

**Ministry of Environment and Energy**

Republic of Maldives

Advertisement Reference: (IUL)438-HRU/438/2018/243

**COASTAL PROTECTION AT GN.FUVAHMULAH**

# **PROCUREMENT OFFICER**

# **TERMS OF REFERENCE**

## **PURPOSE**

The Government of the Republic of Maldives through the Ministry of Environment and Energy (MEE) is implementing “Coastal Protection at Gn.Fuvahmulah” financed by the Netherlands Enterprise Agency and the Kuwait Fund for Arab Economic Development, and intends to apply part of the proceeds for the selection of a Procurement Officer for the implementation of this project by Ministry of Environment and Energy.

## **BACKGROUND**

## Coastal erosion is one of the most serious environmental issues facing Fuvahmulah. According to the present assessment, coastline regression due to erosion has been on average 0.8m/year over the period of the past 47 years (1969 – 2016). It is believed that approximately 15 ha of land had been lost from the island due to erosion. As a result, several important buildings, facilities and palm trees have been found at the border of the eroding coastline. The project Island has an elongated shape with raised ridges at the coastal margin sloping down towards the middle where depressions with swampy areas and two freshwater lakes in the middle. The ridge forms a natural protection against flooding of the island. However, erosion is threatening the integrity of the ridge at the north-eastern side of the island. When the ridge breaches serious flooding of a large part of the island will occur affecting the livelihood of the people, freshwater bodies, agricultural produce and infrastructure on the Island. The population on the Island is highly concerned about this serious risk resulting in feelings of insecurity and limiting socio-economic development of the island. To protect further erosion of the coast, 2650m of rock boulder revetment will be constructed on the eastern side of the island.

## **OBJECTIVES OF ASSIGNMENT**

This Terms of Reference (ToR) relates to the fiduciary function within the PMU with an objective to ensure successful implementation of the projects specifically in the procurement of Goods, Services and Works under the project.

The objective of this assignment is to support the procurement activities being undertaken for the projects administered by the PMU/MEE with the responsibility for ensuring compliance with the World Bank and International Finance Corportation guidelines on procurement and selection of consultants.

## **SCOPE OF SERVICES**

The Procurement Officer will assist the procurement team in monitoring the procurement activities for the projects being administered by the PMU. The Procurement Officer will be responsible for the following tasks:

* Work under the guidance of the Project Director/Coordinator in implementing all aspects of the project procurements managed by the PMU.
* 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, works, and consultants’ services.
* Coordinate with the PMU technical staff to ensure that the appropriate technical inputs are incorporated into all of the procurement documents throughout the process.
* Closely monitor procurement activities in reference to the timeline and milestones laid out in the Procurement Plan as well as the procurement approval process of the Government and bring any slippage of activities immediately to the attention of the Procurement Specialist / Project Manager.
* Any other task assigned by the project management as may be necessary for the performance of the procurement duties for the projects.

## **KEY QUALIFICATIONS AND EXPERIENCE**

* Tertiary qualification in procurement/ commerce/ finance/ business/ management or suitable equivalency;
* Minimum three (3) years of work experience in government procurement/finance; with at least one (1) year in donor funded projects having 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 is desirable;
* Specialized knowledge of and significant experience in 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) is desirable;
* Knowledge and understanding of technical, commercial and legal aspects of procurement of the as per International Finance Corporation and donors will be an added advantage.
* Strong communication skills in presenting, discussing and resolving difficult issues. Ability to work efficiently and effectively in a multidisciplinary team.

In additional to the above the consultant’s reputation of integrity and impartiality routed in independent from third parties shall be considered.

The successful candidate must understand the objectives, delivery mechanisms and time-frames that must be followed stringently in World Bank-supported projects. S/he must be willing and quick to learn/grasp World Bank Procurement Procedures and Guidelines. S/he must be willing to work in a team environment, be flexible to emerging or changing conditions, and undertake initiative in his/her broad field of actions.

Candidate must be willing to work for extended periods without direct supervision.

## **REPORTING OBLIGATIONS**

1. Report directly to the Project Director and Project Coordinator on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client.
2. The Procurement Officer shall ensure that all the required reports for the project are prepared on time, in accordance with the requirements of Client and respective donor agencies.
3. Contracted staff is expected to report for work at either the Ministry of Finance and Treasury and/or the Ministry of Environment and Energy, depending on the instructions / arrangements given by Ministry of Environment and Energy.

## **SCHEDULE FOR THE ASSIGNMENT**

The duration of the assignment is initially for 5 months from the commencement of the consultancy with potential extension and transfer to main project on effectives based on performance and need.

## **SELECTION CRITERIA**

The Procurement Officer will be selected based on the following criteria.

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| **Rating Criteria** | |
| **Criterion** | **Rate** |
| Minimum 5 years work experience in government procurement/finance | 20 points |
| At least 2 years experience in working in donor funded projects | 20 points |
| Demonstrated experience in undertaking similar works as per the scope of work | 30 points |
| Minimum undergraduate degree in Business, Financial Management, Accounting or related discipline | 10 points |
| Interview | 20 points |

## **REMUNERATIONS**

In accordance with Civil Services Regulations 2014; Chapter 22: clause 217, the selected candidate will be provided an all inclusive monthly fee of MVR 22,400.

Note: The following documents shall be submitted with the application for this position.

1. Letter of Expression of Interest (EOI)
2. Curriculum Vitae
3. Copy of National Identification Card
4. Attested copies of Educational Certificates (copies taken from with accredited original certificates)

Date: 17 Sep 18