



Ministry of National Planning, Housing, and Infrastructure

Republic of Maldives

Advertisement Reference: (IUL)471-CDS5/471/2023/4

Date:03/01/2023

ARCHITECT TERMS OF REFERENCE

A. PURPOSE

The Government of the Republic of Maldives through Ministry of National Planning, Housing and Infrastructure is implementing the Housing projects across the Maldives through PSIP budget and intends to apply part of the proceeds for the selection of an Architect for the implementation of this project by Ministry of National Planning, Housing and Infrastructure.

The Ministry of National Planning, Housing and Infrastructure is seeking to hire a Consultant (Architect) to assist its housing technical team in development and implementation of housing development projects across Maldives.

B. OBJECTIVE AND PURPOSE OF THE ASSIGNMENT

1. The Ministry of National Planning, Housing and Infrastructure (MNPHI, the employer) is seeking to hire an Architect for housing related development projects. The purpose of the assignment is to deliver quality implementation and execution of projects.
2. The Architect will be recruited to fully execute and perform all project management and implementation activities prior to and throughout the project duration and should be involved in the detailed design, procurement, construction, technical assistance, commissioning stages and post-defect liability periods.

C. OVERALL RESPONSIBILITY

The overall responsibilities of the Architect include, but are not limited to the following.

1. Provide assistance to the project team in all technical aspects of the project.
2. Carryout inspection trips to project sites to monitor the civil works and ensure compliance with general requirements of engineering standards/practices including the environmental issues as applicable to the project.
3. The Architect will implement all activities assigned in the scope of services with the overall responsibility to complete the project within the allocated timeline, in strict compliance with the government procedures and guidelines, as well as with the relevant project agreements between the Government and its stakeholders.

D. SCOPE OF SERVICES

The tasks of the Architect will include but is not limited to the following:

1. Provide design solutions.
2. Supervise the construction activities of housing development related projects.
3. Review monthly reports submitted by the Contractor and undertake monthly progress meetings with the Contractor. Issues such as progress, current spending, schedule update, problems encountered and changes in contract must be raised and handled in a timely manner through these progress reviews.
4. Provide technical input when required.
5. Organize and facilitate stakeholder consultations and project review meetings as required and solve problems arising during construction under the guidance of the Project Director and Director General.
6. Conduct field visits as required to verify project activities relative to stated targets and give site specific instructions where necessary.
7. Participate in construction oversight activities during civil works, and maintain regular meetings, maintaining logs and records of the progress, issue of change notices and approval of payments.
8. Provide consultancy works for detailed design, project cost estimates, bidding documents and reports.

9. Provide and ensure quality assurance of works and services of construction supervision consultant.
10. Liaise with local authorities to ensure smooth implementation of the procurement of goods and services in accordance to national guidelines, and be responsible for the subsequent contract administration. This includes, but not limited to the coordination of all activities in assurance of the construction as per the qualitative benchmarks set under the contract specifications.
11. Ensure that construction goes according to the contract document and work schedule.
12. Review the operation and maintenance manuals submitted by the contractors; and provide guidance where necessary in establishing operation and maintenance procedures in consultation with project stakeholders.
13. Provide necessary justification to MNPHI and get approval for any changes in construction, specification or drawings.
14. Ensure implementation of social and environmental safeguards requirements.
15. Liaise with local authorities to ensure smooth implementation of project and resolve any issues related to on-site activities.
16. Inspect the quality control tests carried out by the Contractor and ensure that quality is controlled to the level specified in the contract document.
17. Ensure any defective work is completed and project closing out procedures is carried out smoothly.
18. Coordinate closing out activities for the project which include technical reports and handing over of documents as necessary. Check and verify as-built drawings.
19. Assist employer in other related works.
20. Present and review all schematic findings with project team.

E. QUALIFICATIONS AND EXPERIENCE

1. The candidate should have an undergraduate degree or equivalent in Architecture or any related field to the assignment and must possess at least 5 years of experience in general infrastructure projects. This experience should include at least 3 years in specific Architectural experience of construction supervision and consultancy works. Experience in working for international donor funded projects will be an added advantage.

2. Should possess sound knowledge of required computer aided design software/applications.
3. Should be fluent with MS Word, MS Excel, MS Power Point and comfortable in working with cloud-based software such as document control software.
4. Proficient in AutoCAD, Photoshop and 3D Max/Sketchup/Lumion will be an added advantage.
5. Should have excellent command over English with proven communication and, presentation and negotiation skills;
6. Should be capable of providing leadership, motivation and technical training to the staff and stakeholders where required;
7. 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.
8. The successful individual must be willing to work for extended periods without direct supervision and travel routinely to islands when required.
9. In addition, the individual's reputation of integrity and impartiality routed in independent from third parties shall be considered.
10. 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.
11. 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.

F. REPORTING OBLIGATIONS

1. The Architect will report directly to the Director General and Project Director on all aspects of project management throughout the duration of the contract unless otherwise advised by the client
2. The Architect should report to work on weekdays 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 Architect shall ensure that all the contractual requirements are met and reporting obligations are required financial reports for the project are prepared on time, in

accordance with the requirements of the Employer.

4. The Architect is required to report to work in official attire

G. ASSIGNMENT DURATION

Successful candidates will be contracted for a period of **12 calendar months**, 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 **24 calendar months**. Expected commencement of services is **FEBRUARY 2023**

H. WORKING HOURS, REMUNERATION AND LEAVES

1. The working hours of the Consultant are from 8am to 4pm from Sunday to Thursday.
 - a. The Consultant will be paid fixed monthly fees depending on qualification and experience ranging from **MVR 28,000 – 39,330** (as per salary policy “Policy on setting a salary framework for staff hired under MNPHI Contracts”). Whereas 50% of the eligible amount will be paid as Monthly Basic Salary and 50% will be paid as Living allowance.
 - b. Successful candidate will be entitled to Pension deduction as per Maldivian Pension Act from the Monthly Basic Salary (7%).
 - c. Any additional allowances payable to the individual for duty travel assignments shall be compensated at the government prevailing rates by the Client.
 - d. Ramadan allowance shall be compensated at the government prevailing rates.

2. 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 to important obligations such as tending family members during illness.
- d) 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.
- e) Other leaves: The Consultant is entitled to leaves as per the Maldives Employment Act (*Law no. 2/2008*).

I. SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT

1. Office space and other facilities such as computers will be provided to the Architect as required at the MNPHI.
2. Travel expenses between Male’ and project islands, food and accommodation for the trips will be provided by the Employer.

J. SELECTION CRITERIA

The Architect will be selected based on the following criteria.

Rating Criteria	
Criterion	Rate
Education and Experience	50 points
<ul style="list-style-type: none"> • Bachelor’s Degree or equivalent in Architecture or any related fields and must possess at least 5 years of experience in general infrastructure projects. This experience should include at least 3 years in specific Architectural experience of construction supervision and consultancy 	
<p>Performance Review (Based on referral information received), following areas will be looked into;</p> <ul style="list-style-type: none"> • Task completion • Meeting Deadlines • Leadership/ Intuitiveness 	10 points

Interpersonal Skills and Presentation (will be assessed during personal interview)	40 points
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K. APPLICATION INSTRUCTIONS

MNPFI invites interested individuals to submit Expression of Interest inclusive of the following documentation to demonstrate your eligibility for the assignment.

1. Cover Letter for Expression of Interest (EOI)
2. Copy of National Identification Card
3. CV including information that demonstrates that the candidate is qualified to undertake the scope of work
4. Work experience documentation. (description of similar assignments, and experiences in similar field of work)
5. Copies of attested academic qualifications
6. Reference letters from current and/or previous employers
7. For candidates currently working at a government institution, a No Objection Letter from the current workplace should be provided

L. SUBMISSION

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

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