



Ministry of Economic Development

## Terms of Reference

### Procurement Specialist (Local)

### World Bank Project Management Unit

### COVID-19 EMERGENCY INCOME SUPPORT PROJECT

#### A. Background

The World Bank Group's Country Partnership Framework endorsed by the Maldives and the World Bank board in May 2016, aims to support Maldives to achieve more inclusive and sustainable growth, making better use of the country's assets – human capital, natural assets, and financial resources.

The current World Bank engagement is focused on projects in fisheries, solid waste management, public financial management, improving employment with a special focus on tourism and IT sectors, renewable energy, urban development, COVID-19 response, and improving the country's health and social security systems.

One of the key initiatives under this response was the **COVID-19 Emergency Income Support Program** implemented with assistance from the World Bank. This project will assist the GoM to respond to the COVID-19 crisis and build better social protection systems to improve responsiveness and resilience in the future. Under the first component of the project, (a) financing the *COVID-19 Support Allowance*, has been implemented by the MoED in partnership with NSPA. During the program, which was carried out in 2020, over 20,000 affected individuals has been supported through an allowance. Although it is a temporary program, the data collected on beneficiaries will provide a basis for further government support, activation and reinsertion activities over time, with the objective of ensuring both the immediate welfare of beneficiaries and the rapid recovery of the economy and employment.

As part of the second component, (b) the World Bank is providing technical assistance (TA) to the government over a period of two years, to strengthen its social protection systems and programs with the objective of making the safety net more adaptive to future economic crises and disasters. This will include:

- (i) Improvements to the software of NSPA's SPIS to enhance connectivity with other government databases for cross-validation of applications and data sharing, and extend connectivity to island councils to streamlines data collection and updating;
- (ii) Design of a new contributory unemployment insurance scheme, which will provide more fiscally sustainable income support for workers who lose their jobs or incomes in the future;
- (iii) Development of a program of reforms to the Maldives Retirement Pension Scheme (MRPS), social and civil service pensions, to ensure adequate income protection for the elderly and address design issues that create a fiscal burden and distort labor markets; and
- (iv) Development of a National Social Protection Framework to ensure broad-based and adaptive social protection coverage of Maldivians across the life cycle, and to improve co-ordination and data sharing between programs.



## Ministry of Economic Development

With improved economic sentiment within the economy and the extensive coverage of vaccine administration, the GoM aims to gear the project activities to incorporate essential upskilling, training and outreach programs, and to create a pathway for affected workforce to reintegrate back into the market.

The GoM aims to strengthen the existing Project PMU under the Ministry of Economic Development to effectively implement the existing project activities and the proposed additional activities. The project PMU is currently housed within the Ministry of Economic Development. The PMU currently consist of members from the MoED and line agencies and operate as a joint coordinated effort. The Project Management Unit (PMU) for the COVID-19 Support Allowance Project will consist of teams for procurement, finance, social safeguards, communications, monitoring and evaluation—led by the Project Director and Deputy Project Director/Project Manager.

In addition to the **COVID-19 Emergency Income Support Program**, the Ministry of Economic Development in collaboration with the Ministry of Higher Education is currently implementing the “Maldives: Enhancing Employability and Resilience of Youth” (MEERY) Project funded by the World Bank. The objective of the project is to improve the relevance of technical and vocational skills and foster entrepreneurship to promote youth employment in priority sectors.

Additionally, the Ministry is actively engaged with the World Bank for the formulation of projects to strengthen and expand social security coverage in the Maldives and digital inclusivity in line with the goals of the Strategic Action Plan of the Government of Maldives.

As part of the PMU strengthening process, the Ministry of Economic Development wishes to contract a **Procurement Specialist**.

### **B. Objectives**

1. The Ministry of Economic Development (MoED) is seeking to contract a Procurement Specialist Specialist who will assist the project team for the overall day to day Procurement management and coordination of the World Bank projects implemented by MoED. The Procurement Specialist is expected to report to the Project Director.

### **C. Scope of Services**

1. Lead and implement the procurement process of hiring individual consultants, consulting firms, and project staff and goods procurement.
2. Develop, monitor, and implement a need-based Procurement Plan to implement the project ensuring timely completion of all procurement activities.
3. Develop and implement a streamlined Project Procurement Strategy for Development
4. Work in coordination with the project team and advise on procurement issues.



## Ministry of Economic Development

5. Prepare and review procurement documents such as Expression of Interest (EOI), Request for Proposals, Contract Agreements, etc. for goods, consultants, and non-consultant services in accordance with the schedule in the procurement plan and donor Procurement Guidelines.
6. Oversee all evaluations and negotiations as required during the procurement process.
7. Liaise with the donor agency for obtaining clearance on procurement activities.
8. Conduct contract management by performing tasks such as monitoring the progress of contract implementation to ensure that it abides by the stipulated standards, procedures, and planned procurement timetable.
9. Preparation of procurement reports and conduct reviews of procurement performance as needed.
10. Assist the project team to obtain information required to prepare the project implementation plan.
11. Assist the project team to prepare, update, and coordinate implementation of the project communication strategy including facilitating training, and change management activities.
12. Assist the project team to monitor project activities, while liaising with all relevant departments within and outside the MoED, support contract management and in evaluating and reporting progress of Project Development Objectives (PDO) level and intermediary level indicators.
13. Assist the project team to prepare monthly/quarterly updates/reports as required by the MoED and the World Bank.
14. Assist the project team to carry out all payments related to the project, comply with internal controls, ensure proper accounting, and prepare and submit financial reports in an agreed format to the World Bank.
15. Assist the project team to provide the World Bank with accurate and timely information regarding the Bank-financed activities, thereby providing reasonable assurance that the funds are being used for the purposes intended.
16. Assist the project team to provide input in updating project Operations Manual and other project implementation documents.
17. Ensure continuous compliance of the legal covenants in the financing agreement between the World bank and GoM.
18. Provide support to other donor funded projects and activities under the Ministry's mandate.
19. Any other project related activity assigned by the Project Director.

### **D. Reporting Obligations**

The Procurement Specialist shall carry out the reporting obligations as follows:

- The Procurement Specialist shall report to the Project Director on the status of the assignment on a regular basis.

### **E. Required Expertise and Qualifications**

The Procurement Specialist should have:

- Master's Degree in Procurement, Project Management, Business Administration, Management, Finance, or suitable equivalency with minimum of 7 years' experience in Procurement management



## Ministry of Economic Development

- Experience in procurement of consultants, non-consulting services, and goods will be an added advantage.
- Knowledge and experience in national and/or international procurement processes and familiarity with the Public Finance Law (2006) and Public Finance Regulations (2009) will be an added advantage.
- Sound understanding of Government's Procurement Regulation and Act will be an added advantage
- Proficient in using software applications such as MS Project, MS Word, MS Excel, MS PowerPoint.
- Strong leadership, management, and communication skills in presenting, discussing, and resolving difficult issues and have the ability to work efficiently and effectively with a multi-disciplinary team.
- Good written and oral Dhivehi and English communication skills.

### **F. Contract Duration**

**The contract duration is specified from contract signing date till 31<sup>st</sup> December 2022.** Upon signing of the contract, 3 months shall be counted as the probationary period. The contract shall be renewed based on performance, need, and funding.

### **G. Remuneration**

The Procurement Specialist will be paid a lump sum amount MVR 34,000 per month.