



Ministry of National Planning, Housing and Infrastructure

Republic of Maldives

Advertisement Reference: (IUL)471-CDS5/1/2021/193

Date: 1st November 2021

OFID PROJECT MANAGEMENT UNIT PROJECTS PROCUREMENT OFFICER (PO)

TERMS OF REFERENCE

A. PURPOSE

The Government of the Republic of Maldives through Ministry of National Planning, Housing and Infrastructure is implementing several projects (water supply, sewerage, waste management, harbor) financed by OPEC Fund for International Development (OFID) and intends to apply part of the proceeds for the selection of a **full time Procurement Officer (PO)** to the PMU for the implementation of these projects administered by Ministry of National Planning, Housing and Infrastructure (MNPHI).

B. BACKGROUND

Maldives is a small island nation with fragile environment and scarce water resources. Its population of over 400,000 is thinly dispersed over 188 islands out of total 1192 islands, the remaining being uninhabited. The projects are to implement by providing sustainable access to safe water supply and sanitation services, and harbor infrastructure. The projects will promote health and connectivity, thereby supporting economic growth and poverty alleviation in the country.

C. OVERALL RESPONSIBILITY

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

- (i) To develop a Procurement Plan for activities under the projects and update as and when required,
- (ii) Conducting/Coordinating all major procurement of the project(s);
- (iii) Provide guidance to the Project Director on all procurement matters, progress and constraints with the implementation of the procurement packages;

- (iv) Prepare Procurement Documentation including Evaluation Criteria, Evaluation Reports, and provide procurement Quality Assurance.

D. SCOPE OF SERVICES

The work of the Procurement Officer will include the following tasks, among others:

1. The Procurement Officer will be Responsible in implementing all aspects of procurement under the OFID.
2. Carry out a sample review of procurement processed under the projects to ensure that procurement is done in accordance with the donor agency guidelines and the Government of Maldives Financial limits;
3. Work in coordination with the project team and advise them on procurement issues and assume responsibility of all major procurement of the projects.
4. Prepare and/or review requests for Expression of Interest (EOI), Tender documents, Request for Proposals (RFP), Contract agreements for goods, works, consultants and non-consultant services in accordance with the schedule in the procurement plan;
5. Conduct/Coordinate all Evaluation's and negotiations pertaining to procurement of goods, works and consultant.
6. Liaise with the donor agency for obtaining 'no objection' on procurement activities
7. Specifically, review and revise, if necessary, the contracting procedures and documents for the localized community level procurement of works, with specific reference to the donor agency Procurement Guidelines and international best practices;
8. Carry out assessments, on a sample basis, of the capacity of the Island and Atoll Councils to process the local contracts by visiting selected islands;
9. General review of procurement performance and submission of reports; and
10. Any other work-related tasks assigned by the Project Director.

E. QUALIFICATION AND EXPERIENCE

1. Master's degree or above related to the field of assignment with minimum general experience of 3 years in a related field/ or similar capacity including minimum 2 years specific experience in the field with substantial management/ supervisory responsibilities **OR**
2. Bachelor's degree or above related to the field of assignment with minimum general experience of 7 years in a related field/ or similar capacity including minimum 3 years specific experience in the field with substantial management/ supervisory responsibilities.

3. Knowledge of and experience in all substantive areas/aspects of procurement (e.g. procurement of goods; various forms of construction contracts; selection/ contracting of consultant services under various methods; preparation of bidding/contract documents for the international procurement of goods, works, services; public procurement policies; practices) will be an added advantage.
4. Knowledge and Experience in International Donor funded project management will be an added advantage.
5. Knowledge and understanding of technical, commercial and legal aspects of procurement of donor - financed projects would be an added advantage
6. Should have strong leadership, management and communication skills in presenting, discussing and resolving difficult issues and have ability to work efficiently and effectively with a multidisciplinary team.

The successful individual must be willing to work for extended periods without direct supervision and travel routinely to islands within the catchment.

In addition, the individual's reputation of integrity and impartiality routed in independent from third parties shall be considered.

The short-listed candidate will be requested to participate in personal interviews and 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 portfolio. He/she must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative in his/her broad field of actions.

F. 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 Client.
2. The Procurement Officer shall ensure that all the required reports for the project are prepared on time, in accordance with the requirements of Client and respective donor agencies.
3. The Procurement Officer is expected to report to work on week days from 0800-1600 hours other than public holidays and provide services to the Client for an average of 40 hours a week. Remuneration for less than 8 hours work per day will be on a pro-rate basis.
4. The Procurement Officer (PO) is required to report to work in official attire.

G. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is **24 months** from the commencement of the works with potential renewal of contract based on performance and organizational need. The successful candidate is expected to commence the services in November 2021.

H. SELECTION CRITERIA

The Procurement Officer will be selected based on the following criteria.

| Rating Criteria | |
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| Criterion | Rate |
| <p>Educational Qualification and Experience in related field</p> <ul style="list-style-type: none"> - Master's degree or above related to the field of assignment with minimum general experience of 3 years in a related field/ or similar capacity including minimum 2 years specific experience in the field with substantial management/ supervisory responsibilities OR - Bachelor's degree or above related to the field of assignment with minimum general experience of 7 years in a related field/ or similar capacity including minimum 3 years specific experience in the field with substantial management/ supervisory responsibilities. <p>(Reference letters will be taken into consideration)</p> | 50 points |
| <p>Experience in working in similar projects (both PSIP and Donor Funded)</p> | 30 points |
| <p>Interpersonal Skills and Presentation (will be assessed during personal interview)</p> <ul style="list-style-type: none"> - Experience in the field - Experience working in similar assignments - Personal Skills and Hard skills | 20 points 08 points 08 points 04 points |

I. REMUNERATIONS AND LEAVE DETAILS

1. Successful individual will be paid an all-inclusive monthly fee in the range of **MVR 20,880 to MVR 24,030** (salary shall be set based on pay commission circular no: 13-NPC/CIR/2018/5) depending on their qualifications and experience. Whereas 50% of the eligible amount will be paid as Monthly Basic Salary and 50% will be paid as Living allowance.
2. Successful candidate will be entitled to Pension deduction as per Maldivian Pension Act from the Monthly Basic Salary (7%).
3. Local transport for official travel between Male', inter-Atolls and inter-islands and allowances to cover food and accommodation for the trips will be provided from the projects.
4. Ramadan allowance at the government prevailing rates.
5. Office space and other facilities such as computers will be provided as required.

6. Leave Entitlement:

- a. Annual Leave: The Consultant may take up to thirty (30) working days leave per calendar year upon the completion of the first year.
- b. Sick Leave: The Consultant may take Thirty (30) days of paid sick leave.
 - (i) The Consultant is allowed to take 30 days sick leave with medical certificate specifying the nature of the illness and recommended duration of sick leave by a licensed medical practitioner is to be submitted on the first day back at work.
 - (ii) Notwithstanding the above, Consultant is allowed to take 15 days sick leave without medical certificate and can be taken for two consecutive days.
- c. Family Responsibility Leave: The Consultant may take Ten (10) days of paid leave in a year to attend important obligations such as tending family members during illness.
- d. Unpaid Leave: The Consultant will not be paid for leave(s) that exceed the maximum allowed and the Client may terminate the contract if the unpaid leave exceeds more than thirty (30) working days.

J. APPLICATION

Interested applicants may submit their proposal in a sealed envelope indicating the following:

1. Letter of Expression of Interest (EOI)
2. Copy of National Identification Card
3. Attested copies of Educational Certificates (copies taken from with original accredited certificates)
4. A CV that demonstrates that the applicant is qualified to perform the services (including a description of similar assignments, experience in similar conditions, availability of appropriate skills etc.)
5. Reference Letters from current/previous employers.

K. SUBMISSION

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

Infrastructure Department,
Ministry of National Planning, Housing and Infrastructure,
Ameenee Magu, Maafannu Male', 20392,
Republic of Maldives.
Email: recruitment.hr@planning.gov.mv