بسم الله الرحمن الرحيم

Ministry of Fisheries, Agriculture and Ocean Resources
Male', Republic of Maldives

TRANSFORMING FISHERIES SECTOR MANAGEMENT IN SOUTH-WEST INDIAN OCEAN REGION AND MALDIVES PROJECT (TransFORM, SWIOFish5) - P179242

Procurement Assistant

Terms of Reference

A. BACKGROUND

The Government of the Republic of Maldives through the Ministry of Fisheries, Agriculture and Ocean Resources is implementing Maldives –Transforming Fisheries Sector Management in South-West Indian Ocean Region and Maldives Project financed by the World Bank. The project will be managed by the Corporate Department / Project Management Unit (PMU) set up within the Ministry of Fisheries, Agriculture and Ocean Resources. The project will be implemented in accordance with the Project Implementation Plan (PIP), Project's Procurement Manual, and the Project's Financial Management Manual all of which are consistent with the World Bank's guidelines and procedures on procurement and financial management.

The aim of the Project to strengthen regional, evidence-based fisheries management in the South-West Indian Ocean Region and to improve competitiveness in the fisheries sector in the Maldives. The project comprises of the following components.

COMPONENT 1: Enhance Evidence-based Management Advice to the Fisheries Sector in the South-West Indian Ocean Region *(implemented by the IOC)*

1.1. Promoting the Development and Coordination of Relevant Innovative Regional Research with a Focus on Capacity Development Programs and Initiatives

1.2. Coordinating and Consolidating Regional Cooperation for Evidence-based Advice on Management of Fisheries and Other Uses of Marine and Coastal Ecosystems

1.3. Linking and Coordinating the Fisheries Initiatives and Programs in the Region

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COMPONENT 2: Supporting Maldives as the Catalyst for Strengthened Regional Capacity for Fisheries Governance and Management

2.1. Improved and Innovative Implementation, Enforcement and Monitoring of Fisheries Management Plans and Sharing Results with SWIO Countries

2.2. Augmented Comprehensive Quarantine, Disease Surveillance and Management and Experience Sharing with SWIO Countries

2.3. Skills and Capacity Building for Supporting Enterprise Development in Fisheries Sector

2.4. Augmentation of Project Management Capacity of MoFAOR including Building Capacities for Enhanced Regional Cooperation

COMPONENT 3: Enhanced Competitiveness and Private Sector Participation for improving Business Climate for Fisheries in Maldives and the South-West Indian Ocean Region

3.1. Decarbonization of the Fisheries Sector

3.2. Diversification/Expansion of Fisheries Sector through Facilitating Small and Medium Enterprise Businesses

B. OBJECTIVES OF ASSIGNMENT AND OVERALL RESPONSIBILITY

The Project Management Unit (PMU) wishes to contract a Procurement Assistant who will facilitate effective and efficient procurement functions of project under the advisory of the Procurement Specialist. S/he will administer and assist in procurement management system to ensure efficient and effective use of project resources for the purposes intended. S/he will ensure compliance with the Government and World Bank procedures, guidelines and rules. S/he will be responsible for smooth functioning of the Project as well as assuring linkages with the Implementing Agency.

The Procurement Assistant will be expected to report to the Procurement Specialist and work closely with the Component Coordinators of the project and other members of the Project, as well as with the members of the World Bank task team.

C. OVERALL RESPONSIBILITY

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

The Procurement Assistant is responsible for: (i) ensuring the integrity of the procurement processes of all goods, and services required for the project; (ii) assist in preparing bidding documents; (iii) assisting in

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evaluation of bids; (iv) ensuring that the Technical Evaluation Committees and Tender Board comply with procurement rules of the World Bank's Procurement Regulations for Borrowers for Goods, Works, Non-Consulting and Consulting Services dated July 1, 2016; and (v) assist in monitoring the performance of contractors and consultants, and the delivery and completion of contracted goods and services.

Procurement Assistant will report to the Project Manager on aspects of project management. On a day-to-day basis, he/she will work in close coordination with the Procurement Specialist. Procurement Assistant will work closely with technical staff of Ministry of Fisheries, Agriculture and Ocean Resources, and other members of the Project team, as well as with the project members from the World Bank.

D. SCOPE OF SERVICES

In order to achieve the above objective, the Procurement Assistant will carry out, inter alia, several tasks.

1. Work under the guidance of the Procurement Officer in implementing all aspects of procurement of the project, liaising with the Component Coordinators and Project staff to ensure close coordination of procurement activities and appropriate technical inputs are incorporated into all procurement activities, procurement documents throughout the process.
2. Ensuring that all procurement activities to be undertaken are in conformity with the project documents;
3. Assist in implementing the Procurement Plan and monitoring of procurement processes for project financing and managing a contract's database;
4. Coordinate project procurement activities by updating led procurement plans and planning procurement actions in general;
5. Assist all procurement actions, including: (i) process of preparation of procurement document for the process of procurement of goods and services; (ii) request for expressions of interest, bidding documents, proposals, evaluation reports, contracts, and other documents concerning procurement of goods, works, and consultants' services (iii) verify that all procurement procedures are in strict conformity with the procurement provisions of the Letter of Agreement and World Bank Procurement Guidelines; (iv) administer contracts for goods and services after signature; request for
6. Assist in finalizing the Bidding Documents in coordination with the component coordinators and supervise the issue of bidding documents to interested bidders;
7. Assist in preparation of response to clarification and issues resulting from bidder's queries on the bidding documents;

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8. Assist in preparation of procurement documents for submission for the World Bank no-objection, and supervise the issue of the approved bidding document to interested bidders and consultants, thereafter;
9. Coordinate and assist in the Bid Evaluation Process
10. Handle the finalization of contracts between the implementing agency and the selected suppliers and consultants;
11. Assist in reviewing contract amendments and obtain the necessary clearances on the amendments.
12. Ensure that goods purchased are to specification in terms of quality, quantity and delivery and to advice on those suppliers who fail to meet specifications.
13. Closely monitor procurement activities in reference to the timeline and milestones laid out as well as the procurement approval process and bring any slippage of activities immediately to the attention of the Procurement Manager.
14. Any other task assigned by the Project Management Unit as may be necessary for the performance of the procurement duties of the projects.

Work closely with Monitoring and Evaluation Officer, Environmental, Social and Gender Specialist in incorporating the reporting requirements and safeguards into the procurement process; and ensure efficient and satisfactory reporting progress on Monitoring and Evaluation Framework against the indicators established in the project action plans.

Reporting to the Project Manager on the overall performance of the project as part of Project's periodic progress reporting all aspects of the project throughout the duration of the project.

E. QUALIFICATIONS AND EXPERIENCE

1. Must have Bachelor's Degree in procurement/ commerce/ finance/ business/ management or suitable equivalency.
2. Must have at least three (3) years of professional work experience in the field of Procurement.
3. The candidate will be at an advantage for having past experience working as Procurement Assistant in Development Projects funded by International Donors.
4. Sound understanding of Government Procurement regulations /Act and Public Finance Regulation
5. Excellent writing, editing and analytical skills and capability of working independently. Fluent in written and spoken English and Dhivehi;
6. Proficiency in the use of office application (MS Word, Excel, PowerPoint), including web-based systems
7. Ability to interact with multiple staff in the relevant agencies and respond to and liaise with stakeholders from industry and private sector

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8. The successful individual must be willing to work for extended periods without direct supervision and travel to islands within the project area.
9. Should have strong and proactive interpersonal communicative skills, experience in team leadership and participatory management.

The short-listed candidate will be requested to participate in personal interviews, 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/he must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative to overcome challenges.

F. REPORTING REQUIREMENT

1. Report directly to the Procurement Specialist on all aspects of Procurement Management throughout the duration of the contract unless otherwise advised by the Implementing Agency.
2. The Procurement Assistant is expected to work to work on weekdays from 0800 to 1400 hours other than public holidays and provide services to the Client for an average of 30 hours a week.
3. The Procurement Assistant shall assist in providing the documentation, necessary reports and updates to the Procurement Specialist to be presented at the Project Steering Committee and donor agencies whenever needed.

G. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is 36 months from the commencement of the works with potential extension based on performance. The successful candidate is expected to commence the services in November/ December 2026.

This position is based at the Project Office of the Ministry of Fisheries, Agriculture and Ocean Resources in Male' with travel to Islands, vessels or field visits as maybe required.

H. RENUMERATION AND OTHER BENEFITS

1. MVR 19,500-22,400/- depending on qualifications and experience, per calendar month as renumeration for the services provided depending on qualifications and experience, for the services provided by the Procurement Assistant.
2. Training and travel expenses related to service under this contract will be covered by the project budget.

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3. S/he shall participate in the Maldives Retirement Pension Scheme as required by the Maldives Pension Law and its regulations.
4. S/he will be given an allowance called "Ramadan Allowance" as per the rules of the Government, prior to the beginning of the month of Ramadan. The allowance will be entitled only to Muslims.

H. SERVICES AND FACILITIES TO BE PROVIDED BY THE IMPLEMENTING AGENCY

1. Office space and other office facilities such as computers will be provided as required.
2. Local transport for official travels between Malé and field visits to islands; food, accommodation and allowances will be provided from the project.

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