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| Date: 7 August 2018 |  |
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# Maldives Clean Environment Project

# PROCUREMENT ASSISTANT

# TERMS OF REFERENCE

## **BACKGROUND**

The solid waste management sector in Maldives is under extreme stress due to the country’s unique geography and economic structure. The national population of approximately 400,000 people and one million tourists that visit Maldives yearly produce large amounts of waste.

The Maldives faces significant challenges to sustainably manage the 365,000 T of waste generated yearly. The waste management sector needs urgent support to address these challenges. The bulk of the mixed and untreated waste generated in the Male region is transported daily by boat to Thilafushi, an island close to Male, where it is all burned in an uncontrolled manner. Other inhabited islands follow a similar practice of open burning and/or dumping into the open sea. Most resorts send their waste to Thilafushi, but few of them have their incineration and composting facilities. The open burning of waste and sea dumping in inhabited islands across the archipelago releases highly toxic gases that significantly impact air quality and public health, as well as threaten the country’s image of environmentally sustainable high-end tourism.

Empirical evidence shows that years of sea dumping of plastics and other waste materials is destroying the coral reefs which are vital for the country’s fish stock, local livelihoods and protection against sea level rise. The fisheries sector alone provides for the economic livelihood of 26% of poor households and 11% of total employment nationally. The coral reefs also play a pivotal role for the tourism sector. The country’s physical existence is threatened as damaged coral has reduced the reefs protection of the atolls and islands against climate change impacts, particularly sea level rise.

These issues have contributed to the population’s demand for improved solid waste management services from the Government and the decentralized administrations responsible for these services. However, service delivery, revenue generation and collection, transportation and disposal have not kept pace with increasing quantities of waste and the national government and the Atoll and Island Councils (ICs) have been unable to effectively address the issues.

The practice of waste management in Maldives began to significantly evolve after the 2004 Tsunami that left some parts of the country devastated and with stockpiles of debris and other post disaster waste. Prior to this, waste was primarily dumped at sea. The post disaster response compelled the GoM to strategically address sustainable waste management.

In 2014, the Ministry of Environment and Energy (MEE) created the Waste Management Department, headed by a Director General, under the ministry, directly responsible for national waste policy and coordination. However, it was not until 2015, when the 2007 Waste Management Policy was updated, mandating the ICs with the responsibility for managing waste generated on the islands. Therefore, it was the amended 2015 Waste Management Policy that brought the country into line with international best practice of resting the responsibility for waste management firmly with the local governments and municipalities.

The MEE has updated the Waste Management Policy, which centers on creating Regional Waste Management Centers (RWMC) to serve as treatment and disposal facilities for the waste that the Island Waste Management Centers (IWMC) have collected from their communities.

The recently closed Maldives Environment Management Project (MEMP) focused on solid waste management in Zone II. The proposed project will continue to support the operationalization of the SWM system in this zone and other priority zones. The Government asked IDA for additional support for investments in Zone IV and V. The MEE is currently working on a number of initiatives to roll out the RWMC and IWMC approach, in other regions, and is requesting support of the World Bank and its other traditional Development Partners to support this approach.

The development objective for **Maldives Clean Environment Project** is to improve solid waste management in selected zones. This project has five components. 1) The first component, National Solid Waste Management Strategy and Policy, aims to support the government’s efforts to address current challenges to effective SWM in the country. It has three sub‐components as follows: (i) Solid Waste Management Strategy; (ii) Feasibility Studies and Investment Preparation; and (iii) Institutional Capacity Building. 2) The second component, Regional Waste Management Systems, aims to fully operationalize the Regional Waste Management Centers (RWMC) for Zone II established under Maldives Environmental Management Project (MEMP), and to support the establishment and operation of SWM systems in Zones IV and V based on the feasibility studies conducted under Component 1. It has the following two subcomponents: (i) Regional Waste Management System in Zone II; and (ii) Regional Waste Management System in Zone IV and V. 3) The third component, Island Waste Management Systems, aims to support the government in developing and completing island‐level facilities for managing the collection, segregation, on‐site treatment, and storage of residual waste until final transfer to the common facility. It has the following two subcomponents: (i) Island Waste Management System in Zone II; and (ii) Island Waste Management System in Zones IV and V. 4) The fourth component, Project Management, aims to strengthen Ministry of Environment and Energy (MEE’s) institutional capacity for project implementation through the establishment and maintenance of a Project Management Unit (PMU) to manage, implement, monitor, and evaluate project activities. 5) The fifth component, Contingency Emergency Response, aims to provide immediate response to an eligible crisis or emergency, as needed.

## **OBJECTIVES OF ASSIGNMENT**

The Procurement Assistant will assist the Procurement Specialist in setting up a procurement plan and systems for the management of contracts. The Procurement Assistant will undertake all procurement activities under supervision of Procurement Specialist. In addition, he/she will assist the Project Manager in the administration of contracts and preparation of reports to the Project Manager and World Bank.

## **OVERALL RESPONSIBILITY/SPECIFIC TASKS**

Under the supervision of Procurement Specialist or his designate, Procurement Assistant will carry out the following tasks, but not limited to

1. Work under the guidance of the Procurement Specialist in implementing all aspects of procurement.
2. Develop procurement plans for goods, works, and services, and update the Plans as and when needed (at least quarterly).
3. Assist in 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, and consultants’ services (and works if applicable).
4. Provide assistance on procurement matters to ensure consistent application of the procurement/ consultants’ regulations as laid out in the Public Financial Regulations of Maldives.
5. Closely monitor procurement activities in reference to the Procurement Plan timeline and the procurement approval process of the Government / World Bank and bring any slippage of activities immediately to the attention of the Procurement Specialist/Project Manager.
6. Provide effective administrative support to the project management units by maintaining and managing the records relating to contracts.
7. Provide support to audit related matters.
8. Prepare reports and documents as per specified formats, project, or programme plans as well as general administrative/financial or specialized tasks which may be confidential in nature.
9. Any other task assigned by the Ministry related to project management.

## **QUALIFICATION AND EXPERIENCE**

To be eligible for consideration for this position, the candidate must meet the following criteria:

1. Diploma in procurement/ commerce/ finance/ business/ management/ law or suitable equivalency.
2. At least three (3) years of experience in procurement of consultancies, civil works and goods or 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 guidelines; understanding of Government’s procurement Regulations/Act; analytical capability in identifying and resolving procurement issues);
3. Specialized knowledge of and significant experience in 2-3 substantive areas/aspects of procurement (e.g. procurement of goods; various forms of construction contracts; selection/ contracting of consultant services; preparation of bidding / contract documents for the international procurement of goods, works, services; public procurement policies; practices)
4. Knowledge and understanding of technical, commercial and legal aspects of government’s procurement procedures and regulations.
5. Strong communication skills in presenting, discussing and resolving difficult issues. Ability to work efficiently and effectively in a multidisciplinary team.
6. Proven capability in both Dhivehi and English, with excellent writing, analytical and communication skill is required.

The successful Candidate must be willing to work for extended periods without direct supervision and travel routinely to islands within the catchment.

In addition, the individual’s reputation of integrity and impartiality routed in independent from third parties shall be considered.

The short-listed candidate will be requested to participate in personal interviews and submit the names and contact details of personal referees who can attest to their ability.

The successful candidate must understand the objectives and delivery mechanisms of the projects portfolio. 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

## **REPORTING REQUIREMENT**

1. Report directly to the Procurement Specialist and the Project Manager on all aspects of procurement throughout the duration of the contract, unless otherwise advised by the Client.
2. The Procurement Assistant is expected to report to work on week days from 0800 – 1600 hours other than public holidays and provide services to the Client for an average of 40 hours a week. Remuneration for less than 8 hours work per day will be on a pro-rate basis and is required to work additional hours to complete the assigned tasks on a daily basis.
3. The Procurement Assistant shall provide all the necessary reports and updates to the Project Director or its designate and donor agencies whenever needed.
4. The Procurement Assistant is required to report to work in official attire.

## **SCHEDULE FOR THE ASSIGNMENT**

Duration of the assignment is **36** months from the commencement of the works with potential extension based on performance and need. The successful candidate is expected to commence the services in September 2018.

## **REMUNERATIONS**

Monthly remuneration from the project will be between **MVR 18,000.00 to MVR 22,400.00** based on education qualification and experience.

1. **SELECTION CRITERIA**

The Procurement Assistant will be selected based on the following criteria:

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| **Selection Criteria** | **Weightage (%)** |
| Relevant academic qualification(s) | 40 |
| Experience in similar works/ assignments | 30 |
| Interview | 30 |

1. **SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT**
* Office space and other facilities such as computers will be provided to the Procurement Assistant as required.
* Local transport for official travel between Male’, inter-Atolls and inter-islands and food and accommodation for the trips will be provided from the projects.
* **Leave Entitlement:**

Unplanned Leave:

a). The Consultant may take up to ten (10) working days of paid leave per annum or pro rata as may be agreed by the client for medical reasons or emergencies. If the duration is more than two consecutive days, a medical certificate specifying the nature of the consultant's illness and recommended duration of leave issued by a licensed medical practitioner must be submitted on the first day back at work.

b). The Consultant may take up to ten (10) working days of paid leave per annum or pro rata as may be agreed by the client for Family Responsibility reasons or emergencies.

Planned Leave: The consultant may take up to twenty (20) working days of paid leave per annum or pro rata as may be agreed by the Client.

Unpaid Leave: The Consultant will not be paid for any leave(s) that exceed the maximum allowed leave entitlements above. The Consultant may take a maximum of 20 working days unpaid leave in a twelve-month contract period, if such a leave is agreed by the Client in writing. If the unpaid leave exceeds more than twenty (20) days the contract may be terminated by the Client.

1. **APPLICATION**

Interested applicants may submit their proposal in a sealed envelope indicating the following:

* Letter of Expression of Interest (EOI)
* Curriculum Vitae (CV) that demonstrates that the applicant is qualified to perform the services (including description of similar assignments, experience in similar conditions, availability of appropriate skills etc.)
* Copy of National Identification Card
* Attested copies of Educational Certificates (copies taken from with accredited original certificates)
1. **SUBMISSION**

Interested candidates may submit their proposals on or before the time provided in the advertisement to the following address:

Human Resource Unit

Ministry of Environment and Energy

Green Building, Handhuvaree Hingun, Maafannu

Male’, 20392, Republic of Maldives