



**Ministry of Environment, Climate Change and Technology**

Republic of Maldives

**REQUEST FOR PROPOSAL**

(IUL)438-ENV/438/2022/47

**CONSULTANCY FOR URBAN TRANSPORT PLANNING SPECIALIST**

**(National/International)**

**“Integrated, Sustainable and Low Emission Transport in the Maldives Project”**

**Issued on:** 22<sup>nd</sup> February 2022

**Issued By:** Integrated, Sustainable and Low Emission Transport in the Maldives

Project Management Unit

**TABLE OF CONTENTS**

**SCHEDULE OF CRITICAL DATES ..... 3**

**SUBMISSION REQUIREMENTS ..... 3**

**1. INTRODUCTION ..... 4**

**2. OBJECTIVE OF THE CONSULTANCY ..... 5**

**3. SCOPE OF WORK ..... 5**

**5. QUALIFICATION AND EXPERIENCE ..... 6**

**6. EXPECTED DELIVERABLES (TENTATIVE SCHEDULE): ..... 8**

**7. REPORTING AND PAYMENT ..... 15**

**8. WORKING ARRANGEMENT ..... 15**

**9. DURATION OF THE CONSULTANCY ..... 15**

**10. DUTY STATION ..... 15**

**11. QUERIES ..... 16**

**12. EVALUATION CRITERIA ..... 16**

**13. SUBMISSION ..... 18**

**ANNEX A ..... 19**

**TECH FORM 1 – Proposal Submission Form ..... 19**

**TECH FORM 2 – Work Schedule ..... 20**

**TECH FORM 3 – Curriculum Vitae (CV) ..... 21**

**TECH FORM 4 – Letter of Commitment ..... 22**

**FIN FORM 1 – Financial Proposal Submission Form ..... 23**

**FIN FORM 2 – Financial Breakdown Form ..... 24**

**FIN FORM 3 – Financial Situation ..... 26**

**FIN FORM 4 – Average Annual Turnover ..... 27**

**FIN FORM 5 – Financial Resources ..... 28**

**FIN FORM 6 – Line of Credit Letter ..... 29**

## **SCHEDULE OF CRITICAL DATES**

<b>ACTIVITY</b>	<b>ACTION DATE</b>
Advertisement for proposals	22 <sup>nd</sup> March 2022
Last day to submit queries	6 <sup>th</sup> March 2022 before 10:00 AM (local time)
Deadline to submit proposals	10 <sup>th</sup> March 2022 before 11:00 AM (local time)

## **SUBMISSION REQUIREMENTS**

1. The following related documents shall be submitted for the bids to be considered sufficiently responsive.
2. 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. Completed Proposal submission form – (Tech Form 1)
2. A summary of the work plan must be presented in the format in Work Schedule (Tech Form 2) showing in the form of a bar chart the timing proposed for each activity.
3. Curriculum Vitae (CV) of the Consultant (required experiences and other experiences relevant to this TOR must be specified clearly or highlighted in the format given) – (Tech Form 3)
4. National Identity Card
5. Letter of commitment to undertake the project (Tech Form 4)
6. Copies of academic certificates and relevant references letters
7. Copy of Business (sole proprietorship) registration certificate
8. Copy of GST Registration certificate issued by Maldives Inland Revenue Authority – (If applicable)
9. Notification of Tax Registration – (If applicable)
10. SME Registration certificate – (If applicable)

### **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) – (If applicable)
4. Average Annual Turnover (Fin Form 4) – (If applicable)
5. Financial Resources (Fin Form 5) – (If applicable)
6. Line of Credit Letter (Fin Form 6) – (If Applicable)
7. 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: If the application is made by an Individual Consultant, Fin Form 1, 2 and 7 must be submitted with the application.**

**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 Evaluation, If the highest scoring party is an International Consultant, the bidder will be asked to obtain an Employment approval from the Ministry of Economic Development, Maldives.**

## 1. INTRODUCTION

The Government of Maldives has received funding from the Global Environment Facility (GEF) for the project “Integrated Sustainable and Low Emission Transport in the Maldives”. The Government intends to apply part of the proceeds towards Hiring an Urban Transport Planning Specialist for the Project.

The objective of the project is to promote an integrated, sustainable and low-emissions transport system and reduce GHG emissions and air pollution from the transport sector as well as address energy security by reducing fossil fuel imports. The project will result in an integrated urban and transport plan that leads to enhanced coordination among various government stakeholders and development of projects to enhance mobility for the residents with public and low emission transport infrastructure. The visibility of demonstration of the projects for e-buses and e-bike sharing schemes backed with the campaigns to create awareness of users, the benefits for sustainable low-emission transport options is expected to create a buy-in among policy makers and stakeholders to scale of investments in sustainable low emission transport options. The project will support development of measurable, reportable, and verifiable (MRV) system to measure emissions and reduction. This system will track and assess the benefits/ impacts of sustainable low-emissions transport options. This increased information and its tracking on use of sustainable low-emission transport will create greater awareness of benefits in policy makers and users to continuously integrate new and emerging sustainable and low-emission transport options. Information from demonstration projects and tracking of information on use of sustainable low-emission transport will create greater awareness of benefits in policy makers and users

The proposed project is structured across three components, which are necessary to address the barriers and facilitate the successful implementation of the baseline efforts to achieve an integrated, sustainable, and low-emissions transport system:

- Component 1: Institutionalization of integrated sustainable low-carbon transport and development of regulatory framework and policies
- Component 2: Short-term barrier removal and scaling-up investments through low-emission sustainable transport demonstrations
- Component 3: Preparing for scale-up, monitoring, awareness creation and replication of integrated sustainable low-emission transport

The project plans to achieve the following outcomes:

- a. Effective regulatory and institutional framework and policies enable integrated sustainable low-emission transport development.
- b. Demonstration of benefits and feasibility of sustainable low-emissions transport system for Maldives enables scale up of investments
- c. Planners and user access information for making sustainable low emission transport choices

## **2. OBJECTIVE OF THE CONSULTANCY**

The main objective of this consultancy service is to conduct an existing situation assessment around transport sectors and its interaction with the sectors related to urban planning, environment, energy and finance and Mobilization of the interdepartmental National Mobility Task Force, Reviewing and advising for the Integrated Transport Master Plan and National Development plan for Regional Integrated Transport and sector related urban infrastructure. It also includes Development of e-Mobility Plan as part of National Mobility Plan to drive electric vehicle adoption in road and sea passenger transport and Localization of National Transport Master Plan with a focus on improved control interventions and policies on Vehicles, Traffic and Parking and Localization of eMobility National Program to Male' Region for specific interventions, including integration of e-Bus and e-Bike deployment.

## **3. SCOPE OF WORK**

The consultancy involves provision of technical expertise including the following;

1. Assessment of the existing situation around the urban transport sector including institutional capacities and legal issues.
2. Provide information and analyses towards the development of strategies for the transport sector in Maldives in consultation with relevant government agencies.
3. Provide technical inputs regarding transport network development of demonstration projects in Maldives.
4. Provide inputs to executing agencies related to planning and scheduling of demonstration projects across vehicle segments.
5. Evaluate the impacts of projects to ensure compliance with environmental safeguard policies.
6. Liaise with client's and sectors technical staff, engineers, suppliers and others as needed.
7. Analyse and evaluate data, prepare reports and make specific recommendations related to the development of urban transportation plans.
8. Evaluate cost and benefits of the demonstration projects.
9. Participate in interdepartmental working groups on transport sector issues and in country teams.
10. Participate in sector and thematic networks around the transport sector and related issues to keep abreast of latest developments and issues.
11. Contribute to the team's knowledge producing activities based on own desk work, outputs of projects, and lessons learned from operations
12. The consultant is expected to work with the consultant of the project hired as Electric Vehicle Expert in order to have a compatible and effective output of the Project.

#### **4. EXPECTED DELIVERABLES**

1. Assessment of existing policies/programs and institutions (including any legal limitations) around urban transport and its interaction with the agencies related to transportation and mobility in urban planning, environment, energy, finance and gender to identify the gaps in the sector.
2. Mobilize the setting up of an Interdepartmental National Mobility Task Force (comprising of stakeholders from Environment, Transport, Urban Development, Planning & Infra, Energy, Finance, other relevant departments/ agencies) for implementation of National Mobility Plan
3. Review and advise to develop Integrated Transport Master Plan (including intermodal integration, digitalization and common access/payment card, eco-system for non-motorized transport)
4. Review and advise to the National Development Plan (for Urban/Regional Integrated Transport and related infrastructure)
5. Development of a National Mobility Plan which will lead to National e-Mobility Plan (as part of to drive electric vehicles adoption in road and sea passenger transport)
6. Localization of e-Mobility National Program to Male Region for specific interventions, including integration of e-Bus and e-Bike deployment. This should include scaling up National mobility and e-mobility program
7. Give input to finalization of National Transport Master Plan to Male Region (to be developed by MoTCA) with focus on improved control interventions and policies on Vehicles, Traffic and Parking.

#### **5. QUALIFICATION AND EXPERIENCE**

Candidate must possess at least:

- a) Master's degree in urban transport engineering, urban development/urban engineering, environmental science, or a related field
- b) Candidate must have professional experience and track record working in the urban, energy or transport sector of at least 8 years.
- c) Candidate must have at least 5 years of experience with urban development activities, including policy, infrastructure, financing and technology aspects.
- d) Candidate should have experience of policy analysis considering sustainable development goal co-benefits and potential negative impacts.
- e) Candidate must have a background in urban transport planning and public transportation related matters with a sound knowledge of current electric mobility issues, trends and perspectives, including a range of policy options and possibilities as it relates to Small Island Countries.
- f) Candidates should be fluent in the English Language with excellent analytical and communication skills. He/she must be computer proficient in MS Office Suite, google drives, etc.
- g) The ability to collect and manage data and develop transparent evidence bases supporting and tracking the policies developed.
- h) Experience working with donor and governmental agencies internationally.

#### **Other skills:**

- a) The ability to control the consultation process and create synergy of the group/subgroups

to complete the consultation effectively and efficiently.

- b) The ability to adapt to local context in preparation for, during and after the event. This may include policy terminology, basic understanding of local stakeholders and other relevant matters.

## 6. EXPECTED DELIVERABLES (TENTATIVE SCHEDULE):

Suggest any workable workplan that will enable to reach the outputs and the deliverables as per this assignment. The consultant may submit the work schedule as give in the “TECH FORM 2 – Work Schedule”

Item	D. #	Key Item	Details	Duration	End Product	Payment Schedule
1		Inception Meeting	Inception meeting to ensure that the work is aligned with the scope of this TOR	Week 1	<ul style="list-style-type: none"> <li>Inception Meeting Report</li> <li>Final Workplan</li> </ul>	5%
	<b>1</b>	<b>Assessment of existing policies/programs and institutions (including any legal limitations) around urban transport and its interaction with the agencies related to urban planning, environment, energy, finance and gender to identify the gaps in the sector.</b>				
2	1.1	Technical Meeting with Stakeholders	Conduct bilateral meetings with stakeholders to analyse gaps in the existing policies/programs and institutions (including any legal limitations) with regard to urban transport and its interaction related to urban planning, environment, energy and finance.	Week 2 – Week 5	<ul style="list-style-type: none"> <li>Detailed Meeting Minutes in English</li> </ul>	10%
3	1.2	Draft Report on the Existing Policy Assessment	Communicate with relevant stakeholders (MoTCA, MECCT, MTCC, MNPFI, City Council, etc) and prepare the draft report as per deliverable 1.	Week 6 (Week after the completion of Deliverable 1.1)	<ul style="list-style-type: none"> <li>Draft report on the assessment of the existing policies</li> </ul>	
4	1.3	Review Meeting at inter-ministerial policy level	Conduct inter-ministerial review meetings at policy level to identify the comments and required input for deliverable 1.	Week 7 (Week after the completion of Deliverable 1.2)	<ul style="list-style-type: none"> <li>Detailed Meeting report in English</li> <li>An Executive Summary of the Report</li> </ul>	
5	1.4	Validation of the Document	Incorporating the comments for the draft report.	Week 8 (Week after the completion of Deliverable 1.3)	<ul style="list-style-type: none"> <li>Final Report on the Assessment of the Gaps and Existing policies/programs and institutions (including</li> </ul>	



					any legal limitations) on Urban Transport and its Interaction in Male' Region.	
6	1.5	Submission of the final report on the Gaps and Existing Policy/program Assessment	Final report on Existing Policy Assessment submitted and approved by MECCT	Week 9	<ul style="list-style-type: none"> <li>Final submission of Existing Policy Assessment in English</li> </ul>	
	<b>2</b>	<b>Mobilize the setting up of an Interdepartmental National Mobility Task Force (comprising of stakeholders from Environment, Transport, Urban Development, Planning &amp; Infra, Energy, Finance, other relevant departments/ agencies) for implementation of National Mobility Plan</b>				
7	2.1	Identifying the relevant authorities for formulation of the Interdepartmental National Mobility Task Force	Discussions with the identified stakeholders (i.e., MECCT, MNPHI, MoF, MoTCA, City Council etc.) to designate focal points of National Mobility Task Force for the implementation of National Mobility Plan	Week 9 – Week 10	<ul style="list-style-type: none"> <li>Submission and approval of nominations from all relevant stakeholders for the National Mobility Task Force</li> </ul>	10%
8	2.2	Meeting with the Task Force	Conduct meetings and mobilize the National Mobility Task Force for the implementation of National Mobility Plan	Week 11 (Week after the completion of Deliverable 2.1)	<ul style="list-style-type: none"> <li>Commencement of work with Interdepartmental National Mobility Task Force</li> </ul>	
	<b>3</b>	<b>Review and advise to develop Integrated Transport Master Plan (including intermodal integration, digitalization and common access/payment card, eco-system for non-motorized transport)</b>				
9	3.1	Technical Meeting with Stakeholders	Conduct bilateral meetings with stakeholders (MoTCA, MECCT, MTCC, MNPHI, City Council, etc) to review and advise to develop an Integrated Transport Master Plan (including intermodal integration, digitalization and common	Week 12 – Week 15	<ul style="list-style-type: none"> <li>Detailed Meeting Minutes in English</li> <li>Summary of Findings</li> </ul>	15%

			access/payment card, eco-system for non-motorized transport).		
10	3.2	Draft Report on the recommendations for the Integrated Transport Master Plan	Communicate with relevant stakeholders (MoTCA, MECCT, MTCC, MNPHI, City Council, etc) and prepare the review and advise to develop an Integrated Transport Master Plan	Week 16 (Week after the completion of Deliverable 3.1)	<ul style="list-style-type: none"> <li>Submission of draft report on the recommendations for the Integrated Transport Master Plan</li> </ul>
11	3.3	Review Meeting at inter-ministerial policy level	Conduct inter-ministerial review meetings at policy level to identify the comments and required to prepare the review and advise to develop Integrated Transport Master Plan.	Week 17 (Week after the completion of Deliverable 3.2)	<ul style="list-style-type: none"> <li>Detailed Meeting report in English</li> <li>An Executive Summary of the Report</li> </ul>
12	3.4	Validation of the Document	Incorporate the comments required to finalise to the “review and advise to develop Integrated Transport Master Plan.”	Week 18	<ul style="list-style-type: none"> <li>Final Report on the on the “review and advise to develop Integrated Transport Master Plan.”</li> </ul>
13	3.5	Submission of the final report	Final Report on the “Review and Advise to develop Integrated Transport Master Plan” (including intermodal integration, digitalization and common access/payment card, eco-system for non-motorized transport).	Week 19	<ul style="list-style-type: none"> <li>Final Report of “Recommendations to develop Integrated Transport Master Plan (including intermodal integration, digitalization and common access/payment card, eco-system for non-motorized transport)” in English</li> </ul>
	<b>4</b>	<b>Review and advise to the National Development Plan (for Regional integrated Transport and urban infrastructure)</b>			

14	4.1	Technical Meeting with Stakeholders	Conduct bilateral meetings with stakeholders (MoTCA, MECCT, MTCC, MNPFI, City Council, etc) to review and advise National Development Plan (for Regional integrated Transport and urban infrastructure)	Week 20 – Week 22	<ul style="list-style-type: none"> <li>Detailed Meeting Minutes in English</li> </ul>	10%
15	4.2	Draft Report on the recommendations for the National Development Plan	Communicate with relevant stakeholders (MoTCA, MECCT, MTCC, MNPFI, City Council, etc) ) to review and advise National Development Plan (for Regional integrated Transport and urban infrastructure)	Week 23 (Week after the completion of Deliverable 4.1)	<ul style="list-style-type: none"> <li>Submission of draft report on the recommendations for the National Development Plan</li> </ul>	
16	4.3	Review Meeting at inter-ministerial policy level	Conduct inter-ministerial review meetings at policy level to identify the comments required) to review and advise on the National Development Plan (for Regional integrated Transport and urban infrastructure).	Week 24 (Week after the completion of Deliverable 4.2)	<ul style="list-style-type: none"> <li>Detailed Meeting report in English</li> <li>An Executive Summary of the Report</li> </ul>	
17	4.4	Validation of the Document	Incorporate the comments required to finalise the “review and advise on the National Development Plan (for Regional integrated Transport and urban Infrastructure).”	Week 25	<ul style="list-style-type: none"> <li>Final Report on the on the “Review and Advise to develop Integrated Transport Master Plan.”</li> </ul>	
18	4.5	Submission of the final report	Final Report on the “review and advise on the National Development Plan (for Regional integrated Transport and urban Infrastructure).”	Week 26	<ul style="list-style-type: none"> <li>Final Document on “review and advise on the National Development Plan (for Regional integrated Transport and urban Infrastructure).”</li> </ul>	

	<b>5</b>	<b>Development of e-Mobility Plan (as part of National Mobility Plan to drive electric vehicles adoption in road and sea passenger transport)</b>				
19	5.1	Technical Meeting with Stakeholders	Conduct bilateral meetings with stakeholders (MoTCA, MECCT, MTCC, MNPHI, City Council, etc) to Develop e-Mobility Plan	Week 26 – Week 28	<ul style="list-style-type: none"> <li>Detailed Meeting Minutes in English</li> </ul>	15%
20	5.2	Draft Report of the Development of e-Mobility Plan	Communicate with relevant stakeholders (MoTCA, MECCT, MTCC, MNPHI, City Council, etc) to Develop e-Mobility Plan	Week 29 (Week after the completion of Deliverable 5.1)	<ul style="list-style-type: none"> <li>Submission of draft report for the e-Mobility Plan</li> </ul>	
21	5.3	Review Meeting at inter-ministerial policy level	Conduct inter-ministerial review meetings at policy level to identify the comments required for the draft to Develop e-Mobility Plan	Week 30 (Week after the completion of Deliverable 5.2)	<ul style="list-style-type: none"> <li>Detailed Meeting report in English</li> <li>An Executive Summary of the Report</li> </ul>	
22	5.4	Validation of the Document	Incorporate the comments required to finalise the to Develop e-Mobility Plan	Week 31	<ul style="list-style-type: none"> <li>Final Report on the “e-Mobility Plan”</li> </ul>	
23	5.5	Submission of the final report	Final Report on the to Develop e-Mobility Plan	Week 32	<ul style="list-style-type: none"> <li>Submission of the Final Document on “e-Mobility Plan” in English</li> </ul>	
	<b>6</b>	<b>Localization e-Mobility National Program to Male Region for specific interventions, including integration of e-Bus and e-Bike deployment. This should include scaling up National mobility and e-mobility program. (This is also a deliverable of the E-Vehicle Expert; therefore, both experts have to work together to deliver this)</b>				
24	6.1	Technical Meeting with Stakeholders	Conduct bilateral meetings with stakeholders with regard to Localization of e-Mobility National Program to Male Region for specific interventions,	(This is combined deliverable of	<ul style="list-style-type: none"> <li>Detailed Meeting Minutes in English</li> </ul>	15%

			including integration of e-Bus and e-Bike deployment. This should include scaling up National mobility and e-mobility program.	both Urban Transport Specialist and Electric Vehicle Expert; therefore, both experts are expected to work together on this deliverable)	<ul style="list-style-type: none"> <li>• An Executive Summary/Report</li> </ul>
25	6.2	Draft Report	Draft e-Mobility National Program and submit for reviews and comments from stakeholders		<ul style="list-style-type: none"> <li>• Submission of draft Localization of e-Mobility National Program</li> </ul>
26	6.3	Review Meeting at inter-ministerial policy level	Conduct inter-ministerial review meetings at policy level to identify the required inputs for the drafted on and e-Mobility Program		<ul style="list-style-type: none"> <li>• Submission and approval of inter-ministerial policy level review meeting minutes and recommendations.</li> </ul>
27		Stakeholder Workshops	Conduct at least 2 stakeholder meetings to discuss e-Mobility National Program <ul style="list-style-type: none"> <li>• Stakeholder consultation workshops to present the draft e-Mobility National Program</li> <li>• Validation workshop after incorporating all the comments and inputs received from the stakeholder consultation</li> </ul>		<ul style="list-style-type: none"> <li>• Two workshop reports and minutes of the Meeting</li> </ul>
28	6.4	Validation of the Document	Incorporate the comments required to finalise the “Localization of e-Mobility Plan”		Final Report on the “Localization of e-Mobility Plan”
29	6.5	Submission of the final report	Final document on Localization of e-Mobility National Program submitted and approved by the MECCT		<ul style="list-style-type: none"> <li>• Final submission of Localization of e-Mobility National Program in English</li> </ul>
	<b>7</b>	<b>Give input in the Context of Project to the finalization of National Transport Master Plan to Male Region (to be developed by MoTCA) with focus on improved control interventions and policies on Vehicles, Traffic, Pedestrianisation, Parking and Road designing in the context Male region</b>			

30	7.1	Discussions with MoTCA Officials and Consultant Hired and the relevant PMU staff.	Give input in the Context of Project Concept to finalization of National Transport Master Plan to Male' Region (to be developed by MoTCA) with focus on improved control interventions and policies on Vehicles, Traffic, Pedestrianisation, Parking and Road designing in the Male' region.	During the Contract Period	<ul style="list-style-type: none"> <li>All the inputs should be reflected in writing</li> </ul>	10%
	<b>8</b>	<b>Identify issues than can come up with the emerging concepts and national policy/development work in context with urban transport systems and how to overcome such issues in development planning in the related sectors.</b>				
31	8.1	Multisectoral Consultation and Research of working examples	Identify issues than can come with the emerging concepts and national policy/development work in context with urban transport systems and how to overcome such issues in development planning in related sectors.	During the contract period	<ul style="list-style-type: none"> <li>To be part of the final document.</li> </ul>	10%
32		Wrap up	Finalizing and submission of detailed final report with all deliverables under this TOR	Week 48 – Week 52	<ul style="list-style-type: none"> <li>Submission of Detailed final report of the assignment in English</li> </ul>	

## **7. REPORTING AND PAYMENT**

1. All reports shall be submitted as stipulated in the deliverables and all reports will be submitted as drafts and upon review by the Project Management Unit, the Consultant shall revise the draft reports. Once, the revised reports are accepted by the PMU they will be termed as final reports by the consultancy.
2. The Consultant will work in close collaboration with Project Management Unit, based in Ministry of Environment Climate Change and Technology in coming up with the deliverables. The Consultant will administratively report to the Project Manager.
3. All draft documents should be in Microsoft Word and all final documents in Adobe Acrobat format
4. Any Field Visit Report /Workshop Reports must be submitted no later than 7 days after each field visit.
5. All field data and photo/video shall be transferred to client and will be property of client.
6. The payments shall be contingent upon the successful completion of the deliverables/milestones as outlined in the TOR.

## **8. WORKING ARRANGEMENT**

1. The consultant will be supervised by the National Technical Coordinator and will work closely with designated officials from the Project Management Team (PMU).
2. The Consultant can make her/his Work Plan to deliver the tasks as required and take time off to take breaks and travel back to home country as required/scheduled.
3. Such arrangements shall be stipulated in the propose Work Schedule as given in Tech Form 2.
4. The Consultant should carry his/her task with the Project Management Unit and MECCT to update on the progress of consultancy works.
5. The Consultant should carry out his/her tasks in accordance with the rules and procedures of the Government of Maldives.

All meetings should be held with the related authorities/agencies and stakeholders physically or virtually.

## **9. DURATION OF THE CONSULTANCY**

The Consultant for this service will be hired for a period of **Twelve (12) calendar months**. The consultant must be available to commence the services in within one month from the date of contract signing.

## **10. DUTY STATION**

The consultant is expected to be stationed with in the Project Management Team (PMU) for the Integrated, Sustainable and Low Emission Transport in the Maldives' project under the Ministry of Environment Climate Change and Technology (MECCT) and will be provided with all working hardware and necessary support. The stationed duration at MECCT can be decided for a period agreed between the client and the consultant

## 11. QUERIES

For any queries, please email to [procurement@environment.gov.mv](mailto:procurement@environment.gov.mv) copied to [shimhaz.wafir@environment.gov.mv](mailto:shimhaz.wafir@environment.gov.mv) before 12:00hrs of 6<sup>th</sup> February 2022 at (Local Time).

## 12. EVALUATION CRITERIA

Details	Maximum points
<b>Adequacy of the proposed workplan</b>	<b>[10]</b>
Tentative workplan	[10]
<b>Qualification Skills and Experience</b>	<b>[90]</b>
Qualifications and skills [25] points for minimum Master's degree in urban development/urban engineering, environmental science, transport engineering or a related field, [05] points for above Master's degree [05] points for proficiency in English is required	[30]  [05]
General Professional Experience [10] points for minimum 08 years' experience in Urban Transport Sector, [01] point for each additional year up to 5 years	[15]
Specific Professional Experience [15] points for minimum 05 years of demonstrated experience working with urban transport planning, including policy, infrastructure, financing and technology aspects, [01] point for additional year up to 5 years	[20]
[10] points for demonstrated experience working with policy analysis considering sustainable development goal co-benefits and potential negative impacts	[10]
[10] points for demonstrated experience working with environment and energy related transport matters with a sound knowledge of current public transport systems, electric mobility issues, trends and perspectives, including a range of policy options and possibilities as it relates to Small Island Countries	[10]

### Total technical score (s): 100

- The minimum technical score (s) required to pass is: 60 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**

- a. To be eligible the financial statements of the bidding party must show, minimum annual turnover of **MVR 100,000.00** or the year 2020.  
  
(or)
- b. To be eligible the financial statements of the bidding party must show, Minimum value of **MVR 100,000.00**, for liquid asset, for the year 2020.  
  
(or)
- c. For business, to be eligible the business's bank statement must show a credit balance of minimum **MVR 100,000.00**  
  
(or)
- d. 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 6. (credit limit shall be no less than **MVR 100,000.00**)

### 13. SUBMISSION

ACTIVITY	ACTION DATE
Advertisement for proposals	22 <sup>nd</sup> March 2022
Last day to submit queries	6 <sup>th</sup> March 2022 before 10:00 AM (local time)
Deadline to submit proposals	10 <sup>th</sup> March 2022 before 11:00 AM (local time)

<b>Bid Submission</b>	<b>On or Before 10<sup>th</sup> March 2022 – 1100:00hrs local time</b>
Bid Opening	On or Before 10th March 2022 – 11:00hrs 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 10th March 2022 – 11:00 hours – ‘EOI for Consultancy Urban Transport Planning Specialist for the Integrated, Sustainable and Low Emission Transport in the Maldives’ Project and the submitting party’s name and address”</b>  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: Integrated, Sustainable and Low Emission Transport in the Maldives

## ANNEX A

### TECH FORM 1 – Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Madam/Sir:

I, the undersigned, would like to express my Interest for the position of **‘for Urban Transport Planning Specialist for the Integrated, Sustainable and Low Emission Transport in the Maldives’** in accordance with your Request for Proposal – Ref: (IUL)438-ENV/438/2022/47 22<sup>nd</sup> March 2022. I am hereby submitting 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 fees. The 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 Individual:

Address:

**TECH FORM 2 – Work Schedule (12 months or shorter)**

Work Schedule for the position of for Urban Transport Planning Specialist												
Description	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	..... Week 52
Activity												
_____												
_____												
_____												

### **TECH FORM 3 – Curriculum Vitae (CV)**

- 1. Name:** *[Insert full name]:*
- 2. Date of birth:**
- 3. Education** *[Indicate college/university and other specialized education, giving names of institutions, degrees obtained, and dates of obtainment]:*
- 4. Membership of professional associations**
- 5. Other Training**
- 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 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:

- 8. Summary of projects/assignments undertaken/ role**

Name of project/ assignment:

Experience classification: General / specific

Scope of project/ assignment:

Role/ Position undertaken:

Period of Consultation:

- 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 4 – Letter of Commitment**

[ 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 for Urban Transport Planning Specialist for the Integrated, Sustainable and Low Emission Transport in the Maldives’ Project – Ref: (IUL)438-ENV/438/2022/47 22<sup>nd</sup> March 2022, 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:

Passport 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 the Express of Interest for the position of **‘for Urban Transport Planning Specialist for the Integrated, Sustainable and Low Emission Transport in the Maldives’** – Ref: (IUL)438-ENV/438/2022/47 22<sup>nd</sup> March 2022, in accordance with your Request for Proposal dated [xxx] and Technical Proposal. The 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.

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

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.

I remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Address:

## FIN FORM 2 – Financial Breakdown Form

Date:

Reference No:

No.	Description	MVR
1	Inception meeting to ensure that the work is aligned with the scope of this TOR	
2	Conduct bilateral meetings with stakeholders to analyse gaps in the existing policies/programs and institutions (including any legal limitations) with regard to urban transport and its interaction related to urban planning, environment, energy and finance.	
3	Communicate with relevant stakeholders (MoTCA, MECCT, MTCC, MNPFI, City Council, etc) and prepare the draft report as per deliverable 1.	
4	Conduct inter-ministerial review meetings at policy level to identify the comments and required input for deliverable 1.	
5	Incorporating the comments for the draft report.	
6	Final report on Existing Policy Assessment submitted and approved by MECCT	
7	Discussions with the identified stakeholders (i.e., MECCT, MNPFI, MoF, MoTCA, City Council etc.) to designate focal points of National Mobility Task Force for the implementation of National Mobility Plan	
8	Conduct meetings and mobilize the National Mobility Task Force for the implementation of National Mobility Plan	
9	Conduct bilateral meetings with stakeholders (MoTCA, MECCT, MTCC, MNPFI, City Council, etc) to review and advise to develop an Integrated Transport Master Plan (including intermodal integration, digitalization and common access/payment card, eco-system for non-motorized transport).	
10	Communicate with relevant stakeholders (MoTCA, MECCT, MTCC, MNPFI, City Council, etc) and prepare the review and advise to develop an Integrated Transport Master Plan	
11	Conduct inter-ministerial review meetings at policy level to identify the comments and required to prepare the review and advise to develop Integrated Transport Master Plan.	
12	Incorporate the comments required to finalise to the “review and advise to develop Integrated Transport Master Plan.”	
13	Final Report on the “Review and Advise to develop Integrated Transport Master Plan” (including intermodal integration, digitalization and common access/payment card, eco-system for non-motorized transport).	
14	Conduct bilateral meetings with stakeholders (MoTCA, MECCT, MTCC, MNPFI, City Council, etc) to review and advise National Development Plan (for Regional integrated Transport and urban infrastructure)	
15	Communicate with relevant stakeholders (MoTCA, MECCT, MTCC, MNPFI, City Council, etc) to review and advise National Development Plan (for Regional integrated Transport and urban infrastructure)	
16	Conduct inter-ministerial review meetings at policy level to identify the comments required) to review and advise on the National Development Plan (for Regional integrated Transport and urban infrastructure).	
17	Incorporate the comments required to finalise the “review and advise on the National Development Plan (for Regional integrated Transport and urban Infrastructure).”	
18	Final Report on the “review and advise on the National Development Plan (for Regional integrated Transport and urban Infrastructure).”	



19	Conduct bilateral meetings with stakeholders (MoTCA, MECCT, MTCC, MNPFI, City Council, etc) to Develop e-Mobility Plan.	
20	Communicate with relevant stakeholders (MoTCA, MECCT, MTCC, MNPFI, City Council, etc ) to Develop e-Mobility Plan.	
21	Conduct inter-ministerial review meetings at policy level to identify the comments required for the draft to Develop e-Mobility Plan.	
22	Incorporate the comments required to finalise the to Develop e-Mobility Plan.	
23	Final Report on the to Develop e-Mobility Plan.	
24	Conduct bilateral meetings with stakeholders with regard to Localization of e-Mobility National Program to Male Region for specific interventions, including integration of e-Bus and e-Bike deployment. This should include scaling up National mobility and e-mobility program.	
25	Draft e-Mobility National Program and submit for reviews and comments from stakeholders	
26	Conduct inter-ministerial review meetings at policy level to identify the required inputs for the drafted on and e-Mobility Program	
27	Conduct at least 2 stakeholder meetings to discuss e-Mobility National Program Stakeholder consultation workshops to present the draft e-Mobility National Program Validation workshop after incorporating all the comments and inputs received from the stakeholder consultation	
28	Incorporate the comments required to finalise the “Localization of e-Mobility Plan	
29	Final document on Localization of e-Mobility National Program submitted and approved by the MECCT	
30	Give input in the Context of Project Concept to finalization of National Transport Master Plan to Male’ Region (to be developed by MoTCA) with focus on improved control interventions and policies on Vehicles, Traffic, Pedestrianisation, Parking and Road designing in the Male’ region.	
31	Identify issues than can come with the emerging concepts and national policy/development work in context with urban transport systems and how to overcome such issues in development planning in related sectors.	
32	Finalizing and submission of detailed final report with all deliverables under this TOR	
	<b>Total</b>	
	<b>GST</b>	
	<b>Total with GST</b>	

**The quotation is valid for 90 days from the date of bid opening.**

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

Note: The total contract price should be quoted inclusive of all taxes as per the GST Legislation and Circulars where applicable.

Signature:

Seal:

### FIN FORM 3 – Financial Situation

Each Bidder must fill in this form

Financial Data for Previous 3 Years [MVR Equivalent]			
	Year 2020:	Year 2019:	Year 2018:

#### 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			
<p><input type="checkbox"/> Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last three years, as indicated above, complying with the following conditions.</p> <ul style="list-style-type: none"> <li>• All such documents reflect the financial situation of the Bidder.</li> <li>• Historic financial statements must be complete, including all notes to the financial statements.</li> </ul> <div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> <li>• Historic financial statements must correspond to accounting periods</li> </ul> </div>			

**FIN FORM 4 – Average Annual Turnover**

Each Applicant must fill in this form

Annual Turnover Data for the Last 3 Years		
Year	Amount Currency	MVR Equivalent
2020		
2019		
2018		
Average Annual Turnover		

The information supplied should be the Annual Turnover of the Bidder in terms of the amounts billed to clients for each year for contracts in progress or completed at the end of the period reported.

**FIN FORM 5 – Financial Resources**

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as indicated in Section 3 (Evaluation and Qualification Criteria)

Financial Resources		
No.	Source of financing	Amount (MVR equivalent)
1		
2		
3		

**FIN FORM 6 – 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: \_\_\_\_\_