بسم الله الرحمن الرحيم

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

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

Procurement Reference Number: MV-MOFMRA-563144-CS-INDV

Project Assistant -1 - To Digitize existing data of leased Islands

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 Appraisal Document (PAD), 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.

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

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

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 MFAOR 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

The ministry is looking to digitize the existing records of island leased under the Ministry and to create a web-based platform to streamline departmental operations. The digitalization process will involve scanning physical documents and utilizing OCR technology to convert them into searchable text, ensuring easy access and long-term preservation. A secure, cloud-based document management system will categorize and store these records efficiently. Additionally, the web platform will provide features for island management, lease tracking, task assignments, and automated reporting, improving the transparency, accessibility, and workflow of the department. This will enable better knowledge sharing, reduce administrative overhead, and facilitate future growth and scalability of the ministry's operations.

C. OVERALL RESPONSIBILITY

1. Prepare, compile, and sort documents for scanning:
    - Gather historical paper-based Agricultural records.
    - Organize documents for efficient scanning.
2. Scanning of documents and uploading them to the Data Management System:
    - Utilize scanning equipment to create digital copies of historical records.

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- Convert scanned to PDF.

3. Reviewing the data for deficiencies or errors and correcting any incompatibilities:
   - Conduct a thorough review of digitized data for accuracy and completeness.
   - Rectify any discrepancies or errors encountered during the digitization process.
4. Organizing and arranging the digitized files into a systematic archive:
   - Categorize and organize digitized documents in a systematic and easily accessible manner.
   - Ensure the files are well-structured for future reference.

The Project Assistant will work closely with the Director General of Resource Management Department of the Ministry.

D. QUALIFICATIONS AND EXPERIENCE

1. Completion of at least an O' level education.
2. Experience in an office environment will be an advantage.
3. Proficient in both written and oral communications in Dhivehi and English.
4. Computer literate with high proficiency in Microsoft Office applications. Completion of computer training or certification will be considered as an added advantage.
5. Proven organizational skills and the ability to manage multiple tasks simultaneously.
6. Experience using office equipment, including scanners.
7. Accurate keyboard skills and a proven ability to enter data at the required speed.

E. REPORTING REQUIREMENT

1. Report directly to the Director General on daily basis and to the Project Manager on a fortnightly basis throughout the duration of the contract unless advised otherwise.
2. The Project Assistant is required to report to work in official attire.

F. SCHEDULE FOR THE ASSIGNMENT

The duration of the assignment is 06 months from the commencement of the work with potential extension based on performance.

G. RENUMERATION AND OTHER BENEFITS

1. MVR 8000/-, per calendar month as renumeration for the services provided.
2. All costs associated with domestic logistics and travel for the purposes of the assignment will be provided by the project.

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H. SELECTION CRITERIA

Selection will be done based on the following:

Criteria	Weightage (%)
Completion of O' Level & Academic Qualifications	50
Interview	50

Note: Only applicants achieving a minimum of 50 points in the evaluation shall be considered qualified.

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

1. Office space and other facilities such as computers will be provided as required.

J. APPLICATION

Interested applicants may submit their Expression of Interest in a sealed envelope indicating the following:

- Letter of Expression of Interest (EOI)
- Updated Curriculum Vitae (including description of similar assignments, experience in similar conditions, availability of appropriate skills etc.)
- Copy of National Identification Card
- Attested copies of Educational Certificates (copies taken from with accredited original certificates)

K. SUBMISSION

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

Project Management Unit
Ministry of Fisheries, Agriculture and Ocean Resources
H. Palmayrah - 3A, Sosun Magu
Male',Republic of Maldives
Email: transform@fishagriocean.gov.mv