**Audit of Maldives Immigration Xpat online System**

**Bidder Information Sheet**

1. **General Information**

Xpat online system is a system developed by the Maldives immigration with assistance from National Center for Information Technology (NCIT) to manage foreign worker recruitment process in the country. The system is used to issue employment approvals and quota to foreign workers coming into the Maldives for work and to manage deposits collected for work permit holders.

When the new administration was sworn in on 17th of Nov 2018, the mandate of managing the issuance of quota, employment approvals, deposit management and all functions related to management of foreign workers have been assigned to the Ministry of Economic Development (MED) from the Maldives Immigration. MED is in the process of transferring these functions from Maldives Immigration.

Initial consultations held by the Ministry with related stakeholders reveal that, there are many unresolved issues related to deposits and refund management function, as deposits have been managed at various stages by different state institutions including Ministry of Youth and Human Resources, Maldives Inland Revenue Authority, Ministry of Finance and Treasury and Maldives Immigration. Therefore, to ensure a smooth transition of the mandate from Maldives Immigration to MED, it has been decided to conduct a detailed special audit of the deposit and refund management function related to quota and employment approval process.

1. **Eligible Bidders**

The invitation is open to all interested local parties who are licened and registered at the Auditor General’s offcie with a formal intent to enter into an agreement. Each bidder shall submit only one bid. A bidder who submits or participates in more than one bid will result in disqualification of the bid proposals submitted by the bidder.

Both Individuals and registered local business entities (companies, partnerships, co-operative societies and soletraders) will qualify for the bid provided all documents mentioned in Section 7 of this information note are presented at the bid submission date and time.

1. **Language of the Bid**

The language of the bid shall be submitted in English.

1. **Scope of Work and Deliverables**

In consultation MED designated staff, the successful bidder is expected to deliver the scope of work and outputs outlined in the terms of reference included in APPENDIX I of this information note.

1. **Project Delivery Duration**

The winning bidder will be expected to complete the scope of work as per the timeline indicated in Section V of the Terms of Reference included in APPENDIX 1 of this information note. Application should be submitted in a sealed envelope with all the documents listed under Section 7.

Bid proposal should have a minimum validity of 35 days and all prices should be quoted with a final offer price, inclusive of all taxes and there shall not be any hidden or omitted costs.

1. **Evaluation Criteria and Procedure**

6.1 Price 50%

The points will be given using benchmark marking criteria where lowest proposed price will be considered as the benchmark. The full marks will be given to the bench mark value and others weighted accordingly using the formula below.

MAX% = (Proposed price /Benchmark price) x 35%

* 1. Experience of the bidder 25%:

The bidder must submit a portfolio of relevant work done accompanied by references about the satisfactory delivery of finished projects. The bidder should give contact numbers and names of references for each project.

The projects listed as references should be carried out in the last 10 years (Jan 2007 – to present period). Any projects prior to this period will not be counted towards the points. Points for experience will be given as follows

MAX% = (No. of projects/ Benchmark no. of projects) x 25%

* 1. Educational Qualification and Experience of the consultant/team proposed by the bidder 25%

The bidder must indicate in the technical proposal the team proposed to carry out the consultancy work. Marks will be scored as per the following criteria

* Experience and educational qualification of the Team leader/team in carrying out similar projects in the last 10 years– 12.5%
* Expereince and educational qualification of other Team members in similar projects – 12.5%

1. **Documents to be Submitted**

All bids should be submitted with the following forms and any bids submitted without the forms will be automatically disqualified.

Marks will be awarded based on the information on these forms. The bid documents should include pricing and work schedule for the proposed task.

* 1. Form 1 – Application for BID submission
  2. Form 2 – Bidder profile and technical proposal
  3. Form 3 – Price schedule for the contracting service

The documents should be submitted in a closed envelope. The envelope should be clearly labelled as **“Audit of Maldives Immigration Xpat online System”** and addressed to:

Ministry of Economic Development

Male’ Maldives

The proposal should be in a secure bind and there should not be loose papers.

1. **Deadline**

**Bid Submission will be held on 04 March 2019 (Monday) 13:00 hrs at the Ministry of Economic Development, Waterfront building 1st Floor, Conference Hall. Bids received before and after the bid submission deadline will not be entertained by the Ministry.**

**APPENDIX 1**

**Terms of Reference**

**Audit of Maldives Immigration Xpat online System**

**Background**

Xpat online system is a system developed by the Maldives immigration with assistance from National Center for Information Technology (NCIT) to manage foreign worker recruitment process in the country. The system is used to issue employment approvals and quota to foreign workers coming into the Maldives for work and to manage deposits collected for work permit holders.

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**Objective of the Audit**

* To conduct a detailed analysis of Xpat online system to provide an independent opinion for the following
  + Number of Quota issued and pending as at cutoff date specified by MED
  + Details of Deposits held including total funds available, total collections, total utilized for foreign worker repatriation, total refunds made to date and amount of deposit maintained in different entities (former Ministry of Youth and Human Resources, Maldives Inland Revenue Authority, Ministry of Finance and Treasury and Maldives Immigration) when these entities were mandated to manage the deposit collection function
  + Number of Employee approvals issued, renewed and cancelled employer, industry and occupational wise.
  + Number and details of black listed employer (business entities and individuals).
* To enable the auditors to express an independent professional opinion on the position of deposits and to ensure that deposit have been collected and refund issued as per the governing laws and regulations.

**Scope of the Audit**

* The audit shall be carried out in accordance with International Auditing Standards and will include tests and verification procedures as per applicable auditing standards and practices.
* Rapid assessment of foreign worker deposit collection, refund, refund claims and available fund amount.
* Identification of gaps and issues in Xpat online system

**Audit duration**

The audit work shall be completed within three weeks from the date of commencement of the audit.

**Derivable:**

A detailed report highlighting an in-depth analysis of the Xpat system with a special focus on deposit management function. The report shall cover the following areas:

* Details of deposits held including total funds available, total collections, total utilized for foreign worker repatriation purpose, total refunds made to date and amount of deposit maintained in different entities
* Quantum of outstanding refund claims and amount owed to each party.
* Recommendations to resolve refund claims outstanding to date
* Recommendations to improve deposit management functions
* Number of Quota issued and pending at the cut-off date
* Number of Employee approvals issued, renewed and cancelled employer, industry and occupational wise
* Recommendations on improving quota and employment approval functions
* Number and details of black listed employer

**Audit Fees**

Interested parties are requested to provide a quote for the above scope of work.