

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

**Procurement Specialist**

## **Terms of Reference (TOR)** **Procurement Specialist**

### **A. BACKGROUND**

The Government of Maldives (GoM) through the Ministry of Fisheries, Marine Resources and Agriculture (MoFMRA) is initiating the implementation of the Maldives Agriculture Program (MAP) with the support of International Fund for Agriculture Development (IFAD). The Program will be managed with the support of an Implementing Partner, by the Project Implementation Unit (PIU) set-up within the MoFMRA in accordance to the guidelines provided by the design report, implementation manual and under the guidance of the project steering committee and IFAD supervision missions.

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

### **B. OBJECTIVES OF ASSIGNMENT AND OVERALL RESPONSIBILITY**

The Project Implementation Unit (PIU) wishes to contract a **Procurement Specialist** who will be responsible for: (i) ensuring the integrity of the procurement processes of all works, goods, consulting services and non-consulting services required for the project; (ii) preparing request for bid/proposal documents; (iii) assisting or managing evaluation of bids/proposals; (iv) ensuring that the Technical Evaluation Committee and the National Tender Board comply with the IFAD's Procurement Regulations and (v) monitoring the performance of contractors, suppliers and consultants; the delivery and completion of contracted works, goods and services.

The Procurement Specialist 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.

### **C. SCOPE OF SERVICES**

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

1. Working closely with the technical staff of the MoFMRA and PIU including the Project Director and Component Coordinators to orient the relevant staff on procurement procedures that comply with (a) the Procurement Manual for the Project, and (b) the Letter of Agreement and IFAD's Procurement Regulations for Borrowers for Goods, Works, Non-Consulting and Consulting Services ensuring that all procurement activities to be undertaken are in conformity with the Letter of Agreement;
2. Establishing and ensuring efficient and satisfactory operation of the Procurement System and Practices to manage resources available to the project efficiently; ensuring accountability as per the procedures required by Rules and Regulation set forth by the Government of Maldives and the IFAD, including ensuring that procurement are made from the project for: (a) intended purposes only; and (b) all items of works, goods or services are procured complying to the Procurement Manual of the Project; (c) timely project recordings and reporting of procurement information to stakeholders, and for monitoring and evaluation processes.
3. Ensuring all procurement activities are carried out as per the Procurement Plan prepared for the Project including updating the Procurement Plan in consultation with the Project Director (from time to time, as may be required) and seeking timely concurrence from the IFAD on any such update.
4. Ensuring all pre-procurement activities are carried out by the MoFMRA and PIU staff in advance of initiating procurement processes; ensuring timeliness of various steps of procurement up to award and mobilization of contractors/suppliers/consultants.
5. The Procurement Specialist will prepare status update of the Procurement Plan for each quarter of the Calendar Year
6. The procurement of works and goods (using procurement methods as specified in the Procurement Plan) and consultants and non-consultant services (using selection methods as specified in the Procurement Plan), provide guidance for Coordinators, Technical Evaluation Committees, Project Director and PIU Procurement Cell in the preparation and finalization of Terms of References (TORs), Invitation for Expression of Interests (EoIs) and consultant short-listing; preparation of request for proposals (RFPs); organizing and carrying out pre-proposal meetings (including preparation and finalization of responses to requests for clarification and issues resulting from

- prospective consultants' queries on the RFP documents received prior and during the pre-proposal meeting);
7. Preparation and finalization of proposal evaluation reports (including coordination of the proposal evaluation process, ensuring participation of appropriately qualified technical experts in the evaluation process, and providing guidance to the members of the evaluation committee with respect to evaluation criteria included in the RFP and explanation of eligibility for selection); and draft contracts; and assist in award of the contracts.;
  8. Review each selection and procurement case, and verify on behalf of the Project Director that in each case of selection/procurement, the procedures were in strict conformity with the procurement provisions of the Letter of Agreement.
  9. Prepare Quarterly Progress Report prepared and submitted to the Project Director.
  10. Specifically, review and revise, if necessary, the contracting procedures and documents for the localized community level procurement of works, with specific reference to the IFAD Procurement Guidelines and international best practices;
  11. Provide guidance and support to the Project Director and the Component Coordinators in administering the contracts, and organize regular (at least once in a quarter) meetings with contractors, suppliers and consultants to discuss and expedite progress of implementation of contracts, and to facilitate clearances, licences needed from regulatory authorities and permissions needed from authorized officials to execute the contracts. .
  12. Preserve and maintain all records and documents of completed and ongoing procurement activities to ensure the support for future monitoring/audit by the Government of Maldives and procurement review consultants appointed by the IFAD
  13. Provide all other advice, as may be required, to the Project Director, Finance Management Specialist and Component Coordinators on all procurement aspects of the Project; and constraints with the implementation of the procurement packages.
  14. Reporting to the Project Director and IFAD task team on all aspects of Procurement Management throughout the duration of the assignment.
  15. Oversee the staff performance and quality of outputs of the staff engaged in the Procurement Management Sub-Cell of the PIU.

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

1. A Bachelor's Degree in Procurement, Accounting, Business Management or a relevant field.
  - i. Must have professional work experience of 5-7 years with minimum three (3) years' post qualification work experience in public/private sector procurement management.
  - ii. The candidate will be at an advantage for having past experience working as a Procurement Specialist in Development Projects funded by International Donors.
  - iii. Experience and understanding of project management procedures, such as procurement management and analysis, business planning and project evaluation, as well as institutional reforms.
  - iv. Familiarity with applications of accounting and accounts software.
  - v. Knowledge and understanding of technical, commercial and legal aspects of financial management and procurement of donor - financed projects will be an added advantage.
  - vi. Strong organizational and planning skills with ability to work independently as well as a team player, under stress.
  - vii. Should have strong and proactive interpersonal communicative skills, experience in team leadership and participatory management.

The successful individual must be willing to work for extended periods without direct supervision and travel to islands within the project area.

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 project portfolio. S/he must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative to overcome challenges.

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

1. Report directly to the Project Director on all aspects of Project Management throughout the duration of the contract unless otherwise advised by MoFMRA.

2. The Procurement Specialist is expected 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.
3. The Procurement Specialist shall provide all the necessary reports and updates to the Project Director to be presented at the Steering Committee and donor agencies whenever needed.
4. The Procurement Specialist is required to report to work in official attire.

#### **F. SCHEDULE FOR THE ASSIGNMENT**

Duration of the assignment is 12 months from the commencement of the works with potential extension based on performance. The successful candidate is expected to commence the services in July 2023.

This position is based at the Ministry of Fisheries, Marine Resources and Agriculture in Male' with extensive travel to Islands or field visits as maybe required.

#### **H. RENUMERATION AND OTHER BENEFITS**

1. MVR 20,240.00 – MVR 24000.00 per calendar month as remuneration for the services depending on qualifications and experience, for the services provided by the Procurement Specialist
2. Training and travel expenses under the PIU as budgeted under the Project and approved by Project Director.
3. S/he shall participate in the “Maldives Retirement Pension Scheme” as required by the Maldives Pension Law and its regulations.
4. S/he will be given an allowance called “Ramadan Allowance” as per the rules of the Implementing Agency, prior to the beginning of the month of Ramadan. The allowance will be entitled only to Muslims.

#### **H. SERVICES AND FACILITIES TO BE PROVIDED BY THE IMPLEMENTING AGENCY**

1. Office space and other office facilities such as computers will be provided as required.
2. Local transport for official travel between Malé and field visits to islands; food, accommodation and allowances will be provided from the project.