



Ministry of Climate Change, Environment and Energy
Republic of Maldives

REQUEST FOR QUOTATION

Terms of Reference

Consultancy Services for a National Expert (Climate Change and Adaptation Planning Specialist) to facilitate National Adaptation Plan formulation and Implementation for the Maldives

(IUL)438-CCD/438/2024/459

Issued on: 05.11.2024

Issued By: Advancing the National Adaptation Plan (NAP) of the Maldives

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| Reference No: | Consultancy Reference | | |
|--|---|---|-----------------------------|
| 1 | <p><u>Consultancy Name:</u> Consultancy Services for a National Expert (Climate Change and Adaptation Planning Specialist) to facilitate National Adaptation Plan formulation and Implementation for the Maldives</p> | | |
| 2 | <p><u>Application submission deadline:</u> Location: Ministry of Climate Change, Environment and Energy - Reception</p> | <p>Date: 14/11/2024 (Thursday)</p> | <p>Time: 10:00am</p> |
| 3 | <p><u>Submission instruction</u> Quotations must be delivered in sealed envelopes titled “Do not Open Before 14th November 2024 at 1105hrs – “Consultancy Services for a National Expert (Climate Change and Adaptation Planning Specialist) to facilitate National Adaptation Plan formulation and Implementation for the Maldives” – (IUL)438-CCD/438/2024/493” and the submitting Applicant’s name and address Late applications will be rejected.</p> | | |
| 4 | <p><u>Submission address</u> Procurement Section Ministry of Environment, Climate Change and Technology Green Building, Handhuvaree Hingun, Maafannu Male’, 20392, Republic of Maldives Email: procurement@environment.gov.mv Website: www.environment.gov.mv Project name:</p> | | |
| 5 | <p><u>Application Opening:</u> Proposals will be opened in the presence of the proponents’ representatives who choose to be present at the address above at the time of proposal opening.</p> | <p>Time: 11:05am Date: 14/11/2024 (Thursday)</p> | |
| <p><u>Note: This procurement will be undertaken as per UN procurement Rules and Regulations</u></p> | | | |

Application Sheet

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1.0 Background

The Government of Maldives, through the Ministry of Climate Change, Environment and Energy (MECCT), has successfully obtained a grant from the Green Climate Fund (GCF) for a three-year project to build capacity to advance National Adaptation Plan (NAP) process in Maldives. The UN Environment Programme (UNEP) is the Delivery Partner for the project, with the role of supporting and overseeing the project implementation.

The Republic of the Maldives is a Small Island Developing State (SIDS) and is one of the smallest atoll island nations globally. The government of Maldives has expressed concerns about the impacts of global warming on the country as the geographical characteristics of the country — comprising small, low-lying atoll islands — makes the Maldives extremely vulnerable to the negative impacts of climate change, particularly coastal erosion and sea-level rise, inundation, which also exacerbate the existing problems of beach erosion and salt-water intrusion, threatening the country's limited freshwater resources, economic losses and damage to critical infrastructure, risk of coral reef bleaching affecting country's tourism and fisheries sectors.

Despite the steps already made in terms of Readiness for long-term adaptation, several barriers remain that restrict the national adaptation planning (NAP) process, which will be addressed through the NAP Maldives project. Objective of the project is to reduce the vulnerability of the Maldives' population to climate change impacts through enhanced capacity for planning, implementing and monitoring adaptation interventions.

In response to the climate threats facing the Maldives, the country has undertaken a number of climate-responsive development planning and adaptation processes the NAPA, NDC, national communications, MCCPF and Strategic Action Plan, as well as projects and programmes funded through GCF, GEF, LDCF, AF, and GCCA. In addition to identifying the sectoral priorities and strategies that underlie the country's national adaptation priorities, these projects have established a baseline from which cooperation and partnership opportunities of the NAP process can be advanced.

In this regard the Ministry is seeking the service of an individual expert (national) facilitating the process of NAP formulation and implementation for the Maldives

2.0 Tasks and Deliverables

The national expert will support the NAP project team facilitating the process of NAP formulation and implementation for the Maldives through the following activities.

Task 1: Provide support for establishment of Project Steering Committee

In accordance to the Project proposal approved by GCF, a Project Steering Committee (PSC) will be established. The PSC will play a key role in the monitoring of project progress providing project oversight and advisory support, including a) overseeing project implementation, and b) reviewing the annual budget and work plan. The PSC will meet every six months with ad hoc meetings held as and when necessary to deal with emerging issues to discuss the project's main performance indicators and provide strategic guidance

The Activity should include:

Activity 1.1: (Activity 3.1.1.3 FP) Formulate the management report including a workplan and operational recommendations for the steering committee

Activity 1.2: Draft and validate in a workshop (20–40 participants) the operational arrangements of the steering committee established under Activity 3.1.1.2 to: i) oversee the NAP process; ii) incorporate gender considerations into decision making processes; and iii) facilitate the engagement of sectoral agencies⁸⁴ for the formulation and implementation of the NAP.

Deliverables:

1. Management report including a workplan and operational recommendations for the steering committee
2. Validation workshop report, including list of attendees

Task 2: Establishment of CSO/NGO Advisory Committee

The CSO/NGO advisory committee will be coordinated by the MCCEE to facilitate engagement of non-government stakeholders, such as from the private sector, civil society and academia, notably ensuring women's and marginalised people's interests and perspectives are included in decision-making

The Activity should include:

Activity 2.1: In close collaboration with the NAP project team and the Climate Change Department, identification of relevant stakeholder groups through a participatory process with broad involvement of relevant stakeholders. Organizing consultative stakeholders' meetings and workshops will be facilitated by the project team.

Activity 2.2: Develop a methodology, including provisions for selection of committee members, composition and recommendations to strengthen the interrelationship between CSO/NGO Advisory committee and the Steering Committee.

Activity 2.3: Prepare and finalise the terms of reference and the workplan of the CSO/NGO Advisory committee.

Deliverables:

1. Stakeholder consultation workshop report and participant list
2. Methodology and approach for CSO/NGO Advisory Committee
3. Terms of Reference (ToR) and workplan of the CSO/NGO Advisory Committee

Task 3: Development of a stakeholder engagement strategy and NAP Roadmap

In consultation with and validated by the steering committee and CSO/NGO advisory committee a strategic roadmap and stakeholder engagement plan for the formulation of the NAP will be developed with a clear focus on engaging women throughout the NAP process. The aim of this deliverable is to promote the inclusive and meaningful participation of stakeholders in the NAP process for improved effectiveness and impact of the process, in accordance with its roadmap. The strategic roadmap will identify the important milestones and activities to be undertaken, drawing upon the objectives and targets identified in other relevant policy tools and documents endorsed by the government.

The Activity should include:

Activity 3.1: Develop a mapping and stakeholder analysis of the stakeholder groups with power and interest in the NAP process. These should include stakeholder groups and individuals in the public and private sectors, at the national and sub-national level. For stakeholders with high power but low interest, design an engagement strategy that increases the interest and positive impact of the stakeholder/group; for

stakeholders with high interest but low power, design an engagement strategy that increases the collective influence of the group.

Activity 3.2: Develop NAP roadmap and stakeholder engagement strategy

This activity should include:

- a. Providing details and a schedule on the consultations and how findings will be fed into each of the components of the NAP process;
- b. Identifying opportunities to promote the NAP process;
- c. An analysis of the risks of disenfranchisement or lack of ownership of the NAP process on and how to avert or minimize those risks.
- d. Ensure that engagement of stakeholder is sensitive to gender issues and representation, social inclusiveness and considers vulnerable groups and/or communities.

Deliverable

1. NAP roadmap and stakeholder engagement strategy document outlining the: i) dynamic institutional arrangements to facilitate and coordinate the NAP process ii) important NAP process milestones and iii) methods to increase engagement of stakeholders with low interest and increase influence of stakeholders with higher power

3.0 Required Profile

In executing this TOR, the consultant is expected to meet the following requirements.

a) Academic qualification

- Minimum Qualifications: Masters' degree in climate science, climate change, meteorology, engineering, science, environment management, environment science, natural resource management, or any climate change related areas relevant to the assignment

b) Experience

- At least 7 years of experience in climate change adaptation sector
- Demonstrated experience in climate change adaptation planning
- Demonstrated experience in the elaboration, preparation and design technical reports and documents. (submit samples or weblinks of samples)
- Demonstrated experience in engaging with government institutions and other stakeholders at national and local levels is desirable
- Must have excellent speaking, reading, report writing and presentation skills in Dhivehi and English

4.0 Duration

The duration of the contract shall be 5 months. (Input days 70)

5.0 Duty Station and Expected Places to travel

This consultancy is a home-based exercise. However, physical meetings are expected to be arranged at MCCEE, or in a conferencing facility in Male', Maldives. Any travel arrangements required will be facilitated by PMU.

6.0 Scope of Price Proposal and Schedule of Payments

Contract will be as per output-based lump-sum scheme supported by a breakdown of costs as per the template provided regardless of extension of the herein specific duration.

The total amount quoted shall be all-inclusive lump-sum and include all costs components required to perform the deliverables identified in the TOR, including professional fee or any other applicable cost to be incurred in completing the assignment.

The payments shall be released upon submitting the required deliverables/outputs by the consultant, and upon the clearance of the deliverable as satisfactory by the NAP project and UNEP Focal Point as per agreement for each report in accordance with a set time schedule to be agreed in the contract.

| | Deliverables/Output | Target Due Date from signing the contract | Payment Percentage |
|--------|---|---|--------------------|
| Task 1 | Management report including a workplan and operational recommendations for the steering committee | 15 Days | 30% |
| | Validation workshop report, including list of attendees | 10 days | |
| | Stakeholder consultation workshop report and participant list, with recommendations of stakeholders to engage | 10 Days | |

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|--------|---|---------|-----|
| Task 2 | Methodology, including criteria used, and approach for CSO/NGO Advisory Committee | 10 days | 40% |
| | Terms of Reference (ToR), including scope, and workplan of the CSO/NGO Advisory Committee | 5 days | |
| Task 3 | NAP roadmap and stakeholder engagement strategy document | 20 days | 30% |

7.0 Evaluation Criteria

| | |
|---|----------------------------------|
| Technical Score | |
| The following criteria will be applied during the evaluation of the will be awarded only for assignments with supporting documents. | |
| (A) Technical Scoring | Maximum Points Obtainable |
| Minimum academic qualifications – Master’s Degree (details in section 3 under academic qualification requirements of expert) Master’s Degree and above in relevant field: 50 points | 50 |
| Minimum of 7 years of experience in climate change adaptation sector 7 years: 30 points, 7 years and above: 50 points | 50 |
| Demonstrated experience in the elaboration, preparation and design technical reports and documents. (submit samples or weblinks of samples) 25 points per proof of assignment or publication completed | 50 |
| Demonstrated experience in engaging with government institutions and other stakeholders at national and local levels is desirable 25 points per proof of assignment completed | 50 |
| Must have excellent speaking, reading, report writing and presentation skills in Dhivehi and English | 50 |
| Total A= | 250 |

Only Specialists who meet the minimum qualification requirements will be qualified for technical evaluation.

Technical score(T) = A/250*100

Note: Only the proposals that will obtain a minimum of 70% out of 100 obtainable points will be qualified for the financial evaluation.

Financial Score:

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 = [0.7], and F = [0.3]

8.0 Application:

- Letter of Expression of Interest
- Curriculum Vitae (clearly stating the starting and ending month and year for previous experiences)
- Copy of National ID Card
- Copies of Accredited Academic Certificates
- Employment Verification Letter from previous employer(s), detailing the work and duration of the responsibilities
- Financial proposal with breakdown of costs (as per the template)

Documents and checklist to be submitted

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

Applicants should submit their application containing the following documents

| # | Documents to be submitted | ✓ / ✗ |
|---|--|-------|
| 1 | Letter of Expression of Interest | |
| 2 | Curriculum Vitae (clearly stating the starting and ending month and year for previous experiences) | |
| 3 | Copy of National ID card | |
| 4 | Copies of Accredited Academic Certificates | |
| 5 | Employment Verification Letter from previous employer(s), detailing the work and duration of the responsibilities and samples or weblinks of sample work demonstrating experience in the elaboration, preparation and design technical reports and documents | |
| 6 | Financial proposal with breakdown of costs as per the deliverables | |

Financial Breakdown Form

Date:

Reference No: (generated by the proponent)

| No. | Description | Price/Unit (MVR) | Total |
|---------------|---|---------------------|-------|
| 1 | Management report including a workplan and operational recommendations for the steering committee | | |
| 2 | Validation workshop report, including list of attendees | | |
| 3 | Stakeholder consultation workshop report and participant list, with recommendations of stakeholders to engage | | |
| 4 | Methodology, including criteria used, and approach for CSO/NGO Advisory Committee | | |
| 5 | Terms of Reference (ToR), including scope, and workplan of the CSO/NGO Advisory Committee | | |
| 6 | NAP roadmap and stakeholder engagement strategy document | | |
| Total: | | | |

The quotation is valid for 90 days from the date of opening.

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

Signature of the applicant