



MALDIVES INDUSTRIAL FISHERIES COMPANY LTD (MIFCO)

TERMS OF REFERENCE (TOR)

POSITION: PROCUREMENT SPECIALIST (INDIVIDUAL CONSULTANT)

TOR REFERENCE NO: 134-PRO/I/2025/65

Date: 12th April 2025



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1. BACKGROUND

Maldives Industrial Fisheries Company Ltd. (MIFCO), in collaboration with the Ministry of Finance, is seeking to hire a qualified Procurement Specialist (Individual Consultant), Member Countries (MC)- Short-list, to assist in the procurement activities for several key infrastructure projects. Interested and qualified individuals are invited to submit their applications.

Maldives Industrial Fisheries Company Ltd. (MIFCO) is undertaking significant infrastructure projects to enhance its operational capabilities. These projects are funded with the assistance of the Ministry of Finance and the Islamic Development Bank (IsDB). The specific projects, under the **Maldives Fish Sector Capacity Strengthening Project**, include:

1. Building a 35-ton Processing Facility at Kaafu Atoll.
2. Building a 500-ton Storage and 50-ton Brine Freezer at Addu City Hulhumeedhoo.
3. Building a 1000-ton Storage for Frozen Tuna at HA. Ihavandhoo.
4. Construction of Staff Accommodation Buildings at FFC & KFC.

The primary objective of these projects is to increase processing capacity, improve storage facilities, and enhance overall infrastructure to support MIFCO's operations. With a view to achieve the above-mentioned objectives, USD 65.00 million will be utilized for procuring works, goods, and services, hiring individual consultants and consulting firms, building capacity of the stakeholders, and covering operating expenses. A total of 10 works, goods, and service packages will be procured under this project throughout the project period from January 2025 to December 2027.

To successfully implement these projects, MIFCO is seeking to hire a Procurement Specialist who will assist in procuring works, goods, and services. The consultant will be selected following the relevant procurement guidelines of the Islamic Development Bank (IsDB).



2. OBJECTIVE OF THE ASSIGNMENT

The main objective of this consultancy is to hire an individual consultant specialized in procurement activities who will assist PMU in all works, goods, and service procurement-related activities for the project in line with the policies and procedures of the Government of Maldives and the Islamic Development Bank.

3. SCOPE OF CONSULTANT'S ASSIGNMENT

The Consultant's scope of services shall include, but not be limited to, the areas/issues in the following. As and when required, the consultant will discuss with MIFCO officials/PMU on issues encountered in pursuit of the activities related to the work.

Key tasks/responsibility

The specific tasks/responsibilities for the Consultant:

1. Prepare an overall Procurement Plan for all goods, services, and works to be procured during the Project period.
2. Prepare and update the Procurement Plan in consultation with the PMU for all works, goods, and services to be procured under the Project; and enter those in electronic monitoring systems like e-Procurement Platform (EPP). The procurement plan will detail contract packages for works, goods, and services, estimated cost for each package, procurement or selection methods, and tentative processing time of each procurement activity in compliance with the Financing Agreement and the applicable regulations.



3. Prepare, review, and finalize procurement documents like Bidding Documents, Specific Procurement Notices (SPN), REOI, TOR, Request for Proposals (RFP), Bid/Proposal evaluation reports, etc., for all contract packages in accordance with the procurement procedure of the procurement Guidelines of Islamic Development Bank.
4. Prepare procurement documents based on user requirements ensuring that technical specifications of goods are in conformity with the prescribed standards; and assist the project while procuring goods, works, and services.
5. Prepare the Project Procurement Implementation Manual (PPIM) as per the prescribed template of IsDB.
6. Prepare procurement notices for inviting offers for the supply of works, goods, and services; and assist in publishing those notices in different print and electronic media – in conformity with the provisions of the IsDB Procurement Policies and Procedures.
7. Organize/assist opening and evaluation of bids and contract awards in accordance with IsDB's Procurement/Consultant's Guidelines and arrange for transmission of documentation to IsDB for approval (if necessary).
8. Carry out activities related to contracting including contract signing, negotiations, and handling of documents that may be required for receiving, distributing, and delivering goods.
9. Assist PMU in organizing all clarification meetings, pre-proposal meetings, etc., with prospective bidders/consultants and actively participate and prepare draft minutes.
10. The consultant shall support the PMU in preparing the Contract Management Plan for critical contracts and review contract amendment documents as needed.
11. Ensure that procurement is done in accordance with the provisions of the Financing Agreement (FA) and with IsDB's Procurement Guidelines.
12. Prepare and submit quarterly procurement reports as per the agreed format of IsDB and in accordance with the provision of FA of the project.
13. Prepare a detailed plan for the proper allocation, distribution, and storage of goods.



14. Support supervising the implementation of contracts including transportation, delivery, acceptance, and storage.
15. Coordinate with the Design and Supervision Monitoring consultants on aspects related to procurement and contract management.
16. Guide/assist the PMU in handling procurement-related complaints/grievances.
17. Perform any other appropriate/relevant tasks assigned by the Project Director/competent authority.
18. Provide on-the-job training and organize, if necessary, procurement clinics and seminars on procurement for concerned personnel.

Note: As this is an advance contract, point 1.16.1, Part 1 clause of IsDB Procurement Guideline April 2019 (revised Feb 2023), shall be followed.



4. QUALIFICATION AND EXPERIENCE

Academic Qualifications and Professional Experience of the Consultant:

Educational Qualification

- BSc.in Engineering or Master's in Economics/Statistics/Finance/Business Administration/Management/Law/Supply Chain Management or other relevant subjects.

Experience

- Minimum 10 years of working experience, of which 5 years as a Procurement Expert with the Government of Maldives or Multi-Development Banks' projects, including contract management.
- Proven expertise in the use of internationally accepted contract documents for works, goods, and services. Must have a sound understanding of national regulation and Islamic Development Bank's procurement guidelines.
- Experience in the preparation of procurement plans, bidding documents, RFPs, and evaluation reports following donor agencies' guidelines shall be an added advantage.
- In-depth knowledge of technical, commercial, and legal aspects of procurement in development projects, financed by the government and the IsDB or similar MDB, is preferred.
- Ability to operate computer systems with experience working independently.
- Must possess excellent communication skills in English, both written and spoken.
- A recognized procurement certification or relevant academic qualification (e.g., CIPS or equivalent) is required. Knowledge of IsDB procedures will be considered an added advantage.



5. COUNTERPART SUPPORT

The PMU (MIFCO) will provide office space, situational support, and logistics (excluding a laptop). The consultant will lead procurement activities and work closely with the project's procurement team.

6. REPORTING AND DELIVERABLES

The Procurement Specialist will be responsible to the Project Director for all functions related to the procurement of works, goods, and services under the projects.

The deliverables include:

#	Deliverables	Frequency/Time
1	Work Plan setting out scope of services to be delivered with monthly targets.	Within 1 Month of Contract becoming effective, and then updated as required
2	Monthly Progress Reports to set out performance against Work Plan.	Every Month
3	Six-Monthly Report on assessment of overall performance over the last six months.	Every Six Months from the start of the Contract.
4	Final Report on assessment of overall performance over the period of the assignment.	In the last Month of the Contract.



7. DURATION OF THE ASSIGNMENT

The duration of the assignment will be 15 months (250 Days), starting from the date of contract signing, with a 250-day professional input (Time-Based, intermittent). This may be extended as per the project's requirements and the availability of budget, depending on the individual's performance.

8. REMUNERATION

The Procurement Specialist will be paid a negotiable consolidated remuneration per day inclusive of all applicable taxes and VAT as per Maldivian law. Payment shall be made monthly upon satisfactory performance output certified by the Project Director