

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Ministry of Agriculture and Animal Welfare  
Male', Republic of Maldives



# **Ministry of Agriculture and Animal Welfare**

## **Expression of Interest**

(by the consulting firm in response to the REOI  
issued by the procuring entity)

for

Consultancy Service for Undertaking Water and Land Use Plan

Ref No: MAP/CS/2023/002

Submission date: 14<sup>th</sup> December 2023

# Foreword

This document has been prepared by Project Implementation Unit of Ministry of Agriculture and Animal Welfare, and is based on the 1st edition of the IFAD-issued standard procurement document for expression of interest available at [www.ifad.org/project-procurement](http://www.ifad.org/project-procurement). This bidding document is to be used for the procurement of services using Quality Cost Based Selection in projects financed by IFAD.

IFAD does not guarantee the completeness, accuracy or translation, if applicable, or any other aspect in connection with the content of this document.





Failure to comply with these disclosure obligations may lead to rejection of the EOI or termination of the contract.

- e. Consultants are required to keep all records and documents, including electronic records, relating to this selection process available for a minimum of three (3) years after notification of completion of the process or, in case the consultant is awarded the contract, execution of the contract.
6. The Fund requires that all beneficiaries of IFAD funding or funds administered by IFAD, including the client, any consultants, implementing partners, service providers and suppliers, observe the highest standards of integrity during the procurement and execution of such contracts, and commit to combat money laundering and terrorism financing consistent with IFAD's Anti-Money Laundering and Countering the Financing of Terrorism Policy.<sup>4</sup>
7. **Procedure:** the selection process will be conducted using Quality Cost Based Selection as laid out in the IFAD Procurement Handbook that can be accessed via the IFAD website at [www.ifad.org/project-procurement](http://www.ifad.org/project-procurement). The client will evaluate the EOIs using the criteria provided in **Annex 2**. The shortlisted consultant(s) will be provided with the detailed TORs and asked to submit a detailed technical and financial offer. The evaluation will include a review and verification of qualifications and past performance, including a reference check, prior to the contract award.
8. Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.
9. Any request for clarification on this EOI including the PTOR should be sent via e-mail to the address below no later than 07<sup>th</sup> December 2023, 10:00hrs (GMT+5). The client will provide responses to all clarification requests by 10<sup>th</sup> December 2023, 15:00hrs (GMT+5).
10. **Submission Procedure:** please submit your expression of interest using the forms provided for this purpose. Your EOI should comprise one (1) original copy of each EOI form annexed to this document. EOIs shall be submitted to the address below no later than 14<sup>th</sup> December 2023, 11:30hrs (GMT+5).

Maldives Agribusiness Programme  
Project Implementation Unit  
**Ministry of Agriculture and Animal Welfare**  
**Attn:** Shazin Mukhthar Rushdhy / Procurement Specialist  
5<sup>th</sup> Floor, M. Hazaarumaage, Fareedhee Magu,  
Male', Republic of Maldives  
**Tel:** +960 3033410

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<sup>4</sup> The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>.

**Maldives Agribusiness Programme**

Consultancy Service for Undertaking Water and Land Use Plan (Ref no: MAP/CS/2023/002)

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**Fax:** +960 3326558

**E-mail:** [shazin.mukhthar@fishagri.gov.mv](mailto:shazin.mukhthar@fishagri.gov.mv)

Yours sincerely,



**Shafana Rasheed**

Project Director

Project Implementation Unit, Ministry of Agriculture and Animal Welfare

**Form EOI-1**  
**EOI Submission Form**

*[Location, date]*

*[Authorized official]*

**Re: Consultancy for Undertaking Water and Land Use Plan**

Ref: MAP/CS/2023/002

We, the undersigned, declare that:

1. We are expressing our interest in providing the consulting services for the above-mentioned assignment and have no reservations to the REOI, the instructions to the consultants and any addenda thereto.
2. Our expression of interest is open for acceptance for a period of ninety (90) days.
3. Our firm, its associates, including any subcontractors or suppliers for any part of the contract, have not been declared ineligible by the Fund and have not been subject to sanctions or debarments under the laws or official regulations of the client's country or not been subject to a debarment recognized under the Agreement for Mutual Enforcement of Debarment Decisions (the "Cross-Debarment Agreement")<sup>5</sup>, beyond those declared in paragraph 9 of this EOI submission form.
4. We acknowledge and accept the IFAD Revised Policy on Preventing Fraud and Corruption in its Activities and Operations. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any prohibited practices as provided in ITC Clause 6. Further, we acknowledge and understand our obligation to report to [anticorruption@ifad.org](mailto:anticorruption@ifad.org) any allegation of prohibited practice that comes to our attention during the selection process or the contract execution.
5. No attempt has been made or will be made by us to induce any other consultant to submit or not to submit an EOI for the purpose of restricting competition.
6. We acknowledge and accept the IFAD Policy on Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any sexual harassment, sexual exploitation or abuse. Further, we acknowledge and understand our obligation to report to [ethicsoffice@ifad.org](mailto:ethicsoffice@ifad.org) any allegation of

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<sup>5</sup> The Cross-Debarment Agreement was entered into by the World Bank Group, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank and the European Bank for Reconstruction and Development, additional information may be located at: <http://crossdebarment.org/>.





## **Form EOI-2** **Organization of the Consultant**

### **Re: Consultancy for Undertaking Water and Land Use Plan**

Ref: MAP/CS/2023/002

*[Provide a brief description of the background and organization of your firm/entity and of each associated firm for this assignment. Include the organization chart of your firm/entity. The EOI must demonstrate that the consultant has the organizational capability and to carry out the assignment. The qualifications document shall further demonstrate that the consultant has the capacity to field and provide experienced replacement personnel on short notice. Key staff CVs are not required at the shortlisting stage.]*

Name of the firm	
Date of establishment	
Country of registration	
Full address of the firm	
Focal point: name, position, contact information (telephone, email):	Name:
	Tel:
	Email:
Number of branches in the country	
Country(ies) of operations with number of branches in each country	
Number of full-time employees	
Number of part-time employees	
Field(s) of expertise of the firm	
Number of professional staff with experience related directly to the assignment	
Subsidiary and associated companies (wherever applicable): (details in the following format to be provided for all associates) -	

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(i) Name of the company (ii) Nature of business (iii) Address of the company (iv) Website of the company (v) Brief description of company (maximum of 120 words)	
Any other information that the consultant would like to add:	

**Maximum 10 pages**



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Description of actual services provided by your staff within the assignment:

Name of Firm: \_\_\_\_\_



















## ANNEX 2

### **SHORTLISTING CRITERIA**

<b>Criteria</b>	<b>Points</b>
<b>General Experience</b>	<b>Max 20</b>
<i>Firm has been active in the past 3 years</i>	20
<b>Specific Experience</b>	<b>Max 80</b>
<i>Experience in undertaking land use plans</i>	30
<i>Experience in preparing Architectural plans</i>	25
<i>Experience in community &amp; Stakeholder engagements</i>	25
<b>Minimum score of 70% required to qualify for RFP</b>	<b>Total 100</b>

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