

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



# ދިވެހިސަރުކާރުގެ ގެޒެޓް

މިއަހަރުގެ 55 ވަނަ ބައި: 116 ވަނަ ބައި: 1 ވަނަ ދުވަހުގެ ގަވާއިދު 1448 - 14 ޖުލައި 2026 ވަނަ ބައި

ގަވާއިދުގެ ނަންބަރު: 2026/G-21

ދިވެހިސަރުކާރުގެ ގެޒެޓްގައި ބަޔާންކުރި ގަވާއިދުގެ ދަށުން  
ހަދާވާ ގަވާއިދުގެ ނަންބަރު 2026/G-21 ގެ ދަށުން  
ހަދާވާ ގަވާއިދުގެ ނަންބަރު 2026/G-21 ގެ ދަށުން

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ވެބްސައިޓް: [www.gazette.gov.mv](http://www.gazette.gov.mv)



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މާލުދީވަނުގެ ޖުމްހޫރިއްޔާގެ ނަންބަރު 1  
މިނިސްޓްރީ އޮފް ޖެނެރަލް އެޑިއުކޭޝަން، ޖުމްހޫރިއްޔާގެ ވަނަ ބައި  
މާލެ،  
ދިވެހިސަރުކާރުގެ ގެޒެޓް.

ދިވެހިސަރުކާރުގެ ގެޒެޓްގައި ބަޔާންކުރި ގޮތުގައި ދިވެހިސަރުކާރުގެ ގެޒެޓްގައި ބަޔާންކުރި

މާލުދީވަނުގެ ޖުމްހޫރިއްޔާގެ ނަންބަރު 1

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- 33.....قَومِزِ 6: دَستَورِ سَمْعَانِجَرِي دَستَورِ سَمْعَانِجَرِي



زَوَّجَهُ قَرْنَةً مِّنْ مَّوَالِيهِ  
 حَبِيبَتِهَا بِرَاقِوْنٍ زَوَّجَهَا  
 زَوْجًا

قَسَمْتُ لَكُمْ دَقْرًا مُخْتَلِفًا سَائِرِ الدَّقْرِ وَاسْمُهُ دَقْرُ الْبُحْرِ وَاسْمُهُ دَقْرُ الْبُحْرِ وَاسْمُهُ دَقْرُ الْبُحْرِ  
 وَاسْمُهُ دَقْرُ الْبُحْرِ وَاسْمُهُ دَقْرُ الْبُحْرِ وَاسْمُهُ دَقْرُ الْبُحْرِ وَاسْمُهُ دَقْرُ الْبُحْرِ

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3. (۱)  $\frac{1}{x^2} \frac{d}{dx} \left( \frac{1}{x^2} \right) = -\frac{2}{x^3}$  (۲)  $\frac{1}{x^2} \frac{d}{dx} \left( \frac{1}{x^2} \right) = -\frac{2}{x^3}$  (۳)  $\frac{1}{x^2} \frac{d}{dx} \left( \frac{1}{x^2} \right) = -\frac{2}{x^3}$

| پیشہ                              | پیشہ کی شرح                                          | پیشہ کی شرح                | پیشہ کی شرح |
|-----------------------------------|------------------------------------------------------|----------------------------|-------------|
| 400,000/-<br>(سہ ماہی پر)<br>پیشہ | 75,000/- (سہ ماہی پر)<br>100,000/- (پیشہ پر)<br>پیشہ | سہ ماہی پر<br>پیشہ<br>پیشہ | 1.          |
| 600,000/-<br>(سہ ماہی پر)<br>پیشہ | 100,000/- (پیشہ پر)<br>300,000/- (پیشہ پر)<br>پیشہ   | پیشہ<br>پیشہ<br>پیشہ       | 2.          |
| 2,000,000/-<br>(پیشہ پر)<br>پیشہ  | 300,000/- (پیشہ پر)<br>500,000/- (پیشہ پر)<br>پیشہ   | پیشہ<br>پیشہ<br>پیشہ       | 3.          |

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(۴)  $\frac{1}{x^2} = x^{-2}$   $\frac{d}{dx} x^{-2} = -2x^{-3} = -\frac{2}{x^3}$   $\frac{d}{dx} \frac{1}{x^2} = -\frac{2}{x^3}$

[illegible]









|    |                                                                                                                                                                  |    |                                                                                                                     |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------------------------------------------------------------------------------------------------------|
| 5  | <p>اِسْمَ الْهَيْهَاتِ</p> <p>اِسْمَ الْهَيْهَاتِ اِسْمَ الْهَيْهَاتِ</p> <p>اِسْمَ الْهَيْهَاتِ اِسْمَ الْهَيْهَاتِ</p>                                         | 10 | <p>اِسْمَ الْهَيْهَاتِ / اِسْمَ الْهَيْهَاتِ</p> <p>اِسْمَ الْهَيْهَاتِ اِسْمَ الْهَيْهَاتِ اِسْمَ الْهَيْهَاتِ</p> |
| 10 | <p>اِسْمَ الْهَيْهَاتِ اِسْمَ الْهَيْهَاتِ</p> <p>اِسْمَ الْهَيْهَاتِ اِسْمَ الْهَيْهَاتِ اِسْمَ الْهَيْهَاتِ</p> <p>اِسْمَ الْهَيْهَاتِ اِسْمَ الْهَيْهَاتِ</p> | 10 | <p>اِسْمَ الْهَيْهَاتِ / اِسْمَ الْهَيْهَاتِ</p> <p>اِسْمَ الْهَيْهَاتِ اِسْمَ الْهَيْهَاتِ اِسْمَ الْهَيْهَاتِ</p> |
|    |                                                                                                                                                                  | 5  | <p>اِسْمَ الْهَيْهَاتِ اِسْمَ الْهَيْهَاتِ</p> <p>اِسْمَ الْهَيْهَاتِ اِسْمَ الْهَيْهَاتِ</p>                       |

[illegible][illegible][illegible]

(ج) اَرِي قُرْبِسْ دَدَنَ دَسْتِ سَتَرْسِ مَوْنِی اِرُو مَوْخُ اراری مَوْو ی مَوّی حَمِیْسْ هَرَه اِهْرُسْ  
هَر اَخَرِی سِتْ شَو.







## 1 ވަނަ ބައި

## ކޮންސެޕްޓް ނޯޓް ޓެމްޕްލޭޓް

## CONCEPT NOTE TEMPLATE

### Tobacco Control Civil Society Grants Programme

The Health Protection Agency (HPA) invites eligible Civil Society Organizations (CSOs) to submit a Concept Note for funding under the Maldives Tobacco Control Civil Society Grants Programme. The programme aims to strengthen civil society's engagement in supporting implementation of the Tobacco Control Act, WHO Framework Convention on Tobacco Control (WHO FCTC), and the WHO MPOWER package through innovative, evidence based, community driven initiatives. Concept Notes should not exceed 12 pages excluding annexes.

**Submit to:**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>A: Project Title:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>B: Lead Applicant (CSO):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>C: Partner(s) (WDC / Council / CSO):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>D: Target Island/ Atoll (s):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>E. Target Population</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>F: Amount Requested (MVR):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>G: Proposed Duration (Start and End Dates):</b><br><i>Must be maximum 10 months</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>H: Priority Area:</b><br>Select one or more.<br><input type="checkbox"/> Youth Tobacco Prevention<br><input type="checkbox"/> Community Tobacco Prevention<br><input type="checkbox"/> Tobacco Cessation Support<br><input type="checkbox"/> Smoke-Free Environments<br><input type="checkbox"/> Community Advocacy<br><input type="checkbox"/> Capacity Building<br><input type="checkbox"/> Protection from Tobacco Industry Interference<br><input type="checkbox"/> Research and Advocacy<br><input type="checkbox"/> Other (Specify) |

| Details of the contact person |              |
|-------------------------------|--------------|
| Name:                         | Designation: |
| Phone Number:                 | Email:       |

Provide a concise summary of the proposed project including:

- Background
- Overall goal
- Objectives
- Target beneficiaries
- Geographic location
- Key activities
- Expected results, Contribution to national tobacco control priorities

**Should** provide a clear overview of the project and its expected contribution to reducing tobacco use and supporting implementation of tobacco control policies in the Maldives. (Max 1 page)

### SECTION C: ORGANIZATIONAL BACKGROUND

- Brief overview of the applicant CSO (mission, registration year, core work areas)
- Summarize your organization's experience in implementing public health, health promotion, non-communicable disease (NCD) prevention, tobacco control, youth engagement, community mobilization, advocacy, policy implementation, or other related initiatives. Experience working with the proposed community/location
- Past collaborations with WDCs, Councils, Health Facilities, Schools and Youth organizations (if any)
- Briefly describe the organization's governance structure, key personnel, technical expertise, volunteer network, and resources that will support successful implementation of the proposed project.

*Tip: Highlight any relevant track record, existing networks, or staff expertise. (Max 1 page)*

### SECTION D: PROJECT RATIONALE

Explain **why** this project is needed in the selected community/ target location:

Please address the following:

- What tobacco-related issues or challenges exist in the target community?
- What evidence or local data demonstrates the need for intervention?
- Which population groups are most affected?
- What gaps currently exist in tobacco prevention, cessation, enforcement, advocacy or community engagement?
- How will the proposed project address these gaps?
- Were community members or relevant stakeholders consulted during project design?

Applicants are encouraged to reference national surveys, Health Protection Agency (HPA) reports, local data, research studies, or community consultations where available.

*Tip: Use real examples, data if available, and explain local context. (1 – 2 pages)*

- **Overall Goal:** State the overall goal of the project
- **Objective:** What do you aim to achieve? (1 – 3 SMART objectives)
- **Expected Results:** Describe the expected outputs and outcomes if the project becomes successful (1 – 2 pages)

Describe how the project will achieve its objectives (1 – 2 pages)

*Tip: Show how the activities are feasible, culturally relevant, and ethical.*

| Project Objective                                                                 | Key Strategy/ Approach                                 | Main Activities                                                                                                                                | Lead Organization         | Survivor-Centered, inclusive & community-Driven Approach                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| [Objective 1]<br>e.g., Strengthen community support for smoke-free public places) | [e.g., Community advocacy and stakeholder engagement.] | [e.g., Community dialogues, awareness campaigns, stakeholder meetings, distribution of IEC materials, and support for smoke-free initiatives.] | [e.g., CSO, WDC, council] | [e.g., Community members, local leaders, women, youth, and persons with disabilities will be meaningfully involved in project planning and implementation. Activities will promote participation without discrimination and encourage community ownership.] |
| [Objective 2]                                                                     |                                                        |                                                                                                                                                |                           |                                                                                                                                                                                                                                                             |
| [Objective 3]                                                                     |                                                        |                                                                                                                                                |                           |                                                                                                                                                                                                                                                             |

Describe how Health Facilities, WDCs, Councils, and community members will be meaningfully involved in (Max 1 page):

- Design and planning
- Implementation
- Community Mobilisation
- Monitoring
- Sustainability

| Partner         | Role in the Project | Confirmed? (Y/N) | Letter Attached? |
|-----------------|---------------------|------------------|------------------|
| WDC             |                     |                  |                  |
| Local Council   |                     |                  |                  |
| CSO             |                     |                  |                  |
| Health Facility |                     |                  |                  |

Identify potential risks and describe mitigation measures. (e.g., Low community participation, Misinformation, delays in implementation etc). (1 – 2 pages)

Explain how you will:

- Monitor project implementation
- Measure outputs and outcomes
- Collect and analyze data
- Document lessons learned
- Use monitoring findings to improve implementation
- Sustain project outcomes after grant completion

**Where appropriate, include indicators, baselines and targets**

(MVR – indicative and high-level only)

**NOTE:** The following categories must be used exclusively for implementing **project activities**  
Project Management Costs must not exceed **10% of the total proposed budget**.

Please add rows as necessary and delete rows that are not relevant to the proposal

| Project Activities Budget                                                     |  |                                                                                                                                        |
|-------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------------|
| Output 1                                                                      |  |                                                                                                                                        |
| Workshops, training and conference                                            |  | Costs related to organizing and conducting community workshops, awareness sessions, capacity building sessions or stakeholder meetings |
| Local Travel                                                                  |  | Transportation costs for staff, facilitators and participants to attend field activities or workshops                                  |
| Audio Visual & Printing                                                       |  | Printing/IEC Materials, Media campaigns cost, Audio/visual production, or survey forms                                                 |
| Services:                                                                     |  | Technical support services directly linked to project activities                                                                       |
| Project Management Cost (PMC)                                                 |  |                                                                                                                                        |
| <b>Administration:</b> For overall management and coordination of the project |  |                                                                                                                                        |
| Local Consultant                                                              |  | fees for consultants supporting project oversight                                                                                      |
| Volunteer                                                                     |  | includes modest stipends, refreshments, or transport reimbursement for volunteers engaged in project delivery                          |
| Office Supplies                                                               |  | stationery and other consumables used for project administration                                                                       |
| <b>Monitoring and Evaluation:</b> For tracking project progress and outcomes  |  |                                                                                                                                        |
| Travel - Local                                                                |  | transportation for M&E staff conducting field visits or data collection                                                                |
| Audio, Visual and Printing                                                    |  | Production of progress reports, or evaluation tools                                                                                    |

| Documentation: For compiling and sharing project results |  |                                                          |
|----------------------------------------------------------|--|----------------------------------------------------------|
| Translation                                              |  | Translation of progress reports or materials if required |
| Audio, Visual and Printing                               |  | for report production and knowledge products             |
| TOTAL COSTS (MVR)                                        |  |                                                          |

Describe systems and procedures in place to ensure transparent and accountable financial management, including clear accounting practices, fair and competitive procurement processes, and regular, accurate financial reporting. (1 – 2 pages)

The applicant confirms that:

- The organization has **no affiliation** with the tobacco or nicotine industry.
- The organization has **not accepted funding** from the tobacco or nicotine industry within the last five years.
- The organization will comply with **Article 5.3 of the WHO Framework Convention on Tobacco Control (WHO FCTC)**.
- Any potential conflict of interest will be declared immediately.

Authorized Signatory:

Signature:

Date:

Please attach all required documents listed below and indicate each submitted document with a ☒ in the corresponding box.

Note: MOHFW may request verification or clarification of any submitted documents.

|                                                                              |                          |
|------------------------------------------------------------------------------|--------------------------|
| A: Valid registration with the Registrar of Associations in the Maldives     | <input type="checkbox"/> |
| B: Memorandum of Association (MOA)                                           | <input type="checkbox"/> |
| C: Articles of Association (AOA)                                             | <input type="checkbox"/> |
| D: Executive Committee / Board Member list                                   | <input type="checkbox"/> |
| E: Annual financial & narrative reports (at least 2 years from 2021 onwards) | <input type="checkbox"/> |

|                                                                                                                                                                                 |                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| F: Audited financial statements<br><i>for lead applicants with annual expenditure above MVR 500,001, in accordance with Articles 54 and 55 of the Associations Act (3/2022)</i> | <input type="checkbox"/> |
| G: CV or bio of key personnel                                                                                                                                                   | <input type="checkbox"/> |
| H: A formal letter of support from WDC, Local council, or another CSO                                                                                                           | <input type="checkbox"/> |
| I: Draft implementation timeline (optional)                                                                                                                                     | <input type="checkbox"/> |
| J: Other (specify):                                                                                                                                                             | <input type="checkbox"/> |

I certify that the information provided in this Concept Note is true and accurate to the best of my knowledge. I understand that any false or misleading information may result in disqualification. If selected for funding, the organization agrees to implement the project in accordance with the terms and conditions of the Maldives Tobacco Control Civil Society Grants Programme and all applicable national laws and regulations.

Name of Authorized Signatory (Lead Applicant):

Signature:

Date:

## 2 ވަނަ ބައި

## މަސައްދަވާ ނޯޓްގެ ބަލާލުމުގެ ދަށުން ބަލާލުމުގެ ދަށުން

## Concept Note Evaluation and Scoring Matrix for The Tobacco Control Civil Society Grants Programme

This scoring matrix provides a standardized framework for evaluating Concept Notes submitted under the Maldives Tobacco Control Civil Society Grants Programme.

The evaluation process aims to ensure that all Concept Notes are assessed fairly, transparently, and consistently based on their potential to contribute to the implementation of the Maldives Tobacco Control Act, and the WHO Framework Convention on Tobacco Control (WHO FCTC).

### 1. Technical Evaluation Criteria (70%)

| Criteria                                           | Description                                                                                                                                                                                                                        | Weight (%) | Scoring Guide (1–5)                                                    |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------------------------------------------------------|
| Alignment with National Tobacco Control Priorities | Degree to which the proposal aligns with the Tobacco Control Act, WHO FCTC and MPOWER measures.                                                                                                                                    | 10         | 1 = Poor alignment;<br>5 = Excellent strategic alignment               |
| Problem Statement and Rationale                    | Quality of the needs assessment, use of local evidence and understanding of the tobacco-related problem.                                                                                                                           | 10         | 1 = Weak justification<br>5 = Evidence-based and compelling            |
| Project Design and Technical Soundness             | Logical framework, feasibility, innovation, realistic implementation approach and technical quality.                                                                                                                               | 15         | 1 = Weak;<br>5 = Excellent                                             |
| Expected Public Health and Policy Impact           | Likelihood that the project will contribute to reducing tobacco use, preventing initiation, improving cessation, strengthening smoke-free environments, supporting enforcement or advancing tobacco control policy implementation. | 15         | 1 = Limited impact;<br>5 = High and sustainable impact                 |
| Community Engagement and Inclusion                 | Meaningful engagement of communities, youth, women, persons with disabilities and other priority populations throughout project design and implementation                                                                          | 10         | 1 = Limited participation;<br>5 = Fully community-driven and inclusive |
| Partnership and Stakeholder Engagement             | Quality of partnerships with Local Councils, Health Centres, WDCs, schools, youth groups and other relevant stakeholders.                                                                                                          | 5          | 1 = Weak partnerships;<br>5 = Strong, clearly defined partnerships     |

|                                            |                                                                                                                                                                               |   |                                                                              |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|------------------------------------------------------------------------------|
| Monitoring, Evaluation, and Learning (MEL) | Quality of indicators, data collection methods, reporting plan and learning mechanisms.                                                                                       | 5 | 1 = Weak;<br>5 = Comprehensive MEL framework                                 |
| Sustainability and Local Ownership         | Likelihood that project outcomes will continue after grant completion through community ownership, partnerships and institutional support.                                    | 5 | 1 = Not sustainable;<br>5 = Strong sustainability plan                       |
| Innovation and Scalability                 | Degree to which the proposed intervention introduces innovative approaches or has the potential to be replicated or expanded to other islands or communities in the Maldives. | 5 | 1 = No innovation<br>5 = Highly innovative with strong replication potential |

*Subtotal: 80 points*

## 2. Organizational and Financial Evaluation Criteria (30%)

| Criteria                           | Description                                                                                                                                 | Weight (%) | Scoring Guide (1–5)                                        |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------------------------------------------|
| Organizational Capacity            | Experience implementing community projects, technical expertise, staffing and governance.                                                   | 5          | 1 = Limited capacity;<br>5 = Strong institutional capacity |
| Financial Management Capacity      | Financial systems, procurement procedures, reporting mechanisms and previous grant management experience.                                   | 5          | 1 = Weak systems; 5 = Strong systems                       |
| Budget Realism and Value for Money | Budget is realistic, cost-effective and directly linked to project activities. Project management costs comply with programme requirements. | 10         | 1 = Poor value; 5 = Excellent value for money              |

*Subtotal: 20 points*

## 3. Scoring and Qualification

The Concept Note will be scored on a 100-point scale. A minimum overall qualifying score of 70 is required to proceed to the Full Proposal stage.

| Section                               | Maximum Score | Minimum Passing Score |
|---------------------------------------|---------------|-----------------------|
| Technical Evaluation                  | 80            | 56                    |
| Organizational and Financial Capacity | 20            | 14                    |
| Total                                 | 100           | 70                    |

### Rating Scale:

- 5 = Excellent (fully meets or exceeds expectations)
- 4 = Good (largely meets expectations)
- 3 = Satisfactory (adequate, with some weaknesses)
- 2 = Weak (significant gaps)
- 1 = Poor (does not meet requirements)



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### Annex 3: Full Proposal Template Tobacco Control Civil Society Grants Programme

The Full Proposal builds upon the approved Concept Note and provides a comprehensive description of how the proposed project will be implemented. Applicants are expected to expand upon the information presented in the Concept Note by providing detailed technical, operational, financial, and monitoring arrangements to demonstrate the feasibility and effectiveness of the proposed intervention. The proposal should clearly demonstrate how the project contributes to the implementation of the **Maldives Tobacco Control Act**, the **World Health Organization Framework Convention on Tobacco Control (WHO FCTC)**, the **WHO MPOWER package**, and national priorities for the prevention and control of non-communicable diseases (NCDs). The Full Proposal should not exceed **15 pages**, excluding annexes and supporting documents.

Note: Text in italics provides guidance for applicants. Remove guidance before submission.

|                                                                                                                                                                                                                                                             |              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
|                                                                                                                                                                                                                                                             |              |
| <i>(Expand from Concept Note Section 1)</i><br><i>If there are no changes, you may provide the same project title, organization, and contact information as in your Concept Note. Update duration and requested grant amount if revised after feedback.</i> |              |
| <b>BASIC INFORMATION</b>                                                                                                                                                                                                                                    |              |
| A: Project Title:                                                                                                                                                                                                                                           |              |
| B: Lead Applicant (CSO):                                                                                                                                                                                                                                    |              |
| C: Partner(s) (WDC / Council / CSO):                                                                                                                                                                                                                        |              |
| D: Target Location(s):                                                                                                                                                                                                                                      |              |
| E: Amount Requested (MVR):                                                                                                                                                                                                                                  |              |
| F: Proposed Duration (Start and End Dates):<br><i>Must be maximum 10 months</i>                                                                                                                                                                             |              |
| G: Priority Area:                                                                                                                                                                                                                                           |              |
| Details of the contact person                                                                                                                                                                                                                               |              |
| Name:                                                                                                                                                                                                                                                       | Designation: |
| Phone Number:                                                                                                                                                                                                                                               | Email:       |
| Authorized Representative Signature and Date:                                                                                                                                                                                                               |              |

Provide a concise overview of the proposed project by summarizing the background and context of the intervention, the tobacco control problem or need being addressed, and the overall goal and specific objectives of the project. Describe the target population and geographic area where the project will be implemented and outline the key interventions and activities that will be undertaken to achieve the intended objectives. Summarize the expected outputs and outcomes, highlighting the project's anticipated contribution to strengthening tobacco control in the Maldives. Include the total grant amount requested and provide a brief explanation of how the proposed interventions and project outcomes will be sustained beyond the grant period through community ownership, partnerships, institutional support, or other sustainability mechanisms.

*Describe your organization's management structure, staffing, and partnerships outlined in the Concept Note. Clearly specify roles and reporting lines. Please attach the CVs of key personnel as an annex.*

*Elaborate on the issue described in your Concept Note. Supporting evidence including secondary data and community consultations. Explain how the project addresses the identified problem and aligns with national strategies.*

*Convert your Concept Note objectives into a detailed logical framework with measurable indicators. Clearly distinguish between Goal, Outcomes, and Outputs.*

| Results Chain | Performance Indicators | Means of Verification | Assumptions / Risks |
|---------------|------------------------|-----------------------|---------------------|
|               |                        |                       |                     |
|               |                        |                       |                     |

*Provide details for each key activity identified in the Concept Note. Include purpose, methodology, and expected deliverables. Use the table below to map your Concept Note activities to the expanded full proposal version.*

| Activity | Expanded Description / Tasks | Expected Deliverables |
|----------|------------------------------|-----------------------|
|          |                              |                       |
|          |                              |                       |

*Translate your proposed activities into a timeline or Gant chart. Indicate responsibilities, key milestones, and expected completion dates. A template will be provided.*

*Confirm or refine target groups and geographic focus areas from your Concept Note. Explain any changes and justify your selection based on need, operational capacity, and inclusion considerations.*

*Confirm or refine target groups and geographic focus areas from your Concept Note. Explain any changes and justify your selection based on need, operational capacity, and inclusion considerations.*

## 9. Risk Management Plan (Expand from Concept Note Section H)

*Convert risks noted in your Concept Note into a structured risk matrix with mitigation measures.*

| Risk | Category | Likelihood | Impact | Mitigation Measures |
|------|----------|------------|--------|---------------------|
|      |          |            |        |                     |
|      |          |            |        |                     |
|      |          |            |        |                     |

## 10. Monitoring, Evaluation, and Learning (MEL) Plan (Expand from Concept Note Section I)

*Expand on the monitoring approach outlined in your Concept Note. Include indicators, data collection tools, Quality assurance, baseline and target values (noting that these may be confirmed and finalized at the start of implementation), reporting frequency, and mechanisms for learning and adaptation.*

## 11. Sustainability and Exit Strategy (Expand from Concept Note Section I)

*Build upon the sustainability elements in your Concept Note. Explain how the project results will continue after funding ends, through partnerships, institutional integration, or local resource mobilization.*

## 12. Detailed Budget and Financial Plan (Expand from Concept Note Section J)

*Provide a detailed line-item budget. Include unit costs, quantities, and total values. Explain any revisions from the indicative budget in your Concept Note. A template will be provided.*

## 13. Procurement and Financial Management Arrangements (Expand from Concept Note Section K)

*Describe your internal procurement, accounting, and audit systems.*

## 14. Annexes

*Attach all supporting materials referenced in this proposal, including registration documents, CVs, letters of support, and safeguarding policies.*

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### Annex 4: Full Proposal Evaluation and Scoring Matrix Tobacco Control Civil Society Grants Programme

#### A. Overview

Each proposal will be evaluated using a standardized scoring. The total score is 100 points, allocated as follows:

- Technical Proposal: 80 points
- Organizational and Financial Proposal: 20 points

Each criterion is scored on a 0–5 scale, where:

| Score | Description                                                                                             |
|-------|---------------------------------------------------------------------------------------------------------|
| 5     | Excellent – Fully meets and exceeds requirements, with clear evidence of strong capacity or innovation. |
| 4     | Good – Meets requirements well, with minor weaknesses.                                                  |
| 3     | Adequate – Meets minimum requirements but lacks detail or depth.                                        |
| 2     | Weak – Partially meets requirements; significant gaps exist.                                            |
| 1     | Poor – Does not meet expectations; unclear or incomplete.                                               |
| 0     | Not Addressed – Criterion not covered in proposal.                                                      |

#### B. Technical Evaluation (80 Points)

| Criterion                          | Description                                                                                                              | Weight<br>(% of<br>Technical<br>Score) | Score<br>(0–5) | Weighted<br>Score | Justifications/<br>Remarks |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------|-------------------|----------------------------|
| Relevance and Strategic Alignment  | Alignment with the Maldives Tobacco Control Act, , WHO FCTC, WHO MPOWER measures, and national public health priorities. | 12.5%                                  |                |                   |                            |
| Problem Analysis and Evidence Base | Demonstrates a clear understanding of the tobacco-related                                                                | 12.5%                                  |                |                   |                            |

|                                                   |                                                                                                                                                                                                                                                                 |        |  |  |  |
|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--|--|--|
|                                                   | problem using relevant local evidence, national data, research findings and stakeholder consultations.                                                                                                                                                          |        |  |  |  |
| Technical Design and Implementation Plan          | Quality, feasibility and coherence of the project design, logical framework, implementation methodology, work plan, staffing arrangements and implementation schedule.                                                                                          | 18.75% |  |  |  |
| Expected Public Health and Policy Impact          | Likelihood that the project will contribute to reducing tobacco use, preventing initiation, increasing cessation support, strengthening smoke-free environments, supporting implementation of tobacco control policies and improving community health outcomes. | 18.75% |  |  |  |
| Community Engagement and Stakeholder Partnerships | Meaningful engagement of communities and effective collaboration with Local Councils, Women's Development Committees, schools, health facilities, youth                                                                                                         | 12.50% |  |  |  |

|                                           |                                                                                                                                                                          |       |  |  |  |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|--|--|--|
|                                           | organizations and other relevant stakeholders.                                                                                                                           |       |  |  |  |
| Monitoring, Evaluation and Learning (MEL) | Strength of the MEL framework, including SMART indicators, data collection methods, reporting mechanisms, quality assurance and adaptive learning.                       | 6.25% |  |  |  |
| Sustainability                            | Likelihood that project outcomes will continue beyond the grant period through community ownership, institutional support, capacity building and long-term partnerships. | 6.25% |  |  |  |
| Innovation and Scalability                | Degree to which the project introduces innovative approaches and demonstrates potential for replication or expansion across other islands or communities.                | 6.25% |  |  |  |
| Risk Management                           | Identification of implementation risks, assumptions and adequacy of mitigation measures.                                                                                 | 6.25% |  |  |  |

### C. Financial Evaluation (30%)

| Criterion                                   | Description                                                                                                                                        | Weight<br>(% of<br>Financial<br>Score) | Score<br>(0–5) | Weighted<br>Score | Justifications/<br>Remarks |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------|-------------------|----------------------------|
| Organizational<br>Capacity                  | Governance, staffing, technical expertise, institutional capacity and previous experience implementing community-based public health programmes.   | 25%                                    |                |                   |                            |
| Financial<br>Management<br>Capacity         | Strength of financial systems, accounting procedures, procurement practices, internal controls and previous grant management experience.           | 25%                                    |                |                   |                            |
| Budget<br>Realism and<br>Value for<br>Money | Budget is realistic, justified, cost-effective and directly linked to proposed activities. Administrative costs comply with programme requirements | 10%                                    |                |                   |                            |
| Subtotal<br>Organizational<br>& Financial   |                                                                                                                                                    | 100%                                   |                | 20                |                            |

### D. Total Scoring Summary

| Component          | Maximum<br>Score | Evaluator's Score | Evaluator's Notes |
|--------------------|------------------|-------------------|-------------------|
| Technical Proposal | 80               |                   |                   |
| Financial Proposal | 20               |                   |                   |
| Total Score        | 100              |                   |                   |

## E. Minimum Qualifying Score

| Section                               | Maximum Score | Minimum Passing Score |
|---------------------------------------|---------------|-----------------------|
| Technical Evaluation                  | 80            | 56                    |
| Organizational & Financial Evaluation | 20            | 14                    |
| <b>Overall</b>                        | <b>100</b>    | <b>70</b>             |

Note: **Weighted Score = (Evaluator Score ÷ 5) × Maximum Points Allocated to the Criterion.**

**Example:** If *Technical Design and Implementation Plan* (maximum **15 points**) receives a score of **4**, the weighted score is: **(4 ÷ 5) × 15 = 12 points.**

## F. Evaluation Panel Notes

- The **Technical Evaluation Committee** shall independently assess all Full Proposals using this Evaluation and Scoring Matrix to ensure a transparent, objective, and merit-based evaluation process.
- Each proposal shall be evaluated by **at least two independent evaluators**. Where there is a significant discrepancy between evaluator scores, the Evaluation Committee may appoint a third evaluator or conduct a moderation meeting to reach a consensus.
- All evaluators must complete and sign a **Conflict-of-Interest Declaration** prior to participating in the evaluation process. Any evaluator with an actual, potential, or perceived conflict of interest shall be excluded from the assessment of the relevant proposal.
- Evaluators shall provide clear written comments and justifications for the scores awarded under each evaluation criterion to ensure transparency, accountability, and auditability.
- Only proposals that achieve the **minimum qualifying score of 70 out of 100**, including the minimum required score in both the **Technical Evaluation (56/80)** and the **Organizational and Financial Evaluation (14/20)**, shall be considered for funding.
- The Evaluation Committee may seek written clarification from applicants where necessary to better understand information presented in the proposal. However, applicants shall not be permitted to make substantive changes to the proposal after the submission deadline.
- Funding recommendations shall be documented in an Evaluation Report and submitted to the **Tobacco Control Civil Society Grants Steering Committee** (or the designated HPA Grant Review Committee) for review and approval.
- All evaluation records, scoring sheets, and supporting documentation shall be retained by the Health Protection Agency in accordance with applicable record management, procurement, and audit requirements.

## المرفق 5

# Annex 5: Narrative Progress Report Template – Tobacco Control Civil Society Grants Programme

## 1. Project Information

- Project Title:
- Grant Agreement Number:
- Implementing Organization:
- Project Location(s):
- Reporting Period (From – To):
- Submission Date:
- Contact Person

Name:

Position:

Email:

Contact No:

## Report Type

☐ Quarterly Progress Report

☐ Mid-Term Progress Report

☐ Final Narrative Report

Note: This document should be concise and **should not exceed eight (8) pages**, excluding annexes or other supporting documentation.

## 2. Executive Summary

Provide a concise summary (1–2 pages) of overall progress, key results achieved during the reporting period, and any major challenges or deviations from the work plan.

- Major activities completed
- Key achievements
- Progress toward project objectives
- Significant challenges
- Key lessons learned
- Overall implementation status

### 3. Summary of Achievements Against Work Plan

Summarize implementation progress against your approved work plan.

| Planned Activities | Status (Completed / Ongoing / Delayed) | Key Achievements / Outputs | Evidence / Means of Verification | Comments / Next Steps |
|--------------------|----------------------------------------|----------------------------|----------------------------------|-----------------------|
|                    |                                        |                            |                                  |                       |
|                    |                                        |                            |                                  |                       |

\*Provide a brief explanation below for any delays, modifications, or unexpected results observed during implementation.

### 4. Progress Toward Results Framework

Summarize measurable progress against the approved results framework.

| Expected Output / Outcome | Indicator | Baseline | Target | Current Progress | Remarks / Challenges |
|---------------------------|-----------|----------|--------|------------------|----------------------|
|                           |           |          |        |                  |                      |

### 5. Public Health and Policy Contributions

Describe how the project has contributed to strengthening tobacco control in the Maldives.

Examples may include:

- Increased awareness of tobacco harms
- Improved community support for tobacco-free environments
- Increased referrals to cessation services
- Enhanced collaboration with Local Councils and Health Centres
- Support for implementation of tobacco control legislation
- Strengthened community advocacy

Where possible, provide quantitative evidence

### 6. Community Engagement and Partnerships

Describe community participation throughout project implementation.

Include:

- Community consultation activities
- Youth participation
- Engagement with Local Councils
- Collaboration with Women's Development Committees
- Partnerships with schools
- Health facility collaboration
- Volunteer engagement
- Community ownership initiatives

Highlight any new partnerships established during the reporting period.

## 7. Challenges and Mitigation Measures

Describe key implementation challenges, risks that materialized, and mitigation actions taken or planned.

## 8. Monitoring, Learning and Adaptive Management

Describe how monitoring information has been used to improve implementation.

Examples:

- Review meetings
- Community feedback
- Changes made to implementation
- Lessons learned
- Best practices identified
- Innovations introduced

## 9. Gender Equality and Social Inclusion

Report actions and outcomes related to gender equality, social inclusion commitments. Include relevant trainings, community engagement initiatives, and outcomes for vulnerable or marginalized groups.

## 10. Communication and Visibility

Summarize communication and advocacy activities undertaken.

Examples include:

- Community awareness campaigns
- Social media activities
- Radio or television programmes
- Information materials developed
- Public events
- Stakeholder meetings
- Advocacy activities

Where applicable, include links to communication products.

## 11. Financial Summary

Summarize expenditures against the approved budget.

‘[]-

| Budget Line | Approved Budget (MVR) | Actual Expenditure to Date (MVR) | Variance (MVR) | Explanation of Variance |
|-------------|-----------------------|----------------------------------|----------------|-------------------------|
|             |                       |                                  |                |                         |
|             |                       |                                  |                |                         |

Attach detailed financial report as Annex H-1. Template will be provided.

## 12. Planned Activities for the Next Reporting Period

List major activities, expected outputs, and key milestones for the next quarter or reporting period.

## 13. Supporting Documentation

Attach or reference all supporting materials including photos, attendance sheets, communication materials, and beneficiary feedback.

- Photos and visual documentation
- Attendance sheets or participant lists
- Training or workshop reports
- Communication and outreach materials
- Success stories, beneficiary feedback or case studies (optional)

## 14. Certification

I certify that the information contained in this report is true and accurate to the best of my knowledge.

| Name | Position | Signature | Date |
|------|----------|-----------|------|
|      |          |           |      |

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# Annex 6: Monitoring and Evaluation (M&E) Framework Template Tobacco Control Civil Society Grants Programme

## 1. Project Information

- Implementing Organization:
- Project Location(s):
- Project Duration:
- Grant Amount (MVR):
- Reporting Period:
- Contact Person:

## 2. Results Framework Table

Use this table to define your project's overall logic, aligning objectives, outcomes, and outputs with measurable indicators, baselines, targets, and means of verification.

| Expected Output / Outcome | Statement of Result | Indicators (SMART) | Baseline | Target | Means of Verification / Data Source | Frequency of Data Collection |
|---------------------------|---------------------|--------------------|----------|--------|-------------------------------------|------------------------------|
|                           |                     |                    |          |        |                                     |                              |
|                           |                     |                    |          |        |                                     |                              |

Indicators should be specific, measurable, achievable, relevant, and time-bound (SMART). Include both quantitative (e.g., Number of community awareness sessions conducted) and qualitative (e.g., improved access) measures.

## 3. Data Collection and Quality Assurance

Describe how data will be collected, verified, and maintained to ensure confidentiality, accuracy and reliability. Include details on data sources, collection methods, frequency, and quality assurance measures.

Example:

Data Sources: Surveys, attendance sheets, case management records

Methods: surveys, Interviews, digital reporting tools, observation checklists

Frequency: After each activity, Monthly, quarterly, End of Project

Quality Assurance: Verification by supervisor, random spot checks, data triangulation

## 1. Learning and Adaptive Management

Explain how monitoring results will inform decision-making, adaptive management, and learning across your organization. Describe how lessons will be documented and shared. Applicants should demonstrate how monitoring information will be used to strengthen project performance throughout implementation rather than only at the end of the project.

## 2. Risk Monitoring and Safeguards

Identify project risks and assumptions and describe how they will be monitored and mitigated through the M&E system.

| Risk / Assumption | Monitoring Approach | Frequency | Responsible Unit | Mitigation Action |
|-------------------|---------------------|-----------|------------------|-------------------|
|                   |                     |           |                  |                   |
|                   |                     |           |                  |                   |
|                   |                     |           |                  |                   |

## 3. Community Participation, Equity and Inclusion

Identify specific indicators that track progress on gender equality and the inclusion of vulnerable groups. Include disaggregated data (e.g., by gender, age, disability, geographic area).

## 4. Public Health and Policy Indicators

Applicants should identify indicators that demonstrate the project's contribution to national tobacco control priorities. (e.g.: Number of smoke-free public places supported, Number of smoke-free public places supported)

## 5. Reporting and Feedback Schedule

Summarize the reporting schedule, outlining when and how M&E results will be communicated to the PMU and stakeholders.

| Report                              | Frequency                              | Submitted To | Purpose                                   |
|-------------------------------------|----------------------------------------|--------------|-------------------------------------------|
| Inception Report                    | Within one month of grant commencement | HPA          | Confirm implementation plan               |
| Quarterly Narrative Progress Report | Every three months                     | HPA          | Report implementation progress            |
| Quarterly Financial Report          | Every three months                     | HPA          | Financial accountability                  |
| Mid-Term Progress Review            | Midpoint of project                    | HPA          | Review progress and recommend adjustments |
| Final Narrative Report              | Project completion                     | HPA          | Document achievements, lessons            |

|                           |                    |     |                                    |
|---------------------------|--------------------|-----|------------------------------------|
|                           |                    |     | learned and sustainability         |
| Final Financial Report    | Project completion | HPA | Financial acquittal                |
| End-of-Project Evaluation | Project completion | HPA | Assess outcomes and overall impact |

## 6. Learning and Knowledge Sharing

Describe how lessons learned will be documented and shared with HPA, project partners and other stakeholders.

Examples include:

- Case studies
- Success stories
- Good practice briefs
- Community feedback sessions
- Stakeholder dissemination meetings
- Knowledge products
- Social media and communication outputs

## 7. Sustainability Monitoring

Describe how the project will monitor sustainability after implementation.

Examples include:

- Continued community engagement
- Ongoing partnerships with Local Councils and Health Centre's
- Volunteer retention
- Integration into existing community programmes
- Opportunities for scaling up successful interventions

Applicants should explain how progress toward sustainability will be assessed during and at the conclusion of the project.