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**Establishment of the Project Management Unit for the implementation of Equity and
Inclusion for Education Transformation Program supported by the GPE System
Transformation Grant and System Capacity Grant
Ministry of Education**

Republic of Maldives

TERMS OF REFERENCE

PROCUREMENT AND ADMINISTRATIVE SPECIALIST

Background

The Government of Maldives (GoM) has a Partnership Compact focusing on education transformation around equity and inclusion, endorsed by the Local Education Group (LEG) and implemented using two grants provided by the Global Partnership for Education (GPE) for the implementation of the Partnership Compact. This is the central step required for financial assistance from the GPE System Transformation Grant and System Capacity grant.

The STG program is a comprehensive initiative designed to transform the Maldives education system. Its primary purpose is to operationalize the partnership compact by providing opportunities for every child in the country to receive a high-quality education, irrespective of their specific learning needs. Hence, the STG seeks to build an education ecosystem that prioritizes and provides opportunity for vulnerable and at-risk children including those with disability and those with complex learning profiles, to enroll and stay in school, learn, and achieve age-appropriate learning milestones, and acquire knowledge, skills, and attitudes to transition from school to work and life. The program is national in scope, engaging and impacting all levels of the Maldives education system i.e. national, atolls, islands, schools, teachers and students. It provides catalytic resources to accelerate policy level actions, capacity building of schools, teachers and principals for accelerated action including quality and inclusive teaching and learning, learning from the field and practice to inform education sector policies and financing of good practices, and partner and stakeholder engagement for ownership and scaling.

The SCG seeks to address the key institutional bottlenecks identified in the enabling factor analysis underpinning the development of the partnership compact and strategic intention to address equity and inclusion in education. These included the need to improve availability and use of data and evidence for gender-responsive sector planning, and sector coordination and financing. The SCG program's purpose is to create an enabling environment for education transformation to achieve equity and inclusion in enrolment, transition across grades and learning outcomes. To achieve the above, SCG will focus on three main outcome areas consistent with the evidence from the enabling factor analysis and stakeholder consultations:

- Gender-responsive sector planning, policy, and monitoring.
- Education sector coordination.
- Volume, equity, and efficiency of finance.

The two grants are managed by the UNICEF Maldives Country Office as the Grant Agent.

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A dedicated and lean Project Management Unit (PMU) at the MOE will be established to work under the designated official at the Ministry of Education and the education program at UNICEF. The PMU will coordinate implementation within MoE and maintain day-to-day operational communication with UNICEF. PMU will support the divisions to prepare workplans and project proposals, and timely reporting on programmatic and implementation. The PMU will collaborate with UNICEF to identify and address bottlenecks to implementation and jointly report on progress to the LEG.

Key Tasks

The Procurement and Administrative Specialist will report to the Project Coordinator and work closely with the UNICEF education program. The main responsibilities of this post are as follows.

- Develop the procurement plan as per the implementation plans for the STG and SCG.
- Prepare all necessary documentations for the procurement processes (RFB, RFP, Shopping, RFQ, etc.) facilitated by UNICEF and those done through the Ministry of Education,
- Respond to all queries and complaints by any interested parties/eligible parties/applied parties.
- Receive all documents (bids/proposals/quotations/etc.) from all applicants/suppliers.
- Shortlist applicants/suppliers
- Send required documents for technical evaluation to respective implementing agency.
- Inform all parties of the outcome of their applications.
- Send bids/proposal of all parties who passed the technical evaluation for approval of the Bid Committee for all procurements as per Government Financial and procurement regulations.
- Send proposals/quotations of all selected parties for approval of the Finance Executive for all as per Government Financial and procurement regulations.
- Communicate with selected parties for contract negotiation, contract signing, selection of vendor for shopping, and for any other necessary reason.
- Publish information regarding all procurements as required, in the Government Gazette, UNDB, and/or the Ministry of Education's website.
- Ensure all processes are carried out according to the activity roadmap, within the given timeline, in the guidance by UNICEF.
- Assist to facilitate project progress, conduct field visits, analyze operational performance, trends, and disbursements, highlighting problem areas and risks, assist with the preparation of relevant documentation (such as procurement documents) and reviews (such as reviews during the implementation of procurement processes).
- Collect all activity reports and expenditure reports of all school visits undertaken by the implementing agencies and the PMU.



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- Make travel arrangements for all trips undertaken by all implementing agencies and the PMU, including communication with relevant parties to arrange accommodation, food, and transportation for the trip members.
- Manage the secretariat of the Steering Committee (SC)
- Assist the Project Coordinator to conduct overall supervision of the implementation of the activities of the project.
- Handle the contract management of the vendors and consultants hired under the project.
- Perform any other procurement and administration duties assigned for the PMU by the Project Coordinator.

Performance Review

Performance evaluation reviews will be done two times during an implementation year (once during the mid-year review of implementation and during the annual review) year by the Project Coordinator. The Grant Agent (UNICEF) will also provide feedback on performance to the Project Coordinator.

This service is for duration of 12 months from the date of signing. The position is renewable on an annual basis, subject to satisfactory performance until project completion.

Remuneration

The remuneration for this position shall be according to the National Pay Commission's Circular Number 13-NPC/CIR/2018/5.

The Procurement and Administrative Specialist is expected to report for work on weekdays and provide his/her services for an average of 30 hours a week. The Procurement and Administrative Specialist may have to work extra hours in order to complete the tasks assigned to him/her, and during travels without any extra payments as such hours have been considered in the Remuneration Fee as stated above.

The Procurement and Administrative Specialist shall be paid a monthly Remuneration Fee of **MVR 28,800.00**

Required Qualifications and Experience

- Must have at least a Bachelor's Degree/Professional Certificate in Procurement, Logistics, Supply Chain Management, Business Administration, Management, Commerce, Finance, Accounting, or a related discipline and more than 10 years of work experience in a related field.
- Demonstrate understanding and commitment to education development, especially Education Management, Education Planning, Education Statistics, and Education Program Monitoring and Evaluation.

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- Prior experience and familiarity in GPE funded projects, especially education or higher education sector projects could be an advantage if the performance of the candidate has been good.

Professional Competencies

- Ability to interact with policy makers, managerial staff, academics, teachers, and administrative staff, in the education and higher education systems.
- Ability to interact with government officials.
- Ability to interact with development partners.
- Ability to work with and be a partner of a team of diverse disciplinary backgrounds.
- Ability to work efficiently, and to meet deadlines.
- Strong communication and good interpersonal relations.
- Ability to speak, read and write fluent English, and produce procurement related documents in English.
- High level of computer literacy, including Word, Excel, email, and the internet.
- Ability to obtain stakeholders' participation and commitment for effective implementation and long-term sustainability of the project.
- Effectiveness in monitoring and resolving procurement related issues.
- Familiarity with the relevant government procedures and regulations.
- Familiarity with government documentation formats such as letter writing, filing, record keeping, minutes writing and other necessary writing tasks required.

Facilities to be provided

The holder of the position would be entitled to the following facilities:

- An office in the MoE with equipment including a computer/laptop and docking station, telecommunication services, and access to printing, photocopying and scanning equipment.
- Transport for official purposes. Transport, lodging, subsistence and incidental expenses for atoll travel for official purposes.

