

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

### Nutrition Consultant

Ref No: MAP/CS/2024/14

Submission date: 17<sup>th</sup> July 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**

03<sup>rd</sup> July 2024

### **Consultancy Service – Nutrition 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 ‘Nutrition 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 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

---

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

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

---

<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>.

- 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 not associate with other firms or individuals to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy.
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> July 2024, 10:00hrs (GMT+5). The client will provide responses to all clarification requests by 11<sup>th</sup> July 2024, 15:00hrs (GMT+5).
10. **Submission Procedure:** please submit your expression of interest with the following documents.
  - Cover Letter – Expression of Interest
  - Detailed Curriculum Vitae(s)
  - Accredited Academic Certificates
  - Reference Letter(s)

EOIs shall be submitted to the address below in a written form to the address below (in person, or by e-mail) no later than 17<sup>th</sup> July 2024, 13:00hrs (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**

---

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

**Fax:** +960 3326558

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

Yours sincerely,



**Shafana Rasheed**

Project Director

Project Implementation Unit, Ministry of Agriculture and Animal Welfare

## ANNEX 1

### **PRELIMINARY TERMS OF REFERENCE**

#### **Re: Nutrition Consultant**

Ref: MAP/CS/2024/14

#### **1. Client**

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

#### **2. Background on project**

- 2.1. The Government of Maldives (GoM) through the Ministry of Agriculture and Animal Welfare (MoAAW) is implementing the Maldives Agribusiness Programme (MAP), which is jointly financed by GOM and 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.
- 2.2. 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.
- 2.3. 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:
- 2.4. 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.
- 2.5. 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.

- 2.6. 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.

### **3. Overall objectives**

- 3.1. The project’s goal is to sustainably increase the incomes, food security and nutrition status of small farmer households.
- 3.2. 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.

### **4. Objectives of the assignment**

- 4.1. MAP intends to be gender transformative and nutrition sensitive as defined in the mainstreaming approaches of the IFAD Action Plan 2019-2025. The project plans to raise awareness among farmers on better nutrition and healthy diets. The nutrition related initiatives will prioritize better production of nutritious foods, integrating nutrition along the value chain and creating awareness on integration of vegetables into daily household consumption patterns.
- 4.2. Hence, the Project Implementation Unit (PIU) wishes to contract a Nutrition Consultant who can provide consultancy for Nutrition awareness and training activities aimed to improve food behaviours and nutritional practices of beneficiaries.

### **5. Scope of work**

- 5.1. The overall responsibilities of the Nutrition Consultant include, but are not limited to the following:
- 5.1.1. Facilitate in implementing the food and nutrition status improvement activities at Project islands (Demo/ GALS islands)
  - 5.1.2. Provide training on nutrition, nutrition-sensitive value chains and healthy diets to the members of the PIU.
  - 5.1.3. Provide trainings on nutrition and promoting nutrition awareness and dietary diversity among communities. Training on nutrition should address issues of



behaviour, consumption choices, and nutritional awareness in nutrition-sensitive agriculture.

- 5.1.4. Develop simple material on nutrition awareness both for training and handouts (eg. guides, leaflets, posters, recipe books). The activities could include trainings on processing and preparing meals using local and seasonally available nutritious vegetables to promote the consumption of local foods.
- 5.1.5. Prepare a training plan in consultation with the PD and other officials to ensure that the training activities are completed in a timely manner. Monitor and supervise the training and other activities to ensure quality implementation.
- 5.1.6. Contribute technical expertise on nutrition to IFF and farmer groups during home gardening training
- 5.1.7. Undertake any other function directly related to the efficient execution of the project as indicated by Project Director.

## **6. Schedule of deliverable**

The expected end product of this assignment will be

- 6.1 An inception report after an inception meeting detailing the proposed implementation for this assignment with input from PIU and MoAAW
- 6.2 Final methodology and training schedules based on feedback from PIU and MoAAW
- 6.3 Training manuals, Recipe book, and handouts which will be property of PIU/MoAAW and which will be used for future training.
- 6.4 Conduct and Facilitate Training programs in 6 project islands
- 6.5 Evaluate the nutrition training/Awareness
- 6.6 Final report on the implementation of the tasks after completion of the training

## **7. Consultant's qualifications and experience**

### **7.1. Qualifications and skills**

- 7.1.1. Bachelor's degree in nutrition, public health or any related field, with a minimum of three years of work experience of implementing nutrition-sensitive agriculture activities
- 7.1.2. Work experience in government or donor-funded projects and other relevant institutions will be an added advantage;
- 7.1.3. Demonstrates good oral and written communication skills in substantive and technical areas. Past experience of development of capacity building material and

conducting capacity building sessions in the community on nutrition and related areas is strongly preferred.

7.1.4. Excellent writing, editing, and analytical skills and capability of working independently. Fluent in written and spoken English and Dhivehi;

7.1.5. A high level of computer literacy is required. Familiarity with programs like Word, Excel and PowerPoint are required.

7.1.6. The successful individual must be willing to work for extended periods without direct supervision and travel to islands within the project area.

7.1.7. Demonstrates openness to change and ability to manage complexities

7.1.8. 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.

7.1.9. 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. Nutrition 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 Agriculture and Animal Welfare in Male' with travel to islands or field visits as may be required.

8.4. The Nutrition 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.

**10. Project coordination**

10.1. Report directly to the Project Director on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Implementing Agency.

**11. Services and facilities to be provided by the client**

11.1. Local transport for official travel between Malé and field visits to islands; food, accommodation and allowances will be provided from the project.

11.2. The Consultant shall ensure that they always carry themselves in good behavior and maintain a cordial friendly atmosphere with other personnel including employees of MoAAW, MAP, Island Councils and other organizations.

11.3. 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 2

### Selection Criteria

The Nutrition 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.	