



Ministry of Environment, Climate Change and Technology
Republic of Maldives

TERMS OF REFERENCE
(IUL)438-ENV/438/2021/330

SOCIAL AND ENVIRONMENTAL SAFEGUARDS SPECIALIST

**“Eliminating Persistent Organic Pollutants Through Sound Management of Chemicals
Project”**

Issued on: 10 November 2021

Issued By: Eliminating Persistent Organic Pollutants Through Sound Management of Chemicals Project –
Project Management Unit

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SCHEDULE OF CRITICAL DATES

Activity	Action Date
Advertised date	10 November 2021
Bid clarification deadline	21 November 2021 before 1200hrs
Proposal submission deadline	22 November 2021 before 1100hrs

SUBMISSION REQUIREMENTS

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

Applicants should submit their proposals containing the following documents and applicable Technical Proposal – Standard Forms and Financial Proposal – Standard Forms under ANNEX A.

Technical Proposal – Standard Forms

1. Proposal submission form. **Signed by the proposed 2 key experts** – (Tech Form 1)
2. Approach, Methodology and Work Plan – (Tech Form 2)
3. Work Schedule. *A summary of the work plan must be presented in the format) showing in the form of a bar chart the timing proposed for each activity* – (Tech Form 3)
4. Curriculum Vitae (CV) of the proposed 2 key experts. **Copy of academic certificates and reference letters** demonstrating experiences listed in this TOR (required experiences and other experiences relevant to this TOR must be specified clearly or highlighted) – (Tech Form 4)
5. Completed **Letters of Commitment**. **Signed by the proposed 2 key experts** – (Tech Form 5&6)
6. Copy of business (company/partnerships/institutions/local JV) registration certificate.
7. If more than one party wishes to show interest as a JV, Joint Venture or Association Agreement between the parties needs to be provided
8. Copy of GST Registration certificate issued by Maldives Inland Revenue Authority

Financial Proposal – Standard Forms

1. Completed proposal submission form – (Fin Form 1)
2. Completed financial breakdown form – (Fin Form 2).
3. Financial Situation – (Fin Form 3)
4. Line of credit letter. *If applicable* – (Fin Form 4)
1. Financial Statement of the business for the year 2020. *If applicable. Business entities that have not completed one year (from the date of business registration to date of bid announcement) are required to submit the bank statement of the business's bank account. (Bank statement should be from the date of account opening to date of bid announcement)*

Note 01: All bidders should clearly identify 2 Key experts (herein referred to as the ‘Consultants’) carrying out the task. For bids submitted by Company/Institution/Organization, the Key experts signed in Form 5 will be considered for the evaluation process.

Note 02: If bidder fails to submit any of the above listed document, their proposal may not be considered for further evaluation.

Note 03: After the evaluation, highest scoring party will be notified to submit tax clearance report. Tender will be awarded upon submission of tax clearance report

1. INTRODUCTION

The Government of Maldives has received funding from the Global Environment Facility (GEF) for the project “Eliminating Persistent Organic Pollutants Through the Sound Management of Chemicals”. The Government intends to apply part of the proceeds towards procuring the services of a Consultants (company/partnerships/institutions/local JV/sole proprietorship) to develop guidelines and standards for handling of hazardous chemicals along their life cycle (import, storage, use, and disposal), with focus on Best Available Techniques/Best Environmental Practices (BAT/BEP) for Poly Chlorinated Bi-Phenyls (PCBs) and unintentional Persistent Organic Pollutants (u-POPs) developed.

2. PROJECT BACKGROUND

The Republic of Maldives is a Small Island Developing State (SIDS) which faces sustainable development challenges such as small but growing populations, land scarcity, vulnerability to climate change impacts (and other natural disasters) as well as economic development problems due to high transportation costs, lack of adequate infrastructure and lack of industrial development incentives. The Maldives is an archipelago comprised of 1,190 coral islands in 26 atolls over an area of about 750 km on a North-south axis and 120 km on an east-west axis. The land area of the Maldives accounts for about 1% of the Country’s territory. The Maldives islands are low lying land areas with an average height above sea level of 1.8 metres (m).

The country’s population of approximately 400,000 people dispersed across 187 inhabited islands. An additional more than 166 islands have tourist resorts. Waste generation is estimated to be 324,000 tonnes annually consisting of approximately 3-9% of plastics depending on location and size of the island. The fact that (chemical) waste is being generated on 278 islands presents the country with an incredible challenge, as land is very scarce, low lying and transportation of chemicals and waste from island to island is costly and complicated. The inadequate storage options and current disposal practices of hazardous chemicals and waste, especially open burning of waste at dumpsites or disposal near the Indian Ocean, make it very likely that these toxic chemicals and waste may end up in the waters and oceans. In the Republic of Maldives, the tourism sector accounts for more than 28% percent of the Gross Domestic Product (GDP) of the economy. Tourists to the Maldives are seeking a pristine environment, not one with polluted waters, degraded coral reefs, waste dumps which are openly burning or waste floating in the ocean. Therefore, the sound management of chemicals and wastes, especially the environmentally sound management of Persistent Organic Pollutants (hereinafter referred to as POPs) and hazardous waste, is an important element to achieving environmental sustainability. Further, given the economic importance of tourism to the Maldives, implementing environmentally sound chemical and waste management systems would help decouple growth in the tourism sector from environmental degradation.

To tackle these environmental and human health risks, the Government of the Republic of Maldives through the Ministry of Environment, Climate Change and Technology (MECCT) has already taken steps to manage its growing chemicals and waste management problems. Maldives has ratified the Stockholm Convention (SC) on 17 October, 2006. In accordance to Article 7 of the Convention, the Ministry has submitted its National Implementation Plan (NIP) to the Stockholm Convention Secretariat (SCS) on 18 July, 2017, which covers the initial POPs as well as the new POPs added at the 4th and the 5th Conference of the Parties.

According to this NIP the highest-ranking national Priorities are the following:

- a) First Priority: The implementation of measures to strengthen the institutional and regulatory framework; which includes (i) developing legislation for chemicals management; (ii) strengthening

institutional capacity; (iii) improving data collection and management systems; and (iv) conducting research on the effects of POPs;

b) Second Priority: Developing an action plan to eliminate Polychlorinated Bi-Phenyls (PCB) - containing equipment and its wastes by 2025, which includes the (i) identification, labelling and mapping where PCBs and equipment potentially-containing PCBs are located in the country; (ii) putting in place labelling mechanism for all PCB-containing equipment; (iii) establishing adequate storage facilities for replaced equipment containing PCBs; (iv) formulating guidelines for disposal of equipment-containing PCBs; and (v) disposing safely of equipment containing PCBs.

c) Reducing the incineration and open burning of wastes (including medical and hazardous waste), which is the source of 98.6% of U-POPs releases in the country- totaling 153.4 g-TEQ/year;

d) Raising awareness through the development of education curricula and targeted awareness campaigns;

e) Establishing a standard Chemical Management System, including chemical labelling in multiple languages.

In order to respond to the above-mentioned national priorities, the project will focus on addressing regulatory/policy barriers, technical and capacity and knowledge barriers so that the Maldives has: a) a better foundation to establish a nationwide environmentally sound management system to address POPs and highly hazardous chemicals; with b) the adequate coordination of key public, private and community stakeholders, regulatory departments, and centers of expertise; and c) the enhanced capacity of all involved, for the environmentally sound management of chemicals.

The project will also support implementation of the developmental targets and priorities of the Government set out in the Strategic Action Plan (SAP) for five-year period 2019-2023.

Given that the project involves transport, storage and disposal operations of hazardous wastes and upgrading the waste storage facilities to collect and store potentially PCB contaminated equipment.

This may pose the risk of hazardous substances released to the environment, with risks to the laborers, community, and the environmental health. In addition, extra measures need to be in place to ensure the structural soundness of the proposed facilities. This project is rated overall as a High-Risk project. Thus, an Environmental and Social Impact Assessment (ESIA) needs to be carried prior to implementing project activities that may pose environmental and social impacts. As part of the approved project, social and environmental screening (SES) was carried out during the project preparatory phase.

This consultancy is to conduct activities specific Social and Environmental Impact Assessments (ESIAs) for the proposed hazardous waste management facility in Kaafu Thilafushi, Addu City and potentially PCB contaminated transformers relocation project. Against this background, the project seeks to engage an Environmental and Social Safeguards Specialist to review and update the existing SES (from PPG stage including the collection of all relevant data, information and materials, review the current SES and develop project Grievance Redress Mechanism/feedback mechanism; and provide technical oversight of the ESIAs. This shall provide clear, comprehensive and practical guidance to

MECCT in integrating an environmental/social due diligence process into the project implementation process.

3. OBJECTIVE OF THE CONSULTANCY

The Consultants will be obliged to coordinate and manage the implementation of the project safeguards in compliance to Ministry of Environment, Climate Change and Technology, GEF and UNDP procedures, develop and monitor the implementation of the project Grievance Redress Mechanism and complaints register, capacity development and training of the project management unit (PMU) and stakeholder safeguards as well as the safeguards monitoring and reporting systems.

In order to achieve this objective, the Safeguards Specialist is required to provide specialized safeguards technical inputs to relevant project activities in order to ensure that all involved in any form in the project (Governments at all levels, contractors, etc.) have a full understanding of the ESMPs and that there is timely implementation of ESMP measures by the PMU. Moreover, the Consultants will need to ensure full compliance to the updated ESMP; and where there is non-compliance, to work with the PMU and others to address the issues in a timely manner.

The Safeguards Specialist will work with the PMU, MECCT, EPA, Island Councils, and UNDP Country Office, under an overall technical guidance from the UNDP-GEF Unit, including UNDP-GEF Regional Technical Advisor (RTA) for the Chemicals and Wastes at the UNDP's Bangkok Regional Hub.

4. TASKS AND RESPONSIBILITIES

Under the overall supervision and guidance of the Project Manager, the Safeguards Specialist will be responsible for (i) Develop Environmental and Social Management Framework (ESMF) for the project ; (ii) preparing project specific activities' ESIA's; (iii) undertaking audits to ensure compliance; and (iv) providing inputs and/or preparing reports as required for the implementation of the project.

The key tasks of the Safeguards Specialist are outlined below;

1. Update Project SESP in line with UNDP and GEF Guidelines (including but not limited to the inclusion of a grievance redress mechanism)
2. Develop the project Environmental and Social Management Framework
3. Update stakeholder's engagement plan of the project
4. Capacity and training for the Project Environmental and Social Management Framework (ESMF), SESP and Grievance Redress Mechanisms
5. Prepare ESIA for the proposed interim storage facility in Addu city
6. Prepare ESIA for the proposed hazardous waste and chemicals management facility in the Greater Male' region
7. Carry out Risk Assessment & Management Plan prior to transfer of potentially PCB contaminated equipment in Fuvahmulah to Addu City
8. Develop field visit reports, including baseline data and other information
9. Quarterly monitoring reports as per the ESIA schedule

Specific responsibilities will include:

- Review the current SES and make amendments as necessary (including but not limited to the inclusion of a grievance redress mechanism) based on the GEF and UNDP SES;
- Carry out ESIA for the proposed hazardous wastes and chemicals management facilities in the Greater Male' Region and interim storage facility for hazardous wastes in Addu City.
- Ensure environmental and social risks are identified, avoided, mitigated and managed throughout project implementation;
- Other preparatory activities for finalizing the project environment and social safeguard requirements
- Monitor progress in development/implementation of the project ESMP ensuring that UNDP's SES policy is fully complied with and the reporting requirements are fulfilled;
- Conduct stakeholder consultations (including Women's Development Committees (WDC) and other affected groups)
- Conduct training of project staff and community institutions in environmental management

5. QUALIFICATIONS AND EXPERIENCE OF KEY EXPERTS

- The scope of work for this assignment requires a team of minimum 2 skilled professionals with specific qualifications and previous experience in similar projects.
- The core team shall consist of these 2 key-experts and if required be supported by a subsidiary team.

5.1 KEY EXPERT 1: ENVIRONMENTAL EXPERT

5.1.1 Qualification and skills

- Must have a minimum Bachelor's degree in environmental management/sciences or a related field
- Master's degree or above, in the field of environmental management and sciences or a related field is preferred

5.1.2 General Professional Experience

- Minimum 4 years' experience in environmental management and sciences or a related field

5.1.3 Specific Professional Experience

- Demonstrated experience in minimum 3 similar assignments relating to preparing Environmental Impact Assessments, Environmental safeguards due diligence reports and/or monitoring their implementation and enforcement.
- Proven ability to work with a wide range of partners, including government offices and independent institutions.
- Relevant work experience in donor funded projects is desirable

5.2 KEY EXPERT 2: SOCIAL EXPERT

5.2.1 Qualification and skills

- Must have a minimum Bachelor's degree in social sciences or in a related field

- Master's degree or above, in social sciences or a related field is preferred

5.2.2 General Professional Experience

- Minimum 3 years experience in social sciences or in a related field

5.2.3 Specific Professional Experience

- Demonstrated experience in minimum 3 similar assignments related to the assignment
- Proven ability to work with a wide range of partners, including government offices and independent institutions.
- Relevant work experience in donor funded projects is desirable

6. DELIVERABLES AND PAYMENT SCHEDULE

	DELIVERABLE	INDICATIVE DURATION	END PRODUCT	PAYMENT SCHEDULE
1	Updated SESP in line with UNDP and GEF Guidelines	4 Weeks upon signing of the contract	<ul style="list-style-type: none"> ▪ Submission and acceptance of reviewed and updated Project Environmental and Social Management Framework (ESMF) and Social is Environmental Screening Procedure (SESP) ▪ Submission and acceptance of Project Grievance Redress Mechanism 	20% upon completion and approval of deliverable 2,3 & 4
2	Environmental and Social Management Framework			
3	Project Grievance Redress Mechanism			
4	Updated stakeholder's engagement plan of the project	2 weeks upon completion of deliverable 1,2 & 3	<ul style="list-style-type: none"> ▪ Submission and acceptance of reviewed and updated Project Stakeholder Engagement Plan 	10% upon completion and approval of deliverable 4
5	Capacity and training for Environmental and Social Management Framework (ESMF), SESP and Grievance Redress Mechanisms of the project	3 weeks upon completion of deliverable 4	<ul style="list-style-type: none"> ▪ Submission and acceptance of of training report of all stakeholders training and awareness on the project ESMF, ESMP and Greivance Redress Mechanism 	20% upon completion and approval of deliverable 5
6	Final ESIA for the proposed Interim Hazardous Waste Storage Facility in Addu City	5 weeks upon completion of deliverable 3	<ul style="list-style-type: none"> ▪ Submission and acceptance of reviewed Site specific EIA/ESMP for the proposed Interim Hazardouse Waste Storage Facility in Addu City ▪ Submission and acceptance of field visit reports, including baseline data and other information 	10% upon completion and approval of deliverable 6
7	Final ESIA for the proposed hazardous waste and chemicals management facility in the Greater Male' Region	18 weeks upon signing of the contract	<ul style="list-style-type: none"> ▪ Submission and acceptance of reviewed Site specific EIA/ESMP for the proposed hazardous waste and chemicals management facility in the Greater Male' Region ▪ Submission and acceptance of field visit reports, including baseline data and other information 	15% upon completion and approval of deliverable 7

8	risk assessment & management plan related to transfer of potentially PCB contaminated equipment from Fuvahmulah to Addu City	16 weeks upon signing the contract	<ul style="list-style-type: none"> ▪ Submission and acceptance of Risk Management Plan for transfer of potentially PCB contaminated equipment from Fuvahmulah to Hazardous Waste Storage Facility in Addu City Hithadhoo ▪ Submission and acceptance of field visit reports, including baseline data and other information 	15% upon completion and approval of deliverable 8
9	Final Monitoring reports as per the ESIA schedule	Monitoring reports as per the schedule outlined in the ESIA reports	<ul style="list-style-type: none"> ▪ Submission and acceptance of monitoring reports as per the schedule prescribed in the ESIA reports 	10% upon completion and approval of deliverable 9

7. REPORTING OBLIGATIONS

- The Safeguards Specialist will report directly to the Project Manager and work closely with other members of the PMU.
- The Safeguards Specialist will work closely with UNDP for all the technical requirements of the UNDP SES policy.
- The Safeguards Specialist will respond timely to technical requirements of key stakeholders, such as MECCT, EPA, and UNDP. These inputs can be where applicable, by email, telephone and as necessary, in person;
- The Safeguards Specialist will coordinate with relevant government and non-government counterparts during the consultations and formulation process of deliverables as to ensure that risks are identified, avoided, mitigated and managed throughout the project implementation.

Report to the Project Management Unit:

Eliminating Persistent Organic Pollutants Through the Sound Management of Chemicals Project
Management Unit
Environmental Management and Conservation Department
Ministry of Environment, Climate Change and Technology
Green Building, Handhuvaree Hingun
Maafannu, Male', 20392
Republic of Maldives

8. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is **12 months** from the date of signing of the contract. The proposed duration would not account the period of delay brought by the client of setting up of meetings, review and approval of documents, facilitating of any relevant documents.

9. DUTY STATION:

The Consultants will be home-based and shall attend to progress meetings with PMU once every 2 weeks and on need basis. PMU will assist to convene stakeholders and Government officials meetings where required.

10. QUERIES

For any queries, please email to procurement@environment.gov.mv copied to asnan.ahmed@environment.gov.mv before 1200hrs on 21 November 2021.

11. EVALUATION CRITERIA

Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:

DETAILS	MAXIMUM POINTS
Key expert 1: Environmental Expert	[50]
a) Qualification and skills <ul style="list-style-type: none"> [10] points for minimum Bachelor's degree in environmental management and/or sciences or a related field; [2.5] additional points each for any qualification above Bachelor's, up to PhD 	[15]
b) General Professional Experience <ul style="list-style-type: none"> [10] points for minimum 4 years (from 2010 to date) of general professional experience in environmental management and/or sciences or a related field, [01] points for each additional year up to 5 years. 	[15]
c) Specific Professional Experience <ul style="list-style-type: none"> [05] points for demonstrated experience in minimum 3 similar assignment relating to preparing Environmental Impact Assessments, Environmental safeguards due diligence reports and/or monitoring their implementation and enforcement. [2.5] points for each additional assignment up to 2 assignments [5] points for proven ability to work with a wide range of partners, including government offices and independent institutions demonstrated as work experience (not a minimum requirement) [5] points for relevant previous work experience in donor funded projects (not a minimum requirement) 	[20]
Key expert 2: Social Expert	[50]
a) Qualification and skills <ul style="list-style-type: none"> [10] points for minimum Bachelor's degree in social sciences or in a related field; [2.5] additional points each for any qualification above Bachelor's, up to PhD 	[15]
b) General Professional Experience <ul style="list-style-type: none"> [10] points for minimum 3 years (from 2010 to date) of general professional in social sciences or in a related field; [01] points for each additional year up to 5 years. 	[15]
d) Specific Professional Experience <ul style="list-style-type: none"> [05] points for demonstrated experience in minimum 3 similar assignment relating to preparing Environmental Impact Assessments, Environmental safeguards due diligence reports and/or monitoring their implementation and enforcement. [2.5] points for each additional assignment up to 2 assignments [5] points for proven ability to work with a wide range of partners, including government offices and independent institutions demonstrated as work experience (not a minimum requirement) [5] points for relevant previous work experience in donor funded projects (not a minimum requirement) 	[20]

Total technical score (s): 100

- The minimum technical score (s) required to pass is: 50 Points, proposal that does not qualify the minimum technical score will be disqualified from further evaluation.

- The formula for determining the financial scores is the following:

$S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration.

- The weights given to the Technical and Financial Proposals are:

T = [0.6], and F = [0.4]

Financial Situation evaluation

- To be eligible the financial statements of the bidding party must show, minimum annual turnover of **MVR 50,000.00**, for the year 2020.
(or)
- To be eligible the financial statements of the bidding party must show, Minimum value of **MVR 50,000.00**, for liquid asset, for the year 2020.
(or)
- For business mentioned in the section (ii) B no 5, to be eligible the business's bank statement must show a credit balance of minimum **MVR 50,000.00**
(or)
- If bidding party is unable to meet any of the above requirement they shall submit "Line of Credit Letter" as per the template in FIN FORM 3. (credit limit shall be no less than **MVR 50,000.00**)

12. SUBMISSION

Bid submission	On or before 22 November 2021 – 11:00 hours local time
Bid opening	22 November 2021 – 11:00 hours local time. Proposals will be opened in the presence of the bidder's representatives who choose to be present at the address below at the time of bid opening.
Submission instruction	Proposals must be delivered in sealed envelopes titled "Do not Open Before 22 November 2021 – 11:00 hours – Social and Environmental Safeguards Specialist" and the submitting party's name and address Electronic submission is not permitted. Late proposals will be rejected.
Submission address	Procurement Section Ministry of Environment, Climate Change and Technology Green Building, Handhuvaree Hingun, Maafannu Male', 20392, Republic of Maldives Email: procurement@environment.gov.mv Website: www.environment.gov.mv Project name: Eliminating Persistent Organic Pollutants Through the Sound Management of Chemicals

Annex A

TECH FORM 1 – Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide the consultancy service for “**Social and Environmental Safeguard Specialist**” in accordance with your Request for Proposal dated [xxx]. I hereby submit my Proposal, which includes all required documents as per Request for Proposal.

I 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, I undertake to negotiate on the basis of the proposed staff. my Proposal is binding upon myself and subject to the modifications resulting from Contract negotiations.

I undertake, if my Proposal is accepted, to initiate the services and fulfil the terms and conditions related this contract.

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

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant (company/partnerships/institutions):

Address:

TECH FORM 2 – Approach, Methodology and Work Plan

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

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

a) Technical Approach and Methodology

[In this chapter the Consultant 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 the Consultant 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.]

TECH FORM 3 – Work Schedule

SOCIAL AND ENVIRONMENTAL SAFEGUARD SPECIALIST																
Deliverables	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15
Updated SESP in line with UNDP and GEF Guidelines																
Environmental and Social Management Framework																
Project Grievance Redress Mechanism																
Updated stakeholder’s engagement plan of the project																
Capacity and training for Environmental and Social Management Framework (ESMF), SESP and Grievance Redress Mechanisms of the project																
Final ESIA for the proposed Interim Hazardous Waste Storage Facility in Addu City																
Final ESIA for the proposed hazardous waste and chemicals management facility in the Greater Male’ Region																
Risk assessment & management plan related to transfer of potentially PCB contaminated equipment from Fuvahmulah to Addu City																
Final Monitoring reports as per the ESIA schedule																

TECH FORM 4 – Curriculum Vitae

- 1. Name of Consultant:**
- 2. Education** *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:*
- 3. Membership of professional associations**
- 4. Other Training**
- 5. Countries of work experience** *[List countries where the Consultant has worked in the last ten years]:*
- 6. Languages** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:*
- 7. Experience/ employment record** *[Starting with present position, list in reverse order every employment held the Consultant 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:
 - Job description:
- 8. Summary of projects/assignments undertaken/ role**
 - Name of project/ assignment:
 - Experience classification: General / specific
 - Scope of project/ assignment:
 - From [Month/Year] – To [Month/Year]:
 - Positions held:
- 9. Past commitments in projects with the Ministry of Environment, Climate Change and Technology**
 - Name of the Contract/Project:
 - From [Month/Year] – To [Month/Year]:
 - Positions held:
 - Summary of role

TECH FORM 5: Letter of Commitment (Key Expert 1: Environmental Expert)

[Location, Date]

To: [Name and address of Client]

Ref no: _____

Dear Sir/Madam,

I am writing to confirm my availability to provide services as the **Key Expert 1: Environmental Expert to Social and Environmental Safeguard Specialist Consultancy** - for the Ministry of Environment, Climate Change and Technology.

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, Climate Change and Technology's notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,

Name:

ID card No:

Date:

Signatory:

TECH FORM 6: Letter of Commitment (Key Expert 2: Socail Expert)

[Location, Date]

To: [Name and address of Client]

Ref no: _____

Dear Sir/Madam,

I am writing to confirm my availability to provide services as the **Key Expert 2: Social Expert to Social and Environmental Safeguard Specialist Consultancy** - for the Ministry of Environment, Climate Change and Technology.

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, Climate Change and Technology's notice, to commence performance of the services with due expedition and without delay.

Yours sincerely,

Name:

ID card No:

Date:

Signatory:

FIN FORM 1 – Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, offer to provide Training service for “**Social and Environmental Safeguard Specialist**” 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 in MVR]. This amount is inclusive of the all local taxes.

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

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

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Consultant (company/partnerships/institutions)

Address:

FIN FORM 2 – Financial Breakdown Form

Reference No: (generated by the proponent)
Quotation validity: 90 days

No.	Description	Price/Unit (MVR)	Total
1	Updated SESP in line with UNDP and GEF Guidelines		
2	Environmental and Social Management Framework		
3	Project Grievance Redress Mechanism		
4	Updated stakeholder's engagement plan of the project		
5	Capacity and training for Environmental and Social Management Framework (ESMF), SESP and Grievance Redress Mechanisms of the project		
6	Final ESIA for the proposed Interim Hazardous Waste Storage Facility in Addu City		
7	Final ESIA for the proposed hazardous waste and chemicals management facility in the Greater Male' Region		
8	Risk assessment & management plan related to transfer of potentially PCB contaminated equipment from Fuvahmulah to Addu City		
9	Final Monitoring reports as per the ESIA schedule		
	Total:		
	GST		
	Total with GST		

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

Note: The total contract price should be quoted inclusive of Goods and Services Tax (GST) or any applicable axes as per the Tax Legislation and must be shown in the breakdown.

Authorized Signature and stamp

FIN FORM 3 – Details of Financial Situation

Each Bidder must fill in this form

Financial Data for Previous Years [MVR Equivalent]	
	Year 2020

Information from Balance Sheet

Total Assets	
Total Liabilities	
Net Worth	
Current Assets	
Current Liabilities	
Working Capital	

Information from Income Statement

Total Revenues	
Profits Before Taxes	
Profits After Taxes	
<input type="checkbox"/> Attached are copies of financial statement (balance sheets including all related notes, and income statements), as indicated above, complying with the following conditions. <ul style="list-style-type: none"> • All such documents reflect the financial situation of the Bidder. • Historic financial statement must be complete, including all notes to the financial statements. 	
<ul style="list-style-type: none"> • Historic financial statements must correspond to accounting periods 	

FIN FORM 4 – Line of Credit Letter

[letterhead of the Bank/Financing Institution/Supplier]

[date]

To: *[Name and address of the Contractor]*

Dear,

You have requested {name of the bank/financing institution/supplier issuing the letter) to establish a line of credit for the purpose of executing {insert Name and identification of Project}.

We hereby undertake to establish a line of credit for the aforementioned purpose, in the amount of {insert amount}, effective upon receipt of evidence that you have been selected as successful bidder. This line of credit will be valid through the duration of the contract awarded to you.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Agency: _____