



Ministry of Fisheries, Agriculture and Ocean Resources
Malé, Republic of Maldives

A HOLISTIC APPROACH TO AGRICULTURAL FOOD SYSTEMS RESILIENCE AND ADAPTATION IN MALDIVES PROJECT (GCP /MDV/11411/SCF)

TERMS OF REFERENCE

Administrative and Procurement officer

A. BACKGROUND

The Government of Maldives (GoM) is implementing the project “A Holistic Approach to Agricultural Food Systems Resilience and Adaptation in Maldives”. The project is a five-year initiative funded by the Global Environment Facility (GEF) through the Special Climate Change Fund (SCCF).

The Ministry of Fisheries, Agriculture and Ocean Resources (MFAOR), as the Executing Agency, will oversee project execution, with the Food and Agriculture Organization of the United Nations (FAO) serving as the GEF Implementing Agency.

The project aims to strengthen climate resilience and enhance adaptation within the agricultural food systems of selected islands in the Maldives. Ground-level interventions will be carried out across five atolls in the target area: Laamu, Gaafu Alifu, Gaafu Dhaalu, Gnaviyani, and Seenu. The project’s activities will directly contribute to the achievement of key targets outlined in the national Strategic Action Plan.

OBJECTIVES OF ASSIGNMENT

The Administrative and Procurement Officer will provide day-to-day administrative, operational, and procurement support to the project, under the supervision of the Project Manager and in coordination with the Ministry of Fisheries, Agriculture and Ocean Resources (MFAOR) and project partners.

The Administrative and Procurement Officer will be responsible for arranging travel and accommodation, supporting meetings and workshops, maintaining project records and filing systems, and managing inventories of supplies, materials, and assets. The Officer will also assist in procurement activities, including preparing documentation, obtaining quotations, and maintaining procurement records in line with project guidelines and regulations.

B. KEY RESPONSIBILITIES AND TASKS

1. Provide day-to-day administrative and operational support to the project implementation.
2. Assist in preparing project reports and other reports requested by the Project Manager by providing administrative, procurement, financial, logistical and operational inputs and supporting documentation.
3. Arrange travel for project staff and meeting participants and monitor submission of mission travel claims.
4. Arrange hotel accommodation and flight bookings for visitors and consultants.
5. Maintain electronic and physical filing system and ensure filing of documents and correspondence.
6. Keep an updated record of the inventory of supplies, materials and assets under the project and conduct periodic physical verification of assets and equipment.
7. Maintain and update the project's Procurement plan in consultation with the Project Manager, and coordinate procurement activities in accordance with the approved plan and applicable procedures.
8. Coordinate procurement bid and proposal evaluation processes, provide procedural guidance to the evaluation committee, and prepare and finalize evaluation reports reflecting the committee's findings and recommendations. Prepare submission documents for the Bid Committee, draft contracts, and assist in contract award procedures, subject to the required reviews and approvals.
9. Ensure all procurement activities shall comply with applicable government regulations, project procedures, donor requirements, and FAO rules and procedures, where applicable.
10. Ensure that equipment is properly labelled and documented according to status and ownership.
11. Assist in implementing the agreed risk mitigation and assurance plan.
12. Prepare procurement documentation, coordinate requests for quotations and other solicitation processes, and support identification of potential suppliers in accordance with applicable procurement procedures.
13. Maintain an updated list of suppliers for the project.
14. Coordinate logistical arrangements for project meetings, workshops and other events.
15. Maintain an updated contract register and track contractual deadlines, deliveries and outstanding actions in coordination with the responsible technical staff.
16. Compile invoices, delivery records and acceptance confirmations for submission to the finance personnel responsible for payment processing.
17. Perform other tasks when required.

C. QUALIFICATIONS AND EXPERIENCE

1. A Bachelor's Degree in Business Administration, Procurement, Accounting, or a relevant field
2. A minimum of three years of relevant professional experience in administration and procurement including procurement-specific training, certification, or demonstrated experience in contract management.
3. Sound understanding of Government Procurement regulations/Act and Public Finance Regulation
4. Fluent in written and spoken English and Dhivehi.
5. A high level of computer literacy is required.

6. Willingness to travel to the islands of Maldives where the project is being implemented (for short or longer durations, as per demand of the Project).
7. Experience in administration and procurement under donor-funded projects will be an added advantage.

D. REPORTING REQUIREMENT

1. Report directly to the Project Manager on all administrative, operational and procurement matters relating to the project throughout the duration of the contract unless otherwise directed by MFAOR.
2. Is expected to report to work on weekdays from 0800 – 1400 hours other than public holidays and provide services to the client for an average of 30 hours a week.;
3. The Administrative and Procurement officer is required to report to work in official attire.

E. SCHEDULE FOR THE ASSIGNMENT

1. The assignment will commence in November or December 2026 and continue until June 2031, subject to satisfactory performance and availability of funding. Any extension will be subject to an approved extension of the project and approval by MFAOR.
2. The appointment will be subject to a three-month probationary period from the date of commencement. Confirmation of appointment will depend on satisfactory performance during this period.
3. This position is based at the Project Management Unit (PMU) of the MFAOR in Male' with travel to islands or field visits as may be required.

F. REMUNERATION AND OTHER BENEFITS

1. The Administrative and Procurement Officer will receive a basic monthly salary of MVR 9,845, a monthly allowance of MVR 4,595, and an attendance allowance of MVR 125 per day of attendance.
2. Training and travel expenses budgeted under the PMU and approved by MFAOR.
3. S/he shall participate in the “Maldives Retirement Pension Scheme” as required by the Maldives Pension Law.
4. S/he is entitled to “Ramadan Allowance” determined by GoM, prior to the beginning of the month of Ramadan. The allowance will be entitled to Muslims only.