

## **TERMS OF REFERENCE**

### **INDIVIDUAL: Architectural Consultant**

#### **A. Objective and Purpose of Assignment**

The Ministry of Education is seeking to hire individual Consultants to provide technical assistance and input for development and implementation of projects administered by the Ministry of Education. The Consultant shall check all the designs and ensure that all works are carried out to specific standards, building codes, guidelines and regulations.

#### **B. Scope of Work**

The consultant will be required to undertake following tasks, among others;

1. Review of architectural plans, specifications in construction documents of projects to be implemented by the Ministry.
2. Liaise with relevant authorities/ agencies in reviewing Architectural designs.
3. Provide technical assistance in the procurement process, review and comment upon design related documents.
4. Resolving technical issues with employer's representatives, suppliers, subcontractors and statutory authorities.
5. Ensure compliance to building regulations (architectural, safety, engineering, etc.) when preparing design and implementing a project.
6. Formulating and standardizing tender documents.
7. Design inputs to urban planning and design.
8. Preparation of proposals for financing of infrastructure projects.
9. Carryout architectural concept design and 3D rendering of design concepts where required.
10. Ensure that all designs produced are in accordance with the requirements for completeness, accuracy, constructability including Architectural drawings, and Interior Designs.
11. Provide architectural co-ordination and consultation with other engineers and professionals about design.
12. Provide architectural support and supervision during project implementation and carry out any other technical work including site inspections.
13. Inspect the completed work periodically during the defect liability period within the terms covering the consultant's agreement, prepare lists of deficiencies (if any), and carry out supervision of the remedial works, and issue defects liability certificates after the rectification of the notified defects by the contractors.

14. Taking part in inspection trips to sites and assisting in preparing relevant reports.
15. Preparing of as-built drawings of all the schools under Ministry of Education.
16. Any other work-related tasks assigned by the Employer.

### **C. Duration and Commencement of Services**

Successful candidates will be contracted for a period of 1 (one) year, with potential renewal of contract based on performance and organizational need, the duration of which will be negotiated with the individual but shall not exceed 2 (two) years in total.

### **D. Qualifications and Experience**

Master's degree or above in Architecture, or related field with minimum general experience of 02 years;

Bachelor's degree in Architecture, or related field with minimum general experience of 03 years;

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.

Should have Architect checker certificate.

The successful Candidate must be willing to work for extended periods without direct supervision and travel routinely to sites.

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.

### **E. Reporting Requirement**

1. Report directly to the Head of Physical Facilities Section, Ministry of Education.
2. The consultant should report to work on week days from 0800 – 15:00hrs, other than public holidays.

## **F. Remuneration and Leave details**

- a. Successful candidate will be paid a fixed monthly fee of MVR 25,000. Whereas 50% of the eligible amount will be paid as Monthly Basic Salary and 50% will be paid as Living allowance.
- b. Successful candidates will be entitled to Pension deduction as per Maldives Pension Act from the Monthly Basic Salary (7%).
- c. In addition, any fees payable to the individual for duty travel assignments will be paid by the Client.
- d. Ramadan allowance shall be compensated at the government prevailing rates. Fixed monthly fee shall be subject to deduction for pension and any other statutory requirement as may be applicable.

Leave entitlement shall be as follows;

Annual Leave: The Consultant may take up to thirty (30) working days leave per calendar year.

Sick Leave: The Consultant may take Thirty (30) days of paid sick leave. The Consultant is not allowed to take sick leave for more than two consecutive days unless a medical certificate specifying the nature of the illness and recommended duration of sick leave issued by a licensed medical practitioner is submitted on the first day back at work.

Family Responsibility Leave: The Consultant may take Ten (10) days of paid leave in a year to attend important obligations such as tending family members during illness.

Unpaid Leave: The Consultant will not be paid for leave(s) that exceed the maximum allowed.

## **G. Application instructions**

Ministry of Education now invites interested individuals qualified for the assignments to submit Expression of Interest inclusive of the following documentation to demonstrate your eligibility for the assignment.

1. Cover Letter for Expression of Interest
2. CV including information that demonstrates that the candidate is qualified to undertake the scope of work
3. Work experience documentation. (description of similar assignments, and experiences in similar field of work)
4. Copies of attested academic qualifications
5. Reference letters from current and/or previous employers.

