



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

**REQUEST FOR QUOTATION**

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**Terms of Reference**

**Consultancy services for a national expert to support the development of a project concept note (Mariculture sector) under NAP Process**

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**(IUL)438-CCD/438/2024/510**

**Issued on:** 12.11.2024

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

**Contents**

**Application Sheet .....3**

**1.0 Background .....4**

**2.0 Tasks and Deliverables .....5**

**3.0 Required Profile .....6**

**4.0 Duration .....6**

**5.0 Duty Station and Expected Places to travel.....6**

**6.0 Scope of Price Proposal and Schedule of Payments .....6**

**7.0 Evaluation Criteria .....7**

**8.0 Application: .....8**

Documents and checklist to be submitted.....9

Financial Breakdown Form .....10

## Application Sheet

| Reference No:  | Consultancy Reference   |  |                             |
|--|---|--|-----------------------------|
| 1  | <p><b><u>Consultancy Name:</u></b><br/>Consultancy services for a national expert to support the development of a project concept note (Mariculture Sector) under NAP Process</p>   |  |                             |
| 2  | <p><b><u>Application submission deadline:</u></b><br/><b>Location:</b> Ministry of Climate Change, Environment and Energy - Reception</p>   | <p><b>Date:</b><br/>28/11/2024<br/>(Thursday)</p>                  | <p><b>Time:</b> 11:00am</p> |
| 3  | <p><b><u>Submission instruction</u></b><br/>Quotations must be delivered in sealed envelopes titled<br/><br/> <b>“Do not Open Before 28<sup>th</sup> November 2024 at 1105hrs – Consultancy services for a national expert to support the development of a project concept note (Mariculture Sector) under NAP Process – (IUL)438-CCD/438/2024/510”</b> and the submitting Applicant’s name and address<br/><br/>                     Late applications will be rejected.</p> |  |                             |
| 4  | <p><b><u>Submission address</u></b><br/>Procurement Section<br/>Ministry of Environment, Climate Change and Technology<br/>Green Building, Handhuvaree Hingun, Maafannu<br/>Male’, 20392, Republic of Maldives<br/>Email: <a href="mailto:procurement@environment.gov.mv">procurement@environment.gov.mv</a><br/>Website: <a href="http://www.environment.gov.mv">www.environment.gov.mv</a><br/>Project name:</p>  |  |                             |
| 5  | <p><b><u>Application Opening:</u></b><br/>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><b>Time:</b> 11:05am<br/><b>Date:</b> 28/11/2024 (Thursday)</p> |                             |
| <p><b><u>Note: This procurement will be undertaken as per UN procurement Rules and Regulations</u></b></p> |   |  |                             |

## **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.

NAPs are focused on medium- and long-term adaptation planning. 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.

The NAP project provides support for the elaboration of two project concept notes on adaptation for submission by the country NDA to the Green Climate Fund (GCF). The Concept Note will be developed in accordance with GCF guidance on Concept Notes and address the following:

- Development context;
- Objective of the concept note;
- Climate change impacts and risks to be mitigated;
- Baseline drivers of vulnerability;
- Adaptation approach to be further investigated.

In this regard the Ministry is seeking the service of an individual consultant (national) to support the international consultant team to support the development of a project concept note (Mariculture) under NAP Process.

## 2.0 Tasks and Deliverables

- Support the international consultants during the field mission. This includes collaboratively identifying information requirements relevant to the consultant’s deliverables, and producing a mission report summarising responses received during consultations sector relevant findings.
- Desk review of literature including policy documents, sectoral plans, and research materials in the context fisheries sector
- Draft a health Sector Assessment Report for the proposed project. The report should include option analysis on the following areas:
  - Climate change impacts and environmental concerns regarding mariculture development
  - Demonstrate economically viable resources to mariculture sector through technology support and access to finance
  - Facilitate value chain development for mariculture products
- Recommendations for interventions to be undertaken under the proposed project, including site-specific technical designs and localities, with site-specific maps.
- Contribute to the analysis and report writing led by the international consultant team, and presenting of results

### Deliverables

- Mission Report
- Assessment Report
- Options Analysis Report

Additionally, the consultant is required to provide written contribution to the analysis and report writing led by the international consultant team, and presenting of results.

### **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 change, fisheries, economics, Environmental Science, marine resources or any other area relevant to the proposed assignments

**b) Experience**

- Demonstrated experience in the area for not less than 7 years.
- Demonstrated Experience in stakeholder engagement and field research
- Demonstrated experience in the elaboration, preparation and design technical reports and document related to climate change impacts on fisheries, coral reefs, marine environment, marine resources or similar fields; (submit samples or weblinks of samples)
- Demonstrated experience in preparing project concepts, notes, proposals in accordance with the guidelines of funding agencies
- 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 60)

### **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 MCCCE, 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 |
|--|-------------------------|---|--------------------|
|  | Mission Report          | 10 days                                   | 20%                |
|  | Assessment Report       | 25 days                                   | 40%                |
|  | Options Analysis Report | 25 days                                   | 40%                |

## 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)   | 50                        |
| Master’s Degree and above in relevant field: 50 points   |                           |
| At least 7 years of experience in a relevant area  | 50                        |
| 7 years: 30 points, 7 years and above: 50 points   |                           |
| Demonstrated Experience in stakeholder engagement and field research   | 50                        |
| 25 points per proof of assignment or publication completed   |                           |
| Demonstrated experience in the elaboration, preparation and design technical reports and document related to climate change impacts on fisheries, coral reefs, marine environment, marine resources or similar fields; (submit samples or weblinks of samples) | 50                        |

|  |            |
|--|------------|
| 25 points per proof of assignment or publication completed   |            |
| Demonstrated experience in preparing project concepts, notes, proposals in accordance with the guidelines of funding agencies  | 50         |
| 25 points per proof of assignment completed  |            |
| Must have excellent speaking, reading, report writing and presentation skills in Dhivehi and English   | 50         |
| Total A=   | <b>300</b> |
| <p>Only Specialists who meet the minimum qualification requirements will be qualified for technical evaluation.</p> <p>Technical score(T) = A/300*100</p>  |            |
| <p><b>Note: Only the proposals that will obtain a minimum of 70% out of 100 obtainable points will be qualified for the financial evaluation.</b></p>  |            |
| <p><b>Financial Score:</b></p>   |            |
| <p>The formula for determining the financial scores is the following:</p> <p><math>S_f = 100 * F_m / F</math>, in which <math>S_f</math> is the financial score, <math>F_m</math> is the <u>lowest price</u> and <math>F</math> is the price of the proposal under consideration.</p> <p>The weights given to the Technical and Financial Proposals are:</p> <p>T = [0.7], and F = [0.3]</p> |            |

**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<br>(MVR) | Total |
|---------------|-------------------------|---------------------|-------|
| 1             | Mission Report          |                     |       |
| 2             | Assessment Report       |                     |       |
| 3             | Options Analysis Report |                     |       |
| <b>Total:</b> |                         |                     |       |

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