

#	Post	Nos
1	Website Developer	1

### 1) Website Developer

#### a) Academic qualification

- a. Minimum Qualifications: Level 5 standard approved by Maldives Qualifications Authority in the field of Software Engineering, web development or relevant field

#### b) Experience

- a. At least 4 years of hands-on experience in website development and maintenance.
- b. Experience and advanced knowledge in web design, programming languages, database technologies, content management systems (such as JavaScript, jQuery, HTML, XHTML, WordPress, Laravel, CSS, XML, MySQL, SQL Server, .Net frameworks, PHP);
- c. Proven track record of successfully implemented project in website development and maintenance using WordPress.
- d. Demonstrated expertise in identifying and resolving plugin compatibility issues.
- e. Familiarity with web security best practices and implementation.
- f. Excellent writing and communication skills in Dhivehi and English language;

## 8. Provision of Monitoring and Progress Controls

- a) Ministry of Environment, Climate Change and technology has overall responsibility for the management of the contract.
- b) Documents and data provided by the government for the purpose of this assessment which is not of public nature shall be considered confidential and should not be disclosed to any other party.
- c) All outputs and materials produced as part of this Consultancy shall be handed over to the CBIT project PMU at the end of the contract and will become the sole property of Ministry of Environment, Climate Change and Technology.
- d) Consultant is expected to work closely with the PMU of CBIT project of Ministry of Environment, Climate Change and Technology and other stakeholders of the project.

- e) The consultants shall attend progress meetings once every month with the CBIT team members in post(s) under section 7 (Requirements for Experience and Qualification) must participate in the progress meetings. Team members in post(s) under section 7 who are not in Maldives at the time of the meeting shall participate via an online platform.
- f) For meetings held under this consultancy, the Minutes of Meeting must be provided to the PMU within 5 days of the meeting.

## 9. Evaluation and comparison of proposals

### 9.1 Preliminary Examination

- a) The Client will examine the proposals to determine whether they are complete, the documents have been properly signed and the proposals are generally in order. It will be based on the following;
  - 1. Proposal is received on or before the date and time specified
  - 2. Proposal is properly sealed / un-tampered
  - 3. Proposal bears the (i) name of the submitting entity and (ii) title of the Contract outside the envelope
  - 4. All forms and documents stated in Section iv (Submission Requirements) are provided in the proposal
- b) The Client will determine if the Bidder has the financial capacity to undertake this consultancy. It will be determined as follows;

To be eligible the financial statements of the bidding party must show, average annual turnover of **MVR 10,000** for the last 3 years. (Submit [FORM FIN-1 Annual Turnover](#))

(OR)

To be eligible the financial statements of the bidding party must show, Minimum value of **MVR 10,000** for liquid asset, for the year 2022 ,2021 and 2020. – (Submit [FORM FIN -2: Financial Situation](#))

(OR)

Business entities that have not completed one years (from the date of business registration to date of bid announcement) are required to submit the bank statement of the business's bank account. (bank statement should be from the date of account opening to date of bid announcement). To be eligible the business's bank statement must show a credit balance of minimum **MVR 10,000**

(OR)

If bidding party is unable to meet any of the above requirement they shall submit 'Line of Credit Letter' As per the template provided. Credit limit shall be no less than **MVR 10,000** – (Submit [FORM Fin - 3: Line of Credit Letter](#))

- c) The Client will determine if the Expert identified by the Bidder for this consultancy meets the minimum requirements as per section 7 (requirements for experience and qualification) of this TOR. If the minimum set qualification and skills, general and specific professional experience is not met, then the party will be disqualified.
- d) If a proposal is determined as incomplete or as not substantially responsive based on the above criteria, Client has authority to reject the proposal.

## 9.2 Evaluation of Proposals

- A. The criteria below will be applied during the evaluation of the proposals. Attention should be given that Points will be awarded only for assignments with supporting documents.
- B. Maximum total technical score (s): 100 points.
  - The minimum technical score (s) required to pass is: 60 points
  - Proposal that does not qualify the minimum technical score will be disqualified from further evaluation. Scoring details are given in the tables below.
- C. Financial Score Calculation:
  - Financial score calculation will be conducted for proposals meeting the minimum technical score.
  - The formula for determining the financial scores is the following:  
 $Sf = 100 \times [Fm/F]$ , in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.
- D. Total Score Calculation:
  - Total score calculation will be conducted for the proposals meeting the minimum technical score.
  - The weights given to the Technical and Financial Scores are:  
 $T = [0.6]$ , and  $F = [0.4]$
- E. The winning bidder will be determined by ranking the highest scoring bidders according to the Priority Selection Criteria of Regional Based business and MSMEs outlined in Annex 2.

Technical Proposal Evaluation		Technical Score
1.	Academic qualification of the proposed expert	50
2.	Experience of the proposed expert	50
<b>Total Technical Score</b>		<b>100</b>

# **ANNEX 1: STANDARD FORMS**

**1. STANDARD FORMS**

**TECH FORM-1: PROPOSAL SUBMISSION FORM**

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide “**Consultancy Service for Enhancing Knowledge Management Capabilities and Functionality of the Ministry's Website – Phase 1**” in accordance with your Request for Proposal dated (.....). I hereby submit my Proposal, which includes all required documents as per Request for Proposal.

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

I hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

Proposal validity is for a period of **90 days** from the date of bid opening. If negotiations are held during the period of validity of the Proposal, I undertake to negotiate on the basis of the proposal. My Proposal is binding upon myself and subject to the modifications resulting from Contract negotiations.

I undertake, if my Proposal is accepted, to initiate the services and fulfil the terms and conditions related this contract.

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

Yours sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

## TECH FORM-2: FINANCIAL BREAKDOWN

**Date:**

**Reference No:** (generated by the proponent)

	<b>Description</b>	<b>MVR</b>
	<b>Total :</b>	
	<b>GST/Applicable tax :</b>	
	<b>Total with GST/Applicable tax:</b>	

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

Authorized Signature and stamp

## TECH FORM-3: LETTER OF COMMITMENT

[ *Date* ]

[Company Name]

[Road Name]

Male'

Maldives

**Re: Consultancy Service for Enhancing Knowledge Management Capabilities and Functionality of the Ministry's Website – Phase 1 , Ref no: \_\_\_\_\_**

Dear Sir/Madam,

I am writing to confirm my availability to provide services as \_\_\_\_GHG Inventory Expert \_\_\_\_\_ to the **Consultancy Service for Enhancing Knowledge Management Capabilities and Functionality of the Ministry's Website – Phase 1** for the Ministry of Environment, Climate Change and Technology.

I undertake, if this proposal is accepted, to complete and deliver the whole of the services assigned to me in the scope of services.

I undertake, if this proposal is accepted upon receipt of the Ministry of Environment, Climate Change and Technology's notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,

Name: \_\_\_\_\_

Passport /ID card No: \_\_\_\_\_

Date: \_\_\_\_\_

Signatory:

## FIN FORM – 1: Annual Turnover

Each Bidder must fill in this form

Annual Turnover Data for the Last 3 Years		
Year	Amount Currency	MVR Equivalent
2022		
2021		
2020		
Average Annual Turnover		

The information supplied should be the Annual Turnover of the Bidder in terms of the amounts billed to clients for each year for contracts in progress or completed at the end of the period reported.



## FIN FORM – 2: Financial Situation

Each Bidder must fill in this form

### Financial Data for Previous 3 Years [MVR Equivalent]

	Year 2022:	Year 2021:	Year 2020:
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#### Information from Balance Sheet

Total Assets			
Total Liabilities			
Net Worth			
Current Assets			
Current Liabilities			
Working Capital			

#### Information from Income Statement

Total Revenues			
Profits Before Taxes			
Profits After Taxes			

- Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last three years, as indicated above, complying with the following conditions.
- All such documents reflect the financial situation of the Bidder.
  - Historic financial statements must be complete, including all notes to the financial statements.
- Historic financial statements must correspond to accounting periods

## FIN FORM – 3: Line of Credit Letter

*[letterhead of the Bank/Financing Institution/Supplier]*

*[date]*

**To:***[Name and address of the Contractor]*

Dear,

You have requested {name of the bank/financing institution} to establish a line of credit for the purpose of executing {insert Name and identification of Project}.

We hereby undertake to establish a line of credit for the aforementioned purpose, in the amount of {insert amount}, effective upon receipt of evidence that you have been selected as successful bidder.

This line of credit will be valid through the duration of the contract awarded to you.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

## **ANNEX 2: PRIORITY FOR REGIONAL BASED BUSINESS AND MSMEs**

### **Selection Criteria of Regional Based business and MSME business**

#### **Above MVR 2,500,000 – MVR 5,000,000**

- a) Among bidders who pass the technical and financial evaluation, those bidders who belong to the same island as the project is carried out will be assessed accordingly:
- b) The bidder with the highest ranking with a proposed price that doesn't exceed 10% of the price of the bidder with the overall highest ranking will be awarded
- c) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), bidders who belong to the same atoll as the project is being carried out is checked and assessed accordingly:
- d) The bidder with the highest ranking with a proposed price that doesn't exceed 5% of the price of the bidder with the overall highest ranking will be awarded.
- e) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a) and (b), all Maldivian bidders will be checked and assessed accordingly.
- f) The bidder with the highest ranking with the lowest proposed price will be awarded.
- g) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b) and (c), all bidders will be assessed accordingly.  
The bidder with the highest ranking with the lowest proposed price will be awarded.

#### **Below MVR 2,500,000**

- a) Among bidders who pass the technical and financial evaluation, Micro, Small and Medium Enterprises (MSME's) will be assessed accordingly:
- b) The bidder with the highest ranking with a proposed price that doesn't exceed 15% of the price of the bidder with the overall highest ranking will be awarded.
- c) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), bidders who belong to the same island as the project is carried out will be assessed accordingly:
- d) The bidder with the highest ranking with a proposed price that doesn't exceed 10% of the price of the bidder with the overall highest ranking will be awarded.
- e) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a) and (b), bidders who belong to the same atoll as the project is being carried out is checked and assessed accordingly:
- f) The bidder with the highest ranking with a proposed price that doesn't exceed 5% of the price of the bidder with the overall highest ranking will be awarded.
- g) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b) and (c), all Maldivian bidders will be checked and assessed accordingly.
- h) The bidder with the highest ranking with the lowest proposed price will be awarded
- i) Among bidders who pass the technical and financial evaluation if there is no bidder as described in (a), (b), (c) and (d) all bidders will be assessed accordingly.
- j) The bidder with the highest ranking with the lowest proposed price will be awarded

**Criteria on classifying regional based business**

- a) Check the bidders permanent address, if the bidder is a sole proprietorship
- b) Check the island to which the business is registered, if the bidder is not a sole proprietorship
- c) The bidder will be considered as a business working in one certain area, as per (a) and (b) accordingly:
  - If the bidder is a sole proprietorship, the bidder's registered permanent address as of 1st January of the year the invitation for bid was issued will be considered

OR

- If the business had been registered before the year in which the invitation for bid was issued, the island to which the business was registered as of 1st January of the year the invitation for bid was issued will be considered

OR

If the business had been registered within the year in which the invitation for bid was issued, the island to which