



Ministry of Tourism and Environment
Republic of Maldives

TERMS OF REFERENCE

Procurement Specialist - Blue Capital for Prosperity and Climate Resilience Project
(BCPCR)

Date: 05 May 2025

Announcement Reference no: (IUL)88-ADHR/88/2025/194

Project: Blue Capital for Prosperity and Climate Resilience Project (BCPCR) (Project Preparation Grant)

Position: Procurement Specialist

Type of Contract: Individual

Thematic Area: Procurement Management

A. PROJECT BACKGROUND

The Government of the Republic of Maldives through the Ministry of Tourism and Environment, as the lead Executing agency, is implementing Blue Capital for Prosperity and Climate Resilience (BCPCR) project financed by the Global Environment Facility (GEF) and the World Bank as the GEF Implementing Agency. The main objective of the project is to establish a long-term Nature-Based Solution (NbS) financing mechanism to improve the country's natural capital, maintain its globally significant biodiversity and increase its climate-resilience, with a focus on marine protected areas of Lhaviyani atoll.

The project focuses on three components:

Component 1 - Enabling the long-term financing of Nature-based Solutions - The focus of this component is to establish a long-term financing mechanism to protect natural capital and enhance NbS for increased resilience. As such, this component will focus on establishing a Fund called 'Maldives Nature Fund (MNF)' The MNF will provide medium and long-term financing to

natural capital investments in the Maldives, including protected area network and a wider range of NbS.

Component 2 - Piloting a Nature-based Solutions implementation framework. The second component of the project will design, pilot and scale-up an NbS implementation framework for the Maldives

Component 3 focuses on project management, monitoring and knowledge management. This component will support the overall management of project activities, the comprehensive monitoring of the implementation progress and outcomes and knowledge management of the project

Hence, the Government of the Maldives through the Ministry of Tourism and Environment is seeking a competent person as a full time Procurement Specialist to manage the initial stages of the Blue Capital for Prosperity and Climate Resilience Project and lead a team of different disciplines.

B. OBJECTIVE OF THE ASSIGNMENT

The objective of this assignment is to ensure successful implementation of the project, specifically in the procurement of Goods, Consultancy Services, Non-Consultancy Services and Works under the project. It is to effectively execute the procurement plan of the project with the responsibility for ensuring compliance with the procurement policies, guidelines, and relevant regulations of the government of the Maldives and the World Bank.

C. SCOPE OF THE ASSIGNMENT

The Procurement Specialist will be part of the Project Management Unit (PMU) and will be responsible for the procurement activities being undertaken for the BCPCR project with the responsibility of ensuring compliance with the Government of Maldives and World Bank Procurement Regulations. The Procurement Specialist will support the Project Manager and Project Director who will be responsible for meeting government obligations under the Project.

The overall responsibilities of the Procurement Specialist include, but are not limited to the following:

- Assist the PMU in monitoring the procurement activities for the project;
- Liaise and assist the Project Manager and Admin and Financial Officer to align and review key documents including procurement strategies, cost tables, procurement plans.

- Advise PMU on World Bank Procurement Regulations and provide inputs for review and updating of Project Operations Manual;
- Develop and review project procurement plans for goods, works, non-consulting and consulting services managed by the PMU and update the plan as and when needed (at least bi-annually), in coordination with the PMU and the World Bank;
- Preparation of Pre-Qualification Documents (PQD), Initial Selection Documents (ISD), Request for Quotations (RFQ), Request for Bids (RFB), Request for Proposals (RFP), Request for Expressions of Interest (REOI), evaluation criteria, evaluation reports, contracts and other documents concerning procurement of goods, works, non-consulting and consulting services related to the project.
- Provide support for various procurement of goods, works, non-consulting and consulting services related evaluation committees.
- Coordinate with the PMU technical staff to ensure that the appropriate technical inputs and employer's requirements are incorporated into all the procurement documents throughout the project.
- Closely monitor procurement activities in reference to the timeline and milestones laid out in the Procurement Plan as well as the procurement approval process of the Maldives government and coordinate with the PMU to address any deferral of activities.
- Assist and coordinate with the Project Manager and other technical staff of the PMU in developing and reviewing of Annual Workplans to be submitted to the donors.
- Assist Admin and Financial Officer/Specialist in preparing short-term forecasts, in line with annual workplans;
- Work with the Admin and Financial Specialist to ensure the financial data management is coordinated with the physical progress of the project components;
- Ensure development of appropriate internal procurement policies and procedures for the project in line with World Bank Regulations, Ministry of Finance Regulations and Government of Maldives rules and regulations. In addition, ensure adherence to these policies and procedures;
- Ensure proper record keeping of all project procurement related official documentation;

- Assist PMU in contract management. Ensure adherence to service standards;
- Provide any other related support services as may be necessary for effective delivery of the project activities in a timely manner.

D. REQUIRED QUALIFICATION AND EXPERIENCE

The Procurement Specialist is expected to meet the following **minimum qualifications** and should provide CVs and supporting documents for the following requirements:

Minimum qualification:

- Master's degree in Procurement management Business Administration, Finance and Accounting or any other related field; and
- Five (5) years of work experience with three (3) years specific experience in procurement, Business Administration, Finance and Accounting or any other related field

OR

- Bachelor's degree in Procurement management, Business Administration, Finance, Accounting or in any other related field); and
- Ten (10) years of work experience with three (3) years' specific experience in procurement Business Administration, Finance, Accounting or in any other related field.

Other evaluated Qualifications/Skills:

- Work experience in donor-funded activities/projects in Maldives
- Experience in similar assignments related to above Scope of Work
- User level competency for QuickBooks accounting software
- Strong communication skills and ability to present, coordinate and resolve difficult issues;
- Demonstrate professional working proficiency for English and Dhivehi language;
- Computer literate in general office software, and specific software/applications status quo within the market;
- Ability to work efficiently and effectively in a multidisciplinary team and willingness to work in a team environment;
- Reputation of integrity and impartiality routed independent from third parties;

- Think objectively, task driven and problem-solving mindset;
- Be flexible to emerging or changing conditions and undertake initiative in the candidate's broad field of action; and
- Willingness to work for extended periods without direct supervision.

E. COLLABORATION, GUIDANCE AND SUPERVISION

The Procurement Specialist will be contracted by the Ministry of Tourism and Environment and is fully accountable to the Ministry on the quality and timely delivery of his/her work under the contract. During the period of work, the Procurement Specialist will work under the guidance and supervision of the Project Manager and Project Director. The Procurement Specialist will be based at the Project Management Unit at the Ministry.

F. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is 7-8 months from the commencement of the work.

G. REMUNERATIONS

Monthly remuneration from the project will be between MVR 27,800 - 32,000 based on the qualification and experience

H. SELECTION CRITERIA

The Procurement Specialist will be selected based on the following criteria. Only the candidates who meet the minimum qualification listed under section C will be selected for the interview.

Criteria	Weightage (%)	Documents Evaluated
Achieved minimum academic qualification	30	<i>Copies of Accredited Certificate</i>
Achieved minimum work experience	20	<i>Letters of experience</i>

Demonstrable Procurement experience in at least one project/programme	10	<i>Letters of experience</i>
Experience in Procurement management post for at least two years	10	<i>Letters of experience</i>
Interview	30	<i>In-person Interview</i>

I. APPLICATION

The applicants shall submit their applications along with the following documents:

- Letter of Expression of Interest (EOI)
- A brief summary that demonstrates that the applicant is qualified to perform the services (including description of similar assignments, experience in similar conditions, availability of appropriate skills etc.)
- Copies of Accredited certificates
- Letters of work experience
- Copy of National ID card
- Any other document that may support the application
- Letter of no-objection for civil servants

J. SUBMISSION

Interested candidates may submit their proposals on or before the time provided in the advertisement to the following address:

Human Resource Department

jobs@environment.gov.mv

Ministry of Tourism and Environment

5th Floor, Velaanaage

Male', 20392, Republic of Maldives