

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



**MINISTRY OF SOCIAL AND FAMILY DEVELOPMENT
REPUBLIC OF MALDIVES**

TERMS OF REFERENCE INDIVIDUAL:

Procurement Officer

A. Objective and Purpose of Assignment

The Ministry of Social Family Development (MSFD) is seeking to hire individual to assist the technical team at Project implementation Unit (PMU) of the Ministry in successful implementation of projects and programs implemented by the department. The main objective of this Procurement services is for the Procurement Officer to support the Project Management Unit in the procurement of output activities for goods, works and services as specified in the Procurement Plan and in accordance with the ADB Procurement Policy: Goods, Works, Non-consulting and Consulting Services (2017, as amended from time to time); and the Procurement Regulations for ADB Borrowers: Goods, Works, Non-consulting and Consulting Services (2017, as amended from time to time).

B. Scope of Work

The detailed scope of services to be provided is in accordance with the following activities:-
Procurement Related Activities of the PAIP

- a. Reporting to the Project Coordinator of the PMU (MSFD) on procurement preparation and conducting related activities,
- b. Assistance in preparation of bidding documents for all stages of the procurement process (RoEIs, invitations to bid, standard bid documents, technical specifications, bid clarification, bid evaluation reports) in accordance with the ADB Procurement Guidelines and Regulations noted above,
- c. Submission of all prepared documents to the Procurement Coordinator of the PMU (MSFD) for review prior to submission for a No Objection from ADB ;
- d. Reviewing relevant Bid, Advance and Performance Securities/bank guaranties,

- e. Participation in or facilitation of Evaluations of submitted Bids. Preparation of Evaluation Spreadsheets and required documents.
- f. Setting up and maintaining a system of internal approval and contract signatures;
- g. Submit signed contracts, completion/delivery certificates and other relevant documents to the Financial Manager for payments;
- h. Assisting in development of Procurement Plans (by method of procurement, types, quantities, costs, delivery requirements, sources, etc);
- i. Co-ordination of procurement matters with the Procurement Manager of the PMU (MSFD) and with Ministry of Finance
- j. Assisting in finalising specifications where necessary;
- k. Maintaining the Bid Administration system and filing system;
- l. General duties as may be directed by the Procurement specialist or the TFSU Project Manager.

D. Qualifications and Experience

The Procurement Officer shall have a relevant bachelor's degree in relevant discipline,

- ii. Specialized knowledge of and significant experience in all substantive areas/aspects of procurement (e.g. procurement of goods; various forms of construction contracts; selection/contracting of Procurement Officer services under various methods; preparation of bidding/contract documents for the international procurement of goods, works, services.
- iii. Familiarity with procurement requirements of the ADB or other Donor funds such as the World Bank will be an advantage.
- iv. Demonstrated high level competency in computer skills for operations using Microsoft Word, Microsoft Excel, Microsoft Powerpoint and Microsoft Outlook applications,
- v. High level verbal, written and presentation communication skills in English, with demonstrable reporting skills.
- vi. Should have strong leadership, management and communication skills in presenting, discussing and resolving difficult issues and have ability to work efficiently and effectively with a multidisciplinary team.
- vii. Previous working experience of at least five years

E. Reporting Requirement

- (i) Report directly to the Project Director of the Ministry.

- (ii) The Procurement Officer should report to work to Ministry from 8am – 2pm daily, other than public holidays.
- (iii) All project funds are used for the intended purpose and with due attention to considerations of economy and efficiency;
- (iv) Full compliance with ADB's financial management requirements, with regards to accounting, financial reporting, audit as well as disbursement requirements as outlined in the legal agreements and in the Project Administration Manual (PAM); and,
- (v) Withdrawal applications are prepared in accordance with ADB disbursement handbook and submitted to ADB on a timely basis.

F. Remuneration and Leave details

Successful candidate will be paid a fixed monthly fee depending on qualification and experience ranging from MVR16380 (Salary 8500/- and Allowances 7880/-) (salary will be set based on pay commission circular no.: 13/NPC/CIR/2018/5). In addition, any fees payable to the individual for duty travel assignments, Ramadan allowance shall be compensated at the government prevailing rates. Fixed monthly fee shall be subject to deduction for pension and any other statutory requirement as may be applicable. Leave entitlement shall be as follows;

- (i) Annual Leave: The procurement officer may take up to thirty (30) working days leave per calendar year.
- (ii) Sick Leave: The procurement officer may take Thirty (30) days of paid sick leave. The Procurement Officer is not allowed to take sick leave for more than two consecutive days unless a medical certificate specifying the nature of the illness and recommended duration of sick leave issued by a licensed medical practitioner is submitted on the first day back at work.
- (iii) Family Responsibility Leave: The procurement officer may take Ten (10) days of paid leave in a year to attend important obligations such as tending family members during illness.
- (iv) Unpaid Leave: The procurement officer will not be paid for leave(s) that exceed the maximum allowed and the Client may terminate the contract if the unpaid leave exceeds more than thirty (30) working days.

G. Application instructions

The Ministry of Social and Family Development now invite interested individuals qualified for the assignments to submit Expression of Interest inclusive of the following documentation to demonstrate your eligibility for the assignment.

1. Cover Letter for Expression of Interest.
2. CV including information that demonstrates that the candidate is qualified to undertake the scope of work.
3. Work experience documentation. (Description of similar assignments, and experiences in similar field of work).
4. Copies of attested academic qualifications
5. Reference letters from current and/or previous employers.