

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Ministry of Fisheries, Marine Resources, and Agriculture

Male', Republic of Maldives



**PREVENT
DOMESTIC
VIOLENCE**

MALDIVES AGRIBUSINESS PROGRAM

TERMS OF REFERENCE

Admin Officer

A. BACKGROUND

The Government of Maldives (GoM) through the Ministry of Fisheries, Marine Resources and Agriculture (MoFMRA) is initiating the implementation of the Maldives Agriculture Program (MAP) with the support of International Fund for Agriculture Development (IFAD). The Program will be managed with the support of an Implementing Partner, by the Project Implementation Unit (PIU) set-up within the MoFMRA in accordance to the guidelines provided by the design report, implementation manual and under the guidance of the project steering committee and IFAD supervision missions.

The main aim of MAP is to enable small farmers in the Program area to sustainably enhance their production levels, increased income, secured food and nutrition for their household demands and deliver produce to connected markets.

B. OBJECTIVES OF ASSIGNMENT

The Project Implementation Unit (PIU) wishes to contract an Admin Officer who will facilitate the efficient and effective administrative and human resources functioning of the PIU office. 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 IFAD procedures, guidelines and rules. S/he will be responsible for smooth functioning of the PIU as well as assuring linkages with the Implementing Agency.

She/he will seek and receive policy guidance/ instructions and support from Project Director, Finance Management Specialist and Procurement and Account Officer on their respective areas of responsibilities. She/he will work closely with Project Component Coordinators and PIU Staff to ensure timely implementation of the project activities. The Admin Officer will report to the Project Director.

C. OVERALL RESPONSIBILITY

The overall responsibilities of the Admin Officer include, but are not limited to the following:

1. Provide administrative support to ensure that project activities are maintained in an effective, up to date and accurate manner:
2. Maintain staff attendance including recording of staff leave and contracts
3. Be responsible for day to day project correspondences and information sharing
4. Provide receptionist services including answering calls and inquiries
5. Assist in preparing annual reports/ project reports/ update project files
6. Organize meetings and act as the secretary to project meetings and prepare the minutes of the meetings
7. Assist project staff in arranging logistics for field trips, capacity development and training workshops
8. Design and maintain proper filing and administrative system for the project documents
9. Maintain an effective filing system both in electronic and hard formats for office receipts and other documents
10. Administrative support to conferences, workshops, meetings;
11. Preparation of routine correspondence, faxes, memorandums and reports
12. Develop and maintain internet-based knowledge management tools that can be accessed throughout the Maldives
13. Oversee office security, including access control, security, and evacuation and fire procedures
14. Assist in the recruitment of project staff to PIU and preparing the contracts upon selection of the successful candidate
15. Assist in the renewal of contracts of the current PIU staff
16. Provide assistance to other PIU staff and coordinate the project activities
17. Lead media relations - including regular information flow, organizing media events and preparing media products such as press releases, etc.,
18. Support the IFAD Missions and Expert Consultants visits
19. Work under the guidance of the Procurement and Accounts Officer in implementing

all aspects of procurement of the project, liaising with the Component Coordinators and PIU staff to ensure close coordination of procurement activities and appropriate technical inputs is incorporated into all procurement activities, procurement documents throughout the process.

20. Ensuring that all procurement activities to be undertaken are in conformity with the project documents;
21. Assist in implementing the Procurement Plan and monitoring of procurement processes for project financing and managing a contract's database;
22. Coordinate project procurement activities by updating procurement plans and planning procurement actions in general;
23. 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 IFAD Procurement Guidelines; (iv) administer contracts for goods and services after signature
24. Assist in finalizing the Bidding Documents in coordination with the component coordinators and supervise the issue of bidding documents to interested bidders;
25. Assist in preparation of response to clarification and issues resulting from bidder's queries on the bidding documents;
26. Assist in preparation of procurement documents for submission for the IFAD no-objection, and supervise the issue of the approved bidding document to interested bidders and consultants, thereafter;
27. Coordinate and assist in the Bid Evaluation Process
28. Assist in preparation of the contracts and in contract management to ensure payments and deadlines are met as per the contract
29. Maintain and update the fixed asset register
30. Handle the finalization of contracts between the implementing agency and the selected suppliers and consultants;
31. Assist in reviewing contract amendments and obtain the necessary clearances on the amendments.
32. 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.
33. 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 and Account Officer
34. Any other task assigned by the Project Implementation Unit as may be necessary for the performance of the project.

D. QUALIFICATIONS AND EXPERIENCE

1. The candidate should have a Bachelor's Degree in Business or Administration OR any program in a relevant field with at least 5 – 7 years of relevant work experience.
2. Sound understanding of Government Procurement regulations /Act and Public Finance Regulation
3. Excellent writing, editing and analytical skills and capability of working independently. Fluent in written and spoken English and Dhivehi;
4. Proficiency in the use of office application (MS Word, Excel, PowerPoint), including web-based systems
5. Ability to interact with multiple staff in the relevant agencies and respond to and liaise with stakeholders from industry and private sector
6. The successful individual must be willing to work for extended periods without direct supervision and travel to islands within the project area.
7. Demonstrates openness to change and ability to manage complexities
8. 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.

E. 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 Implementing Agency.
2. The Admin Officer is expected report to work on week days from 0800 – 1500 hours other than public holidays and provide services to the Client for an average of 35 hours a week.
3. The Admin Officer shall facilitate in preparing the necessary reports and updates to the Project Director to be presented at the Steering Committee and donor agencies whenever needed.

F. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is 12 months from the commencement of the works with potential extension based on satisfactory performance. The successful candidate is expected to commence the services in February 2020.

This position is based at the PIU Office in Malé with travel to islands, vessels or field visits as maybe required.

G. RENUMERATION AND OTHER BENEFITS

1. MVR 11,398.25 (Inclusive of all the allowances) per calendar month as remuneration for the services depending on qualifications and experience, for the services provided by the Admin Officer.
2. Training and travel expenses under the PIU as budgeted under the Project and approved by implementing agency.
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 Implementing Agency, 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 facilities such as computers will be provided as required.
2. Local transport for official travel between Malé and field visits to islands; food, accommodation and allowance

