



Ministry of Fisheries, Agriculture and Ocean Resources

Malé, Republic of Maldives

Transforming Fisheries Sector Management in South-West Indian Ocean Region and Maldives Project
(Transform, Swiofish5) - P179242

TERMS OF REFERENCE (TOR)

Hiring of a consultant for Technical Capacity Building and Proposal Preparation Support Consultant for the Matching Grant Scheme.

(Procurement Ref : MV-MoFMRA-561894-CS-INDV-1)

1. INTRODUCTION

The Government of the Republic of Maldives through the Ministry of Fisheries, Agriculture and Ocean Resources (MFAOR) is implementing the Maldives –Transforming Fisheries Sector Management in South-West Indian Ocean Region and Maldives Project (TransFORM) financed by the World Bank. The project is managed by the Project Management Unit (PMU) set up within the Ministry of Fisheries and Ocean Resources. The project is implemented in accordance with the Project Implementation Plan (PIP), the Project's Procurement Manual, and the Project's Financial Management Manual all of which are consistent with the World Bank's guidelines and procedures on procurement and financial management.

The aim of the Project is to strengthen regional, evidence-based fisheries management in the South-West Indian Ocean Region and to improve competitiveness in the fisheries sector in the Maldives. The project comprises of three components, of which Component 1 will be implemented by Indian Ocean Commission and Components 2 and 3 implemented by the Ministry of Fisheries and Ocean Resources of Maldives.

The objective of Component 2 is to support Maldives as a Regional Lighthouse for strengthened capacity fisheries governance and management, with the objective of Component 3 being to enhance competitiveness and private sector participation for improving business climate for fisheries in Maldives and South-west Indian Ocean Region.

2. BACKGROUND

Under Component 3 of the project, a Matching Grant Scheme (MGS) is to be introduced as financial support to eligible Individuals and Small and Medium Enterprises (SME) in order to leverage additional funds and provide support for development projects in fisheries, mariculture and circular economy activities. Individuals and SMEs will apply for Matching Grants Scheme (MGS) through a competitive process.

The project is seeking to hire a qualified consultant to conduct training workshops and one-on-one sessions to assist applicants in developing their approved concepts into comprehensive and bankable proposals.

A number of steps will be involved in selecting those applications that will receive MGS. The initial step in the MG process, will be an announcement of a call for the submission of project concept notes. The project

All training materials shall be submitted to the PMU for review and approval prior to delivery.

4.3 The Consultant shall deliver a minimum of three (3) workshops for applicants who have advanced past the concept note stage. These sessions must comprehensively address all required criteria to enable applicants to develop highly competitive, bankable project proposals.

- Matching Grant overview and opportunities
- Business proposal development
- Technical proposal development
- Financial proposal development
- Economic Feasibility preparation
- Environment, Social & Safeguard Management planning
- Monitoring & Evaluation planning
- Business, marketing & HR planning

The workshop shall include practical exercises, group discussions, Q&A sessions and proposal development clinics

4.4 One-on-One Technical Assistance

- Provide individualized technical support to applicants on an as-needed basis, online or in-person at the PMU office during a designated weekly window for a duration of 6-7 weeks
- Support applicants in understanding application requirements and preparing proposal documentation
- Provide feedback on draft proposals and supporting documents
- Maintain records of all advisory sessions conducted

4.5. Reporting: The consultant shall:

- Submit workshop reports following each workshop.
- Document participant attendance, collect feedback and assess workshop effectiveness.
- Maintain records of one-on-one advisory sessions
- Submit a final report summarizing activities undertaken, lessons learned, challenges encountered, and recommendations for future capacity-building activities.

5. AREAS ELIGIBLE FOR THE MATCHING GRANT

1. Energy efficiency in fishing vessels
2. Circular economy in the fisheries or agriculture sector which aims to eliminate waste and reuse resources. These projects should focus on designing systems, products, and services that keep materials in use for as long as possible, reduce environmental impact, and regenerate natural systems
3. Development of mariculture in lagoons by individuals, small and medium-sized businesses
4. Enhancing private sector processing competitiveness through:
 - Waste valorization
 - Introduction of technology driven automation
 - New product development
 - Packaging materials for fish products
5. Value addition of fish products for small-scale and medium-scale businesses

9. REQUIRED DOCUMENTS:

Interested consultant shall submit:

a) *Technical Proposal*

- Letter of Expression of Interest
- Copy of National Identity Card
- Curriculum Vitae (CV)
- Copies of accredited education certificates
- Evidence of similar assignments completed:
 - A detailed list of similar assignments conducted as proof of evidence. Evidence may be reference letters/ work completion letters as well as contracts successfully concluded.
- Maximum 5 pages) describing methodology and work schedule.

b) *Financial Proposal*

For the purpose of financial proposal preparation, bidders shall note the following:

- Only the Consultant ranked highest in the technical evaluation shall be invited to submit a Financial Proposal / Fee Structure.
- The Financial Proposal shall be based on the Consultant's estimated workload assumptions specified in the scope of works. The finalization of the proposed price shall be subject to negotiation, taking into consideration the allocated budget.
- Estimated total number of workshops: three (03) workshops, estimated 20 participants per workshop.
- One-on-one online / in person sessions with requested applicants at the PMU, once a week (for 6-7 weeks)

A "full proposal" shall include, at minimum:

- Preparation of full technical proposal
- Development of financial model and budget
- Submission-ready documentation package in accordance with MGS templates

10. EVALUATION CRITERIA

EOIs submitted will be evaluated against pre-determined technical criteria. The selection criteria are as follows:

Evaluation Criteria	
Education Qualification • Master's Degree in Business Administration, Economics, Finance, Fisheries Management, Agricultural Economics, Development Studies, or a related field. (20 points)	20 Points
Experience • A minimum of 3 years of experience in business development, proposal development, SME support, investment planning or entrepreneurship development. (10 Points) • Demonstrated experience in designing and delivering training programs and workshops. (10 Points) • Proven experience conducting workshops for SMEs, entrepreneurs, fisheries, aquaculture, agriculture, or private sector development programs. (10 Points)	30 Points