

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Ministry of National Planning, Housing and Infrastructure

Republic of Maldives

PROJECT ASSISTANT

COASTAL PROTECTION AT GN. FUVAHMULAH

TERMS OF REFERENCE

A. PURPOSE

The Government of the Republic of Maldives through the Ministry of National Planning, Housing and Infrastructure (MNPHI) is implementing “Coastal Protection at Gn. Fuvahmulah” financed by the Invest International (ORIO fund) and the Kuwait Fund for Arab Economic Development, and intends to apply part of the proceeds for the selection of a **Project Assistant (PA)** for the implementation of this project by Ministry of National Planning, Housing and Infrastructure.

B. BACKGROUND

Coastal erosion is one of the most serious environmental issues facing Fuvahmulah. According to the present assessment, coastline regression due to erosion has been on average 0.8m/year over the period of the past 47 years (1969 – 2016). It is believed that approximately 15 ha of land had been lost from the island due to erosion. As a result, several important buildings, facilities and palm trees have been found at the border of the eroding coastline. The project Island has an elongated shape with raised ridges at the coastal margin sloping down towards the middle where depressions with swampy areas and two freshwater lakes in the middle. The ridge forms a natural protection against flooding of the island. However, erosion is threatening the integrity of the ridge at the north-eastern side of the island. When the ridge breaches serious flooding of a large part of the island will occur affecting the livelihood of the people, freshwater bodies, agricultural produce and infrastructure on the Island. The population on the Island is highly concerned about this serious risk resulting in feelings of insecurity and limiting socio-economic development of the island.

C. OBJECTIVES OF ASSIGNMENT

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

D. OVERALL RESPONSIBILITY

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

1. Assist operational management of the project component in accordance with the project requirements;
2. In collaboration with the Project Team and Stakeholder agencies, ensure all implementation arrangements of activities of the project component are carried out smoothly;
3. Reporting to the Project Engineer on all aspects of Project implementation throughout the duration of the project.

E. SCOPE OF WORKS

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

1. Assist the Project Engineer (PE) in the operational management of the project in line with their respective Project Financing Agreements, Project Appraisal Documents and Operational manuals.
2. Assist PE to carry out project activities to ensure timely delivery of services to the Project
3. Organize site visits as required by the project and thematic activities.
4. Visit project site for monitoring purposes and give site specific suggestions where necessary
5. Assist PE in day-to-day management of the project, including administrative responsibilities, such as receiving and sending documents and letters.
6. Liaise with project stakeholders, to ensure timely and coordinated implementation of project activities and relevant stakeholder activities.
7. Ensure effective communication channels are in place and ensure effective proactive communication with the stakeholders.
8. Assist PE to provide regular project updates to relevant authorities on project progress and any foreseen risks and constraints for remedial action.
9. Assist in organizing Steering Committee and Technical Committees meetings as and when necessary. Assist PE to ensure information, reports and other documentation requested by the PE for review and/or for presentation to Steering and Technical Committees are provided in a timely manner.

10. Organize and assist in holding project coordination meetings regularly and preparing minutes of meeting.
11. Assist PE in preparing relevant documentations for donor review missions, independent review missions, and/ or reviews carried out by other relevant Maldivian Government authorities.
12. Assist PE to 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 MNPHI or funding agency for review and/or for presentation are provided in a timely manner.
13. Participate in document review, evaluation and other relevant committees that may be formed under the Projects as required.
14. Assist PE with all project data, information, assets registry and appropriate records pertaining to the project are kept properly.

F. QUALIFICATIONS AND EXPERIENCE

1. Minimum undergraduate degree related to Project Management/ Business Management/ Administration or any related field to the assignment with professional work experience of at least five (5) years with minimum three (3) years of experience in the field of assignment.
2. Qualification in TOR task related field will be taken into account.
3. Work experience in coastal protection and management projects will be an added advantage.
4. Previous work experience in donor funded projects would be an added advantage.
5. Should have excellent command over English language with proven communication, presentation and have ability to work efficiently and effectively with a multidisciplinary team.

The successful individual must be willing to work for extended periods and travel routinely to project site.

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 project's 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.

G. REPORTING REQUIREMENT

1. Report directly to and advise the Project Engineer (PE)/ or his/her designate on behalf of the Client throughout the duration of the contract unless otherwise advised by the Client.
2. The Consultant 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 calculated on a pro-rate basis.
3. The Consultant is required to report to work in official attire.
4. The Consultant shall carry out the reporting obligations as follows:
 - (i) Monthly Reports: The Consultant shall submit Monthly Reports acceptable to the client, including time sheets and details of activities undertaken during the reporting period.
 - (ii) Trip Reports: The Consultant shall submit Trip Report(s) for any field trips carried out during the reporting period, for the purpose of the project within (5) Days of the trip but no later than submission of Monthly Report.
5. The Consultant is prohibited working for any other party or a paid job, or taking any other assignment during the course of this contract without written approval from the Client.
6. The Consultant shall ensure that all the required reports for the project are prepared on time in accordance with the requirements of Client and the funding agencies.

H. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is **12 months** from the commencement of the works with potential renewal of contract based on performance and organizational need. The successful candidate is expected to commence the services in **January 2022**.

The performance criteria that will be used to assess the performance of the successful candidate at regular intervals and based upon which the contract may be continued or terminated are the effectiveness, efficiency and quality of delivering on the Scope of Services, Duties and Responsibilities of the assignment.

I. SELECTION CRITERIA

The Candidate will be selected based on the following criteria.

Rating Criteria	
Criterion	Rate
Educational Qualification and Experience in related field - Minimum undergraduate degree related to Project Management/ Business Management/ Administration or any related field to the assignment with professional work experience of at least five (05) years with minimum three (3) years of experience in the field of assignment. (Reference letters will be taken into consideration)	50 points
Performance Review (Based on referral information received), following areas will be looked into; - Task completion - Meeting Deadlines - Leadership/ Intuitiveness	10 points
Interpersonal Skills and Presentation (will be assessed during personal interview) - Experience in the field - Experience working in similar assignments - Personal Skills and Hard skills	40 points 15 points 15 points 10 points

J. REMUNERATIONS AND LEAVE DETAILS

1. Successful candidate will be paid a fixed monthly remuneration, depending on qualification and experience, ranging from **MVR 17,550 to MVR 28,800** (as per number 13-NPC/CIR/2018/5 (22nd March 2018) circular issued by National Pay Commission). Whereas 50% of the eligible amount will be paid as Monthly Basic Salary and 50% will be paid as Living allowance.
2. Successful candidate will be entitled to Pension deduction as per Maldivian Pension Act from the Monthly Basic Salary (7%).
3. Local transport for official travel between Male', inter-Atolls and inter-islands and allowances to cover food and accommodation for the trips will be provided from the project.

4. Ramadan allowance at the government prevailing rates shall be provided by the Client.
5. Leave entitlement shall be as follows;
 - a. Annual Leave: The Consultant may take up to Thirty (30) working days leave per calendar year upon the completion of the first year.
 - b. Sick Leave: The Consultant may take Thirty (30) days of paid sick leave.
 - (i) The Consultant is allowed to take 30 days sick leave with medical certificate specifying the nature of the illness and recommended duration of sick leave by a licensed medical practitioner is to be submitted on the first day back at work.
 - (ii) Notwithstanding the above, the Consultant is allowed to take 15 days' sick leave without medical certificate and can be taken for two consecutive days.
 - c. 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.
 - d. Other leaves: The Consultant is entitled to leaves as per the Maldives Employment Act (*Law no. 2/2008*).
 - e. Unpaid Leave: The Consultant will not be paid for leave(s) that exceed the maximum allowed and the Client may terminate the contract if the unpaid leave exceeds more than Thirty (30) working days.

K. APPLICATION

Interested applicants may submit their proposal in a sealed envelope indicating the following:

1. Letter of Expression of Interest (EOI)
2. Copy of National Identification Card
3. Attested copies of Educational Certificates (copies taken from with original accredited certificates)
4. A CV that demonstrates that the applicant is qualified to perform the services (including a description of similar assignments, experience in similar conditions, availability of appropriate skills etc.)
5. Reference Letters from current/previous employers.

L. SUBMISSION

Interested candidates may submit their proposals on or before the time provided in the advertisement to the following address:

Infrastructure Department,
Ministry of National Planning Housing and Infrastructure,
Ameenee Magu, Maafannu Male', 20392,
Republic of Maldives.
Email: tenders@planning.gov.mv