



Ministry of Climate Change, Environment and Energy
Male', Republic of Maldives

Date: 25th February 2024

Greater Male' Waste Management Improvement and Waste to Energy Project

TERMS OF REFERENCE FOR PROCUREMENT ASSISTANT

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 Islamic Development Bank (ISDB) towards the cost of Greater Male' Waste Management Improvement and Waste to Energy 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 support the PMU, the Ministry of Climate Change, Environment and Energy, now seeks professional service of a Procurement Assistant. Therefore, this TOR describes the overall responsibilities of the Procurement Assistant.

B. Project Development Objective

The project will bring a healthy living environment for the Greater Male' region (Zone III) through development of a modern and environmentally solid waste management services. The project will construct solid waste infrastructure and strengthen the institutional capacity. The project scope



comprises the following components: (i) Rehabilitation of Dumpsite in Thilafushi island, (ii) Construction of Solid Waste Transfer Station in Hulhumale (including installation equipment) (iii) Consultancy service for project supervision, (iii) Capacity building, (iv) Financial audit and (v) Support to the project management.

C. Responsibilities of the Assignment

The Procurement Assistant will be responsible for assisting Procurement Specialist in activities related to procurement of goods, works and consultancy services to be implemented according to the ISDB Guidelines for Procurement of Goods, Work and related services and ISDB Guidelines for the Procurement of Consultancy Services under ISDB Financing. In particular, the Procurement Assistant will assist the Procurement Specialist with carrying out the tasks detailed below, and other tasks as necessary:

1. Assist in updating the procurement plan for the activities identified under the project
2. Assist in ensuring that procurement procedures are carried out in accordance with the Procurement Plan and Islamic Development Bank Guidelines;
3. Assist in 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. Assist in 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 ISDB's "No Objection", assist in coordinating the dispatch of procurement document to ISDB, monitoring ISDB's response time on issuing "No Objections" at different levels of the procurement process and following up accordingly;
7. Assist in monitoring and ensuring timely responses to procurement questions raised by the ISDB. For services, following up with the short listed consultants within 10 days of RFP dispatch, to ensure their participation in the selection exercise;
8. Assist in preparing and updating the Projects' Annual Procurement Plan and Budget detailing contract packages (including estimated cost) for goods, consultancy services and non-consulting services, the procurement/selection methods and processing times until completion of each procurement activity;
9. Assist in monitoring procurement implementation of and update the Procurement Plan whenever it becomes necessary to do so;
10. Assist in carrying out procurement of Civil Works and Consultancy Services;
11. Assist in carrying out procurement of materials and equipment as required;
12. Assist in ensuring timely receipt of the goods and consultant's status reports.
13. Contributing to preparing the progress reports;
14. Assist in 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 assist in 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.
17. Under the guidance of the Procurement Specialist to carry out any other task assigned by Project Manager/Project Director.



D. Qualification, Experience and Competency

The Procurement Assistant shall report directly to the Project Manager/Procurement Specialist and shall have the following requirements, but not necessarily limited to;

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| Education | <ul style="list-style-type: none">• Must have minimum Bachelor's Degree in Finance, Public Administration or a related field. |
| Experience: | <ul style="list-style-type: none">• Minimum three (3) years of practical experience in the field of procurement. Procurement experience for ISDB 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 | <ul style="list-style-type: none">• Fluency in English and Dhivehi |

E. Facilities Provided by the Client

Successful candidate will be posted at Ministry of Climate Change, 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 successful candidate will enter into a contract for One (1) years. The staff will be appraised and assessed the performance annually and based on this appraisal the contract may be extended.

G. . Remunerations

Monthly remuneration from the project will be **MVR 19,500**

H. Selection Criteria

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

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