



Terms of Reference

Procurement Specialist (National) Maldives Competitiveness and Growth Project (P179286)

Terms of Reference

A. Background

The Maldives Competitiveness and Growth Project (MCGP, “the project”) is a new investment project financed by the World Bank for the Government of Maldives (GoM) through Investment Project Financing (IPF) with Performance-Based Conditions (PBCs), to be implemented by the Ministry of Finance (MoF) and MoF intends to apply part of the proceeds received under this project towards payments under the contract for a Procurement Specialist (National) for the project.

The overall Project Development Objective (PDO) is to strengthen private participation in and financial sustainability of State-Owned Enterprises (SOEs), and the support mechanisms for the competitiveness of small and medium enterprises (SMEs). The project comprises of three components which are as follows:

Component 1: Accelerating SOE Reforms

- Sub-component 1.1: Increasing Private Participation in Ownership of Select SOEs
- Sub-component 1.2: Improving Governance of SOEs at the Program and Corporate level
- Sub-component 1.3: Reforming SOE Public Service Obligations

Component 2: Fostering SME Competitiveness

- Sub-component 2.1: Digital Financial Infrastructure
- Sub-component 2.2: SME Growth Acceleration Program

Component 3: Project Management

The project is expected to finance the following activities:

- I. Technical assistance to support select SOEs to develop policies and business plans, identify specific private participation opportunities, on-boarding transaction advisors and undertaking necessary technical evaluations / due diligence.
- II. Development of a communications program for SOE reform.
- III. Technical assistance to strengthen the design and implementation of SOE laws, regulations and guidelines.
- IV. Capacity building of Government institutions engaged in owning and monitoring SOEs, as well as specific SOE support to improve corporate governance practices.





- V. Technical assistance and consultancy activities to support better targeting and accountability of operating and direct subsidies to SOEs, including public service obligations reform plans for significant SOEs.
- VI. Development of a technology platform to collect secure SME business data that incorporates value-added business management features and building an alternative credit scoring model based on transactions history and SME cash flow.
- VII. Technical assistance to (i) promote financial literacy and technology adoption for SMEs, (ii) support financial institutions' uptake of lending opportunities created by the fintech transformation, and (iii) strengthening Government regulations and policies on data protection, data sharing and secured transactions.
- VIII. Development of a structured, high quality, intensive business support program for select SMEs through the hiring of an international private sector consulting entity (which can be a consortia of local and international parties) that will (i) provide growth diagnostics; (ii) develop action plans; (iii) offer performance-based technical assistance from experts/mentors for structured management improvement; (iv) link to finance providers for additional finance; and (v) provide targeted capacity building support to local knowledge providers.
- IX. Technical assistance and capacity building for project management staff to support the overall implementation, monitoring and evaluation of project activities.

MoF wishes to contract a Procurement Specialist (National) who will lead all procurement and contract management activities for the project, and assist the project team on the overall day-to-day management and coordination of the project. The Procurement Specialist is expected to report to the Project Director and will also closely liaise with the project task team from the World Bank and other stakeholders.

B. Objectives

- i. Conduct and coordinate all procurement and contract management related activities as required for the project.
- ii. Assist the Financial Management Associate in carrying out all financial management activities related to the project, such as providing the signed contracts.
- iii. Assist the Project Director and Project Coordinator to ensure that the work done by GoM staff and consultants on the project are in conformity with the objectives of the project and is carried out according to the relevant guiding project documents.

C. Scope of Services

- i. Lead and implement the procurement process of hiring individual consultants, consulting firms, project staff and goods/equipment procurement.
- ii. Develop, monitor and implement a needs-based Procurement Plan to efficiently implement the project while ensuring timely completion of all procurement activities.
- iii. Prepare and review procurement documents such as Expression of Interest (EOI), Request for Proposals (RFP), Contract Agreements, etc. for consultant services and bidding documents, amendments, contract agreements for goods, and non-consultant





- services in accordance with the schedule in the Procurement Plan and World Bank Procurement Regulations.
- iv. Conduct and coordinate all evaluations and technical negotiations as required during the procurement process.
 - v. Work in coordination with the project team and follow-up and advise on procurement issues related to the project.
 - vi. Liaise with the World Bank for obtaining clearance on procurement activities.
 - vii. Preparation of procurement reports and conduct reviews of procurement performance as needed.
 - viii. Develop and revise as needed all procurement strategy documents, procurement notices and other procurement-related documents as required by World Bank regulations and policies.
 - ix. Assist the project team to obtain information required to prepare project implementation plans.
 - x. Assist the project team to ensure adequate annual budget allocations for project activities.
 - xi. Assist the project team to monitor project activities, while liaising with all relevant departments within and outside the MoF, support contract management and in evaluating and reporting progress of Project Development Objectives (PDO)-level and intermediary-level indicators.
 - xii. Assist the project team to prepare monthly/quarterly updates/reports as required by the Steering Committee, MoF and the World Bank.
 - xiii. Assist the project team to provide the World Bank with accurate and timely information regarding the Bank-financed activities, thereby providing reasonable assurance that the funds are being used for the purposes intended.
 - xiv. Assist the project team to provide input in updating the Project Operations Manual and other project implementation documents.
 - xv. Ensure continuous compliance of the legal covenants in the financing agreement between the World Bank and GoM.
 - xvi. Any other project related tasks and activities assigned by the Project Director.

D. Consultant's Reporting Obligations

The Procurement Specialist shall carry out the reporting obligations as follows:

- I. The Procurement Specialist shall report to the Project Director or his/her designate on the status of the assignment on a regular basis.
- II. The Procurement Specialist is expected to report for work to Ministry of Finance (MoF) not later than 0800 hours on week days other than public holidays and provide his/her services during MoF working hours. The Specialist may have to work extra hours in order to complete the tasks assigned as and when required without additional payment.





E. Required Expertise and Qualifications

The Procurement Specialist shall have the following qualifications and competencies:

- I. Master's Degree in Procurement, Project Management, Business Administration, Management, Finance, or suitable equivalence with minimum 5 years of experience, **OR** Bachelor's Degree or Professional Certificate in Procurement, Project Management, Business Administration, Management, Finance, or suitable equivalence with minimum 10 years of experience.
- II. Minimum 5 years of experience in procurement in the public sector.
- III. Experience in procurement of consultants, non-consulting services and goods, and contract management will be an added advantage.
- IV. Knowledge and understanding of and experience working with the procurement procedures of World Bank funded projects and related procurement portals such as STEP will be an added advantage.
- V. Familiarity with the Public Finance Law (2006) and Public Finance Regulations (2009) will be an added advantage.
- VI. Proficient in using relevant software applications such as MS Project, MS Word, MS Excel, MS PowerPoint.
- VII. Strong leadership, project management, and communication skills in presenting, discussing, and resolving difficult issues through coordination with multiple stakeholders and have the ability to work efficiently and effectively with a multi-disciplinary team.
- VIII. Excellent written and oral Dhivehi and English communication skills.

F. Duration of Services

The Procurement Specialist's services are required for a period of 5 years, which includes an initial probationary period of 3 months.

The successful candidate is expected to commence the services in August 2023.

G. Remuneration

The Procurement Specialist will be paid a lump sum of between **MVR 27,800.00 - 32,000.00** per month, based on his/her qualifications and experience.

