

## Terms of references

### Engineering Consultant

1. Ensure systematic implementation of engineering design best practices within the department
2. Prepare engineering drawing set templates
3. Prepare site inspection and inspection report templates.
4. Assist in concept level designing of infrastructure projects in the islands and preparation of necessary documents required for bid documents, contract documents and technical reports.
5. Carryout Engineering design of implementation projects where required.
6. Formulating and standardizing tender documents
7. Assist in carrying out high level infrastructure costing.
8. Coordinate with project teams to implement efficient project documentation processes
9. Undertake field visits to project sites for inspections and quality assurance.
10. Assist in preparation of development proposals for funding agencies.
11. Preparing of condition assessment reports of assigned projects.
12. Assist the Employer in other related works.
13. Prepare reports

### Architectural Consultant

1. Review of architectural plans, 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 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. Taking part in inspection trips to sites and assisting in preparing relevant reports.
15. Preparing of as-built drawings of all the schools under Ministry of Education.
16. Any other work-related tasks assigned by the Employer.

## Legal Affairs

1. Drafting of contracts or legal documents under guidance of HOD
2. Translation of legal documents from English to Dhivehi and vice versa
3. Regular review of all laws and regulations and advising the management of the possibilities of adopting the laws and regulations into the existing policies and procedures of the Corporation
4. Proceed acting against those who default the agreements & preparation of documents required for court cases
5. Assist in providing legal opinions/advice to the management and to individual departments on all matters and assist in preparation of bidding documents
6. Assist in preparing documents for litigation and other purposes of the department.