

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



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.





**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.