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**SANITATION PROJECTS IN FIVE ISLANDS**

# PROJECT COORDINATOR (PC)

# TERMS OF REFERENCE

## PURPOSE

The Government of the Republic of Maldives through the Ministry of Environment and Energy (MEE) is implementing “Sanitation Project in Five Islands” financed by Islamic development Bank (ISDB) and intends to apply part of the proceeds for the selection of a full time Project Coordinator (PC) for the implementation of water and sewerage projects managed by Ministry of Environment and Energy.

## BACKGROUND

Maldives is a small island nation with fragile environment and scarce water resources. Its population of over 300,000 is thinly dispersed over 198 islands out of total 1192 islands, the remaining being uninhabited. There are practically no surface water sources and the limited ground water is vulnerable to salinity ingress and contamination from indiscriminately discharged waste water. The wide and uneven distribution of population and vulnerable water resources pose many challenges to the provision of basic services such as access to water and sanitation. Rainwater harvesting and desalination of sea water are practiced on large scale to augment water resources and meet with the increasing water demand.

## OBJECTIVES OF ASSIGNMENT

The objective of this assignment is operational management of the projects in accordance with the project documents and as per the bank guidelines in collaboration with the project team and stakeholder agencies to ensure all implementation arrangements of projects are carried out smoothly and on time.

## OVERALL RESPONSIBILITY

The overall responsibilities of the Project Coordinator include, but are not limited to the following:

1. Operational management of the projects according to the Financing Agreements, Project Appraisal Documents and Operations Manuals of the Projects to produce the envisaged outputs;
2. In collaboration with the Project Team and Stakeholder agencies, ensure all implementation arrangements of project activities are carried out smoothly;
3. Identification and resolution of implementation problems, with the guidance of the Project Team, Project Director, Ministry of Finance, other partner agencies, and the Donor Agency;
4. Reporting to the Project Manager on all aspects of Project implementation throughout the duration of the contract unless otherwise advised by the Client.

## SCOPE OF WORKS

The work of the Project Coordinator will include the following tasks, among others:

1. Assume operational management of the projects in line with their respective Project Financing Agreements, Project Appraisal Documents and Operational manuals;
2. Coordinate the activities of the PMU staff handling the project activities to ensure the timely delivery of services to the Projects;
3. Visit project sites periodically and report back on the status onsite activities to the management.
4. Ensure that Projects Team members carryout tasks outlined in their ToR, Action plans in a timely manner, conduct staff appraisal and provide feedback;
5. Ensure all processes and procedures detailed in the operations manuals are fully implemented and complied with;
6. Liaise with Project stakeholders, Advisors and Specialist coordinators to ensure timely and coordinated implementation of Projects activities and relevant stakeholder activities;
7. Ensure that guidance and direction provided by the Steering and Technical committees are incorporated into the relevant Project components;
8. Ensure the Projects are developed in line with Government policies, donor requirements, and safeguard requirements are complied with;
9. Ensure information, reports and other documentation requested by the Project Director/Project Manager for review and/or for presentation to Steering and Technical committees are provided in a timely manner;
10. Ensure all relevant information, documents, financial and technical reports are made available for review during review missions, by independent reviewers and/or review by other relevant authorities of Government of Maldives;
11. Manage and monitor the project risks initially identified, raise any new risks/issues to the authorities for consideration and decision on possible actions if required; update the status of these risks by maintaining the project risks log;
12. Ensure project funds are managed properly in accordance with project management procedures, adhere to donor loan covenants and monitor financial resources/accounts to ensure accuracy and reliability of reports;
13. Prepare and revise project activities and financial plans and ensure information/reports such as annual work plan, annual project review reports, project progress reports, bi-annual reports, quarterly reports etc. and other documentation requested by MEE or funding agency for review and/or for presentation are provided in a timely manner.
14. Undertake other technical tasks as and when required by the MEE

##  QUALIFICATIONS AND EXPERIENCE

1. Minimum undergraduate degree OR have a diploma related to the field of assignment with seven (7) years of experience in a similar assignment. Preference will be given to individuals having qualifications in Management/Engineering or related discipline.
2. Must have professional work experience of at least five (05) years with minimum three (3) years in donor assisted development projects; with substantial management/supervisory responsibilities.
3. Work experience in delivery of water and sanitation sector projects will be an added advantage.
4. Knowledge and understanding of technical, commercial and legal aspects of procurement of donor - financed projects would be an added advantage.
5. Should have strong leadership, management and communication skills in presenting, discussing and resolving difficult issues and have ability to work efficiently and effectively with a multidisciplinary team.

The successful individual must be willing to work for extended periods without direct supervision and travel routinely to islands within the catchment.

In addition, the individual’s reputation of integrity and impartiality routed in independent from third parties shall be considered.

The short-listed candidate will be requested to participate in personal interviews and submit the names and contact details of personal referees who can attest to their ability.

The successful candidate must understand the objectives and delivery mechanisms of the projects portfolio. He/she must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative in his/her broad field of actions.

## REPORTING REQUIREMENT

1. Report directly to the Project Director(s) on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client.
2. The PC should report to work on week days from 0800 – 1600 hours other than public holidays and provide services to the Client for an average of 40 hours a week. Remuneration for less than 8 hours work per day will be on a pro-rate basis.
3. The PC shall ensure that all the required reports for the project are prepared on time, in accordance with the requirements of Client and respective donor agencies.
4. The PC is required to report to work in official attire.

## SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is **24** months from the commencement of the works with potential extension based on performance and need.

## SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT

1. Office space and other facilities such as computers will be provided to the PC as required.
2. Local transport for official travel between Male’, inter-Atolls and inter-islands and food and accommodation for the trips will be provided from the projects.
3. Leave Entitlement

Unplanned Leave: The Consultant may take up to ten (10) working days of paid leave per annum or pro rata as may be agreed by the client for medical reasons or emergencies. If the duration is more than two consecutive days, a medical certificate specifying the nature of the consultant's illness and recommended duration of leave issued by a licensed medical practitioner must be submitted on the first day back at work.

Planned Leave: The consultant may take up to twenty (20) working days of paid leave per annum or pro rata as may be agreed by the Client.

Unpaid Leave: The Consultant will not be paid for any leave(s) that exceed the maximum allowed and the Client may terminate the contract if it exceeds more than twenty (20) working days.

Successful individual will be paid an all-inclusive monthly fee in the range of MVR 25,000 to MVR 30,000 depending on their qualifications and experience.

**Note:** The following documents shall be submitted with the application for this position.

**Letter of Expression of Interest (EOI)**

A brief summary that demonstrates that the applicant is qualified to perform the services (including description of similar assignments, experience in similar conditions, availability of appropriate skills etc,)

Copy of National Identification Card

Attested copies of Educational Certificates (copies taken from with accredited original certificates)