



Ministry of National Planning and Infrastructure
Republic of Maldives

Advertisement Reference: (IUL)471-PIDS3/1/2019/106

Date: 15th July 2019

MALDIVES URBAN DEVELOPMENT AND RESILIENCE PROJECT
PROCUREMENT SPECIALIST
TERMS OF REFERENCE

A. PURPOSE

The Government of the Republic of Maldives through Ministry of National Planning and Infrastructure is implementing “Maldives Urban Development and Resilience Project” (MUDRP) financed by the World Bank and intends to apply part of the proceeds for the selection of a Procurement Specialist for the implementation of this project by Ministry of National Planning and Infrastructure.

B. BACKGROUND

The main objective of the project is to enhance urban services and strengthen resilience in selected cities in Maldives. The various components in this project include construction of Sewerage Treatment Facility at Hulhumale, Storm water Drainage Improvement and Rain Water Storage, Establishment of Disaster Emergency Operations Center at National Disaster Management Authority (NDMA) and also financing a number of technical and analytical studies to strengthen sustainable urban development. The MUDRP will be prepared and implemented in accordance with the World Bank’s guidelines and procedures on procurement and financial management.

C. OVERALL RESPONSIBILITY

The overall objectives of the assignment include, but are not limited to:

- (i) To develop a Procurement Plan for activities under the projects and update as and when required;
- (ii) Provide oversight and guidance to the Project Management Unit about World Bank Procurement Policies, Guidelines and Procedures; and
- (iii) Prepare Procurement Documentation including Evaluation Criteria, Evaluation Reports, and provide procurement Quality Assurance.



D. SCOPE OF SERVICES

The Procurement specialist appointed by the PMU will undertake the establishment and maintenance of the procurement systems for MUDRP and will report directly to the Project Director/Manager. The Procurement specialist would undertake management of, but not limited to, the following activities:

1. The Procurement specialist will be Responsible in implementing all aspects of procurement under the MUDRP.
2. Develop procurement plan for goods, works, and services under the MUDRP, and update the Plan as and when needed (at least annually).
3. Preparation of invitation for bids, request for expressions of interest, bidding documents, request for proposals, evaluation reports, contracts, and other documents concerning procurement of goods, and consultant ' services (and works if applicable).
4. Provide operational advice on concepts, policies, and procedures for international and local procurement matters.
5. Provide assistance on procurement matters of the project to ensure consistent application of the procurement/ consultants' guidelines of the World Bank as laid out in the legal documents between IDA and GOM.
6. Closely monitor procurement activities in reference to the Procurement Plan timeline and the procurement approval process of the Government and bring any slippage of activities immediately to the attention of the Procurement specialist /Project director.
7. Prepare quarterly report on procurement status and procurement risk mitigation framework and arrange submission of the same to IDA for review.
8. Conduct diagnostic analyses on delays, inefficiency, etc. in the system, and provide recommendations to improve the same, if required.
9. Any other task assigned by the Project Director / Project Manager.

E. QUALIFICATION AND EXPERIENCE

1. Minimum undergraduate degree related to the field of assignment.
2. Must have professional work experience of at least five (05) years with minimum three (3) years in donor assisted development projects; with substantial management/supervisory responsibilities.
3. Familiarization with World Bank Projects and Procurement Guidelines will be an added advantage.
4. Knowledge and understanding of technical, commercial and legal aspects of procurement of donor - financed projects would be an added advantage



5. 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 projects 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 / Project Manager on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client.
2. The Procurement specialist 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.

G. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is **24** months from the commencement of the works with potential extension based on performance and need.

H. SELECTION CRITERIA

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

| Rating Criteria | |
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| Criterion | Rate |
| Experience in Procurement | 30 points |
| Experience in working in similar projects (both PSIP and Donor Funded) | 30 points |



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| Minimum undergraduate degree in related field | 20 points |
| Interview | 20 points |

I. REMUNERATIONS

Successful individual will be paid an all-inclusive monthly fee in the range of MVR 30,240 to MVR 34,740 depending on their qualifications and experience.

J. SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT

1. Office space and other facilities such as computers will be provided as required.
2. 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.
3. Leave Entitlement:

Unplanned Leave:

- a. The Consultant may take up to ten (10) working days of paid leave per annum or pro rata as may be agreed by the client for medical reasons or emergencies. If the duration is more than two consecutive days, a medical certificate specifying the nature of the consultant's illness and recommended duration of leave issued by a licensed medical practitioner must be submitted on the first day back at work.
- b. The Consultant may take up to ten (10) working days of paid leave per annum or pro rata as may be agreed by the client for Family Responsibility reasons or emergencies.

Planned Leave: The consultant may take up to thirty (30) working days of paid leave per annum or pro rata as may be agreed by the Client

K. 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.)

L. 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 and Infrastructure,
Ameenee Magu, Maafannu Male', 20392,
Republic of Maldives.
Email: tenders@planning.gov.mv