TERMS OF REFERENCE

CONCEPT PAPER, REQUEST FOR PROPOSAL, & EVALUATION FRAMEWORK

Iulaan Number: (IUL)415-PS/415/2026/181

Client:	**Secretariat of the Thinadhoo City Council**
Project Term:	**24 Months**
Engagement Model:	**External Service Procurement (No Employment Benefits / No Leave Entitlements)**
Procurement Ref:	**TCC/RFP/2026/ARCH-01**
Date of Issue:	**November 2026**

PART 1: CONCEPT PAPER

1. Executive Summary

The Secretariat of the Thinadhoo City Council requires dedicated, specialized technical support to manage its growing portfolio of public infrastructure and urban development projects. To maximize administrative flexibility and tap into specialized expertise, the Council will outsource these capabilities by contracting an individual Assistant Architectural Consultant for a definitive period of 24 months.

This engagement operates strictly as a commercial service contract rather than a civil service employment agreement. The consultant will be compensated solely through a fixed monthly service charge determined by their competitive financial quote, with zero leave liabilities or employment benefits borne by the Council.

2. Objectives & Statement of Purpose

- **Technical Supervision:** Provide expert technical oversight and design validation within the Planning and Development Section of the Council.
- **Regulatory Compliance:** Guarantee full structural, architectural, and safety compliance with national building codes and zoning laws.
- **Fiscal Efficiency:** Eliminate long-term institutional liabilities (such as paid leaves and allowances) by moving to a pure, quote-based service billing framework.

3. Detailed Scope of Work

The outsourced consultant must fulfill a comprehensive suite of structural, design, and administrative obligations split across four core operational phases:

Phase I: Pre-Design & Project Formulation

- Formulate and standardize comprehensive structural tender and design documents.
- Draft technical proposals to secure financing for critical public infrastructure initiatives.
- Supply strategic design inputs to urban planning layouts and local zoning frameworks.

Phase II: Design, Review & Collaboration

- Review architectural plans and material specifications within construction dossiers.
- Execute architectural concept designs and high-fidelity 3D structural renderings.
- Review all interior and structural drawings for constructability and completeness.
- Liaise directly with relevant state authorities and statutory agencies during design reviews.
- Maintain professional coordination with external engineers and allied design teams.

Phase III: Procurement & Execution Support

- Provide technical assistance throughout the contractor and supplier procurement phase.
- Resolve technical disputes arising with suppliers, subcontractors, and employer representatives.
- Provide active field support and conduct systematic, documented site inspections.

Phase IV: Quality Assurance & Defect Liability

- Conduct periodic field inspections during the designated Defect Liability Period.
- Compile structured lists of engineering or architectural deficiencies post-construction.
- Supervise contractor remedial actions and officially issue Defects Liability Certificates.

4. Contractual & Operational Framework

- **Schedule & Timelines:** Total Term of 24 Months fixed-term service contract (initially signed for 12 months, renewable for an additional 12 months subject to performance).
- **Operational Hours:** Sunday through Thursday, 08:00 to 14:00 hours.
- **Autonomy:** The consultant must be highly self-motivated, capable of working for extended periods without direct supervision, and available for routine travel to municipal project sites.
- **Reporting Hierarchy:** The contracted consultant reports directly to the Head of the Planning and Development Section at the Thinadhoo City Council.

PART 2: REQUEST FOR PROPOSAL (RFP) TEMPLATE

1. Introduction

The Secretariat of the Thinadhoo City Council invites sealed proposals from qualified individual professionals to provide individual architectural consultant services. This procurement is structured strictly as an Independent Service Contract. The selected consultant will operate as an external service provider and will not be integrated into the civil service framework. Consequently, this contract carries zero leave entitlements and no corporate or civil service benefits.

2. Minimum Eligibility Criteria

- **Academic Qualifications:** Minimum of a Bachelor’s Degree (or higher) in Architecture or a closely related structural engineering field.
- **Professional Experience:** Minimum of five (5) years of active, documented experience in architectural design, 3D rendering, and construction site supervision.
- **Availability:** Must be ready to commit to the Council's operational hours (Sunday–Thursday, 08:00 to 14:00) and travel routinely to project locations.

3. Submission Components

Interested individual consultants must submit the following documents inside a single, sealed envelope:

- **Technical Submission:** Cover letter, up-to-date CV, certified/attested academic credentials, and a minimum of two (2) signed professional reference letters.
- **Financial Submission (Form A):** A signed copy of the Financial Proposal stating the required Fixed Monthly Service Charge.

4. Financial Quote Instructions

- **Currency:** Financial quotes must be denominated exclusively in Maldivian Rufiyaa (MVR).
- **All-Inclusive Fixed Rate:** The quoted monthly fee must be an all-inclusive rate covering all individual expenses, operating overheads, tools, and equipment (e.g., personal laptop, rendering software licenses).
- **Statutory Exclusions:** The quote must not include provisions for annual leave, sick leave, insurance, pension contributions, or public holiday bonuses.
- **Travel Exceptions:** Official duty travel outside Thinadhoo City authorized by the Council will be compensated separately at prevailing government travel allowance rates.

Form A: Financial Proposal Submission Format

Line Item	Description of Service	Quoted Fixed Monthly Fee (MVR)
01	Provision of full-time Architectural Consultant Services to the Thinadhoo City Council as per the specified Scope of Work.	MVR _____

Total Quoted Fee in Words: _____ Maldivian Rufiyaa per month.

Applicant Name: _____ Signature: _____ Date: _____/ _____/ 2026

5. Service Interruptions & Contract Termination Clauses

Pro-Rata Deductions: Any days of absence from the standard operational schedule (Sunday through Thursday, 08:00 to 14:00) will result in an immediate, pro-rata reduction calculated as:

Deduction Amount = (Quoted Monthly Service Charge / Total Official Working Days in that Month) × Days Absent

- **Notice of Service Interruption:** The consultant must notify the Head of the Planning and Development Section at least 48 hours prior to any planned absence.
- **Termination for Chronic Non-Performance:** The Council retains the absolute right to terminate the contract immediately without financial penalty if:
  1. Cumulative unexcused service interruptions exceed five (5) working days in any single calendar month.
  2. Total service interruptions (excused or unexcused) exceed thirty (30) working days over the lifecycle of the 24-month contract.

PART 3: TECHNICAL EVALUATION CRITERIA & SCORING MATRIX

Total Marks: 100 Points | Minimum Technical Pass Mark: 70 Points out of 80

Applicants who fail to score at least 70 points in the Technical Evaluation will be disqualified, and their financial proposals will not be opened.

1. Technical Evaluation Breakdown (Maximum 80 Points)

Criteria A: Academic Qualifications (Max 20 Points)

- Master’s Degree or Higher in Architecture / Urban Design: 20 Points
- Bachelor’s Degree in Architecture: 15 Points
- Degree in a Related Structural Engineering Field: 10 Points
- Below Bachelor’s Degree / Non-related field: 0 Points (Disqualified)

Criteria B: Professional Work Experience (Max 30 Points)

- More than 8 years of general experience: 30 Points
- 5 to 8 years of general experience: 25 Points
- 3 to 4 years of experience: 15 Points
- Less than 3 years of experience: 0 Points

Criteria C: Technical Portfolios & Core Capabilities (Max 20 Points)

- **Advanced Capability (16–20 Points):** Documented mastery in building code compliance, urban planning inputs, complex tender drafting, and advanced 3D rendering tools.
- **Proficient Capability (10–15 Points):** Clear evidence of handling architectural concept designs and managing standard site inspections.
- **Limited Capability (0–9 Points):** Weak evidence of field site supervision or lack of experience dealing with statutory building authorities.

Criteria D: Institutional Alignment & Interview (Max 10 Points)

- Proven leadership, independent problem-solving skills, and structural agility: 5 Points
- Expressed commitment to work without direct supervision under a strict 'no-leaves' framework: 5 Points

2. Financial Evaluation Breakdown (Maximum 20 Points)

The maximum financial score (20 points) will be allocated to the lowest priced financial proposal. All other financial proposals will receive scores based on the formula:

Financial Score = (Lowest Quoted Monthly Fee / Candidate's Quoted Monthly Fee) × 20

3. Combined Scoring Summary Matrix

No.	Evaluation Component	Maximum Points	Minimum Threshold
1	**Technical Proposal Evaluation** • A. Academic Qualifications (Max 20) • B. Professional Work Experience (Max 30) • C. Technical Portfolio & Core Capabilities (Max 20) • D. Institutional Alignment & Interview (Max 10)	80	70 Points
2	**Financial Proposal Evaluation** Formula-based ranking of the Monthly Service Charge	20	N/A
Total	**Combined Technical & Financial Score** Highest Score Wins	100	Highest Score Wins