



**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.*

| <b><u>CRITERIA</u></b>  | <b><u>DOCUMENT DETAILS</u></b>   | (✓) |
|---|--|-----|
| <ul style="list-style-type: none"><li>• Letter of Expression of Interest</li></ul>  | <i>Must submit Letter of Expression of Interest.</i>   |     |
| <ul style="list-style-type: none"><li>• Business Registration Certificate (Valid)</li></ul>   | <i>Must submit copy of Company//Institute Registration Certificate.</i>  |     |
| <ul style="list-style-type: none"><li>• Company Profile</li></ul>   | <i>A short company profile.</i>  |     |
| <ul style="list-style-type: none"><li>• MIRA Tax Registration - If applicable, for Locals Only</li></ul>  | <i>Must submit registration certificate.</i>   |     |
| <ul style="list-style-type: none"><li>• Pension Registration - If applicable, for Locals Only</li></ul>   | <i>Must submit certificate/proof of participation in pension scheme.</i>   |     |
| <ul style="list-style-type: none"><li>• The firm must have a minimum of 3 years of experience in business development or related area;</li></ul>      | <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/letters) showing evidence of the stated requirements</i> |     |
| <ul style="list-style-type: none"><li>• Must have undertaken at least 3 projects in the Maldives involving the development of MSMEs;</li></ul>        |  |     |
| <ul style="list-style-type: none"><li>• The firm must demonstrate successful experience working on micro and small enterprise development,</li></ul>  |  |     |
| <ul style="list-style-type: none"><li>• Experience working with both public and private sector in related projects will be added advantage.</li></ul> |  |     |
| <ul style="list-style-type: none"><li>• Proven management and successful delivery of MSME related development projects</li></ul>                      |  |     |