



A. INTRODUCTION

Business Center Corporation (BCC) is a state-owned enterprise (SOE) incorporated in 2017 to coordinate and oversee the management of regional business development service centers (BCs) established, by the Ministry of Economic Development, under the SME Act (6/2013).

The purpose of the Business Centers (BCs) is to contribute to the establishment of an enabling business environment to support inclusive economic growth by providing and building capacity for sustainable, demand-driven business development services and to facilitate market access which will serve the growth needs of the micro, small and medium-sized enterprise (MSME) sector in the Maldives.

B. PROJECT BACKGROUND

The Sustainable Economic Empowerment and Development for SMEs (SEEDS) project, with financial support of the Government of Japan, aims to provide economic rehabilitation in order to mitigate the negative impacts of the COVID-19 crisis in the Maldives. The project has the objective of increasing agriculture production and promoting food security through an approach of building entrepreneurship amongst farmers and creating a new generation of agri-businesses that are innovative, productive and practices environment-friendly agriculture. The project will also provide technical support and capacity to the Government of Maldives to conduct support services for MSMEs to adapt to the “new normal”.

The project will be implemented through partnership with the United Nations Development Programme (UNDP) in Maldives, the Ministry of Economic Development, Ministry of Fisheries, Marine Resources and Agriculture (MoFMRA), Agro National Corporation (AgroNat), Maldives Fund Management Corporation (MFMFC), the Business Center Corporation (BCC) and Housing Development Corporation (HDC).

C. SCOPE OF WORK

A fully equipped and licensed commercial kitchen is planned to be established in Hulhumale' – the first of its kind in the Maldives. We aim to provide a space for the food entrepreneurs, especially MSMEs, to run their food production that is safe and comfortable without having to invest in expensive equipment and machinery. The food entrepreneurs will be able to book spaces online and enjoy member benefits of our kitchen at an affordable price. The size of the facility is estimated to be 2450 SQFT.

BCC would like to engage services of a qualified local individual to carry out the following tasks.



1. DEVELOPING OPERATIONAL FRAMEWORK AND OTHER REQUIREMENTS

- Developing general workflow, flowchart for the overall daily operations and an Inception Report
- Identifying staff needs / developing staffing plans

Advising on other requirements

- Temperature logs for cold storage
- Food storage areas, storage of garbage and recyclable matter
- Ventilation*
- Lighting*
- Pest control
- Sewage and waste water disposal
- Dishwashing
- Hand washing facilities and washroom

* *working closely with the interior designer and building services engineer, if any*

2. DEVELOPING SPECIFICATIONS FOR FIXTURES, FITTINGS AND EQUIPMENT

- Developing the specifications for the equipment (from the needs assessment survey) that is adequate for the production of safe and suitable food in a commercial kitchen
- Identifying reliable and quality brand equipment for a commercial equipment

3. DEVELOPING FOOD SAFETY PROCEDURES IN LINE WITH FDA STANDARDS

- Devising mechanisms to protect food from contamination
- Developing a food safety plan
- Assisting in getting the place prepared up to the FDA approved standard

4. ASSIST THE INTERIOR DESIGNER, BUILDING SERVICES ENGINEER AND THE CLIENT WHERE NECESSARY

- Reviewing / advising on building design and recommending necessary adjustments
- Assisting the interior designer in the arrangement of the equipment and appliances
- Assist in the procurement and in the installation of the equipment, machinery and furniture

D. MINIMUM REQUIREMENTS FOR TEAM LEADER

- At least three years of experience managing or supervising the operation of a medium to large scale kitchen



- <https://us02web.zoom.us/meeting/register/tZAtcuqvqz4pE9c2nyZf0eM1UrR0Vh4YaX6D>
- Attendance is not mandatory.

J. APPLICATION DEADLINE – 21 SEPTEMBER 2020, 1430 HRS.

All quotations and queries shall be submitted via email to procurement@bcn.mv

K. PAYMENT

The total fee inclusive of all related costs and subject to any deductions will be paid upon the completion of each component.

Thank you.