



**Ministry of Climate Change, Environment and Energy**  
Republic of Maldives

**TERMS OF REFERENCE**

**(IULAN NO (IUL)438-ENV/438/2024/395)**

**Consultancy to Develop a Basic Rangers Training Course and Conduct Training**

**Requesting for proposal (RFP) – Single Envelope**

**Issued on: 03<sup>rd</sup> September 2024**

**Issued By: “Enhancing National Development through Environmentally Resilient Islands  
(ENDhERI) Project”**

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## Section 1

**Tender Sheet**

Reference No:	Tender Reference		
1	<b><u>Tender Name:</u></b>		
3	<b><u>Bid queries submission timeline and Address:</u></b> <b>Location:</b> Ministry of Climate Change, Environment and Energy <b>Date:</b> 11/09/2024 (Wednesday) <b>Time:</b> 12:00pm <b>Email:</b> procurement@environment.gov.mv <b>CC:</b> endheri@environment.gov.mv <b>Telephone No:</b> 3018300		
5	<b><u>Bid Clarification Deadline and Address:</u></b> <b>Location:</b> Ministry of Climate Change, Environment and Energy	<b>Date:</b> 11/09/2024 (Wednesday)	<b>Time:</b> 12:00pm
6	<b><u>Proposal submission deadline:</u></b> <b>Location:</b> Ministry of Climate Change, Environment and Energy - Reception	<b>Date:</b> 22/09/2024 (Sunday)	<b>Time:</b> 10:00am
7	<b><u>Submission instruction</u></b> Proposals must be delivered in sealed envelopes titled  <b>“Do not Open Before 1000 hours, 22<sup>nd</sup> September 2024 ”</b> and the submitting party’s name and address  Late proposals will be rejected.		
8	<b><u>Submission address</u></b> Procurement Section 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> Website: <a href="http://www.environment.gov.mv">www.environment.gov.mv</a> Project name: <a href="#">ENDhERI Project</a>		
7	<b><u>Bid Opening:</u></b> 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.	<b>Time:</b> 10:05am <b>Date:</b> 22/09/2024 (Sunday)	
8	<b><u>Evaluation Criteria on Annex 13</u></b>		

**Note:**

**Section 2**

**Instruction for Bidders**

**A. General Information**

- |                             |     |  |
|-----------------------------|-----|--|
| 1. Introduction             | 1.1 | This bid is opened to parties who can provide the goods/services mentioned in the tender sheet. The requirements of the goods/services have been detailed in the information sheet.  |
| 2. Eligible Bidders         | 2.1 | This bid is opened to all the registered businesses.   |
|                             | 2.2 | If any other parties except for the parties mentioned in 2.1 are eligible for proposing the bid it will be stated in the tender sheet.   |
| 3. Bid Document and signing | 3.1 | The bid must be complied as stated in the annex 1 along with the documents stated in the bidder's checklist as one whole document.   |
|                             | 3.2 | Bids must be typed in English language in an easy-to-read font. Or if written by hand, it should be legible. All pages of the tender shall bear the signature and stamp of the tenderer or his designee. Each page of the tender shall also be numbered in order to indicate the number of pages.  |
|                             | 3.3 | <p>3.3.1 If a person other than the Managing Director signs the bid, a copy of the "Power of Attorney" stating that the person is authorized to sign the bid should be submitted.</p> <p>3.3.2 If a person other than the managing partner of the partnerships signs the bid, a copy of the power of attorney stating that the person is authorized to sign the bid shall be submitted.</p> <p>3.3.3 If any person other than the Chairman of the Cooperative Societies signs the bid, a copy of the Power of Attorney stating that the person is authorized to sign the bid shall be submitted.</p> |
| 4. Number of Bids submitted | 4.1 | Each bidder may submit 1 (one) bid. If any bidder submits more than one bid, all bids submitted by that bidder will be cancelled.  |

- |                          |     |   |
|--------------------------|-----|---|
| 5. Cost of preparing Bid | 5.1 | All expenses incurred in preparing and submitting the bid shall be borne by the bidder. The ministry shall not be responsible for any expenses incurred in this regard.   |
| 6. Other principles      | 6.1 | If the bidder is a close relative of an employee who works in the Ministry of Climate Change, Environment and Energy or any Ministry under the Ministry of Climate Change, Environment and Energy the bidder must disclose it in Disclaimer of Conflict of Interest form in annex. If such information is not disclosed the tender will be canceled without further notice. |

**B. Documents relating to the bid**

- |   |       |   |
|---|-------|---|
| 7. Sections of the tender book                    | 7.1   | Documents related to bid are included in the list below and in amendments.  |
|   | 7.1.1 | Bid Sheet (Section-1)   |
|   | 7.1.2 | Instructions to Bidders (Section-2)   |
|   | 7.1.3 | General and Special Provisions of the Agreement (Section-3)   |
|   | 7.1.4 | Annex (Section 4)   |
|   | 7.1.5 | Works Related Information (Section-5)   |
| 8. Clarification of information regarding the bid | 8.1   | It is the responsibility of the Bidder to obtain any further information regarding the information contained in this Bid Book or in connection with this Bid. |
|   | 8.2   | Amendments issued in accordance with Section 9.1 shall form part of the Bid   |
| 9. Changes to the tender                          | 9.1   | If it is deemed necessary to make a change to the bid before the expiry of the bid opening period, an amendment (deduction/addition) can may be made.         |
| 10. Language used in the tender                   | 10.1  | The bidder shall prepare the bid in Dhivehi or English in accordance with the sample given with the bid.  |

**C. Preparation of bids**

- |                           |      |  |
|---------------------------|------|--|
| 11. Money used in the bid | 11.1 | The bidder shall submit the bid price in Maldivian Currency (MVR). |
|---------------------------|------|--|

12. Proposing the price 12.1 If it is a GST registered entity, the price should be inclusive of GST. The amount paid for GST should be clearly stated.
13. Duration 13.1 The deadline for work should be submitted in days including holidays except Friday.
- 13.2 The period offered for the work shall be reasonable for the performance of the work.
- 13.3 The expiry date of the bid shall be at least 120 days from the date of submission of the bid.
- 13.4 If the bidder has given more time than the time given by the Ministry for the works specified in the bid, the bid will be rejected.

#### **D. Submission of bids**

14. How to close the bid 14.1 The name, address and telephone number of the bidder shall be written on the outside of the envelope.
- 14.2 Bids should be submitted in a sealed envelope addressed as per the bid sheet.
15. Deadline for submission of bids 15.1 The deadline for submission of bids for this work or service will be mentioned in the bid sheet.
16. Procedure for late bids 16.1 Bids submitted after the deadline will not be accepted.
- 16.2 Bids sent by email and fax will not be accepted.

#### **E. Bid opening and evaluation**

17. Bid opening 17.1 If the date scheduled for opening of bids is fixed as a public holiday by the Government for any reason, the opening of bids will be held on the deadline specified in the bid sheet of the next official day.
- 17.2 Any problem with the calculation of qualifying tenders will be corrected as follows.
- 17.3 If the amount in the bid differs from the amount in Dhivehi, the correct amount shall be deemed to be the amount in Dhivehi.

- |   |      |   |
|---|------|---|
| 18. Bid Evaluation                                      | 18.1 | The Ministry reserves the right to reject bids if the required information and documents are not submitted in connection with the notice. The Ministry also reserves the right to reject incomplete bids after acceptance. The Ministry reserves the right to cancel bids if the prices offered are inadequate. |
| 19. Determination of the bidder                         | 19.1 | The successful and unsuccessful bidders will be notified in writing. Following this notice, unsuccessful bidders shall be given 3 (three) days to submit a complaint relating to the bid. The reason for the unsuccessful bid shall be stated upon request by the complainant within this period.               |
|   | 19.2 | The contract with the successful bidder shall be signed after considering the submissions and answering the questions raised by the unsuccessful bidders within the period specified in 19.1.   |
| 20. Selection and notification of the successful bidder | 20.1 | The agreement shall be signed after addressing the complaints and the questions raised by the unsuccessful bidders that have been submitted within the period specified in Article 19.1.  |
| 21. Signing the agreement                               | 21.1 | If the work is abandoned after signing the agreement or if the work is not completed after signing the agreement, action will be taken as per Chapter 11 of the Public Finance Regulation.  |
|   | 21.2 | If the agreement is not signed within the stipulated time frame as stipulated in Chapter 11 of the Public Finance Regulation, the decision to award this work will be canceled and action will be taken as mentioned in Chapter 11 of the Public Finance Regulation.  |
|   | 21.3 | The amount stated in the bid sheet shall be submitted as performance guarantee.   |

**F. securities to be Submitted**

- |                  |      |   |
|------------------|------|---|
| 22. Bid Security | 22.1 | The bid security of the unsuccessful bidders will be returned to them within 7 (seven) days from the date of notification to the successful bidder. |
|                  | 22.2 | If a bidder withdraws from the bid after the opening of the bid or if the successful bidder cancels the bid after receiving the                     |

- certificate of success, the bid security submitted by the bidder will be forfeited to the State.
23. Advance and Advance payment guarantee
- 23.1 If an advance is requested, the advance may be issued in accordance with the Public Finance Regulation.
- 23.2 Advance will be issued if the total value of the procurement exceeds MVR 250,000 (Two Hundred and Fifty Thousand Rufiyaa)
- 23.3 If an advance is requested, the advance shall be requested within 45 (forty-five) days of taking over the work.
- 23.4 If the advance is requested for, a security or guarantee issued by a government recognized bank or financial institution established in Maldives shall be submitted as advance payment guarantee.
- 23.5 Advance shall not exceed 15% (fifteen percent) of the total cost of the work. The advance payment will be deducted from bills submitted during work or service provision in proportion to the total value of the contract.
24. Performance guarantee
- 24.1 If the bid price is above MVR.500,000/-, the successful bidder shall submit as performance guarantee a security or guarantee issued by a Government recognized bank or financial institution established in Maldives for this project.
- 24.2 If the successful bidder does not submit the performance guarantee within the period given to him, the decision to award the work will be canceled and the bid security submitted by the bidder will be forfeited to the State.
25. Case filing and case investigation
- 25.1 As per the Public Finance Regulation 11.02 filing and investigating complaints against irregularities in a tender shall be submitted under the finance regulation circular number 13-K/CIR/2018/01 annex 17 through form PR-14.
- 25.2 As mentioned in Rule 11.02 of the Public Finance Regulation, irregularities in a tender shall be submitted in PR-14 form "Bidder Complaint Form-First Stage" in annex 18 of Finance Circular No. 13-K/CIR/2018/01.



- 25.3 Upon submission of irregularities in a tender as per Rule 11.02 of the Public Finance Regulation, within 14 (fourteen) days from the date of filing of the complaint, the matter shall be decided and the decision shall be sent to the complainant in writing under circular number 13-K/CIR/2018/01 annex 19 reply shall be prepared and notified in the PR-14 form (Response of Procurement Officer to the Tender Issue).
- 26.Submitting for Independent Review Committee for reconsideration
- 26.1 In submitting to the Independent Review Committee for administrative review of a tender as mentioned in Chapter 11.02 the tender issue shall be ,of the Public Finance Regulation 13- .referred to in annex 21 of Public Finance Circular No K/CIR/2018/0 The complaint may be submitted to the Independent Review Committee through Form PR-1 (Appeal stage).

### Section 3

#### **General and special provisions of the agreement**

#### **27. Definitions**

- 27.1 "Owner of the Work" means a place within the jurisdiction of the Ministry required to carry out the Work.
- 27.2 "Contractor" means the person submitting the tender for the performance of the work.
- 27.3 "Work" means the service or works described in the tender sheet.
- 27.4 "Work Price" means the amount paid to the Contractor upon completion of the Work in accordance with the Agreement.
- 27.5 "Agreement" means the agreement between the Employer and the Contractor regarding the work.

#### **28. Exchange of documents**

- 28.1 The parties to this Agreement shall give all notices to each other in connection with this Agreement, generally in the Dhivehi and English language, in writing.
- 28.2 Documents sent from one party to the other shall be sent by hand or by registered post, or to the designated email address specified in the bid.
- 28.3 If you wish to change the address in this Agreement, you must notify the other party in writing.

#### **29. Assignment of work to a third party**

- 29.1 No assignment under this Agreement may be assigned to another party.

#### **30. Taking over of goods and services**

- 30.1 The date and time of delivery of the materials to the Ministry shall be notified to the Work Wheeler before the materials are delivered to the Ministry.
- 30.2 Once the materials are brought to the Ministry, the contractor (the Ministry) will take over the quantity of the materials.

30.3 The owner of the work will check that the goods/services have been received as per the agreement after the Ministry takes over. If the work is completed in accordance with the specification after checking the quality, the goods/services will be deemed to have been received in accordance with the agreement. The service/goods provided in violation of the agreement will be returned.

### **31. Contract Duration**

31.1 The goods/services shall be delivered within the period specified in the agreement

31.2 In the event of an extension of the contractor's control or a natural event/disaster or manufacturing-related matter, the event/disaster or manufacturing-related event shall be submitted to the Contractor before the expiry of the deadline.

31.3 Even if an extension is requested for any reason, the extension will be granted in accordance with the Finance Rules.

### **32. Penalty and cancellation of agreement**

32.1 If the work or services (excluding consultancy) are not completed within the agreed period, liquidated damages will be deducted in accordance with Article 10.65 of the Financial Rules.

32.2 If the total value of the bid is below MVR.5,000,000/-, the deduction shall be equal to the total value multiplied by 0.005 multiplied by the number of days exceeding the period.

$$\text{Liquidated Damages} = \text{CP} * 0.005 * \text{LD}$$

If the total value of the tender exceeds MVR. 5,000,000/-, the deduction shall be equal to the total value multiplied by 0.0025 multiplied by the number of days overdue.

$$\text{Liquidated Damages} = \text{CP} * 0.0025 * \text{LD}$$

CP (Contract Price): Total contract value

LD (Late Duration): days beyond the term of the contract

32.3 If the Contractor is required to pay for the period of delay, the bill submitted by the Contractor shall be paid for the remaining amount after deducting the amount specified in the bill.

32.4 The Ministry reserves the right to terminate the contract if the liquidated damages exceed 15% of the total cost of the work.

### **33. Termination of the Agreement**

33.1 The Ministry reserves the right to cancel the contract in whole or in part if it is found that the work is not being carried out as specified in the contract.

33.2 If the agreement is terminated for any reason, within 3 working days, the details of the work completed and unfinished work shall be signed by both parties. A list of all the Contractor's items at the work site shall be taken within 3 days. We cannot be held responsible for any problems with any of these items after this period.

### **34. Other things**

34.1 If, after signing the Agreement, the parties become aware that any law or regulation of the Government conflicts with this Agreement or if such law or regulation is enacted, this Agreement shall not be null and void. If such a provision becomes incorporated into this Agreement, both parties

agree to maintain this Agreement without termination, albeit by amending such provision.

- |   |   |
|---|---|
| <b>35. Taxes and other fees</b>                       | 35.1 Taxes, customs duties, import license fees and any other fees payable in connection with this work shall be paid by the contractor.  |
| <b>36. Modification of the agreement (Amendments)</b> | 36.1 Any provision of this Agreement may be modified only by agreement signed between the parties.  |
| <b>37. The law applicable to the agreement</b>        | 37.1 This Agreement shall be governed by, and enforced in accordance with, the laws and regulations of the Republic of Maldives.  |
| <b>38. Dispute</b>                                    | 38.1 If any dispute arising out of this Agreement cannot be resolved by negotiation between the parties, the matter shall be submitted to a court of law in Maldives.<br><br>38.2 Any deficiencies in this Agreement shall be resolved by negotiation between the parties. If not resolved, the case shall be referred to a court of law in Maldives. |

## Section 4

### Annex 1

#### Documents and checklist to be submitted by the bidder

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

Applicants should submit their proposals containing the following documents and applicable Technical Proposal – Standard Forms and Financial Proposal – Standard Forms under ANNEX 1.

#	Documents to be submitted	□/ □	Page No:
<b>Technical Proposal</b>			
1	Proposal submission form - (Annex 2 -Tech Form 1) ( <b>signed by the owner of the entity or person with power of attorney to sign</b> )		
2	Approach and Methodology and Work Plan – (Annex 3 - Tech Form 2)		
3	A summary of the work plan must be presented in the format in the Work Schedule (Annex 4 - Tech Form 3) showing in the form of a bar chart the timing proposed for each activity.		
4	Curriculum Vitae (CV) of the identified key Experts (Consultant).– (Annex 5 -Tech Form 4)		
5	Completed <b>Letter of Commitment (signed by the Team Leader and Team members)</b> – (Annex 6 -Tech Form 5 & 6)		
6	Cooperative Profile Sheet issued by the Ministry of Economic Development <b>Profile taken from website: <a href="http://www.business.egov.mv">www.business.egov.mv</a></b> (If the entity is not a business (e.g., partnerships, institutions, NGOs, or any other organization), please submit the registration obtained from the appropriate government authority. Additionally, if the entity is not a business, approval to conduct similar activities must be obtained from the relevant registered government institution.)		
7	Tax Clearance Report		
8	Documentation of conflict or non-conflict of interest – (Annex 12)		
<b>Financial Proposal</b>			
9	Financial Breakdown Form – (Annex 7 -Form FIN – 1)		

<b>10</b>	Details of Financial Situation- (Annex 8- FIN FORM -2)		
<b>11</b>	Financial statements of the business for the year 2023,2022 & 2021 (or annual reports if it's not a registered business)		
<b>12</b>	Business entities that have not completed one year (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)		
<b>13</b>	Average Annual Turnover – (Annex 9 - FIN FORM – 3)		
<b>14</b>	Line of Credit Letter – (Annex 10 - FIN FORM -4)		
<b>15</b>	Current Contract Commitments / Work in Progress –(Anne 11 -FIN FORM 5)		

**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 Form 5 & 6 will be considered for the evaluation process.

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

**Annex 2**  
**TECH FORM 1**

<b>Proposal Submission Form</b>				
<b>1. Bidder Information</b>				
1.1	Name:			
1.2	Address:			
<b>2. Project Information</b>				
2.1	Project Name:			
2.1	Tender No:			
<b>3. Minimum quantity, price and duration of the goods/services offered</b>				
<b>Detail</b>		<b>Price</b>	<b>Gst (8%)</b>	<b>Total</b>
Duration:				
<b>4. Declaration:</b>				
4.1	After due consideration of the information given for the provision of the above-mentioned works/services and the provisions of the Agreement, I / We hereby tender for the provision of these works or services at the above-mentioned price.			
4.2	I / We agree to accept and comply with this tender for 120 days from the date of submission. If the owner requests to sign the agreement within this period, I agree to sign the agreement and work in accordance with the agreement.			
<b>5. On Behalf</b>				
<b>Name:</b>		<b>Signature</b>	<b>Stamp</b>	
<b>Designation</b>				
<b>Date</b>				



**Annex 3**  
**TECH FORM 2**

**Approach, Methodology and Work Plan**

*[Technical approach, methodology and work plan are key components of this Proposal. the Consultant is suggested to submit Proposal with the following areas clearly described:*

- a) Methodology for each activity,*
- b) Work Plan*

**a) Technical Approach and Methodology**

*[In this chapter the Consultant 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.]*

**b) Work Plan**

*[In this chapter the Consultant should highlight the main activities and sub-activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.]*



**Annex 4**  
**TECH FORM 3**  
**Work Schedule**

<b>Consultancy to Develop a Basic Rangers Training Course and Conduct Training</b>																
<b>Deliverables</b>	<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>	<b>Week 5</b>	<b>Week 6</b>	<b>Week 7</b>	<b>Week 8</b>	<b>Week 9</b>	<b>Week 10</b>	<b>Week 11</b>	<b>Week 12</b>	<b>Week 13</b>	<b>Week 14</b>	<b>Week 15</b>	<b>..... Week 104</b>

**Annex 5**  
**TECH FORM 4**

<b>Curriculum Vitae</b>		
1.	Name of Consultant:	
2.	Education:	<i>[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:</i>
3.	Membership of professional associations	
4.	Other Training	
5	Countries of work experience	<i>[List countries where the Consultant has worked in the last ten years]:</i>
6	Languages	<i>[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:</i>
7	Experience/ employment record	<p><i>[Starting with present position, list in reverse order every employment held the Consultant since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]</i></p> <p>From [Month/Year] – To [Month/Year]: Employer: Positions held: Job description:</p>
8	Summary of projects / assignments undertaken / role	<p>Name of project/ assignment: Experience classification: General / specific Scope of project/ assignment: From [Month/Year] – To [Month/Year]: Positions held:</p>
9	Past commitments in projects with the Ministry of Climate Change, Environment and Energy	<p>Name of the Contract/Project: From [Month/Year] – To [Month/Year]: Positions held: Summary of role</p>

**Annex 6**

**TECH FORM 5**

**Letter of Commitment**

**(Team Leader)**

[ Location, Date]

To: [Name and address of Client]

Ref no: \_\_\_\_\_

Dear Sir/Madam,

I am writing to confirm my availability to provide services as the **/Team Leader to Consultancy to Develop a Basic Rangers Training Course and Conduct Training**”- 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:

ID card No:

Date:

Signatory:

***Note: CV should be submitted along with the supporting documents of the Team Leader (CV without the supporting documents will be rejected)***

**TECH FORM 6**

**Letter of Commitment**

**(Team Members)**

[ Location, Date]

To: [Name and address of Client]

Ref no: \_\_\_\_\_

Dear Sir/Madam,

I am writing to confirm my availability to provide services as the **Specialist** (Specify) to “**Consultancy to Develop a Basic Rangers Training Course and Conduct Training**”- 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:

ID card No:

Date:

Signatory:

***Note: CV should be submitted along with the supporting documents of the Team Leader (CV without the supporting documents will be rejected)***

**Annex 7**  
**FIN FORM 1**

**Financial Breakdown Form**

**Date:**

**Reference No:** (generated by the proponent, please add details)

<b>No.</b>	<b>Description</b>	<b>Price/Unit (MVR)</b>	<b>Total</b>
1	Development of Curriculum and Training Modules		
2	MQA Accreditation		
3	Completion of Training		
<b>Total:</b>			
<b>GST 8%</b>			
<b>Total with GST</b>			

**The quotation is valid for 120 days from the date of bid opening.**

Indicate the total cost with detail cost to be paid in **Maldivian Rufiyaa (MVR)**.

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

Authorized Signature and stamp

**Annex 8**

**FIN FORM 2**

**Details of Financial Situation**

If the business has been registered for more than a year bidder must fill in this form

Financial Data for Previous 3 Years [MVR Equivalent]			
	Year 2023	Year 2022	Year 2021

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

**Annex 9**

**FIN FORM 3**  
**Average Annual Turnover**

Each Bidder must fill in this form

Annual Turnover Data for the Last 3 Years		
Year	Amount Currency	MVR Equivalent
2023		
2022		
2021		
<b>Average Annual Turnover</b>		

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.

**Annex 10**

**FIN FORM 4**

**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 11**

**FIN FORM 5**

**Current Contract Commitments/Works in Progress**

Tenderers and each partner to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

<b>No</b>	<b>Name of contract</b>	<b>Employer, contact address/tel/fax</b>	<b>Value of outstanding work (current MVR equiv)</b>	<b>Estimated completion date</b>	<b>Average monthly invoicing over last six months (MVR/month)</b>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

Annex 12

**DISCLAIMER FOR CONFLICT OF INTEREST**

Each Applicant must fill in this form

<b>Tender Name:</b>	Click here to enter text.
<b>Advertisement No:</b>	Click here to enter text.
<b>Advertisement Date:</b>	Click here to enter text.
<p><i>I/We, the undersigned as the bidder, submitting the tender in respect of call for captioned tender, confirm:</i></p> <ul style="list-style-type: none"><li><i>• that should I/We have any “close relative” or “close associate” working at Ministry of Climate Change, Environment and Energy, I/We will disclose that information with this form. In this instance “close relative” and “close associate” represents the meaning stated in Section 19 of Regulation Number: 2023/R-158 (Public Finance Regulation);</i></li><li><i>• that I/We will disclose any conflict of interest in connection to the contract with this form. A conflict of interest may arise in particular as a result of economic interests, political or national affinities, or any other relevant connection or shared interest;</i></li><li><i>• that I/We will inform the at Ministry of Climate Change, Environment and Energy, without delay, of any situation constituting a conflict of interest or could give rise to a conflict of interest;</i></li><li><i>• that I/We have not made, and will not make, any offer of any type whatsoever from which an advantage can be derived under the contract;</i></li><li><i>• that I/We have not granted, sought, attempted to obtain or accepted and will not grant, seek, attempt to obtain, or accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal or corrupt practice, either directly or indirectly, as an incentive or reward relating to the award of the contract;</i></li><li><i>• that I/We understand that the at Ministry of Climate Change, Environment and Energy reserves the right to verify this information and that I am/We are aware of the consequences which may derive from any false declaration in respect of the information required by the awarding body as a condition of participation in the contract procedure.</i></li></ul>	

**YES**, I/We have *“close relative” or “close associate”* please find the Details below.

Name of the Staff(s):

NID Card No.:

Relationship with the Staff:

**NO**, I/We do not have *“close relative” or “close associate”*

**Details of the Bidder**

Name of the Bidder:		Stamp of the Bidding Company	
Signature of the Bidder:		Date:	

## Annex 13

### Criteria to be used for evaluation of bids

Technical Score	
The following criteria will be applied during the evaluation of the proposals and attention should be paid while preparing the proposals. Points will be awarded only for assignments with supporting documents.	
(A) Company, Methodology and Workplan	
<p><b>Company Profile</b></p> <p><i>Provide here a brief description of the background and organization of your company, and – in case of a joint venture (Maximum 20)</i></p>	20
<p>No. of similar project / assignments</p> <p><i>10 points for each documented assignment, up to a maximum of 4.</i></p>	40
<b>Approach and methodology</b>	
<p><i>a) Demonstration of an understanding of the objective of the assignment in the context of the project – Maximum 10 points</i></p>	10
<p><i>b) Proposal on methodology on carrying out the activities – Maximum 20 points</i></p>	20
<b>Work Plan.</b>	
<p><i>a) Work schedule – Maximum 10 points</i></p> <p>{ Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form. }</p>	10

Total A=	100
<b>(B) Project Team</b>	
<b>Lead Consultant</b>	
<b>Requirements for Experience and Qualifications</b>	
<i>a) A Bachelor's Degree or equivalent qualification in Protected Area Management, Environmental Management, Environmental Science, Development Study, or any other relevant discipline.</i>	30
<i>b) Minimum 5 years of prior work experience in the field of environmental conservation and management.</i>	20
<b>Additional Evaluated Criteria</b>	
<i>c) Additional points for Master's Degree or higher qualification in Protected Area Management, Environmental Management, Environmental Science, Development Study, or any other relevant discipline.</i>	20
<i>b) Demonstrated knowledge and experience in developing training modules/curriculum, training materials etc through. (through assignments) - 5 points for each assignment (Maximum 30 points)</i>	30
Total B=	100
<p>Technical Score:</p> <p><b>Only Specialists who meet the minimum qualification requirements will be qualified for technical evaluation.</b></p> <p>Technical score (St) = <math>A/100*[W1] + B/100*[W2]</math></p>	

<b>Financial Score:</b>
The formula for determining the financial scores is the following:



$S_f = 100 * F_m / F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  is the price of the proposal under consideration.

The weights given to the Technical and Financial Proposals are:

$T = [0.6]$ , and  $F = [0.4]$

#### FINANCIAL SITUATION EVALUATION

To be eligible the financial statements of the bidding party must show, minimum annual turnover of **MVR 68,200.00**, for the year 2023,2022 and 2021. (**Form FIN-3 Annual Turnover**)

(or)

To be eligible the financial statements of the bidding party must show, Minimum value of **MVR 68,200.00** for liquid asset, for the year 2023,2022 and 2021. – (**Form FIN -2: Financial Situation**)

(or)

Business entities that have not completed one year (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 68,200.00**

(or)

If bidding party is unable to meet any of the above requirement they shall submit 'Line of Credit Letter' As per the template in fin form 4. Credit limit shall be no less than **MVR 68,200.00** – (**Form Fin -4: Line of Credit Letter**)

(or)

If it's not a business, to be eligible the financial statements of the bidding party must show, Minimum value of **MVR 68,200.00**, for the year 2023,2022 and 2021, or balance of **MVR 68,200.00** if the entity have not completed one year – (**Form FIN -2: Financial Situation**)

## PRIORITY TO MSME'S

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

Among bidders who pass the technical and financial evaluation, Micro, Small and Medium Enterprises (MSME's) will be assessed accordingly: 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.

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: 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.

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: 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.

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. The bidder with the highest ranking with the lowest proposed price will be awarded

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. 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 the business was first registered will be considered.

### **ADDITIONAL INFORMATION**

Ministry of Climate Change, Environment and Energy 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 and materials produced as part of this TOR shall be handed over to the project at the end of the contract and will become the sole property of Ministry of Climate Change, Environment and Energy.

Obtaining any necessary visa and documents are the responsibility of the proponent. MCCEE will only provide a visa facilitation letter if necessary.

For the workshop and trainings: invitations, catering and venue will be financed directly by the project. This cost should NOT be included in the price quotation.

**Section 5**  
**Details of services/materials/work required**

**Introduction and Background**

Enhancing National Development through Environmentally Resilient Islands (ENDhERI) project financed by Global Environment Facility (GEF) and assisted by United Nations Environment Program (UNEP) with the objective of enhancing reef protection, resilience and ecosystem recovery by reducing development impacts in Laamu Atoll in Maldives. This project aims to assist the government of the Maldives in its implementation of new environmental policies and transition towards national adoption of Green Growth atoll development that will sustain marine Natural Capital (NC) and strengthen the resilience and recovery of reef ecosystems. This will be informed by learning from atoll-wide integrated coastal zone management within a Managed Marine Area / Biosphere Reserve framework, and the application of innovative sustainability practices and standards in agriculture, fisheries, tourism and construction sectors as the basis for transforming the human ecological footprint in Laamu Atoll, and taking this up to national level through sector transformation, spatial planning and improved governance based on NC accounting. The intermediate objective of this transformation is to minimize the flows of pollutants from land-based activities into the adjacent marine environment and reduce marine-based drivers of reef degradation including baitfish and reef fisheries.

In an effort to build local capacity, Ministry of Climate Change, Environment and Energy (MCCEE) is seeking consultancy services to develop a basic certificate course for Rangers and to conduct the training for Laamu Atoll.

Rangers play a critical role in conservation; they are responsible for safeguarding nature, cultural and historical heritage, and advocate for the rights and well-being of present and future generations (IRF 2021). As representatives of their authorities, organizations, or communities, they dedicate themselves to working in protected areas and broader land- and seascapes, which may encompass state, regional, communal, indigenous, or private domains.

The concept of the role of rangers for the protected areas was first established to patrol and monitor the Hanifaru Marine Protected Area and waters around Baa Atoll Biosphere Reserve in 2012. The significance of rangers in safeguarding the protected areas of the Maldives has grown substantially. Initially tasked with overseeing conservation efforts in one protected area, the network of rangers has now expanded to three additional protected areas. The establishment of ranger functions, including park wardens and marine rangers, has been pivotal in the management of Addu and Fuvamulah Nature Parks, as well as the South Ari Marine Protected Area. This

expansion underscores the increasing recognition of the vital role rangers play in preserving the natural and marine environments of the Maldives, ensuring the sustainable management and protection of these precious ecosystems.

There are 13 rangers across 6 atolls responsible for monitoring and patrolling protected areas and biodiversity. Presently, in Laamu Atoll, there are 3 rangers active in 3 locations, working as turtle rangers and community rangers. As the functions of the rangers are to expand with the management of 6 protected areas in Laamu, it is crucial to build the capacity of local rangers to monitor and manage the protected areas.

### **Objective**

The primary objective of the consultancy is to develop Basic Ranger Training Course by formulating a comprehensive training program that will equip rangers working in protected and conserved areas with the necessary skills, knowledge, and competencies to effectively monitor, manage, and promote the resilience of marine and land habitats.

These modules under this course should enhance the capacity of rangers in monitoring and enforcing environmental regulations, conduct scientific monitoring, engage with local communities, and responding to emergencies.

The Consultant also need to offer training to interested candidates from Laamu, fostering local participation and in promoting sustainable and environmentally resilient development in the Laamu Atoll.

### **Scope of Assignment**

#### **1. Curriculum Development:**

- Design a detailed curriculum that covers all essential aspects of the Rangers' roles, including environmental science, law enforcement, community engagement, first aid, land and marine management, and emergency response.
- Integrate modules on the importance of reef protection, resilience, and ecosystem recovery.
- Ensure the curriculum includes both theoretical and practical components, with hands-on training in the field.

#### **2. Training Modules:**

- Environmental Science and Ecosystem Management:
  - Introduction to reef ecosystems, marine biodiversity, and terrestrial habitats.

- Understanding of main threats to ecosystems and their mitigation and management in context of Maldives.
- Techniques for monitoring and assessing biodiversity and ecosystem health.
- Introduction to protected species ecology, ecosystem functions and conservation best practices.
- Legal framework, law enforcement and surveillance:
  - Understanding the national and local environmental laws and regulations.
  - Practical skills for effective enforcement and compliance, including investigation of incidents, and coordinating with related institutions
- Community Engagement and Education:
  - Strategies for raising awareness about environmental protection and community engagement.
  - Techniques for effective communication and community liaison.
  - Practical sessions for taking presentations and conducting outreach sessions.
  - Sensitivity training related to controversial subjects (politics, ban on shark fisheries and how to answer public FAQs etc)
  - Visitor management methods, communication and conflict resolution.
- Emergency Response and First Aid:
  - Basic first aid and emergency response training.
  - Firefighting techniques and disaster preparedness.
- Introduction to Microsoft Office (or Equivalent IT Software)
- Basic Coastal Navigation
  - Maritime Regulation
  - Navigation
  - Safety
  - Communication facilities

### **3. Obtain MQA Approval for the Course**

#### **4. Training Delivery:**

- Conduct training, and field exercises over the course of three months.
- Utilize experienced trainers and subject matter experts from relevant fields, approved as per the Maldives National Qualifications Framework.
- Provide training materials and resources, including manuals, guides, and equipment for practical exercises.

#### **5. Participant Selection and Engagement:**

- Develop criteria for selecting interested participants from Laamu Atoll, including local communities and relevant stakeholders.
- Ensure a diverse group of trainees, including women.
- Foster a collaborative and interactive learning environment to encourage knowledge sharing and peer learning.

**6. Monitoring and Evaluation:**

- Implement a system for assessing the progress and performance of participants throughout the course.
- Conduct evaluations at the end of the training to measure the effectiveness of the program and identify areas for improvement.
- Provide MNQF qualification certificates (by MQA) of completion to participants who complete the course.
- Collect feedback from participants to enhance the overall effectiveness of training in Laamu Atoll.

**Requirements for Experience and Qualifications**

**Lead Consultant:**

**Academic Qualification:**

A Bachelor’s Degree or equivalent qualification in Protected Area Management, Environmental Management, Environmental Science, Development Study, or any other relevant discipline.

**General Work Experience:**

Minimum 5 years of prior work experience in the field of environmental conservation and management.

**Additional Evaluated Criteria**

**Academic Qualification:** A Master’s Degree or higher qualification in Protected Area Management, Environmental Management, Environmental Science, Development Study, or any other relevant discipline.

**Specific Professional Experience:** Demonstrated knowledge and experience in developing training modules/curriculum, training materials etc through. (through assignments)

**Indicative Tasks**

## Indicative Tasks to Achieve the Objective

### 1. Curriculum Development

1. Engage with stakeholders, including local communities, government agencies, and environmental organizations, to gather input on curriculum content.
2. Develop detailed training modules covering all essential aspects of the Rangers' roles, including environmental science, law enforcement, community engagement, first aid, land and marine management, and emergency response.
3. Create lesson plans, presentations, and practical exercise guides for each module.
4. Compile training materials, including manuals, guides, handouts, and multimedia resources.
5. Develop assessment tools, such as quizzes, practical evaluations, and feedback forms.

### 2. Training Modules:

1. Environmental Science and Ecosystem Management
  - Develop content on ecosystems of Maldives, biodiversity, ecosystem functions and services, with the basic understanding of main threats to ecosystems and threat mitigation and management in context of Maldives.
  - Develop content on the water cycle, nitrogen cycle, and carbon cycle, with introduction to climate change in the context of Maldives.
  - Develop content on protected species, ecology, ecosystem functions and conservation best practices.
  - Design field exercises for monitoring and assessing ecosystem health.
2. Legal framework, law enforcement and surveillance
  - Create modules on national and local environmental laws and regulations.
  - Develop role-playing scenarios for attending to incidents, carrying out investigations and coordinating with enforcement agencies, reporting and conflict resolution training.
3. Community Engagement and Education
  - Design workshops on effective communication and community engagement strategies.
  - Develop outreach materials to support awareness-raising activities & provide training for taking sessions.



- Design a session for sensitivity training, providing context for controversial subjects related to conservation and how to answer public FAQs.
  - Working with community and conflict resolution.
4. Emergency Response and First Aid
    - Develop practical training sessions on basic first aid and emergency response.
    - Organize drills and simulations for disaster preparedness and firefighting techniques.
  5. Introduction to Microsoft Office (or Equivalent IT Software)
    - A foundational understanding of Microsoft Office applications or their equivalents.
    - To enable range officers to efficiently use Word, Excel, and PowerPoint for data entry, management, and presentation
  6. Basic Coastal Navigation
    - Maritime Regulation
    - Navigation
    - Safety
    - Communication facilities

### **3. Obtain MQA Approval for the Course.**

1. Review the Maldives Qualifications Authority (MQA) guidelines for accrediting courses and training programs.
2. Identify specific requirements for course content, instructional design, assessment methods, and trainer qualifications.
3. Submit the completed application package to the MQA and get the official accreditation from MQA for the course.

### **4. Training Delivery**

1. Workshop and Seminar Coordination
  - Schedule and organize training and field exercises over the three-month period.
  - Arrange logistics, including training venues, transportation, and accommodation for trainers and participants.

2. Trainer Recruitment

- Identify and recruit experienced trainers and subject matter experts for each module (as per MNQF)
- Provide orientation and training for trainers to ensure consistency and quality in delivery.

3. Training Implementation

- Conduct training sessions, ensuring a balance between theoretical instruction and practical application.
- Facilitate interactive discussions, group activities, and hands-on exercises to enhance learning.

**5. Participant Selection and Engagement.**

1. Participant Recruitment

- Develop and disseminate a call for applications to interested candidates from Laamu Atoll.
- Establish selection criteria and review applications to ensure a diverse and representative group of trainees, including women. (Minimum 20 participants from Laamu)

2. Engagement Strategies

- Foster a collaborative learning environment through team-building activities and peer learning opportunities.
- Provide continuous support and mentorship to participants throughout the training program.

**6. Monitoring and Evaluation**

1. Progress Assessment

- Implement regular assessments to track participant progress and performance.
- Use quizzes, practical evaluations, and feedback forms to gauge understanding and skills acquisition.

2. Program Evaluation

- Conduct a final evaluation at the end of the training to measure the program's effectiveness.
- Gather feedback from participants and trainers to identify strengths and areas for improvement.

3. Certification

- Develop criteria for successful completion of the course.

- Provide MNQF qualification certificates (by MQA) to participants who complete the course, recognizing their achievements and competencies.
- Collect and analyze feedback from participants for future training programs.

### Duration of the Consultancy

Duration of the assignment is **(150) calendar days** upon signing the contract.

### Deliverables & Payment Schedule

No.	Deliverables	Details	Duration	Payment Schedule	Output
1	Development of Curriculum and Training Modules	Upon submission of the final draft of Curriculum and Training Modules.	30 days	30%	Submitted and approved by MCCEE
2	MQA Accreditation	Upon receiving the official accreditation from MQA for the course and handing over the developed Course to MCCEE	60 days	30%	Received by MCCEE
3	Completion of Training	Final Training Report, and certificate awarded to participants.	145 days	40%	Report submitted and approved by MCCEE
<b>Total:</b>				<b>100%</b>	