

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



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



Ministry of Agriculture and Animal Welfare

Expression of Interest

for

**Consultancy Service for Internal Audit of Maldives
Agribusiness Programme**

Ref No: MAP/CS/2024/11

Submission date: 23rd June 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/2024/11

02nd June 2024

Consultancy Service for Internal Audit of Maldives Agribusiness Programme

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 Internal Audit of Maldives Agribusiness Programme. 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 an ongoing obligation to disclose any situation of actual, potential or reasonably

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

Maldives Agribusiness Programme

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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]

Consultancy Service for Internal Audit of Maldives Agribusiness Programme

Ref: MAP/CS/2024/11

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/>.

Maldives Agribusiness Programme

Consultancy Service for Internal Audit of Maldives Agribusiness Programme (Ref no: MAP/CS/2024/11)

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

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

Re: Consultancy Service for Internal Audit of Maldives Agribusiness Programme

Ref: MAP/CS/2024/11

[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	

Form EOI-3

Experience of the Consultant

Re: Consultancy Service for Internal Audit of Maldives Agribusiness Programme

Ref: MAP/CS/2024/11

[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: _____

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- 4.1.1. That, all project funds have been used in accordance with the conditions of the relevant financing agreements, with due attention to transparency, economy and efficiency and only for the purposes for which the financing was provided.
- 4.1.2. That, goods & services financed have been procured in accordance with relevant financing agreements and as per the IFAD's guidelines for procurement of goods, works & services, and the Public Financial Regulations (PFR) of the Maldives.
- 4.1.3. That, all expenditures incurred is as per the approved work plan and procurement plan.
- 4.1.4. That, the Financial Statements (quarterly & annual) submitted by PIU reflect the actual, true & fair expenditures incurred.
- 4.1.5. That, all necessary supporting documents such as records, vouchers, bids, bidding documents, etc. and books of accounts have been kept in respect of all project procurements & expenditures.
- 4.1.6. That, clear linkages exist between the books of accounts / IUFs maintained by PIU and the reports submitted to the IFAD / GOM.
- 4.1.7. That, the assets sanctioned and created under the Project have been actually created, that proper record in the form of an Asset Register showing details of cost, identification location and custodian is maintained and that the Physical Verification of the asset is being carried out and they have been put to use for the purpose for which they were created. Auditors shall verify a sample of assets procured and created under the project including assets provided to community groups.
- 4.1.8. That, the IUFs give a true and fair view of the financial situation of the project for the quarter under audit and of the sources and expenditures for that quarter.
- 4.2. The audit will be carried out on a regular basis and the auditor will conduct interim reviews semi-annually ending 30th June and 31st December.
- 4.3. The interim review would focus on:
 - 4.3.1. Operation of the financial management system and internal controls;
 - 4.3.2. Physical verification of selected assets acquired & created
 - 4.3.3. Monthly / Quarterly/ Annual reports prepared from the financial records.
- 4.4. The auditor is required to audit all IUFs used as a basis for the submission of withdrawal applications to IFAD for reimbursement of project expenditures. These expenditures should be carefully examined for the project eligibility with relevant financing agreements, and with reference to the Project Appraisal Document (PAD), Procurement Plan approved by the IFAD and Project Cost Tables approved by IFAD. Where ineligible

ANNEX 2
SHORTLISTING CRITERIA

Criteria	Points
Registered Firm	Max 30
<i>Certificate of Registration</i>	<i>10</i>
<i>Audit Licence</i>	<i>20</i>
General Experience	Max 30
<i>Experience in Conducting Audit</i>	<i>30</i>
Specific Experience	Max 40
<i>Experience in Conducting Internal Audit for Government Organization</i>	<i>20</i>
<i>Experience in Conducting Internal Audit for Donor Funded Project</i>	<i>20</i>
Minimum 70 points required to qualify for Request for Proposal	100