

Terms of Reference

Quality Assurance Consultant

1. Introduction

Fenaka Corporation Limited is a state owned utility company with a mandate to provide basic utility services to 154 islands. The purpose of this consultancy is to review company documents as required.

2. Scope of Work

The Consultant is to provide assistance by reviewing the draft reports and other documents produced by Fenaka Corporation Limited to ensure high quality of the work products. The specific tasks that will be required of the Consultant are:

- Review selected reports and other documents for accuracy and coherence.
- Provide editorial services and proofreading.
- It is expected that the Consultant will support Fenaka Corporation Limited in the preparation of the documents.

The documentation to be reviewed includes (but not limited to):

- Detailed standard operating procedures (SOP)
- Human resources and company procedures
- Health and safety procedures
- Job descriptions
- Key performance indicators (KPI)
- Metrics
- Evacuation plans
- Any documents that may require translations

The reviewing of the documents shall be conducted at the Consultant's location through communication (e-mail, phone, etc.) with Fenaka Corporation personnel.

3. Deliverables

For each document reviewed, the Consultant shall submit the review comments with edits tracked in the document.

4. Qualifications

- A university degree (Bachelor's or Master's) in Quality Control, Human Resources, Business Administration, or a related field
- A minimum of 3 years of experience in a related field
- Prior experience in drafting, editing and quality control preferable
- Excellent written and verbal communications skills in English and Dhivehi
- Basic knowledge of Microsoft Office applications

5. Duration

The duration of consultancy is 4 months from the date of signing the agreement.

6. Evaluation Criteria

- Financial proposal: 40%
- Academic qualifications: 30%
- Experience: 20%
- Payment terms: 10%

7. Validity of the Bid

The quotation shall remain valid for a minimum of sixty (60) days from the date of bid opening.

8. Documents Comprising the Bid

- Proposed financial payment (inclusive of payment terms)
- Cover letter (must indicate the details of individual or all team members)
- CV (of the individual or all team members)

- Educational certificates accredited by Maldives Qualification Authority (of individual or all team members)
- Relevant experience letters (letters within past five years only)
- Copy of national identification card (for individuals only)
- Company registration certificate (for consultancy firms only)
- TAX clearance report (for consultancy firms only)

9. Format of the Bid Document

- 1 hardcopy with all pages properly bound and enclosed in an envelope
- 1 compact disc with the original bid document

10. Bid Rejection

- Bidders who do not attend bid submission or that arrive after bid submission deadline shall not be able to participate in the bid
- Bidders that do not register for the tender are unable to participate in the bid
- The bids lacking the documents mentioned in 8. *Documents Comprising the Bid* are subjected to be rejected during bid opening