

Sustainable Fisheries Resources Development Project

Procurement Officer

Terms of Reference

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 AND OVERALL RESPONSIBILITY

The Project Management Unit (PMU) wishes to contract a Procurement Officer who will be responsible for: (i) ensuring the integrity of the procurement processes of all works, goods, consulting services and non-consulting services required for the project; (ii) preparing request for bid/proposal documents; (iii) assisting or managing evaluation of bids/proposals; (iv) ensuring that the Technical Evaluation Committee and the National Tender Board comply with the World Bank's Procurement Regulations for Borrowers for Goods, Works, Non-Consulting and Consulting Services dated July 1, 2016; and (v) monitoring the performance of contractors, suppliers and consultants; the delivery and completion of contracted works, goods and services.

The Procurement Officer will be expected to report to the Project Director and work closely with the Component Coordinators of the project and other members of the PMU, as well as with the members of the World Bank task team.

C. SCOPE OF SERVICES

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

1. Working closely with the technical staff of the MoFA and PMU including the Project Director and Component Coordinators to orient the relevant staff on procurement procedures that comply with (a) the Procurement Manual for the Project, and (b) the Letter of Agreement and World Bank's Procurement Regulations for Borrowers for Goods, Works, Non-Consulting and Consulting Services ensuring that all procurement activities to be undertaken are in conformity with the Letter of Agreement;
2. Establishing and ensuring efficient and satisfactory operation of the Procurement System and Practices to manage resources available to the project efficiently; ensuring accountability as per the procedures required by Rules and Regulation set forth by the Government of Maldives and the World Bank, including ensuring that procurement are made from the project for: (a) intended purposes only; and (b) all items of works, goods or services are procured complying to the Procurement Manual of the Project; (c) timely project recordings and reporting of procurement information to stakeholders, and for monitoring and evaluation processes.
3. Ensuring all procurement activities are carried out as per the Procurement Plan prepared for the Project including updating the Procurement Plan in consultation with the Project Director (from time to time, as may be required) and seeking timely concurrence from the World Bank on any such update. This shall cover ensuring all pre-procurement activities are carried out by the MOFA and PMU staff in advance of initiating procurement processes; ensuring timeliness of various steps of procurement up to award and mobilization of contractors/suppliers/consultants. Additionally, the Procurement Specialist will prepare status update of the Procurement Plan for each quarter of the Calendar Year, and share with the World Bank through the Project Director.
4. For selection of consultants and non-consultant services (using selection methods as specified in the Procurement Plan), provide guidance for Coordinators, Technical Evaluation Committees, Project Director and PMU Procurement Cell in the preparation and finalization of Terms of References (TORs), Invitation for Expression of Interests (EoIs) and consultant short-listing; preparation of request for proposals (RFPs); organizing and carrying out pre-proposal meetings (including preparation and finalization of responses to requests for clarification and issues resulting from prospective consultants' queries on the RFP documents received prior and during the pre-proposal meeting); preparation and finalization of proposal evaluation reports (including coordinate of the proposal evaluation process, ensuring participation of appropriately qualified technical experts in the evaluation process, and providing guidance to the members of the evaluation committee with respect to evaluation criteria included in the RFP and explanation of eligibility for selection); and draft contracts; and assist in award of the contracts.;
5. For procurement of works and goods (using procurement methods as specified in the Procurement Plan), provide guidance for Coordinators, Technical Evaluation Committees, Project Director and PMU Procurement Cell in the preparation and finalization of bidding documents; organizing and carrying out pre-bid meetings (including preparation and finalization of responses to requests for clarification and issues resulting from prospective bidder's queries on the bidding documents received prior and during the pre-bid meeting); preparation and finalization of bid evaluation reports

- (including coordinate of the bid evaluation process, ensuring participation of appropriately qualified technical experts in the evaluation process, and providing guidance to the members of the evaluation committee with respect to evaluation criteria included in the bid document and explanation of bidding conditions), and draft contracts; and assist in award of the contracts.
6. For each relevant steps in the procurement process of works, good, consulting and non-consulting services, ensuring that the required clearances are obtained from applicable authorities including from the World Bank as specified in the Procurement Manual are obtained (including, if necessary providing explanation for recommending completion of such steps) in a timely manner prior to undertaking of the next step of procurement process, as may be applicable.
 7. Review each selection and procurement case, and verify on behalf of the Project Director that in each case of selection/procurement, the procedures were in strict conformity with the procurement provisions of the Letter of Agreement. This verification should be part of a Quarterly Status and Progress Report prepared and submitted to the Project Director.
 8. Specifically, review and revise, if necessary, the contracting procedures and documents for the localized community level procurement of works, with specific reference to the World Bank Procurement Guidelines and international best practices;
 9. Provide guidance and support to the Project Director and the Component Coordinators in administering the contracts, and organize regular (at least once in a quarter) meetings with contractors, suppliers and consultants to discuss and expedite progress of implementation of contracts, and to facilitate clearances, licences needed from regulatory authorities and permissions needed from authorized officials to execute the contracts.
 10. Support the Project Director and the Component Coordinators in documenting the compliance (or lack thereof) to the contract conditions; in reviewing requests for any contract amendments, and obtaining the necessary clearances on the amendments that is agreeable to PMU and MOFA.
 11. Preserve and maintain all records and documents of completed and ongoing procurement activities to ensure the support for future monitoring/audit by the Government of Maldives and procurement review consultants appointed by the World Bank.
 12. Provide all other advice, as may be required, to the Project Director, Finance Manager and Component Coordinators on all procurement aspects of the Project; and constraints with the implementation of the procurement packages.
 13. Reporting to the Project Director and World Bank task team on all aspects of Procurement Management throughout the duration of the assignment.
 14. Oversee the staff performance and quality of outputs of the staff engaged in the Procurement Management Sub-Cell of the PMU.

D. QUALIFICATIONS AND EXPERIENCE

1. A Master's Degree in Procurement, Business Management, Economics, Law or a relevant field.

- i. Must have professional work experience of at least five (5) years with minimum three (3) years' post qualification work experience in public/private sector procurement management.
- ii. The candidate will be at an advantage for having past experience working as Procurement Officer in Development Projects funded by International Donors.
- iii. Experience and understanding of project management procedures, such as procurement management and analysis, business planning and project evaluation, as well as institutional reforms.
- iv. Knowledge and understanding of technical, commercial and legal aspects of financial management and procurement of donor - financed projects will be an added advantage.
- v. Strong organizational and planning skills with ability to work independently as well as a team player, under stress.
- vi. Should have strong and proactive interpersonal communicative skills, experience in team leadership and participatory management.

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

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 portfolio. 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 MOFA.
2. The Procurement Officer is expected to work on week days other than public holidays and provide services to the Client for an average of 20 hours a week. Remuneration for less than 4 hours work per day (or 20 hours a week) will be on a pro-rate basis.
3. The Procurement Officer shall provide all the necessary reports and updates to the Project Director to be presented at the Project Steering Committee and donor agencies whenever needed.
4. The Procurement Officer is required to report to work in official attire.

F. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is 36 months from the commencement of the works with potential extension based on performance. The successful candidate is expected to commence the services in June 2017.

This position is based at the Ministry of Fisheries and Agriculture in Male' with extensive travel to Islands or field visits as maybe required.

H. RENUMERATION AND OTHER BENEFITS

1. MVR 12,300 per calendar month (with 20 hours per week) as remuneration for the services depending on qualifications and experience.
2. Training and travel expenses under the PMU as budgeted under the Project and approved by Project Director.

H. SERVICES AND FACILITIES TO BE PROVIDED BY THE IMPLEMENTING AGENCY

1. Office space and other office 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 allowances will be provided from the project.