

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

**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







7.3. The Procurement Assistant shall provide all the necessary reports and updates to the Project Director or its designate and donor agencies whenever needed.

7.4. The Procurement Assistant is required to report to work in official attire.

## **8. Schedule for the Assignment**

8.1 Duration of the assignment is 12 months from the commencement of the works. The successful candidate is expected to commence the services in July 2023.

8.2 This position is based at the PIU of the Ministry in Male' with travel to Islands or field visits as maybe required.

8.3 The Project Director will evaluate the performance of AGO every six months. S/he must achieve a performance score above 80 percent to continue with the position

## **9. Remuneration**

9.1. Procurement Assistant will receive MVR 12,000.00 per calendar month as remuneration for the services depending on qualifications and experience, for the services provided by the Procurement Assistant.

9.2. Training and travel expenses under the PIU as budgeted under the Project and approved by Project Director.

## **10. Selection Criteria**

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

Selection Criteria	Weightage (%)
Relevant academic qualification(s)	20
Experience in similar works/ assignments	40
Interview	40
Candidate must attain minimum of 70% marks in the evaluation (Relevant academic qualifications and Experience in similar works) to be qualified for the Interview.	

**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.