

TERMS OF REFERENCE

Development of Strategic Plan for Maldives Pension Administration Office

1. Background

The Maldives Pension Administration Office (Pension Office) was established under the Maldives Pension Act (8/2009) as an independent legal entity in May 2009. Under the Pension Act, Pension office administers the following schemes;

- the Maldives Retirement Pension Scheme (MRPS)
- the Old-age Basic Pension scheme
- Collateralization of RSA Balance for Housing
- Disbursement of State Other Pension

This Terms of Reference (TOR) is intended to provide the scope of works, deliverables and other necessary information pertaining to appointing a Consultant to develop a 3 year Strategic Plan for Pension Office (for the period 2022-2024).

2. Key Objectives

The key objectives to be achieved from this assignment include the following:-

- To determine the strategic focus and direction of Pension Office for the upcoming 3 year period, with the input of all key stakeholders;
- To align the programmes of Pension office to the strategic direction and objectives of Pension office; and the Strategic Action Plan of the government 2019-2023
- To determine a set of clear objectives and milestones to be reached during the upcoming 3 year period.

3. Scope of Works

Pension Office is seeking a consultancy firm with experience and expertise in development of Strategic Plans for governmental and independent institutions. The consultant is expected to:

- Undertake stakeholder mapping and conduct analysis in consultation with relevant stakeholders to identify and assess their needs and expectations from the pension system and Pension office;
- Through the consultative process and application of appropriate tools of analysis, identify focus areas and develop strategic objectives and key result areas;
- Develop a 3 year strategic plan for the period 2022-2024, based on the input from the Pension Office Board, Senior Management and the key stakeholders. This includes:
 - Revision of vision, mission and core values of Pension Office



- o Identification of main strategic objectives and key result areas for the period
- o Identification of strategies for achieving the strategic objectives and key results
- o Identification of programmes and activities to be conducted in achieving the strategic objectives
- o Development of an implementation plan
- o Development of a monitoring mechanism to measure and evaluate the implementation of the strategic plan, inclusive of well-defined KPIs and KRIs
- o Development of a communications strategy to facilitate the communication of core messages from the strategic plan to the public;

4. Key Outputs/Deliverables

Key deliverables expected from the assignment include;

- Strategic Plan of Pension office for the period 2022-2024.
- Report on the process including findings of stakeholder consultations and workshops.
- Implementation and Monitoring Plan
- Communication strategy

The Consultant is also required to present the final Strategic Plan to the board and Senior Management of the Pension office.

5. Services and Facilities to be provided by Pension Office

Pension Office shall facilitate meetings between the Consultant and relevant stakeholders during the review process.

If required, the Pension Office shall make arrangements for the Consultant to work within the Pension office premises during the consultancy period (during the official working hours of Pension Office).

Pension Office shall ensure that Internet connection and relevant documents and information required by the consultant is provided.

Computers, stationeries, foods and beverages are not included in services and facilities that would be provided..

The Head, Corporate Affairs will act as the main focal point of the Pension Office during the consultancy, and will provide all necessary support to the Consultant.



6. Qualifications, Skills and Experience

For this assignment, the consultant must propose a team (including a person identified as the team leader) which must have expertise and experience in the following areas:

- Strategic Planning and Business Development
- Stakeholder Relations and Communications
- Social Sector
- Financial Sector

The team members proposed must possess a minimum of an undergraduate qualification and preferably a post-graduate training and/or professional qualification in their respective area of expertise, and a minimum of five years post-qualification experience.

Additionally, the following experience is desirable:

- proven experience in developing Strategic Plans for similar institutions
- proven experience in facilitation of stakeholder engagements/workshops
- proven experience in engaging and interacting with senior officials within government and the financial sector

7. Proposals

Technical and Financial Proposals must be submitted separately in sealed envelopes latest by 2:00 p.m. on 25th November 2021 (Thursday) addressed to:

Maldives Pension Administration Office
8th Floor, Allied Building,
Chaandhanee Magu,
Male', Maldives.

Proposals must contain the following information:

- Methodology
- Detailed CVs of all team members which demonstrate their expertise and experience in their relevant fields, and experience in developing Strategic Plans
- Project timeline and work plan (Must not exceed 3 months)
- Total Price in MVR (inclusive of GST) and Payment schedule
- Reference letters for all relevant projects of similar nature completed
- Softcopies (PDFs) of previously completed strategic plans



8. Evaluation Criteria

Technical Proposal (70%)

- Technical competency of the team members involved in the consultancy – 25%
- Experience in developing strategic plans – 20%
- Experience in conducting consultancies of similar nature and complexity – 20%
- Detailed project timeline and work plan – 5%

Financial Proposal (30%)

Technical Proposals which receive less than 60% will be disqualified, and the accompanying Financial Proposals will be returned unopened to the proposers.

9. Queries

If there are any queries regarding this consultancy, please email to: admin@pension.gov.mv


