

**Request for Proposal – Consultancy Services for development and integration of a rainfall alert system in moosun mobile app.**



**Ministry of Environment**  
Republic of Maldives

**REQUEST FOR PROPOSAL**

**Consultancy Services for development and integration of a rainfall alert system in moosun mobile app.**

**“Supporting Vulnerable Communities in Maldives to Manage Climate Change-induced Water Shortages Project”**

**Issued on: 09<sup>th</sup> February 2021**

**Issued By:**  
GCF Project Management Unit  
Water and Sanitation Department  
Ministry of Environment

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## **1 SCHEDULE OF CRITICAL DATES**

<b>ACTIVITY</b>	<b>ACTION DATE</b>
Advertised Date	<b>09<sup>th</sup> February 2021</b>
Pre-bid Meeting	<b>14<sup>th</sup> February 2021 10:00hrs</b>
Registration Deadline	<b>Before 1200hrs on 16<sup>th</sup> February 2021</b>
Bid Clarification Deadline	<b>15<sup>th</sup> February 2021 before 1400hrs</b>
Deadline to submit proposals	<b>0900hrs 22<sup>nd</sup> February 2021</b>

## **2 SUBMISSION REQUIREMENTS**

Interested parties **shall submit** all the Forms listed under **Sections 6 (TECHNICAL PROPOSAL - STANDARD FORMS)** and **Section 7 (FINANCIAL PROPOSAL - STANDARD FORMS)**.

Please CHECK in the BOXES to confirm the submission of the required Forms.

- 1. Proposal Submission Form, Consultant’s Information form (Form Tech-1A, 1B & 1C)
- 2. Consultant’s Organisation, summary of contract commitments of the firm, General Experience of the firm and Specific Experience of the firm (Form Tech -2A,2B, 2C & 2D)
- 3. Approach, Methodology and Work Plan (Form Tech -3)
- 4. Task Assignments (Form Tech -4)
- 5. Curriculum Vitae (CV) for proposed Professional Staff (Form Tech -5)
- 6. Work Schedule (Form Tech -6)
- 7. Financial Proposal Submission Form (Form Fin 1)
- 8. Financial Proposal Summary Form (Form Fin 2)
- 9. If more than one party wishes to show interest as a JV, Joint Venture or Association Agreement between the parties needs to be provided.

Please CHECK in the BOXES to confirm the submission of the required related documents.

- 10. Company profile of the consultancy firm / Individual
- 11. Company registration certificate of the consultancy firm / Individual
- 12. Organization chart of the consultancy firm

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- 13. Copy of the National Identity Card/Passport, Attested copies of Educational Certificates (if needed as per selection criteria in TOR) of Proposed members in Form Tech-5
- 14. Stamped/signed project completion letters for ALL the projects Listed under FORM TECH-2: Proponent’s Organization and Experience Form. (Cross refer to Project# in the Form)
- 15. Tax Registration Certificate
- 16. Provide links or copies of the samples of relevant pieces completed to date (Cross refer to Project# in the FORM TECH-2: Proponent’s Organization and Experience Forms).

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### **3 LETTER OF INVITATION**

Subjects: Consultancy Services for development of a rainfall advisory system for an existing mobile application

The Government of Maldives represented by the Ministry of Environment (ME) has received funding from the Green Climate Fund (GCF) for the project “Supporting Vulnerable Communities in Maldives to Manage Climate Change-Induced Water Shortages” and intends to apply part of the proceeds towards procuring the services of a “consultancy services for development and integration of a rainfall alert system in moosun mobile app”.

#### Specific Objectives

The specific objectives are to;

1. Development of the backend system for the duty meteorologist to enter the probable area for rainwater harvesting (PARH) as a (set of) polygons.
2. Development of the capability of the App to display that information.
3. Send a push alert to the users providing PARH.

A detailed Terms of Reference (TOR) for each of the above components and Request for Proposal (RFP) for the consulting services will be attached to the gazette advertisement and also made downloadable on the Ministry’s website [www.environment.gov.mv](http://www.environment.gov.mv). Interested consultation Firms may obtain further information via mail to [proc.gcfws@environment.gov.mv](mailto:proc.gcfws@environment.gov.mv).

The Bidder shall be registered to submit the proposal by submitting ‘Bidders’ Registration Form’ to the email address [proc.gcfws@environment.gov.mv](mailto:proc.gcfws@environment.gov.mv). Only registered bidders will be qualified to submit a bid proposal. The form will be attached to this gazette advertisement.

Proposals shall be delivered in a sealed envelope, bearing the name of the project “**Consultancy Services for development and integration of a rainfall alert system in moosun mobile app**”. Bid opening time and date, the address the bid is submitted to (as in the RFP), and the bidders company name, to the Ministry of Environment at the address specified in the RFP. Proposals shall be valid for a period of 90 days from the date of Opening. Electronic submissions are not allowed.

Bids should be submitted on **Maldivian time 0900hrs 22nd February 2021**(Only bids submitted at this time will be eligible to proceed to evaluation). The bids will be opened at **Maldivian time 0900hrs 22nd February 2021**. Any late bids will be rejected.

**GCF Project Management Unit  
Water and Sanitation Department**

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**Ministry of Environment,  
Green Building, Handhuvaree Hingun,  
Maafannu, Male', 20392,  
Republic of Maldives  
Tel. (960)-3018-395  
Email: [proc.gcfws @environment.gov.mv](mailto:proc.gcfws@environment.gov.mv)**

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## **4 INSTRUCTIONS TO CONSULTANTS**

### **4.1 Introduction**

- a) The Client named in the **Data Sheet** will select a Consultancy Firm from those Firms that submit their proposals for this request.
- b) Interested parties are invited to submit Technical Proposal and a Financial Proposal for the contract named in the **Data Sheet**. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Party.
- c) The party as a Lead Consultancy firm can propose **1 (one) Associate Consultancy firms** to partner with for the consultancy. The Lead and Associate Consultants (if any) will be evaluated as according to evaluation criteria set in the **Data Sheet**.
- d) The Client will select a Consultancy Firm from those who show interest to this call for proposals, in accordance with the method of selection specified in the **Data Sheet**.
- e) As a direct response to this document, interested parties must provide their detailed proposals for the “**Consultancy Services for development and integration of a rainfall alert system in moosun mobile app**”. The standards and other statements on such provision and legislative compliance made by the parties as part of their proposals will form a binding part of the final contract document.
- f) The Applicants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Applicants.
- g) The Client reserves the right to accept or reject any Proposal and to terminate the tendering process without awarding a contract. The parties should be aware that it is unlikely that the Client will be in a position to go forward with any proposals that fails to meet the statutory and essential requirements.

### **4.2 Conflict of interest**

- a) A Party (including its Personnel) that has a business or family relationship with a member of the Client’s staff who is directly or indirectly involved in any part of (i) the preparation of the Schedule of requirements, (ii) the selection process, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Government throughout the selection process and the execution of the Contract.
- b) The Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may

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reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultants or the termination of its Contract.

### **4.3 Fraud and Corruption**

The Client requires that all parties including Consultants and their agents (whether declared or not), personnel, sub-contractors, sub-Consultants, service providers and suppliers, observe the highest standard of ethics during the selection and execution its contracts. In pursuance of this policy, the Client:

- a) defines, for the purposes of this provision, the terms set forth below as follows:
  - i. “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
  - ii. “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
  - iii. “collusive practices” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
  - iv. “coercive practices” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
  - v. “obstructive practice” is
    - deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or
    - acts intended to materially impede the exercise of the relevant government authorities’ inspection and audit rights.
- b) Will reject a proposal for award if it determines that the firm recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- c) Will cancel the portion of the contract if it determines at any time that representatives of the Client or of a beneficiary were engaged in corrupt, fraudulent, collusive, or coercive practices during the selection process or the execution of that contract, without the Consultants having taken timely and appropriate action satisfactory to the Client to address such practices when they occur; and



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- d) Will take action against any Party or an individual at any time, in accordance with rules and regulations including by publicly declaring such Parties or individual ineligible, either indefinitely or for a stated period of time.

### **4.4 Proposal Validity**

The Data Sheet indicates how long the Proposals must remain valid after the submission date. The Client will make its best effort to complete negotiations within this period. Should the need arise; however, the Client may request to extend the validity period of proposals. The Parties who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, The Applicants could submit new staff in replacement, who would be considered in the final evaluation for contract award. Applicants who do not agree have the right to refuse to extend the validity of their Proposals.

Bid Security shall also be extended for a corresponding period. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify its Bid.

In the case of fixed price contracts, if the award is delayed by a period exceeding ninety (90) days beyond the expiry of the initial Bid validity, the Contract price shall be adjusted as specified in the request for extension. Bid evaluation shall be based on the Bid Price without taking into consideration the above correction

### **4.5 Language of Proposal**

The proposal documents must be in written English.

### **4.6 Preparation of Proposals**

- a) The Proposal (see para. 1.2), as well as all related correspondence exchanged by the Consultants and the Client, shall be written in the language (s) specified in the RFP.
- b) In preparing their Proposal, Applicants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of the Proposal.
- c) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

### **4.7 Technical Proposal Format and Content**

The Technical Proposal shall provide the information indicated in the following paras from (a) to (f) using the attached Standard Forms (Section 6. Technical Proposal).

- a) A brief description of the Consultants' organization and an outline of recent experience of the firm, on assignments of a similar nature are required in FORM TECH 2A & 2B of

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Section 6. For each assignment, the outline should indicate the names of Sub-Consultants/ Professional staff who participated, duration of the assignment, contract amount, and Consultant's involvement. Information should be provided only for those assignments for which the Consultants was legally contracted by the client as a corporation or as one of the major consultancy firm. Assignments completed by individual Professional staff working privately or through other organisations cannot be claimed as the experience of the Firm, or that of the Consultant's associates, but can be claimed by the Professional staff themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Client.

- b) A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, equipment that will be used, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under FORM TECH 3 Section 6. The work plan should be consistent with the Work Schedule (FORM TECH 6 of Section 6) which will show in the form of a bar chart depicting the timing proposed for each activity.
- c) The list of the proposed professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks (FORM TECH 4 of Section 6).
- d) CV's of the professional staff signed by the staff themselves or by the authorized representative of the professional staff (FORM TECH-5 of Section 6).
- e) The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non-responsive.

### **4.8 Financial Proposal Format and Content**

- a) Financial Proposal submitted shall include the total cost specified in the TOR (FORM FIN 1) and the total amount of financial proposal shall be inclusive of Goods and Service Tax (GST).
- b) Financial Proposal submitted shall include the breakdown of cost for each of the deliverables (FORM FIN 2)
- c) Failure to submit the FORM FIN 1&2 will lead to the disqualification of the proposal submitted by the Proponent.

### **4.9 Clarification and Amendment of RFP Documents**

- a) During the RFP process, questions or clarifications regarding this RFP document must be requested in writing to the person and address stated in the **Data Sheet**. Requests for clarifications need to be submitted latest by the date and time provided in the **Data Sheet**.
- b) Any additional documentation issued by the Client during the tender process shall be deemed to form part of this RFP and shall supersede any part of the RFP where indicated.

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The Client may also exercise the option to extend the tendering period and/or postpone the proposal submission date in the event that subsequent documentation is issued.

### **4.10 Communications**

Except as provided in the preceding section relating to questions about this RFP, no parties shall contact any officers, employees, or team members of Client with respect to this RFP. Any oral communication with a Client employee concerning this RFP is not binding on the Client and shall in no way alter any specifications, term or condition of this RFP or any contract documents.

### **4.11 Submission, Receipt, and Opening of Proposals**

- a) The original proposal (Technical Proposal and Financial Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Applicants themselves. The person who signed the proposal must initial such corrections.
- b) An authorized representative of the Applicant shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign on behalf of the Firm.
- c) Applicants shall submit a “Compliance Statement” stating that the offer is made in accordance with the Request for Proposal. Applicants who offer additional or alternative conditions *if applicable* shall clearly state those in their proposals.
- d) The technical proposal and financial proposal must be submitted in a single sealed envelope with one (1) printed copy to the address indicated in the Data Sheet. The proposal shall be placed in a sealed envelope which shall bear the submission address, reference number and be clearly marked “Do Not Open, except in the Presence of the Official Appointed”. The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection.
- e) The Proposals must be sent to the address indicated in the **Data Sheet** and received by the Client no later than the date specified in the **Data Sheet**, or any extension to this date. Any proposal received by the Client after the deadline for submission shall be returned unopened.

### **4.12 Evaluation of proposals**

- a) From the time the Proposals are opened to the time the Contract is awarded, the Applicants should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Applicants to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants’ Proposal.

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- b) The Proposals shall be opened publicly in the presence of the Consultants’ representatives who choose to attend. These Financial Proposals shall be then referred, and the total prices read aloud and recorded. Copy of the record shall be sent to all submitted firms.
- c) The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Technical Requirements, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet**. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Technical Requirements or if it fails to achieve the minimum technical score indicated in the evaluation criteria specified in the **Data Sheet**.
- d) To be eligible for this assignment the consultants must clearly show their capacity to accomplish the work in the required time frame with the proposed project team by showing the adequacy of staff selected and their current workload.
- e) After the technical evaluation is completed, the bidders who are not qualified for technical evaluation will be disqualified for the financial evaluation.
- f) The Applicant is **REQUIRED** to submit Financial Proposal for the bid, using for this purpose the Financial Proposal Submission FORM FIN 1&2.
- g) The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail.
- h) The **highest** evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the **Data Sheet**. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Evaluation Criteria:  $S = St \times T\% + Sf \times P\%$ . The Party achieving the highest combined technical and financial score for the Proposal will be invited for negotiations.

### **4.13 Damages**

- a) The Client may claim damages in respect of any direct loss that can be reasonably attributed to delays, defects or other breaches of contract on the part of the Consultant, unless the Consultant demonstrates that the Consultant did not cause the breach of contract or the reason for the breach of contract.

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- b) Liquidated damages shall be the only damages due from the Consultant for such default, other than in the event of termination by Employer under the contract prior to completion of the works. These damages shall not relieve the consultant from their obligation to complete the works, or from any other duties, obligations or responsibilities which they may have under the Contract.
- c) If the agreed delivery date or other time limit in the delivery schedule in respect of which the parties have stipulated is not complied with, and this is not caused by force majeure or circumstances related to the Client, there is a delay on the part of the Consultant that triggers liquidated damages.
- d) The liquidated damages shall accumulate automatically. The liquidated damages amount and the maximum delay damages will be calculated on the basis specified in the **Data Sheet**.
- e) The Client shall not have the right to terminate the Agreement for breach for as long as the liquidated damages continue to accumulate. However, this time restriction shall not apply in the case of wilful misconduct or gross negligence on the part of the Consultant or anyone for whom it is responsible.
- f) If only parts of the agreed deliverables are delayed, the Consultant may request a reduction in the liquidated damages proportional to the ability of the Client to utilise the part of the deliverables that has been delivered.

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**5 DATA SHEET**

<p><b>5.1.a</b></p>	<p><b>Name of the Client:</b></p> <p><b>Ministry of Environment</b> Green Building, Handhuvaree hingun, Maafannu, Male’, 20392, Republic of Maldives</p>
<p><b>5.1.b</b></p>	<p><i>Financial Proposal to be submitted together with Technical Proposal in a single envelope on the same day and time specified.</i></p> <p><i>Please write name of the Consultancy assignment and other required details as per clause 4.11 on the envelopes.</i></p> <p>Name of the assignment is: <b>“Consultancy Services for development and integration of a rainfall alert system in moosun mobile app”</b>.</p>
<p><b>5.2 Validity</b></p>	<p>Proposals must remain valid up to 90 days after the submission date.</p>
<p><b>5.3 Clarifications of RFP Documents</b></p>	<p>Interested consultants may obtain further information/clarifications no later than <b>15<sup>th</sup> February 2021 1400hrs</b> before the submission date.</p> <p>GCF Project Management Unit Water and Sanitation Department Ministry of Environment, Green Building, Handhuvaree Hingun, Maafannu, Male’, 20392, Republic of Maldives. Tel. (960)-3018-395 Email: proc.gcfws@environment.gov.mv</p>
<p><b>5.5 Submission, Receipt, and Opening of Proposals</b></p>	<p>The Proposal submission address is:</p> <p>GCF Project Management Unit Water and Sanitation Department Ministry of Environment, Green Building, Handhuvaree Hingun, Maafannu, Male’, 20392, Republic of Maldives.</p>

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	<p>The proposals are expected to be submitted to the address on local time <b>0900hrs 22nd February 2021</b>. Only bids submitted at this time will be eligible to proceed to evaluation and <b>Late bids will be rejected</b>.</p> <p><b>Interested parties should register their interest by email no later than Before 1200hrs Only those parties who register their interest will be allowed to participate in the bid.</b></p> <p><b>Prebid meeting will be held on 14<sup>th</sup> February 2021 at 10:00 at the Ministry of Environment.</b></p> <p><b>Proposal of additional or alternative conditions to RFP is not allowable</b></p>										
<p><b>5.6 Evaluation of Proposals</b></p>	<p><b>Preliminary Evaluation:</b> The following criteria's will be evaluated to confirm pass or fail for further technical and financial evaluation of the proposal</p> <p>Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:</p> <table data-bbox="443 1048 1380 1254"> <thead> <tr> <th></th> <th style="text-align: right;"><u>Points</u></th> </tr> </thead> <tbody> <tr> <td>(A) Company Profile:</td> <td style="text-align: right;">[60]</td> </tr> <tr> <td>    1. No. of similar projects- General Experience</td> <td style="text-align: right;">[30]</td> </tr> <tr> <td>    2. No. of similar projects- Similar Experience</td> <td style="text-align: right;">[20]</td> </tr> <tr> <td>    3. Organisational structure</td> <td style="text-align: right;">[10]</td> </tr> </tbody> </table> <p style="text-align: right;">Total A = [ ]</p> <p>The number of points to be assigned to each of the above components shall be determined considering the following four sub-criteria</p> <p><b>General Experience</b> Consultancy experience of the Firm in the involving Similar Assignments with 10 points per project with a maximum of 30 points (only successfully completed projects with reference letters will be counted).</p> <p><b>Similar Experience</b> Consultancy experience of the Firm in the involving Similar Assignments with which are related to the scope of works of contract 10 points per project with a maximum of 20 points (only successfully completed projects with reference letters will be counted).</p>		<u>Points</u>	(A) Company Profile:	[60]	1. No. of similar projects- General Experience	[30]	2. No. of similar projects- Similar Experience	[20]	3. Organisational structure	[10]
	<u>Points</u>										
(A) Company Profile:	[60]										
1. No. of similar projects- General Experience	[30]										
2. No. of similar projects- Similar Experience	[20]										
3. Organisational structure	[10]										

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	<p><b>Organisational Structure:</b> the 10 points will be given to firms who submit complete organisational structure.</p> <p>(B) Project Team [35]</p> <p>1. Developer [35]</p> <p style="text-align: right;">Total B = [ ]</p> <p>The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three sub-criteria and relevant percentage weights:</p> <p>1. Education and qualifications [9%]  2. General Experience [15%]  3. Specific Experience [20%]</p> <p>(C) Approach, Methodology &amp; Work plan [25]</p> <p>1. Approach &amp; Methodology [15]  2. Work plan of the Assignment [10]</p> <p style="text-align: right;">Total C = [ ]</p> <p>The marks of this section will be based on conformity of the FORM 3&amp;6 to the Scope of Works and Deliverables as in the TOR.</p> <p>Technical Score (St) = <math>A/60*[W1] + B/35*[W2] + C/25*[W3]</math>  Weights Distribution</p> <p>W1 Company Profile [20]  W2 Project Team [60]  W3 Approach &amp; Methodology [20]</p> <p>The minimum technical score (St) required to pass is: <b>65</b> Points  The bidder who acquires the minimum technical score will not be subjected to disqualification due to non-compliance of any major/sub criteria of evaluation. In case of such occurrence, clarification will be made to the respective bidder and the proposal will be evaluated based on additional information.</p>
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	<p>The formula for determining the financial scores is the following: <math>S_f = 100 \times F_m / F</math>, in where <math>S_f</math> is the financial score, <math>F_m</math> is the <u>lowest price</u> and <math>F</math> the price of the proposal under consideration.</p> <p>The weights given to the Technical and Financial Proposals are: <math>T = [0.5]</math>, and <math>P = [0.5]</math></p>
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## **6 TECHNICAL PROPOSAL - STANDARD FORMS**

### **6.1 FORM TECH-1: Proposal Submission Form**

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

We, the undersigned, offer to provide the **Consultancy Services for development and integration of a rainfall alert system in moosun mobile app** in accordance with your Request for Proposal dated [xxx] and our Proposal. We are hereby submitting our Proposal, which includes all required documents as per Request for Proposal.

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.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the 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 fulfill the terms and conditions related this contract.

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: \_\_\_\_\_

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Name of Firm: \_\_\_\_\_ Address: \_

**1B - Consultant’s Information Form**

*[The Consultant shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date: *[insert date (as day, month and year) of Proposal Submission]*

Procurement Reference No.: *[insert reference number]*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Bidder’s Legal Name	<i>{insert Bidder’s legal name}</i>
2. In case of JV, legal name of each party:	<i>{insert legal name of each party in JV}</i>
3. Bidder’s actual or intended Country of Registration:	<i>{insert actual or intended Country of Registration}</i>
4. Bidder’s Year of Registration:	<i>{insert Bidder’s year of registration}</i>
5. Bidder’s Legal Address in Country of Registration:	<i>{insert Bidder’s legal address in country of registration}</i>
<b>6. Bidder’s Authorized Representative Information</b>	
Name:	<i>{insert Authorized Representative’s name}</i>
Address:	<i>{insert Authorized Representative’s Address}</i>
Telephone/Fax numbers:	<i>{insert Authorized Representative’s telephone/fax numbers}</i>
Email Address:	<i>{insert Authorized Representative’s email address}</i>
7. Attached are copies of original documents of: <i>{check the box(es) of the attached original documents}</i>	

**Request for Proposal – Consultancy Services for development and integration of a rainfall alert system in moosun mobile app.**

- Articles of Incorporation or Registration of firm named in 1, above.
- In case of JV, letter of intent to form JV or JV agreement.
- In case of government owned entity from the Republic of Maldives, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB Sub-Clause 4.5.

## **6.2 FORM TECH-2: Consultant's Organization and Experience**

### **2A – Proponent's Organization**

*[Provide here a brief description/background (Include Organizational chart) of your Organization and each associate for this assignment.]*

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**2B – Summary of contract commitments of the firm**

*[All Bidders and partners of a joint venture Bidder 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, for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.]*

<b>Name (&amp; description) of Contract</b>	<b>Value of outstanding work</b>	<b>Estimated completion date</b>
1		
2		
3		
4		
5		
6		
7		

Note: Please include the works form Firm

## 2C – Experience of the firm (General Experience)

*[Using the format below, provide information on each contract/assignment for which your Organisation, individually as a corporate entity or as one of the major companies within an association, for carrying out **similar consultancy programmes as needed in TOR and Selection criteria..**] Each project should be accompanied by reference letters from the client to be counted as a valid experience.*

Project Reference Number:	
Contract/Activity Name:	Value of the contract (in MVR):
Country: Location within country:	Duration of assignment/activity (months):
Name of Client:	Total NO of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in MVR):
Start date (month/year): Completion date (month/year):	NO of professional staff-months and Value of the services provided by associated Proponents:
Name of associated Parties, if any:	Name of senior professional staff of your firm involved and functions performed:

Narrative description of Activities/Project:	
Description of actual services provided by your staff within the Activities:	
Description of institutions dealt with and nature and frequency of interaction:	

Firm's Name: \_\_\_\_\_

**Note: works completion letters need to be attached for reference.**

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### **FORM TECH-3: Methodology and Work plan**

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

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

*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 key expert responsible, and proposed technical and support staff.*



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### 6.3 FORM TECH-4: Team Composition and Task Assignment

6.3.1	6.3.2 Professional Staff				
Designation	Name of Staff	Organisation	Area of Expertise	Position Assigned	Task Assigned
Developer					

**Note: Evaluation will be conducted to the proposed and indicated in the table above.**

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**6.4 FORM TECH-5: Curriculum Vitae (CV) for proposed team**

1. **Proposed Position** [*only one candidate shall be nominated for each position*]: \_\_\_\_\_
2. **Name of Firm** [*Insert name of firm proposing the staff*]: \_\_\_\_\_  
\_\_\_\_\_
3. **Name of Staff** [*Insert full name*]: \_\_\_\_\_
4. **Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_
5. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: \_\_\_\_\_  
\_\_\_\_\_
6. **Membership of Professional Associations:** \_\_\_\_\_  
\_\_\_\_\_
7. **Other Training** [*Indicate significant trainings since degrees under 5 - Education were obtained*]:  
\_\_\_\_\_
8. **Countries of Work Experience:** [*List countries where staff has worked in the last ten years*]:  
\_\_\_\_\_  
\_\_\_\_\_
9. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: \_\_\_\_\_  
\_\_\_\_\_
10. **Experience/ Employment Record** (pertaining to general experience clause in the evaluation criteria set in the TOR, check separately for all staff) [*Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:  
From [Month/Year]: To [Month/Year]: \_\_\_\_  
Employer: \_\_\_\_\_  
Positions held: \_\_\_\_\_  
Summary of Projects Undertaken/Role: \_\_\_\_

---

**11. General Experience** any specific requirement (Assignments/projects) mentioned in TOR  
*Starting with latest assignment, list in reverse order (see format here below):*

From [Month/Year]: To [Month/Year]: \_\_\_\_

Assignment Title: \_\_\_\_\_

Client: \_\_\_\_\_

Positions held: \_\_\_\_\_

Summary of assignment/Role by the professional: \_

**12. Specific Experience** Any specific requirement (Assignments/projects) mentioned in TOR  
*Starting with latest assignment, list in reverse order (see format here below):*

From [Month/Year]: To [Month/Year]: \_\_\_\_

Assignment Title: \_\_\_\_\_

Client: \_\_\_\_\_

Positions held: \_\_\_\_\_

Summary of assignment/Role by the professional: \_

**13. Current commitments in Ongoing Projects with the Ministry of Environment**

Name of the Contract/Project: \_\_\_\_\_

From [Month/Year]: \_\_\_\_\_ To [Month/Year]: \_\_\_\_\_

Positions held: \_\_\_\_\_

Summary of Role: \_\_\_\_\_

*A copy of the National Identity Card/Passport and Academic Certificate needs to be attached for each individual*

**Note: Add as separate section if 2 different areas of specific experience is required in TO**

## 6.6 FORM TECH-6: Work Schedule

Consultancy Services for development of a rainfall advisory system

Activity/Deliverable  <i>Note: Pls Update Sub-activities as relevant</i>	Deadline	Mar 21		Apr 21		May 21	
Deliverable 01 Develop and provide a Work Plan for the project including detailed requirement analysis with respective stakeholders	3 days from contract signing						
Deliverable 02 Provide and present the design template for the project and obtain approval from MoE	5 days from completion of						
Progress meetings shall be conducted with the focal point appointed by MoE	As required						
Deliverable 03 Develop and present first iteration of the application for comments	20 days from contract						
Deliverable 04 Final presentation of application for comments	1 month from contract						
Deliverable 05 Addressing the comments during final presentation	20 days after final						

The Firm shall update this table with the Sub-activities that are proposed for each Deliverable. Note that the Work Schedule must adhere to the period of key Deliverable.

## 7 FINANCIAL PROPOSAL - STANDARD FORMS

### 7.1 FORM FIN-1: Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/ Sir:

We, the undersigned, offer to provide “**Consultancy Services for development and integration of a rainfall alert system in moosun mobile app**” in accordance with your Request for Proposal dated [xxx] and our Technical Proposal. Our attached Financial Proposal is for the sum of [*Insert amount(s) in words and figures*<sup>1</sup>]. This amount is inclusive of the all taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

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 Firm: \_\_\_\_\_

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

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1 Amounts must coincide with the ones indicated under financial proposal in Form Fin-2

## 7.2 FORM FIN-2: Financial Proposal Summary

### Summary of Costs: Consultancy Services for development and integration of a rainfall alert system in moosun mobile app

Costs		Amount (in MVR)
Deliverable 01 Work Plan	10%	_____
Deliverable 02 Design templates	20%	_____
Deliverable 03 Develop Application	20%	_____
Deliverable 04 Final presentation of application	20%	_____
Deliverable 05 Addressing final presentation	30%	_____
Subtotal		_____
Taxes Applicable (please detail separately all taxes applicable)		_____
<b>Total Amount of Financial Proposal</b>		_____

*Note:*

- *The consultancy firm is to submit copy of the GST registration certificate along with the financial proposal.*
- *All Consultancy firms shall express the price of their services in Maldivian currency*
- *Bidder is liable to clarify (and present necessary documentary evidence) and include all relevant tax for the assignment.*
- *If the firm is subject to GST/BPT as per MIRA Regulations and Guidelines the GST/BPT Registration Certificate and GST quote in the financial proposal need to be included*

## **8.0 TERMS OF REFERENCE**

### **Terms of Reference for Consultancy Services for development and integration of a rainfall alert system in moosun mobile app**

#### **INTRODUCTION**

The outer islands of the Maldives experiences drinking water shortages during dry season. These shortages have had significant adverse human, environmental and social impacts on the outer island communities. In response to this climate challenge, the Government of the Maldives, with the support of the UNDP received financing from Green Climate fund (GCF) is undertaking the “Supporting Vulnerable Communities in the Maldives to Manage Climate Change-Induced Water Shortages” project. The objective of the project is to deliver safe and secure freshwater to 105,000 people in the islands of Maldives in the face of climate change risks. This will be achieved by delivering the following results:

- a. Scaling up an integrated water supply system to provide safe water to vulnerable households.
- b. Introduction of decentralized and cost-effective dry season water supply systems.
- c. Groundwater quality improved to secure freshwater reserves for long term resilience.

The project is one of the first projects to be funded through the Green Climate Fund and is implemented by partnership between Ministry of Environment and UNDP. Under this project, Ministry of Environment (MoE) intends to procure the services of a consultancy firm for development of a rainfall advisory system for improving rainwater harvesting opportunities, through the existing smartphone application of Maldivian Meteorological Service (MMS), ‘Moosun’.

#### **OBJECTIVE OF THE ASSIGNMENT**

The main objective of this assignment is to introduce the possibility of providing probable areas for rainwater harvesting as information including graphics in the existing Moosun smartphone app, in a user friendly and attractive way, based on the information provided by the meteorologist at regular (e.g. daily) intervals.

As such, this assignment includes:

1. Development of the backend system for the duty meteorologist to enter the probable area for rainwater harvesting (PARH) as a (set of) polygons.
2. Development of the capability of the App to display that information.
3. Send a push alert to the users providing PARH.

## **Backend**

- A web form on the backend to update required data.
- Draw relevant area(s) on the map (polygon or circle). Can draw multiple areas.
- By default, validity of this information will be for the next day. (information updated today, valid for tomorrow). Give option to change the validity period if needed.
- Support for both languages (English and Dhivehi)

## **Mobile App**

- Display this information on a map with PARHs highlighted on the map. Make sure to match the existing graphics of the app when designing the new feature.
- Proper heading and validity period to be displayed at the top of the map.
- If multiple polygons are highlighted, each polygon to have its associated text details.
- Remove/hide the image if not updated next day or validity is expired.
- Display both language (English and Dhivehi) section of the app.

## **Some of the key features of existing Moosun app**

### a) Real-time Weather

Real-time weather information based on location. This section displays weather icon and additional parameters when required. Tide graph for the day and sun/moon times are also displayed when in the detailed area of the page.

### b) Location:

The app checks for user's current location to provide weather information for that region

### c) Real-time on a Map:

Near real-time map view of all the available automatic stations showing current weather condition (Weather Icon). Moreover, additional parameters are displayed if the user clicks on the station for more details.

### d) Weather Forecasts:

In this section weather forecast for the next 24 hours and daily weather forecast for the next 5 days are displayed.

### e) Daily Weather Bulletin:

MMS issues daily bulletin which is an overview of the weather forecast for the day.



## f) Display Weather Images:

Display radar, satellite, and NWP image animations with time (+/- 3 hours) slider.

## g) Recent Earthquake Events:

MMS provides information about specific earthquake events to the public. The app displays most 5 recent earthquake information.

## h) Push Notification:

All alerts are generated and disseminated from the CAP Alert System of MMS. Once an alert is issued, the app sends push notification to all the users. Moreover, push notifications are also sent when:

- Critical weather updates.
- Announcements from MMS.
- For Specific Earthquake events.

## i) CAP on MAP:

Display CAP alerts on a map with alert issued area highlighted on the map.

**Deliverables and timeline of work**

Activity No.	Activity	Deadline
1	Develop and provide a Work Plan for the project including detailed requirement analysis with respective stakeholders	3 days from contract signing
2	Provide and present the design template for the project and obtain approval from MoE	5 days from completion of activity 1
3	Progress meetings shall be conducted with the focal point appointed by MoE	As required
4	Develop and present first iteration of the application for comments	20 days from contract signing
5	Final presentation of application for comments	1 month from contract signing

6	Addressing the comments during final presentation	20 days after final presentation
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### Qualification and Experience of developer

The Consultant should submit full CV's for each of the proposed staff members highlighting the criteria given below.

	DEVELOPER		Sub- Category		Total Score	Sub-Score
Education & Qualification	Bachelor's degree in Software Engineering/Programming, IT or related field. Advanced diploma with demonstrable experience in programming and mobile application development will be considered as a viable alternative to a degree.				9.0	
General Experience	<ul style="list-style-type: none"> <li>Proven experience of mobile application development and web application development evidenced by a solid portfolio of work.</li> <li>Strong experience in developing well known and widely used platforms.</li> <li>Understanding of End Users needs to match with suitable technical solutions.</li> </ul>	(a)	Experience of 07 Years	7	15.0	15.0
		(b)	Experience of 05 Years	5		10.7
		(c)	Experience of 03 Years	3		6.4
Specific Experience	<ul style="list-style-type: none"> <li>Should have strong knowledge and skills in front-end (JavaScript – including a few libraries and frameworks like JQuery, D3, Plotly; HTML5, CSS3) and back-end (one/a few of PHP, Python, .NET, etc.) technologies.</li> </ul>	(a)	Experience of 04 Years	4	20.0	20.0
		(b)	Experience of 03 Years	3		15.0
		(c)	Experience of 02 Years	2		10.0

### Reporting Requirement

- Report directly to the Project Manager on all aspects throughout the duration of the contract unless otherwise advised by the Client.

