



## STRENGTHENING GENDER INCLUSIVE INITIATIVES (SGII) IN MALDIVES PROJECT

### PROCUREMENT OFFICER

#### TERMS OF REFERENCE INDIVIDUAL:

#### A. Objective and Purpose of Assignment

The Ministry of Social and Family Development (MoSFD) is seeking to hire an individual specialist **Procurement Officer** to assist its Project Management Unit's technical team in coordinating, managing, and administering the Asian Development Bank Project on Strengthening Gender Inclusive Initiatives (SGII) in the Maldives.

The SGII Project is a five-year stand-alone gender project approved in 2022. SGII addresses gender inequality through multisectoral and interconnected approaches across government and non-governmental stakeholders including local councils, Women Development Committees, and civil society organisations. This integrated package of interventions aims to:

- Strengthen the enabling policy environment for gender equality through the improved availability, quality, dissemination and use of gender statistics and sex, age, and disability disaggregated data.
- Support the translation of policy commitments into sustained and improved government funding of gender equality through gender responsive budgeting.
- Strengthen the social service systems that support women to access services for domestic and gender-based violence (DV/GBV) and services that reduce women's burden of caring for children and the elderly and so enable women to invest more time in education, economic and social activities.
- Strengthen partnerships of government, local councils, Women Development Committees, DV/GBV service providers and civil society organisations to prevent DV/GBV and support survivors access social protection services.
- Establish new DV/GBV shelters and an aged community centre.

The MoSFD is the lead implementing agency of SGII. Other implementing agencies are Maldives Bureau of Statistics (MBS), Family Protection Authority (FPA), Ministry of Finance (MoF) and the Ministry of Construction and Infrastructure (MoCI).

## B. Scope of Work

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

- (i) Procurement Related Activities of the PAIP
- (ii) Reporting to the Project Coordinator of the PMU (MoSFD) on procurement preparation and conducting related activities,
- (iii) 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,
- (iv) Submission of all prepared documents to the Procurement Coordinator of the PMU (MoSFD) for review prior to submission for a No Objection from ADB;
- (v) Reviewing relevant Bid, Advance, and Performance Securities/bank guaranties,
- (vi) Participation in or facilitation of Evaluations of submitted Bids. Preparation of Evaluation Spreadsheets and required documents.
- (vii) Setting up and maintaining a system of internal approval and contract signatures.
- (viii) Submit signed contracts, completion/delivery certificates and other relevant documents to the Financial Manager for payments.
- (ix) Assisting in development of Procurement Plans (by method of procurement, types, quantities, costs, delivery requirements, sources, etc);
- (x) Co-ordination of procurement matters with the Procurement Manager of the PMU (MoSFD) and with Ministry of Finance
- (xi) Assisting in finalising specifications where necessary.
- (xii) Maintaining the Bid Administration system and filing system.
- (xiii) General duties as may be directed by the Procurement specialist or the TFSU Project Manager.

## C. Duration and Commencement of Services

Successful candidates will be contracted for a period of 1 (one) year, with potential renewal of contract based on performance and organizational needs up to the total duration of the project. The successful candidate is expected commence the services in July 2024.

## D. Qualifications and Experience

- i. Master's degree in a related field with experience of 5-7 years. OR years. OR
- ii. Bachelor's degree in a related field with experience of 10 years.
- iii. 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.
- iv. Familiarity with procurement requirements of the ADB or other Donor funds such as the World Bank will be an advantage.
- v. Demonstrated high level competency in computer skills for operations using Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Microsoft Outlook applications,



- recommended duration of sick leave by a licensed medical practitioner is to be submitted on the first day back at work.
- ii. Notwithstanding the above, Procurement Officer is allowed to take 15 days' sick leave without medical certificate and can be taken for two consecutive days.
  - c. Family Responsibility Leave: The Procurement Officer may take Ten (10) days of paid leave in a year to attend important obligations such as attending family members during illness.
  - d. Unpaid Leave: The Procurement Officer will not be paid for leave(s) that exceed the maximum allowed and the MoSFD may terminate the contract if the unpaid leave exceeds more than Fifteen (15) working days.

## G. Application Instructions

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

- i. Cover Letter for Expression of Interest
- ii. Copy of National Identification Card
- iii. CV including information that demonstrates that the candidate is qualified to undertake the scope of work.
- iv. Work experience documentation. (Description of similar assignments, and experiences in similar field of work).
- v. Copies of attested academic qualifications.
- vi. Reference letters from current and/or previous employers.