



# MINISTRY OF CLIMATE CHANGE, ENVIRONMENT AND ENERGY

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MALE' REPUBLIC OF MALDIVES

(IUL)438-CCD/438/2024/132

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*Recruitment of a Data and Support Analyst for  
'Preparation of the Third National Communication (TNC)  
to the United Nations Framework Convention on Climate  
Change (UNFCCC)*

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23<sup>rd</sup> April 2024

*Issued by:*

**Preparation of Third National Communication (TNC) under United Nations Framework  
Convention on Climate Change (UNFCCC) for the Republic of Maldives**

Climate Change Department

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### **i. Schedule of Critical Dates**

<b>Activity</b>	<b>Action Date</b>
Advertised date	23 April 2024
Deadline for submission of bid queries	28 April 2024 14:00hrs
Deadline for publishing answers to bid queries	29 April 2024 at 14:00hrs
Proposal submission deadline	06 May 2024 at 10:00hrs

### **ii. Bid Clarification Instruction**

For any queries please email to [procurement@environment.gov.mv](mailto:procurement@environment.gov.mv) and CC to [climate@environment.gov.mv](mailto:climate@environment.gov.mv) before the 28 April 2024 14:00hrs. 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 29 April 2024 at 14:00hrs .

### **iii. Bid Submission Instruction**

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

“Do not Open Before 06 May 2024 at 10:05 hours – Recruitment of a Data and Support Analyst for ‘Preparation of the Third National Communication (TNC) to the United Nations Framework Convention on Climate Change (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](mailto:procurement@environment.gov.mv)  
Website: [www.environment.gov.mv](http://www.environment.gov.mv)

#### **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 – (TECH FORM – 3)
7. 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
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 3 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

Ministry of Climate Change, Environment and Energy (MCCEE) in partnership with the United Nations Environment Programme (UNEP) is currently implementing a project titled, Preparation of Third National Communication (TNC) under United Nations Framework Convention on Climate Change (UNFCCC) for the Republic of Maldives.

TNC follows previous work carried out by Republic of Maldives including First National Communication, (FNC), Second National Communication, (SNC), Maldives' Nationally Determined Contribution (NDC) and the Maldives First Biennial Update Report (BUR), sets a number of priority areas, and allocates adequate resources in the most cost-effective manner. Project components include: national circumstances; national greenhouse gas (GHG) inventory of anthropogenic emissions by sources and removal by sinks of all GHGs not controlled by the Montreal Protocol; programmes to mitigate climate change; measures to facilitate adequate adaptation; constraints and gaps, and related financial, technical and capacity needs, any other relevant information and preparation of the Third National Communication of the Republic of Maldives and submission.

In this regard, MCCEE is seeking a qualified individual to assist in compiling and reviewing data on climate finance and support needed and received component of the TNC and provide assistance on other climate finance related components of the project.

## 2. Objective

The primary objective of the consultancy service is to carry-out the compilation and review of climate finance data and information for the Maldives TNC by collecting data, consulting relevant stakeholders and preparing the Constraints, Gaps, Financial and Technical Capacity Needs chapter of the TNC. This is to support Maldives prepare and submit its TNC to the United Nations Framework Convention on Climate Change (UNFCCC) which complies with Paris Agreement reporting requirements while responding to national development goals.

## 3. Scope of Assignment

Under the guidance of the respective coordinator, the scope of the exercise will include but will not be limited to the following:

- a. Report on detailed methodology of work including data collection
- Prepare an inception report, summary, the scope of analyses, detailed methodology of the assessment including power point
- b. Review and update data on existing climate finance flows, technology transfer and capacity building support received based on available sources

- Collect data on existing climate finance flows, technology transfer and capacity building support from relevant
  - Conduct stakeholder consultations as required to update the information on existing climate finance flows, technology transfer and capacity building support received
  - Update data on existing climate finance flows, technology transfer and capacity building support received based on data collected and consultations as required
- c. Preparation of draft chapter on Constraints, Gaps, Financial and Technical Capacity Needs of TNC
- Prepare Constraints, Gaps, Financial and Technical Capacity Needs chapter of the TNC based on the findings and data collected
- d. Preparation of final chapter on Constraints, Gaps, Financial and Technical Capacity Needs of TNC

#### 4. Remuneration

The total remuneration for the assignment is **MVR 77,000** and payment will be made on the deliverable submission basis mentioned as below.

#### 5. Deliverables

<b>Deliverable</b>	<b>Submission Date</b>	<b>Payment Schedule</b>
Report on detailed methodology of work including data collection	2 weeks from the date of contract	10%
Review and update data on existing climate finance flows, technology transfer and capacity building support received based on available sources	2 months from the date of contract	50%
Draft chapter on Constraints, Gaps, Financial and Technical Capacity Needs of TNC	3 months from the date of contract	25%
Final chapter on Constraints, Gaps, Financial and Technical Capacity Needs of TNC	4 months from the date of contract	15%

\* From the date of contract signing

## 6. Additional Information

The TNC PMU of MCCEE has overall responsibility for the management of the contract and contractual reporting obligations.

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.

All outputs, data and materials produced as part of this TOR shall be handed over to the TNC-PMU at the end of the contract and will become the sole property of MCCEE.

## 7. Duration of the Consultancy

The contract duration will be a maximum of **4 calendar months** from the commencement of the assignment.

## 8. Provision of Monitoring and Progress Controls

The consultant is expected to work closely with the TNC secretariat established in Climate Change Department of the Ministry, and will report directly to TNC Coordinator or any other person designated by the Department.

## 9. Requirements for Experience and Qualifications

In executing this TOR, the consultancy is expected to meet the following eligibility criteria and should provide CVs and commitment letters of team member(s) meeting the following requirements:

#	Post	Nos
1	Data and Support Analyst	1

Details of any other support persons and positions must be included in **Standard Forms 3 and 4.**

### **Data and Support Analyst**

#### **1. Academic qualification**

- Must hold an Advanced Level (A-level) qualification.

## **2. Professional Experience**

- Demonstrated experience in the area will be an added advantage
  - Previous experience and engagement in preparation of National Communication Assessments is an asset
  - Demonstrated experience in contributing to published reports or articles related to climate finance is an asset;
  - Knowledge of reporting requirements for developing countries under the UNFCCC is an asset
  - Previous experience and familiarity with national communications and biennial update reports will be an added advantage
3. **Language Requirements:** fluency in written and oral English and Dhivehi is required.

## **10. Preliminary Examination of Proposals**

- 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 15,000.00** 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 15,000.00** for liquid asset, for the years 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 15,000.00**

(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 15,000.00** – (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.

## 11. Selection Criteria

The evaluation will be conducted from the documents submitted. Only the candidates who meet the minimum qualification and work experience will be qualified for further evaluation. The highest scoring Consultant that will obtain a minimum of 60% out of 100 obtainable points will be selected after evaluation.

Consultant will be selected based on the following criteria:

	<b>Personnel Form 3</b>	<b>Maximum Points Obtainable</b>	<b>Documents Evaluated</b>
	<b>Consultant</b>	<b>100 points</b>	
1	Academic Qualifications, <ul style="list-style-type: none"> <li>• A-Level = 50 points</li> </ul>	50 points	Copies of Accredited Academic Certificates
2	Professional Experience in prescribed sector <ul style="list-style-type: none"> <li>• 1 year– 10 points, 2 years and above = 20 points</li> </ul>	30 points	Letters of Experience submitted

3	Demonstrated experience in similar assignments <ul style="list-style-type: none"> <li>• 10 points per proof of assignments completed</li> </ul>	20 points	Letters of Experience submitted
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## 12. Evaluation Criteria

**Total technical score (s): 100**

The minimum technical score (s) required to pass is: 60 Points. Proposals that do not achieve the minimum technical score will be disqualified from further evaluation.

## 13. Payment Schedule

Payments will be made as specified in 4. Remuneration and 5. Deliverables sections of this TOR.

## 14. Additional Information

The TNC PMU of MCCEE has overall responsibility for the management of the contract and contractual reporting obligations.

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.

All outputs, data and materials produced as part of this TOR shall be handed over to the TNC-PMU at the end of the contract and will become the sole property of MCCEE.

## 15. Queries

For any queries please email to [climate@environment.gov.my](mailto:climate@environment.gov.my) and CC to [procurement@environment.gov.my](mailto:procurement@environment.gov.my) before **14:00hrs on 28 April 2024**. Answers will be provided to all the queries received before the deadline.

## 16. Submission

<b>Bid submission</b>	On or before <b>06 May 2024 at 10:00hrs</b> local time
<b>Bid opening</b>	<b>06 May 2024 at 10:05hrs</b> local time.

	<p>Proposals will be opened in the presence of the proponents' representatives who choose to be present at the address below at the time of proposal opening.</p>
<p><b>Submission instruction</b></p>	<p>Proposals must be delivered in sealed envelopes titled  <b><i>“Do not Open Before 06 May 2024 at 10:05 hours – Recruitment of a Data and Support Analyst for ‘Preparation of the Third National Communication (TNC) to the United Nations Framework Convention on Climate Change (UNFCCC)”</i></b> and the submitting party's name and address</p> <p>Electronic submission is not permitted. Late proposals will be rejected.</p>
<p><b>Submission address</b></p>	<p><b>Procurement Section</b>          Ministry of Climate Change, Environment and Energy          Green Building, Handhuvaree Hingun, Maafannu          Male', 20392, Republic of Maldives          Email: <a href="mailto:procurement@environment.gov.mv">procurement@environment.gov.mv</a>          Cc: <a href="mailto:climate@environment.gov.mv">climate@environment.gov.mv</a>          Website: <a href="http://www.environment.gov.mv">www.environment.gov.mv</a>          Project name: Preparation of Maldives Third National Communication to the UNFCCC</p>

## **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 “**Recruitment of a Data and Support Analyst for ‘Preparation of the Third National Communication (TNC) to the United Nations Framework Convention on Climate Change (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)

	<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: Recruitment of a Data and Support Analyst for 'Preparation of the Third National Communication (TNC) to the United Nations Framework Convention on Climate Change (UNFCCC) , Ref no: \_\_\_\_\_**

Dear Sir/Madam,

I am writing to confirm my availability to provide services as \_\_\_\_\_ to the **Recruitment of a Data and Support Analyst for 'Preparation of the Third National Communication (TNC) to the United Nations Framework Convention on Climate Change (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: \_\_\_\_\_