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Provision of Clinical Psychology Services for ManasHub
(Mental Health Center)

PC-266/2026/W-14

(IUL)266-PR/266/2026/71

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| Criteria | Weight | Notes |
|--------------------------------------|-------------|---|
| Financial Proposal | 80% | Itemized monthly and annual cost breakdown. |
| Experience in Mental Health Services | 10% | Firms must submit supporting proof, such as licenses, registration certificates, or documents demonstrating the operation or management of a clinic, counseling service, or mental health center, or equivalent demonstrated experience in the mental health sector. |
| Technical Proposal | 10% | A comprehensive proposal outlining how the firm will supervise and support ManasHub and the deployed staff. Must include a clear timeline, the nature and frequency of firm engagement, supervision mechanisms, frequency of check-ins, risk management and crisis response procedures, activities/program integration to ManasHub, Continuity & development, proposed caseload management and any additional support the firm will provide throughout the contract period. |
| Total | 100% | |

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(ދިވެހިސަރުކާރުގެ ގެޒެޓްގައި ބަޔާންކޮށްފައިވާ ގޮތުން)

Form of Bid Security (Bank Guarantee)

WHEREAS,[name of Bidder] (hereinafter called “the Bidder”) [company registration number] has submitted his Bid for the Project no.....issued by the Secretariat of Kulhudhuffushi City Council onfor construction of[name of Contract] (hereinafter called “the Bid”) under Invitation of bidders No. [Announcement Number]

KNOW ALL PEOPLE by these presents that We [name of Bank] of [name of country] having our registered office at (hereinafter called “the Bank”) are bound unto[name of Purchaser] (hereinafter called “the Purchaser”) in the sum of *..... for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents.

SEALED with the Common Seal of the said Bank thisday of20.....

THE CONDITIONS of this obligation are:

- (1) If, after Bid opening, the Bidder withdraws his Bid during the period of Bid validity specified in the Form of Bid;
- or
- (2) If the Bidder having been notified of the acceptance of his Bid by the Purchaser during the period of Bid validity:
 - (a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, if required; or
 - (b) fails or refuses to furnish the Performance Security, in accordance with the Instruction to Bidders; or
 - (c) does not accept the correction of the Bid Price pursuant to Clause 27,

* The Bidder should insert the amount of the Guarantee in words and figures denominated in Maldivian Rufiyaa. This figure should be the same as shown in Clause 28.1 of the Instructions to Bidders.

we undertake to pay to the Purchaser up to the above amount upon receipt of his first written demand, without the Purchaser’s having to substantiate his demand, provided that in his demand the Purchaser will note that the amount claimed by him is due to him owing to the occurrence of one or any of the three conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date days after the deadline for submission of bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Purchaser, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE..... SIGNATURE OF THE BANK

WITNESS SEAL

[signature, name, and address]

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| Description | Qty | Unit Price (MVR) | Amount (MVR) |
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| 1. Pre-Deployment Costs (One time) | | | |
| 1.1 Air Tickets | 1 | | |
| 1.2 Visa & Work Permit fees | 1 | | |
| 1.3 MAHC Licensing fees | 1 | | |
| 1.4 Mobilization Costs | 1 | | |
| 1.5 Other One-Time Costs | 1 | | |
| Sub Total | | | |
| GST 8% | | | |
| Total Pre-Deployment Cost | | | |
| 2. Monthly Payments | | | |
| 2.1 Monthly Professional Fee – Clinical Psychologist | 12 | | |
| 2.2 Firm Administrative & Supervision Fee | 12 | | |
| 2.3 Accommodation, food & Living Allowance | 12 | | |
| 2.4 Insurance / Medical Coverage | 12 | | |
| 2.5 Other Costs (if any) | 12 | | |
| Sub Total | | | |
| GST 8% | | | |
| Total Annual Cost | | | |
| Grand Total (Pre-Deployment Cost + Monthly Payment) | | | |

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Terms of Reference (ToR)

Provision of Licensed Clinical Psychology Services – ManasHub (Mental Health Center)

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|-------------------------|--|
| Location | Kulhudhuffushi City, Maldives |
| Duration | 12 Months |
| Service Delivery | Full-time, on-site (8 hours per day, 5 days per week) |
| Reporting To | Secretary General / Designated Section Head, Kulhudhuffushi City Council |

1. Background

Kulhudhuffushi City Council (KCC) is in the process of establishing ManasHub, a dedicated Mental Health Center aimed at promoting mental well-being, early intervention, and access to professional psychological support, particularly for youth, vulnerable individuals, and the wider community. The Center aims to provide a safe, confidential, and stigma-free environment for mental health support, including screening, counseling, psychoeducation, and referral services. To ensure high-quality, ethical, and evidence-based mental health care, KCC seeks to engage a qualified firm to deploy a licensed Clinical Psychologist to deliver professional services at ManasHub on a full-time, on-site basis.

2. Objectives

The firm shall deploy a Clinical Psychologist who will:

- Provide professional psychological assessment, counseling, and intervention services at ManasHub.
- Support early identification and management of mental health concerns.
- Strengthen community mental health awareness and resilience.
- Contribute to the development of ethical, confidential, and client-centered mental health services.
- Support capacity building of ManasHub staff and volunteers.

3. Scope of Work

The deployed Clinical Psychologist shall work closely with ManasHub staff, KCC, and relevant stakeholders to undertake the following duties:

3.1 Clinical Services

- Conduct psychological assessments, screenings, and clinical interviews.
- Provide individual counseling and therapy sessions based on evidence-based practices.
- Develop and implement individualized care and treatment plans.
- Maintain accurate, confidential clinical records in line with ethical standards.
- Monitor client progress and adjust interventions as required.

- Obtaining and maintaining valid registration and licensure for the deployed professional through the **Maldives Allied Health Council (MAHC)** prior to commencement of services. Refer: <https://health.gov.mv/en/departments/maldives-allied-health-council>.
- Managing all work permit, visa, and immigration requirements where an expatriate professional is deployed.
- Managing and covering all costs associated with the deployment of the professional, including but not limited to travel tickets, visa fees, MAHC licensing fees, and any other mobilization or relocation costs.
- Managing and covering food, accommodation, and any other support services required by the deployed staff.
- Being responsible for the health and well-being of the deployed staff, including medical costs in the event of illness or injury.
- Being answerable to tribunals or any relevant authorities as the employer of the deployed staff. KCC's agreement is with the firm; KCC will not directly remunerate the deployed staff.
- Ensuring the continued validity of licensure and work authorization throughout the contract period, and notifying KCC promptly of any changes.
- Managing all employment and HR obligations related to the deployed staff member.
- Ensuring a replacement professional of equivalent qualification is provided with minimal disruption in the event the deployed psychologist is unavailable for an extended period.
- Where the consultant is locally recruited, the firm shall ensure compliance with applicable national provisions, including the payment of Ramadan allowance benefit.
- The firm shall ensure full compliance with the Employment Act of the Maldives (No: 2/2008) and all applicable national laws and regulations in the engagement and management of the consultant.

5. Deliverables

- Confirmation of the recruited candidate with qualifications submitted to KCC within 3 weeks of contract signing.
- Deployment of the professional to ManasHub to commence on-site service delivery no later than 2 months from the date of contract signing.
- Proof of MAHC licensure and, where applicable, a valid work permit, prior to commencement of services.
- Provision of regular counseling and psychological support services.
- Monthly activity and progress reports submitted by the 5th of the following month.
- Community awareness sessions conducted as per the annual program calendar.
- Annual wellness program calendar submitted within 30 days of commencement.

- Quarterly staff and volunteer training sessions.
- Contribution to improved mental health service delivery at ManasHub.

6. Qualifications and Experience of the Deployed Professional

Mandatory Qualifications

- Master's Degree in Clinical Psychology or a related field.
- Valid professional license or eligibility for registration as a Clinical Psychologist with the Maldives Allied Health Council.

Experience

- Minimum of 2 to 3 years of relevant professional experience in clinical or counseling psychology.
- Experience working with adolescents, youth, or vulnerable populations is an advantage.
- Experience in community-based mental health services is desirable.

Core Competencies

- Strong clinical assessment and counseling skills.
- Knowledge of evidence-based therapeutic approaches.
- High ethical standards and commitment to confidentiality.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a multidisciplinary team.
- Proficiency in English; proficiency in Dhivehi is an advantage.

7. Firm Eligibility Requirements

Firms submitting a proposal must demonstrate:

- Legal registration as a business or organization in a relevant jurisdiction.
- Prior experience in staffing or service provision in the health, mental health, or social services sector (preferred).
- Capacity to manage regulatory and licensing processes with Maldivian government authorities.
- A proposed candidate profile meeting the qualifications in Section 6, or a credible recruitment plan to identify such a candidate within the stated timeline.

8. Required Documents

Firms must submit the following:

- Company registration documents, organizational profile, and all documents as specified in the bid book.
- Technical proposal, including the approach to recruitment and deployment, proposed candidate CV or recruitment plan, plan for obtaining MAHC licensure, and plan to supervise, mentor, and provide ongoing guidance to the deployed staff.
- Financial proposal with an itemized cost structure covering professional fees, licensing costs, and any associated costs, expressed on a monthly and annual basis.
- Relevant experience documents.

9. Working Conditions

- The deployed Clinical Psychologist will be based at ManasHub, Kulhudhuffushi City.
- KCC will provide office space, basic facilities, and required operational support.
- The deployed professional must comply with ManasHub SOPs, Council policies, and professional ethical guidelines.
- Official working attire or Council-prescribed dress code must be followed.
- The deployed professional will be entitled to 10 days of emergency leave and 15 days of sick leave during the 12-month period, subject to prior approval. Monthly performance targets must be met irrespective of leave taken.
- The professional will not be required to work on public holidays or holidays officially declared by the President of Maldives.

10. Reporting and Performance Monitoring

- The deployed professional shall report to the designated supervisor at KCC for day-to-day matters. The firm shall be the primary point of contact for all contractual and compliance matters.
- Performance will be reviewed based on service delivery, professionalism, reporting quality, and adherence to ethical standards.
- Consistent underperformance or breach of confidentiality may result in contract review or a request for replacement, with 30 days' notice.

11. Confidentiality and Ethics

- All client information, records, and data shall be treated as strictly confidential.
- The deployed professional must adhere to internationally accepted professional and ethical standards.
- A Non-Disclosure Agreement (NDA) will be signed by both the firm and the deployed professional prior to commencement.

12. Payment Terms

- KCC will make payments to the firm on a monthly basis upon submission of a monthly invoice. Monthly service fees and any administrative fees charged by the firm shall commence only from the date the deployed professional begins on-site service delivery at ManasHub.
- Pre-deployment costs such as travel tickets, visa fees, and MAHC licensing fees must be quoted in the financial proposal but shall only be billed in the first monthly invoice following deployment of the staff (Refer to Annex 1)
- Where a firm requests an advance to cover pre-deployment costs, KCC may, at its discretion, approve an advance payment after the candidate has been confirmed and interviews finalized. Such advance shall be limited strictly to the amounts quoted in the financial proposal for travel tickets, visa fees, and MAHC licensing fees. Any advance paid shall be fully deducted from subsequent monthly invoices until recovered. Payment will be assessed against the actual delivery of services by both the firm and the deployed staff during the billing period. KCC reserves the right to deduct amounts from any monthly payment where services have been disrupted, incomplete, or not delivered to the required standard. The basis and extent of any such deduction will be communicated to the firm in writing prior to processing of the relevant payment.

13. Intellectual Property

- All reports, materials, tools, and documents developed during the assignment shall remain the property of Kulhudhuffushi City Council.
- No materials may be shared or reused without prior written approval from KCC.