

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Maldives Learning Advancement and Measurement Project (LAMP: P172631)

Ministry of Education

Republic of Maldives

TERMS OF REFERENCE

PROCUREMENT SPECIALIST

Background

The Government of Maldives (GoM) has an Education Sector Plan (ESP) endorsed by the Local Education Group (LEG) under implementation. This is the central step required for financial assistance from the GPE. The ESP has four main goals. The first goal is to improve learning for all through equitable access to quality education. The main results the GoM seeks to achieve under this goal are to ensure that all children from pre-school through grade 12 are enrolled in school, learning gaps across atolls are reduced, and overall learning outcomes are improved. The second goal is to provide youth and adults with the necessary skills for employment, decent work and entrepreneurship. The third goal is to ensure equitable access to lifelong learning and a quality higher education for all. The fourth and final goal is to strengthen the system for efficiency to deliver high quality education. The Maldives Learning Advancement and Measurement Project (LAMP) will support the first goal by promoting strategic initiatives to improve learning outcomes in foundation and primary education, with a special focus on the atolls where learning levels are lowest.

Components of the LAMP

The LAMP is organised into four components.

Component one: Strengthening Curriculum Implementation: is designed to strengthen curriculum implementation and improve learning outcomes in key subjects, English, mathematics and Dhivehi at the Foundation and Primary Education stages. To ensure equitable access to learning, this component is also designed to provide support for children with SEN and students at risk.

Component two: Improving Teacher Education and Development: is designed to improve teacher quality and performance; with initiatives aimed at improving both pre-service teacher education and continuing professional development of teachers. The Project will help the GoM to develop SBPD to continuously improve teacher motivation, pedagogical skills, competencies and performance. In addition, the Project will help enhance the quality of pre-service teacher education programs offered by the MNU, IUM, and non-state HEIs.

Component three: Advancing the Measurement of Student Learning and School Performance: is designed to advance the measurement of student learning and school performance; with specific initiatives aimed at modernising the system for learning assessment and developing the school QA system.

Component 4: Coordination, Monitoring, Policy Analysis and Technical Assistance: is designed to cover coordination, operations and monitoring support, technical expertise, policy research and evaluation, and communications.

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Maldives Learning Advancement and Measurement Project (LAMP: P172631)

Ministry of Education

Republic of Maldives

Effective implementation of day-to-day operations is extremely important for the success of the LAMP. In particular, the project will have a strong emphasis on managing the resources which are dedicated to the delivery of the services critical to the achievement of the target results of the LAMP, including the intermediate outputs, outcomes, and overall project outcomes. The Procurement Specialist will be responsible for assisting the Project Coordinator of the LAMP to establish, maintain, and implement sound procurement related operations systems.

Key Tasks

The Procurement Specialist will report to the Project Coordinator. His/her main duties and responsibilities are to assist the Project Coordinator in the following tasks:

- Update the procurement plan in the World Bank's Systematic Tracking of Exchanges in Procurement (STEP) system as per the implementation plan.
- Prepare all necessary documentations for the procurement processes (RFB, RFP, Shopping, RFQ, etc.)
- Respond to all queries and complaints by any interested parties/eligible parties/applied parties.
- Receive all documents (bids/proposals/quotations/etc.) from all applicants/suppliers.
- Shortlist applicants/suppliers
- Send required documents for technical evaluation to respective implementing agency.
- Inform all parties of the outcome of their applications.
- Send bids/proposal of all parties who passed the technical evaluation for approval of the Bid Committee for all procurements above MVR 35,000.
- Send proposals/quotations of all selected parties for approval of the Finance Executive for all procurements below MVR 35,000.
- Communicate with selected parties for contract negotiation, contract signing, selection of vendor for shopping, and for any other necessary reason.
- Publish information regarding all procurements as required, in the Government Gazette, UNDB, and/or the Ministry of Education's website.
- Ensure all processes are carried out according to the activity roadmap, within the given timeline, in the STEP.
- Perform any other procurement related duties assigned for the LAMP by the Project Coordinator or the IME Specialist.

Performance Review

Performance evaluation reviews will be organised at the end of each calendar year by the Project Coordinator. The WB will provide feedback on performance to the Project Coordinator.



Maldives Learning Advancement and Measurement Project (LAMP: P172631)

Ministry of Education

Republic of Maldives

Remuneration

As per the agreement between GoM and the WB for this position, according to the National Pay Commission's Circular Number 13-NPC/CIR/2018/5.

The Procurement Specialist is expected to report for work on weekdays and provide his/her services for an average of 30 hours a week. The Procurement Specialist may have to work extra hours in order to complete the tasks assigned to him/her, without any extra payments as such hours have been considered in the Remuneration Fee as stated above.

Required Qualifications and Experience

- Must have at least a Bachelor's Degree/Professional Certificate in Procurement, Logistics, Supply Chain Management, or a related discipline and 3 years of work experience in a related field. Prior experience in WB funded projects, especially education or higher education projects could be an advantage if the performance of the candidate has been good.

Professional Competencies

- Ability to interact with policy makers, managerial staff, academics, teachers, and administrative staff, in the education and higher education systems.
- Ability to interact with government officials.
- Ability to interact with development partners such as the WB.
- Ability to work with and be a partner of a team of diverse disciplinary backgrounds.
- Ability to work efficiently, and to meet deadlines.
- Strong communication and good interpersonal relations.
- Ability to speak, read and write fluent English, and produce procurement related documents in English.
- High level of computer literacy, including Word, Excel, email, and the internet.
- Ability to obtain stakeholders' participation and commitment for effective implementation and long-term sustainability of the project.
- Effectiveness in monitoring and resolving procurement related issues.
- Familiarity with the relevant government procedures and regulations.

Facilities to be Provided

The holder of the position would be entitled to the following facilities:

- An office in the MoE with equipment including a computer/laptop and docking station, telecommunication services, and access to printing, photocopying and scanning equipment.

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Maldives Learning Advancement and Measurement Project (LAMP: P172631)

Ministry of Education

Republic of Maldives

- Transport for official purposes. Transport, lodging, subsistence and incidental expenses for atoll travel for official purposes.