



Ministry of National Planning, Housing and Infrastructure

Republic of Maldives

COASTAL MANAGEMENT SPECIALIST

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 (MNPFI) 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 **Coastal Management Specialist (CMS)** 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. To protect further erosion of the coast, 2650m of rock boulder revetment will be constructed on the easters side 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 Coastal Management Specialist 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 Engineer on all aspects of Project implementation throughout the duration of the contract unless otherwise advised by the Client.

E. SCOPE OF WORKS

The work of the Coastal Management Specialist 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 all processes and procedures detailed in the operations manuals are fully implemented and complied with.
5. Liaise with Project stakeholders, Advisors and Specialist coordinators to ensure timely and coordinated implementation of Projects activities and relevant stakeholder activities.
6. Ensure the Projects are developed in line with Government policies, donor requirements, and safeguard requirements are complied with.
7. Ensure information, reports and other documentation requested by the Project Director/Project Engineer for review and/or for presentation to Steering and Technical committees are provided in a timely manner.
8. 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.

9. 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.
10. 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.
11. 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 MNPHI or funding agency for review and/or for presentation are provided in a timely manner.
12. Undertake other technical tasks as and when required by the MNPHI

F. QUALIFICATIONS AND EXPERIENCE

1. Degree in Environmental Management/ Environmental Engineering or in related field of the assignment with professional work experience of at least 5 years with minimum 4 years of work experience in the field of assignment. Preference will be given to individuals having qualifications in Coastal Management/ Engineering or related discipline **OR**
2. Masters in Environmental Management/ Environmental Engineering or in a related field of the assignment with professional work experience of at least 5 years with minimum 3 years' experience in the field of assignment. Preference will be given to individuals having qualifications in Coastal Management/Engineering or related discipline.
3. Qualification in TOR task related field will be taken into account.
4. Work experience in coastal protection and management projects will be an added advantage.
5. Knowledge and understanding of technical, commercial and legal aspects of procurement of donor - financed projects would be an added advantage.
6. 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.

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, on all aspects of Environmental and Social Safeguards 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 extension based on performance and 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
<p>Educational Qualification and Experience in related field</p> <ul style="list-style-type: none"> - Degree in Environmental Management/ Environmental Engineering or in related field of the assignment with professional work experience of at least 5 years with minimum 4 years of work experience in the field of assignment. Preference will be given to individuals having qualifications in Coastal Management/ Engineering or related discipline OR - Master's in environmental management/ Environmental Engineering or in related field of the assignment with professional work experience of at least 5 years with minimum 3 years' experience in the field of assignment. Preference will be given to individuals having qualifications in Coastal Management/Engineering or related discipline. <p>(Reference letters will be taken into consideration)</p>	50 points
<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
<p>Interpersonal Skills and Presentation (will be assessed during personal interview)</p> <ul style="list-style-type: none"> - 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 19,800 to MVR 39,330** (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