



**Ministry of Finance and Treasury**  
Republic of Maldives

**Procurement Officer**

**TERMS OF REFERENCE**

**A. OBJECTIVES AND PURPOSE OF ASSIGNMENT**

The Government of the Republic of Maldives through financing from Asian Development Bank (ADB) is implementing several infrastructural projects in Maldives and intends to apply part of the proceeds for the selection of a **Procurement Officer** to coordinate and support the procurement activities being undertaken for the ADB projects by the relevant implementing agencies.

The objective of this assignment is to coordinate and support procurement activities being undertaken for all the ADB-funded projects in Maldives through the several Implementing agencies for better procurement co-ordination between ADB, the Executing Agency (Ministry of Finance and Treasury) and all relevant Implementing agencies.

**B. SCOPE OF WORK**

The procurement officer has the responsibility for ensuring compliance with the ADB policy, regulations and/or guidelines (Guidelines) on procurement of goods, works, non-consulting and consulting services. In addition, the consultant shall serve as a focal person at National Tender undertaking the procurement related work for ADB-funded projects, tackle with day-to-day procurement issues in the focus of attaining efficiency, transparency and liaise with good governance in the ADB related procurements managed through National Tender under Ministry of Finance and Treasury.

**C. DETAILED TASKS**

The overall responsibilities of the Procurement Officer include, but are not limited to, the following:

1. Review of procurement processes under the projects to ensure that procurement is done in accordance with the ADB Guidelines and the Public Financial Regulation of Maldives;
2. Work in coordination with the project PMUs established under relevant implementing agencies and advise them on procurement issues;
3. Assist the PMU to prepare/ review and monitor requests for Expression of Interest (EOI), Tender documents, Request for Proposals (RFP), Contract agreements for goods, works, non-consulting and consulting services in accordance with the schedule in the procurement plan;
4. Assist, coordinate and monitor all evaluations and negotiations pertaining to procurement of goods, works, non-consulting and consulting services under ADB projects.
5. Assist the PMU and monitor the process of liaising with ADB for obtaining 'no objection' on procurement activities.
6. Monitor the progress of contracts and assist the implementing agencies to deal with contractual issues and variations.
7. Any other coordination and support required by the projects in tackling procurement issues with the ADB and Implementing agency.



8. Mentoring and training of procurement team for capacity building on ADB procurement knowledge and developmental works;
9. Prepare a quarterly/regular procurement progress report on all ADB projects, share with stakeholders.
10. Other relevant tasks that may be required for the above.

#### **D. QUALIFICATIONS AND EXPERIENCE**

1. Minimum undergraduate degree in commerce/ finance/ business/ management/Economics or suitable equivalency from a recognized university
2. Must have post-qualification professional work experience of at least five (5) years in procurement of consultants, works and goods; and have had substantial management/Supervisory responsibilities pertaining to procurement. Experience working in areas directly related to public sector procurement of consultants, works and goods and ADB procurements would be an added advantage;
3. Must have broad knowledge and understanding of and Government of Maldives Procurement Regulations /Act and Public Finance Regulations.
4. Specialized knowledge, extensive experience and understanding of principles underlying good procurement practices, all substantive areas/aspect of procurement and international agencies' procurement guidelines will be an added advantage.
5. Specialized knowledge of and extensive experience in all substantive areas/aspects of procurement (e.g. procurement of goods; various forms of construction contracts; selection/contracting of consultant services under various methods; preparation of bidding/contract documents for the international procurement of goods, works, services; public procurement policies; practices) will be an added advantage.
6. Should have strong leadership, management and communication skills in presenting, discussing and resolving difficult issues and have ability to work efficiently and effectively with a multidisciplinary team.
7. Must demonstrate strong interpersonal and motivational skills and sensitivity to the local environment as well as the ability to work with minimal supervision.
8. Proficient use of the computer skills in MS Office and any other application.

#### **E. REPORTING REQUIREMENT**

1. Report directly to Chief Procurement Executive of National Tender at Ministry of Finance and Treasury.
2. The Procurement Officer will be based within the National Tender of the Ministry of Finance and Treasury

#### **F. DURATION OF SERVICES**

1. Expected contract commencement date: XXXXX 2018
2. Contract will be on full-time basis, and contract will be for 1 year.



## **G. OTHERS**

1. Scope of the works may be expanded to projects funded by other foreign donors, if suitable.
2. Once the contract is signed, the officer is expected to attend an inception training held by ADB.
3. Successful candidate will be paid an all-inclusive monthly fee, agreed with ADB and MOFT, depending on qualification and experience.