Terms of reference (ToR) for the procurement of services below the EU threshold

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

CONFIDENTIAL

Expansion of the Hakathari Programme to Include Additional Water-Using Appliances in the Republic of Maldives	**Project number/ cost centre:** **G-060036-007** **Tender number** 10068227

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0. List of abbreviations

AVB	General Terms and Conditions of Contract for supplying services and work
DP	Delivery Partner
GCF	Green Climate Fund
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
MCCEE	Ministry of Climate Change, Environment and Energy
NDA	National Designated Authority
NWSSAP	National Water and Sewerage Strategic Action Plan
PIU	Project Implementation Unit
PfR	Partnering for Readiness
ToRs	Terms of reference
WSSPs	Water and Sanitation Safety Plans
WSEPs	Water and Sewerage Emergency Plans

1. Context

The **Green Climate Fund (GCF)** is the world's largest multilateral fund for climate action and functions as the financial mechanism of the UNFCCC and the Paris Agreement. It is financed by industrialised countries and disburses funds to developing nations via projects dedicated to mitigate or adapt to the effects of climate change. As many developing countries face capacity constrains when it comes to accessing international climate finance, including that of the GCF, the Fund has initiated a "Readiness & Preparatory Support Programme" (RPSP) which supports countries through small grants (up to 4 million USD over 4 years) in building their capacities and developing a project pipeline, among other things.

GIZ, the German Development Cooperation Agency, has been implementing the project **"Partnering for Readiness" (PfR)** since 2019, with the main objective to increase partner countries' access to climate finance and to build their capacities to independently apply for, implement, and monitor funds. To achieve this goal, PfR takes a partnership-focused approach based on knowledge sharing, peer exchange, and mutual learning. PfR also acts as GCF Readiness Delivery Partner (DP), supporting the implementation of RPSP grants in partner countries, including for the Maldives.

Maldives Country Context

Climate change severely threatens the existence of the Maldives, as an archipelago of low-lying islands and atolls in the Indian Ocean. Future climate projections for the Maldives are difficult due to the inability of current climate models to simulate changes over very small island states. However, based on globally available climate projections and downscaled for the Maldives, it is projected there will be: (i) increasing rainfall over northern and central regions and a decrease in the southern region for the years 2021-2050, while an overall increase in rainfall is shown from 2082-2100 years; (ii) temperature is projected to increase over different zones for the different time periods; (iii) mean temperature increases by 1.8°C from the baseline (1981-2000) by mid-century (2021-2050); (iv) maximum sea surface height is projected to increase between 0.40 to 0.48m by 2100, implying an increasing occurrence of floods and saltwater contamination of freshwater resources; (v) sea surface temperature has a rising trend in all four geographic zones in all selected Special Report on Emissions Scenarios.

Ensuring safe, reliable, and climate-resilient water and sanitation services across all inhabited islands remains a national priority. While infrastructure development has progressed, there are critical gaps in risk-based planning and emergency preparedness at island level.

Maldives Readiness Proposal

The Ministry of Climate Change, Environment and Energy (MCCEE), in collaboration with GIZ, is implementing a GCF Readiness project titled "Strengthening the water sector for enhanced planning, programming and implementation of climate finance in the Republic of Maldives ". This project supports the water sector in the Maldives through the building of technical capacity within Water and Sanitation Department (WATSAN) of the MCCEE, Utility Regulatory Authority (URA) and the Utilities in water resource management, in order to better understand the issues and solutions facing remote communities, and to support the planning and implementation of water-related projects. In the context of this GCF grant, the **MCCEE** is acting as National Designated Authority (NDA) or focal point to the GCF, while GIZ functions as Delivery Partner (DP) in implementing the activities. GIZ staff based at the company headquarters in Germany and a local consultant supporting the MCCEE on the ground together make up the Project Implementation Unit (PIU).

Generally, the outcomes and outputs of the Readiness proposal include:

- **Outcome 1.1**: Country NDAs or focal points and the network/ systems that enable them to fulfil their roles, responsibilities and policy requirements are operational and effective
  - **Output 1.1.1:** NDA or FP staff trained in areas relevant to the GCF objectives of the GCF and oversight of GCF activities
  - **Output 1.1.2:** NDA mechanisms established or strengthened for interinstitutional coordination, including engagement with the GCF and other climate funds
  - Output 1.3.1: Relevant stakeholders engaged and trained to support planning, programming and implementation of GCF funded activities.
- **Outcome 2.2**: GCF recipient countries have developed or enhanced strategic frameworks to address policy gaps, improve sectoral expertise and enhance enabling environments for GCF Programming in low-emission investment.
  - **Output 2.2.6: Sectoral strategic frameworks or associated plans developed**
    - Activity 2.2.6.1. Formulate Water and Sanitation Safety Plans
    - Activity 2.2.6.2. Formulate Water and Sewage Emergency Plans
    - **Activity 2.2.6.3. Develop a Water Use Efficiency rating mechanism**
- **Outcome 4.3:** An increase in the number of quality multi-country/regional project concept notes developed and submitted that target SIDS, LDCs and African states.
  - **Output 4.3.4:** Prefeasibility studies conducted targeting SIDS, LDCs and African states
- **Outcome 5.1:** Best practices with respect to institutional capacity building, direct access, and pipeline development are developed and disseminated to strengthen engagement by NDAs, DAEs, and delivery partners with the GCF.
  - **Output 5.1.1:** NDAs, DAEs, DPs have developed knowledge products containing information on LECRD, methodologies, lessons learned or best practices extracted from within the country and from other countries (South-South cooperation).

The contractor's work is directly related to **Output 2.2.6, Activity 2.2.6.3**.

Hakathari Programme and Proposed Expansion

The Hakathari Programme is the Maldives' national energy efficiency standards and labelling programme, implemented by the MCCEE to promote the use of energy-efficient appliances and help consumers make informed purchasing decisions through the Hakathari energy efficiency label. The Programme currently covers air conditioners, refrigerators, and washing machines. For washing machines, the labelling requirements consider water consumption in addition to energy performance, reflecting the importance of both energy and water efficiency in appliance use.

Given the limited availability of freshwater resources in the Maldives, desalinated seawater plays an important role in meeting the country's water supply needs. The production and distribution of desalinated water involve significant operational and energy costs. **Promoting the use of water-efficient appliances** can therefore help reduce water demand, improve the efficient use of available water resources, and ease pressure on water production and supply systems.

In this context, the Government intends to **expand the Hakathari Programme to include additional water-using appliances**. This consultancy will provide the technical and regulatory support required for this expansion under Activity 2.2.6.3 – Develop a Water Use Efficiency Rating Mechanism.

The additional appliance categories proposed for inclusion under the Hakathari Programme are:

1. Dishwashers;
2. Electric water heaters;
3. Booster pumps;
4. Water pumps; and
5. Household water purification systems.

2. Tasks to be performed by the contractor

The Contractor shall support the Ministry in:

- conducting a market assessment of the appliance categories currently covered under the Hakathari Programme to assess the implementation and market impact of the Programme, including changes in the availability and uptake of energy- and water-efficient appliances, market trends, consumer awareness, and other relevant indicators;

- conducting a baseline and market assessment of the additional appliance categories proposed for inclusion under the Hakathari Programme;

- identifying and reviewing relevant regional and international standards, testing methodologies, and efficiency-rating approaches applicable to the selected appliance categories;

- developing appropriate efficiency performance requirements, rating criteria, and labelling requirements for the selected appliance categories;

- developing the necessary testing, verification, registration, and compliance requirements for the selected appliance categories;

- reviewing the existing Hakathari Programme regulatory and implementation framework and proposing the necessary updates to incorporate the additional appliance categories;

- undertaking stakeholder consultations with relevant government institutions, regulators, utilities, importers, distributors, retailers, and other relevant stakeholders;

- building the capacity of relevant government officials and market actors to support effective implementation, verification, and compliance; and

- supporting awareness-raising and communication activities for the introduction of the additional appliance categories under the Hakathari Programme.

The contractor shall undertake the technical, market, regulatory, and stakeholder engagement activities required to assess the implementation and market impact of the existing Hakathari Programme and support its expansion to the additional appliance categories identified under this assignment. The contractor shall work closely with the Ministry of Climate Change,

Environment and Energy (MCCEE), GIZ, and other relevant stakeholders throughout the assignment.

All assessments, technical requirements, standards, regulatory recommendations, and implementation arrangements developed under the assignment shall take into account the Maldivian market context, existing Hakathari Programme requirements, applicable national legislation, and relevant regional and international standards and good practices.

The contractor shall submit all datasets, survey data, calculation models, analysis spreadsheets, evaluation tools, presentations, training materials and other outputs developed under the assignment in their original editable electronic formats.

In detail, the contractor is responsible for providing the following services:

Task	Deliverables	Timeline	Total Expert Days
Task 1. Inception and detailed work planning The contractor shall: 1. conduct an inception workshop with MCCEE, GIZ and relevant stakeholders to confirm the scope of the assignment, methodology, work plan, deliverables, timeline and coordination arrangements; 2. review key existing Hakathari Programme documents and other relevant background information necessary to refine the approach to the assignment; 3. identify key data and information requirements and stakeholders to be consulted; and 4. finalise the detailed methodology and work plan based on discussions and comments received during the inception workshop.	Inception Report, including the final methodology, detailed work plan and timeline, data and information requirements, stakeholder engagement approach and coordination arrangements.	Within 2 weeks of contract commencement	10
Task 2. Market and Impact Assessment of the Hakathari Programme The contractor shall conduct a market and impact assessment of the appliance categories currently covered under the Hakathari Programme, covering the period from 2022 to 2026. The assessment shall include, but not be limited to: 1. analysing import and market trends for the covered appliance categories, including appliance types, capacities, brands, models, countries of manufacture/origin and key importers, using relevant import, registration, sales, market and technical data collected from government agencies,	• Market and impact assessment report of the Hakathari Programme (2022–2026) • Hakathari Programme improvement and monitoring recommendations report, identifying key implementation issues, gaps, lessons learned, areas for improvement, and recommendations	Within 8 weeks following completion of Task 1	30

Task	Deliverables	Timeline	Total Expert Days
importers, distributors, retailers and other relevant sources; 2. collecting and analysing the necessary primary and secondary data required to assess the implementation and impacts of the Hakathari Programme, including through stakeholder consultations, surveys and market assessments, where required; 3. assessing changes in the efficiency levels of appliances available in the Maldivian market during the assessment period; 4. assessing the distribution and market penetration of appliances across the Hakathari efficiency rating levels, including the uptake of higher-efficiency appliances; 5. assessing the number and proportion of imported and/or marketed appliances covered by the Hakathari Programme and carrying the required Hakathari label; 6. assessing changes in the availability and uptake of efficient appliances since the introduction of the Hakathari Programme; 7. assessing consumer awareness and understanding of the Hakathari label, including the extent to which the label and appliance efficiency influence purchasing decisions; 8. assessing awareness, experience and implementation of the Hakathari Programme among importers, distributors and retailers; 9. estimating the water savings resulting from implementation of the Hakathari Programme during the assessment period; 10. estimating the associated cost savings from avoided water production and supply, including the cost of producing desalinated water, as applicable; 11. estimating the energy savings resulting from implementation of the Hakathari Programme during the assessment period; 12. estimating the associated cost savings from avoided electricity generation, based on the relevant cost of electricity generation; 13. estimating the associated GHG emission reductions resulting from the energy savings;	for strengthening future implementation and monitoring of the Programme.		

Task	Deliverables	Timeline	Total Expert Days
14. assessing the overall contribution of the Hakathari Programme to market transformation towards more efficient appliances; and 15. identifying key achievements, implementation challenges, data gaps and lessons learned, and providing recommendations for improving the implementation, monitoring and future expansion of the Hakathari Programme.			
Task 3. Baseline and market assessment of the additional appliance categories The contractor shall conduct a baseline and market assessment for the following appliance categories proposed for inclusion under the Hakathari Programme: dishwashers; electric water heaters; booster pumps; water pumps; and household water purification systems. The market assessment shall cover the preceding ten (10) years, to the extent relevant to understanding long-term import and market trends, with more detailed analysis of recent market conditions. The assessment shall include, but not be limited to: 1. reviewing relevant previous market studies and collecting and analysing updated primary and secondary market data for the additional appliance categories; 2. types, capacities, technologies, brands and models available in the Maldives; 3. import volumes, market trends and countries of manufacture and origin/shipment over the preceding ten (10) years; 4. major importers, distributors and retailers; 5. technical characteristics and water and/or energy efficiency performance, as applicable to each appliance category; 6. existing product standards, efficiency labels, certifications, test standards and available product testing and certification information; 7. availability and market penetration of more efficient appliance models within each appliance category; 8. consumer and institutional use patterns and purchasing considerations, where relevant;	Baseline and market assessment report for the five additional appliance categories, including the market, technical and baseline data collected and a recommended prioritisation and selection of three (3) appliance categories for further development under Tasks 4–7.	Within 6 weeks following completion of Task 2	30

Task	Deliverables	Timeline	Total Expert Days
9. key market, technical and data gaps and considerations relevant to the inclusion of the appliance categories under the Hakathari Programme; and 10. assessing and prioritising the additional appliance categories based on their potential contribution to energy efficiency, water conservation and efficient water use, together with market relevance, technical feasibility and suitability for inclusion under the Hakathari Programme, and recommending three (3) appliance categories for further development under Tasks 4–7. The three appliance categories to proceed to Tasks 4–7 shall be confirmed by MCCEE based on the findings and recommendations of the assessment.			
Task 4. Development of Efficiency Standards and Labelling Criteria for the Selected Appliance Categories The contractor shall develop appropriate efficiency standards and labelling criteria for the three selected appliance categories based on the findings of the baseline and market assessment under Task 3. The task shall include, but not be limited to: 1. reviewing and comparing relevant international and regional standards, testing requirements, efficiency rating systems and labelling programmes applicable to the three selected appliance categories, particularly those applied in the main countries of manufacture and origin of appliances imported into the Maldives; 2. assessing the applicability of relevant international standards, test methodologies and efficiency-rating approaches to the Maldivian context and identifying opportunities for alignment or harmonisation; 3. defining the appropriate product scope and classification for each appliance category to be covered under the Hakathari Programme; 4. identifying the appropriate water and/or energy efficiency performance parameters, and other relevant performance requirements, for each appliance category; 5. identifying appropriate reference test standards, testing procedures and	• Report of stakeholder workshop to present and discuss the proposed efficiency standards and labelling criteria. • Final efficiency standards and labelling criteria for the three selected appliance categories, incorporating agreed stakeholder comments and recommendations.	Within 7 weeks following completion of Task 3	40

Task	Deliverables	Timeline	Total Expert Days
methodologies for determining and verifying product performance; 6. developing appropriate minimum qualification requirements, efficiency rating levels and grading criteria for each appliance category; 7. establishing requirements for test reports, product certification and supporting technical documentation required for registration under the Hakathari Programme; 8. assessing the recognition or equivalence of relevant efficiency ratings, test reports, certifications and labels issued in countries from which the appliances are imported; 9. conducting a stakeholder workshop with relevant government institutions, regulators, utilities, importers, distributors, retailers and other relevant stakeholders to present and discuss the proposed efficiency standards, rating criteria, testing and certification requirements; and 10. revising and finalising the proposed efficiency standards and labelling criteria based on the comments and recommendations received during the stakeholder workshop.			
Task 5. Impact Assessment of the Selected Appliance Categories The contractor shall assess the expected impacts of introducing the three selected appliance categories under the Hakathari Programme, using the baseline and market assessment under Task 3 and the proposed efficiency standards and labelling criteria developed under Task 4. The impacts shall be projected over a ten (10)-year period following the proposed introduction of the three selected appliance categories. The assessment shall include, but not be limited to: 1. estimating the expected water savings resulting from the introduction of the proposed efficiency requirements; 2. estimating the associated cost savings from avoided water production and supply, including the cost of producing desalinated water, as applicable;	Impact assessment report for the Three Selected Appliance Categories	Within 3 weeks following completion of Task 4	15

Task	Deliverables	Timeline	Total Expert Days
3. estimating the expected energy savings resulting from the proposed efficiency requirements; 4. estimating the associated cost savings from avoided electricity generation, based on the relevant cost of electricity generation; 5. estimating the associated GHG emission reductions resulting from the projected energy savings; and 6. assessing the overall economic and market impacts of introducing the three selected appliance categories under the Hakathari Programme. 7. assessing the costs associated with implementing and administering the three selected appliance categories under the Hakathari Programme, and identifying appropriate options for financing or recovering these costs.			
Task 6. Update of the Hakathari Programme to Incorporate the Selected Appliance Categories The contractor shall revise and update the existing Hakathari Programme documents and tools to incorporate the three selected appliance categories and the efficiency standards and labelling criteria finalised under Task 4, and develop an implementation plan for their future introduction under the Hakathari Programme. The task shall include, but not be limited to: 1. reviewing and updating the Hakathari Programme document, forms, templates, SOPs and evaluation tools to incorporate the three selected appliance categories and their finalised efficiency standards and labelling criteria; 2. testing and validating the evaluation tools using representative product data to confirm that the applicable Hakathari efficiency rating is calculated correctly for each of the three selected appliance categories; 3. developing an implementation plan for the future introduction of the three selected appliance categories under the Hakathari Programme, including the proposed implementation sequence and timeline,	• Updated Hakathari Programme Package incorporating the three selected appliance categories, including the revised Programme document, forms, templates, SOPs and evaluation tools. • Implementation plan for the future introduction of the three selected appliance categories under the Hakathari Programme. • Workshop report on stakeholder validation workshop, including participant records and a summary of comments and recommendations received.	Commence following completion of Task 4 and complete within 6 weeks thereafter	25

Task	Deliverables	Timeline	Total Expert Days
institutional and stakeholder roles and responsibilities, transition arrangements, financing and cost-recovery arrangements, capacity-building and communication requirements, and monitoring, verification and compliance arrangements; 4. conducting a stakeholder validation workshop with relevant government institutions, regulatory agencies, Maldives Customs Service, utilities, importers, distributors, retailers and other relevant stakeholders to present and validate the updated Hakathari Programme requirements and the proposed Implementation Plan for the three selected appliance categories; and 5. revising and finalising the complete updated Hakathari Programme package and implementation plan based on the comments and recommendations received from the Ministry and stakeholders and taking into account the findings of the impact assessment under Task 5.			
Task 7. Capacity Building and Stakeholder Training for the Hakathari Programme The contractor shall support stakeholder preparedness and capacity building for the future introduction of the three selected appliance categories under the Hakathari Programme. The task shall include, but not be limited to: **A. Development of Training Materials** 1. Reviewing the existing Hakathari Programme training materials developed for government officials and regulatory agencies, importers and retailers, and sales personnel. 2. Developing the following training and awareness materials for the three selected appliance categories; a) Hakathari Programme Implementation and Compliance presentation: in English, for government officials and regulatory agencies, importers, distributors and retailers, covering the Programme process, product registration and approval, testing and documentation requirements, labelling, import and clearance procedures, monitoring, verification, compliance,	1. Hakathari Programme Training and Advocacy Materials for the Three Selected Appliance Categories: a. Hakathari Programme Implementation and Compliance Presentation in English; b. Hakathari Programme Training Presentation for Sales Personnel in Dhivehi and English; and c. Hakathari Programme Public Awareness and Advocacy Presentation in Dhivehi and English. 2. Report on the training workshop	Throughout the assignment, with activities relating to the three selected appliance categories undertaken following development of the relevant outputs under Tasks 4 and 6 and completed before the end of the assignment.	10

Task	Deliverables	Timeline	Total Expert Days
enforcement, and stakeholder roles and responsibilities; b) Hakathari Programme Training Presentation for Sales Personnel: in Dhivehi and English, covering interpretation of the Hakathari label, efficiency ratings, information displayed on the label, benefits of efficient appliances, and how to communicate this information to consumers; and c) Hakathari Programme Public Awareness and Advocacy Presentation: in Dhivehi and English, explaining the purpose and benefits of the Programme, how to understand the Hakathari label, the importance of choosing efficient appliances, and key messages for consumers and the general public. The presentation shall be suitable for use in public awareness activities, media engagement and advocacy activities. **B. Capacity Building and Stakeholder Training** 1. Conducting a **training workshop** on the three selected appliance categories for relevant government institutions, Maldives Customs Service, importers, distributors, retailers and other relevant stakeholders, covering the key technical and implementation requirements, including efficiency criteria, testing and labelling requirements, registration and compliance procedures, stakeholder responsibilities, and the implementation plan for the future introduction of the three selected appliance categories under the Hakathari Programme.	on the three selected appliance categories, including training materials and participant records.		
TOTAL DAYS			**160**

All deliverables shall be submitted in both editable and PDF formats.

Period of assignment: from February 2027 until 30.09.2027

Key Reference Documents and Information Sources

The contractor shall review and make appropriate use of all relevant existing Hakathari Programme documents, studies, data and other background information in undertaking the assignment. These shall include, but not be limited to, the following:

A. Hakathari Programme documents and information

1. **Hakathari Programme Official Webpage**: The official webpage of the Hakathari Programme, providing access to relevant Programme information and documents, including participation procedures, appliance coverage, application forms, guidance materials and other related information.

   Link: https://environment.gov.mv/en/hakathari-program

2. **Hakathari Programme Document**: The governing document of the Hakathari Programme, setting out the Programme requirements, participation procedures, monitoring and verification arrangements, and other implementation requirements. The Programme document has been amended twice based on implementation experience and feedback received from importers and other relevant stakeholders.

   Link: https://environmentmv-my.sharepoint.com/:b:/g/personal/hakathari_web_environment_gov_mv/ETKv4Pcp4VpLk1ePKHrM3w8BDDuaHLQ4XHbrDc4fIIb7Vg?e=MM7wN4

3. **List of Approved Hakathari Appliance Models:** The official list of appliance models that have been registered and approved under the Hakathari Programme and issued the Hakathari label to date.

   Link: https://environment.gov.mv/en/hakathari-program/approved-models

4. **Development and Implementation of Standards and Labelling Programme in Maldives (2019)**: This report documents the methodology, analysis and recommendations used to develop the original energy efficiency standards and labelling programme in the Maldives, including the efficiency criteria, implementation procedures, monitoring and verification framework, impact assessment and implementation plan.

   In particular, Task 5 – Impact Assessment of Enforcement of EE Labelling Programme sets out the monitoring framework and indicators for assessing programme impacts, including energy savings, GHG emission reductions, cost savings and socio-economic impacts. These indicators and methodologies shall be reviewed and used, as appropriate, for the Market and Impact Assessment under Task 2 of this assignment.

   Link: https://old.environment.gov.mv/v2/en/download/16548

5. **Hakathari Programme Evaluation Tools**: The Excel-based tool currently used to determine the applicable Hakathari efficiency rating. The tool will be made available to the selected contractor.

B. Background Studies and Supporting Documents

1. **Research on Consumer Behaviour and Preferences Regarding Energy Efficiency in Households (2017):** This study provides information on consumer awareness and understanding of energy efficiency in household appliances.

   Link: https://old.environment.gov.mv/v2/en/download/7002

2. **Technical Analysis of Market to Develop Energy Efficiency Labels in Maldives (2017):** This report provides the market assessment used to support development of the energy efficiency labelling programme.

   Link: https://old.environment.gov.mv/v2/en/download/16563

3. **Energy Efficiency Label Design Survey Report (2018)**: This report provides information on the development of the energy efficiency label design, including consumer feedback and preferences considered during the design process.

   Link: https://old.environment.gov.mv/v2/en/download/16566

Reporting & Coordination

The contractor shall report to the Energy Department of the Ministry of Climate Change, Environment and Energy (MCCEE).

The contractor shall work in close coordination with:

- MCCEE
- Importers and retailers
- Maldives Customs Service
- Other relevant stakeholders involved in the assignment

The contractor shall:

- Provide regular progress updates to MCCEE throughout the assignment
- Participate in meetings requested by MCCEE related to the assignment
- Promptly inform MCCEE of any issues, risks, or delays affecting implementation
- Ensure all deliverables are submitted for review and approval within the agreed timelines

All reports, plans, workshop materials, and related outputs developed under this assignment shall become the property of GIZ and MCCEE.

3. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved (technical-methodological concept). In addition, the bidder must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

Strategy (1.1): The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1).

Cooperation (1.2): The bidder is required to present the actors relevant for the services for which they are responsible (1.2.1) and describe the cooperation with them (1.2.2).

Processes (1.4): The bidder is required to describe the key **processes** for the services for which they are responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 are to be provided.

4. Personnel concept

The bidder is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Reference documents shall be provided for all assignments claimed under the expert qualification criteria to enable verification of the stated experience.

Key expert 1 – Standards and Labelling Expert

Tasks of key expert 1

- All tasks listed under Section 2.

Qualifications of key expert 1

- **Education/training (2.2.1):** University degree (Bachelor or higher) in Energy Engineering, Mechanical Engineering, Electrical Engineering, Environmental Engineering, Energy Management, Sustainable Energy, Environmental Science or a related field
- **Language (2.2.2):** C1-level language proficiency in English
- **General professional experience (2.2.3):** 7 years of professional experience in energy efficiency, appliance efficiency, energy standards, energy management or related fields.
- **Specific professional experience (2.2.4):** Experience in one assignment involving the development or revision of an appliance energy-efficiency standards and labelling programme, including efficiency-rating criteria, testing requirements and/or verification and compliance arrangements.
- **Regional experience (2.2.6):** 5 years of experience working in developing countries or Small Island Developing States (SIDS) related to the assignment
- **Other (2.2.8):** One assignment directly related to the Maldives Energy Efficiency Standards and Labelling Programme (Hakathari Programme), including its development, implementation, review, technical support or related activities.

Key expert 2 – National Energy Efficiency Expert

Tasks of key expert 2

- All tasks listed under Section 2.

Qualifications of key expert 2

- **Education/training (2.3.1):** University degree (Bachelor or higher) in Energy, Engineering, Environmental Science, Environmental Management, Sustainable Development, Climate Change, Economics or another field relevant to the assignment
- **Language (2.3.2):** C1-level language proficiency in English; C1-level proficiency in Dhivehi
- **General professional experience (2.3.3):** 7 years of professional experience in the energy sector, energy efficiency, sustainable energy, energy policy and regulation, or other related fields in the Maldives.
- **Specific professional experience (2.3.4):** Experience in 2 assignments in the Maldives energy sector, involving market assessments, technical studies, policy or programme implementation, data collection and analysis, or similar relevant assignments.
- **Other (2.3.8):** One assignment related to energy-efficiency initiatives in the Maldives. Previous experience directly related to the Maldives Energy Efficiency Standards and Labelling Programme (Hakathari Programme) will be considered an additional advantage.

The contractor may involve additional backstopping experts as necessary for effective implementation of the assignment. However, **only the two key experts identified above will be considered for evaluation purposes and renumerated based on the price sheet offered**.

5. Costing requirements

Assignment of personnel and travel expenses

Per diem allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable from the German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2026 (GERMAN ONLY)).

All business travel must be agreed in advance by the officer responsible for the project.

Sustainability aspects for travel

GIZ has undertaken an obligation to reduce greenhouse gas emissions (CO_2 emissions) caused by travel. When preparing your bid, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO_2 efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO_2 emissions caused by air travel must be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The Development and Climate Alliance (German only) has published a list of standards (German only). GIZ recommends using the standards specified there.

Specification of inputs

Fee days	**Number of experts**	**Number of days per expert**	**Total**	**Comments**
Designation of key expert 1	1	90	90	
Designation of key expert 2	1	70	70	
Travel expenses	**Quantity**	**Number per expert**	**Total**	**Comments**
Per-diem allowance in country of assignment	3	7	21	Per-diem allowance for KE1 for three trips to the Maldives
Overnight allowance in country of assignment	3	7	21	Overnight allowance for KE1 for three trips to the Maldives
Transport	**Quantity**	**Number per expert**	**Total**	**Comments**
International flights Maldives	3	1	3	Round trips: Flight for KE1 for three trips to the Maldives
CO_2 compensation for air travel	1	930 Euro	930 Euro	A budget of **EUR 930** is earmarked for compensation of CO2 emissions through flights.
Travel expenses (train, car)	1	3	3	Airport transfer and transportation within country of assignment for KE1
Other travel expenses e.g. visa costs	1	1	1	Other travel expenses for KE1.
Other costs	**Number**	**Price**	**Total**	**Comments**
Flexible remuneration	1	2,000 EUR	2,000 EUR	A budget of **EUR 2,000** is foreseen for flexible remuneration. Please incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.
Workshops / Trainings	4	2,000 EUR	8,000 EUR	The budget contains the following costs:

	1	1,000 EUR	1,000 EUR	• Venue and catering for the inception workshop • Venue and catering for one stakeholder consultation workshop • Venue and catering for one stakeholder validation workshop • Venue and catering for one training workshop (4 events in total x 2.000 Euro --> 8.000 Euro) • Additionally, 1,000 EUR are foreseen for materials and equipment for the workshops. **--> 9.000 Euro in total**

Workshops, events and trainings

The contractor shall organise and implement the following workshops, consultations and training activities required under the assignment. The activities shall be grouped into three (3) missions, as follows:

Mission 1:

1. Inception Workshop under Task 1;

Mission 2:

2. Stakeholder Workshop on the proposed efficiency standards and labelling criteria under Task 4;

Mission 3:

3. Stakeholder Validation Workshop on the updated Hakathari Programme and implementation plan under Task 6;
4. Training Workshop on the additional appliance categories under Task 7.

Both Key Expert 1 and Key Expert 2 **shall be physically present in the Maldives** during all workshops and training activities listed above and shall actively participate in their delivery and facilitation.

The grouping and timing of individual activities within the three missions may be adjusted in agreement with MCCEE and GIZ, based on implementation progress and the sequencing of the relevant tasks and deliverables.

The contractor shall be responsible for arranging all necessary logistics for the above workshops and training activities, including the venue, catering and other agreed event-related requirements, in coordination with MCCEE and GIZ.

The following minimum logistical requirements shall apply:

- The venue shall be of an appropriate standard, with adequate space and facilities to comfortably accommodate up to **60 participants**;
- Catering shall generally be arranged for approximately **40–50 participants per workshop or training**, with the final number to be confirmed in advance with MCCEE and GIZ based on expected attendance; and
- the contractor shall ensure that the venue provides the necessary seating, presentation and audio-visual facilities appropriate for the workshop or training activity.

The dates, venues, expected participant numbers and other logistical arrangements for each workshop or training shall be agreed in advance with MCCEE and GIZ.

Eligible costs for venue, catering and other agreed event-related expenses shall be reimbursed separately in accordance with applicable GIZ rules and procedures, subject to prior approval and submission of the required supporting documentation.

Where appropriate and agreed with MCCEE and GIZ, related workshops or training activities may be conducted together.

6. Inputs of GIZ or other actors

GIZ and/or other actors are expected to make the following available:

- Access to digital platform for collaboration and sharing documents (MS Teams)
- Support with workshop logistics as needed, incl. access to templates

7. Requirements on the format of the tender

The structure of the bid must correspond to the structure of the ToR. In particular, the detailed structure of the concept (Chapter 3) should be organized in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in **English**.

The complete bid must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToR must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long.

Please calculate your financial bid based exactly on the parameters specified in Chapter 5 (Quantitative requirements). The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as **maximum limits**. The specifications for pricing are defined in the price schedule.

8. Annexes

- Readiness proposal: Strengthening the water sector for enhanced planning, programming and implementation of climate finance in the Republic of Maldives: https://www.greenclimate.fund/document/strengthening-water-sector-enhanced-planning-programming-and-implementation-climate-finance
- Guide – Sustainable Event Management: https://reporting.giz.de/wp-content/uploads/sites/8/2019/03/GIZ-Guide-to-Sustainable-Event-Management.pdf