



Ministry of Finance
Male', Maldives

Project Officer (Local)

[Ref no: PSSP-AF/5/C/03]

Maldives: Public Financial Management Systems Strengthening Project

Terms of Reference

A. Background

The Government of Maldives (GoM) has received credit from the International Development Association (IDA) towards the cost of the Maldives PFM Systems Strengthening Project (PSSP), and intends to apply part of the proceeds of this credit to payments under the contract for a Project Officer (Local) for the Maldives PFM Systems Strengthening Project implemented by the Ministry of Finance and Treasury (MoFT).

The objective of the Project is to enhance budget credibility, transparency, financial reporting and controls of central government finances.

The Project includes provision of technical advisory services, goods, and training, to inter alia:

- Strengthen the legislative and institutional framework for PFM;
- Support the MoFT to establish a sound medium-term macro fiscal framework;
- Strengthen capacity of MoFT staff to manage debt;
- Strengthen the public accounting system; and
- Improve the controls of central government finances.

The MoFT wishes to contract a Project Officer (Local) who will assist the project team for the overall day to day management and coordination of the project. The Project Officer is expected to report to the Project Director. The Project Officer will be required to assist the project team to lead the procurement activities of the project and coordinate with the technical teams assigned to implement the subcomponents. The Project Officer will also closely liaise with the project task team from the World Bank and other stakeholders.

B. Objectives

- i. Conduct and coordinate procurement activities as required for the PSSP project
- ii. Assist the Project Director and Project Coordinator to ensure that the work by GoM staff and consultants are in conformity with the objectives of the project and is carried out according to the project document.
- iii. To assist the Financial Management Associate to carry out all financial management activities related to the project.



C. Scope of Services

- i. Lead and implement the procurement process of hiring individual consultants, consulting firms and project staff and goods procurement.
- ii. Develop, monitor and implement need based Procurement Plan to implement project ensuring timely completion of all procurement activities.
- iii. Work in coordination with the project team and advise on procurement issues.
- iv. Prepare and review procurement documents such as Expression of Interest (EOI), Request for Proposals, Contract Agreements, etc. for goods, consultants and non-consultant services in accordance with the schedule in the procurement plan and donor Procurement Guidelines.
- v. Conduct and coordinate all evaluations and negotiations as required during the procurement process.
- vi. Liaise with the donor agency for obtaining clearance on procurement activities.
- vii. Conduct contract management by performing tasks such as monitoring progress of contracts implementation to ensure that it abides by the stipulated standards, procedures and planned procurement timetable.
- viii. Preparation of procurement reports and conduct reviews of procurement performance as needed.
- ix. Assist the project team to obtain information required to prepare the project implementation plan.
- x. Assist the project team to prepare, update and coordinate implementation of the project communication strategy including facilitating trainings, and change-management activities.
- xi. Assist the project team to monitor project activities, while liaising with all relevant departments within and outside the MoFT, support contract management and in evaluating and reporting progress of PDO level and intermediary level indicators.
- xii. Assist the project team to ensure adequate annual budget allocations for project activities.
- xiii. Assist the project team to manage the secretariat of the PFM steering committee, convene and facilitate PFM steering committee meetings and circulate minutes of the meetings.
- xiv. Assist the project team to prepare monthly/quarterly updates/reports as required by the PFM Steering Committee, MoFT and IDA.
- xv. Assist the project team to carry out all payments related to the project, comply with internal controls, ensure proper accounting, and prepare and submit financial reports in an agreed format to the World Bank.
- xvi. Assist the project team to provide the World Bank with accurate and timely information regarding the Bank-financed activities, thereby providing reasonable assurance that the funds are being used for the purposes intended.
- xvii. Assist the project team to provide input in updating project Operations Manual and other project implementation documents.
- xviii. Ensure continuous compliance of the legal covenants in the financing agreement between IDA and GoM.
- xix. Any other work related tasks assigned by the Project Director.



D. CONSULTANT'S REPORTING OBLIGATIONS

1. The Consultant shall carry out the reporting obligations as follows:
 - i. The Consultant shall report to the Project Director or his/her designate on the status of the assignment on a regular basis.
 - ii. The consultant is expected to report for work to Ministry of Finance and Treasury not later than 0800 hours on week days other than public holidays and provide services to the client during GoM working hours. Consultant may have to work extra hours in order to complete the tasks assigned as and when required without additional payment.

E. Required Expertise and Qualifications

- i. Minimum undergraduate degree in Procurement, Project Management, Business Administration, Management, Finance or suitable equivalency.
- ii. Minimum 3 years' experience in project management
- iii. Experience in procurement of consultants, non-consulting services and goods will be an added advantage.
- iv. Knowledge and experience in national and/or international procurement processes and familiarity with the Public Finance Law (2006) and Public Finance Regulations (2009) will be an added advantage.
- v. Sound understanding of Government's Procurement Regulation and Act will be an added advantage
- vi. Proficient in using software applications such as MS Project, MS Word, MS Excel, MS PowerPoint.
- vii. Strong leadership, management, and communication skills in presenting, discussing, and resolving difficult issues and have the ability to work efficiently and effectively with a multi-disciplinary team.
- viii. Good written and oral Dhivehi and English communication skills.

F. Remuneration

Successful candidate will be paid an all-inclusive monthly fee by the project in the range of USD 1,260.00 to USD 1,452.00 equivalent in Maldivian Rufiyaa, depending on qualification and experience.

G. Duration of services

The services are required for a period of 2 years, which includes an initial probationary period of 6 months. The successful candidate is expected to commence the services in April 2019.