



**National Centre for Information Technology**

64, Kalaafaanu Hin'gun, Male', Republic of Maldives

**TERMS OF REFERENCE**

Announcement Reference no:	(IUL)164-HR/1/2023/5	Date	10 January 2023		
Project	Adaptation, Decentralization and Diversification Project (P177040)				
Position Name	Procurement Specialist				
Vacancy	1	Type of Contract	Individual	Duration	5 Years

**A. BACKGROUND**

The Digital Maldives for Adaptation, Decentralization and Diversification Project (P177040), aims to support the Maldives in its digital transformation and adaptation to climate change, through improving the enabling environment for Internet service provision and for the digital economy as a whole, establishing a shared data platform to support the implementation of climate change adaptation and strengthening digital identity verification and authentication for an improved service delivery experience both in-person and online. This project is funded by a grant from the World Bank and will be led by the Ministry of Environment, Climate Change and Technology (MoECCT). It is implemented by the PMU established by the MoECCT at the National Centre for Information Technology (NCIT) for the implementation of the National Digital Action Plan 2021-2023. Key implementation partners include the Communications Authority of Maldives (CAM) and the Department of National Registration (DNR).

**B. PROJECT DESCRIPTION**

The proposed Project aims to support the use of digital technologies to decentralize, diversify and to adapt to climate change. The project objective is to enhance the enabling environment for the digital economy in Maldives, to improve identification for in-person and remote service delivery, and to leverage data and analytics for a green, resilient, and inclusive development. It is designed around four components and the proposed activities are conceived following the country's priorities and funding needs in the medium term: (a) Enabling environment for improved digital

connectivity and competitiveness; (b) Digital identification for improved online and in-person service delivery; (c) Digital technologies and data platform for climate resilience; and (d) project management and implementation support

The project will assist the government in laying the legal and regulatory foundations for the digital economy and the provision of digital services, fostering the growth of high-quality and reasonably priced Internet services, and fostering trust in digital transactions and service delivery. To do this, the project will fund technical assistance to strengthen legal and regulatory frameworks in such areas as data protection, cybersecurity and cybercrime, electronic transactions, identification, and provide support for their operationalization through enhancing institutional capacity and developing pertinent roadmaps, strategies, and other tools and guidance.

By supporting the establishment of the Government Digital Services (GDS) and empowering CAM, the project will further aid in the strengthening of public institutions and the development of capacity. It will also support the regulation and enforcement of government policy to ensure better and more reasonably priced Internet services for the public and private sectors.

Through a two-pronged approach that includes (a) the modernization of existing identity management software and hardware and the introduction of a new digitally enabled ID credential, issued by the Department of National Registration, and (b) the operationalization of a digital ID system to enable secure data sharing and efficient service delivery, the project will help improve trust and efficiency in both in-person and online transactions and service delivery.

The project will also help the scaling up and modernization of current digital assets to enhance service delivery as well as the utilization of new digital solutions to better utilize data for climate change adaptation and other purposes.

### C. OBJECTIVES OF THE ASSIGNMENT

This assignment relates to the procurement function within the PMU with an objective to ensure successful implementation of the project components, specifically in the procurement of Goods, Services and Works under the project. The objective of this assignment is to support the procurement activities being

undertaken for the projects administered by the PMU with the responsibility for ensuring compliance with the World Bank guidelines on procurement.

#### D. OVERALL RESPONSIBILITY

The overall responsibilities of the Specialist include, but is not limited to the following:

- 1) The Procurement Specialist will lead and monitor the procurement activities for the initiative(s) being administered by the PMU.
- 2) Maintaining the Project Procurement Plan in consultation with the Project Manager and relevant entities/departments on a periodic basis throughout project implementation to reflect actual project implementation requirements;
- 3) Closely monitor procurement activities in reference to the timeline and milestones laid out in the Procurement Plan as well as the procurement approval process of the Government and bring any slippage of activities immediately to the attention of the Project Manager.
- 4) Maintaining complete procurement documentation for each contract, both in hard copy and in STEP (the World Bank's new System for Tracking Exchanges in Procurement) including bidding documents, advertisements, bids received, bid evaluations, letters of acceptance, contract agreements, securities, related correspondence, etc., in an orderly manner, readily available for audit;
- 5) Preparing procurement reports when needed showing the status of ongoing procurement, including a comparison of planned and actual dates of the procurement actions, including preparation of bidding documents, advertising, bidding, evaluation, contract award and completion time for each contract;
- 6) Preparing correspondence required for requesting, through the Project Manager, the World Bank approval/ 'no objection' of the proposed procurement steps/decisions, through STEP or email, as required;

#### E. SCOPE OF SERVICES

The work of the Procurement Specialist will include the following tasks, among others:

Bring the work types from the above section - note

- 1) Drafting bid notices and bidding documents for inviting and obtaining bids for goods and services in accordance with World Bank Procurement Regulations and the National Procurement procedures applicable to the project;

- 2) Drafting requests for Expressions of Interest and Request for Proposals (RFPs) for inviting and obtaining goods and services in accordance with World Bank Procurement Regulations and the National Procurement procedures applicable to the project;
- 1) Determining the procurement method to be used based on the size of the package in accordance with World Bank Procurement regulations and the National Procurement procedures applicable to the project;
- 2) Work under the guidance of the Project Manager in implementing all aspects of the project procurements managed by the PMU.
- 3) Review project procurement plan for goods, works, and services managed by the PMU and update the Plan as and when needed (at least bi-annually).
- 4) Preparation of invitation for bids, request for expressions of interest, bidding documents, request for proposals, evaluation reports, contracts, and other documents concerning procurement of goods, works, and consultants' services.
- 5) Coordinate with the PMU technical staff to ensure that the appropriate technical inputs are incorporated into all of the procurement documents throughout the process.
- 6) Assisting in the preparation of consultants' Terms of Reference (ToR) and administration of their contracts, including processing contract amendments;
- 7) Coordinate as needed procurement activities between NCIT and other governmental stakeholders and the World Bank.
- 8) Working with NCIT procurement staff to enhance their capacities through on-job training to ensure they are capable of taking over full responsibility of the needed procurement implementation as regarding the Word Bank programs by the end of the assignment; and
- 9) Assisting in revising the established procedures for receiving and opening of bids/proposals, ensuring adherence to the evaluation criteria stipulated in the bidding documents/RFPs in a professional and timely manner;
- 10) Any other task assigned by the PMU as may be necessary for the performance of the procurement duties for the projects.

#### F. QUALIFICATION AND EXPERIENCE

- 1) First Degree/ Professional Certificate in Business Administration or related field, with professional work experience 10 years or more;

OR

- 2) Masters' Degree and above in Business Administration or related field, with professional work experience of 5 years or more;

#### G. ADDED ADVANTAGE – ADDITIONAL SKILLS / EXPERTISE

- 1) Relevant experience on projects financed by international agencies; Experience in World Bank financed projects and World Bank procurement Processes and procedures.
- 2) Experience in using the World Bank STEP System.
- 3) Knowledge of Maldives Finance Regulation and the local procurement procedures with knowledge of technical and operational aspects of procurement implementation;

#### H. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is 5 years with the potential extension based on need and performance. The successful candidate is expected to commence the services in February 2023.

#### I. REMUNERATION AND OTHER BENEFITS

- 1) Take home package of MVR 27,800 – MVR 32,000 per calendar month, calculated based on education and experience, as remuneration for the services provided.
- 2) Training and travel expenses under the PMU as budgeted under the Project and approved by the Ministry.
- 3) Participate in the “Maldives Retirement Pension Scheme”.
- 4) Ramadan Allowance.
- 5) Leave(s) in accordance with the rules and regulations of Maldives.

#### J. REPORTING OBLIGATIONS

- 1) This position is based at the PMU at the National Centre for Information Technology
- 2) The Specialist will report directly to the Project Manager on all aspects of the assigned digital service products throughout the duration of the contract.
- 3) The Specialist will report and advise the Project Manager and/or his designate on behalf of the Client, on all aspects of procurement management throughout the duration of the contract.
- 4) The Specialist is expected to report to work on weekdays from 0800 – 1400 hours other than public holidays and provide services for an average of 44 hours a week if needed.
- 5) The Specialist shall provide all the necessary reports and updates to the Project Manager whenever needed.
- 6) The Specialist is required to report to work in official attire.

- 7) The Specialist is prohibited from working for any other party or a paid job, or taking any other assignment during the course of this contract without written approval from the Client.
- 8) The Specialist shall ensure that all the required reports for the project are prepared on time in accordance with the requirements of the Client and the World Bank.

#### K. SERVICE AND FACILITIES

- 1) Office space and other facilities as computers will be provided as required.

#### L. SELECTION CRITERIA

- 1) The applicant will be selected based on the following criteria

<b>Criteria</b>	<b>Points</b>
Educational Qualification (Section F)	20
Work Experience (Section F)	30
Additional Skills/ Expertise (Section G)	10
Interview	40

#### M. APPLICATION

- 1) Letter of Expression of Interest
- 2) Curriculum Vitae (clearly stating the starting and ending month and year for previous experiences).
- 3) Copy of National ID Card.
- 4) Copies of Accredited Academic Certificates
- 5) Certificates/ Letter of completion from the university.
- 6) Employment Verification Letter from previous employer(s), detailing the work and duration of the responsibilities.
- 7) Candidates must submit additional documents to prove expertise/experience in areas highlighted in section F and section G.

#### N. SUBMISSION

- 1) Interested candidates may email their proposals on or before the deadline specified in this section. The time that the sender email is received to the email specified will be considered as the received time. Applications received after the deadline will not be accepted.
- 2) Deadline for submission: 1300hrs, Wednesday, 18 January 2023
- 3) Applications should be sent to: [jobs@ncit.gov.mv](mailto:jobs@ncit.gov.mv)
- 4) Emails to be addressed to:  
Human Resource Section  
National Centre for Information Technology

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