

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



MINISTRY OF NATIONAL PLANNING, HOUSING AND INFRASTRUCTURE
MALE', REPUBLIC OF MALDIVES

TERMS OF REFERENCE
Project Officer (Finance)

Advertisement Reference: (IUL)471-CDS5/471/2023/38

Date:02.02.2023

I. Background

Government of Maldives (GOM) has committed to developing an efficient, reliable, convenient and sustainable national public ferry system to ensure all Maldivian citizens are connected to the country's economic infrastructure and social services which is reflected in the Strategic Action Plan 2019-2023. The Government aims to operationalize an efficient public ferry service in all administrative areas by 2024 through the **Integrated National Public Ferry Network Project**. This would be the very backbone of the long-term strategic planning framework, National Spatial Plan, designed to achieve regional development in the Maldives through a balanced distribution of resources ensuring inclusive, integrated, smart and resilient development. The National Public Ferry Network will also contribute in achieving Sustainable Development Goals through its broad range of socio-economic impacts. The envisioned national public ferry system will be an integrated service comprised of high-speed passenger ferry service and scheduled cargo ferry services.

Low-lying islands clustered into 26 geographic, Maldives' resident population is distributed across 188 inhabited islands. Apart from Male', only 4 other administrative islands have a population above 5000 and two third of the islands have a population less than 1000. This dispersion of population makes it more challenging and costly in providing transport services creating difficulties for the public to access basic services. Covid-19 pandemic hit hard globally, slowing down the economy of Maldives significantly making it more vital for sustainable transport systems for inter-island connectivity, access to services, economic activities and trade within the country.

The public ferry system will link maritime transport with land and air transport for a seamless transfer of passenger and cargo movement across the country. The system will also include support infrastructure such as ferry terminals and access infrastructure built to modern architectural standards, universal accessibility design and high customer comfort and convenience.

The project is planned to be rolled out across 6 zones of the Maldives in three phases;

- 2021- Phase 1- Zone 1 (Haa Alif, Haa Dhaalu, Shaviyani Atoll)
- 2022- Phase 2- Zone 2 (Noonu, Raa, Baa, Lhaviyani Atoll) and Zone 4 (meemu, Faafu, Dhaalu, Thaa, Laamu Atoll)
- 2023- Phase 3- Zone 3 (Kaafu, Alif Alif, Alif Dhaalu, Vaavu Atoll), Zone 5 (Gaafu Alifu, Gaafu Dhaalu Atoll) and Zone 6 (Gnaviyani, Seenu Atoll)

II. Objective and Purpose of Assignment

The objective of the assignment is to hire a Project Officer (Finance) who will serve as assistant in planning, budgeting, implementation, and monitoring of the Integrated National public Ferry Network Project.

III. Scope of Work

Under the supervision of the Financial Specialist and guidance of the Project Manager at the Minister of National Planning, Housing and Infrastructure, Project Officer (Finance) will be required to work closely with the Integrated National public Ferry Network Project management team and National Planning team to undertake the following main tasks:

- a. Assist in maintaining the required books of accounts of the project, contracts as required by the laws and regulations of GoM.
- b. Assist in develop internal controls as might be necessary, including policies and procedures, for efficient and effective coordination of project activities, taking into consideration the existing rules and regulations of GoM on financial management.
- c. Compare actual physical and financial progress against the budgeted progress and report variances to the Financial Specialist to facilitate timely implementation of remedial action.
- d. Assist in payment processing of the project's commitments supported by appropriate documentation
- e. Assist in develop satisfactory organization for the finance and accounting functions
- f. Assist in preparation of budgets and financial projections/forecasts of the project and ensure compliance with financial and accounting policies and procedures applicable for the project in line with international best practices
- g. Work with the Project Manager and Financial Specialist to ensure the financial data management is synchronized with the physical progress of the project's components
- h. Assist in preparation of procurement documents, project update reports, policy briefs, funding proposals for donor agencies, and monitoring reports.
- i. Support the development of monitoring and reporting framework and templates for effective monitoring of public ferry service operations.
- j. Assist in auditing financial performance of Ferry Service Operator and review financial reports submitted by the Operator
- k. Timey preparation of documents for audit of the projects accounts and submitting audit reports to the relevant authorities/funding agencies.
- l. Support contract management and in evaluating and reporting progress of project and intermediary level indicators
- m. Assist in formulating reports, policy documents and other related work for the National Budget in relation to the work of the National Planning Department.
- n. Assist in formulating reports and relevant policy documents relevant to National Budget and PSIP/Budget monitoring to the work of the National Planning Department.
- o. Secretariat works of Steering Committee and Technical Committee
- p. Any other activities assigned by Project Manager and Financial Specialist to achieve the overall objectives of the National Public Transport Network Project

IV. Duration and Commencement of Services

- a) Expected contract commencement date: February 2023.
- b) Contract will be on full-time basis, and contracts will be for one year subject to annual review with a possibility of renewal.
- c) 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.

V. Qualification and Experience

- a. Minimum Bachelor's degree in Accounting, Finance, Auditing, Finance management, Project management or other degree related to the field of assignment from a recognized university with least 2 years of relevant experience in managing payment requests.
- b. Work experience in public transport projects/operations will be an added advantage
- c. Sound understanding of principles underlying good procurement practices and national and international procurement guidelines will be an added advantage
- d. Sufficiently experienced to manage project finances, prepare essential financial management reports including annual financial statements and monitor project financial progress.
- e. Experience in preparing budgets and cash flow statements is desirable.
- f. Possess strong analytical, administrative and computer skills in spreadsheets and any other application
- g. Familiarity in dealing with annual audits will be an added advantage
- h. Previous experience in public finance related projects or donor funded projects will be an added advantage.
- i. Strong communication and coordination skills and ability to establish good working relationships with colleagues and stakeholders in a sensitive environment.
- j. Experience in report writing in a concise, lucid, and comprehensible manner;
- k. S/he must demonstrate strong interpersonal and motivational skills and sensitivity to the local environment as well as the ability to work with minimal supervision.
- l. Willingness and ability to work effectively under pressure and ability to multi-task;
- m. Strong conceptual and analytical skills and excellent interpersonal skills, strong verbal and written communication skills in Dhivehi and English.
- n. Be able to travel locally for project implementation and monitoring

VI. Remuneration and Leave Details

1. Successful candidate will be paid a fixed monthly remuneration, depending on qualification and experience, **MVR 15,000–25,000** (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.
2. Successful candidate will be entitled to Pension deduction as per Maldivian Pension Act from the Monthly Basic Salary (7%).
3. Any additional allowances payable to the individual for duty travel assignments shall be compensated at the government prevailing rates by the Client.
4. Ramadan allowance shall be compensated at the government prevailing rates.
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 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).

VII. Reporting Obligations and Deliverables

- a) Project Officer shall report to the Project Manager and to the Financial Specialist on the status of the assignment on a regular basis.
- b) Project Officer (Finance) will be located within the National Planning Department of the Ministry of National Planning, Housing and Infrastructure, and report to the National Planning Consultant of Integrated National public Ferry Network Project.
- c) Project Officer (Finance) is expected to report to work from 0800 to 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. Project Officer (Finance) may have to work extra hours in order to complete the tasks without extra payments.
- d) Project Officer (Finance) will need to attend department meetings, working sessions that fall outside of normal working hours or Saturdays.
- e) Project Officer (Finance) will be required to work as part of Integrated National public Ferry Network Project management team based within National Planning Department of the Ministry and be responsible to produce outputs as needed in relation to the tasks detailed in part III.

I. SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT

1. Office space and other facilities such as computers will be provided to the Project Manager 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.

II. SELECTION CRITERIA

The project Manager will be selected based on the following criteria.

Rating Criteria	
Criterion	Rate
Education and Experience	50 points
Minimum Bachelor's degree in Accounting, Finance, Auditing, Finance management, Project management or other degree related to the field of assignment from a recognized university with least 2 years of relevant experience in managing payment requests.	
Performance Review (Based on referral information received), following areas will be looked into; <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

III. APPLICATION INSTRUCTIONS

MNPHI 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

IV. 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, Ameenec Magu, Maafannu Male', 20392,
Republic of Maldives.

Email: jobs@planning.gov.mv

