



Ministry of National Planning and Infrastructure
Republic of Maldives

Advertisement Reference:

Date:

OFID PROJECT MANAGEMENT UNIT PROJECTS

ASSISTANT PROCUREMENT OFFICER (APO)

TERMS OF REFERENCE

A. PURPOSE

The Government of the Republic of Maldives through Ministry of National Planning and Infrastructure is implementing several projects (water supply, sewerage, waste management, harbor) financed by OPEC Fund for International Development (OFID) and intends to apply part of the proceeds for the selection of a **Assistant Procurement Officer (APO)** to the PMU for the implementation of these projects by Ministry of National Planning and Infrastructure.

B. BACKGROUND

Maldives is a small island nation with fragile environment and scarce water resources. Its population of over 400,000 is thinly dispersed over 188 islands out of total 1192 islands, the remaining being uninhabited. The projects are to implement by providing sustainable access to safe water supply and sanitation services, and harbor infrastructure. The projects will promote health and connectivity, thereby supporting economic growth and poverty alleviation in the country.

C. OVERALL RESPONSIBILITY

The overall responsibilities of the Assistant Procurement Officer include, but not limited to the following:

- (i) Assist the Procurement Officer in establishment of a Procurement Plan for activities under the projects and update as an when required,
- (ii) Provide assistance to the Procurement Officer on all procurement aspects of the project(s).
- (iii) Work under the guidance of Procurement Officer on all procurement matters, progress and constraints with the implementation of the procurement packages;

- (iv) Assist/Support Procurement Officer in preparation of Procurement Documentation including Evaluation Criteria, Evaluation Reports, and provide procurement Quality Assurance.
- (i) Any other task assigned by the project management as may be necessary for the performance of the procurement duties for the projects.

D. SCOPE OF SERVICES

The work of the Assistant Procurement Officer will include the following tasks, among others:

1. Assist Procurement Officer in carrying out a sample review of procurement processed under the projects to ensure that procurement is done in accordance with the donor agency guidelines and the Government of Maldives Financial limits.
2. Work in coordination with the project team and assist them on procurement issues and assist in all major procurement of the projects.
3. Assist/ support in Preparation and/or review requests for Expression of Interest (EOI), Tender documents, Request for Proposals (RFP), Contract agreements for goods, works, consultants and non-consultant services in accordance with the schedule in the procurement plan.
1. Closely monitor procurement activities in reference to the timeline and milestones laid out in the Procurement Plan as well as the procurement approval process of the Government and bring any slippage of activities immediately to the attention of the Procurement Officer and/or Project Director.
4. Assist/support in all Evaluation's and negotiations pertaining to procurement of goods, works and consultant.
5. Liaise with the donor agency for obtaining 'no objection' on procurement activities.
6. Assist/support Procurement in reviewing and revising, if necessary, the contracting procedures and documents for the localized community level procurement of works, with specific reference to the donor agency Procurement Guidelines and international best practices;
7. Assist/support Procurement Officer in carrying out assessments, on a sample basis, of the capacity of the Island and Atoll Councils to process the local contracts by visiting selected islands;
8. Assist/support in general review of procurement performance and submission of reports; and
9. Any other work-related tasks assigned by the Procurement Officer and/or Project Director.

E. QUALIFICATION AND EXPERIENCE

1. Diploma related to the field of assignment with minimum general work experience of 3 years with specific experience of 2 years minimum OR A' level pass in 3 subjects with 5 years general work experience including specific experience of 3 years minimum.

2. Sound understanding of principles underlying good procurement practices and international agencies' procurement guidelines will be an added advantage.
3. Knowledge of and experience in all substantive areas/aspects of procurement (e.g. procurement of goods; various forms of construction contracts; selection/ contracting of consultant services under various methods; preparation of bidding/contract documents for the international procurement of goods, works, services; public procurement policies; practices) will be an added advantage.
4. Knowledge and Experience in International Donor funded project management will be an added advantage.
5. Should have good communication skills in presenting, discussing and resolving difficult issues and have ability to work efficiently and effectively with a multidisciplinary team.

The successful individual 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 project's 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.

F. REPORTING REQUIREMENT

1. Report directly to the Procurement Officer on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client.
2. The Assistant Procurement Officer should 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-rata basis.
3. The Assistant Procurement Officer (APO) is required to report to work in official attire.

G. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is **24 months** from the commencement of the works with potential renewal of contract based on performance and organizational need.

H. SELECTION CRITERIA

The Assistant Procurement Officer will be selected based on the following criteria.

Rating Criteria	
Criterion	Rate
Experience in Procurement	30 points
Experience in working in similar projects (both PSIP and Donor Funded)	30 points
Qualification related to the field	20 points
Interview	20 points

I. REMUNERATIONS AND LEAVE DETAILS

Successful candidate with Diploma and above shall be remunerated with a fixed monthly fee depending on qualification and experience ranging from **MVR 17,550 to MVR 28,880**. In addition, any fees payable to the individual for duty travel assignments, Ramadan allowance shall be compensated at the government prevailing rates. Fixed monthly fee shall be subject to deduction for pension and any other statutory requirement as may be applicable.

Leave entitlement shall be as follows;

Annual Leave: The Consultant may take up to thirty (30) working days leave per calendar year.

Sick Leave: The Consultant may take Thirty (30) days of paid sick leave. The Consultant is not allowed to take sick leave for more than two consecutive days unless a medical certificate specifying the nature of the illness and recommended duration of sick leave issued by a licensed medical practitioner is submitted on the first day back at work.

Family Responsibility Leave: The Consultant may take Ten (10) days of paid leave in a year to attend important obligations such as tending family members during illness.

Unpaid Leave: The Consultant will not be paid for leave(s) that exceed the maximum allowed and the Client may terminate the contract if the unpaid leave exceeds more than thirty (30) working days.

J. APPLICATION

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

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

K. SUBMISSION

Interested candidates may submit their proposals on or before the time provided in the advertisement to the following address:

Infrastructure Department,
Ministry of National Planning and Infrastructure,
Ameenee Magu, Maafannu Male', 20392,
Republic of Maldives.
Email: tenders@planning.gov.mv