



MALDIVES INDUSTRIAL FISHERIES COMPANY LTD (MIFCO)

Terms of Reference:

To hire a HR Consultant (individual) for an
organizational review of Maldives Industrial
Fisheries Company Limited (MIFCO)

BID REFERENCE NO: 134-PRO/I/2023/01



BID REFERENCE	MIFCO/HO/HR/2023/002
REQUEST FOR PROPOSALS (RFP)	9th January 2023
LAST DATE AND TIME FOR RECEIPT OF BIDS	16th January 2023 13:45 hours, Male' Time Bid submission must only be sent to: contract@mifco.mv
TIME AND DATE OF OPENING OF BIDS	16th January 2023 14:00 hours, Male' Time
PLACE OF OPENING OF BIDS	Via Microsoft Teams Head Office, Maldives Industrial Company Ltd. Hilaalee Magu, Maafannu, Male Maldives.
ADDRESS OF COMMUNICATION	Procurement Department, Maldives Industrial Fisheries Company, Hilaalee Magu, Maafannu, Male, Maldives



1. Introduction:

The Maldives Industrial Fisheries Company Limited (MIFCO) is inviting bids for the services of an individual consultant with expertise and experience in Human Resources and organizational analysis to undertake an organizational review.

2. Objective

Maldives Industrial Fisheries Company Limited (MIFCO) requires the services of an individual consultant with expertise and experience in Human Resources and organizational analysis.

The objective of this consultancy is to undertake an organizational review, understanding staff skill requirements and improving efficient deployment of human capital within the organization.

3. Technical Requirements

3.1 Scope of Work

- Undertake an initial review of the HR function, including staff audit covering the following areas:
 - Identify whether the level of staffing of Departments/Units is adequate and appropriate to deliver the mission and objectives of the company
 - Identify and formulate Executive level, Managerial, and Support level composition ratio
 - Review of the HR function at organizational level
- Assess the appropriateness of the current Organizational Structure and recommend a suitable structure to improve the productivity and financial return of the organization.
 - Conduct a thorough audit of human resource management at the organization including organization and departmental structures. Present findings and recommendations
 - Conduct a review of staff efficiency, present findings and recommendations
- Review and assess the current salary structure:
 - Review current salary structure and identify the limitations
 - Formulate new salary structure by benchmarking with other industrial or similar nature of business
 - Submit a proposal on a harmonized salary structure
- Final report: Completed final report should include all findings and recommendations for improvement along with a proposed action plan

3.2 Deliverables

- Initial review and work plan
- Proposed Organization Structure
- Reviewing of salary structure
- Final Report
- Workshop to the relevant staff members



3.3 Period of Competition

- A delivery period should be mentioned in the technical proposal.

4. Eligibility Criteria

- Minimum a Bachelor's Degree in Human Resource Management, Business Administration or a similar field
- Minimum 10 years of professional work / consultancy experience in human resource management, management, or a similar field. Experience in dealing with large corporate entities is required.

5. Marking Criteria

- Education Qualification 20%
- Experience 50%
- Duration 5%
- Price 25%

Criteria	%	%
Educational Qualification		20
▪ Bachelor's Degree	10	
▪ Master's Degree	5	
▪ PhD	5	
Experience		50
▪ Years of relevant professional experience (marks awarded based on the documents provided)	10	
▪ Complexity and relevance of past engagements (marks awarded based on the documents provided)	40	
Duration		5
Price		25
Total Points		100 Points



6. Payment Terms

Total payment for the entire work will be apportioned as per the below schedule. Payment for each deliverable will be made separately, upon successful completion of the task.

Deliverable	Format	%
Initial review and work plan	Summary report / presentation	15%
HR audit and organizational review	Summary report / presentation	25%
Review of salary structure	Summary report / presentation	25%
Final Report	Full report	15%
Workshop	Face-to-face workshop to relevant staff members	10%

7. Additional Information:

- The Contractor is not obliged to award the work at the lowest price offered. The highest points in the bid evaluation will be considered for award of the work. Points will be awarded based on the information contained in the submitted tender document. If the information is incomplete, you will get fewer points. The information submitted must be accurate. If the information submitted is proved to be incorrect, the bid will be rejected.
- Bids will be opened or accepted by the Bid Evaluation Committee at the specified time.
- It is the responsibility of the Bidder to prepare the Bid after obtaining complete information.
- The estimate shall be priced in Maldivian Rufiyaa (MVR). The total price should be clearly indicated in mathematical numbers and letters.
- A maximum of 1 (one) bid may be submitted by each bidder.
- If the Contractor wishes to make any changes to the information sheet before the expiry of the bidding period, he may do so after extending the bidding period to a reasonable period and after notifying the bidders.
- Bids should be submitted by email to contract@mifco.mv on the specified date.
- Bids submitted after the closing date will not be accepted.
- The Contractor may extend the period for submission of bids with reasonable cause.
- Bids should be submitted to the Evaluation Committee at the bid opening meeting on the specified date.
- If the Evaluation Committee finds that the price of the bids submitted by the bidders is too high compared to the specified work, the bids may be canceled and reopened for estimate.
- The successful bidder will be notified by a letter and will be entitled to sign a works contract.
- The successful bidder shall not subcontract the work to another party.



8. Invitation to Bid and Clarification of Information:

Registrants will be sent the information sheet by email along with other required information.

9. Documents to Submit:

- If it is company or Sole Proprietor, a copy of the business registry.
- Company or Business profile (including shareholders)
- A copy of the company's annual fee payment
- Power of Attorney (Document of authority to sign in the name of the company).
- Bid document prepared in accordance with the information given
- If an individual, a copy of both sides of the unexpired ID card
- Experience documents

10. Date of submission of bids:

The deadline for submission of bids is **12th January 2023 at 13:00Hrs.** Bids submitted after the deadline and incomplete bids will not be accepted. Bids should be submitted to contract@mifco.mv email.

11. Email Address

contract@mifco.mv

