



Ministry of Industry, SME and Cooperatives (Industry Division)

Request for Proposal

Consultancy Services for an Administrative and Finance Assistant (on Contract basis)

under Project: 'Accelerating the Transition to a Net-Zero Nature-Positive Economy in Mauritius' (NZNPA)

Procurement Reference: IND/RFP 04/2025-2026

1. The **Ministry of Industry, SME and Cooperatives (Industry Division)** invites consultants with relevant expertise and experience to submit their respective proposals, to act as **Administrative and Finance Assistant (AFA)**, on a full-time basis for a period of 4 years for the implementation of the above-mentioned project for which funding has been secured from the Global Environment Facility. The **AFA** shall be a Mauritian National who will be selected to form part of the personnel in the Project Management Unit, responsible to implement the NZNPA Project.
2. Bidding documents can be downloaded from the website of the Ministry on: <https://industry.govmu.org>.
3. Interested consultants should submit their proposals in a sealed single envelope, containing two separate sealed envelopes, viz., *Technical and Financial Proposals*, and should clearly be marked **"Request for Proposal - Consultancy Services for an Administrative and Finance Assistant under the NZNPA Project – Reference No: IND/RFP 04/2025-2026"** on the top left-hand corner (*please refer to bidding document*). Proposals should be addressed to the **Permanent Secretary, Ministry of Industry, SME and Cooperatives (Industry Division)** and deposited in the **Tender Box** located at 7th Floor, Air Mauritius Building, President John Kennedy Street, Port-Louis **or Rapid Courier Service or Registered Post, at latest, by 11.00 hours of Monday 06 October 2025.**
4. The Ministry reserves the right to annul the bidding process and reject all bids at any time prior to award of contract as per provision of section 39(1) of the Public Procurement Act 2006 without thereby incurring any liability to any bidder.

15 September 2025

Ministry of Industry, SME and Cooperatives (Industry Division)
7th Floor, Air Mauritius Building
President John Kennedy Street
Port-Louis