



Terms of Reference and Scope of Services

FOR

PROCUREMENT OFFICER

Maldives: Enhancing Employability and Resilience of Youth Project

(MEERY: P163818) Ministry of Higher Education

Republic of Maldives

1. Background

Several aspects of the Maldives' recent development pattern highlight imbalances between labor demand and supply. Public sector jobs are predominantly in the civil service with the rapid expansion of cadres in the 1990s and 2000s. However, with the increasing standard of living over time, the labor market has become more challenging for Maldivians in general. Increasing educational attainment among the younger generation and expectations have coincided/collided with the rapid growth in low-skill service jobs associated with tourism and construction, leading to a mismatch in skills supply and demand. Despite the high levels of growth and labor market conditions in public investments, tourism, fisheries and non-tradable tourism related activities, important challenges remain for young Maldivians. These relate to (i) the need for greater inclusion and productive employment for youth, especially for those who cannot rely on public sector jobs (because of a sharp reduction of public sector employment) or who are from the most vulnerable segments of the population; and (ii) an increasing reliance on foreign labor in important sectors such as tourism and construction services and limited opportunities for women.

The Government of Maldives (GoM) is implementing the "Maldives: Enhancing Employability and Resilience of Youth" (MEERY) Project. The project is funded by the World Bank. The objective of the project is to improve the relevance of technical and vocational skills and foster entrepreneurship to promote youth employment in priority sectors. The project is being administered by the Ministry of Higher Education (MoHE), with a Project Steering Committee that will be co-chaired by the MoHE and the Ministry of Economic Development. The Project Development Objective is to improve the relevance of technical and vocational skills and foster entrepreneurship to promote youth employment in priority sectors.

Component 1: Integrating Skills Development with Labor Demand in the Tourism & Construction, and ICT-related Services Sector.

- 1.1: Labor-market assessment and analysis for demand driven skills identification*
- 1.2: Revision of Skills Development (TVET and Entrepreneurship) Curriculum*
- 1.3: Face-to-Face Skills Delivery.*
- 1.4: Support for Entrepreneurship Development.*

Component 2. Skills Development and eLearning Strategy.

2.1: Strategy Development, Strengthening and Diversifying skills development programs.

2.2: IT infrastructure for skills development and jobs platform.

2.3: Career hubs for education-industry linkages.

Component 3. Project Coordination, Monitoring and Evaluation

2. Objectives

The Procurement Officer will be appointed to work on the procurement management aspects of the project, he/she will be responsible for ensuring that all the activities under the project compliance with procurement requirements of the World Bank Regulations and the Government of Maldives Regulations.

3. Scope of Services

The Procurement Officer will manage the procurement works under MEERY in setting up a procurement plan and systems for the projects managed by PMU and will provide guidance to the Project Coordinator and the Project Management Unit on all procurement aspects, progress and constraints with the implementation of the procurement packages under the MEERY Project. In order to achieve the above objective, the Procurement Officer will carry out, *inter alia*, several tasks, including but not limiting to the followings.

- Preparing and implementing the Procurement Plan and monitoring of procurement processes under IDA financing.
- Planning, managing and implementing the overall procurement strategy for the project and working closely with the technical staff of MoHE and MoED to orient the relevant staff on procurement procedures that comply with Financing Agreement and World Bank Procurement Regulations
- Coordination of the project procurement activities by updating detailed procurement plans and planning procurement actions in general;
- Management of the contract database and maintaining a contract register of all the contracts awarded including Post and Prior review contracts;
- Ensuring that all procurement activities to be undertaken are in conformity with the Financing Agreement;
- Carrying out the entire procurement cycle including preparation and release of Expression of Interests (EOIs), Invitation for Bids (IFBs), Terms of Reference (TORs), Request for Proposals (RFPs), Bid documents, Evaluation of proposals, Negotiations, Awarding of contracts, delivery etc. in accordance with World Bank Procurement Regulations, Credit Agreements and other related documents;
- Preparing the relevant procurement documents for the World Bank's review and no-objection prior to its issue to the interested bidders and consultants;

- Review the planned procurement activities under the projects to ensure that procurement is done in accordance with the World Bank regulations and the Government of Maldives Financial limits;
- Specifically, review and revise, if necessary, the contracting procedures and documents for the localized community level procurement of works, with specific reference to the World Bank Procurement Regulations and international best practices;
- Processing the contract amendments and obtaining necessary clearances on the amendments from the Bank;
- Handling the finalization of contracts between the implementing agency(s) and the selected suppliers, contractors and consultants;
- Preparing the responses to queries and providing clarification to the bidder;
- Assist with event planning and implementation;
- Ensure office equipment are properly maintained and serviced;
- Perform work related errands as requested such as going to the post office, shops and bank;
- Work in coordination with the PMU of the project and advise them on procurement issues;
- Any other duties assigned by the Project Manager

4. Required Qualifications and Experience

The Procurement Officer should be sufficiently well qualified and experienced in procurement management to be able to prepare and monitor annual plans and elaborate suitable progress reports.

- Bachelor's Degree in Procurement or Business, Management related area.
- At least 05 years of experience in procurement of consultancies, civil works and goods; and have had responsibilities with a substantial content of his / her position in the procurement area (use of internationally accepted contract documents for works, goods and services; sound understanding of principles underlying good procurement practices and international agencies' procurement regulations)
- Knowledge and understanding of technical, commercial and legal aspects of procurement of the World Bank- financed project Knowledge and understanding of Government's procurement Regulations/Act; analytical capability in identifying and resolving procurement issues).
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5. Professional Competencies

- ☐ Excellent written and oral skills in English and Divehi, with the ability to produce comprehensive reports in English.

- Strong communication skills in presenting, discussing and resolving difficult issues and have ability to work efficiently and effectively in a multidisciplinary team.
- The successful candidate must be willing to work for extended periods without direct supervision and will be expected to travel routinely to islands within the catchment.
- The successful candidate will have good communications skills and must understand the objectives and delivery mechanisms. He/she must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative in his/her broad field of actions.

6. Institutional Arrangements

Procurement Officer will work in the PMU and will report directly to the Project Manager who has overall responsibility for the management of the MEERY Project.

7. Duration of services and terms of payment

The service is initially for a period of 01 year or any other time frame agreed by both parties. The salary range will be in between MVR 17,550/- to MVR 20,160/- based on the qualifications and relevant experience.