

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

## **Terms of Reference (ToR)** **Procurement Assistant**

### **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, increase income, secure food and nutrition for their household demands and deliver produce to connected markets.

### **B. OVERALL OBJECTIVES**

- i. **The programmer's goal** is to sustainably increase the incomes, food security and nutrition status of small farmer households.
- ii. **The development objective** is to strengthen and enable the environment for sustainable and climate-resilient agriculture. This objective will be achieved through policy refinement, strengthened institutions and services, enhanced agricultural technologies and better access to financing and markets for small farmer households.

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

The Project Implementation Unit (PIU) wishes to contract a **Procurement Assistant (PA)** who will be responsible for: (i) assisting in ensuring the integrity of the procurement processes of all works, goods, consulting services and non-consulting services required for the project; (ii) assisting in preparing request for bid/proposal documents; (iii) 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.

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.

## D. SCOPE OF WORK

Under the supervision of Procurement Specialist or her designate, Procurement Assistant will carry out the following tasks, but not limited to

- I. Work under the guidance of the Procurement Specialist in implementing all aspects of procurement.
- II. Develop procurement plans for goods, works, and services, and update the plans as and when needed (at least quarterly).
- III. 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).
- IV. Provide assistance on procurement matters to ensure consistent application of the procurement/ consultants' regulations as laid out in the Public Financial Regulations of Maldives.
- V. Closely monitor procurement activities in reference to the procurement plan timeline and the procurement approval process of the Government / IFAD and bring any slippage of activities immediately to the attention of the Procurement Specialist/Project Manager.
- VI. Provide effective administrative support to the project management units by maintaining and managing the records relating to contracts.
- VII. Provide support to audit related matters.
- VIII. 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.
- IX. Any other task assigned by the Ministry related to project management.

**E. QUALIFICATIONS AND EXPERIENCE**

- i. Diploma in procurement/ commerce/ finance/ business/ management/ Administration or suitable equivalency or IGCSE Advanced Level with at least (1) year of experience in a relevant field;
- ii. Knowledge of procurement processes (e.g. procurement of goods; preparation of bidding / contract documents for the procurement of goods, works, services; public procurement policies; practices);
- iii. Knowledge and understanding of technical, commercial and legal aspects of government’s procurement procedures and regulations;
- iv. The successful individual must be willing to work for extended periods with minimal supervision and travel to islands within the project area when required;
- v. The successful candidate must have strong communication skills in presenting, discussing and resolving difficult issues;
- vi. Ability to work efficiently and effectively in a multidisciplinary team;
- vii. Proven capability in both Dhivehi and English, with excellent writing, analytical and communication skill is required;
- viii. In addition, the individual’s reputation of integrity and impartiality routed in independent from third parties shall be considered;
- ix. 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;
- x. The successful candidate must understand the objectives and delivery mechanisms of the project’s portfolio. He/she must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative in his/her broad field of actions.

**F. REPORTING REQUIREMENT**

- i. Report directly to the Procurement Specialist and the Project Director on all aspects of procurement throughout the duration of the contract, unless otherwise advised by the MoFMRA.
- ii. The Procurement Assistant is expected to 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.
- iii. The Procurement Assistant shall provide all the necessary reports and updates to the Project Director or its designate and donor agencies whenever needed.
- iv. The Procurement Assistant is required to report to work in official attire.

**G. Schedule for the Assignment**

- i. Duration of the assignment is 12 months from the commencement of the works. The successful candidate is expected to commence the services in November 2023.
- ii. This position is based at the PIU of the Ministry in Male' with travel to Islands or field visits as maybe required.
- iii. The Project Director will evaluate the performance of Procurement Assistant every six months. S/he must achieve a performance score above 80 percent to continue with the position

**H. Remuneration**

- i. 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.
- ii. Training and travel expenses under the PIU as budgeted under the Project and approved by Project Director.

**I. Selection Criteria**

- i. 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.	

**J. Project Coordination**

- i. 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.

**K. Services and facilities to be provided by the client**

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