

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Terms of Reference and Scope of Services

FOR

PROCUREMENT SPECIALIST

Enhancing Employment through Human Capital and Entrepreneurship Development

(EHCED; P163818)

Ministry of Higher Education

Republic of Maldives

1. Background

To promote employment and entrepreneurship opportunities for youth and to improve the quality of labor through human capital development, the Government of Maldives (GoM) has requested the World Bank to fund a new project; “Enhancing Employment through Human Capital and Entrepreneurship Development” (EHCED) which is being prepared by Ministry of Higher Education (MoHE) and the Ministry of Economic Development (MoED), Maldives. The project will be administered by the MoHE on behalf of the Government of Maldives.

The Project Development Objective is to improve the relevance of technical and vocational skills and foster entrepreneurship to promote youth employment in priority sectors.

Component 1: Integrating Skills Development with Labor Demand in the Tourism & Construction, and ICT-related Services Sector.

- 1.1: Labor-market assessment and analysis for demand driven skills identification*
- 1.2: Revision of Skills Development (TVET and Entrepreneurship) Curriculum*
- 1.3: Face-to-Face Skills Delivery.*
- 1.4: Support for Entrepreneurship Development.*

Component 2. Skills Development and eLearning Strategy.

- 2.1: Strategy Development, Strengthening and Diversifying skills development programs.*
- 2.2: IT infrastructure for skills development and jobs platform.*
- 2.3: Career hubs for education-industry linkages.*

Component 3. Project Coordination, Monitoring and Evaluation

2. Objectives

The Procurement Specialist will be appointed to work on the procurement management aspects of the project during and its project preparation and implementation phases, he/she will be responsible for ensuring that all the activities under the project compliance with procurement requirements of the World Bank Regulations and the Government of Maldives Regulations.

3. Scope of Services

The Procurement Specialist will manage the procurement works under EHCED in setting up a procurement plan and systems for the projects managed by PMU and will provide guidance to the Project Coordinator and the Project Management Unit on all procurement aspects, progress and constraints with the implementation of the procurement packages under the EHCED Project. In order to achieve the above objective, the Procurement Specialist will carry out, *inter alia*, several tasks, including but not limiting to the followings.

- Preparing and implementing the Procurement Plan and monitoring of procurement processes under IDA financing.
- Planning, managing and implementing the overall procurement strategy for the project and working closely with the technical staff of MoHE and MoED to orient the relevant staff on procurement procedures that comply with Financing Agreement and World Bank Procurement Regulations
- Coordination of the project procurement activities by updating detailed procurement plans and planning procurement actions in general;
- 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 clarification to the bidder;
- Assist with event planning and implementation;
- Ensure office equipment are properly maintained and serviced;
- Perform work related errands as requested such as going to the post office, shops and bank;
- Work in coordination with the PMU of the project and advise them on procurement issues;
- Any other duties assigned by the Project Coordinator.

4. Required Qualifications and Experience

The Procurement Specialist should be sufficiently well qualified and experienced in procurement management to be able to prepare and monitor annual plans and elaborate suitable progress reports.

- Master Degree or a Bachelor's Degree in Procurement, Law, Engineering, Science or Business related area.
- At least 10 years of specialized knowledge of and significant experience in all substantive areas/aspects of procurements under World Bank funded projects (e.g. procurement of goods; various forms of construction contracts; selection/ contracting of consultant services under various methods; preparation of bidding/contract documents for the international procurement of goods, works, services; public procurement policies; practices)
- At least 07 years of experience in procurement of consultancies, civil works and goods; and have had responsibilities with a substantial content of his / her position in the procurement area (use of internationally accepted contract documents for works, goods and services; sound understanding of principles underlying good procurement practices and international agencies' procurement regulations; understanding of Government's procurement Regulations/Act; analytical capability in identifying and resolving procurement issues).
- 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.

NOTE: The project will hire a candidate of a lower qualification for the post of Procurement Officer in case the Expression of Interest received from candidate(s) doesn't meet the above qualification.

5. Professional Competencies

- Excellent written and oral skills in English and Divehi, with the ability to produce comprehensive reports in English.
- Strong communication skills in presenting, discussing and resolving difficult issues and have ability to work efficiently and effectively in a multidisciplinary team.
- 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.
- The successful candidate will have good communications skills and must understand the objectives and delivery mechanisms. 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.

6. Institutional Arrangements

Procurement Specialist will work in the PMU and will report directly to the Project Coordinator who has overall responsibility for the management of the EHCED Project.

7. Duration of services and terms of payment

The service is initially for a period of 01 year or any other time frame agreed by both parties.
The Procurement Specialist will be paid based on the qualifications and relevant experience.