

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



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



# **Ministry of Agriculture and Animal Welfare**

## **Expression of Interest**

(by the consultant in response to the REOI issued by  
the procuring entity)

for

### **Hydroponic Fertigation Refresher Training Consultant**

Ref No: MAP/CS/2024/15

Submission date: 30<sup>th</sup> 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](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.

## **Instructions to Consultants<sup>1</sup>**

**Reference Number: MAP/CS/2024/14**

13<sup>th</sup> June 2024

### **Consultancy Service – Hydroponic Fertigation Refresher Training Consultant**

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 individual consultants (“consultants”) to provide Consultancy Service for ‘Hydroponic Fertigation Refresher Training Consultant’. 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** details the evaluation criteria.
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

<sup>1</sup> This document refers to legally constituted individual consultant as “consultant”.

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 Operations<sup>2</sup>.

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 Abuse<sup>3</sup> 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 reason, amount and currency of the commission or fee paid or to be paid.

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<sup>2</sup> The policy is accessible at [www.ifad.org/anticorruption\\_policy](http://www.ifad.org/anticorruption_policy).

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



**Maldives Agribusiness Programme**

Hydroponic Fertigation Refresher Training Consultant (Ref no: MAP/CS/2024/15)

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Yours sincerely,



**Shafana Rasheed**

Project Director

Project Implementation Unit, Ministry of Agriculture and Animal Welfare











- 7.1.6. Excellent writing, editing, and analytical skills and capability of working independently. Fluent in written and spoken English and Dhivehi;
- 7.1.7. A high level of computer literacy is required. Familiarity with programs like Word, Excel and PowerPoint are required.
- 7.1.8. The successful individual must be willing to work for extended periods without direct supervision and travel to islands within the project area.
- 7.1.9. Demonstrates openness to change and ability to manage complexities
- 7.1.10. Willingness to travel to islands of Maldives where the project is being implemented (for short or longer durations, as per demand of the Project) is a must.
- 7.1.11. The successful candidate must understand the objectives and delivery mechanisms of the project. S/he must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative to overcome challenges.

## **8. Reporting Requirement**

- 8.1. Report directly to the Project Director on all aspects of procurement throughout the duration of the contract, unless otherwise advised by the Client.
- 8.2. The Consultant is expected to work on weekdays other than public holidays and provide services to the Client for 3 months
- 8.3. This position is based at the Ministry of Agriculture and Animal Welfare in Male' with travel to islands or field visits as may be required.
- 8.4. The Consultant shall provide all the necessary reports and updates to the Project Director or its designated and donor agencies whenever needed

## **9. Location and period of execution**

- 9.1. Duration of the assignment is 60 days during 3 months from the commencement of the works. The successful candidate is expected to commence the services in August 2024.
- 9.2. This position is based at the PIU Office of the Ministry of Agriculture and Animal Welfare in Male' with extensive travel to Islands or field visits as may be required.



## Annex 2

### Selection Criteria

The Consultant will be selected based on the following criteria:

Selection Criteria	Weightage (%)
Relevant academic qualification(s)	40
Professional Experience in similar works/ assignments	15
General experience in similar works/assignments	15
Interview	30
Candidate must attain minimum of <b>50 Marks</b> in the evaluation (Relevant academic qualifications and Experience in similar works) to be qualified for the Interview, and a minimum of <b>70 Marks</b> all combined together to qualify for Request for Proposal.	