

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Ministry of Fisheries, Marine Resources and Agriculture  
Male', Republic of Maldives



# Ministry of Fisheries, Marine Resources, and Agriculture

## Expression of Interest

(by the consulting firm in response to the REOI  
issued by the procuring entity)

for

Consultancy Service for Undertaking an Architectural Land Use  
Plan for Hanimaadhoo Agricultural Centre

Ref No: MAP/CS/2022/09

Submission date

## Foreword

This document has been prepared by Project Implementation Unit of Ministry of Fisheries, Marine Resources and Agriculture and is based on the 1st edition of the IFAD-issued standard procurement document for expression of interest available at [www.ifad.org/project-procurement](http://www.ifad.org/project-procurement). This bidding document is to be used for the procurement of services using Quality Cost Based Selection in projects financed by IFAD.

IFAD does not guarantee the completeness, accuracy or translation, if applicable, or any other aspect in connection with the content of this document.

## **Instructions to Consultants<sup>1</sup>**

**Reference Number: MAP/CS/2022/09**

30<sup>th</sup> March 2022

### **Consultancy Service for Undertaking an Architectural Land Use Plan for Hanimaadhoo Agricultural Centre**

1. The Government of Maldives has received financing from the International Fund for Agricultural Development (“the Fund” or “IFAD”) towards the cost of Maldives Agribusiness Programme (“the client” or “procuring entity”), and intends to apply part of the proceeds for the recruitment of consulting services, for which this REOI is issued.

The use of any IFAD financing shall be subject to IFAD’s approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD’s rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with Maldives Agribusiness Programme.

2. The client now invites expressions of interest (EOIs) from legally constituted consulting firms (not individual consultants) (“consultants”) to Undertake an Architectural Land Use Plan for Hanimaadhoo Agricultural Centre. More details on these consulting services are provided in the preliminary terms of reference (PTOR) attached as **Annex 1**. The consultant may sub-contract selected activities provided that said services do will not exceed 20% of the total consultancy work.
3. Before preparing its EOIs, the consultant is advised to review the preliminary terms of reference attached as **Annex 1**, which describe the assignment and **Annex 2** that details the evaluation of the technical qualifications.
4. The consultant shall not have any actual, potential or reasonably perceived conflict of interest. A consultant with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. A consultant including their respective personnel and affiliates are considered to have a conflict of interest if they a) have a relationship that provides them with undue or undisclosed information about or influence over the selection process and the execution of the contract, b) participate in more than one EOI under this procurement action, c) have a business or family relationship with a member of the client’s board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of this expression of interest, (ii) the selection process for this procurement, or (iii) execution of the contract. The consultant has

<sup>1</sup> This document refers to legally constituted consulting firms as “consultant”.

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an ongoing obligation to disclose any situation of actual, potential or reasonably perceived conflict of interest during preparation of the EOI, the selection process or the contract execution. Failure to properly disclose any of said situations may lead to appropriate actions, including the disqualification of the consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations<sup>2</sup>.

5. All consultants are required to comply with the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (hereinafter, “IFAD’s Anticorruption Policy”) in competing for, or in executing, the contract.
  - a. If determined that a consultant or any of its personnel or agents, or its sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and/or any of their personnel or agents, has, directly or indirectly, engaged in any of the prohibited practices defined in IFAD’s Anticorruption Policy or integrity violations such as sexual harassment, exploitation and abuse as established in IFAD’s Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse<sup>3</sup> in competing for, or in executing, the contract, the EOI may be rejected or the contract may be terminated by the client.
  - b. In accordance with IFAD’s Anticorruption Policy, the Fund has the right to sanction firms and individuals, including by declaring them ineligible, either indefinitely or for a stated period of time, to participate in any IFAD-financed and/or IFAD-managed activity or operation. The Fund also has the right to recognize debarments issued by other international financial institutions in accordance with its Anticorruption Policy.
  - c. Consultants and any of their personnel and agents, and their sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and any of their personnel and agents are required to fully cooperate with any investigation conducted by the Fund, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to this selection process or the execution of the contract and to have such accounts, premises, records and documents audited and/or inspected by auditors and/or investigators appointed by the Fund.
  - d. Consultants have the ongoing obligation to disclose in their EOI and later in writing as may become relevant: (i) any administrative sanctions, criminal convictions or temporary suspensions of themselves or any of their key personnel or agents for fraud and corruption, and (ii) any commissions or fees paid or to be paid to agents or other parties in connection with this selection process or the execution of the contract. As a minimum, consultants must disclose the name and contact details of the agent or other party and the

<sup>2</sup> The policy is accessible at [www.ifad.org/anticorruption\\_policy](http://www.ifad.org/anticorruption_policy).

<sup>3</sup> The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>.

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- reason, amount and currency of the commission or fee paid or to be paid. Failure to comply with these disclosure obligations may lead to rejection of the EOI or termination of the contract.
- e. Consultants are required to keep all records and documents, including electronic records, relating to this selection process available for a minimum of three (3) years after notification of completion of the process or, in case the consultant is awarded the contract, execution of the contract.
6. The Fund requires that all beneficiaries of IFAD funding or funds administered by IFAD, including the client, any consultants, implementing partners, service providers and suppliers, observe the highest standards of integrity during the procurement and execution of such contracts, and commit to combat money laundering and terrorism financing consistent with IFAD's Anti-Money Laundering and Countering the Financing of Terrorism Policy.<sup>4</sup>
7. **Procedure:** the selection process will be conducted using Quality Cost Based Selection as laid out in the IFAD Procurement Handbook that can be accessed via the IFAD website at [www.ifad.org/project-procurement](http://www.ifad.org/project-procurement). The client will evaluate the EOIs using the criteria provided in **Annex 2**. The shortlisted consultant(s) will be provided with the detailed TORs and asked to submit a detailed technical and financial offer. The evaluation will include a review and verification of qualifications and past performance, including a reference check, prior to the contract award.
8. 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 the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.
9. Any request for clarification on this EOI including the PTOR should be sent via e-mail to the address below no later than 06<sup>th</sup> April 2022, 10:00hrs. The client will provide responses to all clarification requests by 10<sup>th</sup> April 2022, 13:00hrs.
10. **Submission Procedure:** please submit your expression of interest using the forms provided for this purpose. Your EOI should comprise one (1) original copy of each EOI form annexed to this document. EOIs shall be submitted to the address below no later than 14<sup>th</sup> April 2022, 12:00hrs.

Maldives Agribusiness Programme  
Project Implementation Unit  
**Ministry of Fisheries, Marine Resources and Agriculture**  
**Attn:** Mohamed Jailam Rafeeg / Procurement Specialist  
5<sup>th</sup> Floor, M. Hazaarumaage, Fareedhee Magu,  
Male', Republic of Maldives

<sup>4</sup> The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>.

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**Tel:** +960 3033410

**Fax:** +960 3326558

**E-mail:** [mohamed.jailam@fishagri.gov.mv](mailto:mohamed.jailam@fishagri.gov.mv)

Yours sincerely,

**Shafana Rasheed**

Project Director

Project Implementation Unit, Ministry of Fisheries, Marine Resources and Agriculture

## Form EOI-1

### **EOI Submission Form**

*[Location, date]*

*[Authorized official]*

#### **Re: Consultancy Service for Undertaking an Architectural Land Use Plan for Hanimaadhoo Agricultural Centre**

Ref: MAP/CS/2022/09

We, the undersigned, declare that:

1. We are expressing our interest in providing the consulting services for the above-mentioned assignment and have no reservations to the REOI, the instructions to the consultants and any addenda thereto.
2. Our expression of interest is open for acceptance for a period of ninety (90) days.
3. Our firm, its associates, including any subcontractors or suppliers for any part of the contract, have not been declared ineligible by the Fund and have not been subject to sanctions or debarments under the laws or official regulations of the client's country or not been subject to a debarment recognized under the Agreement for Mutual Enforcement of Debarment Decisions (the "Cross-Debarment Agreement")<sup>5</sup>, beyond those declared in paragraph 9 of this EOI submission form.
4. We acknowledge and accept the IFAD Revised Policy on Preventing Fraud and Corruption in its Activities and Operations. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any prohibited practices as provided in ITC Clause 6. Further, we acknowledge and understand our obligation to report to [anticorruption@ifad.org](mailto:anticorruption@ifad.org) any allegation of prohibited practice that comes to our attention during the selection process or the contract execution.
5. No attempt has been made or will be made by us to induce any other consultant to submit or not to submit an EOI for the purpose of restricting competition.
6. We acknowledge and accept the IFAD Policy on Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any sexual

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<sup>5</sup> The Cross-Debarment Agreement was entered into by the World Bank Group, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank and the European Bank for Reconstruction and Development, additional information may be located at: <http://crossdebarment.org/>.

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harassment, sexual exploitation or abuse. Further, we acknowledge and understand our obligation to report to [ethicsoffice@ifad.org](mailto:ethicsoffice@ifad.org) any allegation of sexual harassment, sexual exploitation and abuse that comes to our attention during the selection process or the contract execution.

- 7. The following commissions, gratuities, or fees have been paid or are to be paid with respect to the selection process: *[Insert complete name of each recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity.]*

Name of Recipient	Address	Reason	Amount	Currency

(If none has been paid or is to be paid, indicate “none.”)

- 8. We declare that neither our consulting firm nor any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners have any actual, potential or perceived conflict of interest as defined in ITC Clause 5 regarding this selection process or the execution of the contract. *[insert if needed: “other than the following:” and provide a detailed account of the actual, potential or perceived conflict].* We understand that we have an ongoing disclosure obligation on such actual, potential or perceived conflicts of interest and shall promptly inform the client and the Fund, should any such actual, potential or perceived conflicts of interest arise at any stage of the procurement process or contract execution.
- 9. The following criminal convictions, administrative sanctions (including debarments) and/or temporary suspensions have been imposed on our consulting firm and/or any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners:

Nature of the measure (i.e., criminal conviction, administrative sanction or	Imposed by	Name of party convicted, sanctioned or suspended (and relationship to	Grounds for the measure (i.e., fraud in procurement or corruption in	Date and time (duration) of measure



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temporary suspension)		the consultant)	contract execution)	

If no criminal convictions, administrative sanctions or temporary suspensions have been imposed, indicate “none”.

10. We acknowledge and understand that we shall promptly inform the client about any material change regarding the information provided in this EOI submission form.
11. We further understand that the failure to properly disclose any of information in connection with this EOI submission form may lead to appropriate actions, including our disqualification as consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.
12. We understand that you are not bound to accept any EOI that you may receive.

*[Authorized signatory]*

*[Name and title of signatory]*

*[Name and address of firm]*

**Form EOI-2**  
**Organization of the Consultant**

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*[Provide a brief description of the background and organization of your firm/entity and of each associated firm for this assignment. Include the organization chart of your firm/entity. The EOI must demonstrate that the consultant has the organizational capability and to carry out the assignment. The qualifications document shall further demonstrate that the consultant has the capacity to field and provide experienced replacement personnel on short notice. Key staff CVs are not required at the shortlisting stage.]*

Name of the firm	
Date of establishment	
Country of registration	
Full address of the firm	
Focal point: name, position, contact information (telephone, email):	Name:
	Tel:
	Email:
Number of branches in the country	
Country(ies) of operations with number of branches in each country	
Number of full-time employees	
Number of part-time employees	
Field(s) of expertise of the firm	
Name & Number of professional staff with qualification & experience related directly to the assignment	
Subsidiary and associated companies (wherever applicable):	

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(details in the following format to be provided for all associates) – (i) Name of the company (ii) Nature of business (iii) Address of the company (iv) Website of the company (v) Brief description of company (maximum of 120 words)	
Any other information that the consultant would like to add:	

**Maximum 10 pages**

## Form EOI-3

### Experience of the Consultant

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*[Using the format below, provide information on each relevant assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under the preliminary terms of reference included in this EOI. The EOI must demonstrate that the consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.]*

#### Maximum 20 pages

Assignment name:	Approx. value of the contract (in MVR):
Country: Location within country:	Duration of assignment (months):
Name of client:	Total No. of staff-months of the assignment:
Address, and contact details (including email address(es)):	Approx. value of the services provided by your firm under the contract (in MVR):
Start date (month/year): Completion date (month/year):	No. of professional staff-months provided by associated consultants:
Name of associated consultants, if any:	Name of proposed senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project director/coordinator, team leader):
Narrative description of project:	

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Description of actual services provided by your staff within the assignment:

Name of Firm: \_\_\_\_\_

## **ANNEX 1**

### **PRELIMINARY TERMS OF REFERENCE**

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#### **1. Client**

The client for this assignment is the Project Implementation Unit (PIU) of the Maldives Agribusiness Programme (MAP) under Ministry of Fisheries, Marine Resources and Agriculture (MoFMRA).

#### **2. Country background**

In the Maldives, basic agricultural information concerning land utilization, area planted, crop production and yield statistics, market information and livestock numbers, production, etc. is lacking. This lack of reliable agricultural statistics has made planning, policy analysis, and formulation of development projects very difficult for the Ministry, NGOs, and donor agencies. Agriculture makes a considerable contribution to the rural economies and sustainability of rural livelihood. Although Agriculture only contributes to 1.2 % of the GDP and the contribution to the rural community is immense with the provision of food security. It has created a good market chain from the households to the island, atolls, and to the capital.

By 2021 there were 7,100 farmers registered with MoFMRA. Most commonly local produce traded in Male' market includes coconut, banana, papaya and cucumber (SYB, 2020). However, farmers and the agriculture sector as a whole face many challenges in carrying out farming across the country.

Farmers lack the necessary technical skills to carry out sustainable agriculture and progress to value added-production. There is lack of appropriate infrastructure for agricultural value chains (such as appropriate irrigation, storage, transportation, market, etc.), and lack of farmers' organizations and opportunities for women to lead agricultural productivity. The government's Strategic Action Plan (SAP 2019-2023) addresses these challenges and aims to achieve the targets set out in the SAP through several policy interventions.

Hanimaadhoo Agriculture Center (HAC) is one of the out-post functions under the Training, Extension and Adaptive Research Section of MoFMRA. The center covers approximately 2.91 hectares. HAC was initially established to develop the poultry industry to increase local

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poultry and egg production. It was later extended to other agricultural activities including applied agricultural research, training and demonstration and especially technology transfer on hydroponics and home gardening. Several other actions have been added to the mandates of HAC during past few years. Currently the center implements applied research activities on crop varieties, fertilizer application and agronomic practices. Furthermore, the center serves as a facility to demonstrate suitable agricultural practices/new technologies, carry out training programs, propagate seedlings and planting materials for the various programs conducted by the Ministry.

The activities generally carried out by HAC includes:

- Agriculture related research
  - Varietal testing
  - Fertilizers and Pesticide trials
- Exposition of proper demonstration
  - New technologies
  - Good Agricultural Practices
  - Various techniques of Hydroponics
  - Poultry keeping
  - Goat husbandry
  - Floriculture
  - Nursery Production
- Conducting Agriculture Training programs
  - Starting Agriculture (Level I)
  - Essentials of Agriculture (level II)
  - Customized short courses upon requests
  - Internship programs

In addition, HAC also plans to undertake soil testing in the future with support from development partners.

### 3. Background on project

The Government of Maldives (GoM) through MoFMRA is implementing the Maldives Agribusiness Programme (MAP) with financing from the International Fund for Agriculture Development (IFAD). The PIU set-up within the MoFMRA Implements MAP in accordance with the guidelines provided by the project design report, project implementation manual of MAP, and with the guidance of the project steering committee and IFAD supervision missions.

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The main aim of MAP is to enable small farmers in the Program area to sustainably enhance their production levels, increase income, secure food and nutrition for their household demands and deliver produce to connected markets.

MAP will be implemented nationwide, covering all regional and sub-regional hubs, clusters and islands, where agriculture is undertaken by small farmers. The main hubs for Programme activities are in region 1-3 including Haa Alif Hoarafushi for region 1. Haa Dhaalu Vaikaradhoo for region 2, and Shaviyani Milandhoo for region 3. Each of these hubs will serve eight (8), nine (9) and nine (9) inhabited agriculture islands respectively. Specifically, under the different technical components:

- Component 1: Enabling policy, institutions and services, will be nationwide in scope covering all 19 atolls, 21 regions covering 188 inhabited islands of these 98 are inhabited where agriculture is practiced on around 800 registered hectares. Also belonging to the Programme area are 50 uninhabited islands leased for commercial agricultural purposes, with a total of 956 hectares of land of which 24 islands are actively doing agriculture on 582 hectares of land.
- Component 2: Climate smart production will initially focus on region 1-3, covering 3 atolls and 40 inhabited islands. Of these, 26 are inhabited agriculture islands with 280 hectares of registered land cultivated by 2,150 registered farmers, and 85 hectares cultivated by 645 non-registered farmers. Within this production area there are 6 active commercial islands cultivating a total of 250 hectares.
- Component 3: Market connection will initially focus on regions 1-3 during the first two years and then expand to regions 4-7 and eventually cover the whole country.

### 4. Background of the assignment

- 4.1. One of the outputs of the project focuses on capacity building of the project partners, island farmers in effectively improving land use practices and rangeland conditions at task-specific and more strategic, long term levels. It is envisaged that through the development of a Land Use Plan will benefit from enhanced capacity to sustainably use their natural resources to secure their livelihoods while promoting biodiversity conservation.
- 4.2. To empower the HAC to effectively manage the center's own natural resources in order to improve rangeland conditions, ecosystem functioning, and connectivity which would assist in greater livelihood security and improved biodiversity conservation.



## **5. Overall objectives**

**5.1.** The overall objective of the consultancy services is to undertake develop and pilot land use planning work at HAC with appropriate tools and methods for the improvement of land management and mitigation of potential conflict between competing land-use types, and undertake necessary training and awareness programmes.

## **6. Objectives of the assignment**

**6.1.** The MAP Project Implementation Unit wishes to hire a consultant/firm who will provide leadership and documentation in the process of developing a Land Use Plan for HAC. The consultant will work closely with responsible HAC staff, the Project Implementation Unit (PIU), local island leaders, and interested stakeholders

**6.2.** A comprehensive Land Use plan for HAC should be developed in close coordination and collaboration with an International consultant who will be responsible for developing the Strategic Development Plan for HAC.

**6.3.** Consultant/Consultancy need to make sure that land resources are efficiently utilized for any kind of land use activity and develop recommendation on improving the current situation in HAC

## **7. Approach**

**7.1.** Land use must be planned for HAC with the focus on conservation of soil, water, and other land resources and new technology of land use.

**7.2.** The consultant / consultancy service should include:

**7.2.1.** Assess and document current land use practices within HAC (stock-taking/inventory) and their relative significance:

- This will be done in a process involving island leaders' meetings and HAC members, with Agriculture Division members meetings, field visits etc.;

**7.2.2.** Assess existing community land use arrangements and their influence and impact on current and future land use practices:

- This will be achieved in a process involving discussions with local community leaders, stakeholders of interest, review of existing documents such as grazing plans, conservancy agreements, lease agreements, management agreements etc.;

**7.2.3.** Analyze the past and present trends of land use:

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- This will be done from the information gathered from satellite images, ground truthing, island meetings and workshops, stakeholder meetings etc;
- 7.2.4. Identify and document sustainable land use practices that promote:
- Operational efficiencies of HAC by aligning space resources with strategic development plan of HAC
  - Achieve effective operational efficiencies and cost effectiveness
  - Create a suitable environment that supports range of agricultural research, demonstration and extension methodologies
  - Anticipate the trend of local demand, emerging technologies and evolving agriculture practices and research methodologies
  - Island livelihoods and cultural heritage;
  - Biodiversity conservation;
  - Reduced land use conflicts;
  - Climate change adaptation strategies;
  - Sustainable agriculture;

## 8. Scope of work

- 8.1. Site visits to HAC for proper understanding of the site, its boundary, and other features that would have planning implications. The service provider shall carry out thorough data collection and do their own analysis of the area and also obtain a copy of registry and other documents from MoFMRA
- 8.2. Review Government policies, legislation, and institutional arrangements relating to
- 8.3. land use issues
- 8.4. Based on identified short and long term strategies, HAC needs a consultant/firm to develop a Land Use Plan, using the structure:
- 8.4.1. Establish goals and vision for developing Land Use plan such as:
- 8.4.2. Define the planning area and interview the people who will be involved during the land use plan development process
- 8.4.3. Identify the problems and opportunities. Illustrate the present land-use situation. Identify the problems that the plan is intended to tackle and the opportunities for improvement.
- 8.4.4. Identify constraints for its implementation. Constraints to the implementation of the proposed plan may be legal, economic, institutional, social, or environmental.
- 8.4.5. Establish the criteria by which land-use decisions will be made.

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- 8.4.6. Agreed on the content and format of the plan. What will the plan contain? How will it be presented? What new crops, improved techniques of land management, extension services, improvements in infrastructure or new legislation should be developed and promoted
- 8.5. Collect information about land resources, present land use, infrastructure, population, land tenure, social structure, government support, existing commercial organizations;
- 8.6. Identify land use type in terms of production, productivity, adoption of innovation, way of managing land, and future sustainability
- 8.7. Mapping of land units and identifying their characteristics. Based on identified characteristic consultant need to classified on suitability for production and develop land use requirements
- 8.8. Identify environmental impact during developing Land use plan, taking into account:
  - 8.8.1. Soil and water resources -including a detailed plan of central water collection and storage facility enables to supply water to HAC.
  - 8.8.2. Natural resource management
  - 8.8.3. Salinization
  - 8.8.4. Propose areas to establish infiltration galleries for groundwater pumping
- 8.9. Detailed study of the existing scenario and condition of existing infrastructure
  - 8.9.1. Existing scenario: climate & vegetation, topography & land features, and existing land use pattern.
  - 8.9.2. Existing amenities & facilities: road & circulation network, footpaths, institutional establishment & offices, social amenities, etc.
  - 8.9.3. Existing utilities & services: drinking water supply & distribution, storm water drainage system, sewerage & solid waste disposal system, electricity, street lighting, telecommunication, and other services.
- 8.10. Plot reconfiguration plan with clear land details of each plot.
- 8.11. Investment plan for the proposed infrastructure development.
- 8.12. Implementation plan with sequencing and prioritization of infrastructure development works.
- 8.13. Develop recommendations on Land use allocation such as:
  - 8.13.1. develop a set of policy guidelines
  - 8.13.2. land units, delineated by a natural resource survey;
  - 8.13.3. land-use types, designed to be sustainable and economically viable within the planning area.

8.13.4. Develop a detailed map/drawing on necessary facilities (office building, laboratories, demonstration areas, water works, Training facilities, recreation etc) with draft estimates and drawing, of costs on construction works etc, which will be a guide for further assessing and budgeting to bring up the establishments including technical drawings and BoQs

8.14. Finalize and validate the Land use plan

## **9. Expected Deliverables**

9.1. The task will be as follows but not limited to;

9.1.1.Prepare a work plan, meeting schedule, field visits plan, Land Use plan structure and agreed with the Project team;

9.1.2.Conduct meetings with HAC, interested stakeholders and undertake field visits to relevant project areas.

9.1.3.Analyze all collected data and present the first findings to HAC, and PIU team for discussion and identification of gaps. If needed collect additional data for finalization of the analysis

9.1.4.Develop and present the format, structure of Land use plan to HAC and PIU

9.1.5.Prepare all necessary drawing, scheme and map for allocation of land for production, pilots and testing

9.1.6.Develop an implementation plan for next 5-10 years

9.1.7.Develop a Monitoring mechanism to review progress and revision the plan.

## **10. Reports and schedule of deliverables**

10.1. Inception report with process guide (detailed Methodology) and Land Use plan template and clear timelines.

10.2. Finalization and agreeing list of stakeholders and primary research tools.

10.3. Questionnaire for need assessment and FGDs

10.4. Community and stakeholder's engagement report

10.5. Draft HAC Land Use plan and incorporating all comments and recommendations from PIU, HAC

10.6. Final HAC Land Use plan including all drawings, recommendations, and maps

## **11. Consultant's qualifications and experience**

### **Key expert 1: Team leader**

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### **Qualifications, skills and Experience**

- Master’s Degree in the field of Regional Planning, Environmental Planning, Agriculture Extension/ Agronomy, Land-use Planning/ land use management or similar field.
- At least 10 years of relevant professional work experience in Land use plan and Environment;
- Evidence of the ability to develop GIS based Land Use Plans

### **Specific professional experience**

- Demonstrated ability to work in partnerships with state agencies, manage and coordinate the work process
- The consultant shall have excellent planning, analytical, report writing and communication skills, and excellent knowledge of English and Divehi
- Familiar with island -based natural resource management and social land management
- Ability to take initiative and to work independently – as well as – part of a team;
- Excellent communication skills
- Excellent report writing, computer, and analytical skills
- Capacity to organize and facilitate senior-level consultative meetings
- Good understanding of international policies and agreements related to sustainable land management

### **Key expert 2:**

#### **Qualifications, skills and Experience**

- Postgraduate degree in Land use planning, Land Use management or similar field
- Professional experience of at least 10 years

#### **Specific professional experience**

- Experience in undertaking Land Use Planning studies/work including sound knowledge of planning system including methods, tools, case examples
- Experience in conducting training and organizing workshops, stakeholder dialogue
- Good understanding of international policies and agreements related to sustainable land management
- Experience on Agriculture Extension

## **12. Location and period of execution**

12.1. Study will be conducted for the HAC of MoFMRA

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Consultancy Service for Undertaking an Architectural Land Use Plan for Hanimaadhoo Agricultural Centre (Ref no: MAP/CS/2022/09)

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- 12.2. Expected duration of this assignment is up to 30 working days after signing the contract and conducting an inspection workshop

### 13. Project coordination

- 13.1. Consultant shall operate under the overall guidance and supervision of the Project Director, with technical guidance and support from the Chief Technical Advisor of the project, operational support and direct supervision from the PIU, technical guidance from IFAD, in close collaboration with MoFMRA and in consultation with the relevant national stakeholders.

### 14. Services and facilities to be provided by client

- 14.1. Full cooperation in facilitating the Services
- 14.2. Assistance in provision of any letters or other documents required for obtaining Visa and/or Work Permits necessary for expatriate members of the Consultancy Team.
- 14.3. Available relevant data and information requested by the Consultant regarding existing infrastructure at the Works site deemed to be useful for planning and carrying out the Services.

## ANNEX 2

### SHORTLISTING CRITERIA

Criteria	Points
<b>Registered Firm</b>	<b>Max 20</b>
<i>Certificate of Registration</i>	20
<b>General Experience</b>	<b>Max 20</b>
<i>Firm has been in existence for past 3 years</i>	20
<b>Specific Experience</b>	<b>Max 60</b>
<i>Experience in undertaking land use plans</i>	20
<i>Experience in preparing Architectural plans</i>	20
<i>Experience in community &amp; Stakeholder engagements</i>	20
<b>Minimum points required to pass</b>	<b>70</b>