



# MINISTRY OF ENVIRONMENT

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MALE' REPUBLIC OF MALDIVES

Announcement Reference No: (IUL)438-CCD/438/2019/395

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## Development of Websites – Individual Consultant

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*[25th December 2019]*

*Prepared by:*

**Project Management Unit**

**Strengthening Low Carbon Energy  
Island Strategies (LCEI) Project**



## Table of Contents

1.	Introduction & Background .....	2
2.	Objective of the assignment .....	2
3.	Scope of Work .....	2
4.	Deliverable .....	4
5.	Duration of the Consultancy .....	4
6.	Services provided by the Client .....	5
7.	Intellectual property .....	5
8.	Provision of Monitoring and Progress Controls .....	5
9.	Degree of Expertise and Qualifications .....	5
10.	Evaluation and comparison of proposals .....	6
10.1	Preliminary Examination .....	6
10.2	Evaluation of Proposals .....	6
11.	Payment .....	7
12.	Additional Information .....	7
13.	Application .....	8
14.	Pre-bid meeting .....	8
15.	Submission .....	8
ANNEX 1:	STANDARD FORM .....	9
FORM-1:	FINANCIAL OFFER .....	10
ANNEX 2:	EVALUATION CRITERIA .....	11

## 1. Introduction & Background

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 Ministry of Environment (ME) with support from UN Environment. The project aims to reduce greenhouse gas (GHG) emissions through energy efficiency in the building sector.

LCEI project is seeking a qualified individual consultant to develop websites.

## 2. Objective of the assignment

The objective of this assignment is to develop;

1. A website to provide information about standards and labelling program which is going to be implemented by Maldives Energy Authority (MEA).

*Will be referred as **website A** in the subsections of the TOR*

2. A website to provide information on energy efficiency to the public.

*Will be referred as **website B** in the subsections of the TOR*

For both websites detailed requirement analysis, design, development should be done as per the needs of the ME and MEA.

## 3. Scope of Work

- The *Website A* will be hosted in MEA and it will be part of their new website. Therefore, the designing should be same as the new website.
- The *Website B* will be hosted in the Ministry and it will be part of the exiting ministries website. Therefore, the designing should be same as the existing website.
- Both websites should be in Dhivehi and English language. All pages (eg: news, events, etc.) should all be published in both languages. Fonts should render automatically and should not require installation on visitor’s devices.

- Websites should
  - be responsive and compatible with all mobile devices
  - be appealing, user friendly and clean
  - perform well on slow connections
  - be compatible with the latest versions of popular web browsers
- Website shall contain features such as the following which should be managed from the CMS without code manipulation;
  - Should allow multiple levels of users. Administrator should be able to grant access to a particular user for different areas or aspects of the website if needed.
  - Date and time stamp should be available for all postings.
  - Home page should have responsive with both text and images.
  - Should contain provision to display selected data from a local database hosted within the Ministry for the energy efficiency awareness website.
  - Upcoming events should be highlighted for a particular period.
  - News items (gallery, videos, documents, other material related to the news should appear with the news item).
  - Photo gallery (could be hosted on the same hosting), video gallery (on existing YouTube account).
  - Photos should be automatically optimized but high resolution photos should be downloadable.
  - Photos should be captionable
  - All aspects and areas of the website should be searchable and should have filtering options where relevant.
  - Should be able to publish online quizzes.
  - Should be able to publish statistical data, information, images related to different titles (eg: brands, countries, etc.).
  - Should contain a provision to publish material (meeting documents, programme, updates, etc.) regarding seminars/workshops.
  - Should have an events calendar (gallery, videos, documents, other material related to the event should be linked).
  - Home page contents should be finalized after discussing with ME and MEA.

- The following modifications needed to be made to the existing new website of MEA
  - The application tracking tool in MEA’s new website should be reworked to restore its functionality.
  - The search fields in various parts of MEA’s new website needs to be reworked to have filtering options
  - Applicable pages in MEA’s new website needs to have Google Sheets embedded.

#### **4. Deliverable**

1. The developer is expected to provide a Work Plan for the website development within 5 working days from Contract signing.
2. The selected developer is expected to come up with detailed Requirement Analysis for the websites after discussion with relevant departments of the Ministry and Maldives Energy Authority. The developer is expected to present the Requirement Analysis within 30 days from the award of contract.
3. The selected developer is expected to provide a Design Template for both websites within 20 days from the approval of Requirement Analysis from the Ministry.
4. Development shall start immediately on the approval of Design Template.
5. User testing shall be carried out in collaboration with ME and MEA after development.
6. The developer shall hand over to the Ministry;
  - A clear commented source code
  - A technical documentation with diagrams
  - A User Guide with screenshotsat the time of website handover.
7. The developer shall conduct a training session for users.
8. The developer shall provide bug fixing support for period of one (1) year from the time the website is handed over to the Ministry.

#### **5. Duration of the Consultancy**

Duration: 6 Calendar months

## **6. Services provided by the Client**

1. The Ministry shall provide the developer with editable content required at the time Requirement Analysis is approved.
2. Ministry shall provide access to the hosting space to the developer at the time Requirement Analysis is approved.

## **7. Intellectual property**

The developer must agree explicitly that all components of the works submitted are indeed original creations of the developer. Any intellectual property infringement, misuse or plagiarism of another's work in any form or state will result in immediate termination of the contract. The Ministry will not bear any responsibility for the contractor's illegal or inappropriate use of copyrighted material and the contractor agrees to bear full responsibility for any consequences for such actions.

The websites developed shall remain sole property of the Ministry of Environment.

## **8. Provision of Monitoring and Progress Controls**

The consultant will implement his/her functions and report to the LCEI Project Manager. The consultant works in close collaboration with the Ministry of Environment (ME) and Maldives Energy Authority.

Monthly briefing and updates on new progress and results conducted for review and monthly report.

## **9. Degree of Expertise and Qualifications**

- 1) Academic qualification
  - Minimum Diploma in Information Technology, Information Systems, Software Development, Website Development or related diploma.
- 2) Professional experience
  - Minimum three years' practical experience in similar works
  - Proven experiences in developing websites (should provide reference of past completed works)
  - Professional writing and graphic design skills would be an added advantage

## 10. Evaluation and comparison of proposals

### 10.1 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 13 \(Application\)](#) have been included in the proposal.

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](#).

### 10.2 Evaluation of Proposals

Criteria	Weight
Technical Qualification (St) Refer to <a href="#">Annex 2</a> for details of evaluation criteria.	60%
Financial Offer (Sf) 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 offer will be computed according to the following formula: $Sf = 100 \times Fq / F$ , in which Sf is the financial score, Fq is the <u>Lowest Financial Quote received</u> and F is the price of the proposal under consideration.	40%
$Total (S) = St \times 60\% + Sf \times 40\%$	100%

Interview with the candidates may be held if deemed necessary.

ME 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;

## 11. Payment

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

REQUIREMENT	ALLOCATION
1. Submission and acceptance of requirement Analysis for the websites	10%
2. Submission and acceptance of Design Template for both websites.	20%
3. Completion of both websites	30%
4. Submission and acceptance of <ul style="list-style-type: none"> <li>• A clear commented source code</li> <li>• A technical documentation with diagrams</li> <li>• A User Guide with screenshots</li> </ul>	40%
<b>Total</b>	<b>100%</b>

Upon acceptance of the deliverables payments will be made by the Maldives Energy Authority.

## 12. Additional Information

The LCEI-PMU has the 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 ME.



### 13. Application

**Interested individuals can apply to this consultancy.**

Proposals should contain the following (Standard forms provided in Annex 1):

- Completed financial offer ([FORM-1](#)).
- Signed Curriculum Vitae
  - Required experiences and other experiences relevant to this TOR must be specified separately or highlighted in their respective CV.
  - Reference letters for past completed works
  - Copy of the national id card

### 14. Pre-bid meeting

A pre-bid meeting will be held on **1100hrs on 29<sup>th</sup> December 2019**. **Bidders who attend the pre-bid meeting can only submit the proposal for this consultancy.**

### 15. Submission

Bid submission	On or before <b>08th January 2020 at 1100</b> hours local time
Bid opening	<b>08th January 2020 at 1100</b> hours local time  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.
Submission instruction	Proposals must be delivered in sealed envelopes titled  <b>“Do not Open Before 08th January 2020 at 1100 - Development of Websites – Individual Consultant” and the submitting party’s name and address</b>  Electronic submission is not permitted. Late proposals will be rejected.
Submission address	<b>Procurement Section</b> Ministry of Environment 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: Strengthening Low Carbon Energy Island Strategies (LCEI) Announcement number: (IUL)438-CCD/438/2019/395

# ANNEX 1: STANDARD FORM

## 1. STANDARD FORMS

### FORM-1: FINANCIAL OFFER

Having examined the Solicitation Documents, I, the undersigned, offer to provide all the services in the TOR 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.

**Cost breakdown:**

No.	Description	MVR
	<i>Applicable tax :</i>	
	<b>Total</b>	

I undertake, if my proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

I agree to abide by this proposal for a period of 60 days from the submission deadline of the proposals.

Date:

Name:

ID card no:

Signature

## ANNEX 2: EVALUATION CRITERIA

<b>Criteria for Preliminary Examination of Proposals</b>	<p><b>Document pre check</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: Financial Offer</li> <li>5. Signed CV of the expert</li> <li>6. Minimum 60 days proposal validity provided</li> </ol>
<b>Criteria for Essential Eligibility/Qualification of key personnel</b>	Refer to <a href="#">Section 9</a> of this TOR
<p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. If proponents do not meet any of the above listed criteria, their proposal may not be considered for further evaluation.</li> <li>2. Proponents meeting above listed criteria are required to submit evidences (details / documents) in support – otherwise proposal may be disqualified.</li> </ol>	

**Detail technical evaluation criteria**

<b>Consultants experience/qualification related to the services</b>		
<b>Criteria</b>		<b>Points Obtainable</b>
1	Minimum Diploma in Information Technology, Information Systems, Software Development, Website Development or related diploma	150
2	Minimum three years' practical experience in similar works	200
3	Proven experiences in websites development	300
4	Professional writing and graphic design skills would be an added advantage	50
<b>Total</b>		<b>700</b>