

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 Officer**

Ref No: MAP/CS/2023/007

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

### **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 Officer (PO)** 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.



**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 Officer 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 Officer shall provide all the necessary reports and updates to the Project Director or its designate and donor agencies whenever needed.
- iv. The Procurement Officer 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 Officer every six months. S/he must achieve a performance score above 80 percent to continue with the position

**H. Remuneration**

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

**I. Selection Criteria**

- i. The Procurement Officer 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.	

