



**MALDIVES: ENHANCING EMPLOYABILITY AND RESILIENCE OF YOUTH
PROJECT (MEERY: P163818)**

Ministry of Higher Education
Republic of Maldives

Development of Courses on Travel & Tourism Education at Maldives Polytechnic

(Procurement Ref: MV-MOHE-122725-CS-CQS)

DOCUMENT CHECKLIST

<u>CRITERIA</u>	<u>DOCUMENT DETAILS</u>	(✓)
<ul style="list-style-type: none">• Letter of Expression of Interest	<i>Must submit letter expressing interest in consultancy.</i>	
<ul style="list-style-type: none">• Firm/Institute Registration Certificate (Valid)	<i>Must submit copy of Company//Institute Registration Certificate</i>	
<ul style="list-style-type: none">• Company Profile	<i>A short company profile.</i>	
<ul style="list-style-type: none">• Pension Registration	<i>Must submit certificate.</i>	
<ul style="list-style-type: none">• 4 or more years of experience in developing tourism/hospitality-based courses. The firm must provide details on the modules/courses delivered that are relevant to this assignment.	<i>The firm must provide details on the modules/courses delivered (current and in past) that are relevant to this assignment. Nature and duration of such assignments should be indicated.</i>	
<ul style="list-style-type: none">• 3 years of practical experiences in conducting training and facilitation programs.	<i>The required experience of the firm should reflect similar assignments completed/ongoing as a firm. Nature and duration of such assignments should be indicated.</i>	
<ul style="list-style-type: none">• Demonstrate track record of production of relevant publications and technical documents on sustainable tourism planning and management, and/or tourism planning and management into protected areas, and/or standards for sustainable tourism (papers, project proposals, guidelines, manuals, etc.)	<i>The required experience of the firm should reflect similar assignments completed/ ongoing as a firm. Nature and duration of such assignments should be indicated.</i>	

<ul style="list-style-type: none"> • Organization Chart of proposed team (including key staff as in ToR). 	<p><i>Must submit a chart of the proposed team (name, designation).</i></p>	
<ul style="list-style-type: none"> • Written Documentation stating availability of each staff of proposed team for the assignment. 	<p><i>All personnel (including key staff as per ToR) in the Team proposed by the Firm for this Service must submit a Commitment Letter indicating his/her acceptance and availability of the assignment for this Consultancy Service according to the TOR.</i></p>	
<ul style="list-style-type: none"> • Curriculum Vitae (CV) of the proposed team members 	<p><i>Curriculum Vitae (CV) of key staff/proposed team must be submitted. The supporting documents are not required as key staff will not be evaluated at this stage.</i></p>	

Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all partners must submit the required documentation for each firm separately (all partners must meet the criteria including experience and key staff).

All applicants are encouraged to use this checklist to facilitate the preparation of the Expression of Interest.