



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

Ministry of Higher Education
Republic of Maldives

Consultancy for Business Pitch Competition Management Firm (Local) in Maldives

(Procurement Ref: MV-MOHE-184332-CS-CQS)

DOCUMENT CHECKLIST

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

<u>CRITERIA</u>	<u>DOCUMENT DETAILS</u>	(✓)
<ul style="list-style-type: none">• Letter of Expression of Interest	<i>Must submit Letter of Expression of Interest.</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">• MIRA Tax Registration (if applicable).	<i>Must submit certificate (if applicable).</i>	
<ul style="list-style-type: none">• Pension Registration (if applicable).	<i>Must submit certificate/proof of participation in pension scheme (if applicable).</i>	
<ul style="list-style-type: none">• The firm must have a minimum of five years of cumulative experience in business development (as a public sector consultant) or;• Must have undertaken 5 projects in the Maldives involving the development of MSMEs and must have been operational for 5 years.• The firm must demonstrate successful experience working on micro and small enterprise development, technical assistance delivery for business development services, and participatory development. Computer proficiency is required.• Experience working with both the public and private sector in related projects.	<i>The firm must provide details on their experience. The required experience of the firm should reflect similar assignments completed/ongoing as a firm. Nature and duration of such assignments should be indicated. Firm must submit supporting documents (such as completion certificates) showing evidence of the requirements.</i>	
<ul style="list-style-type: none">• Written Documentation stating availability of each key staff of the proposed team for the assignment.	<i>The applicant must ensure to explicitly state the elected key staff and their availability to participate in this assignment clearly in their application (can be in form of organization chart, list, etc.)</i>	
<ul style="list-style-type: none">• Curriculum Vitae (CV) of all key staff/proposed team.	<i>Curriculum Vitae (CV) of key staff/proposed team must be submitted. No need for supporting documents at this stage.</i>	