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Ministry of Economic Development  
Male',  
Republic of Maldives

**Maldives: Enhancing Employability and Resilience of Youth Project (MEERY)**

**P163818**

**Terms of Reference**

**for**

**Procurement Officer**

**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 lowskill 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 jointly administered by the Ministry of Higher Education (MoHE) and Ministry of Economic Development (MoED), with a Project Steering Committee that is co-chaired by the MoHE and the MoED.

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

Component 1: Fostering skills development and entrepreneurship in priority sectors through four subcomponents:

- 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.



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Component 2: Promoting entrepreneurship and employment through skills Development and eLearning Strategy through three sub-components:

- 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

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

## **2. Objectives**

The MED wishes to contract a Procurement officer who will assist the procurement specialist and project team for the overall day to day Procurement management and coordination of the World Bank projects implemented by MED. The Procurement officer is expected to report to the Project Director and Procurement Specialist.

## **3. Scope of Services**

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

1. Implementation of the project's procurement plan
2. Draft procurement documents such as Bidding Documents, Request for Expression of Interest (REOI), Request for Proposals, Contract Agreements, etc. for goods, works, consultancies, and non-consultant services in accordance with the schedule in the procurement plan and donor Procurement Guidelines.
3. Conduct/coordinating bid evaluations and negotiations as required during the procurement process.
4. 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.
5. Preparation of procurement reports and conduct reviews of procurement performance as needed.
6. Assist the project team to obtain information required to prepare the project implementation plan.
7. Assist the project team to monitor project activities, while liaising with all relevant departments within and outside the MED, support contract management and in evaluating and reporting progress of Project Development Objectives (PDO) level and intermediary level indicators.
8. Assist the project team to prepare monthly/quarterly updates/reports as required by the MED and the World Bank.
9. 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.
10. Assist the project team to provide the World Bank with accurate and timely information



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regarding the Bank-financed activities, thereby providing reasonable assurance that the funds are being used for the purposes intended.

11. Ensure continuous compliance of the legal covenants in the financing agreement between the World bank and GoM.
12. Provide support to other donor funded projects and activities under the Ministry's mandate.
13. Any other project related activity assigned by the Project Director.

#### **4. Reporting Obligations**

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

#### **5. Required Expertise and Qualifications**

The Procurement Officer should have:

1. Bachelor's degree in Procurement, Project Management, Business Administration, Management, Finance, or suitable equivalency.
2. Minimum three (03) years of Experience in the field of procurement or a related field.
3. Previous work experience in the procurement of a donor funded project will be an advantage
4. Sound understanding of Government's Procurement Regulation and Act will be a added advantage
5. Proficient in using software applications such as MS Project, MS Word, MS Excel, MS PowerPoint.
6. Strong leadership, management, and communication skills in presenting, discussing, and resolving difficult issues and have the ability to work efficiently and effectively with a multidisciplinary team.
7. 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 **May 2023**.

#### **7. Remuneration**

The Procurement Officer will be paid a lump sum of MVR 17,550 – MVR 20,160 per month.



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## 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 **20<sup>th</sup> April 2023 (04:00pm)**
- II. Application should be emailed to the following contact details.

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Project Director  
Maldives: Enhancing Employability and Resilience of Youth Project (MEERY)  
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Ministry of Economic Development  
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