



**Maldives Atolls Education Development Project (AEDP: P177768)**  
**Ministry of Education**  
Republic of Maldives

## **TERMS OF REFERENCE**

### **SENIOR PROCUREMENT OFFICER**

#### **1. Background:**

The Maldives Atoll Education Development Project (AEDP) is organized under five components: (a) enhancing curriculum delivery; (b) continuing teacher development; (c) measuring and enhancing system performance; (d) coordination, monitoring, capacity building and technical assistance; and (e) contingent emergency response. These components and the activities under them were prepared through a process of consultation and collaboration with the Ministry of Education (MoE); the Ministry of Finance and Treasury (MoFT); the atoll education agencies; public and private employers; academics and school principals, teachers, parents and students. The components and activities are also based on the knowledge and experience gained through the implementation of the Learning Assessment and Measurement (LAMP) Global Partnership for Education (GPE) trust fund.

The Government of Maldives (GoM) is implementing the “Maldives: Atoll Education Development Project (AEDP) Project. The project is funded by the World Bank. The objective of the project is to increase access to education and enhance the quality of secondary education. The four components of this project are:

#### **Component 1: Enhancing Curriculum Delivery and Increasing Higher Secondary Participation**

The general objective of this component is to promote strategic initiatives at the country level to strengthen and develop the general education system with a special focus on access and quality at the secondary level. Under this component, procurement activities would include purchasing of teaching/learning materials to enhance literacy skills of English language and Numeracy skills of Mathematics, Promote STEM education and ICT in education as well as promote the efficient delivery of the curriculum by strengthening vocational education in selected secondary schools of Maldives.

#### **Component 2: Continuing Teacher Development**

The general objective of this component is to develop the schools to strategically implement the initiatives under component 1 (one) by building the capacity of teachers. Under this component in service support for teachers (professional developments of teachers) are planned. This includes developing curriculum materials, addressing pedagogical practices, promoting project-based learning etc. This component also includes activities to support effort of teaching/learning of students with complex learning needs.

#### **Component 3: Measuring and Enhancing School and System Performance**

The general objective of this component is to measure the performance of the school system through quality assurance activities and national assessments of learning outcomes. This component would provide support to academics in higher education institutions to undertake policy analyses using the information and data from



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the Quality Assurance activities planned as well as all the National Assessments conducted under AEDP. Under this component the main procurements would be consultancies and human resource development at the atoll level.

#### **Component 4: Coordination, Monitoring, Capacity Building and Technical Assistance**

The general objective of this component is to assist the GoM to administer the project and develop institutional capacity. This component will assist GoM to carry out coordination, operations and monitoring support, capacity building and technical assistance, and communications in relation to the Project. Under this component the schools also get grants towards activities conducted by the schools to improve their learning outcomes.

#### **2. Objectives**

The Senior Procurement Officer will be appointed to work on the procurement management aspects of the project, he/she will be responsible for ensuring that all the activities under the project comply with procurement requirements of the World Bank Regulations and the Government of Maldives Regulations.

#### **3. Scope of Services**

- Prepare, manage, and update the procurement plan in the World Bank's Systematic Tracking of Exchanges in Procurement (STEP) system as per the implementation plan.
- Preparing the Project Procurement Strategy for Development (PPSD).
- Management of the contract database and maintaining a contract register of all the contracts awarded including Post and Prior review contracts;
- Ensuring that all procurement activities to be undertaken are in conformity with the Financing Agreement;
  - Carrying out the entire procurement cycle including preparation and release of Expression of Interests (EOIs), Invitation for Bids (IFBs), Terms of Reference (TORs), Request for Proposals (RFPs), Bid documents, Evaluation of proposals, Negotiations, Awarding of contracts, delivery etc. in accordance with World Bank Procurement Regulations, Credit Agreements and other related documents;
  - Preparing the relevant procurement documents for the World Bank's review and no-objection prior to its issue to the interested bidders and consultants;
  - Review the planned procurement activities under the projects to ensure that procurement is done in accordance with the World Bank regulations and the Government of Maldives Financial limits;
  - Specifically, review and revise, if necessary, the contracting procedures and documents for the localized community level procurement of works, with specific reference to the World Bank Procurement Regulations and international best practices;
  - Processing the contract amendments and obtaining necessary clearances on the amendments from the Bank;
  - Handling the finalization of contracts between the implementing agency(s) and the selected suppliers, contractors and consultants; ○ Preparing the responses to queries and providing



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clarification to the bidder;

- Ensure all the documents are properly filed and well documented.
- Assist with event planning and implementation;
- Ensure office equipment are properly maintained and serviced;
- Plan, implement and monitor procurement of any other projects in the OMSU.
- Any other duties assigned by the Project Director.

**4. Required Qualifications and Experience**

- A Bachelors Degree in Procurement, Strategic Management or related field.
- 7 to 10 years of experience in handling procurement or related works in reputed organizations
- Work experience in a donor funded project and work experience in Education sector would be an added advantage.

**5. Other Competencies**

- Knowledge and understanding of technical, commercial and legal aspects of procurement of the World Bank- financed project and should be familiar with the World Bank's Systemic Tracking of Exchanges in Procurement (STEP Portal) would be an added advantage.
- Experience in managing or coordinating donor-funded projects.
- Excellent written and oral skills in English and Dhivehi, with the ability to produce comprehensive reports in English.
- The successful candidate must be willing to work for extended periods without direct supervision and will be expected to travel routinely to islands within the catchment.
- Ability to plan projects with complex and diverse activities.
- Familiarity with the relevant Government procedures and regulations.

**6. Institutional Arrangements**

The Senior Procurement Officer will work in the OMSU and will report to the Project Director.

**7. Duration of services and terms of payment**

The service is initially for a period of 01 year with the possibility of extension depending on performance. The Senior Procurement Officer will be paid based on the qualifications and relevant experience according to the circular of the National Pay Commission. The remuneration for this position is 20,160/-