

Terms of Reference

Local NGO or group to head a Clean-up Project on the occasion of Tourism Week

This Terms of Reference is for a capable NGO or group to head a clean-up project to be held on the occasion of Tourism Week 2015, in partnership with the Tourism Adaptation Project.

Tourism Adaptation Project (TAP)

The Maldives Tourism Adaptation Project (TAP) is a project run by the Ministry of Tourism in collaboration with the United Nations Development Program (UNDP) and funded by the Global Environmental Facility (GEF). The project will provide the tourism sector in the Maldives with the required policy environment, regulatory guidance, technical skills and knowledge to ensure that climate change- related risks can be systematically factored into day-to-day tourism operations.

Scope of work

In consultation with the Tourism Adaptation project, the consultant may identify areas for clean-ups which allows maximum visibility and opportunity for participation by the general public to promote the positive effects of a clean environment on tourism dependent communities.

The event should be incorporate the following requirements:

- The event can be organized on several islands simultaneously. However activities in Male' and either Villingili or Hulhumale are mandatory.
- The selected party will take all responsibility for communication and coordination with volunteers, island councils and other implementing partners.
- The selected party will ensure all necessary permits and permissions from government authorities that are required to hold such a public event. The Ministry will facilitate this process as required.

- The party should ensure that all collected waste is disposed of in an appropriate manner.
- Media coverage will be shared between the selected party and the Ministry or Tourism. The event will be promoted as part of the Tourism Day activities organized by the Ministry in collaboration with the implementing party.
- The selected party will submit an event report along with the invoice for the event.
- The clean-up is to happen on the 19th of September.

Proposal Details

The submission of the proposal should include the following details

Profile

- Details of the applicant
- Previous experience
- Event plan and scope

Proposed price

- Detail of price & costing
- Coverage

The Ministry will provide a Proposal Template as a guide for producing a quality proposal. However following this template is not mandatory.

Applicants with prior experience & recommendations will be given more consideration. Likewise, proposals that invo

Evaluation of Proposals

The proposals will be evaluated as follows

1	Profile <ul style="list-style-type: none">• Details of the group/NGO• Previous experience	50%
2	Proposed price <ul style="list-style-type: none">• Details of price & costing• Coverage	30%
3	Event details <ul style="list-style-type: none">• Opportunities for collaboration among stakeholders and partners• Number of participants• Number of beneficiaries• Quality and clarity of the proposal	20%

Submission of Proposal

Proposals must be submitted before 12:00pm on the 3rd September 2015.

Proposals will be accepted at

- **The Ministry of Tourism**
5th floor, H.Velanaage
Ameer Ahmed Magu, Male'
Maldives

Any questions regarding the task may be directed to

- **Ahmed Yaamin Mohamed,**
Communications and Stakeholder Relations Officer,
yaamin@tourism.gov.mv. Or **tap@tourism.gov.mv**.
Tel: **3022 272, 3022 273**

Awarding

The winning bidder will be notified via telephone and email on 7th September 2015

- The winning bid will be selected by an Evaluation Committee.
- Winning bidder will be required to sign a contract

Important

The Ministry of Tourism reserves the right to disqualify or annul the bidding without reason

The Ministry of Tourism will have the exclusive rights of any material developed within the contract to be used in anyway the Ministry feels fit