



Ministry of Finance and Public Enterprises
Male', Maldives

Terms of Reference

Procurement Specialist (National)

Invitation Number: (IUL)13-PMU /13/2026/132

Project: Maldives Competitiveness and Growth Project (P179286)

Loan No./Credit No./ Grant No.: IDA-73050, IDA-E1690

Reference No: MV-MOF-MV-563825-CS-INDV

A. Background

The Maldives Competitiveness and Growth Project (MCGP, “the project”) is an ongoing investment project financed by the World Bank for the Government of Maldives (GoM) through Investment Project Financing (IPF) with Performance-Based Conditions (PBCs), to be implemented by the Ministry of Finance and Public Enterprises (Ministry) and intends to apply part of the proceeds received under this project towards payments under the contract for a Procurement Specialist (National) for the project.

The overall Project Development Objective (PDO) is to strengthen private participation in and financial sustainability of State-Owned Enterprises (SOEs), and the support mechanisms for the competitiveness of small and medium enterprises (SMEs). The project comprises of three components which are as follows:

Component 1: Accelerating SOE Reforms

Component 2: Fostering SME Competitiveness

Component 3: Project Management

The Ministry wishes to contract a Procurement Specialist (National) who will lead all procurement and contract management activities for the project, and assist the project team on the overall day-to-day management and coordination of the project. The Procurement Specialist is expected to report to the Project Director/Head of Department and will also closely liaise with the project task team from the World Bank and other stakeholders.

B. Objectives

- i. Conduct and coordinate all procurement and contract management related activities as required for the project.
- ii. Assist the Financial Management Specialist in carrying out financial management activities related to the Project by providing signed contracts, procurement records, and other necessary supporting documents, including amendments, invoices, payment certifications, completion certificates, and related records required for financial reporting, verification, internal controls, financial reviews, and both internal and external audits.
- iii. Assist the Project Director and Project Management Unit (PMU) to ensure that the work done by GoM staff and consultants on the project are in conformity with the objectives of the project and is carried out according to the relevant guiding project documents.
- iv. The Procurement Specialist shall provide procurement support, as required by the MCGP, to the Ministry. The support may include assisting with procurement planning, preparation and review of procurement documents, ensuring compliance with applicable procurement policies and procedures, and providing technical guidance to facilitate effective and timely implementation of project activities.

C. Scope of Service

- i. Lead and implement the procurement process of hiring individual consultants, consulting firms, project staff and goods/equipment procurement.
- ii. Develop, monitor and implement a needs-based Procurement Plan to efficiently implement the project while ensuring timely completion of all procurement activities.
- iii. Prepare and review procurement documents such as Expression of Interest (EOI), Request for Proposals (RFP), Contract Agreements, etc. for consultant services and bidding documents, amendments, contract agreements for goods, and non-consultant services in accordance with the schedule in the Procurement Plan and World Bank Procurement Regulations.
- iv. Conduct and coordinate all evaluations and technical negotiations as required during the procurement process.
- v. Work in coordination with the project team and follow-up and advise on procurement issues related to the project.
- vi. Liaise with the World Bank for obtaining clearance on procurement activities.
- vii. Preparation of procurement reports and conduct reviews of procurement performance as needed.
- viii. Develop and revise as needed all procurement strategy documents, procurement notices and other procurement-related documents as required by World Bank regulations and policies.
- ix. Assist the project team to obtain information required to prepare project implementation plans.
- x. Assist the project team to ensure adequate annual budget allocations for project activities.

- xi. Assist the project team to monitor project activities, while liaising with all relevant departments within and outside the Ministry, support contract management and in evaluating and reporting progress of Project Development Objectives (PDO)-level and intermediary-level indicators.
- xii. Assist the project team to prepare monthly/quarterly updates/reports as required by the Steering Committee, Ministry and the World Bank.
- xiii. Assist the project team to provide the World Bank with accurate and timely information regarding the Bank-financed activities, thereby providing reasonable assurance that the funds are being used for the purposes intended.
- xiv. Assist the project team to provide input in updating the Project Operations Manual and other project implementation documents.
- xv. Ensure continuous compliance of the legal covenants in the financing agreement between the World Bank and GoM.
- xvi. Any other project related tasks and activities assigned by the Project Director/Head of Department.

D. Consultant's Reporting Obligations

The Procurement Specialist shall carry out the reporting obligations as follows:

- I. The Procurement Specialist shall report to the Project Director or his/her designate on the status of the assignment on a regular basis.
- II. The Procurement Specialist is expected to report for work to the Ministry not later than 0800 hours on week days other than public holidays and provide his/her services during official working hours. During the month of Ramadan, the official working hours shall be adjusted in accordance with the working hours prescribed by the Government. The Specialist may have to work extra hours in order to complete the tasks assigned as and when required without additional payment.
- III. The consultant is expected to follow Maldives' Civil Service Commission's regulations as well as code of conduct for Project staff of World Bank.

E. Required Expertise and Qualifications

The Procurement Specialist shall have the following qualifications and competencies:

- I. Master's Degree in Procurement, Project Management, Business Administration, Management, Finance, or suitable equivalence with minimum 7 to 10 years of relevant experience.
- II. Minimum 7 years of experience in procurement in the public sector.
- III. Experience in procurement of consultants, non-consulting services and goods, and contract management will be an added advantage.
- IV. Knowledge and understanding of and experience working with the procurement procedures of World Bank funded projects and related procurement portals such as STEP will be an added advantage.

- V. Familiarity with the Public Finance Laws and Regulations will be an added advantage.
- VI. Proficient in using relevant software applications such as MS Project, MS Word, MS Excel, MS PowerPoint and ideally also Government E-letter Management System (GEMS).
- VII. Strong leadership, project management, and communication skills in presenting, discussing, and resolving difficult issues through coordination with multiple stakeholders and have the ability to work efficiently and effectively with a multi-disciplinary team.
- VIII. Excellent written and oral Dhivehi and English communication skills.

F. Duration of Services

The Procurement Specialist's services are required until 30 June 2028, which includes an initial probationary period of 3 months.

The successful candidate is expected to commence the services in August 2026.

G. Remuneration

The Procurement Specialist will be paid a lump sum of between **MVR 33,600 to MVR 38,600** per month. The remuneration package is aligned according to the National Pay Commission's Circular (number 13-NPC/CIR/2018/5 issued on 22nd March 2018). The exact monthly fee within this range will be determined based on the qualifications and professional experience of the selected candidate.

H. Required Documents

Interested candidates must submit the following documents/information to demonstrate their qualifications, experience, and responsiveness to this TOR.

- i. Cover Letter,
- ii. CV with information demonstrating that they are qualified to perform the services (description of similar assignments, experience in similar conditions, availability of appropriate skills, etc.),
- iii. Proof of efficiency of use of STEP or GEMS or any related tools
- iv. Academic Certificates, and
- v. Relevant Reference Letters, covering the Key Qualifications listed in the Terms of Reference.