



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

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ދިވެހިރާއްޖޭގެ ޖުމްހޫރިއްޔާއެކު

(111)438 - HEU/438/2017/37

Date: 20<sup>th</sup> February 2017

## Terms of Reference for Procurement Officer

### 1. Introduction

The Project “Strengthening Low Carbon Energy Island Strategies Project (LCEI)” is implemented by Ministry of Environment and Energy (MEE) in association with UNEP through funding received from the Global Environment Facility (GEF) and aims to reduce greenhouse gas (GHG) emissions through energy efficiency in the building sector. The project will focus on increasing energy efficiency in the building sector by developing appropriate policies, guidelines and standards. The project also include implementation of a monitoring and assessment system for the energy efficiency interventions, support financing of building related energy efficiency programmes, demonstration of energy efficiency and technology in public buildings, capacity building for various sectors related to energy efficiency in the building sector.

### 2. Objective

The objective of this assignment is to support the procurement activities being undertaken for the LCEI project by the Ministry of Environment and Energy with the responsibility for ensuring compliance with both the Maldives procurement regulations and the donor agencies guidelines on procurement and selection of consultants and goods.

### 3. Overall Responsibility

The overall responsibility of the Procurement Officer include, but are not limited to the following:

- Work in coordination with the project team and advise them on procurement issues and assume responsibility of all major procurement of the projects.
- 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 work plan.
- Conduct/Coordinate all evaluations and negotiations pertaining to procurement of goods, works and consultants.
- Provide guidance on Consultant short-listing, and bid and proposal evaluations;
- Any other procurement related tasks assigned by the Project Manager.



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#### 4. Reporting requirement

The Procurement Officer is expected to work closely with the LCEI project management unit established in Climate Change Department under the Ministry of Environment and Energy and will report directly to LCEI Project Manager.

#### 5. Qualification and Experience

1. Minimum undergraduate degree
2. Must have professional work experience of at least one (1) year in procurement of consultants, works and goods; and have had substantial management/Supervisory responsibilities pertaining to procurement.
3. Sound understanding of principles underlying good procurement practices and international agencies' procurement guidelines will be an added advantage.
4. Sound understanding of Government's procurement Regulations/Act will be an added advantage.
5. 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.
6. Knowledge and understanding of technical, commercial and legal aspects of procurement of donor - financed projects would 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.

Track record of candidate's civil services conduct and performance will be considered. The successful individual must be willing to work for extended periods without direct supervision.

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.

#### 6. Schedule for the assignment

Successful individual will be hired for a period of six (06) months in accordance with possible extension based on performance and need and available budget. The individual must be available to commence the services in March 2017.

#### 7. Remuneration

The selected candidate will be paid **MVR 30,000.00** per the following deliverables.

#	Deliverable	Amount
1	Advertisement for the services under component 7	3,750.00
2	Award of contract for the services component 7	3,750.00
3	Advertisement for the services under component 3	3,750.00
4	Award of contract for the services component 3	3,750.00
5	Advertisement for the services under component 6	3,750.00



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6	Award of contract for the services component 6	3,750.00
7	Advertisement for the services under component 8	3,750.00
8	Award of contract for the services component 8	3,750.00

## 8. Duty Station

Ministry of Environment and Energy

## 9. Selection Criteria

The Procurement Officer will be selected based on the following criteria:

Selection Criteria	Weightage (%)
Relevant academic qualification(s)	30
Experience in similar works	30
Interview	40

## 10. Application

Interested applicants may submit their proposals in a sealed envelope indicating the following:

1. Letter of Expression of Interest (EOI).
2. 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.)
3. Copy of National Identification Card.
4. Attested copies of Educational Certificates (copies taken from with accredited original certificates)
5. No Objection to Work in Projects Letter (As per the template attached with TOR).

## 11. Submission

Interested candidates may submit their proposals in hard-copy on by 1200hrs of 26<sup>th</sup> February 2017 to the following address.

### Human Resource Unit

Ministry of Environment and Energy  
Green Building, Handhuvaree Hingun, Maafannu  
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ދަތުރުކުރާ ގޮތުގައި، 20392، ދަތުރުކުރާ ގޮތުގައި  
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**NO OBJECTION TO WORK IN PROJECTS**  
**(on the letterhead paper of the Employer)**

Date: .....

**Subject: [ Name of Project ]**

This is to confirm we have no objection of [Mr/Ms/Mrs Name of Applicant] on working as a project staff for the Project: [ Name of Project ] as per Civil Service Regulation Clause. 252. We also acknowledge during the term of the contract [Mr/Ms/Mrs Name of Applicant] first priority would be the project work.

\*\*\*\*\*

**IMMEDIATE SUPERVISOR:**

Authorized Signature: .....

Name and Title of Signatory: .....

**HEAD OF DEPARTMENT/SECTION:**

Authorized Signature: .....

Name and Title of Signatory: .....

**PERMANENT SECRETARY:**

Authorized Signature: .....

Name and Title of Signatory: .....