

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



مَدْرَسَةُ دَاوُدَ دَاوُدَ دَاوُدَ

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سَمْعَانُ بْنُ سُلَيْمَانَ بْنِ أَبِي شَيْبَةَ - 2 - سَمْعَانُ بْنُ سُلَيْمَانَ بْنِ أَبِي شَيْبَةَ

عَنْ سَمْعَانَ بْنِ سُلَيْمَانَ بْنِ أَبِي شَيْبَةَ عَنْ أَبِيهِ عَنْ سَمْعَانَ بْنِ سُلَيْمَانَ بْنِ أَبِي شَيْبَةَ.

سَمْعَانُ بْنُ سُلَيْمَانَ بْنِ أَبِي شَيْبَةَ: عَنْ أَبِيهِ عَنْ سَمْعَانَ بْنِ سُلَيْمَانَ بْنِ أَبِي شَيْبَةَ عَنْ أَبِيهِ عَنْ سَمْعَانَ بْنِ سُلَيْمَانَ بْنِ أَبِي شَيْبَةَ،
عَنْ سَمْعَانَ بْنِ سُلَيْمَانَ بْنِ أَبِي شَيْبَةَ عَنْ أَبِيهِ عَنْ سَمْعَانَ بْنِ سُلَيْمَانَ بْنِ أَبِي شَيْبَةَ،
عَنْ سَمْعَانَ بْنِ سُلَيْمَانَ بْنِ أَبِي شَيْبَةَ عَنْ أَبِيهِ عَنْ سَمْعَانَ بْنِ سُلَيْمَانَ بْنِ أَبِي شَيْبَةَ.

فارم 2 - سہولت دہندہ/سہولت دہندہ کے نام پر

Form of Tender Security (Bank Guarantee)

The Issuing Bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.

..... {Bank's Name, and Address of Issuing Branch or Office}

Beneficiary: {Name and Address of Employer}

Date:

TENDER GUARANTEE No.: _____

We have been informed that _____ {name of the Tenderer} (hereinafter called "the Tenderer") has submitted to you its Tender dated _____ (hereinafter called "the Tender") for the execution of _____ {name of contract} under Invitation for Tenders No. _____ ("the IFB").

Furthermore, we understand that, according to your conditions, Tenders must be supported by a Tender guarantee.

At the request of the Tenderer, we _____ {name of Bank} hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of _____ [amount in figures] (_____) [amount in words] upon receipt by us of your first demand in writing accompanied by a written statement stating that the Tenderer is in breach of its obligation(s) under the Tender conditions, because the Tenderer:

- (a) has withdrawn its Tender during the period of Tender validity specified by the Tenderer in the Form of Tender; or
- (b) having been notified of the acceptance of its Tender by the Employer during the period of Tender validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the performance security, in accordance with the ITB.

This guarantee will expire: (a) if the Tenderer is the successful Tenderer, upon our receipt of copies of the contract signed by the Tenderer and the performance security issued to you upon the instruction of the Tenderer; and (b) if the Tenderer is not the successful Tenderer, upon the earlier of (i) our receipt of a copy your notification to the Tenderer of the name of the successful Tenderer; or (ii) {insert date} twenty-eight days after the expiration of the Tenderer's Tender.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458

[Signature(s)]

حصہ سوم - گارنٹی دہندہ کی طرف سے

Performance Security

[The issuing bank, as requested by the successful Contractor, shall fill in this form in accordance with the instructions indicated]

Date: [insert date (as day, month, and year)]

Title of the procurement: [Insert general title of the procurement]

Procurement Reference No: [insert reference]

Bank's Branch or Office: [insert complete name of Guarantor]

Beneficiary: [insert complete name of Employer/Procuring Entity]

Performance Guarantee No:

We have been informed that [name of the Contractor], (hereinafter called "the Contractor") has entered into Contract No. [procurement reference number of the Contract], dated [insert day and month], [insert year], with you, for the execution of [name of contract and brief description of Works] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Contractor, we [name of the Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [name of the currency and amount in figures] ¹.... (. . . . [amount in words]) such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the day of , ... ², and any demand for payment under it must be received by us at this office on or before that date. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed[six months][one year], in response to the Employer's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.

.....
[Seal of Bank and Signature(s)]

Note –

All italicized text is for guidance on how to prepare this demand guarantee and shall be deleted from the final document.

¹ The Guarantor shall insert an amount representing the percentage of the Contract Price specified in the Contract and denominated either in the currency (ies) of the Contract or a freely convertible currency acceptable to the Employer.

² Insert the date twenty-eight days after the expected completion date. The Employer should note that in the event of an extension of the time for completion of the Contract, the Employer would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee.

ضمان الدفع مقدماً - 4 -

Advance Payment Security

[The bank, as requested by the successful Contractor, shall fill in this form in accordance with the instructions indicated.]

Date: [insert date (as day, month, and year)]

Title of the Procurement: [Insert general title of the procurement]

Procurement Reference No: [insert reference]

[Issuing bank's letterhead]

Beneficiary: [insert legal name and address of Procuring Entity]

ADVANCE PAYMENT GUARANTEE No.: [insert Advance Payment Guarantee no.]

Advance Payment Guarantee No:

We have been informed that [name of the Contractor] (hereinafter called "the Contractor") has entered into Contract No..... [procurement reference number of the Contract], dated [insert day and month], [insert year] with you, for the execution of [name of contract and brief description of Works] (hereinafter called "the Contract").

Furthermore, we understand that, according to the Conditions of the Contract, an advance payment in the sum [name of the currency and amount in figures] ¹ (..... [amount in words]) is to be made against an advance payment guarantee.

At the request of the Contractor, we [name of the Bank]. hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [name of the currency and amount in figures]* (..... [amount in words]) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation under the Contract because the Contractor used the advance payment for purposes other than the costs of mobilization in respect of the Works.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Contractor on its account number[Contractor's account number]. at [name and address of the Contractor's Bank].

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor as indicated in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that eighty (80) percent of the Contract Price has been certified for payment, or on the day of ², whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months][one year], in response to the Employer's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

..... [Seal of Bank and Signature(s)].

Note

All italicized text is for guidance in preparing this demand guarantee and shall be deleted from the final document.

1 The Guarantor shall insert an amount representing the amount of the advance payment denominated either in the currency(ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to the Employer.

2 Insert the expected expiration date of the Time for Completion. The Employer should note that in the event of an extension of the time for completion of the Contract, the Employer would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee

පිටුව 5 - අත්සන්/ප්‍රවේශන සහතික (පිටුව 2 - සමඟ)

Annex:5

Company Name:

Experience Form: Announcement- 57-T/IU/2026/39

Scope: Experience in disability inclusion, OPD consultation and development of institutional strategies, policies and plans : Please refer to Section:2,

#	Project Name	Client Name	Project cost	Reference Letter Date	For Official Use Only
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2					
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Note: Copy of reference letters should be attached

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TERMS OF REFERENCE
FOR
CONSULTANCY SERVICES
TO
DEVELOPMENT OF A FIVE-YEAR INTEGRATED DISABILITY
INCLUSION AND ACCESSIBILITY STRATEGY, ACTION PLAN AND
REASONABLE ACCOMMODATION POLICY AND PROCEDURES
FOR THE PEOPLE’S MAJLIS SECRETARIAT

Title	Consultancy to development of a five-year integrated disability inclusion and accessibility strategy, action plan and reasonable accommodation policy and procedures for the People’s Majlis Secretariat
Country	Republic of Maldives
Type of Contract	Local Consultant or Consultancy Firm
Duration	4 months from the date of signing the contract
Field of Expertise	Disability Inclusion, Accessibility, Human Resource Policy, Law, Governance, Public Administration or related field
Deadline	18 th October 2026, Sunday at 10:30hrs

Ref No: 57-T/IU/2026/39

Date:04th October 2026

People’s Majlis Secretariat
Medhuziyaaraiy Magu, Malé, Republic of Maldives
Postal Code: 20080
Tel: +960 3319944

1. BACKGROUND

The People's Majlis Secretariat is committed to strengthening its institutional capacity to provide inclusive, accessible and effective parliamentary services. As the administrative body supporting the People's Majlis, the Secretariat has an important role in ensuring that its internal operations, parliamentary services, legislative processes, public engagement, employment practices, communications and programs are carried out in a manner that promotes equality, dignity, participation and non-discrimination.

In recent years, the People's Majlis Secretariat has taken steps to improve accessibility and disability inclusion within its institutional processes. In this regard, through a consultancy supported by United Nations Development Programme (UNDP) in the Maldives, the Disability Inclusion and Accessibility Guidelines were developed to support a more consistent and systematic approach to disability inclusion across the People's Majlis Secretariat's functions. The Guidelines identify areas for strengthening disability inclusion and accessibility across the People's Majlis Secretariat, including leadership and coordination, internal policies, facilities, communications, staffing and procurement, training, programs and events, and legislative and parliamentary processes.

The Guidelines recommend the development of an institutional strategic framework for disability inclusion and accessibility and practical policies and measures to support its implementation.

This Terms of Reference sets out the scope for appointing a consultant or consultancy team to develop a five-year Integrated Disability Inclusion and Accessibility Strategy, a corresponding five-year Action Plan, and a Reasonable Accommodation Policy and Procedures for the People's Majlis Secretariat.

The assignment shall be guided by the Disability Inclusion and Accessibility Guidelines, the Roll-Out Plan, relevant Maldivian laws, regulations and policies, the Convention on the Rights of Persons with Disabilities (CRPD), and relevant international standards and good practices.

2. KEY OBJECTIVES

The main objective of the consultancy is to establish a clear and practical institutional framework for advancing disability inclusion and accessibility across the People's Majlis Secretariat.

The key objectives of the assignment are to:

- develop a Five-Year Integrated Disability Inclusion and Accessibility Strategy for the People's Majlis Secretariat;
- develop a Five-Year Disability Inclusion and Accessibility Action Plan to support implementation of the Strategy;
- develop a Reasonable Accommodation Policy and Procedures for the People's Majlis Secretariat;
- ensure that the Strategy addresses both the internal operations of the People's Majlis Secretariat and the legislative and parliamentary functions of the People's Majlis;

- establish appropriate arrangements for implementation, coordination, monitoring, reporting and accountability; and
- ensure meaningful consultation with persons with disabilities and Organisations of Persons with Disabilities (OPDs) throughout the assignment.

3. SCOPE OF WORK

The consultant shall undertake the following activities.

3.1 Review and Consultations

- Review the People's Majlis Secretariat Disability Inclusion and Accessibility Guidelines, Roll-Out Plan and relevant internal documents provided by the Secretariat.
- Review relevant Maldivian laws, regulations, policies and standards.
- Review the CRPD and selected international standards and good practices relevant to the assignment.
- Conduct consultations with relevant departments and sections of the People's Majlis Secretariat, senior management and other relevant internal stakeholders.
- Consult persons with disabilities and OPDs to inform the development of the Strategy, Action Plan and Reasonable Accommodation Policy and Procedures.
- Identify key institutional priorities, gaps and implementation considerations arising from the existing Guidelines and Roll-Out Plan.
- Submit an inception note outlining the methodology, work plan, consultation schedule and proposed structure of the deliverables.

3.2 Five-Year Disability Inclusion and Accessibility Strategy

Develop a Five-Year Disability Inclusion and Accessibility Strategy for the People's Majlis Secretariat, providing a clear institutional framework for advancing disability inclusion and accessibility across the Secretariat's internal operations and the legislative and parliamentary functions of the People's Majlis.

The Strategy shall:

- establish the overall vision, strategic priorities, objectives and intended outcomes for the five-year period;
- address both organisational and operational functions and legislative and parliamentary processes;
- be informed by the CRPD, relevant national requirements, the human rights-based approach to disability inclusion and recognised good practices;
- identify appropriate institutional arrangements for leadership, coordination, accountability and stakeholder participation;
- provide for meaningful participation of persons with disabilities and OPDs;
- provide a framework for monitoring, reporting and periodic review of progress;

- identify broad resource and sustainability considerations; and
- build on and align with the existing Disability Inclusion and Accessibility Guidelines and Roll-Out Plan without unnecessarily duplicating detailed activities already contained in those documents.

The Guidelines envisage an institution-wide strategy covering both operations and legislative processes, with consultation, accountability and monitoring arrangements supporting its implementation.

3.3 Five-Year Disability Inclusion and Accessibility Action Plan

Develop a Five-Year Disability Inclusion and Accessibility Action Plan corresponding to the Integrated Disability Inclusion and Accessibility Strategy.

The Action Plan shall translate the strategic priorities and objectives into clear and realistic implementation actions and shall include:

- key actions and expected outputs;
- responsible departments, sections or functions;
- timelines and sequencing of actions;
- relevant cross-team coordination requirements;
- resource and budget considerations, where applicable;
- measurable indicators or other means of tracking progress; and
- arrangements for periodic review and updating.

The Action Plan shall draw on and, where appropriate, consolidate relevant actions already identified in the Disability Inclusion and Accessibility Guidelines and Roll-Out Plan.

3.4 Reasonable Accommodation Policy and Procedures

Develop a Reasonable Accommodation Policy and Procedures for the People's Majlis Secretariat.

The Policy and Procedures shall:

- establish the People's Majlis Secretariat's approach to providing reasonable accommodation;
- define the scope and application of reasonable accommodation within the People's Majlis Secretariat;
- address reasonable accommodation in relation to staff, Members of Parliament, applicants, visitors and participants in parliamentary or People's Majlis Secretariat activities, as applicable;
- provide a clear and accessible process for requesting reasonable accommodation;
- establish fair and consistent procedures for assessing and responding to requests;
- clarify roles and responsibilities for receiving, assessing, approving, implementing and recording accommodation requests;

- mechanism must ensure the protection of privacy, confidentiality and personal information throughout the process;
- establish arrangements for communicating decisions to applicants;
- provide an appropriate review process where a request cannot be provided in the form requested or is declined;
- provide practical guidance for staff responsible for implementing the Policy and Procedures; and
- include arrangements for periodic review of the Policy and Procedures.

3.5 VALIDATION AND FINALISATION

The consultant shall:

- present the draft Strategy, Action Plan and Reasonable Accommodation Policy and Procedures to the People's Majlis Secretariat for review;
- facilitate a validation session with relevant People's Majlis Secretariat representatives, persons with disabilities and OPDs;
- incorporate relevant feedback received during the review and validation process;
- submit final versions of all deliverables; and
- present the final outputs to the Senior Management of the People's Majlis Secretariat.

4. DELIVERABLES

Deliverable	Due Date
Inception note, methodology, work plan and consultation schedule	15 calendar days
Draft Five-Year Disability Inclusion and Accessibility Strategy	60 calendar days
Draft Five-Year Disability Inclusion and Accessibility Action Plan	
Draft Reasonable Accommodation Policy and Procedures	
Validation session and revised draft documents	20 calendar days
Final approved Strategy, Action Plan and Reasonable Accommodation Policy and Procedures, together with final presentation to Senior Management	25 calendar days

5. PAYMENT

The total remuneration shall be paid according to the following schedule:

Milestone	Payment
Acceptance of the inception note, methodology, work plan and consultation schedule	20% of total remuneration
Draft Five-Year Disability Inclusion and Accessibility Strategy	40% of total remuneration
Draft Five-Year Disability Inclusion and Accessibility Action Plan	
Draft Reasonable Accommodation Policy and Procedures	
Final approved Strategy, Action Plan and Reasonable Accommodation Policy and Procedures, together with final presentation to Senior Management	40% of total remuneration

6. TIME SPAN

The expected duration of the consultancy is four (4) calendar months from the date of signing the contract.

7. ELIGIBLE APPLICANTS

This invitation is open to only qualified local individual consultants, consultancy teams, or firms.

Applicants shall demonstrate:

- a bachelor's degree or higher qualification in disability studies, human rights, public policy, public administration, law, governance, social policy or a related field;
- a minimum of five years of relevant professional experience;
- proven experience in developing institutional strategies, action plans, policies, procedures or similar institutional frameworks;
- demonstrated knowledge of the CRPD and the human rights-based approach to disability inclusion;
- experience in consulting persons with disabilities and OPDs; and
- strong analytical, consultation and report-writing skills.
- Experience in parliamentary, legislative, public-sector or governance institutions will be an added advantage.
- Experience in developing reasonable accommodation policies or disability inclusion strategies will also be an advantage.

Note: Where the assignment is undertaken by a consultancy team, the team shall nominate a qualified Team Leader who will be responsible for overall coordination, delivery of the assignment and communication with the People's Majlis Secretariat. Details of all proposed team members, including their roles, qualifications and relevant experience, shall be submitted with the proposal.

8. CHECKLIST OF DOCUMENTS TO SUBMIT

Interested and qualified applicants should submit Technical and Financial proposals in sealed envelopes and delivered to the below address, at 10:30hrs, 11th October 2026, Sunday and be clearly marked.

“DEVELOPMENT OF A FIVE-YEAR INTEGRATED DISABILITY INCLUSION AND
ACCESSIBILITY STRATEGY, ACTION PLAN AND REASONABLE
ACCOMMODATION POLICY AND PROCEDURES”

Hon. Speaker of the Majlis

People's Majlis Secretariat

Medhuziyaaraiy Magu

Male', Maldives

Interested applicants shall submit:

- cover letter;
- technical proposal and proposed methodology;
- project timeline and work plan not exceeding four months;
- proposed consultation approach including engagement with the People's Majlis Secretariat and OPDs.
- curriculum vitae of the consultant or proposed team members;
- details of relevant previous assignments and samples of relevant previous work, where available;
- total financial proposal in MVR, inclusive of applicable taxes;
- reference or completion letters for similar assignments, where available; and
- any other supporting documents required under the procurement announcement.

9. EVALUATION CRITERIA

9.1 Technical Evaluation	
<i>Criterion</i>	<i>Points</i>
Presentation demonstrating understanding of the assignment, proposed methodology and work plan	25
Experience in disability inclusion, OPD consultation and development of institutional strategies, policies and plans	25
Relevant educational qualification	20
9.2 Financial Evaluation	
<i>Criterion</i>	<i>Points</i>
Price (lowest bid price/bidder's price) x30	30

10. INSTITUTIONAL ARRANGEMENTS

- The consultant shall report to the designated department or section of the People's Majlis Secretariat and work closely with relevant departments, sections and disability focal points.
- The People's Majlis Secretariat shall provide available background documents required for the assignment.
- The People's Majlis Secretariat shall assist in coordinating internal consultations, meetings and validation sessions.
- The consultant shall maintain confidentiality in relation to information obtained during the assignment.
- All final deliverables produced under the consultancy shall become the property of the People's Majlis Secretariat.
- Any substantial changes to the agreed scope of the assignment shall require prior approval from the People's Majlis Secretariat.

For Information Enquiry

Email: bids@majlis.gov.mv

Cc: pes@majlis.gov.mv

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