



Ministry of National Planning and Infrastructure
Republic of Maldives

Advertisement Reference: (IUL)471-PIDS3/1/2020/60

Date: 6th February 2020

OFID PROJECT MANAGEMENT UNIT PROJECTS

PROCUREMENT OFFICER (PO)

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 **Procurement Officer (PO)** 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 Procurement Officer include, but not limited to the following:

- (i) To develop a Procurement Plan for activities under the projects and update as and when required,
- (ii) Conducting/Coordinating all major procurement of the project(s);
- (iii) Provide guidance to the Project Director on all procurement matters, progress and constraints with the implementation of the procurement packages;
- (iv) Prepare Procurement Documentation including Evaluation Criteria, Evaluation Reports, and provide procurement Quality Assurance.

D. SCOPE OF SERVICES

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

1. The Procurement Officer will be Responsible in implementing all aspects of procurement under the OFID.
2. Carry 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;
3. Work in coordination with the project team and advise them on procurement issues and assume responsibility of all major procurement of the projects.
4. Prepare 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;
5. Conduct/Coordinate all Evaluation's and negotiations pertaining to procurement of goods, works and consultant.
6. Liaise with the donor agency for obtaining 'no objection' on procurement activities
7. Specifically, review and revise, 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;
8. Carry out assessments, on a sample basis, of the capacity of the Island and Atoll Councils to process the local contracts by visiting selected islands;
9. General review of procurement performance and submission of reports; and
10. Any other work-related tasks assigned by the Project Director.

E. QUALIFICATION AND EXPERIENCE

1. Bachelor's degree related to the field of assignment with minimum general work experience of 5 years including specific experience of minimum 3 years in the field OR Diploma related to the field of assignment with minimum general experience of 7 years including specific experience in the field of 3 years minimum with substantial management/ supervisory responsibilities.
2. 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.

3. Knowledge and Experience in International Donor funded project management will be an added advantage.
4. Knowledge and understanding of technical, commercial and legal aspects of procurement of donor - financed projects would be an added advantage
5. Should have strong leadership, management and 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 Project Director on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client.
2. The Procurement Officer shall ensure that all the required reports for the project are prepared on time, in accordance with the requirements of Client and respective donor agencies.
3. The Procurement Officer 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.
4. The Procurement Officer (PO) 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 extension based on performance and organizational need.

H. SELECTION CRITERIA

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

Rating Criteria	
Criterion	Rate
Experience in Procurement	30 points
Experience in working 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 will be paid a fixed monthly fee depending on qualification and experience ranging from **MVR 20,160 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