



Ministry of Climate change, Environment, and Energy  
Republic of Maldives

**Maldives Clean Environment Project**  
**PROCUREMENT ASSISTANT**  
**TERMS OF REFERENCE**

**A. BACKGROUND**

Solid Waste Management (SWM) is a priority sector for the Maldives due to the fact of high economic and social dependence on a healthy marine environment. In recent years there has been a significant increase in the magnitude of waste management problems throughout the country for number of reasons, including but not limited to population increase, changing lifestyle, dependence on importation, coupled with the environmental challenges brought about by the growing tourism. The worsening waste management situation is increasingly resulting in pollution of the environment and the generation of conditions prejudicial to public health. Practices vary from community to community, but at most islands waste is building up into many open dump sites spreading across islands and disposed of either in the sea or by open burning. Predicting the threats to the economic development, the Government of Maldives decided to invest heavily in the waste sector with the support of various donors and international agencies to build the necessary infrastructure to develop an integrated and sustainable solid waste management system throughout the country on a Zonal approach.

This process started in 2008 with the support of the World Bank Group, under the International Development Association (IDA) credit to develop an integrated SWM system for Zone II, namely the Maldives Environmental Management Project (MEMP). This project was completed in 2015, by developing SWM systems at the island's level and a regional waste management facility to manage waste generated in zone II, that cannot be managed at the island level.

In order to further support the Government of Maldives' initiatives to manage solid waste in a sustainable and environment friendly manner, and based on the lessons from implementing MEMP, IDA is supporting the **Maldives Clean Environment Project (MCEP)** which will support additional investments to operationalize the RWMC introduced in Zone II under MEMP and to design and develop a sustainable regional waste management system for Zone 4 and 5.

The development objective for MCEP is to improve solid waste management in selected zones (Zone II, IV and V). This project has five components. 1) The first component, Strengthening National Solid Waste Management Strategy and Policy, aims to support the government's efforts to address current challenges to effective SWM in the country. 2) The second component, Establishing Regional Waste Management Systems, aims to fully operationalize the Regional Waste Management Center (RWMC) for Zone II established under Maldives Environmental Management Project (MEMP), and to support the establishment and operation of regional SWM systems in Zones IV and V. 3) The third component, Establishing Island Waste Management Systems, aims to support the government in developing and

completing island-level facilities for managing the collection, segregation, on-site treatment, and storage of residual waste until final transfer to the common facility, in all project zones. 4) The fourth component, Project Management, aims to strengthen Ministry of Climate change, Environment, and Energy institutional capacity for project implementation through the establishment and maintenance of a Project Management Unit (PMU) to manage, implement, monitor, and evaluate project activities. 5) The fifth component, Contingency Emergency Response, aims to provide immediate response to an eligible crisis or emergency, as needed.

The Government of Maldives through the Ministry of Climate change, Environment, and Energy is seeking a full time Procurement Assistant (PA) for the Maldives Clean Environment Project who will be responsible for the execution of the project's procurement plan in accordance with procurement policies, guidelines and relevant regulations of the government of Maldives and the World Bank

## **B. OBJECTIVES OF ASSIGNMENT**

This Terms of Reference (ToR) relates to the fiduciary functions within the PMU of the MCEP with an objective to ensure successful implementation of the project, specifically in the procurement of Goods, Consultancy Services, Non-Consultancy Services and Works under the project.

The objective of this assignment is to effectively execute the procurement plan of the project with the responsibility for ensuring compliance with the procurement policies, guidelines and relevant regulations of the government of Maldives and the World Bank.

The Procurement Assistant will assist the Procurement Specialist in setting up a procurement plan and systems for the management of contracts. The Procurement Assistant will undertake all procurement activities under supervision of Procurement Specialist. In addition, he/she will assist the Project Manager in the administration of contracts and preparation of reports to the Project Manager and World Bank.

## **C. OVERALL RESPONSIBILITY/SPECIFIC TASKS**

Under the supervision of Procurement Specialist or his designate, Procurement Assistant will carry out the following tasks, but not limited to

1. Work under the guidance of the Procurement Specialist in implementing all aspects of procurement.
2. Develop procurement plans for goods, works, and services, and update the Plans as and when needed (at least quarterly).
3. Assist in preparation of invitation for bids, request for expressions of interest, bidding documents, request for proposals, evaluation reports, contracts, and other documents concerning procurement of goods, and consultants' services (and works if applicable).
4. Provide assistance on procurement matters to ensure consistent application of the procurement/consultants' regulations as laid out in the Public Financial Regulations of Maldives.
5. Closely monitor procurement activities in reference to the Procurement Plan timeline and the procurement approval process of the Government / World Bank and bring any slippage of activities immediately to the attention of the Procurement Specialist/Project Manager.

6. Provide effective administrative support to the project management units by maintaining and managing the records relating to contracts.
7. Provide support to audit related matters.
8. Prepare reports and documents as per specified formats, project, or programme plans as well as general administrative/financial or specialized tasks which may be confidential in nature.
9. Any other task assigned by the Ministry related to project management.

#### **D. QUALIFICATION AND EXPERIENCE**

To be eligible for consideration for this position, the candidate must meet the following criteria:

1. Minimum Bachelor's Degree in procurement/ commerce/ finance/ business/ management/ law or suitable equivalency.
2. Minimum three (3) years of professional work experience in the field of Procurement / Administration / Project Management or coordination.

#### **Added Advantages:**

- Experience in procurement of consultancies, civil works and goods or 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 guidelines; understanding of Government's procurement Regulations/Act; analytical capability in identifying and resolving procurement issues); will be an added advantage.
- Specialized knowledge / trainings / workshops of and significant experience in 2-3 substantive areas/aspects of procurement (e.g. procurement of goods; various forms of construction contracts; selection/ contracting of consultant services; preparation of bidding / contract documents for the international procurement of goods, works, services; public procurement policies; practices) will be an added advantage.
- Knowledge and understanding of technical, commercial and legal aspects of government's procurement procedures and regulations.

The successful candidate must have strong communication skills in presenting, discussing and resolving difficult issues. Ability to work efficiently and effectively in a multidisciplinary team.

Proven capability in both Dhivehi and English, with excellent writing, analytical and communication skill is required.

The successful Candidate must be willing to work for extended periods without direct supervision and travel routinely to islands within the catchment.

In addition, the individual's reputation of integrity and impartiality routed in independent from third parties shall be considered.

The short-listed candidate will be requested to participate in personal interviews and submit the names and contact details of personal referees who can attest to their ability.

The successful candidate must understand the objectives and delivery mechanisms of the projects portfolio. 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

#### **E. REPORTING REQUIREMENT**

1. Report directly to the Procurement Specialist and the Project Manager on all aspects of procurement throughout the duration of the contract, unless otherwise advised by the Client.
2. The Procurement Assistant is expected to report to work on week days from 0800 – 1600 hours other than public holidays and provide services to the Client for an average of 40 hours a week. Remuneration for less than 8 hours work per day will be on a pro-rate basis and is required to work additional hours to complete the assigned tasks on a daily basis.
3. The Procurement Assistant shall provide all the necessary reports and updates to the Project Director or its designate and donor agencies whenever needed.
4. The Procurement Assistant is required to report to work in official attire.

#### **F. SCHEDULE FOR THE ASSIGNMENT**

Duration of the assignment is 5 to 6 months. The successful candidate is expected to commence the services in (July/August 2024)

#### **G. REMUNERATIONS**

Monthly remuneration from the project will be between **MVR 18,000.00 to MVR 22,400.00** based on education qualification and experience.

#### **H. SELECTION CRITERIA**

The Procurement Assistant will be selected based on the following criteria:

<b>Selection Criteria</b>	<b>Weightage (%)</b>
Relevant academic qualification(s)	40
professional work experience	30
Interview	30
Candidate must attain minimum of 70 Marks in the evaluation (Relevant academic qualifications and Experience in similar works) to be qualified for the Interview.	

#### **I. SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT**

- Office space and other facilities such as computers will be provided to the Procurement Assistant as required.
- Local transport for official travel between Male', inter-Atolls and inter-islands and food and accommodation for the trips will be provided from the projects.
- **Leave Entitlement:**

Applicable leave entitlements under the Maldives Employment Act (Act No: 2/2008)

## **J. APPLICATION**

Interested applicants may submit their proposal in a sealed envelope indicating the following:

- Letter of Expression of Interest (EOI)
- Curriculum Vitae (CV) that demonstrates that the applicant is qualified to perform the services (including description of similar assignments, experience in similar conditions, availability of appropriate skills etc.)
- Copy of National Identification Card
- Attested copies of Educational Certificates (copies taken from with accredited original certificates)

## **K. SUBMISSION**

Interested candidates may submit their proposals via email on or before the time provided in the advertisement to the following address: [mcep.procurement@environment.gov.mv](mailto:mcep.procurement@environment.gov.mv)

Ministry of Climate change, Environment, and Energy

Male', 20392, Republic of Maldives

**Email:** [mcep.procurement@environment.gov.mv](mailto:mcep.procurement@environment.gov.mv)

**Contact Number:** 3018451