

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



ދިވެހިރާއްޖޭގެ ސަރުކާރުގެ ގެޒެޓް ގައި ބަޔާންކޮށްފައިވާ ގޮތެއްގައި

Tender No.: MWSC-L/3/ADV/2021/212

Procurement Consultant for Revising Procurement Procedure Manual of Male' Water & Sewerage Company Pvt. Ltd

Objectives of assignment

The objective of this assignment is to align the existing procurement “**Procedure manual of Male' Water & Sewerage Company**” and “**Procurement Procedures and Guidelines for State Owned Enterprises of Maldives**”.

Duties & Responsibilities

Revisions and update of the existing Procurement Procedure Manual of Male' Water & Sewerage Company Pvt. Ltd should be integrated by rewriting and restructuring the existing Procedure manual incompliant to the Procurement Procedures and Guidelines of State Owned Enterprises of Maldives by Privatization and Corporatization Board.

Male' Water & Sewerage Company Pvt. Ltd is looking for a consultant with a range of skills and experiences, to provide consultancy services to revise the existing “**Procurement Procedure Manual and Procurement Policy**” of the company.

- Co-ordinate and work closely with Procurement departments (Local procurement, Foreign procurement and Contracting department)
- Explain the consultancy services procurement process to the representatives of the Procurement departments to enable them to understand the provisions Rules regulation and Procedures.
- Provide an Assessment Report of Procurement Procedure Manual, including but not limited to the gaps, inconsistencies and areas of improvement/ new initiatives and prepare update report of the progress.
- Research best practices regarding definitions, structure and format of the procurement manual;
- Generate working definitions of Procurement Principles, Policies, Procedures, and Practices and create a comprehensive procurement glossary;
- Establish format and structure standards to facilitate the writing of procurement manual;



ދިވެހިސަރުކާރުގެ ގެޒެޓް ސަލާސަތީ ސަވަނަތީ ސަވަނަތީ ސަވަނަތީ ސަވަނަތީ ސަވަނަތީ ސަވަނަތީ ސަވަނަތީ

- Participate in the meetings with Procurement department and to provide necessary guidance and support on procurement issues.
- Review existing Procurement Procedure Manual, TORs in the Procurement Procedure Manuals and provide technical advice.
- Prepare progress updates of assigned tasks and submit report to MWSC
- Provide training to relevant staffs on updated procedure manual

Qualification and Experiences

- Minimum Master's Degree in engineering, management, administration, economics, public policy, business or any other related fields. Candidates with Bachelor's degree can also be considered, if they have specialized diploma / certificate in procurement, from reputed international institutions or if they possess an additional 3 years of specific experience in public procurement, in addition to the work experience mentioned below.
- Must have at least 10 years of experience, of which 2 years must be extensively related to procurement of consultancy services with government and NGOs or international donor funded projects. Candidates with work experience in multiple countries will be strongly preferred

Language requirements

Fluency in written and spoken in English. Writing ability in English should be such that materials can be considered final with minimal or no subsequent editing.

Professional Competencies

- Must have the ability to work with individuals and teams in completing tasks that are urgent, high priority and sensitive;
- Must have the ability to think analytically and strategically;
- Must have the willingness and enthusiasm for working in an environment with many different stakeholders, with varying interests;
- Excellent computer skills in Microsoft Office tools (Word, Excel, Access, and PowerPoint) and Internet use;
- Outstanding ability to determine and review priorities, plan and meet deadlines;

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



ދިވެހިރާއްޖޭގެ ސަރުކާރުގެ ގެޒެޓްގައި ބަޔާންކޮށްފައިވާ ގޮތުގައި

Other competencies

- Good practical knowledge of the procurement sector
- Ability in designing and executing high quality documentation
- Ability to go beyond established procedures and models, propose new approaches

Documents to be included

A brief methodology on how you will approach and conduct the work

Duration of the Assignment

The duration to complete the task would be 30 days. s

Interested Applicants shall follow the schedule below to participate in the tender.

Step	Process	Date & Time	Venue
1.	Information Session	06 th May 2021, 11:00 AM.	MWSC CS Building, 6 th Floor Ameenee Magu, Male', Maldives.
2.	Submission of Proposal & Proposal Opening	10 th May 2021, 11:00 AM.	MWSC CS Building, 6 th Floor Ameenee Magu, Male', Maldives.

Note: in order to be registered in the tendering process, it is compulsory to attend the information session.

For more information, please contact Contracting Department (+960) 332-3209, 995-9007, 763-1293, 779-1938.

Contracting Department

Male Water & Sewerage Company Pvt Ltd

03rd May 2021