



TERMS OF REFERENCE

CONSULTANCY FOR GARMENT DESIGNER

March 12, 2023

01. Introduction

The Business Center Corporation (BCC) is a state-owned enterprise established by the Government of Maldives. Objective of BCC would be steering the governments' SME support efforts as outlined in the Strategic Action Plan 2020 – 2023 and provide support in the development of the SME sector and entrepreneurship. BCCs primary engagements are provision of consultancy and advisory services to MSMEs, obtain market access for MSMEs, provide access to finance, trade facilitation and create awareness in MSME community through our outreach programs.

02. Project Background

Zakat Nafaa poverty alleviation program is introduced by Zakat Fund to provide financial assistance to registered beneficiaries under Zakat Fund to increase prosperity among them. The objective of the program is to provide an opportunity for the registered beneficiaries to enrich their lives as well as contribute to the development of the economy. The project will be jointly implemented by Ministry of Islamic Affairs, Ministry of Economic Development and Business Center Corporation.

03. Objective of work

One component of Zakhat Nafa program is to provide project beneficiaries with financial and technical assistance in developing their skills to become freelance Garment tailors. In terms of technical assistance, the program will acquire Garment tailoring trainers and Garment designs developed by a Garment Designer.

Overall objective of this assignment is to provide designs for garment and accessories which will be tailored by project beneficiaries.

04. Scope of Work/ Deliverables

It is expected that the following key activities will be completed for this assignment:

4.1 Draft design concepts and sketches

4.2 Develop designs based on the skill level of the Tailors (For instance Simple designs for Tailors with basic knowledge of tailoring).

-
- 4.3 Provide Tech Packs that detail the documents of all the necessary information for Tailors, which includes measurements, fabric choices, sewing techniques and color palettes.
 - 4.4 Select required fabric and materials for the design and assist in procuring those materials.
 - 4.5 Once Design Concepts and Tech Pack are approved, the designer shall oversee the creation samples to ensure they are high quality and meet the specification requirements.
 - 4.6 Coordinate with BCC staff to ensure Tailors are able deliver the product as per design.
 - 4.7 Coordinating with trainers appointed by the BCC for training of Tailors.
 - 4.8 Check final production of the designs to maintain the quality.

05. Duration

The successful party shall be engaged for a duration of 12 (Twelve) calendar months.

06. Work Hours

The successful party shall provide the services for a total of 120 (One Hundred and Twenty) hours monthly which shall be delivered in alignment with the working hours of the client. For clarification the working hours of the client are from 8AM to 4PM (Sunday to Thursday)

07. Minimum Requirements for being Shortlisted

The consultant shall have at least 03 Years of experience in Garment Designing and Related Works the quality of which shall be assessed based on similar previous engagements.

08. Documents to be Submitted

- 8.1 Work Portfolio
- 8.2 Reference letter(s) / Employment letter(s) / Experience Documents (If any)
- 8.3 Curriculum Vitae (In the case of a firm, CV of the engaging partner to be submitted)
- 8.4 Certificate of Incorporation (ID Card or Passport Copy for Individuals)

09. Reporting and Supervision

- 9.1 The work will be carried out under the direct supervision of a person assigned by BCC.
- 9.2 The successful party shall provide detailed time logs to the BCC on a weekly basis detailing the work carried out within the week.

10. Selection Criteria

Proposals of the interested parties will be evaluated based on the following Criteria.

Criteria	Grade
<p>Proposed Fee</p> <p><i>The Proposed Fee for this engagement is to be submitted only by shortlisted candidates after Expression of Interest and submission of the documents stated in clause 8.</i></p>	70%
<p>Educational Qualifications</p> <p><i>There is no minimum required educational qualification for this engagement. However, additional marks shall be awarded to candidates with educational qualifications in related fields as per the details below.</i></p> <p>(i) <i>A Certificate level or equivalent qualification in Garment Designing, Creative Arts, or any other related field. – 10 Marks</i></p> <p>(ii) <i>A Diploma / Advance Diploma level or equivalent qualification in Garment Designing, Creative Arts, or any other related field. – 20 Marks</i></p> <p>(iii) <i>A Degree / Master's degree level or equivalent qualification in Garment Designing, Creative Arts, or any other related field. – 30 Marks</i></p> <p>- <i>Related fields are to be determined by BCC at their own discretion and shall not be contested by the candidates.</i></p>	30%

11. Deadline for Expression of Interest

The deadline for submission of Expression of Interest is 22nd March 2023 1600Hrs.

For all further clarifications regarding the consultancy or submission details, please contact Mr. Zabeehullah Ahmed at +960 3330587 from Sunday to Thursday between 0830 hrs and 1600 hrs or email to procurement@bcc.mv

Business Center Corporation

M. Kaneeru Villa, 1st Floor (A), Orchid Magu, Male', 20212

Republic of Maldives

Tel: (+960) 3330587, (+960) 3305555

Submissions via email are to be sent to procurement@bcc.mv

-END-