

Terms of Reference

Consultancy – Maldivian Red Crescent Building Project

Background

The Maldivian Red Crescent is an independent, voluntary, humanitarian organization, established on the basis of the Maldivian Red Crescent Law [Law 7/2009]. Its primary objective is to provide humanitarian aid, prevent and alleviate human suffering. It is a part of the world's largest humanitarian movement – the International Red Cross and Red Crescent Movement – which every year helps millions of people whose lives have been devastated by crises or conflict. The Maldivian Red Crescent aims to be the nation's leading humanitarian organization, with branches and units spanned all over Maldives. To date MRC has established branches in five atolls of Maldives and is implementing programmes and services in these communities. The vision of MRC is to be a model National Society contributing to overcome humanitarian challenges and the mission is to volunteer, participate and partner in delivering humanitarian services to the most vulnerable.

Maldivian Red Crescent with the support of Government of Maldives and International Federation of the Red Cross and Red Crescent Societies (IFRC) has obtained a plot of land measuring 5,359 sqft. Initially, MRC had planned to construct a 7 storey office building for its own office space in the already procured land in Hulhumale'. With the support of International Federation of the Red Cross and Red Crescent, for which the process has started in 2015. Due to financial constraints the construction project was revised. In June 2017, MRC had finished the construction of a 4 storey office building (in Hulhumalé plot #11493)with total floor area of approximately 1069.82sq.ft

MRC is currently seeking options for utilizing remaining space in the Hulhumale plot, using 2506 sq.ft of the land area to construct a building that will contribute toward the organisations sustainability.

To ensure that the development of the land takes into consideration all the different financing options available, MRC is seeking to recruit a consultant to undertake the below tasks.

Objective of the ToR

To recruit a consultant, to seek and formulate options for developing a building for MRC, that will contribute towards the organisations sustainability.

Tasks and responsibilities of the Consultant

In close cooperation with the Maldivian Red Crescent the consultant is responsible for the following tasks:

- To draft and finalise the building business plan with financial feasibility plans, basic floor plans and funding options.
- Plan relevant meetings with the Hulhumale Development Corporation and other local National authorities whenever required to seek various options.
- Actively seek potential partners to finance the project, and ensure timely dialogue between the parties and MRC leadership to explore potential partnerships.
- Meet with the building project Sub-committee to provide updates in meetings. Present final recommendation before end of the consultancy. Engage with members separately whenever required.
- Submit final proposal with the available options for financing of the office building construction.

Deliverables

- Proposal for MRC building construction financing.
 - Business Concept Plan for the proposed building construction
 - Detailed Financial feasibility plan for different options for utilizing the building, estimated construction costs and alternative financing options
 - Basic floor plan design
 - Final Proposal with recommendation to the building Project -subcommittee

Duration (TENTATIVE)

04 months

Reporting line

Report directly to Secretary General, with day to day communications managed via Manager – Admin & Finance

Reporting

- 1- Consultant will report the progress of key tasks on regular basis to the Secretary General.
- 2- Consultant will submit a monthly report with progress, key challenges and recommendations.
- 3- Consultant must prepare a report on the completion of all tasks mentioned in the Terms of Reference and submit to MRC at the end of the consultancy.

Evaluation of Proposals

Proposals submitted will be evaluated based on:-

- 1- Qualifications & Past Experience
- 2- Value for money and the most technically compliant offer

Payment and other fees

Payment to be made in two instalments.

- 1- 25% of the payment upon acceptance of draft deliverable mentioned above
- 2- 75% of the payment upon approval of final product.

Code of conduct

During the term of consultancy, MRC Code of Conduct has to be signed and thoroughly followed by the consultant.