



## Ministry of National Planning, Housing and Infrastructure

Republic of Maldives

### **RESIDENT ENGINEER (RE) TERMS OF REFERENCE**

#### **A. PURPOSE**

The Government of the Republic of Maldives through Ministry of National Planning, Housing and Infrastructure (MNPHI) is implementing the Addu Development Project (ADP) financed by the Export-Import Bank of India (Exim Bank) and intends to hire a **Resident Engineer** for the implementation of the project. The Resident Engineer will be based in Addu City.

#### **B. OBJECTIVES OF THE ASSIGNMENT**

The main objective of the project to aid in flourishing the livelihoods of the people of Addu City through the implementation of the Addu Development Project. The various components in ADP include construction of new roads, resurfacing and repair of current road infrastructure, developing storm water drainage systems, reclamation and shore protection in selected islands of Addu City.

#### **C. OVERALL RESPONSIBILITIES**

The Resident Engineer will be required to support the Project Management Unit (PMU) in the monitoring and evaluation of the project, by providing support, coordination and technical inputs to ensure the completion of the project is in line with the project's goals and objectives.

The overall responsibilities of the Resident Engineer include but are not limited to the following;

1. Play a key role in the monitoring and evaluation of the project activities
2. Technical coordination of the project activities.
3. Carry out inspections of project sites

#### **D. SCOPE OF SERVICES**

The Resident Engineer will be based in Addu City and will be required to work closely with the PMU for the Project.

His/her responsibilities shall include but are not be limited to:

- a) Assist PMU in reviewing, checking and approving of project documents

- b) Assist the PMU in the review and approval of contractor's work program, implementation schedule, methodology, and health safety and environmental management plans.
- c) Assist PMU to conduct coordination and progress meetings while keeping record of the meetings
- d) Coordination between client, contractor and their representatives (architects, engineers and surveyors), and other project stakeholders
- e) Inspect project sites for work progress and preparation of reports. Inform the MNPHI Focal point of any delay or potential delays in the work schedule of the contract, and take necessary actions to prevent potential delays.
- f) Inspect and reviewing the works of the Engineer and reporting to the PMU.
- g) Assist in monitoring and evaluation of quality control/quality assurance, health and safety, and environmental matters of project activities
- h) Inspect the quality control tests carried out by the contractor
- i) Assist PMU to ensure that all materials used and works performed are in accordance with the specifications indicated in the contract documents.
- j) Assist PMU to issue notices to the contractor on any non-compliance of safety plan, environmental mitigation measures, and social safeguards, as set out in the contract documents.
- k) Assist PMU to issue notices to contractors for defects or deficiencies, and issue instruction for the removal or submission of improper works.
- l) Assist PMU to carry out inspections of completed works and assist in formal taking over and review and approve or prepare as-built drawings and plans and provide reports confirming satisfactory completion of the works.
- m) Undertake other technical tasks as and when required by the MNPHI.

It is not the intention of this document to completely specify all detailed services required during implementation of the project, however any additional services which are not specifically mentioned here, but which are required to complete the project in every respect and in accordance with the intent, technical specification for safe use and guaranteed performance, shall be deemed to be covered under the scope of work.

#### **E. QUALIFICATION AND EXPERIENCE**

- a) Degree in Civil / Structural Engineer or in related field with minimum 3 years of work experience in the field of assignment and must demonstrate knowledge in relevant fields of civil engineering expertise required for the project (road engineering, coastal engineering and project management) **OR**
- b) Masters in Civil / Structural Engineer or in related field with minimum 3 years' experience in the field of assignment and must demonstrate knowledge in relevant fields of civil engineering expertise required for the project (road engineering, coastal engineering and project management)

- c) 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.

**F. SELECTION CRITERIA**

The Resident Engineer will be selected based on the following criteria.

<b>Rating Criteria</b>	
<b>Criterion</b>	<b>Rate</b>
<p><b>Educational and Experience Qualification</b></p> <ul style="list-style-type: none"> <li>- Degree in Civil / Structural Engineer or in related field with minimum 3 years of experience as a Civil Engineer (in relevant fields of civil engineering expertise required for the project (road engineering, coastal engineering, construction supervision and project management), <b>OR</b></li> <li>- Masters in Civil / Structural Engineer or in related field with minimum 3 years’ experience as a Civil Engineer (in relevant fields of civil engineering expertise required for the project (road engineering, coastal engineering, construction supervision and project management)</li> </ul>	<b>60 points</b>
<p><b>Interpersonal Skills and Presentation (will be assessed during personal interview)</b></p>	<b>40 points</b>

**G. REPORTING REQUIREMENT**

1. The Resident Engineer will report directly to the Project Manager of the Project Management Unit on all aspects of the project throughout the duration of the contract unless otherwise advised by the Client.
2. The resident engineer shall ensure that all the contractual requirements are met and reporting obligation for the project are prepared on time, in accordance with the requirements of the Employer.
3. The Resident Engineer is expected to 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 on a pro-rate basis.

4. Be available on a full-time basis during the contract period and whenever inspection is required after normal working hours.
5. The resident engineer is required to report to work in official attire or smart casual for site inspections.

#### **H. PROJECT DURATION**

The estimated duration of this consultancy is **12 months** with option of renewing the contract as per project needs and contracted staff's performance and need. The successful candidate is expected to commence the services in October 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. IMPLEMENTING AGENCY AND LOCATION OF THE PROJECT**

On behalf of the Government of Maldives, the Ministry of National Planning, Housing and Infrastructure (MNPHI) will act as the Implementing Agency for the project. The Project is located in Addu City, Maldives.

#### **J. REMUNERATIONS, LEAVE DETAILS AND SERVICES AND FACILITIES TO BE PROVIDED BY IMPLEMENTING AGENCY**

1. Successful candidate will be paid a fixed monthly fee depending on qualification and experience ranging from **MVR 19,800 to MVR 39,330**. 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. In addition, any fees payable to the individual for duty travel assignments will be paid by the Client.
4. Ramadan allowance shall be compensated at the government prevailing rates.
5. Furnish all available and related data, maps and information required for the execution of the services.
6. Assign counterpart personnel for the purpose of liaison with other Government agencies.

7. Leave entitlement shall be as follows;

- a. Annual Leave: The Consultant may take up to thirty (30) working days of paid leave per annum 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 which is to be submitted on the first day back at work.
  - (ii) Notwithstanding the above, Consultant is allowed to take first 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. 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.)

## **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](mailto:tenders@planning.gov.mv)