



**Ministry of Climate Change, Environment and Energy**

## **REQUEST FOR QUOTATIONS**

**To Undertake Project Internal Audit**

**Enhancing Climate Resilience and Food  
Security Project**

**9<sup>th</sup> June 2026**

**Package No.:** NCS-01

**Employer:** Project Management Unit (PMU), Enhancing Climate Resilience and Food Security Project,  
Ministry of Climate Change, Environment and Energy (MOCCEE)

**Country:** Maldives

# REQUEST FOR QUOTATION - SERVICES (RFQS)

Project Title : Enhancing Climate Resilience and Food Security Project

Source of Funding: Asian Development Bank (ADB)

Contract Ref : ADB, Project Nr. 57002-001

Date of Issue of Request: 9<sup>th</sup> April 2026

To : Amjad Abdulla, Director General  
Dharubaaruge, Faashanaa Maalam Male' Maldives

Sir/Madam:

1. The Ministry of Climate Change, Environment and Energy hereby requests you to submit price quotation for the performance of the services described in the **Scope of Services** attached as **Appendix A** in these documents. If you, however, have been associated with the preparation of this **Scope of Services** that is the subject of this request, you shall be disqualified.

To assist you in the preparation of your price quotation we enclose, in addition to the **Scope of Services**, the **Form of Quotation** and form of **Contract** are also attached.

2. If you/your firm, however, falls under any of the following conditions, your proposal shall not be considered:
  - (a) you/your firm are/is not a citizen/national of an ADB member country, or
  - (b) you/your firm have/has been associated with the firm that prepared the terms of reference or engaged in the preparation of the Project for which the contract that is subject of this request for quotations was identified, or
  - (c) you/your firm are/is owned by the Client, or
  - (d) you/your firm are/is currently sanctioned or temporarily suspended by the Asian Development Bank for a violation of its [Anticorruption Policy](#) (1998, as amended to date) or
  - (e) the contracting of services from your country or any payment to persons or entities in your country is prohibited in compliance with a decision of the United Nations Security Council under Chapter VII of the Charter of the United Nations.
3. To be qualified, you must have experience as a Service Provider of the services covered by this **Request for Quotation**. As evidence, you must attach a document of your experience as Service Provider in at least one contract in the last 3 years of a size and nature similar to the requirements of this contract.
4. Your quotation should be submitted in accordance with the following instructions, procedures, and the terms and conditions of the **Contract**.

## Preparation of Quotations

- (a) Your price quotation/(s) shall be for all the services as described in attached documents and submitted only in the attached Form of Quotation with the financial proposal and technical proposal. The currency of quoted prices and payment shall be Maldivian Rufiyaa (MVR).
- (b) You shall submit only one set of quotations for the above items. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your Form of Quotation, your quotation will not be considered further.

- (c) Your quotation(s) should be valid for a period of 30 days from the deadline for submission of the quotation/(s) as indicated below. If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of Suppliers for the project for two years.

Submission and Opening

- (d) Your **Form of Quotation** with the **financial proposal and technical proposal** should be submitted by 16<sup>th</sup> June 2026, 14:00 hrs with the required documents that should be submitted electronically by email.

**E-mail: [procurement.resilience@environment.gov.mv](mailto:procurement.resilience@environment.gov.mv)**

Evaluation and Comparison

- (e) Quotations determined to be substantially responsive to this **Request for Quotation** will be evaluated by comparison of their offer prices and experience. A quotation is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this **Request for Quotation**.

Selection Criteria:

Areas	Details	Yes / No
<b>Preliminary Check</b>	<b>Registered Firm:</b> Must be a Firm (Audit Firm) Registered in the Maldives (Provide copy of the Certificate of Registration)	
	<b>Practicing Certificate:</b> The Firm must have a valid “Practicing Certificate” issued by the Auditor General of the Maldives. (provide copy of the Certificate)	
	<b>Commitment Letters:</b> Each of the key personnel in the Team proposed by the Firm for this Service must submit a signed Commitment Letter indicating His/Her acceptance of the assignment for this Consultancy Service according to the TOR. - <b>Annex 1</b>	
Areas	Details	Points
<b>Technical</b>	<b>Firm Experience (Experience Letters):</b> The Firm must have minimum of Three (3) Years of experience working in the field of Internal Audit with at least one assignment for a Donor Funded Project. (Provide documentary evidence of such assignments and experience) Three years’ experience: 15 points	15
	<b>Team Members:</b> <b>Partner/ Audit Manager:</b> Qualified Chartered Accountant with at least 7 years’ experience as a partner/manager with expertise in the area of internal audit planning, execution and reporting.	15
	<b>Audit Team Leader:</b> Qualified Chartered Accountants with at least 5 years’ experience in internal audit with ability to lead the team.	10
	<b>Team Member:</b> Minimum Diploma in Accounting/Audit or related field with at least 2 years of experience in internal audit and report writing.	10
Areas	Details	Points

<b>Financial</b>	Lowest Offered Price/ Offered Price ×50 (The lower the price, the more points.)	50
<b>Total:</b>		100

- (f) In evaluating the quotations, the Client will adjust for any arithmetical errors as follows:
- (i) where there is a discrepancy between amounts in figures and in words, the amount in words will govern; and
  - (ii) where there is a discrepancy between the unit rate (where applicable) and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern; and

If you refuse to accept the correction/(s), your quotation will be rejected.

#### Award of Contract

- (g) The Client shall award the contract to the Service Provider whose quotation has been determined to be substantially responsive to this Request for Quotation and who has highest combined technical and financial score.
- (h) The Service Provider whose quotation has been accepted will be notified by the Client within 30 days from the date of submission of quotation through the return of a copy of the **Form of Quotation** with **Acceptance** signed by the authorized representative of the Client.
- (i) The successful Service Provider shall sign the **Contract** governed by the annexed **Contract Terms and Conditions**.

5. Further information can be obtained from:

Name : Abdulla Aiham Mohamed  
Telephone : +(960) 3018342  
E-mail : abdulla.aiham@environment.gov.mv

- 6. The Client intends to apply funds from the **Asian Development Bank (ADB)** for eligible payments under the **Contract** resulting from this **Request for Quotation**.
- 7. Under [ADB's Anticorruption Policy](#) (1998, as amended to date) Service Providers shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB may reject a proposal for award, and may impose sanctions or other remedial actions on parties involved, if it determines that the Service Provider recommended for award or any other party, directly or through an agent, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations in competing for, or in executing, the Contract. At the time of submission of your quotation, you should not be in ADB's sanctions list. A firm/individual shall not be eligible to participate in any procurement activities under an ADB-financed, -administered, or -supported project while under temporary suspension or debarment by ADB pursuant to its Anticorruption Policy, whether such debarment was directly imposed by ADB, or enforced by ADB pursuant to the Agreement for Mutual Enforcement of Debarment Decisions.
- 8. You/your firm, joint venture partners, associates, parent company, affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, are not, or have never been, temporarily suspended, debarred, declared ineligible, or blacklisted by the client's country, any international organization, and other donor agency.

If so debarred, declared ineligible, temporarily suspended, or blacklisted, please state details (as applicable to each joint venture partner, associate, parent company, affiliate, subsidiaries, subcontractors, and/or suppliers):<sup>1</sup>

- (a) Name of Institution: \_\_\_\_\_
- (b) Period of debarment, ineligibility, or blacklisting (start and end date): \_\_\_\_\_
- (c) Reason for the debarment, ineligibility, or blacklisting: \_\_\_\_\_

9. You/your firm's, joint venture partners', associates', parent company's affiliates' or subsidiaries', including any subcontractors' or suppliers', key officers and directors have not been [charged or convicted] of any criminal offense (including felonies and misdemeanors) or infractions/violations of ordinance which carry the penalty of imprisonment.

If so charged or convicted, please state details:<sup>2</sup>

- (a) Nature of the offense/violation: \_\_\_\_\_
- (b) Court/Area of jurisdiction: \_\_\_\_\_
- (c) Resolution (i.e. dismissed; settled; convicted/duration of penalty): \_\_\_\_\_
- (d) Other relevant details:

10. You/your firm understands that it is your obligation to notify ADB should you/your firm, joint venture partners, associates, parent company, affiliates or subsidiaries, including any Subcontractors or Suppliers, be temporarily suspended, debarred or become ineligible to work with ADB or any other multilateral development banks, the client's country, international organizations, and other donor agencies, or any of your key officers and directors be charged or convicted of any criminal offense or infractions/violations of ordinance which carry the penalty of imprisonment.
11. Any misrepresentation that knowingly or recklessly misleads, or attempts to mislead may lead to the automatic rejection of the quotation/bid or cancellation of the contract, if awarded, and may result in remedial actions, in accordance with ADB's Anticorruption Policy (1998, as amended to date) and Integrity Principles and Guidelines (2015 as amended from time to time).
12. A bidder shall not have a conflict of interest. All bidders found to have a conflict of interest shall be disqualified.
13. Please confirm by fax/e-mail the receipt of this request and whether or not you will submit the price quotation(s).

Sincerely,



\_\_\_\_\_  
Mohamed Hamdhaan Zuhair  
Project Manager  
Ministry of Climate Change,  
Environment and Energy

<sup>1</sup> Any such disclosure shall be forwarded by the Client to ADB.

<sup>2</sup> Any such disclosure shall be forwarded by the Client to ADB.

# FORM OF QUOTATION (Services)

\_\_\_\_\_ [date]

To: Ministry of Climate Change, Environment and Energy  
Dharubaaruge, Faashanaa Maalam  
Male', Maldives

We offer to execute the \_\_\_\_\_ [name and number of Contract] in accordance with the **Contract Terms and Conditions** and the **Scope of Services** accompanying this Quotation for the Contract Price of \_\_\_\_\_ [amount in words and numbers] ( \_\_\_\_\_ ) Maldivian Rufiyaa.

We propose to complete the performance of the services described in the **Contract** within the Completion Period indicated in the priced **Scope of Services**.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer condition imposed by the **Request for Quotation** document.

We: (a) are a national of an ADB member country; (b) have not been associated with the firm that prepared the terms of reference or engaged in the preparation of the Project for which the contract that is subject of this request for quotations was identified; (c) are not owned by the Client; (d) are not currently sanctioned or temporarily suspended by the Asian Development Bank; and (e) to the best of our knowledge, is not prohibited from being contracted in compliance with a decision of the United Nations Security Council.

Name of Service Provider:

Authorized Signature : \_\_\_\_\_

Name of Signatory : \_\_\_\_\_

Title of Signatory : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone Number : \_\_\_\_\_

Email address : \_\_\_\_\_

## ACCEPTANCE

The Client accepts the Service Provider's offer to provide the service.

Name of Client : \_\_\_\_\_

Authorized Signature : \_\_\_\_\_

Name of Signatory : \_\_\_\_\_

Title of Signatory : \_\_\_\_\_

Date : \_\_\_\_\_



# CONTRACT

Name of Country: **Maldives**

**Project Name: Enhancing Climate Resilience and Food Security Project**

Name of Contract: Internal Audit for Enhancing Climate Resilience and Food Security Project

Contract No.:

This Contract is entered into on \_\_\_\_\_ [date]\_\_ day of \_[month]\_,\_ [year]\_\_\_\_, between \_\_\_\_\_ [name of Client]\_\_\_\_\_ (hereinafter called "the Client") on the one part, and \_\_\_\_\_ [name of Service Provider]\_\_\_\_\_ (hereinafter called "the Service Provider") on the other part.

Whereas the Client has requested a quotation for \_\_\_\_\_ [description of services] to be performed by the Service Provider in accordance with the **Contract**, and has accepted the Quotation by the Service Provider in the amount of \_\_\_\_\_ [amount in words]\_\_\_\_\_ [amount in figures] hereinafter called "the Contract Price".

The Client and the Service Provider agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Contract, viz:
  - a) **Form of Quotation**, with **Scope of Services** and **Appendix** [and **Price Schedule under Option B form of quotation**]; and
  - b) **Contract Terms and Conditions**;
2. Taking into account payments to be made by the Client to the Service Provider as hereinafter mentioned, the Service Provider hereby enters into this Agreement with the Client to execute and complete the performance of services under the Contract.
3. The Client hereby agrees to pay, in consideration of the successful performance of the services, the **Contract Price** as indicated and accepted in the **Form of Quotation**, under payment terms stipulated in the **Contract Terms and Conditions**.

IN WITNESS whereof the parties hereto have executed the **Contract** under the laws of \_\_\_\_\_ [country of Client] on the date indicated above.

**Signature and seal of the Client:**

For and on behalf of

**Signature and seal of the Service Provider:**

For and on behalf of

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Name of Authorized Representative

# CONTRACT TERMS AND CONDITIONS

Project Name: \_\_\_\_\_ Client: \_\_\_\_\_  
Contract No. \_\_\_\_\_

## 1. Definitions

- (a) "Contract" means the agreement entered into between the Client and the Service Provider, together with the Contract Documents referred to therein, including all attachments, appendixes, and all documents incorporated by reference therein.
- (b) "Contract Documents" means the documents listed in the Contract, including any amendments thereto.
- (c) "Contract Price" means the price payable to the Service Provider as specified in the Contract, subject to such additions and adjustments thereto pursuant to the Contract.
- (d) "Completion" means the fulfilment of the committed services by the Service Provider in accordance with the terms and conditions set forth in the Contract.
- (e) "Client" means the entity purchasing the Services.
- (f) "Services" means the services the Service Provider will perform as specified in the Scope of Services in Appendix A.
- (g) "Service Provider" means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Client and is named as such in the Contract.
- (h) "ADB" is the Asian Development Bank.

## 2. Applicable Law

The Contract shall be interpreted in accordance with the laws of the Client's country.

## 3. Language

All communications and documents related to the Contract shall be in English.

## 4. Assignment

Any assignment of this Contract or of any rights hereunder, in whole or in part without the prior written consent of the Client shall be void.

## 5. Fraud and Corruption

This Contract shall be covered by the provisions of [ADB's Anticorruption Policy](#) (1998, as amended to date) and [Integrity Principles and Guidelines](#) (2015, as amended from time to time) that requires Borrowers (including beneficiaries of ADB-financed activity), as well as Service Providers and Contractors under ADB-financed contracts, to observe the highest standard of ethics during the procurement and execution of such contracts.

## 6. Performance of the Services

The Service Provider shall carry out the Services with due diligence and efficiency and shall furnish to the Client such information related to the Services as the Client may from time to time reasonably request. The Service Provider shall at all times cooperate and coordinate with the Client with respect to the performance of the Services.

## 7. Required Performance Standards (with attachments as necessary to be prescribed by Client.)

- (a) General Description
- (b) Specific Standards
- (c) Performance Parameters

Service Provider confirms compliance with above standards and parameters.

**8. Service Completion Schedule**

The services should be completed as per schedule indicated in the **Scope of Services** but not exceeding \_\_\_\_\_ months from the date of signing of contract.

**9. Fixed Contract Price**

The prices indicated in the **Form of Quotation** are firm and fixed and not subject to any adjustment during contract performance, subject to Clause 11 [Payment] below.

**10. Taxes and Duties**

The Service Provider shall be entirely responsible for all taxes, duties, license fees, etc., incurred until completion of the services to the Client.

**11. Payment**

Upon submission by Service Provider of claim and subsequent verification of the claim by Client, payment of the contract price shall be made in the following manner:

<u>Requirement</u>	<u>Allocation</u>
Completion of Period 1: 1st July 2025 to 30th June 2026	40%
Completion of Period 2: 1st July 2026 to 31st December 2026	30%
Completion of Period 3: 1st January 2027 to 30th June 2027	30%
<b>Total</b>	<b>100%</b>

**12. Resolution of Disputes**

The client and the service provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of an unresolved dispute between the client and the Service provider, the dispute shall be settled in accordance with the provisions of the Section 11 of Public Finance Regulation.

**13. Independent Service Provider**

Nothing contained in this contract shall be construed as establishing or creating the relationship of master and servant, employer and employee or principal and agent between the client and the service Provider, or his employees or agents or other persons engaged by the Service Provider to perform any of the services.

**14. Intellectual Property Rights**

Intellectual Property Rights: (a) The Service Provider shall indemnify the Client from and against any and all claims, liabilities, obligations, losses, damages, penalties, actions, judgments, suits, proceedings, demands, costs, expenses and disbursements of whatsoever nature that may be imposed on, incurred by or asserted against, the Client during or in connection with the Services by reason of: (i) infringement or alleged infringement by the Service provider of any patent or other protected right, or (ii) plagiarism or alleged plagiarism by the Service provider.

#### **15. Failure to Perform**

The Client may terminate the Contract if the Service Provider fails to perform the services, in accordance with the above terms and conditions, in spite of a 14-day notice given by the Client, without incurring any liability to the Service Provider. In the event of such termination, the amount due under the Contract shall be subject to equitable adjustment.

#### **16. Termination Due to Integrity Violation**

The Client may terminate this Contract, in whole or in part, if the Service Provider, in the judgment of the Client has engaged in integrity violations in accordance with Clause 5 [Fraud and Corruption], in competing for or in executing this Contract.

#### **17. Other Grounds for Termination**

The Client may also terminate this Contract, in whole or in part, if the Service Provider becomes insolvent, bankrupt or gives the Client reasonable evidence of its inability to complete the Services as specified, or fails to correct any non-conformity in the Services or performs in bad faith by willfully not observing the terms and conditions of this Contract.

#### **18. Force Majeure**

The Service Provider shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

- (a) For purposes of this Clause, "Force Majeure" means events beyond the control of the Service Provider and not involving the Service Provider's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Client in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- (b) If a Force Majeure situation arises, the Service Provider shall promptly notify the Client in writing of such condition and the cause thereof. Unless otherwise directed by the Client in writing, the Service Provider shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

#### **19. Accounts and Records**

- (a) The Service Provider shall keep accurate and systematic accounts and records in respect of the Services in such form and detail as are customary in its profession and are sufficient to establish accurately that the costs have been duly incurred.
- (b) Notwithstanding anything to the contrary stated herein, the Service Provider shall maintain accounts and records, including original receipts, invoices and other supporting documents evidencing payments made by the Service Provider under this Contract, for the period of the Services and for a period no less than 3 years after the expiration or termination of this Contract.
- (c) The Service Provider shall permit ADB to inspect the accounts, records, and other documents relating to the submission of bids and contract performance of the Service Provider and to have them audited by auditors appointed by ADB.

#### **20. Suspension of ADB Loan or Credit.**

In the event that ADB suspends the Loan or Credit to the Client, from which part of the payments to the Service Provider are being made, the Client is obligated to notify the Service Provider, with copy to the Client's representative, of such suspension within 7 days of having received ADB's suspension notice.

#### **21. Termination Notice Due to Non-payment**

If the Service Provider has not received payments due within the 28 days as provided for in Clause 11

[Payment], the Service Provider may immediately issue a 14-day termination notice.

## **Appendix A**

### **SCOPE OF SERVICES**

#### **1. Project Background**

The Enhancing Climate Resilience and Food Security Project, financed by the Asian Development Bank aims at building resilience in selected islands, including strengthening capacity and awareness to plan, adapt, and respond to climate change through improved early warning systems. The overarching goal of the project is to support the Maldives in reducing the vulnerability of island communities to climate risks by strengthening institutional and community capacities for climate change adaptation, introducing climate-smart technologies in agri-food systems, promoting climate adaptation businesses and urban farming, and implementing effective flood and coastal protection through nature-based solutions. Over the long term, it will contribute to improved climate and disaster resilience, as well as food and nutrition security. The project is primarily composed of 4 outputs.

Output 1 focusses on strengthening institutional and community capacity for climate adaptation by enhancing climate and disaster risk-informed advisory and early warning systems. Key interventions include installing a new radar system at Addu weather station, repairing the existing radar in Malé, and equipping the Maldives Meteorological Service with integrated data processing tools for real-time monitoring, forecasting, and early warning.

Output 2 of the project is focused on implementation of flood and coastal protection measures on Kulhudhuffushi Island. This will combine infrastructure upgrades such as stormwater drainage and filtration systems with nature-based solutions including bioswales, mangrove restoration, wetland rejuvenation, and urban greenery to enhance infiltration and flood retention. Coastal protection structures on the eastern shoreline will also be strengthened to prevent erosion and overtopping.

As for output 3, the project will support water-efficient and resilient urban farming through the construction of a multipurpose facility at the Hanimaadhoo Agriculture Center (HAC), which will include a training space, a basic laboratory for soil and pathogen testing, and office facilities. Capacity building will be strengthened through training programs, extension advisory services, and technical support for urban home gardeners, farmers, cooperatives, women's development committees (WDCs), civil society

organizations (CSOs), and women and youth-led agribusinesses. The project will also provide guidance on developing and implementing urban farming and agribusiness proposals, fostering market linkages, and adopting climate-smart horticultural technologies to enhance productivity, profitability, and income generation.

Under output 4 of the project, the project will foster climate adaptation businesses and urban farming by providing matching grants to trained beneficiaries from Output 3, as well as other individuals, farmer groups, women's development committees (WDCs), civil society organizations (CSOs), and micro, small, and medium-sized enterprises (MSMEs) across the Maldives. Grants will cover the full cost of capital expenditures for eligible adaptation businesses, particularly women- and youth-led enterprises, with beneficiaries contributing toward operating costs.

## **2. Objectives**

- 2.1 The selected Consultant will undertake an independent and objective internal audit as required by the Asian Development Bank (ADB) for the evaluation of overall efficiency and performance of Enhancing Climate Resilience and Food Security Project. This includes providing assurance to the Project Management Unit (PMU) and to the ADB of the overall effectiveness of the work being carried out and to ensure project implementation in accordance with the requirements of the ADB and hence involves
- 2.2 Examination, evaluation and identification of deficiencies, inefficiencies and risks in the internal controls pertaining to all core project activities, recruitment, budgeting, procurement, disbursements, accounting and reporting
- 2.3 Assessment of compliance of all project activities to the requirements of the manuals
- 2.4 Assessment of fund movements to ensure accuracy of the recording and the reporting process
- 2.5 Recommend mitigation actions on issues and risks identified
- 2.6 Establish and operationalize the Skills Development to conduct necessary background interventions required for take-off effectively

## **3. Scope of Assignment**

The internal audit will adhere to the International Standards for the Professional Practice of Internal Auditing, as prescribed by the Institute of Internal Auditors (IIA). The audit will encompass a range of tests and controls deemed suitable by the auditor to uphold transparency and accountability within the

financial management system. In conducting the audit, special attention should be given to the following:

- 3.1 Evaluation of the project's financial management system, encompassing internal controls. This assessment will involve examining the sufficiency and efficiency of accounting, financial, and operational controls implemented by the Project Management Unit (PMU) and providing recommendations for enhancement.
- 3.2 Ensuring that all project funds have been expended in accordance with the terms outlined in the financing agreement and other relevant project documents, with a strong focus on transparency, cost-effectiveness, and efficiency, and exclusively for the intended purposes for which the financing was granted. And ensuring that the expenditures incurred are in accordance with the relevant Maldives Public Finance Regulations and guidelines or any other /instructions/clarifications issued from time to time.
- 3.3 Ensure the reliability of the integrity, controls, security, and efficiency of computerized systems. Identify any potential limitations in complying with internal control procedures.
- 3.4 Evaluate the adequacy of financial and administrative delegation and the segregation of duties and controls. Additionally, assess whether expenditures incurred, and advances provided have received proper authorization.
- 3.5 Evaluate the efficiency and timeliness of the funds flow and reporting mechanism at the PMU level.
- 3.6 Ensure that proper documents, including goods and services request forms, purchase orders, tender documents, vouchers, receipts, bills are maintained and linked to relevant transactions.
- 3.7 Ensure timely reconciliation of the designated account statements are carried out and necessary corrections on accounts are accounted for.
- 3.8 Verification of the process of acquisition of goods and services, funded by the project, complies with the stipulations of the pertinent financing agreements, and adheres to the Asian Development Bank's procurement regulations for goods, works, and services.
- 3.9 Conduct assessment of all expenditures is incurred as per the approved work plan. Ensure that quarterly reports submitted by the PMU reflect the actual, true, and fair utilization of the grant. The audit shall confirm 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 including beneficiary / community contributions and expenditures

covered.

- 3.10 Confirm that the contractors' ledgers are up to date, including the recovery of statutory deductions and mobilization advances during payment processes. Confirm securing of and release of performance bonds, retention guarantees, and other financial securities.
- 3.11 In cases of physical inspections/verifications conducted by the auditor, the audit report shall include pictorial evidence of inspected works/events.
- 3.12 Verification of the assets and asset registers, inventory registers and inventory process and protocols within the PMU.
- 3.13 Provide guidance and necessary training related to internal audit procedures to the relevant staff at the Ministry, as directed by the Project Manager/ Project director.
- 3.14 Any other duties and responsibilities within the scope of the internal audit functions assigned by the Project Manager/ Project Director

#### **4. Audit Report**

The audit report should inter alia include:

- 4.1 Comments & observations on the accounting records, systems and controls that were examined during the course of audit;
- 4.2 Identify specific deficiencies and areas of weakness in systems & controls and make recommendations for their improvement;
- 4.3 Report on the degree of compliance of each of the financial covenants on the financing agreements and give comments, if any, on internal and external matters affecting such compliance;
- 4.4 Comments on the procurement related observations by the Internal Auditors;
- 4.5 Communicate matters that have emerged during the audit which might have a significant impact on the implementation of the Project; and
- 4.6 Bring to the Project Director's (PD) attention any other matter that the auditor considers pertinent.

#### **5. Reporting**

The audit will be carried out for a period and the auditor will conduct interim reviews for each of the half of the year ending 30th June & 31st December.

Period 1: 1st July 2025 to 30th June 2026

Period 2: 1st July 2026 to 31st December 2026

Period 3: 1st January 2027 to 30th June 2027

**Reporting:** Reporting by the consultant shall be done as per details given hereunder:

**a) Draft Report (3 copies):** The Auditor will provide a draft report to the PMU within 60 days of the end of Audit period, highlighting findings during the interim audit, to enable the project management to take timely action. The auditors should submit a draft copy of their report to the PMU before finalization. The PMU will submit its response, if any, within 21 days (3 weeks) of receipt of the draft report.

**b) Final Report (3 copies):** The auditors should submit the final copy of their report to the PMU after receiving comments from respective agencies within the above specified time period. If no response is received by the PMU within the said time, the auditors should finalize the related report and submit the same within a week thereafter to the PMU.

The auditor should submit soft copies (PDF and editable format) of the Draft audit report, and soft copies (PDF format) of the Final audit report in a CD and e-mail the same documents to the official email address given by the PMU.

The auditor shall complete the assignment as per the time schedule to be mentioned in the agreement. A penalty clause will be included in the agreement to safeguard PMU interest.

## **6. COVERAGE & TIMING OF THE REVIEW**

The review will be carried out based on the Annual Audit Plan. The auditor in consultation with the PMU will prepare an annual audit plan. The auditor will also make Compliance Review at PMU

## **7. FACILITIES TO BE PROVIDED BY THE PMU**

The auditor will be given access to all legal documents, financial management manual, operations manual, government orders/ circulars, Asian Development Bank Procurement Regulations correspondence, monthly financial statements, Project Financial Statements, Quarterly reports and any other information associated with the project and as deemed necessary by the auditor.

The auditors will also be given access to all the assets selected for physical verification by the auditors. No services other than those specifically mentioned in this TOR shall be extended to the auditor. The auditors shall make their own conveyance arrangements.

## 8. DURATION OF THE ASSIGNMENT

The consultant will be appointed for a period of two (2) years. The contract shall be renewed on a yearly basis, for the duration of the project, based on the performance of the consultant and Budget availability.

## 9. ENGAGEMENT OF THE INTERNAL AUDITOR

The Internal Auditor will be appointed on an engagement basis to carry out the internal audit of the project activities for the periods from July 2025 to 30 June 2027.

## 10. QUALIFICATION AND EXPERIENCE

The list of key personnel being part of the audit team is as under:

S.No.	Key Professionals	Description of Services to be provided	Minimum Qualification & Experience	No. of persons	Total Man months per year
1	Partner/ Audit Manager	Overall coordination, & planning, team leadership, reporting, liaison with client	Qualified Chartered Accountant with at least 7 years' experience as a partner/manager with expertise in the area of internal audit planning, execution and reporting.	1	1
2	Audit Team Leader	Responsibility to lead the audit teams in the field, planning and execution of the audits, discussion with PMU and report writing and finalization.	Qualified Chartered Accountants with at least 5 years' experience in internal audit with ability to lead the team.	1	2
3	Team Member	Field level audit of PMU including sample physical verifications of activities/ assets.	Minimum Diploma in Accounting/Audit or related field with at least 2 years of experience in internal audit and report writing.	2	2

### Technical Requirements:

Following are the Minimum Requirements that the Consulting Firm must provide with documentary

evidence to prove the validity of the information:

- a) Registered Firm:** Must be a Firm (Audit Firm) Registered in the Maldives (Provide copy of the Certificate of Registration)
- b) Practicing Certificate:** The Firm must have a valid “Practicing Certificate” issued by the Auditor General of the Maldives. (provide copy of the Certificate)
- c) Chartered Accountants:** The Firm must consist of Chartered Accountants with Minimum Qualification and Experience as stated in Section VIII under Key Personnel.
- Qualification of the key personnel must be demonstrated with the documents/certificates.
  - Experience of the key personnel must be demonstrated in the CV of the proposed key personnel. To that end, the Firm must submit a full CV for each of the proposed personnel. The CV must be verified signed and stamped by the Firm.
- d) Commitment Letter:** Each of the key personnel in the Team proposed by the Firm for this Service must submit a signed Commitment Letter indicating His/Her acceptance of the assignment for this Consultancy Service according to the TOR.
- e) Experience of the Firm:** In addition to the qualification and experience of the key personnel, The Firm must have minimum of Three (3) Years of experience working in the field of Internal Audit with at least one assignment for a Donor Funded Project. (Provide documentary evidence of such assignments and experience)

*\*\* if requested by the Client, The Firm must provide the original of the Certificates/Documents for verification.*

## 11. DELIVERABLES

The Internal Auditor is expected to submit separate final internal audit reports for the periods as follows:

Period No.	Period Covered	Submission Date
Period 1	01 July 2025–30 June 2026	30 August 2026
Period 2	01 July–31 December 2026	28 February 2027
Period 3	01 January–30 June 2027	30 August 2027

## 12. CONTRACT AND STRUCTURE OF PAYMENT

The payment of the consultancy will be based on the deliverables. Accordingly, payments would be made

upon completion and acceptance of the final internal audit report for each of the below stated periods.

<b><u>Requirement</u></b>	<b><u>Allocation</u></b>
Completion of Period 1: 1st July 2025 to 30th June 2026	40%
Completion of Period 2: 1st July 2026 to 31st December 2026	30%
Completion of Period 3: 1st January 2027 to 30th June 2027	30%
<b>Total</b>	<b>100%</b>

## Annex 1

### Letter of Commitment (Partner/Audit Manager)

[Location, Date]

To: [Name and Address of Client]

Ref No.: \_\_\_\_\_

Dear Sir/Madam,

I am writing to confirm my availability to provide services as the Partner/Audit Manager for the project titled “To Undertake Project Internal Audit” for the Ministry of Climate Change, Environment and Energy.

I undertake that, if this proposal is accepted, I will complete and deliver all services assigned to me within the scope of services.

I further undertake that, upon receipt of the notice from the Ministry of Climate Change, Environment and Energy confirming acceptance of this proposal, I will commence the performance of the services with due diligence and without delay.

Yours sincerely,

Name:

ID Card No.:

Date:

Signature:

**Note: The CV should be submitted together with the supporting documents.**

**Letter of Commitment**  
**(Audit Team Leader)**

[Location, Date]

To: [Name and Address of Client]

Ref No.: \_\_\_\_\_

Dear Sir/Madam,

I am writing to confirm my availability to provide services as the Audit Team Leader for the project titled "To Undertake Project Internal Audit" for the Ministry of Climate Change, Environment and Energy.

I undertake that, if this proposal is accepted, I will complete and deliver all services assigned to me within the scope of services.

I further undertake that, upon receipt of the notice from the Ministry of Climate Change, Environment and Energy confirming acceptance of this proposal, I will commence the performance of the services with due diligence and without delay.

Yours sincerely,

Name:

ID Card No.:

Date:

Signature:

**Note: The CV should be submitted together with the supporting documents.**

**Letter of Commitment**  
**(Team Member)**

[Location, Date]

To: [Name and Address of Client]

Ref No.: \_\_\_\_\_

Dear Sir/Madam,

I am writing to confirm my availability to provide services as the team member for the project titled "To Undertake Project Internal Audit" for the Ministry of Climate Change, Environment and Energy.

I undertake that, if this proposal is accepted, I will complete and deliver all services assigned to me within the scope of services.

I further undertake that, upon receipt of the notice from the Ministry of Climate Change, Environment and Energy confirming acceptance of this proposal, I will commence the performance of the services with due diligence and without delay.

Yours sincerely,

Name:

ID Card No.:

Date:

Signature:

**Note: The CV should be submitted together with the supporting documents.**