



MINISTRY OF CLIMATE CHANGE, ENVIRONMENT AND ENERGY

MALE' REPUBLIC OF MALDIVES

Announcement Reference No: (IUL)438-CCD/438/2024/153

Consultancy Service for Monitoring Reporting and Verification (MRV) of Mitigation Actions

8th May 2024

Issued by:

CBIT MALDIVES

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



Contents

i.	Schedule of Critical Dates	3
ii.	Bid Clarification Instruction	3
iii.	Bid Submission Instruction	3
iv.	Submission Requirements	4
1.	Introduction & Background	6
2.	Objective.....	7
3.	Scope of work	7
4.	Deliverables & Payment schedule	12
5.	Timeline for Deliverables.....	15
6.	Duration of the Consultancy.....	17
7.	Requirements for Experience and Qualifications	17
8.	Provision of Monitoring and Progress Controls.....	19
9.	Evaluation and comparison of proposals	19
	9.1 Preliminary Examination.....	19
	9.2 Evaluation of Proposals	20
	ANNEX 1: STANDARD FORMS	25
	TECH FORM-1: PROPOSAL SUBMISSION FORM	26
	TECH FORM-2: FINANCIAL BREAKDOWN	27
	TECH FORM-3: DESCRIPTION OF APPROACH AND METHODOLOGY	29
	TECH FORM-4: TEAM COMPOSITION AND TASK ASSIGNMENT	30
	TECH FORM-5: LETTER OF COMMITMENT	31
	FIN FORM – 1: Annual Turnover.....	32
	FIN FORM – 2: Financial Situation	33
	FIN FORM – 3: Line of Credit Letter.....	34
	ANNEX 2: PRIORITY FOR REGIONAL BASED BUSINESS AND MSMES	35

i. Schedule of Critical Dates

Activity	Action Date
Advertised date	8th May 2024
Deadline for submission of bid queries	14th May 2024 12:00hrs
Deadline for publishing answers to bid queries	15th May 2024
Proposal submission deadline	28th May 2024 at 1000

ii. Bid Clarification Instruction

For any queries please email to procurement@environment.gov.mv and CC to cbit@environment.gov.mv before the 14th May 2024 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) on 15th May 2024 .

iii. Bid Submission Instruction

Proposals must be delivered in sealed envelopes titled;

“Do not Open Before 28th May 2024 at 1005 hours – Consultancy Service for Monitoring Reporting and Verification (MRV) of Mitigation Actions 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/438/2024/153
 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. Description of approach and methodology (TECH FORM – 3)
4. Team composition and task assignment (TECH FORM – 4)
5. Signed Curriculum Vitae (CV) of the identified key expert in Section 8 of the TOR. The CV should clearly highlight required and relevant experiences to this TOR. The CV must also include reference contact details.
6. Copy of academic certificates of the key expert.
7. Reference letters demonstrating experiences listed in this TOR.
8. Signed Letter of Commitment for the identified key Expert(s) – (TECH FORM – 5)
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. 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 Climate Change, Environment and Energy (MCCEE) 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 Monitoring Reporting and Verification (MRV) of Mitigation Actions”**.

The CBIT Maldives project is implemented by MCCEE 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 develop guidelines on reporting procedures of GHG estimations from mitigation measures, to develop tools, methodologies for estimation of mitigation indicators to track the NDC implementation, develop an Online Integrated Tracking tool and train the relevant stakeholders.

3. Scope of work

The scope of work involves the following activities of the project to achieve the above objective. The activities must be conducted through engagement with stakeholders throughout the consultancy to gather inputs, feedback, and ensure alignment with the needs of various sectors of the Maldives in achieving the Maldives' NDC targets.

- a) Development of Tools, Methodologies Mitigation Indicators to track the NDC implementation in energy and waste sector;
 - 1) Review the mitigation actions reported under the Maldives First Biennial Update Report, ongoing works of the Maldives First Biennial Transparency Report and NDC Implementation Plan. Mitigation actions in these reports should be used as a basis for the development of tools, methodologies and indicators for NDC tracking in line with Enhanced Transparency Framework of the Paris Agreement.
 - 2) Develop sector specific sex disaggregated indicators with support of sectorial experts and stakeholders for tracking of the Maldives' mitigation actions.
 - 3) Develop tools and methodologies for estimating of mitigation indicators to track the NDC implementation.
 - 4) Provide indicators, characteristics, periodicity for gathering information, and the actors and institutions in charge of measuring them.
 - 5) Provide procedure on archiving data.
 - 6) Develop and implement a specific method for validating the recommended indicators in tracking mitigation efforts
 - 7) Conduct two stakeholder workshops during the development and finalization of Tools, Methodologies and Validation for Mitigation Indicators to track the NDC implementation in energy and waste sector.
- b) Guidelines on reporting procedures of GHG estimations from mitigation measures to track the NDC implementation in energy and waste sector

- 1) For the tools, methodologies and mitigation indicators developed under (a), develop comprehensive guidelines for reporting GHG emission reductions from mitigation measures.
 - 2) Guidelines should include process to identify and adding new mitigation actions.
 - 3) Conduct one stakeholder workshop during the finalization of the guidelines on reporting procedures of GHG estimations from mitigation measures to track the NDC implementation in energy and waste sector.
- c) Development of an Online Integrated Tracking tool:
- 1) Update the list of mitigation actions in excel, based on the agreed Tools, Methodologies and Validation for Mitigation Indicators to track the NDC implementation and guidelines.
 - 2) Based on the updated list of mitigation actions, the required data, required analysis, information to be published and information to be kept internally should be discussed with the Ministry and agreed before proceeding to develop the integrated tracking tool.
 - 3) Develop an online integrated tracking tool that utilizes Excel for data storage and analysis, Microsoft Forms for data collection, and Power BI for data visualization and reporting.
 - 4) The online integrated tracking tool will be used to collect, store, validate, monitor and report the mitigation actions.
 - 5) Design the online integrated tool with a focus on user accessibility and ease of use, ensuring stakeholders at different levels can interact with and derive insights from the system without needing advanced technical skills. Integrate the system into the Ministry's website for public access and interaction.
 - 6) Ensure the tool is fully integrated in to Ministry website. This system will serve as a comprehensive tool for managing, analysing, and visualizing GHG emission reduction data and mitigation action progress.
 - 7) Display a list of mitigation measures and graphs via Power BI on the Ministry's website. Provide an option to submit new mitigation measures using a Microsoft Form, along with guidance on defining mitigation activities and data verification requirements.

- 8) Allow for the submission of new mitigation measures through the online integrated tracking tool. The climate change department will review submissions periodically and update the list of mitigation measures on the Ministry's website.
- 9) Wherever possible, automate the processes within the tracking system, including data collection, analysis, and visualization, as well as the submission and review of new mitigation measures.
- 10) Provide Power Bi license for one user for the duration of 2 years. The license should be under the Ministry name.

d) Capacity Building

- 1) Conduct training on Data Management and Visualization Using Microsoft Power BI
 - A. The training is to be held Q2-Q3 of 2024 in Male' City.
 - B. The duration of the training should be 5 days in person, and the number of participants will be 30. All participants will be beginners to Power BI.
 - C. The training should be conducted by two power Bi trainers.
 - D. The content of the training should be developed in consultation with the Ministry to ensure relevance and comprehensiveness, and finalized accordingly.
 - E. The training should cover at least the following topics:
 - Introduction to Power BI: Provide an overview of Power BI's capabilities, components, and interface, focusing on its application in environmental data visualization and analysis.
 - Data Connection and Preparation: Teach participants how to connect Power BI to various data sources. This includes transforming and cleaning data to make it suitable for analysis.
 - Data Modelling and Analysis: Instruct on creating data models that effectively represent the Ministry's data. This involves defining relationships between different data sets and using DAX (Data Analysis Expressions) to perform calculations and analysis.

- Visualization and Dashboard Creation: Train participants on creating interactive visualizations and dashboards that effectively communicate climate action data. This includes best practices in dashboard design and storytelling with data.
 - Publishing and Sharing Reports: Demonstrate how to publish reports and dashboards for sharing among stakeholders within and outside the Ministry. Discuss data security best practices and managing access to sensitive information.
 - Hands-on Exercises and Practical Application: Conduct hands-on exercises using real data sets provided by the Ministry. This practical application will ensure participants can directly apply what they learn to their daily tasks.
- F. Implement an evaluation process for the training, including pre-and post-assessments and participant feedback, to measure effectiveness and identify areas for further improvement.
- G. Issue certificates of completion to participants, detailing the number of training hours, based on a design provided by the Ministry.
- H. All the training materials developed under the contract will be made available on the website for all stakeholders. The Ministry retains full ownership of all training materials developed.
- I. Ensure all necessary software licenses for the training are provided to participants if required.
- J. Provide a comprehensive summary of the training for publication on the Ministry's website, in both Dhivehi and English, including pictures, graphs, diagrams, and infographics to enhance readability and engagement.
- 2) Develop and conduct two training sessions (one training + one training of trainers) on the application of the new tools, methodologies, reporting guidelines and Online Integrated Tracking tool for the for staff involved in the implementation of mitigation actions and for trainers
- 3) The CBIT Maldives project will bear the arrangement costs for all workshops and trainings.

e) Knowledge Management and Document Quality Assurance

- 1) Provide a summary write-up (1 to 2 page) for all reports to be published on the Ministry's website. The write-up should be in both Dhivehi and English and include graphs, diagrams, and infographics.
- 2) Perform proofreading, layout, and design of all documents developed under this consultancy to ensure high quality.
- 3) Ensure that the documents are visually appealing and engaging, incorporating photographs and graphics with snippets of key findings.
- 4) Prepare the layout and design of the documents in a format compatible for online upload and provide high-resolution print-ready files with a 3mm bleed (crop mark).

4. Deliverables & Payment schedule

The table below list the deliverables of this assignment and links it to the project deliverables. Payments will be made on **submission and acceptance** of the deliverables. The timeline for the deliverables is provide in Section 5. The timeline may be updated at inception of this assignment.

#	Deliverables	Project Deliverable Code	Payment Percentage
D1	<ul style="list-style-type: none"> • Inception workshop report <ul style="list-style-type: none"> ➤ Include review and analysis on the existing mitigation actions ➤ This will be the first stakeholder workshop under section 3. a. ➤ Include plan for next steps • One Power Bi license for 1 user for 2 years 		10%
D2	Tools, methodologies for estimation of mitigation indicators to track the NDC implementation	2.2.1	20%
D3	Stakeholder workshop report – For the finalization of tools, methodologies, and validation for mitigation indicators.		5%
D4	<ol style="list-style-type: none"> a) Guidelines on reporting procedures of GHG estimations from mitigation measures, especially in the energy and waste sector (including a process for identifying and adding new mitigation actions). b) Updated Excel list of mitigation actions based on agreed tools, methodologies, and indicators, after discussion and agreement with the Ministry. 	2.1.4	20%
D5	Stakeholder workshop report - finalizing the GHG emission reduction reporting guidelines.	2.2.3	5%

D6	<ul style="list-style-type: none"> a) Online Integrated Tracking tool b) Documentation and user manuals for the integrated tool 	2.2.2	10%
D7	Detailed agenda and training materials for the training on Data Management and Visualization Using Microsoft Power BI.	2.1.6	5%
D8	Conduct the Power BI training, provide report for the training in English and Write up about the training in Dhivehi and English.	2.1.6	5%
D9	Training materials on the application of new tools, methodologies, and reporting guidelines and Online Integrated Tracking tool for staff and trainers	2.2.3	5%
D10	<ul style="list-style-type: none"> c) Conduct two training sessions on the application of the new tools, methodologies, reporting guidelines and Online Integrated Tracking tool for staff and trainers d) Provide report for the two trainings in English e) Write up about the trainings in Dhivehi and English. 	2.2.3	5%
D11	<ul style="list-style-type: none"> a) Summary Write-ups in Dhivehi and English for D2, D4 and D6. b) Editable high-resolution print ready electronic copy of the following reports with 3mm bleed (crop marked) and editable high-resolution electronic copy that is compatible to upload online. <ul style="list-style-type: none"> a. Tools, methodologies for estimation of mitigation indicators to track the NDC implementation b. Guidelines on reporting procedures of GHG estimations from mitigation 		10%

	measures, especially in the energy and waste sector.		
	c) All other reports and documents must be proof read and finalized for publishing in the ministry website.		

5. Timeline for Deliverables

Project Deliverables		M1	M2	M3	M4	M5	M6	M7
D1	Inception workshop report							
D2	Tools, methodologies for estimation of mitigation indicators to track the NDC implementation							
D3	Stakeholder workshop report – For the finalization of tools, methodologies, and validation for mitigation indicators.							
D4	<ul style="list-style-type: none"> a) Guidelines on reporting procedures of GHG estimations from mitigation measures, especially in the energy and waste sector (including a process for identifying and adding new mitigation actions). b) Updated Excel list of mitigation actions based on agreed tools, methodologies, and indicators, after discussion and agreement with the Ministry. 							
D5	Stakeholder workshop report - finalizing the GHG emission reduction reporting guidelines.							
D6	<ul style="list-style-type: none"> a) Online Integrated Tracking tool b) Documentation and user manuals for the integrated tool 							

D7	Detailed agenda and training materials for the training on Data Management and Visualization Using Microsoft Power BI.						
D8	Conduct the Power BI training, provide report for the training in English and Write up about the training in Dhivehi and English.						
D9	Training materials on the application of the new tools, methodologies, reporting guidelines and Online Integrated Tracking tool for staff and for trainers.						
D10	<ul style="list-style-type: none"> a) Conduct two training sessions on the application of the new tools, methodologies, reporting guidelines and Online Integrated Tracking tool for staff and trainers b) Provide report for the two trainings in English c) Write up about the trainings in Dhivehi and English. 						
D11	Knowledge Management and Document Quality Assurance						

6. Duration of the Consultancy

The duration of the consultancy is 7 calendar months upon signing of the contract.

7. Requirements for Experience and Qualifications

In executing this TOR, the proponent is expected to propose a team meeting the following criteria and should provide reference letters/documents demonstrating that they meet the experience. The proponent can include additional members in the team but only the following experts will be evaluated.

#	Post	Nos
1	Climate Change MRV Expert (Team Leader)	1
2	Climate Change Mitigation Expert	1
3	Power Bi Expert	2

1) Climate Change MRV Expert

a) Academic qualification

- a. Minimum Qualifications: Master’s degree in climate change, climate science, meteorology, Sustainable Development, oceanography, environment management, science, environment science, or relevant to this assignment.

b) Experience

- a. At least 05 years’ professional experience in providing technical expertise on climate change mitigation actions.
- b. Must have undertaken at least two assignments on MRV of mitigation actions
- c. Demonstrated experience in the formulation of sector-specific, sex-disaggregated indicators for GHG emission tracking and mitigation action analysis.
- d. Demonstrated ability to write precise reports via samples of similar work previously conducted (Submit weblinks of samples).
- e. Must have excellent speaking, reading, report writing and presentation skills in English.

2) Climate Change Mitigation Expert

c) Academic qualification

- a. Minimum Qualifications: Master's degree in climate change, climate science, meteorology, Sustainable Development, environment management, science, energy, sustainable technologies, environment science, or relevant to this assignment.

d) Experience

- a. At least 05 years' professional experience in the climate change mitigation, energy sector.
- b. Must have undertaken at least two assignments on climate change mitigation in the Maldives.
- c. Demonstrated experience in climate change reporting.
- d. Demonstrated ability to write precise reports via samples of similar work previously conducted (Submit weblinks of samples).
- e. Ability to coordinate well with local agencies and stakeholders in Dhivehi.
- f. Must have excellent speaking, reading, report writing and presentation skills in English and Dhivehi.

3) Power Bi Expert

e) Academic qualification

- a. Should hold an official certification in Power BI, such as the "Microsoft Certified: Data Analyst".

f) Experience

- a. At least 5 years of professional experience in data analysis in using Power BI to develop insightful dashboards, reports, and data visualizations.
- b. Must have conducted at least two trainings on Power Bi to group of trainees.
- c. Demonstrable experience in using Power BI to develop insightful dashboards, reports, and data visualizations, particularly with a focus on environmental, climate change, or sustainability data.
- d. Demonstrable experience in integrating Power BI tools into large-scale projects, including setting up automated data processes, custom visual development, and ensuring user-friendly access.

8. Provision of Monitoring and Progress Controls

- a) Ministry of Climate Change, Environment and Energy 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 Climate Change, Environment and Energy.
- d) Consultant is expected to work closely with the PMU of CBIT project of Ministry of Climate Change, Environment and Energy 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. Team members in post(s) under section 7 are required to be present in person for the following:
 - a. Inception Meeting
 - b. All consultancy workshops
 - c. Trainings
- 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 40,000** for the last 3 years. ([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 2020,2021,2022. – ([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** – ([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.

Summary of Technical Proposal Evaluation		Technical Score
1.	Proposed Methodology, Approach and Work Plan (score details in table below)	50
2.	Personnel (score details in table below)	50
Total Technical Score		100

1. Details of: Proposed Methodology, Approach and Work Plan		Points Obtainable
1.1	To what degree does the proponent understand the assignment?	100
1.2	Did the proposal address in sufficient detail the important aspects of assignment?	100
1.3	Are the different components of this TOR planned to be implemented in a cohesive manner?	100
1.4	Is the conceptual framework adopted appropriate for the assignment?	100
1.5	Is the scope of assignment well defined and does it correspond to the TOR?	100
1.6	Is the responsibilities of the key personnel addressed clearly in line with the methodology described?	100
	Total	600
<p>Total Technical Score for Proposed Methodology, Approach and Work Plan</p> $= \frac{50 \times [\text{points attained by bidder}]}{600}$		

Breakdown of technical score for Proposed Methodology, Approach and Work Plan	Score
Excellent - Exceeds the requirement. Exceptional demonstration by the bidder of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the services. Response identifies factors that will offer potential added value, with supporting evidence.	100
Good - Satisfies the requirement with minor additional benefits. Above average demonstration by the bidder of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the services. Response identifies factors that will offer potential added value.	80

Breakdown of technical score for Proposed Methodology, Approach and Work Plan	Score
<p>Acceptable - Satisfies the requirement. Demonstration by the bidder of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the services.</p>	<p>60</p>
<p>Acceptable with minor Reservations - Satisfies the requirement with minor reservations. Some minor reservations of the bidder's relevant ability, understanding, experience, skills, resource and quality measures required to provide the services.</p>	<p>40</p>
<p>Satisfies the requirement with major reservations. Considerable reservations of the bidder's relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services.</p>	<p>20</p>
<p>Unacceptable - Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the bidder has the ability, understanding, experience, skills, resource and quality measures required to provide the services.</p>	<p>0</p>

2. Details of: Personnel			Points Obtainable
2.1	Climate Change MRV Expert		150
	- Academic qualification	50	
	- Experience	100	
2.3	Climate Change Mitigation Expert		150
	- Academic qualification	50	
	- Experience	100	
	Power Bi Expert 1		150
	- Academic qualification	50	
	- Experience	100	
	Power Bi Expert 2		150
	- Academic qualification	50	
	- Experience	100	
Total			600
Total Technical Score for Personnel = $\frac{50 \times [\text{points attained by bidder}]}{600}$			

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 Monitoring Reporting and Verification (MRV) of Mitigation Actions**” 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
D1	<ul style="list-style-type: none"> • Inception workshop report • One Power Bi license for 1 user for 2 years 	
D2	Tools, methodologies for estimation of mitigation indicators to track the NDC implementation	
D3	Stakeholder workshop report – For the finalization of tools, methodologies, and validation for mitigation indicators.	
D4	<p>a) Guidelines on reporting procedures of GHG estimations from mitigation measures, especially in the energy and waste sector (including a process for identifying and adding new mitigation actions).</p> <p>b) Updated Excel list of mitigation actions based on agreed tools, methodologies, and indicators, after discussion and agreement with the Ministry.</p>	
D5	Stakeholder workshop report - finalizing the GHG emission reduction reporting guidelines.	
D6	<p>a) Online Integrated Tracking tool</p> <p>b) Documentation and user manuals for the integrated tool</p>	
D7	Detailed agenda and training materials for the training on Data Management and Visualization Using Microsoft Power BI.	

D8	Conduct the Power BI training, provide report for the training in English and Write up about the training in Dhivehi and English.	
D9	Training materials on the application of new tools, methodologies, and reporting guidelines and Online Integrated Tracking tool for staff and trainers	
D10	<p>a) Conduct two training sessions on the application of the new tools, methodologies, reporting guidelines and Online Integrated Tracking tool for staff and trainers</p> <p>b) Provide report for the two trainings in English</p> <p>c) Write up about the trainings in Dhivehi and English.</p>	
D11	<p>a) Editable high-resolution print ready electronic copy of the following reports with 3mm bleed (crop marked) and editable high-resolution electronic copy that is compatible to upload online.</p> <p>b) Tools, methodologies for estimation of mitigation indicators to track the NDC implementation</p> <p>c) Guidelines on reporting procedures of GHG estimations from mitigation measures, especially in the energy and waste sector.</p> <p>d) All other reports and documents must be proof read and finalized for publishing in the ministry website.</p>	
	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: Consultancy Service for Monitoring Reporting and Verification (MRV) of Mitigation Actions , Ref no: _____

Dear Sir/Madam,

I am writing to confirm my availability to provide services as _____ to the **Consultancy Service for Monitoring Reporting and Verification (MRV) of Mitigation Actions** for the Ministry of Climate Change, Environment and Energy.

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 Climate Change, Environment and Energy'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