

Ministry of Fisheries, Marine Resources, and Agriculture

Male', Republic of Maldives



Ministry of Fisheries, Marine Resources, and Agriculture

Terms of Reference for Consulting Services

for

Procurement Assistant

Ref No: *MAP/CS/2023/007*

Terms of Reference (ToR) Procurement Assistant

1. Client

1.1. The client for this assignment is Project Implementation Unit (PIU) of the Maldives Agribusiness Programme (MAP) of the Ministry of Fisheries, Marine Resources and Agriculture (MoFMRA).

2. Background on project

2.1. The Government of Maldives (GoM) through the Ministry of Fisheries, Marine Resources and Agriculture (MoFMRA) is implementing MAP, which is jointly financed by GOM and International Fund for Agriculture Development (IFAD). The Unit PIU set-up within the MoFMRA managed the Programme in compliance to the guidelines set-forth by the design report, implementation manual under the guidance of the project steering committee and IFAD supervision missions.

2.2. The main aim of MAP is to enable small farmers in the Program area to sustainably enhance their production levels, increase income, secure food and nutrition for their household demands and deliver produce to connected markets.

2.3. The main hubs for the programme activities are in region 1-3 are Haa Alif Hoarafushi for region 1. Haa Dhaalu Vaikaradhoo for region 2, and Shaviyani Milandhoo for region 3. Each of these hubs will serve 8, 9 and 9 inhabited agriculture islands respectively.

3. Overall objectives

3.1. **The programmer's goal** is to sustainably increase the incomes, food security and nutrition status of small farmer households.

3.2. **The development objective** is to strengthen and enable the environment for sustainable and climate-resilient agriculture. This objective will be achieved through policy refinement, strengthened institutions and services, enhanced agricultural technologies and better access to financing and markets for small farmer households.

4. Objectives of the assignment

4.1. To implement the Programme PIU wishes to contract a Procurement Assistant (PA) who will be responsible for: (i) assisting in ensuring the integrity of the procurement processes of all works, goods, consulting services and non-consulting services required for the project; (ii) assisting in preparing request for bid/proposal documents; (iii)



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assisting evaluation of bids/proposals; (iv) assisting in ensuring that the 'Technical Evaluation Committee' and the 'National Tender Board' comply with the IFAD's 'Procurement Regulations' and (v) assisting in monitoring the performance of contractors, suppliers and consultants; the delivery and completion of contracted works, goods and services.

- 4.2. The 'Procurement Assistant' will be expected to report to the Project Director and work closely with the Component Coordinators of the project and other members of the PIU, as well as with the members of the IFAD task team.

5. Scope of work

- 5.1. Under the supervision of Procurement Specialist or his designate, Procurement Assistant will carry out the following tasks, but not limited to
- 5.1.1. Work under the guidance of the Procurement Specialist in implementing all aspects of procurement.
- 5.1.2. Develop procurement plans for goods, works, and services, and update the plans as and when needed (at least quarterly).
- 5.1.3. 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).
- 5.1.4. Provide assistance on procurement matters to ensure consistent application of the procurement/ consultants' regulations as laid out in the Public Financial Regulations of Maldives.
- 5.1.5. 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.
- 5.1.6. Provide effective administrative support to the project management units by maintaining and managing the records relating to contracts.
- 5.1.7. Provide support to audit related matters.
- 5.1.8. 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.
- 5.1.9. Any other task assigned by the Ministry related to project management.

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6. Qualifications and Experience

- 6.1. Diploma in procurement/ commerce/ finance/ business/ management/ Administration or suitable equivalency.
- 6.2. At least two (2) years of experience with one (1) year of experience in procurement.
- 6.3. Specialized knowledge of and significant experience in 2-3 substantive areas/aspects of procurement (e.g. procurement of goods; various forms of contracts; selection/ contracting of consultant services; preparation of bidding / contract documents for the procurement of goods, works, services; public procurement policies; practices)
- 6.4. Knowledge and understanding of technical, commercial and legal aspects of government's procurement procedures and regulations
- 6.5. The successful individual must be willing to work for extended periods without direct supervision and travel to islands within the project area when required.
- 6.6. The successful candidate must have strong communication skills in presenting, discussing and resolving difficult issues.
- 6.7. Ability to work efficiently and effectively in a multidisciplinary team.
- 6.8. Proven capability in both Dhivehi and English, with excellent writing, analytical and communication skill is required.
- 6.9. In addition, the individual's reputation of integrity and impartiality routed in independent from third parties shall be considered.
- 6.10. 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.
- 6.11. 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

7. Reporting Requirement

- 7.1. Report directly to the Procurement Specialist and the Project Director on all aspects of procurement throughout the duration of the contract, unless otherwise advised by the Client.
- 7.2. The Procurement Assistant is expected to report to work on week days from 0800 – 1500 hours other than public holidays and provide services to the Client for an average of 35 hours a week. Remuneration for less than 7 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.



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11. Project Coordination

11.1. Report directly to the Project Director on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Implementing Agency.

12. Services and facilities to be provided by the client

- 12.1. Office space and other office facilities such as computers will be provided as required.
- 12.2. Local transport for official travel between Malé and field visits to islands; food, accommodation and allowances will be provided from the project.
- 12.3. The Procurement Assistant shall ensure that they always carry themselves in good behavior and maintain a cordial friendly atmosphere with other personnel including employees of MoFMRA, MAP, Island Councils and other organizations.
- 12.4. The Procurement Assistant shall provide professional, objective, and impartial advice, at all times holding the client's interest's paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work. The Procurement Assistant has an obligation to disclose to the client any situation of actual or potential conflict that impacts its capacity to serve the best interest of the client.

