



MINISTRY OF CLIMATE CHANGE, ENVIRONMENT, AND ENERGY

MALE' REPUBLIC OF MALDIVES

Announcement Reference No: (IUL)438-CCD/438/2024/148

Preparation of the National Inventory Report and Tracking Mitigation Actions to be reported under the first Biennial Transparency Report (BTR1) to the UNFCCC

17th April 2024

Issued by:

**Maldives: Enabling Activities for the Preparation of Initial Biennial Transparency Report to the UNFCCC
(Maldives BTR 1 Project)**

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i. Schedule of Critical Dates

Activity	Action Date
Advertised date	17th April 2024
Deadline for submission of bid queries	23rd April 2024 23:59hrs
Deadline for publishing answers to bid queries	24th April 2024
Proposal submission deadline	02 nd May 2024 at 1000hrs

ii. Bid Clarification Instruction

For any queries please email to procurement@environment.gov.mv and CC to btr@environment.gov.mv before the 23rd April 2024 23:59hrs. 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) on 24th April 2024 .

iii. Bid Submission Instruction

Proposals must be delivered in sealed envelopes titled;

“Do not Open Before 02 May 2024 at 1005 hours – Preparation of the National Inventory Report and Tracking Mitigation Actions to be reported under the first Biennial Transparency Report (BTR 1) to the UNFCCC and the submitting party’s name and address

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

Submission address;

Procurement Section

Ministry of Climate Change, Environment and Energy

Green Building, Handhuvaree Hingun, Maafannu

Male’, 20392, Republic of Maldives

Email: procurement@environment.gov.mv

Website: www.environment.gov.mv

Announcement no: (IUL)438-CCD/438/2024/148

Project name: [Maldives: Enabling Activities for the Preparation of Initial Biennial Transparency Report to the UNFCCC \(Maldives BTR 1 Project\)](#)

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. Description of approach and methodology (TECH FORM – 3)
4. Team composition and task assignment (TECH FORM – 4)
5. Signed Letter of Commitment for the identified key Expert(s) – (TECH FORM – 5)
6. 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.
7. Copy of academic certificates and trainings of the key expert.
8. Reference letters demonstrating experiences listed in this TOR.
9. Documents to determine financial capacity of bidder (minimum requirement given in section “9.1 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
10. Copy of Business (Sole Proprietorship/company/partnerships/institutions) registration certificate.

11. Copy of SME Registration issued by the Ministry of Economic Development of the Maldives (MED) – If registered
12. Copy of GST Registration certificate issued by MIRA (Maldives Inland Revenue Authority) – if registered
13. 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.

1. Introduction & Background

The Ministry of Climate Change, Environment, Energy (MCCEE) has received funding from the United Nations Environment Program (UN Environment) towards the preparation of the First Biennial Transparency Report (BTR1) of the Maldives that comply with the United Nations Framework Convention on Climate Change (UNFCCC) and Paris Agreement reporting requirements while responding to national development goals.

In this regard, MCCEE is seeking a qualified consultancy firm for the preparation of Chapter 1 (National GHG Inventory Report) and Chapter 2 (Information necessary to track progress made in implementing and achieving nationally determined contributions under Article 4 of the Paris Agreement) of the BTR1 report of the Maldives. This includes GHG inventory analysis, assessments required under BTR1 project, national circumstances, projects of GHG emissions and removals and NDC tracking.

The content of deliverables of this assignment must follow the Modalities, Procedures and Guidelines (MPGs) for the transparency framework for action and support referred to in Article 13 of the Paris Agreement (FCCC/PA/CMA/2018/3/Add.2). Moreover, as adopted at COP 26 in Decision 5/CMA.3, the following will be observed: (i) outlines for the BTR & national inventory document (NIR); (ii) the common reporting tables and common tabular formats for reporting GHG Inventory, NDC progress, financial, technology development and transfer and capacity-building support provided and mobilized, as well as support needed and received (FCCC/PA/CMA/2021/10/Add.2). The BTR project will build on findings and recommendations from previous NC and BUR as well as recommendations resulting from the International Consultation and Analysis (ICA) process. The BTR GHG inventory process will work closely with the Maldives CBIT project team to support and strengthen the existing institutional arrangements for GHG inventory compilation.

2. Objective

The primary objective of this task is to prepare the Maldives national GHG inventory report and report on the progress Maldives has made in implementing their NDC targets. The reports must follow the Modalities, Procedures and Guidelines (MPGs) for the transparency framework for action and support referred to in Article 13 of the Paris Agreement (FCCC/PA/CMA/2018/3/Add.2). These reports will be presented in the BTR1 as chapter 1 and chapter 2.

3. Scope of Assignment

The scope of the exercise will include the following:

Compiling, analysing and updating the GHG inventory which was reported in the Maldives first BUR and NCs up until 2022, using the information available and inputs from stakeholders. The GHG inventory report should include at a minimum:

- A section on national circumstances and institutional arrangements related to GHG inventory
- A section on methodologies and metrics used (methodologies, parameters and data, key category analysis, time series consistency and recalculations, uncertainty assessment, assessment of completeness, QA/QC)
- The national inventory report (consisting of a national inventory document, the common reporting tables and an improvement plan).

Compiling, analysing and updating the NDC tracking report. The report should include at a minimum:

- National circumstances and institutional arrangements related to NDC tracking
- Description of Maldives' nationally determined contribution under Article 4 of the Paris Agreement
- Projections of greenhouse gas emissions and removals, as applicable, presented in graphical and tabular formats
- Other information relevant to tracking progress made in implementing and achieving its NDC under Article 4 of the Paris Agreement.
- A tracking report inclusive of specific flexibility provisions applied and information on areas of improvement in relation to reporting.

4. Indicative Tasks

The following are indicative tasks to achieve the objectives of the consultancy, but are not necessarily limited to these activities:

1. Convene a GHG sensitization workshop with the national partners and experts on IPCC requirements and methodologies for GHG Inventory.
2. Draft section on “National Circumstances and institutional arrangements” in compliance with guidelines and COP decisions

3. Analyze data and information provided in the GHG Inventory chapter of the BUR1 and data collected for TNC in light of new UNFCCC guidance on reporting and preparation of NIR.
4. Identify all new sources of information for filling data gaps for the NIR.
5. Decide on the methodology for GHG emissions estimation relying on the IPCC GHG package of methodologies considering the IPCC excel worksheets and the GHG Inventory software.
6. Identify all possible sources of data and new data for estimation of 2020-22 GHG emissions, set up the process of required data collection.
7. Collect all required data for base year GHG inventory (2020-22); complete any emission data for all categories of sources, according to their priority; apply the relevant methodology for the estimation of emissions.
8. Coordinate with on-going CBIT initiative to, if possible, apply national Emission Factors to the NIR.
9. Analyze the collected data and identify the errors, inaccuracies and uncertainties by sector; identify, assess, and minimize uncertainties associated with the GHG emissions sources/removals, including through field research, in all sectors.
10. Work closely with CBIT support to review and update the database management system developed for GHG inventory data management including the QA/QC plan.
11. Prepare draft inventory of sources and sinks for time series 2020-2022
12. Develop the relevant key source and sensitivity analysis as specified in the IPCC GHG Guidelines (Key Category Analysis).
13. Carry out an uncertainty analysis, in particular, as specified in the IPCC GHG Guidelines: provide information on the level of uncertainty associated with inventory data and their underlying assumptions and to describe the methodologies used, if any, for estimating these uncertainties.
14. Provide information on methodologies used in the estimation of anthropogenic emissions by sources and removals by sinks of greenhouse gases not controlled by the Montreal Protocol including a brief explanation of the sources of emission factors and activity data.
15. Compile the national GHG inventory of anthropogenic emissions for 2020-2022 - by sources and removal by sinks, according to the 2006 IPCC Guidelines (using 2013 supplement as feasible). In the absence of estimated emissions, the team will use notation keys to explain findings. Where feasible, recalculations will be attempted.
16. Circulate the draft inventory for internal/external review to conduct quality control of data and based on the results, make necessary revisions.

17. Organize a national validation workshop to present findings of the GHG inventory and get additional comments.
18. Incorporate the comments received from the review process, prepare National GHG Inventory report for publication
19. Finalize the National Inventory Report and Chapter on GHG Inventory
20. Update the Manual of procedures, document and archive data, emission factors, references and estimates (if applicable).
21. Update GHG inventory database.
22. Develop an improvement plan for GHG Inventory inclusive of flexibility measures.
23. Support BTR team in the review and validation process
24. Support BTR team in the compilation, finalization and publishing stages.
25. Conduct a stocktaking exercise on the activities proposed under the on-going projects including TNC and CBIT project.
26. Convene the GHG inventory and Mitigation working group to guide and update the members regarding the outputs developed under the TNC and CBIT project.
27. Incorporate all relevant stakeholders, including their potential roles in the NDC tracking process and identify focal points in working groups to track issues arising linked to financial, constraints and gaps, technical and capacity needs.
28. Conduct a training workshop for GHG inventory and mitigation working group in collaboration with the ongoing initiatives such as TNC and CBIT project to discuss and agree on the indicators, tools and guidelines developed for NDC tracking.
29. Technical capacity building including participation in the sub-regional/regional/international training workshops/meetings on mitigation analysis
30. Propose measures to strengthen and retain the existing institutional arrangement, including possible technical assistance needed.
31. Describe the country NDCs targets as well as related actions, policies and measures;
32. Identify strategies for increasing synergies with related programmes and institutions.
33. Review and adopt the indicator(s) developed by CBIT support to track progress towards the implementation and achievement of NDC.
34. Review projections that were developed for initial NDC and updated in BUR1 and updated NDC.
35. Describe methodology and/or accounting approach used for NDC tracking

36. Provide the information necessary to track progress on the implementation and achievement of the domestic policies and measures implemented to address the social and economic consequences of response measures.
37. Provide information on actions, policies and measures that support the implementation and achievement of NDC and estimates of expected and achieved GHG emission reductions for actions, policies and measures.
38. Describe the methodologies and assumptions used to estimate the GHG emission reductions or removals due to each action, policy and measure; describe policy options within the most important GHG sectors to meet NDC targets.
39. Prepare common tabular format with information on tracking progress made in implementing and achieving NDC
40. Compile NDC tracking report ensuring alignment with ongoing initiatives of CBIT and TNC. Data will need to be reviewed and validated.
41. Compile NDC tracking report with support of the data reported through the Environment Registry platform.
42. Develop improvement plan for the NDC Tracking report
43. Support BTR team in the Review and validation stage for NDC tracking report and improvement plan
44. Support the BTR team in compilation, finalization and publication stages
45. Coordination with CBIT project’s knowledge product development
46. Conduct dissemination sessions for stakeholders on the NIR, mitigation actions tracking, and projections.

5. Deliverables, timelines & Payment schedule

Payments will be based on the following payment schedule (upon submission and acceptance of respective deliverable):

#	Deliverables	Payment Percentage	Project Deliverable Code
D1	A national circumstances and institutional arrangements section related to GHG inventory	10%	1.1.1

D2	A section on methodologies and metrics (methodologies, parameters and data, KCA, time series consistency and recalculations, Uncertainty assessment, assessment of completeness, QA/QC)	10%	1.1.2
D3	The national inventory report (consisting of a national inventory document, the common reporting tables and an improvement plan)	15%	1.1.3
D4	A national circumstances and institutional arrangements section related to NDC tracking	10%	1.2.1
D5	A section providing country's NDC's overview, actions, policies and measures	10%	1.2.2
D6	Projections of GHG emissions and removals (time coverage, structure, NDC indicators, methodologies)	10%	1.2.3
D7	NDC tracking and projections of GHG emissions and removals report	15%	1.2.4
D8	<ul style="list-style-type: none"> a. Final GHG Inventory report b. Final data packages and common reporting tables by sector c. Final worksheets/workbooks by sector 	10%	CH1
D9	<ul style="list-style-type: none"> a. Final NDC mitigation actions tracking report b. Final data packages of NDC actions and projections c. Dissemination sessions on the NIR, mitigation actions tracking, and projections 	10%	CH2

Timeline

	OUTPUTS/DELIVERABLES (d)		2024									
			M1	M2	M3	M4	M5	M6	M7	M8		
	1.1 Biennial Transparency Report Preparation											
CH 1	National inventory report (NIR)											
	1.1.1:	A national circumstances and institutional arrangements section related to GHG inventory										
	1.1.2:	A section on methodologies and metrics (methodologies, parameters and data, KCA, time series consistency and recalculations, Uncertainty assessment, assessment of completeness, QA/QC)										
		Data collection and analysis										
	1.1.3:	The national inventory report (consisting of a national inventory document, the common reporting tables and an improvement plan)										
		Review process										
		Finalization										
CH 2	Information necessary to track progress made in implementing and achieving NDCs under the Paris Agreement											
	1.2.1:	A national circumstances and institutional arrangements section related to NDC tracking										
	1.2.2:	A section providing country's NDC's overview, actions, policies and measures										
		List of Mitigation actions and details according to the common reporting tables										
	1.2.3:	Projections of GHG emissions and removals (mitigation scenario - time coverage, structure, NDC indicators, methodologies)										
		NDC tracking report										
		Review process										
	1.2.4:	Finalization										

6. Duration of the Consultancy and Price

The duration of the consultancy is 8 calendar months upon signing of the contract.

The maximum available budget for the assignment in MVR 1,112,000.00

7. Requirements for Experience and Qualifications

In executing this TOR, the consultant is expected to meet the following eligibility criteria and requirements:

#	Post	Nos
1	GHG Inventory and Climate Change Mitigation Expert	1

1) Company requirements

- Experience in developing climate change related assessments, reports/analysis, climate change/energy programs, projects or policy level and/or technical assistance for energy and climate change management services
- Experience in compiling and developing the GHG inventory to the requirements of the UNFCCC guidelines

2) Expert requirements - GHG Inventory and Climate Change Mitigation Expert

a) Academic qualification

- a. Minimum Qualifications: Master's degree in Climate Change, Science, Oceanography, Energy, Environmental Management, Engineering, Developmental Studies, or in a relevant thematic area.

b) Requirements of Knowledge and Experience

- a. Minimum 10 years of work experience in climate change/environmental sector
- b. Demonstrated knowledge and experience in analyzing environmental/energy sector data in the Maldives
- c. Undertaken training on the use of IPCC 2006 GHG inventory software and Good Practice Guidance
- d. Demonstrated experience in compiling national GHG inventories in accordance with IPCC guidelines
- e. Demonstrated experience in conducting climate change mitigation analysis and long-term GHG emissions projections
- f. Experience in using a modelling tool/software for GHG emissions projections
- g. Demonstrated understanding of the reporting requirements for developing countries under the Enhanced Transparency Framework

- h. Previous experience and familiarity with national communications and biennial update reports will be an added advantage
- i. Demonstrated English Language Skills
- j. Excellent interpersonal skills and demonstrated ability to communicate with stakeholders essential.

8. Provision of Monitoring and Progress Controls

- a) MCCEE has overall responsibility for the management of the contract.
- b) Consultant is expected to work closely with the BTR Project Management Unit (PMU), established under the Climate Change Department. The consultants will report directly to BTR Project Coordinator. The consultants shall attend progress meetings once every 3 weeks with the TNC PMU and provide minutes of the meeting within 5 days.
- c) 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.
- d) All outputs and materials produced as part of this Consultancy shall be handed over to the BTR PMU at the end of the contract and will become the sole property of MCCEE.

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 40,000** 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 40,000** for liquid asset, for the year 2021 ,2020 and 2019. – (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 40,000**

(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 40,000** – (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: 1000 points.
 - The minimum technical score required to pass is: 600 points
 - Proposal that does not qualify the minimum technical score will be disqualified from further evaluation.
 - Details of technical scores are given in the tables below.
- C. Financial Score Calculation:
 - Financial score calculation will be conducted for proposals meeting the minimum technical score.
 - The proposal with the Lowest Financial Quote (Fq) will get the maximum Financial Score (F) of 40 points.

- The formula for determining the financial scores is the following:
 $F = 30 \times [Fq/Fn]$, in which F is the financial score of the proposal under consideration, Fq is the lowest financial quote and Fn the price of the proposal under consideration.

D. Final Score Calculation:

- Final score calculation will be conducted for the proposals meeting the minimum technical score.
- Final score (FS) is = $(T*0.07) + (F)$ where T is the technical score, and F is the financial score of the proposal under consideration

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.

Summary of Technical Proposal Evaluation Forms (Weight Distribution)		Score Weight	Points Obtainable
1.	Expertise of Firm/Organization	20%	300
2.	Proposed Methodology, Approach and Work Plan	30%	400
3.	Personnel	50%	300
Total			1000

Technical Proposal Evaluation		Points obtainable
Expertise of Firm / Organization		
1.1	Experience in developing climate change related assessments, reports/analysis, climate change/energy programs, projects or policy level and/or technical assistance for energy and climate change management services	100
1.2	Experience in compiling and developing GHG inventory to the requirements of the UNFCCC guidelines	200
Total		300

Technical Proposal Evaluation	Maximum Points obtainable
Proposed Methodology, Approach and Work Plan	
To what degree does the proponent understand the task mentioned in this TOR?	100
Did the proposal address in sufficient detail the important aspects of tasks listed?	100
Are the different components of this TOR planned to be implemented in a cohesive manner?	100
Is the responsibilities of the key personnel addressed clearly in line with the methodology described	100
Total	400

	Personnel	Maximum Points Obtainable
	GHG Inventory and Climate Change Mitigation Expert	300 points
1	Academic Qualifications, <ul style="list-style-type: none"> • Master’s Degree and above in relevant field: 80 points 	80 points
2	Minimum 10 years of work experience in climate change/ environmental sector <ul style="list-style-type: none"> • 10 years: 30 points, 10 years and above:40 points 	40 points
3	Demonstrated knowledge and experience in analyzing environmental/energy sector data in the Maldives <ul style="list-style-type: none"> • 10 points per proof of assignment completed 	20 points
4	Trainings completed on the use of IPCC 2006 GHG inventory software and Good Practice Guidance <ul style="list-style-type: none"> • 20 points per training completed 	40 points

5	<p>Demonstrated experience in compiling national GHG inventories in accordance with IPCC guidelines</p> <ul style="list-style-type: none"> • 20 points per proof of assignments completed 	40 points
6	<p>Demonstrated experience in conducting climate change mitigation analysis and long-term GHG emissions projections</p> <ul style="list-style-type: none"> • 20 points per proof of assignments completed 	40 points
7	<p>Experience in using a modelling tool/software for GHG emissions projections</p> <ul style="list-style-type: none"> • 10 points per training completed or proof of assignment completed 	20 points
8	<p>Demonstrated understanding of the reporting requirements for developing countries under the Enhanced Transparency Framework</p> <ul style="list-style-type: none"> • 10 points per training completed 	10 points
9	<p>Demonstrated English language skills</p> <ul style="list-style-type: none"> • 10 points per proof of writing sample 	10 points

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 “**Preparation of the National Inventory Report and Tracking Mitigation Actions to be reported under the first Biennial Transparency Report (BTR 1) to the UNFCCC**” 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)

	Description	MVR
	Total :	
	GST/Applicable tax :	
	Total with GST/Applicable tax:	

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: DESCRIPTION OF APPROACH AND METHODOLOGY

In this chapter the Bidder 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.

TECH FORM-4: TEAM COMPOSITION AND TASK ASSIGNMENT

Name of Staff	Position Assigned	Task Assigned

TECH FORM-5: LETTER OF COMMITMENT

[*Date*]

[Company Name]

[Road Name]

Male'

Maldives

Re: Preparation of the National Inventory Report and Tracking Mitigation Actions to be reported under the first Biennial Transparency Report (BTR 1) to the UNFCCC , Ref no:

Dear Sir/Madam,

I am writing to confirm my availability to provide services as _____ to the **Preparation of the National Inventory Report and Tracking Mitigation Actions to be reported under the first Biennial Transparency Report (BTR 1) to the UNFCCC** 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:

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