





## Ministry of Environment and Energy

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Announcement Reference No: (IUL)438-CCD/438/2017/228

### **Consultancy Services for Development and Implementation of Energy Efficiency Labelling Programme in the Maldives**

The Ministry of Environment and Energy has received financial assistance from Global Environment Facility (GEF) administered by the United Nations Environment Programme (UN Environment) to reduce greenhouse gas (GHG) emissions through energy efficiency in the building sector. Strengthening Low Carbon Energy Island Strategies (LCEI) Project intends to procure services of a consultancy firm/institution for development and implementation of energy efficiency labelling programme in the Maldives.

Ministry invites eligible consultancy firms to submit proposals according to the Terms of Reference (TOR). The detail TOR for the consultancy is available to download from the ministry's website (<http://www.environment.gov.mv>) and also TOR can be directly downloaded from this announcement.

Proposals must be delivered in sealed envelopes to the address below before **07<sup>th</sup> December 2017 at 1100 hours** local time. For detailed submission instructions refer to the TOR.

#### **Procurement Section**

Ministry of Environment and Energy

[procurement@environment.gov.mv](mailto:procurement@environment.gov.mv)

Green Building, Handhuvaree Hingun, Maafannu

Male', 20392, Republic of Maldives





# MINISTRY OF ENVIRONMENT AND ENERGY

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MALE' REPUBLIC OF MALDIVES

Announcement Reference No: (IUL) 438-CCD/438/2017/228

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## Development and Implementation of Energy Efficiency Labelling Programme in the Maldives

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[16th November 2017]

*Prepared by:*

Project Management Unit

Strengthening Low Carbon Energy  
Island Strategies (LCEI) Project



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## **1. Introduction & Background**

The Government of Maldives has been working to develop Energy Efficiency Standards and Labelling (EE S&L) programme. The EE S&L programme is expected to help consumers identify and base their purchase decisions on lifetime appliances costs as opposed to only upfront costs. In Maldives, the plan to develop and implement an EE S&L programme is in line with the Maldives Climate Change Policy Framework (2015) which aims to strengthen low emission development future and ensure energy security for the Maldives; and Maldives Energy Policy & Strategy (2015) precisely the policy 2 which encourages energy conservation and energy efficiency. It is also in line with Maldives commitments to the Montreal Protocol on Substances that Deplete the Ozone layer.

The EE S&L programme will be implemented by Maldives Energy Authority (MEA). It is a semi-autonomous body under the Ministry of Environment and Energy (MEE), with a mandate to regulate the energy sector.

The Project “Strengthening Low Carbon Energy Island Strategies Project (LCEI)”, is designed with a goal of market transformation for energy efficient technologies in buildings and the built environment in the Maldives; and promotion of energy efficiency investments in buildings. The project will not only target energy efficient technologies, but will also promote emerging low carbon energy technologies for the building sector.

LCEI Project is funded by the Global Environment Facility (GEF) and implemented by the MEE with support from UN Environment. The project aims to reduce greenhouse gas (GHG) emissions through energy efficiency in the building sector.

## **2. Objective**

The objective of the assignment is to initiate the implementation of an Energy Efficiency Labelling (EE Labelling) programme for selected appliances in the Maldives.

## **3. Scope of Assignment**

The scope of work involves developing detailed methodology to issue energy efficiency labels for selected appliances along with necessary applications, documentation, and implementation plan; and to develop monitoring methodology for the labelling programme. The EE Labelling programme is to be developed so that the implementation of the programme can be initiated

with a recommendation label for appliances at an energy efficiency level to be identified in this consultancy. The implementation plan must include a roadmap of how the implementation can be taken from the recommendation label to a comparative label which identifies appliances at different energy efficiency levels. The following appliances are selected for the programme;

1. Air Conditioner
2. Refrigerator
3. Freezer

The following documents should be reviewed before undertaking the task and use the information appropriately in delivering the outputs of this consultancy. (These documents will be made available as EE Labelling.zip file in the Ministry website).

1. Consultation Paper [Energy Efficiency Standards And Labelling Scheme For The Republic Of Maldives],
2. Draft Energy Labelling Regulation, and
3. Manual for Official Recommended Electric Appliances Approval Procedure
4. Draft report on Research on consumer behaviour and preferences regarding energy efficiency in households
5. Draft report on Technical Analysis of Market to develop energy efficiency standards and labels in Maldives

#### **4. Indicative Tasks**

The following are indicative tasks to achieve the objectives of the consultancy, but are not necessarily limited to these activities:

1. Inception - meeting with stakeholders and finalizing the detailed methodology and work plan.
2. Develop recommendation for an EE Labelling Programme.
  - a. Review and compare labelling scheme of countries from which selected appliances are imported into Maldives. The comparison will identify the underlying efficiency index of the label, the testing procedures and standards, required to estimate the efficiency index for appliances, other safety and performance requirements, the information on the labels, etc.

- b. Based on indicative task ‘2a’ recommend energy efficiency levels for labelling scheme to categorize the selected appliances available in Maldives market, and its equivalence for labels issued by exporting countries.
    - c. Recommend label format and information for labelling scheme. The label should cover the aspects of energy efficiency, Ozone Depletion Potential (ODP) and low Global Warming Potential (GWP).
  3. Recommend EE Labelling Programme implementation procedure
    - a. Recommend a process of implementing Maldives EE Labelling Programme, recommended in indicative task 2, based on certification issued for labelling and documentations used for certification in exporting country. This should include, but is not limited to forms for making a request, documentation to be submitted along with request, process and steps by Maldives Energy Authority undertaken to issue labels, etc. The process must be developed such that the programme can be initiated just after this consultancy, with the existing capacity at the MEA.
    - b. Recommend process and approaches for establishing collaborative arrangements with labelling authorities of key exporting countries for verification of submissions to Maldives EE Labelling Programme.
    - c. Recommend process and procedures for importing the products into the country and process for Customs officials to approve the imports.
    - d. Recommend a process for ensuring general quality (e.g. Safety) of appliances to be labelled/labelled appliances to ensure counterfeits cannot be imported in to the country.
    - e. Revise the draft Energy Labelling Regulation to cater for the implementation of the Maldives EE Labelling Programme.
  4. Framework to monitor implementation of the EE Labelling Programme
    - a. Recommend process and procedures for market surveillance to ensure effective implementation of the EE Labelling Programme
    - b. Review the existing roles and responsibilities of Government entities on market surveillance and recommend necessary amendments to include the roles and responsibilities for Market Surveillance.

- c. Demonstration of market surveillance process and procedure to the relevant government entities.
  - d. Identify necessary regulatory changes to impose penalties, and recommend types and magnitudes of penalties for non-compliance with requirements of the EE Labelling Programme.
5. Impact assessment of enforcement of EE Labelling programme.
- a. Develop a monitoring framework, including indicators for assessing impacts of EE Labelling programme, data requirements, process and procedures for data collection, to assess the energy savings and GHG impacts of implementation
  - b. Identification of relevant stakeholders collaboration for harmonization of data
  - c. Carbon dioxide reduction impact for next ten years
  - d. Provide estimates of the potential energy and energy cost saving, along with other social economic impacts, with introduction of EE Labelling programme in the Maldives
  - e. Recommend the feasibility of restricting import of selected appliances below a minimum standard/minimum efficient level.
6. Implementation plan for rolling out EE Labelling programme
- a. Assess capacities in implementing the different elements of EE Labelling programme
  - b. Identify cost of implementing EE Labelling programme and options for recovering the costs
  - c. Develop an implementation plan
7. Stakeholder consultation sessions (minimum 2) during the development of the EE Labelling programme and a dissemination workshop (1 day) to present the EE labelling scheme to stakeholders

## 5. Deliverables

Deliverable	Delivery Date*
1. Inception report with finalized methodology and work plan	3 weeks
2. EE Labelling Programme.	8 weeks



3. Labelling Programme implementation procedure 4. Framework to monitor implementation of the EE Labelling Programme	16 weeks
5. Impact assessment of enforcement of EE Labelling programme. 6. Implementation plan for rolling out EE Labelling programme	24 weeks
7. The Draft Final Report and all raw data gathered for the assessment	27 weeks
8. The Final Report	31 weeks
9. Stakeholder dissemination workshop**	TBC

\* **From the date of contract signing**

\*\* **Logistical and financial arrangements for workshop (venue, catering and invitations) will be supported by the LCEI project. Proponents should NOT include this cost in the financial proposal**

## 6. Duration of the Consultancy

Duration of the assignment is 8 calendar months upon signing the contract.

## 7. Reporting Requirements

Consultants are expected to work closely with the LCEI Project Management Unit (LCEI-PMU) and MEA.

The consultants will report directly to LCEI Project Manager.

The consultants shall attend progress meetings once every 3 weeks with the LCEI-PMU. Team members in post(s) under section 8 (Requirements for Experience and Qualification) must participate in the progress meetings. Team members in post(s) under section 8 who are not in Maldives at the time of the meeting shall participate via Skype. Team members in post(s) under section 8 are required to be present in person for the following:

- Inception
- Stakeholder consultations
- Dissemination workshop

For meetings held under this consultancy, the Minutes of Meeting must be provided to the LCEI-PMU within 2 days of the meeting.

## 8. Requirements for Experience and Qualifications

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

#	Post	Nos
1	Energy Efficiency Labelling Expert	1

Details of any other support positions must be included in Standard Form 3 and 4.

### 1) Energy Efficiency Labelling Expert

- Academic qualification
  - Must have postgraduate qualification in Energy Economics, or Energy Engineering, or any other related field;
- Professional experience
  - Minimum seven (7) year post qualification experience in energy efficiency project / programmes
  - Must have demonstrated involvement in the development of minimum of one (1) energy efficiency standards and labelling programme
  - Experience in energy efficiency levels of the selected appliances is an asset
  - Knowledge and experience of energy efficiency levels of selected appliances in other countries is an asset
  - Must have knowledge of low GWP and zero ODP refrigerants and products using those refrigerants
  - Must have excellent speaking, reading, report writing and presentation skills in English
  - Must demonstrate experience via links to a sample report/document of similar work previously conducted

## 9. Evaluation and comparison of proposals

### 9.1 Preliminary Examination

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, and all the documents stated in Section 12 (Application) has been included in the proposal.

Prior to the detailed evaluation, the Client will determine the substantial responsiveness of each proposal to the Terms of Reference (TOR).

If a proposal is determined as incomplete or as not substantially responsive, Client has authority to reject the proposal. Criteria for determining completeness and substantial responsiveness is given in Annex 2.

### 9.2 Evaluation of Proposals

A two-stage procedure is utilized in evaluating the proposals.

The Technical Evaluation will be completed at the First Stage of the evaluation. The proposals which pass the minimum technical score of **80%** of the obtainable score of 1000 points in the technical evaluation will be considered in the Second Stage of the evaluation.

Financial Proposal will be evaluated in the Second Stage. The proposal with the Lowest Financial Quote (Fq) will get the maximum Financial Score (Sf) of 100 points. The Financial Scores (Sf) of the other Financial Proposals will be computed according to the following formula:

$Sf = 100 \times Fq / F$ , in which Sf is the financial score, Fq is the Lowest Financial Quote received and F is the price of the proposal under consideration.

Proposals will be ranked according to the combined Technical Score (St) and Financial Score (Sf) using the weights (T = the weight given to the Technical Proposal; P = the Weight given to the Financial Proposal; T+P = 1) and will be computed according to the following formulae.

$S = St \times T\% + Sf \times P\%$ , in which S is the combined score,

Where T% = 70% and P% is 30%

MEE reserves the right to undertake a post-qualification exercise aimed at determining to its satisfaction, the validity of the information provided in the proposal. Such post-

qualification shall be fully documented and, among those that may be listed in the Annex 2, may include, but need not be limited to, all or any combination of the following:

- a) Verification of accuracy, correctness and authenticity of information provided by the proponent on the legal, technical and financial documents submitted;
- b) Validation of extent of compliance to the TOR requirements and evaluation criteria based on what has so far been found by the evaluation team;
- c) Inquiry and cross-checking with other previous clients on the quality of performance on ongoing or previous contracts completed;

## 10. Payment

Payments will be made in accordance with the schedule specified below:

REQUIREMENT	ALLOCATION
Submission and acceptance of inception report with finalized detailed methodology and work plan	10%
Submission and acceptance of draft chapters on EE Labelling Programme. Submission and acceptance of draft chapters on EE Labelling Programme implementation procedure	20%
Submission and acceptance of draft chapters on Framework to monitor implementation of the EE Labelling Programme Submission and acceptance of draft chapters on Impact assessment of enforcement of EE Labelling Programme. Submission and acceptance of draft chapters on Implementation plan for rolling out EE Labelling Programme	30%
Submission and acceptance of the final report and completion of dissemination workshops	40%
<b>Total</b>	<b>100%</b>

## 11. Additional Information

The LCEI-PMU of MEE 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 LCEI-PMU at the end of the contract and will become the sole property of MEE.

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

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

## 12. Application

Proponent should submit their proposals containing the following (Standard forms provided in Annex 1):

- Completed proposal submission form ([FORM-1](#))
- Completed financial breakdown form ([FORM-2](#)).
- Brief description of the proponent and an outline of recent similar consultancy services provided along with references.
- A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section is provided in [FORM-3](#). The list of the proposed professional staff team, the positions they would be assigned, and their tasks ([FORM-4](#)). A summary of the work plan must be presented in the format in Work Schedule ([FORM -6](#)) showing in the form of a bar chart the timing proposed for each activity.
- Demonstrations of required experiences listed in this TOR along with detailed CVs of the experts signed by the expert themselves and **letter of commitment from each member to undertake the project** ([FORM-5](#)).
- Required experiences and other experiences relevant to this TOR must be specified separately or highlighted in their respective CVs.
- Copy of Company/Institution Registration
- Copy of GST Registration (if applicable)

### 13. Queries

For any queries please email to [procurement@environment.gov.mv](mailto:procurement@environment.gov.mv) and CC to [low.carbon@environment.gov.mv](mailto:low.carbon@environment.gov.mv) before 2359hrs on 25<sup>th</sup> November 2017. Answer will be provided to all the queries received before the deadline and will be made available via the Ministry website ([www.environment.gov.mv](http://www.environment.gov.mv)) and Ministry Facebook page (<https://web.facebook.com/environment.gov.mv/>) on 28<sup>th</sup> November 2017.

### 14. Submission

Proposals must be delivered in sealed envelopes titled “***Do not Open Before 7<sup>th</sup> December 2017 at 1100hrs - Development and Implementation of Energy Efficiency Labelling Programme in the Maldives***” and the submitting party’s name and address to the address below on or before **7<sup>th</sup> December 2017 at 1100** hours local time. Electronic submission is not permitted. Late proposals will be rejected. 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.

Procurement Section  
Ministry of Environment and Energy  
Green Building, Handhuvaree Hingun, Maafannu  
Male’, 20392, Republic of Maldives  
[procurement@environment.gov.mv](mailto:procurement@environment.gov.mv)

# ANNEX 1: STANDARD FORMS

## 1. STANDARD FORMS

### FORM -1: PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the “**Development and Implementation of Energy Efficiency Labelling Programme in the Maldives**” in accordance with your Terms of Reference dated [Insert Date] and our Proposal. We are hereby submitting our Proposal; our financial offer is for the sum of [*Insert amount(s) in words and figures (Should quote the amount in Maldivian Rufiyaa)*] which is inclusive of the all applicable taxes.

We 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 [*Insert number of days, 60 days minimum*] days. If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the methodology and proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the services and fulfil the requirements of the terms of reference.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_



**FORM-2: FINANCIAL BREAKDOWN**

	<b>Description</b>	<b>MVR</b>
	<b>Total :</b>	
	<b>GST :</b>	
	<b>Total with GST:</b>	

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

Note: The total contract price should be quoted inclusive of Goods and Services Tax (GST) as per the GST Legislation and Circulars where applicable.

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

### **FORM-3: DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT**

*Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:*

- a) Technical Approach and Methodology,*
- b) Work Plan, and*
- c) Organization and Staffing,*

*a) Technical Approach and Methodology. In this chapter you 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 (including details of any instruments, software, technical formulae, information files and file formats where applicable). 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 you should propose the main 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.*

*c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the proposed professional staff responsibility.*

**FORM-4: TEAM COMPOSITION AND TASK ASSIGNMENT**

Name of Staff	Position Assigned	Task Assigned

## FORM-5: Letter of Commitment

[ *Date* ]

[Company Name]  
[Road Name]  
Male'  
Maldives

**Re: Development and Implementation of Energy Efficiency Labelling Programme in the Maldives Ref no: \_\_\_\_\_**

Dear Sir/Madam,

I am writing to confirm my availability to provide services as Energy Efficiency Labelling Expert to the **Development and Implementation of Energy Efficiency Labelling Programme in the Maldives** for the Ministry of Environment and Energy between January 2018 and August 2018.

I undertake, if this proposal is accepted, to complete and deliver the whole of the services assigned to me in the scope of services.

I undertake, if this proposal is accepted upon receipt of the Ministry of Environment 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: \_\_\_\_\_



## ANNEX 2: EVALUATION OF PROPOSALS

<p><b>Criteria for Preliminary Examination of Proposals</b></p>	<p><b><u>Document pre check</u></b></p> <ol style="list-style-type: none"> <li>1. Proposal is received on or before the date and time specified</li> <li>2. Proposal is properly sealed / un-tampered</li> <li>3. Proposal bears the (i) name of the submitting entity and (ii) title of the Contract outside the envelope</li> <li>4. Completed Form-1: Proposal Submission is included in the proposal</li> <li>5. Completed Form-2: Financial Breakdown is included in the proposal</li> <li>6. Completed Form-3: Description Of Approach, Methodology And Work Plan For Performing The Assignment is included in the proposal</li> <li>7. Completed Form-4: Team Composition And Task Assignment is included in the proposal</li> <li>8. Completed Form-5: Work Schedule is included in the proposal</li> <li>9. Completed Form-6: Letter of commitment for all the experts as described in section 8 of the TOR is included in the proposal</li> <li>10. Signed CVs of the key staff is included in the proposal</li> <li>11. Minimum 60 days proposal validity provided</li> <li>12. All the standard forms are included (i.e. no standard contents deleted, no reservations added)</li> <li>13. Proponent’s Profile (not more than 15 pages)</li> <li>14. Latest Certificate of Registration of institution/company</li> <li>15. Proposal is strictly for the full scope of requirements (i.e. partial offer is not allowed)</li> <li>16. Details of Personnel to be engaged in the Contract Submitted</li> <li>17. There are no exceptional conditions stated that are unacceptable to MEE</li> </ol> <p><b><u>Technical pre check</u></b></p> <ol style="list-style-type: none"> <li>1. Is the proponent’s understanding of the objective of the assignment explained?</li> <li>2. Is the proponent’s understanding of the objective consistent with the objective of the assignment?</li> <li>3. Is the proponent’s approach and methodology explained in detail?</li> <li>4. Does the approach and methodology address the full scope of requirements of the assignment?</li> <li>5. Are the problems being addressed through this assignment, identified and their importance explained?</li> <li>6. Is there an explanation of the technical approach that the proponent will undertake to address the problems</li> <li>7. Does the work plan include the main activities and their content of the assignment?</li> <li>8. Does the work plan show phasing, interrelations and milestones of the activities, and delivery dates of reports?</li> <li>9. Are the work plan and proposed approach and methodology consistent with each other?</li> <li>10. Is the structure and composition of the team explained?</li> </ol>
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	<p>11. Does the proposed team members' qualification and experience meet the minimum requirements?</p> <p>12. Are the main activities and tasks assigned to members of required qualification/experience?</p> <p>13. Are the tasks assignment and the proposed methodology consistent with each other?</p>
<b>Criteria for Essential Eligibility/Qualification of key personnel</b>	<b>Refer to Section 8 of this TOR</b>
<p><b>Note:</b></p> <p>1. If proponents do not meet any of the above listed criteria, their proposal may not be considered for further evaluation.</p> <p>2. Proponents meeting above listed criteria are required to submit evidences (details / documents) in support – otherwise proposal may be disqualified.</p>	

<b>Summary of Technical Proposal Evaluation Forms</b>		<b>Score Weight</b>	<b>Points Obtainable</b>
1.	Proposed Methodology, Approach and Work Plan	55%	600
2.	Personnel	45%	400
<b>Total</b>			<b>1000</b>

<b>Technical Proposal Evaluation</b>		<b>Points Obtainable</b>
<b>Form 1</b>		
<b>Proposed Methodology, Approach and Work Plan</b>		
2.1	To what degree does the proponent understand the task mentioned in this TOR?	100
2.2	Did the proposal address in sufficient detail the important aspects of tasks listed?	120
2.3	Are the different components of this TOR planned to be implemented in a cohesive manner?	100
2.4	Is the conceptual framework adopted appropriate for the task?	90
2.5	Is the scope of task well defined and does it correspond to the TOR?	90
2.6	Is the responsibilities of the key personnel addressed clearly in line with the methodology described	100
<b>Total</b>		<b>600</b>

<b>Technical Proposal Evaluation</b>		<b>Points Obtainable</b>
<b>Form 2</b>		
<b>Personnel</b>		
3.1	Energy Efficiency Labelling Expert	400
	- Academic qualification	100
	- Professional Experience	300
<b>Total</b>		<b>400</b>