

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



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

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Building Climate Resilient Safer Islands in The Maldives Project

Terms of Reference

for

Hiring of an Individual Consultant for Procurement and Contract Management (National)

Issued on: 24th April 2024

Advertisement No: (IUL)438-ENV/438/2024/151

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B. OBJECTIVE OF THE ASSIGNMENT

The objective of this assignment 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 Maldives and JICA's guidelines.

The consultant will work intermittently with the Project Management Unit (PMU) as the Procurement and Contract Management Consultant to effectively and timely execute the procurement plan of the project.

C. SCOPE OF WORK AND RESPONSIBILITIES

Under the mission and policy of the PMU and overall supervision and guidance of the Project Manager, and close communication with Senior Procurement Advisor of PMU, and other PMU members. The scope and responsibilities of the Consultant includes, but not limited to the following:

- (1) Review the following procurement-related documents under the guidance of Project Manager and Procurement Advisor
 - (1.1) Request for Proposals (RFPs)
 - (1.2) Pre-qualification (PQ) documents
 - (1.3) Bidding document
 - (1.4) Evaluation criteria
- (2) Prepare and review the following procurement-related documents under the guidance of Project Manager and Procurement Advisor
 - (2.1) Announcements
 - (2.2) Evaluation report
 - (2.3) Any other related documents, if necessary
- (3) Facilitate and obtain approvals from MCCEE and National Tender Board for the following procurement-related documents
 - (3.1) Request for Proposals (RFPs)
 - (3.2) Pre-qualification (PQ) documents
 - (3.3) Bidding document



- (3.4) Announcements
 - (3.5) Evaluation criteria
 - (3.6) Evaluation reports
 - (3.7) Any other related documents, if necessary
- (4) Facilitate and obtain JICA's concurrence for the following procurement-related documents
- (4.1) Request for Proposals (RFPs)
 - (4.2) Pre-qualification (PQ) documents
 - (4.3) Bidding documents
 - (4.4) Evaluation criteria
 - (4.5) Evaluation reports
 - (4.6) Contracts
 - (4.7) Any other related documents, if necessary
- (5) Attend pre-proposal or bid information sessions for consultants or bidders and address inquires from consultants or bidder
- (6) Participate in proposal or bid opening ceremonies and make records for the ceremonies.
- (7) Facilitate and participate in the evaluation of EOI/Proposals/Bids
- (8) Advise Project Management Unit on the procurement issues.
- (9) Prepare and Manage contracts for the Detailed Design Consultant and Construction Contractor.
- (2.1) Review contracts in accordance with the national procurement regulations and JICA guidelines.
 - (2.2) Finalize the draft contracts in consultation with MCCEE and JICA.
 - (2.3) Manage contract negotiations of procurement and contract-related documents, ensuring effective negotiation processes and satisfactory outcomes for all parties involved.
 - (2.4) Reviewing contracts, identifying areas requiring amendment, drafting proposed changes, and negotiating the amendments with relevant parties.
- (10) Any other responsibilities within the scope of the Procurement and Contract Management functions assigned by the Project Manager.



D. QUALIFICATIONS AND EXPERIENCE REQUIRED

The consultant shall have;

- (1) **Minimum** Bachelor's degree or an equivalent qualification in either procurement management, or project management, accounting, finance, bussiness adminstration or in a relevant field.
- (2) **Minimum** 4 (four) years of work experience in procurement management of consultancies, works and goods or have had responsibilities with a substantial content of his / her position in the procurement area (use of internationally accepted contract documents for works, goods and services)

And following experiences and skills will be evaluated as an added advantage;

- (3) Experience working in a donor funded project.
- (4) Experience in drafting contracts in English language.
- (5) Experience in preparation of bidding documents in Dhivehi and English language for the procurement of goods, works and services.
- (6) Experience in procuring goods and services under Government Procurement Regulations.

E. Collaboration, Guidance and Supervision

The Consultant will be contracted by the Ministry of Climate Change, Environment and Energy 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 consultant will work under the supervision of the Project Manager and guidance of Senior Procurement Advisor of PMU.

F. Location of the Assignment

The consultant will primarily work intermittently from the Project Management Unit (PMU) office located at the Ministry of Climate Change, Environment and Energy. In addition to working from



the PMU office, the consultant may be required to travel to project target Islands for field visits. The frequency and duration of travel will depend on project needs.

G. TYPE OF CONTRACT

The type of contract for this consultancy is an individual contract.

H. DURATION OF THE ASSIGNMENT

The consultant will be appointed from the date of signing the contract until November 30, 2029. The contract shall be renewed if necessary, based on progress of the project implementation schedule. The consultant will work intermittently during contracted period.

I. DELIVERABLES

D 1	Delivering RFP to Shortlisted Bidders	Expected Timeline
Steps to follow	(1) Reviewing RFP documents	As per the schedule outlined in Project Procurement Plan
	(2) Reviewing Detailed Evaluation Criteria	
	(3) Finalizing the draft RFP and Detailed Evaluation Criteria	
	(4) Obtaining MCCEE and JICA approval on RFP and Detail Evaluation Criteria	
	(5) Delivering RFP to Shortlisted Bidders and attending to inquiries from Bidders and National Tender Board regarding RFP document	

D 2	Completion of Technical and Financial Proposal evaluations	Expected Timeline
Steps to follow	(1) Prepare any documents required from PMU for the evaluations	



	(2) Facilitate and participate in the Technical evaluation and facilitate clarification	As per the schedule outlined in Project Procurement Plan
	(3) Facilitate and participate in the Financial evaluation and facilitate clarification	
	(4) Completion of the evaluation reports	

D 3	Issuing notice on Contract Effective Date to the Consultant	Expected Timeline
Steps to follow	(1) Reviewing Contract for Detailed Design Consultant	As per the schedule outlined in Project Procurement Plan
	(2) Completion of Contract Negotiation	
	(3) Obtaining concurrence from MCCEE and JICA on Final Contract document	
	(4) Facilitating Contract Signing	
	(5) Issuing notice on Contract Effective Date to Consultant	

D 4	Delivering Bidding Document to Qualified Contractor	Expected Timeline
Steps to follow	(1) Reviewing and Finalizing Pre-qualification (PQ) documents for Construction Contractor	As per the schedule outlined in Project Procurement Plan
	(2) Obtaining MCCEE and JICA concurrence on PQ documents	
	(3) Publication of Notice of PQ document	
	(4) Attend to inquiries from National Tender Board and bidders regarding the PQ document	
	(5) Prepare documents required from PMU for the PQ evaluation	
	(6) Participate in the PQ evaluation and attend to the inquiries	
	(7) Completion of PQ evaluation	
	(8) Reviewing Bidding documents for Construction Contractor	
	(9) Obtaining MCCEE and JICA concurrence on bidding documents for Construction Contractor	
	(10) Delivering Bidding Documents to Qualified Contractors and attending inquiries from National Tender Board and bidders regarding the bidding documents	

