



Request for Proposals

To hire a HR Consultant for an organizational review of
Maldives Industrial Fisheries Company Limited (MIFCO)

1. Background

Maldives Industrial Fisheries Company Limited (MIFCO) was established on 1st November 1993 as a 100% government-owned company under the Companies Act of Maldives, Mifco is the leading company to providing vast number of services for the fisheries sector to ensure that livelihood of the sector. Mifco is also a subsidiary of State Trading Organization which has board members appointed from the parent company. Currently more than 1600 are employed in the company.

2. Objective

Maldives Industrial Fisheries Company Limited (MIFCO) requires the services of a consultancy firm with expertise and experience in Human Resources and organizational analysis.

The objective of this consultancy is to undertake an organizational review, understanding staff skill requirements and improving efficient deployment of human capital within the organization.

3. Scope of Work

The firm is expected to be covered in the methodology:

1. Undertake a Human Resources Audit, including staff audit covering areas the following areas:
 - a. Identify whether the level of staffing of Departments/Units is adequate and appropriate to deliver the mission and objectives of the company
 - b. Identify and formulate a composition ratio for Executive level, Managerial, and Support level composition ratio
 - c. Review and harmonize staff grading structure
2. Assess the appropriateness of the current Organizational Structure and recommend a suitable structure to improve the productivity and financial return of the organization
3. Develop a competence (skills) and competency (behavior) framework by:
 - a. Undertaking a skills audit to identify critical skills and technical competency gaps in the organization to meet its strategic objectives
 - b. Identify competency gap and develop an assessment framework. The gap analysis shall take into consideration the current and future requirements based on the organization's long-term objectives
 - c. Recommend on how to develop critical skills needed to achieve strategic objectives of the organization
4. Review and asses the current salary structure;
 - a. Review current salary structure and identify the limitations
 - b. Formulate new salary structure by benchmarking with other industrial or similar nature of business
 - c. Brief both management and HR/Finance team on the proposed salary structure



4. Deliverables

A report on the findings and recommendations of the organizational review covering the aspects specified in “Scope of Work”, which includes, but not limited to:

- HR Audit Report
- Proposed Organization Structure
- Competence and Competency Framework
- Reviewing of salary structure
- Any other items agreed by both parties to be included within the project.

5. Period of Competition

A delivery period should be mentioned in the technical proposal. A maximum delivery period of **120 days** is allowed under this TOR. Any proposal which exceeds the above duration would be disqualified.

Highest marks will be awarded to the shortest work period and marks will be comparative to that accordingly.

6. Technical Competency

The firm/company must propose a team of experts/consultants (minimum of three members) including a team leader.

The team should include experts in the following areas:

- Human Resources and Organizational Management – an expert with a Postgraduate (Preferably CIPD or SHRM) qualification in Human Resource Management or Business Management with at least 10 (ten) years of experience.

7. Evaluation Criteria

1. Technical Proposal (Breakdown Below)	40 Points
▪ Proposed methodology	30 points
▪ Technical competency of the team members involved in the consultancy	10 points
2. Financial Proposal	40 Points
3. Experience in conducting consultancies of similar nature and complexity	10 Points
- HR related project letters – 2 points per experience letter	
4. Duration of work (Breakdown below)	10 Points
- 60 days – 10 points	
- 90 days – 6 points	
- 120 days – 2 points	
Total Points	100 Points



8. Awarding of Contract

MIFCO will award the contract to the firm/company who has scored the highest points, provided that the bidder has been determined to be qualified and eligible (in accordance with the given “Eligibility Criteria”).

9. Queries

Any query regarding this RFQ should be sent by e-mail to the following email address at least 3 working days before the date of submission of the bid.

More information email address: bid@mifco.mv

Acceptance and responding to queries will cease 2 working days before the bid submission date.

10. Bid Evaluation Information

- a) Each participant can make 1 (one) proposal.
- b) Proposals sent after deadline will not be accepted.
- c) If there is any change to the bid submission date, time, location, or method, it will be informed to the email address registered for the Bid.
- d) Opportunity to register for the Bid opening meeting (via Microsoft Teams) will be given.
- e) Bids will be open at the meeting in the presence of all participants, via Microsoft Teams meeting. After the meeting concludes, the bids price information sheet will be shared to all participants.
- f) All information in the documents submitted before the deadline will be considered final. The required documents will be verified during the bid evaluation. If required documents and criteria are not met, MIFCO has the right to cancel the proposal under all circumstances.
- g) After evaluation is complete, MIFCO will inform the winning party to begin work.



11. Submission of Proposal

Proposal submission period is 20th March 2022 before 14:00HRS.

Bidders are to submit their proposals via e-mail to the following email address.

Email address: contract@mifco.mv

Email subject: HR Consultant for MIFCO

PLEASE ENSURE THAT THE EMAIL IS ONLY SENT TO contract@mifco.mv EMAIL.

If it is CC'd to another email of MIFCO, MIFCO reserves the right to cancel that proposal and not accept it.

Document should be labeled as:

HR Consultant for MIFCO

Procurement Department

Maldives Industrial Fisheries Company Limited,

Hilaalee Magu

Malé 20389, Republic of Maldives

