

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



MINISTRY OF GENDER, FAMILY AND SOCIAL SERVICES
REPUBLIC OF MALDIVES

ADVERTISEMENT REFERENCE: (IUL)459-PL/459/2023/1

DATE: 9th January 2023

STRENGTHENING GENDER INCLUSIVE INITIATIVES PROJECT (SGII)

TERMS OF REFERENCE INDIVIDUAL:
Architectural Consultant (Deliverable Basis)

A. Purpose

The Ministry of Gender, Family and Social Services (MoGFSS) is seeking to hire an individual Consultant on deliverables basis for Strengthening Gender Inclusive Initiatives Project (SGII) financed by Asian Development Bank (ADB)

B. Background

The Strengthening Gender Inclusive Initiatives Project supports the Sustainable Development Goal (SDG) 5 transformative gender agenda. It aims to increase access to sustainable gender-responsive social services in the Maldives through: (i) improvement of gender equality and social inclusion (GESI) statistics; (ii) integration of gender-responsive budgeting (GRB) into government systems; (iii) strengthened capacity of the social service system for aged care, early childcare and domestic violence and gender-based violence (DV/GBV) services; (iv) establishment of partnerships to support DV/GBV prevention, access to DV/GBV services and aged care; and (v) construction of three climate-resilient shelters for DV/GBV survivors in Addu, Hulhumalé, and Raa-Ungoofaaruu. The project and attached TA will benefit women survivors of DV/GBV and their dependent children and reduce the unpaid care burden on women who are responsible for care of older family members and young children.

C. Objective of the Assignment

The objective of the assignment is to provide technical/project management assistance and input for development of Domestic Violence Shelters under the Project Management Unit (PMU) placed at the Ministry of Gender Family and Social Services for the project. The Consultant shall check all the designs to the specific standards, building codes, guidelines and regulation and ensure that all works are carried out as per the concept design developed by ADB/MoGFSS.

D. Overall Responsibility

The overall responsibilities of the Consultant include, but not limited to the following:

1. Provide advice to the Project Coordinator and Project Director on all construction industry based technical aspects of the Project.
2. Carryout inspection periodical trips to project sites to monitor works and ensure compliance with requirements of concept design and local standards/practices including the environmental issues as applicable to the project.

E. Deliverables

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

1. Review of architectural drawings, 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 detail 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. The consultant shall file their work at Gender Ministry office as per the instructions of Project Director.
15. Any other work related tasks assigned by the Employer.

F. Qualifications and Experience

- Master's degree or above in Architecture, or related field with minimum general experience of 03 years;
Or Bachelor's degree in Architecture, or related field with minimum general experience of 05 years;
with experience in designing/ review and implementing infrastructure sector projects or related field with substantial project management experience.
- Qualification in TOR task related field will be taken into account
- Should possess sound knowledge of latest computer aided design softwares or BIM softwares.
- Should have excellent command over English with proven communication and presentation and negotiation skills.
- Should have strong leadership, management and communication skills in presenting, discussing and resolving difficult technical issues and have ability to work efficiently and effectively with a multidisciplinary team.
- Should have experience in donor funded project. Eg:- ADB, World Bank, etc
- Work experience in social sector infrastructure projects will be an added advantage
- The successful candidate must be willing to work for extended periods and odd hours 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.

G. Reporting requirement

- Report directly to the Project Director (PD) on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client.
- Consultant should submit a report of the deliverables carried out on every month to the client. Remuneration will be provided for the performed deliverables.
- The Consultant 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.
- The Consultant is required to attend to physical meetings in official attire during office hours and odd hours when requested for attending meetings.

H. Duration and Commencement of Services

Successful candidates will be contracted on deliverable basis for 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. Expected commencement of services is 1st February 2023.

I. Selection Criteria

- The Consultant will be selected based on the following criteria.

Rating Criteria	
Criterion	Rate
Educational Qualification and Experience in related field Master's degree or above in Architecture, or related field with minimum general experience of 03 years; Or Bachelor's degree in Architecture, or related field with minimum general experience of 05 years; with experience in designing/ review and implementing infrastructure sector projects or related field with substantial project management experience.	30 points
Experience in working in similar projects (both PSIP and Donor Funded)	30 points
Interpersonal Skills and Presentation (will be assessed during personal interview) <ul style="list-style-type: none">- Experience in the field- Experience working in similar assignments - Personal Skills and Hard skills	30 points 15 points 15 points
Quotation for deliverables Quote shall be with: - <ul style="list-style-type: none">- a fixed minimum amount for each month- additional hourly rates (include minimum hours on call per day of online and physical meetings)- additional emailing charges (per email)	10 points 4 points 4 points 2 points

J. Remuneration details

- Successful candidate will be paid on deliverable basis
- 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 projects.

K. Application instructions

The Ministry of Gender, Family and Social Services now invite interested individuals qualified for the assignments to submit Expression of Interest inclusive of the following documentation to demonstrate your eligibility for the assignment.

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
5. A work experience document with a description of similar assignments, experience in similar conditions, availability of appropriate skills etc.
6. Portfolio of the Consultants work
7. Reference Letters from current/previous employers.
8. Bid Submission Form

Candidates interested in applying, submit your proposals as per following;

Date	Time	Venue
18 th January 2023	08:30am	M. Seatracs 7 th Floor

Note: Interview will be held for shortlisted candidates on a date between **19th – 21st January 2023.**

For more information, please call +960 3027551 or email to bid@gender.gov.mv