

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Ministry of Economic Development and Trade
Male',
Republic of Maldives

Support People's Livelihoods in the Fishery Sector in Maldives through Sustainable Energy Project

Term of Reference and Scope of Services for Procurement Officer (Local)

1. Background

The Government of Maldives (GoM) through the support of the Islamic Development Bank (IsDB) are implementing the *Support People's Livelihoods in the Fishery Sector in Maldives through Sustainable Energy Project* to upscale up to 200 fishing vessels in the Maldives.

The objective of the project is to contribute to achieving the Policy 5: Increase profitability from fishery activities ('Hama Agu' Policy) of the country's Strategic Action Plan (SAP) for 2019-2023, in particular the Strategy 5.2: Promote and facilitate access to technologies and techniques to increase profitability, improve catch quality, and reduce postharvest losses.

Through this project, interested and eligible fishing vessels will receive the required support to extend the duration of time fish can be stored through the installation of refrigerated sea water systems (RSW), to adapt renewable energy solutions through the installation of solar PV plants and to find new and more lucrative market opportunities through the enhancement of market linkages.

In order to implement the activities of the project and achieve its object, a Project Management Unit is established at the Ministry of Economic Development and Trade. As part of the PMU strengthening process, the Ministry of Economic Development and Trade wishes to contract services of a Procurement Officer.

2. Objectives

- Conduct and coordinate procurement activities of the project in accordance with IsDB's Procurement Guidelines
- Assist the other implementing agencies and the Project Director to ensure that the work by GoM staff and consultants are in conformity with the objectives of the project and is carried out according to the project document.



-2-

3. Scope of Services

The work of the Procurement Officer will include the following tasks, among others:

- Implementation of the project's procurement plan
- Support to the revision of the Procurement Plan of the Project and assist to upload the same in electronic Procurement Portal (e-PP) developed by IsDB.
- Draft procurement documents such as Bidding Documents, Request for Expression of Interest (REOI), Request for Proposals, Contract Agreements, etc. for goods, works, consultancies, and non-consultant services in accordance with the schedule in the procurement plan and donor Procurement Guidelines.
- Conduct/coordinating bid evaluations and negotiations as required during the procurement process.
- Conduct contract management by performing tasks such as monitoring the progress of contract implementation to ensure that it abides by the stipulated standards, procedures, and planned procurement timetable.
- Preparation of procurement reports and conduct reviews of procurement performance as needed.
- Assist the project team to obtain information required to prepare the project implementation plan.
- Assist the project team to monitor project activities, while liaising with all relevant departments within and outside the MED, support contract management and in evaluating and reporting progress of Project Objectives level and intermediary level indicators.
- Assist the project team to prepare monthly/quarterly updates/reports as required by the MED and the IsDB.
- Assist the project team to provide the IsDB with accurate and timely information regarding the Bank-financed activities, thereby providing reasonable assurance that the funds are being used for the purposes intended.
- "Support to the PMU on archiving all documents as per the Filing system Manual for archiving project documents for project management units financing by ISDB.
- Ensure continuous compliance of the legal covenants in the financing agreement between the IsDB and GoM.
- Provide support to other donor funded projects and activities under the Ministry's mandate.
- Any other project related activity assigned by the Project Director.

4. Reporting Obligations

The Procurement Officer shall report to the Project Director on the status of the assignment on a regular basis.



-3-

5. Required Expertise and Qualifications

- Bachelor's Degree in Procurement or Supply Management, Economics, Management, Business Administration, Project Management, Finance, or suitable equivalency with minimum of 3 years of suitable work experience.
- Master's degree in Procurement or any Professional Qualification like CIPS on Procurement or Supply management will be added advantage. Three (3) years' experience in the area of procurement is preferred.
- Previous work experience in the procurement of a donor funded project will be an advantage
- Sound understanding of Government's Procurement Regulation and Act will be an added advantage
- Proficient in using software applications such as MS Project, MS Word, MS Excel, MS PowerPoint.
- Strong leadership, management, and communication skills in presenting, discussing, and resolving difficult issues and can work efficiently and effectively with a multidisciplinary team.
- Good written and oral Dhivehi and English communication skills.

In additional to the above, the Procurement Officer's reputation of integrity and impartiality routed in independent from third parties shall be considered. The Procurement Officer shall comply with IsDB Group Anti-Corruption Guidelines on Preventing and Combating Fraud and Corruption in IsDB Group-Financed Projects.

6. Contract Duration

This is a 1-year contract. Upon signing of the contract, 3 months shall be counted as the probationary period. The contract shall be renewed based on performance, need, and funding. This contract is expected to commence in **January 2024**.

7. Remuneration

The Procurement Officer will be paid a gross pay of MVR 20,000 per month.

8. Required Documents

Interested candidates must submit the following documents/information to demonstrate their qualifications, experience, and responsiveness to this TOR.

- Expression of interest letter
- Educational certificates
- Letters stating your work experience
- Curriculum vitae indicating all experience from similar jobs



-4-

9. Expression of Interest Application Submission

Interested applicants may obtain further information at the address below during office hours 08:00 to 14:00 hours (local time). Your applications are to be sent to this same address.

Project Director
Ministry of Economic Development and Trade, 11th Floor,
Velaanaage, Telephone: +960 332-3668
Fax: +960 332-3668
Email: recruitment@trade.gov.mv
Website: <https://www.trade.gov.mv/>

Applications must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by **1600 hrs on 25th December 2023.**