

Sustainable Fisheries Resources Development Project

Terms of Reference for Procurement Assistant

A. BACKGROUND

The Government of the Republic of Maldives through the Ministry of Fisheries and Agriculture is implementing Maldives –Sustainable Fisheries Resources Development Project financed by the World Bank. The project will be managed by the Project Management Unit (PMU) set up within the Ministry of Fisheries and Agriculture. 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 are as follows: (a) at the larger South-West Indian Ocean Region, to improve the management of selected priority fisheries at regional, national and community levels; and (b) at the national level, the overall development objective would be to enhance the government's capacity to manage and govern the fisheries sector, including formulating appropriate adaptive sector policies; to ensure sustainability of marine fisheries; and to development of mariculture as an important source of inclusive growth of economy, income and jobs, to be able to respond to changing needs of the Indian Ocean region.

B. OBJECTIVES OF ASSIGNMENT

The Project Management Unit (PMU) wishes to contract a Procurement Assistant. The Procurement Assistant will work for PMU, which has been established to support the implementation of the project. The objective of this assignment is to administer and assist in procurement management system to ensure efficient and effective use of project resources for the purposes intended. The Procurement Assistant will work along under the guidance of the Procurement Officer.

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 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 Director on aspects of project management. On a day-to-day basis, he/she will work in close coordination with the Procurement Officer. Procurement Assistant will work closely with technical staff of Ministry of Fisheries and Agriculture, and other members of the PMU 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 PMU 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;
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 and Environmental & Social Safeguards Officer in incorporating the reporting requirements and safeguards into the procurement process; and (ii) ensuring efficient and satisfactory reporting progress on Monitoring and Evaluation Framework against the indicators established in the, project action plans.

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

E. QUALIFICATIONS AND EXPERIENCE

1. A recognized Diploma Certificate in procurement, commerce, business management or project management;
2. At least 3 years' experience working in the Maldives preferably with the government/donor funded project procurement/finance; having responsibilities with a substantial content of his/her position in the procurement area (use of internationally accepted contract documents for works, goods and services) will be an added advantage;
3. Sound understanding of Government Procurement regulations /Act and Public Finance Regulation
4. Demonstrates good oral and written communication skills in substantive and technical areas A thorough knowledge or demonstrated ability to rapidly acquire knowledge about monitoring and evaluation, environmental assessments and research processes;
5. Excellent writing, editing and analytical skills and capability of working independently. Fluent in written and spoken English and Dhivehi;
6. A high level of computer literacy is required. Familiarity with programs like Word, Excel, PowerPoint and SPSS are required.
7. Ability to interact with multiple staff in the relevant agencies and respond to and liaise with stakeholders from industry and private sector
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 Officer 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 week days from 0800 to 1500 hours other than public holidays and provide services to the Client for an average of 35 hours a week. Remuneration for less than 7 hours work per day will be on a pro-rate basis.
3. The Procurement Assistant shall assist in providing the documentation, necessary reports and updates to the Project Director 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 satisfactory performance. The successful candidate is expected to commence the services in August 2017.

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

H. REMUNERATION AND OTHER BENEFITS

1. MVR 12,300 per calendar month as remuneration for the services depending on qualifications and experience, for the services provided by the Procurement Assistant.
2. Training and travel expenses under the PMU as budgeted under the Project and approved by implementing agency. Training and travel expenses under the PMU 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.
5. Leave Entitlement

5.1 Unplanned Leave:

S/he may take up to thirty (30) working days of paid leave per annum or pro rata as may be agreed by the client for medical reasons or emergencies. Medical certificate issued by a registered medical practitioner specifying the nature of illness and duration of unfitness of work is to be submitted on the day of return to work if sick leave extends for more than 2 days. If such documents are not provided on following day salary will be deducted for leave of absence.

5.2 Planned Leave:

S/he will be eligible for Paid **Annual leave of 30 days**. After completion of twelve (12) calendar months of service from the date of this Contract. Granting of annual leave will depend on service demands of the project and performance. MoFA reserves the right to grant paid leave on a flexible manner.

5.3 Emergency Leave

S/he may take **10 (ten) days of Emergency leave** per year of service, on the ground that documentary evidence is provided when requesting or returning from such a leave.

5.4 Maternity/Paternity leave will be granted as per Rules of the Government of Maldives.

5.5 Unpaid Leave:

S/he will not be paid for any leave(s) that exceed the maximum allowed leave entitlements above. The Candidate may take a maximum of 20 working days unpaid leave in a twelve month contract period, if such a leave is agreed by the Client in writing. If the unpaid leave exceeds more than twenty (20) working days the contract may be terminated by the Client.

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.
2. Local transport for official travel between Malé and field visits to islands; food, accommodation and allowance