

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



MINISTRY OF NATIONAL PLANNING AND INFRASTRUCTURE

MAALE', REPUBLIC OF MALDIVES

TERMS OF REFERENCE INDIVIDUAL: Procurement Specialist

A. Objective and Purpose of Assignment

The Ministry of National Planning and Infrastructure is seeking to hire individual Consultants to assist the technical team at Infrastructure department of the Ministry in successful implementation of projects and programs implemented by the department.

B. Scope of Work

The consultant will be required to undertake following tasks, among others;

1. Carry out a sample review of procurement processed under the projects to ensure that procurement is done in accordance with the relevant guidelines and the Government of Maldives Financial limits;
2. Work in coordination with the project teams and advise them on procurement issues and assume responsibility of all major procurement of the projects.
3. Prepare procurement plan for the infrastructure works, execute and monitor the procurement plan.
4. Prepare and/or review requests for Expression of Interest (EOI), Tender documents, Request for Proposals (RFP), Contract agreements for goods, works, consultants and non-consultant services in accordance with the schedule in the procurement plan;
5. Conduct/Coordinate all Evaluation's and negotiations pertaining to procurement of goods, works and consultant.
6. Liaise with the donor agency where required for obtaining 'no objection' on procurement activities
7. Specifically, review and revise, if necessary, the contracting procedures and documents for the localized community level procurement of works, with specific reference to the Procurement Guidelines and international best practices;

8. General review of procurement performance and submission of reports; and
9. Any other work related tasks assigned by the Employer.

C. Duration and Commencement of Services

Successful candidates will be contracted for a period of 1 (one) year, with potential renewal of contract based on performance and organizational need, the duration of which will be negotiated with the individual as per requirements of the government. Expected commencement of services is August 2019.

D. Qualifications and Experience

1. Minimum undergraduate degree in built environment / business / management related field.
2. Must have specific qualification of professional training in procurement related certification.
3. Must have professional work experience of at least five (7) years with minimum three (3) years in procurement of consultants, works and goods; and have had substantial management/Supervisory responsibilities pertaining to procurement.
4. Sound understanding of principles underlying good procurement practices and international agencies' procurement guidelines will be an added advantage.
5. Sound understanding of Government's procurement Regulations/Act will be an added advantage.
6. Specialized knowledge of and significant experience in all substantive areas/aspects of procurement (e.g. procurement of goods; various forms of construction contracts; selection/ contracting of consultant services under various methods; preparation of bidding/contract documents for the international procurement of goods, works, services; public procurement policies; practices) will be an added advantage.
7. 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.
8. The individual must be proficient in written English. International experience will be an added advantage.

E. Reporting Requirement

1. Report directly to the Director General of the Infrastructure department of the Ministry.
2. The consultant should report to work on week days from 0800 – 1600hrs, other than public holidays.

F. Remuneration and Leave details

Successful candidate will be paid a fixed monthly fees depending on qualification and experience ranging from MVR23,490 – 35,000. In addition, any fees payable to the individual for duty travel assignments, Ramadan allowance shall be compensated at the government prevailing rates. Fixed monthly fee shall be subject to deduction for pension and any other statutory requirement as may be applicable.

Leave entitlement shall be as follows;

Annual Leave: The Consultant may take up to thirty (30) working days leave per calendar year.

Sick Leave: The Consultant may take Thirty (30) days of paid sick leave. The Consultant is not allowed to take sick leave for more than two consecutive days unless a medical certificate specifying the nature of the illness and recommended duration of sick leave issued by a licensed medical practitioner is submitted on the first day back at work.

Family Responsibility Leave: The Consultant may take Ten (10) days of paid leave in a year to attend important obligations such as tending family members during illness.

Unpaid Leave: The Consultant will not be paid for leave(s) that exceed the maximum allowed and the Client may terminate the contract if the unpaid leave exceeds more than thirty (30) working days.

G. Application instructions

Ministry of National Planning and Infrastructure now invite interested individuals qualified for the assignments to submit Expression of Interest inclusive of the following documentation to demonstrate your eligibility for the assignment.

1. Cover Letter for Expression of Interest
2. CV including information that demonstrates that the candidate is qualified to undertake the scope of work
3. Work experience documentation. (description of similar assignments, and experiences in similar field of work)
4. Copies of attested academic qualifications

5. Reference letters from current and/or previous employers.