بسم الله الرحمن الرحيم

Ministry of Environment and Energy
Male', Republic of Maldives.

ދިވެހިރާއްޖެގެ ބަންދުވެރިކަން ހިންގުން ތަރައްގީ
ފާރު، ދިވެހިރާއްޖެ.

ދިވެހިރާއްޖެގެ ވާދެކުރުން - ދިވެހިރާއްޖެ ހަކަތައް

Date: 6 June 2018

TERMS OF REFERENCE FOR PROCUREMENT SPECIALIST

Greater Male' Environmental Improvement and Waste Management Project

A. Background

Waste is one of the most visible threat to the environment and poses challenges to the development. Zone 3, which encompasses Greater Male', the inhabited islands in the Male' Atoll (Kaafu Atoll), North Ari Atoll (Alifu Alifu Atoll), South Ari Atoll (Alifu Dhaalu Atoll) and Felidhe Atoll (Vaavu Atoll), is estimated to generate 774 tons of mixed solid waste daily and currently lacks an organized and sustainable waste management system to properly manage this growing amount of waste.

Rapid urbanization and tourism development in the Greater Male' region including Zone 3 atolls waste is expected to increase by 924 tons per day by 2022. The region suffers from severe environmental pollution and deteriorating livability from inadequate collection and haphazard disposal of solid waste. Open dumping and burning of garbage at the 30-year-old dumpsite on Thilafushi island is an environmental and public health hazard posing a daily nuisance to the residents in Male' Villimale and neighboring resort islands, with plumes of smoke visible from Velana International Airport and surrounding resorts. Considering Maldives reputation as a pristine high-end tourist destination and its reliance on sustainable fisheries for food and export, pollution from improper waste management is a significant threat to the economy and environment.

In order to address the issue of growing amount of waste in the region, the Government of the Republic of Maldives has applied for financing from Asian Development Bank (ADB) towards the cost of Greater Male' Environmental Improvement and Waste Management Project. Part of this financing will be used towards the expenditure of the Project Management Unit (PMU) including staff salary and other incremental cost of the PMU.

In order to establish the PMU, the Ministry of Environment and Energy (MEE) now seeks professional service of a Procurement Specialist. Therefore, this TOR describes the overall responsibilities of the FMS.

B. Project Development Objective

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The development objective of the Project is expected to establish a sustainable solid waste management system in the Greater Male' by (i) improving collection, transfer, disposal, treatment, recycling and rehabilitating the existing dumpsite at K. Thilafushi, (ii) strengthening institutional capacities for solid waste service delivery and environmental monitoring, and (iii) improving public education, awareness and behavior in reduce, reuse and recycle (3R). The Project is being designed to reduce disaster risk and improve climate change resilience while creating a cleaner environment and reducing greenhouse gas emission.

C. Responsibilities of the Assignment

The Procurement Specialist will be responsible for assisting PMU team in activities related to procurement of goods, works and consultancy services to be implemented according to the ADB Procurement Guidelines (2015, as amended from time to time) and Guidelines on the Use of Consultants (2013, as amended from time to time). In particular, the Procurement Specialist will assist the PMU with carrying out the tasks detailed below, and other tasks as necessary:

1. Prepare a procurement plan for the activities identified under the project
2. Ensuring that procurement procedures are carried out in accordance with the Procurement Plan and Asian Development Bank Guidelines;
3. Preparing the General Procurement Notice (GPN), Specific Procurement Notices (SPNs) ,Invitation for Bids (IFBs), Request for Expressions of Interest (REOIs) and other solicitation documents whenever required;
4. Preparing and amending the bidding documents as needed;
5. Contribute to the preparation of Terms of References (TOR);
6. In case of procurement actions requiring ADB's "No Objection", coordinating the dispatch of procurement document to ADB, monitoring ADB's response time on issuing "No Objections" at different levels of the procurement process and following up accordingly;
7. Monitoring and ensuring timely responses to procurement questions raised by the ADB. For services, following up with the short listed consultants within 10 days of RFP dispatch, to ensure their participation in the selection exercise;
8. Preparing and updating the Projects' Annual Procurement Plan and Budget detailing contract packages (including estimated cost) for goods, consultancy services and no-consulting services, the procurement/selection methods and processing times until completion of each procurement activity;
9. Monitoring procurement implementation of and update the Procurement Plan whenever it becomes necessary to do so;
10. Carrying out procurement of Civil Works and Consultancy Services;
11. Carrying out procurement of materials and equipment as required;
12. Ensuring timely receipt of the goods and consultant's status reports.
13. Contributing to preparing the progress reports;
14. Maintaining all correspondence, bidding documents, evaluation reports and other documents related to the project.
15. Participating in bid/proposal opening sessions, bid and proposal evaluations and ensuring that the appropriate Guidelines are followed to arrive at the recommendations for award of contracts; Participating in procurement audits and reviews of the Project and;
16. Assisting in dealing with claims, bid challenges and litigations relating to contracts and procurement.

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D. Qualification, Experience and Competency

The Procurement Specialist shall report directly to the Project Manager. Emphasis will be placed on highly effective, regular and detailed communication with the PMU and the Procurement Unit of the Ministry of Environment and Energy. Shall have the following requirements, but not necessarily limited to;

Education	• Master Degree in Finance, Public Administration or a related field.
Experience:	• Minimum seven (7) years of practical experience in the field of procurement. Procurement experience for ADB and/or multilateral development banks funded projects will be an advantage. • Proficiency standard desktop computer applications, including Microsoft Office Package • Good reporting and interpersonal skills.
Language requirement	• Fluency in English and Dhivehi

E. Facilities Provided by the Client

Successful candidate will be posted at Ministry of Environment and Energy, Male'. The following facilities will be provided;

- A proper workstation
- Computer system with necessary software installed
- Access to telephones and fax

F. Duration of the Assignment

The project will be implemented in two phases and a three (03) year cycle in each phase. However, the successful candidate will enter into a contract for three years of the first phase of the Project. The staff will be appraised and assessed the performance annually and based on this appraisal the contract maybe extended for the second phase of the Project.

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