

TERMS OF REFERENCE**Selection Number** 226484**Project** TA-6820 MLD: Supporting COVID-19 Response and Vaccination Program - Procurement Specialist consultant (E-055086-002)**Professional Group** A**Job Level** 3**Expertise** Procurement Specialist Consultant**Expertise Group** General Operations**Source** National**Objective and Purpose of the Assignment**

The selected candidate will directly work under the Project Manager as the Procurement Specialist Consultant of the Project Management Unit (PMU). The purpose of the assignment is to carry out the procurement processes under the approved US \$ 10 million grant project, The Responsive COVID-19 Vaccination for Recovery Project under the Asia Pacific Vaccine Access Facility.

Scope of Work

The Procurement Specialist Consultant will work intermittently will follow ADB Procurement guidelines, rules and regulations and will use standard bidding documents and will work in the Project Management Unit (PMU). The tasks will need to be carried under the guidance of the Project Manager and the Project Director and in close collaboration with the relevant units of the Ministry of Health.

The Procurement Specialist Consultant will submit the approved time sheet and deliverables to the Project Manager for processing of remuneration and any other related expenses.

The Procurement Specialist Consultant will report to the Project Manager.

Detailed Tasks and/or Expected Output

The Procurement specialist Consultant will be:

- Responsible for all project related procurements identified under the project.
- Lead in the execution of the procurement of Goods; such as Medical Equipment, Health Products, Non-Health products and Non-Health Equipment, Civil Works; and Services including Consultancy Services, complying with the ADB and Government of Maldives guidelines / Ministry of Finance regulations on Procurement.
- Prepare all necessary documentation for procurement e.g., bid documents to invite bids under Open Competitive Bidding (International), Open Competitive Bidding (National) and National Shopping Procedures and direct Contracting Procedures etc.
- Responsible to conduct Prebid Meetings as required and prepare and issue relevant Minutes of meetings /Addendums.
- Responsible to conduct Bid Openings and assist bid opening committee to prepare bid opening records
- Ensure that all procurements are according to ADB guidelines, rules, and regulations
- Support the Technical Evaluation Committee with the preparation of the Technical Evaluation Committee Report in line with the ADB and Government of Maldives guidelines.
- Support the Project Procurement Committee (PPC) about the award of contracts and other issues related to procurement and ensure minutes of meeting and documentation are available
- Review the procurement activities of the PPC, Ministry Procurement Committee for compliance with the ADB procurement guidelines
- Maintain records of all items purchased and relevant details thereof with registers of assets and inventoried items.
- Prepare Contract Award Letters/ Purchase Orders and Contractual Agreements.
- Maintain contact with suppliers and ensure goods / orders are delivered on time to the correct locations as per instructions issued
- Carry out regular verification of claims to ensure any non-compliance in procurement and contract management
- Any other tasks related to procurement designated by the Project Manager and Project Director

Minimum Qualification Requirements

The consultant should have

- a post-graduate degree in Procurement, Project Management, Supply Chain Management and Logistics or related field and at least 5 years of experience in working in reputed organizations; and
- at least 3 years of experience in undertaking procurement related activities in national / international projects is an advantage.
- Experience of working in donor funded projects (ADB, World Bank, JICA) will have an added advantage.

Minimum General Experience 5 Years

Minimum Specific Experience (relevant to assignment) 3 Years

Regional/Country Experience Required

Deliverables	Type	Estimated Submission Date
Implementation Report	Final Report	31-Jul-2027

Schedule and Places of Assignment (chronological and inclusive of travel)				
City and Country	Working Days	Estimated Start Date	Estimated End Date	Other Details
Home Office, Other	66	22-Jul-2026	31-Jul-2027	
Total	66	Intermittent; Max. Working Days/Week: 5 for Home Office, 6 for Field		