

**Capital Market and Corporate Governance
Institute
Capital Market Development Authority**

Reference No: IL-CMDA/2009/25
Date: 08th September 2009

**Invitation for Interested Parties
Developing Manuals for Board of Directors
and Company Secretaries**

Objective

To create a Director Manual and a Company Secretaries Manual so that directors and Secretaries of public companies and other companies may more easily access the data they require to better govern their entities, according to Maldivian Company Law, Securities Law, Listing Rules and the Corporate Governance Code of the Maldives and global best practices.

Outputs

Develop the following manuals as per the requirements of CMDA

- Directors Manual of approximately 15 - 20 pages
- Company Secretaries Manual of approximately 15 - 20 pages
- Develop, discuss and agree the outline and structure for the Manual with CMDA
- Review materials (Company Law and Securities Law, Listing Rules and Corporate Governance Code and other relevant Laws) and present findings to CMDA

Interested parties must deliver their proposals (with financial details) to the following address by 13.00hrs on 15th September 2009 by regular mail or e-mail.

Capital Market Development Authority
Boduthakurufaanumagu
Male', Rep of Maldives
Tel: +960 3336620
Fax: +960 3336624
E-mail: mail@cmda.gov.mv
Website: www.cmda.gov.mv

ސޯލިއުޝަން ސަރވިސް ޓެކްނިކަލް ޕްރައިވަޓް ލިމިޓެޑް
މާލެ، ދިވެހިރާއްޖެ

ސަރަޙައްދު: 188-A/2009/41

އިދާރާތަކުން

މި ޖެނެރަލް ސަރވިސް ސަލާމަތްކޮށް ފޮނުވާ ޖެނެރަލް ސަރވިސް ޕްރޮޖެކްޓް ގުޅިގެން

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188-A/2009/38 ޖެނެރަލް ސަރވިސް ޕްރޮޖެކްޓް

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14 ޖެނެރަލް ސަރވިސް ޕްރޮޖެކްޓް ގުޅިގެން 2009 ޖެނެރަލް ސަރވިސް ޕްރޮޖެކްޓް ގުޅިގެން
11:00 ޖެނެރަލް ސަރވިސް ޕްރޮޖެކްޓް ގުޅިގެން 5 ޖެނެރަލް ސަރވިސް ޕްރޮޖެކްޓް ގުޅިގެން
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16 ޖެނެރަލް ސަރވިސް ޕްރޮޖެކްޓް ގުޅިގެން 2009 ޖެނެރަލް ސަރވިސް ޕްރޮޖެކްޓް ގުޅިގެން
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admin@csc.gov.mv ނަންބަރު.
18 ޖެނެރަލް ސަރވިސް ޕްރޮޖެކްޓް ގުޅިގެން
08 ޖެނެރަލް ސަރވިސް ޕްރޮޖެކްޓް ގުޅިގެން 2009

فوج جي ڊيگهه

جيسٽيشن جي آئيني ريسٽريڪٽڊ ڊيگهه
ڊيگهه، جيسٽيشن

سروي نمبر: (A)E-2009/84

اداري

جيسٽيشن جي آئيني ريسٽريڪٽڊ ڊيگهه
ڊيگهه، جيسٽيشن

ڊيگهه: ڊيگهه

سروي نمبر: ڊيگهه 1 ۽ ڊيگهه 4
ڊيگهه، جيسٽيشن

سروي نمبر، آئيني ريسٽريڪٽڊ ڊيگهه ۽ ڊيگهه
ڊيگهه، جيسٽيشن

ڊيگهه نمبر: 01

ڊيگهه نمبر: 7875/- جيسٽيشن

سروي نمبر: 2000/- جيسٽيشن

ڊيگهه ڊيگهه جي آئيني ريسٽريڪٽڊ ڊيگهه

ڊيگهه ڊيگهه جي آئيني ريسٽريڪٽڊ ڊيگهه
ڊيگهه، جيسٽيشن

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ڊيگهه، جيسٽيشن

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ڊيگهه، جيسٽيشن

ڊيگهه ڊيگهه جي آئيني ريسٽريڪٽڊ ڊيگهه
ڊيگهه، جيسٽيشن

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ڊيگهه ڊيگهه جي آئيني ريسٽريڪٽڊ ڊيگهه

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سروي نمبر: 99-G/2009/02

اداري

ڊيگهه ڊيگهه جي آئيني ريسٽريڪٽڊ ڊيگهه
ڊيگهه، جيسٽيشن

ڊيگهه ڊيگهه جي آئيني ريسٽريڪٽڊ ڊيگهه
ڊيگهه، جيسٽيشن

ڊيگهه ڊيگهه جي آئيني ريسٽريڪٽڊ ڊيگهه
ڊيگهه، جيسٽيشن

ڊيگهه ڊيگهه جي آئيني ريسٽريڪٽڊ ڊيگهه
ڊيگهه، جيسٽيشن

ڊيگهه نمبر: 16

ڊيگهه نمبر: 06

ريسرچ ڊيگهه

ڊيگهه ڊيگهه جي آئيني ريسٽريڪٽڊ ڊيگهه
ڊيگهه، جيسٽيشن

سروي نمبر: MTCC-HR/2009/36

اداري

ڊيگهه ڊيگهه جي آئيني ريسٽريڪٽڊ ڊيگهه
ڊيگهه، جيسٽيشن

ڊيگهه ڊيگهه جي آئيني ريسٽريڪٽڊ ڊيگهه
ڊيگهه، جيسٽيشن

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ڊيگهه، جيسٽيشن

ڊيگهه ڊيگهه جي آئيني ريسٽريڪٽڊ ڊيگهه
ڊيگهه، جيسٽيشن

ڊيگهه نمبر: 08

- Training manual (as in item No.4) to facilitate replication based on the lessons learnt from the pilot activities
- Training program (as in item No.5 above) on processing and packaging on the 2 selected islands for the beneficiaries and agriculture field officers in the Ministry of Fisheries and Agriculture
- Daily updates of activities attended.
- Detailed Mission Report
- Comprehensive final assessment report at the end of the consultancy

Description of Assignment

Detail of the activities	End product / deliverables	Time Frame (Days)
1. Undertake an analysis of the possible agricultural products (produce) that can be processed at low cost together with an analysis of possible value-addition processes that can be brought about to existing techniques in the Maldives.	Agriculture assessment / analysis report.	5
2. Through desk review and site visits to agricultural islands, design and formulate procedures and measures of simple processing and packaging that are feasible and efficient to suit the Maldives context that can be operated as a small or medium scale enterprise.	Presentation on design and formulations for procedures of simple processing/packaging owing to its feasibility in Maldives.	5
3. Prepare a training manual on simple methods of processing, (and) packaging, branding and labeling of local products with locally or easily available tools, equipments and materials	Draft training manual as per the activities identified for processing/packaging.	10
4. Prepare a costing of the proposed processing/packaging/branding/labeling activities facilities	Detailed procurement list as per the details of the activity.	5
5. Facilitate implementation of the proposed processing activities on the selected islands through establishment of two small scale processing and packaging facilities	Proposal for implementation – establishing the processing/packaging facility, conduct training.	25
6. Conduct training at the pilot project sites, including the agriculture officers in the Ministry of Fisheries and Agriculture	Conduct training for the project beneficiaries and 2 MoFA staffs and detailed training report.	20
7. Develop a business plan for the marketing and sale of the processed products, identifying potential markets and modalities for accessing them.	Modality of a comprehensive business plan and establishing potential market linkages.	5

Recruitment Qualifications

- Minimum University or a higher degree in Food Processing and Packaging / Food Science/Technology and or in a relevant field
- Minimum 3 years of experience in Food Processing, Packaging / Food Technology.
- Preference would be given to the candidates with work experience in agriculture extension for rural communities
- Familiarity with participatory approach to development

**Ministry of Fisheries and Agriculture
Male' , Maldives**

No: FA-E4/29/2009/183

Title: International Consultant for Processing & Packaging for Agriculture Value-addition

Duty Station: Ministry of Fisheries and Agriculture and target islands

Duration: 2 – 3 Months

**Terms of Reference
Support to Agriculture Value-Addition**

Background

The project Support to Integrated Farming, signed between the Ministry of Fisheries and Agriculture (MoFA) and UNDP Maldives, aims to address the high level of unemployment among women and youth by strengthening the sustainability of agriculture activities undertaken under the UNDP Tsunami Recovery Program, particularly focusing on establishment of extension services on target islands. The main strategy involves increasing support to extension, introducing value-addition techniques, new technology, and business development in agriculture particularly by promoting private sector partnerships.

Following community consultations and agriculture assessments conducted, 2 islands have been identified under the project to pilot value-addition activities. The project therefore seeks interested firms/candidates to provide consultancy on developing and facilitating a processing and packaging program for the Ministry in line with goals outlined in the agriculture master plan. The activities can be piloted on the 2 selected islands. The target crops identified as per the assessments done include, Taro, Chilli, papaya, banana, Cassava, etc.

Specification of work

Under the overall supervision and direct guidance of National Project Director and the Project Focal point, the consultant/contractor shall;

1. Undertake an analysis of the possible agricultural products (produce) that can be processed at low cost together with an analysis of possible value-addition processes that can be brought about to existing techniques in the Maldives.
2. Through desk review and site visits to agricultural islands, design and formulate procedures and measures of simple processing and packaging that are feasible and efficient to suit the Maldives context that can be operated as a small or medium scale enterprise.
3. Facilitate implementation of the proposed processing activities on the selected islands through establishment of two small scale processing and packaging facilities.
4. Prepare a training manual on simple methods of processing, (and) packaging, branding and labeling of local products with locally or easily available tools, equipments and materials
5. Conduct training at the pilot project sites, including the agriculture officers in the Ministry of Fisheries and Agriculture
6. Prepare a costing of the proposed processing/packaging/branding/labeling activities facilities
7. Develop a business plan for the marketing and sale of the processed products, identifying potential markets and modalities for accessing them.

Deliverables and reporting

- Design of a processing facility, (as in item No.3 above),/training program, (as in item No.5 above) and operational structure for appropriate agricultural produce in the Maldives

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1000,000 مردود 15	10,000 مردود 25
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چونکه در سال ۲۰۰۹ میلادی ۵٪ از سهمیه های استخدامی برای زنان در نظر گرفته شده است. این سهمیه ها برای زنان در نظر گرفته شده است و برای مردان در نظر گرفته شده است. این سهمیه ها برای زنان در نظر گرفته شده است و برای مردان در نظر گرفته شده است. این سهمیه ها برای زنان در نظر گرفته شده است و برای مردان در نظر گرفته شده است.

03 سپتامبر ۲۰۰۹

در سال ۲۰۰۹ میلادی ۵٪ از سهمیه های استخدامی برای زنان در نظر گرفته شده است. این سهمیه ها برای زنان در نظر گرفته شده است و برای مردان در نظر گرفته شده است. این سهمیه ها برای زنان در نظر گرفته شده است و برای مردان در نظر گرفته شده است.

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وضعیت استخدامی در بخش دولتی

وضعیت استخدامی در بخش دولتی در سال ۲۰۰۹ میلادی به شرح زیر است:

وضعیت استخدامی در بخش دولتی در سال ۲۰۰۹ میلادی به شرح زیر است:

وضعیت استخدامی در بخش دولتی در سال ۲۰۰۹ میلادی به شرح زیر است:

وضعیت استخدامی در بخش دولتی در سال ۲۰۰۹ میلادی به شرح زیر است:

۲۰۰۹ میلادی ۸ درصد از سهمیه های استخدامی

وضعیت استخدامی در بخش دولتی

استخدامی

۱. سهمیه های استخدامی در بخش دولتی

وضعیت استخدامی در بخش دولتی

استخدامی

وضعیت استخدامی در بخش دولتی

استخدامی

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وضعیت استخدامی در بخش دولتی

