

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 Development of Ministry of Agriculture
and Animal Welfare Website

Ref No: MAP/CS/2024/003

Submission date: 19th February 2024

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. 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.

Instructions to Consultants¹

Reference Number: MAP/CS/2024/003

05th February 2024

Consultancy Service for Development of Ministry of Agriculture and Animal Welfare's Website

1. The Government of Maldives has received financing from the International Fund for Agricultural Development (“the Fund” or “IFAD”) towards the cost of Maldives Agribusiness Programme (“the client” or “procuring entity”), and intends to apply part of the proceeds for the recruitment of consulting services, for which this REOI is issued.

The use of any IFAD financing shall be subject to IFAD’s approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD’s rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with Maldives Agribusiness Programme.

2. The client now invites expressions of interest (EOIs) from legally constituted consulting firms (not individual consultants) (“consultants”) to provide Consultancy Service for Development of Ministry of Agriculture and Animal Welfare’s Website. More details on these consulting services are provided in the preliminary terms of reference (PTOR) attached as **Annex 1**. The consultant may sub-contract selected activities provided that said services do will not exceed 20% of the total consultancy work.
3. Before preparing its EOIs, the consultant is advised to review the preliminary terms of reference attached as **Annex 1**, which describe the assignment and **Annex 2** that details the evaluation of the technical qualifications.
4. The consultant shall not have any actual, potential or reasonably perceived conflict of interest. A consultant with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. A consultant including their respective personnel and affiliates are considered to have a conflict of interest if they a) have a relationship that provides them with undue or undisclosed information about or influence over the selection process and the execution of the contract, b) participate in more than one EOI under this procurement action, c) have a business or family relationship with a member of the client’s board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of this expression of interest, (ii) the selection process for this procurement, or (iii) execution of the contract. The consultant has

¹ This document refers to legally constituted consulting firms as “consultant”.

an ongoing obligation to disclose any situation of actual, potential or reasonably perceived conflict of interest during preparation of the EOI, the selection process or the contract execution. Failure to properly disclose any of said situations may lead to appropriate actions, including the disqualification of the consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations².

5. All consultants are required to comply with the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (hereinafter, “IFAD’s Anticorruption Policy”) in competing for, or in executing, the contract.
 - a. If determined that a consultant or any of its personnel or agents, or its sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and/or any of their personnel or agents, has, directly or indirectly, engaged in any of the prohibited practices defined in IFAD’s Anticorruption Policy or integrity violations such as sexual harassment, exploitation and abuse as established in IFAD’s Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse³ in competing for, or in executing, the contract, the EOI may be rejected or the contract may be terminated by the client.
 - b. In accordance with IFAD’s Anticorruption Policy, the Fund has the right to sanction firms and individuals, including by declaring them ineligible, either indefinitely or for a stated period of time, to participate in any IFAD-financed and/or IFAD-managed activity or operation. The Fund also has the right to recognize debarments issued by other international financial institutions in accordance with its Anticorruption Policy.
 - c. Consultants and any of their personnel and agents, and their sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and any of their personnel and agents are required to fully cooperate with any investigation conducted by the Fund, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to this selection process or the execution of the contract and to have such accounts, premises, records and documents audited and/or inspected by auditors and/or investigators appointed by the Fund.
 - d. Consultants have the ongoing obligation to disclose in their EOI and later in writing as may become relevant: (i) any administrative sanctions, criminal convictions or temporary suspensions of themselves or any of their key personnel or agents for fraud and corruption, and (ii) any commissions or fees paid or to be paid to agents or other parties in connection with this selection process or the execution of the contract. As a minimum, consultants must disclose the name and contact details of the agent or other party and the

² The policy is accessible at www.ifad.org/anticorruption_policy.

³ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>.

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reason, amount and currency of the commission or fee paid or to be paid. 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.⁴
7. **Procedure:** the selection process will be conducted using Least-Cost Selection (LCS) method as laid out in the IFAD Procurement Handbook that can be accessed via the IFAD website at 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 10th February 2024, 10:00hrs. The client will provide responses to all clarification requests by 14th February 2024, 15:00hrs.
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 19th February 2024, 14:00hrs.

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

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

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Fax: +960 3326558

E-mail: 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 Service for Development of Ministry of Agriculture
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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")⁵, 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 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

⁵ 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/>.

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harassment, sexual exploitation or abuse. Further, we acknowledge and understand our obligation to report to ethicsoffice@ifad.org any allegation of sexual harassment, sexual exploitation and abuse that comes to our attention during the selection process or the contract execution.

- 7. The following commissions, gratuities, or fees have been paid or are to be paid with respect to the selection process: *[Insert complete name of each recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity.]*

Name of Recipient	Address	Reason	Amount	Currency

(If none has been paid or is to be paid, indicate “none.”)

- 8. We declare that neither our consulting firm nor any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners have any actual, potential or perceived conflict of interest as defined in ITC Clause 5 regarding this selection process or the execution of the contract. *[insert if needed: “other than the following:” and provide a detailed account of the actual, potential or perceived conflict].* We understand that we have an ongoing disclosure obligation on such actual, potential or perceived conflicts of interest and shall promptly inform the client and the Fund, should any such actual, potential or perceived conflicts of interest arise at any stage of the procurement process or contract execution.
- 9. The following criminal convictions, administrative sanctions (including debarments) and/or temporary suspensions have been imposed on our consulting firm and/or any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners:

Nature of the measure (i.e., criminal conviction, administrative sanction or	Imposed by	Name of party convicted, sanctioned or suspended (and relationship to	Grounds for the measure (i.e., fraud in procurement or corruption in	Date and time (duration) of measure

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temporary suspension)		the consultant)	contract execution)	

If no criminal convictions, administrative sanctions or temporary suspensions have been imposed, indicate “none”.

10. We acknowledge and understand that we shall promptly inform the client about any material change regarding the information provided in this EOI submission form.
11. We further understand that the failure to properly disclose any of information in connection with this EOI submission form may lead to appropriate actions, including our disqualification as consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.
12. We understand that you are not bound to accept any EOI that you may receive.

[Authorized signatory]

[Name and title of signatory]

[Name and address of firm]

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

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[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):	

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(details in the following format to be provided for all associates) – (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

Form EOI-3

Experience of the Consultant

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[Using the format below, provide information on each relevant assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under the preliminary terms of reference included in this EOI. The EOI must demonstrate that the consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.]

Maximum 20 pages

Assignment name:	Approx. value of the contract (in MVR):
Country: Location within country:	Duration of assignment (months):
Name of client:	Total No. of staff-months of the assignment:
Address, and contact details (including email address(es)):	Approx. value of the services provided by your firm under the contract (in MVR):
Start date (month/year): Completion date (month/year):	No. of professional staff-months provided by associated consultants:
Name of associated consultants, if any:	Name of proposed senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project director/coordinator, team leader):
Narrative description of project:	

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

Name of Firm: _____

ANNEX 1

PRELIMINARY TERMS OF REFERENCE

Re: Consultancy Service for Development of Ministry of Agriculture and Animal Welfare's Website

1. Client

The client for this assignment is Project Implementation Unit (PIU) under Ministry of Agriculture and Animal Welfare (MoAAW).

2. Country background

The Agriculture and Fisheries industry have been crucial for the livelihoods of Maldivians for generations, especially for those living in the Island Communities. Both industries have been playing a vital role in developing the economy by ensuring food security and decreasing the dependency on imports. The agriculture sector's contribution from a livelihood and employment perspective is significant and it is vital to the economy in terms of its economic and social welfare value. The contribution of the agricultural sector to Maldives' GDP is relatively low, averaging around 1.3% which indicates that the agricultural sector remains underdeveloped with fragmented production and market systems

The strategies to develop the agriculture sector include strengthening agricultural value chains and the productive capacity of farmers, increasing the role of agriculture in achieving food safety and food security, mainstreaming sustainable agricultural practices, strengthening institutional coordination, policy and regulatory framework of the sector and strengthening research in alternative agricultural technologies.

In the Maldives, basic agricultural information concerning land utilization, area planted, crop production and yield statistics livestock numbers and production etc. are lacking. This lack of reliable agricultural statistics has made planning, policy analysis and formulation of development projects very difficult for the Ministry, NGOs and donor agencies.

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3. Background on project

The Government of Maldives (GoM) through the Ministry of Agriculture and Animal Welfare (MoAAW) is initiating the implementation of the Maldives Agribusiness Programme (MAP) with the support of International Fund for Agriculture Development (IFAD). The Project Implementation Unit (PIU) set up within the MoAAW will manage the Program in accordance with the guidelines provided by the design report, implementation manual and under the guidance of the project steering committee and IFAD supervision missions.

The main aim of MAP is to enable small farmers in the Program area to sustainably enhance their production levels, increase income, secure food and nutrition for their household demands, and deliver produce to connected markets.

The Programme will be of nation-wide scale, covering all regional and sub-regional hubs, clusters and islands where agriculture is undertaken by small farmers. The main Programme hubs for Programme activities are in region 1-3 are Haa Alif Hoarafushi for region 1. Haa Dhaalu Vaikaradhoo for region 2, and Shaviyani Milandhoo for region 3. Each of these hubs will serve 8, 9 and 9 inhabited agriculture islands respectively. Specifically, under different technical components:

- Component 1 of Enabling policy, institutions, and services will be nationwide in scope covering all 19 atolls, 21 regions covering 188 inhabited islands of these 98 are inhabited where agriculture is practiced on around 800 registered hectares. Also belonging to the Programme area are 50 uninhabited islands leased for commercial agricultural purposes, with a total of 956 hectares of land of which 24 islands are actively doing agriculture on 582 hectares of land.
- Component 2 of Climate smart production will initially focus on region 1-3, covering 3 atolls and 40 inhabited islands. Of these, 26 are inhabited agriculture islands with 280 hectares of registered land cultivated by 2,150 registered farmers, and 85 hectares cultivated by 645 non-registered farmers. Within this production area there are 6 active commercial islands cultivating a total of 250 hectares.

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- Component 3 of Market connection will initially focus on regions 1-3 during the first two years and then expand to regions 4-7 and eventually cover the whole country.

4. Background of the assignment

It is a requirement of the project to develop a fully functional and user-friendly website. The main role of the website is to disseminate information to farmers as well as keeping all stakeholders of the MoAAW, and the MAP well informed about its activities.

5. Overall objectives

The programmer's goal is to sustainably increase the incomes, food security and nutrition status of small farmer households.

The development objective is to strengthen and enable the environment for sustainable and climate-resilient agriculture. This objective will be achieved through policy refinement, strengthened institutions and services, enhanced agricultural technologies and better access to financing and markets for small farmer households.

6. Objectives of the assignment

The Project Implementation Unit wishes to contract a Consultant to develop MAAW website.

The main objective of the assignment is to develop and implement a clearly structured, responsive, professional looking website as per the MAAW needs.

7. Scope of work

7.1. The selected Consultant is responsible for the coding, innovative design and layout of the website. The Consultant is expected to build the MAAW website from Concept all the way to completion from the bottom up, fashioning everything from the home page to site layout and function.

7.2. The Responsibilities of the Consultant include:

7.2.1. Write well designed, testable, efficient code by using best software development practices

- 7.2.2. Create website layout/user interface by using standard HTML/CSS practices
 - 7.2.3. Integrate data from various back-end services and databases
 - 7.2.4. Gather and refine specifications and requirements based on technical needs
 - 7.2.5. Be responsible for maintaining, expanding, and scaling the site
 - 7.2.6. Stay plugged into emerging technologies/industry trends and apply them into operations and activities
 - 7.2.7. All aspects and content of the website shall be managed through a Content Management System (CMS), without code manipulation.
- 7.3. The following features are required in the website;
- 7.3.1. Should allow multiple levels of users. An Administrator shall have the authority to grant access to a particular user to a particular aspect of the website (for example news, announcements, media, etc.) when needed without the same user having access to other aspects;
 - 7.3.2. Date stamp should be available for all postings;
 - 7.3.3. Home page should have an attractive banner;
 - 7.3.4. Display a link to all direct stakeholder websites such as Agronet, etc;
 - 7.3.5. Logo display for special events with URL;
 - 7.3.6. Multiple countdown timers should be available and displayed only when required;
 - 7.3.7. News posts (related gallery, event main photo, video, documents and other related items should appear with the related post);
 - 7.3.8. Photo gallery (preferably hosted on same hosting) and video gallery (preferably with a video service such as YouTube);
 - 7.3.9. Photos should be automatically optimized for relevant purposes. High resolution photos should be downloadable;
 - 7.3.10. Announcements, standards, job vacancies, publications, newsletters, Circulars, Reports, statistics, and other project documents should be uploadable in various formats (html, PDF, Microsoft Word, etc.). Where relevant, such uploads should be indicated as “New”, “Expired”, etc. item or post until a specific period;

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- 7.3.11. All aspects and areas of the website should be searchable;
- 7.3.12. Should contain links to MAAW social media accounts.
- 7.3.13. Visitors should be able to share posts from the website on social media;
- 7.3.14. Should have a polling option when required;
- 7.3.15. Should be able to publish statistical data and information related to MAP and Project Islands;
- 7.3.16. Should contain provision/module to create application forms for different aspects of MAP objectives, with different types of data fields, and ability to submit them online.
- 7.3.17. Should have provision to submit attachments. Submitted application form data are required to be exportable to Microsoft Excel if required;
- 7.3.18. Should contain profile pages for management, committees and organization chart;
- 7.3.19. Should contain provision to publish procurement related information and awards;
- 7.3.20. Should be Mobile Friendly
- 7.3.21. Should be responsive to both English and Dhivehi layouts.
- 7.3.22. Should publish the website in collaboration with the Ministry;
- 7.4. Website structure should be roughly as follows;
 - 7.4.1. Home: Project Components, Upcoming Events, Project Islands (Highlights)
 - 7.4.2. About
 - 7.4.3. Media: Announcements, Information, Gallery, News, Events
 - 7.4.4. Resources: Procurements, Reports, Jobs, Download, Registration - Farmer Registration (IFF), Vendor Registration
 - 7.4.5. Project Islands: Region 1 - Statistics of each island / Region 2 - Statistics of each island / Region 3 - Statistics of each island
 - 7.4.6. Downloads: Forms, Tenders, Jobs, Information, Announcements
 - 7.4.7. Contact
 - 7.4.8. FAQ
- 7.5. Website should have a map of Maldives;
 - 7.5.1. Project islands should be visible when clicked on each atoll
 - 7.5.2. Island data should be visible when clicked on each island

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7.5.3. Maldives map should have view change option which should show Agriculture progress on each island and farming data.

7.6. Transfer all archived content from the current MoFMRA website into the new website (images, text, embedded video, PDFs, HTML, photo albums, etc.)

7.7. Link the site with other platforms and other ACTS microsites.

7.7.1 Link the Site with Maldives Agribusiness Program activities

7.7.2 Link the Website with the Dhan'duveriya Portal

7.7.3 Link the website with the Agriculture Online Portal (AOS)

8. Schedule of deliverables

8.1. The Consultant is expected to do a thorough requirement analysis for MAAW website and provide a work Plan for its development within 5 days from Contract signing. The completed website should be handed over to MAAW within 60 days.

8.2. The Consultant is expected to provide a Design Template for the website within 20 days and obtain approval from MAAW before proceeding.

8.3. On approval of Design Template by MAAW, development shall commence immediately.

8.4. Weekly progress meetings shall be conducted with the focal point appointed by MAAW after commencement of development.

8.5. User testing shall be carried out in collaboration with the focal point appointed by MAAW after development.

8.6. At the time of website handover, the Consultant shall submit to MAAW;

8.6.1. A clear and commented uncompiled source code;

8.6.2. SQL Schema

8.6.3. Full detailed technical documentation with class diagrams;

8.6.4. A User Guide with screenshots.

8.6.5. The Consultant shall conduct a training session for users.

8.6.6. Provide maintenance for a period of 12 months and during the period, the party must integrate future internal portals to the website via secure API.

Deliverable	Duration	Output
Workplan	5 days	Workplan
Requirement Analysis	10 days	

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Design mock-up / Template	15 days	Design Template
Development Period	25 days	
Final Submission/Review	10 days	Final website
Total	65 Days	

9. Qualifications and experience

Qualifications and skills

Bachelor's Degree in software engineering / web development and other relevant fields.
Basic knowledge of Search Engine Optimization process

General professional experience

Experience with relational database systems, Object Oriented Programming, and web application development
Experience in Full Stack Website Development

Specific professional experience

Proven 3-5 years of work experience in website development.
Proven experience in UI/UX design
Proven ability to deliver high quality websites according to specified technical requirements and under tight schedules
A solid understanding of how web applications work including security, session management, and best development practices.

10. Project coordination

10.1. Consultant shall operate under the overall guidance and supervision of the PIU Director, direct technical guidance and supervision of the Chief Technical Advisor of project, operational support and direct supervision from the National team, technical guidance from IFAD, in close collaboration with MAAW and in consultation with the relevant national stakeholders.

11. Services and facilities to be provided by client

11.1. Full cooperation in facilitating the Services

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- 11.2. Assistance required on the client's part in obtaining relevant permissions from authorities (if necessary) to carry out the Services.
- 11.3. Available relevant data and information requested by the Consultant that are deemed by client to be useful to planning and carrying out the Services.

12. Services and facilities to be provided by the consultant

- 12.1. The Consultant shall carry out all the Services using own material, labour and equipment. And the logistics of labour, equipment and tools shall be arranged by the Consultant.
- 12.2. The Consultant shall ensure that their personnel always carry themselves in good behavior and maintain a cordial friendly atmosphere with other personnel including employees of MAAW, MAP, Island Councils and other organizations.
- 12.3. The Consultant shall provide professional, objective, and impartial advice, at all times holding the client's interest's paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work. The Consultant has an obligation to disclose to the client any situation of actual or potential conflict that impacts its capacity to serve the best interest of the client.

ANNEX 1

Qualification and Evaluation Criteria

Item	Criteria	Points
For specific experience, evidence shall include successful experience in the execution of at least 2 projects of a similar nature and scope of works during the last 10 years .		
A.	General experience	20
i	General experience: Firm has been active for 5 years	20
B.	Specific experience	80
i	Experience in designing & Publishing Websites (5 projects for Maximum Points) (reference letters should be submitted as proof)	40
ii	Experience in setting up other web related services (reference letters should be submitted as proof)	20
iii	Track record of successful completion of similar Projects (reference letters should be submitted as proof)	20
	Total Points	100
Minimum score of 70% is required to qualify for the RFP		