

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



**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 Four 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.

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

The 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 secondary grades. The activities under this component will be mainly implemented by schools with policy and technical support of the Ministry of Education (mainly PPR and School Administration Section), National Institute of Education (NIE), and the Department of Inclusive Education (DoIE).

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**Component 2: Continuing Teacher Development**

The component will assist GoM to carry out a program of continuing teacher development activities. The activities under this component will be mainly implemented by schools with the policy and technical support of the NIE.

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

The component will assist GoM to measure the performance of the school system through quality assurance activities and national assessments of learning outcomes. The activities under this component will be mainly implemented by the QAD, and by schools with the policy and technical support of the QAD.

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

Under this component the Project will help the MoE to coordinate and monitor the Projects' activities, as well as provide technical assistance and knowledge support to the MoE's agencies and to schools.

Effective implementation of day-to-day operations is extremely important for the success of the AEDP. In particular, the project will have a strong emphasis on managing the resources which are dedicated to the delivery of the services critical to the achievement of the target results of the AEDP, including the intermediate outputs, outcomes, and overall project outcomes. The Operations Consultant will be responsible for assisting the AEDP OMSU to establish, maintain, and implement sound operations and monitoring systems.

**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 compliance with procurement requirements of the World Bank Regulations and the Government of Maldives Regulations.



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**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 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 or the Senior Procurement Specialist.

**Required Qualifications and Experience**

- Bachelor's Degree in Procurement, Business Administration or any other related field.
- 03-05 years of work experience in related field.

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- Work experience in government procurement sector and donor funded projects would be an added advantage.

**4. 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).
- 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.

**5. Institutional Arrangements**

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

**6. 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. Total project duration is 05 years. 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 MVR 20,160.

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**7. Performance Appraisal**

There will be an annual review of the performance of each staff member. Where needed, more frequent reviews may also be carried out. The performance appraisal for all other staff will be done by the Project Director. The World Bank will give feedback during the performance appraisal process.