**Ministry of Industry, SME and Cooperatives (Industry Division)**

# Request for Proposal

**for the selection of 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 01/2026-2027**

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 -For The Selection of an Administrative and Finance Assistant (on Contract basis)under the NZNPA Project – Reference No: IND/RFP 01/ 2026 2027"** on the top left-hand corner. Proposals should be addressed to the **Permanent Secretary**, **Ministry of Industry, SME and Cooperatives (Industry Division)** and deposited in the **Bid Box** located at 7th Floor, Air Mauritius Building, President John Kennedy Street, Port-Louis, **at latest, by 14 00 hours of 22 October 2026**.

*22 September 2026*

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