

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Ministry of Economic Development
Male',
Republic of Maldives



Sustainable and Integrated Labor Services (SAILS)

(P177240)

Term of Reference

for

Procurement Specialist (Local)

1. Background

The government of Maldives (GOM) intends to introduce a new Unemployment Benefits Act that will extend contributory social insurance to all Maldivian workers. The government will establish an Unemployment Insurance (UI) scheme which will be complemented by an integrated program of job search assistance and labor market reinsertion initiatives. The UI scheme will be designed to complement the Maldives Retirement Pension Scheme (MRPS), and the project will support the development of policy measures and capacity building to ensure the long-term fiscal sustainability of the MRPS and Old Age Basic Pension (OABP).

The Employment Services (ES) will serve as a platform for strengthening Active Labor Market Program (ALMP), addressing the challenges faced by Maldivians in finding employment, and building an integrated Labor Market Information System (LMIS). The scheme will pursue partnerships with government and non-government agencies aimed at promoting female employment, filling strategic gaps in the labor market (such as green and blue economy jobs), and replacing migrant workers with locals in the tourism industry.

The Government of Maldives (GoM) is implementing the “Sustainable and Integrated Labor Services (SAILS)” Project. The project is funded by the World Bank. The project objective is to improve social protection coverage and employability of Maldivian workers by establishing a contributory unemployment insurance scheme and integrated labor market services and, in the case of an eligible crisis or emergency, respond promptly and effectively to it. The project is being jointly administered by the Economic Development (MoED) and Maldives Pension Administration Office (MPAO) with a Project Steering Committee that is co-chaired by the MPAO and the MoED.

The project comprises of three components and a Contingent Emergency Component. The three primary components are;

Component 1: Integrated Labor Market Services

- 1.1: Establishment of policy and legal framework
- 1.2: Strengthening internal systems for program administration
- 1.3: Development and implementation of the ES scheme
- 1.4: Establishment of the Job Center service centers nationwide



Component 2: Strengthening Social Insurance:

- 2.1: Provision of seed financing of UI Solidarity Fund
- 2.2: Strengthening of internal systems and processes for fund administration
- 2.3: Financial management, compliance and audit
- 2.4: Strategic planning for the sustainability of social insurance

Component 3: Project Coordination, Monitoring and Evaluation

As part of the PMU strengthening process, the Ministry of Economic Development wishes to contract a **Procurement Specialist**.

2. Objectives

1. Conduct and coordinate procurement activities of the project in accordance with the World Bank's Procurement Guidelines
2. Assist the Project Director to ensure that the work by GoM staff and consultants are in conformity with the objectives of the project and is carried out according to the project document.

3. Scope of Services

1. Lead and implement the procurement process of hiring individual consultants, consulting firms, and project staff and goods procurement.
2. Develop, monitor, and implement a need-based Procurement Plan to implement the project ensuring timely completion of all procurement activities.
3. Develop and implement a streamlined Project Procurement Strategy for Development
4. Work in coordination with the project team and advise on procurement issues.
5. Prepare and review procurement documents such as Expression of Interest (EOI), Request for Proposals, Contract Agreements, etc. for goods, consultants, and non-consultant services in accordance with the schedule in the procurement plan and donor Procurement Guidelines.
6. Oversee all evaluations and negotiations as required during the procurement process.
7. Liaise with the donor agency for obtaining clearance on procurement activities.
8. Conduct contract management by performing tasks such as monitoring the progress of contract implementation to ensure that it abides by the stipulated standards, procedures, and planned procurement timetable.
9. Preparation of procurement reports and conduct reviews of procurement performance as needed.
10. Assist the project team to obtain information required to prepare the project implementation plan.
11. Assist the project team to prepare, update, and coordinate implementation of the project communication strategy including facilitating training, and change management activities.
12. Assist the project team to monitor project activities, while liaising with all relevant departments within and outside the MoED, support contract management and in evaluating and reporting progress of Project Development Objectives (PDO) level and intermediary level



indicators.

13. Assist the project team to prepare monthly/quarterly updates/reports as required by the MoED and the World Bank.
14. Assist the project team to carry out all payments related to the project, comply with internal controls, ensure proper accounting, and prepare and submit financial reports in an agreed format to the World Bank.
15. Assist the project team to provide the World Bank with accurate and timely information regarding the Bank-financed activities, thereby providing reasonable assurance that the funds are being used for the purposes intended.
16. Assist the project team to provide input in updating project Operations Manual and other project implementation documents.
17. Ensure continuous compliance of the legal covenants in the financing agreement between the World bank and GoM.
18. Any other project related activity assigned by the Project Director.

4. Reporting Obligations

The Procurement Specialist shall report to the Project Director on the status of the assignment on a regular basis.

5. Required Expertise and Qualifications

The Procurement Specialist should have:

1. Master's Degree in Procurement, Project Management, Business Administration, Management, Finance, or suitable equivalence with minimum of 7 years of experience.
2. Minimum of 3 years' experience in Procurement management
3. Experience in procurement of consultants, non-consulting services, and goods will be an added advantage.
4. Knowledge and experience in national and/or international procurement processes and familiarity with the Public Finance Law (2006) and Public Finance Regulations (2009) will be an added advantage.
5. Sound understanding of Government's Procurement Regulation and Act will be an added advantage
6. Proficient in using software applications such as MS Project, MS Word, MS Excel, MS PowerPoint.
7. Strong leadership, management, and communication skills in presenting, discussing, and resolving difficult issues and have the ability to work efficiently and effectively with a multi-disciplinary team.
8. Good written and oral Dhivehi and English communication skills.



6. Contract Duration

This is a 1-year contract. Upon signing of the contract, 3 months shall be counted as the probationary period. The contract shall be renewed based on performance, need, and funding.

This contract is expected to commence in **December 2022**.

7. Remuneration

The Procurement Specialist will be paid a lump sum of MVR 33,600 – MVR 38,600 per month.

8. Required Documents

Interested candidates must submit the following documents/information to demonstrate their qualifications, experience, and responsiveness to this TOR.

- I. Expression of interest letter
- II. Curriculum vitae indicating all experience from similar jobs
- III. References

9. Expression of Interest Application Submission

- I. Deadline for submission of the application is 4th December 2022 (04:00pm)
- II. Application should be emailed to the following contact details.

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