



Ministry of National Planning, Housing, and Infrastructure

Republic of Maldives

Advertisement Reference: (IUL)471-CDS5/471/2023/ 79

Date: 13.03. 2023

ARCHITECT

TERMS OF REFERENCE

A. PURPOSE

Ministry of National Planning, Housing and Infrastructure (Ministry) is looking to hire the services of 2 (two) fulltime individual Architectural Consultants for the purpose of conducting of Assessments of Buildings and Quality assurance assessments conducted by Construction Industry Development Department, checking of drawings submitted to BCA's and Assistance in reviewing and drafting of regulations (under the Construction Act).

The consultant will be required to work with the Ministry Construction Industry Development Department team, and may require to work with other Consultants. The Consultant will also be required to provide input to other Construction Industry Development Department works related to their profession. In addition, the consultant shall participate in conducting awareness sessions regarding the implementation of Construction Act and the Regulations.

B. OBJECTIVE AND PURPOSE OF THE ASSIGNMENT

1. The Ministry of National Planning, Housing and Infrastructure (MNPHI, the employer) is seeking to hire an Architect for checking of drawings submitted to BCA's and to carryout building assessments and also to assist in reviewing and drafting of regulations under the Construction Act. The purpose of the assignment is to deliver the implementation of Construction Act and the Regulations.

2. The Architect will also be required to work with the Ministry team as well as may be required to work with other Consultants. The Consultant will also be required to provide input to other Construction Industry Development Department (CIDD) works related to their respective profession. Also, the consultant will participate in conducting awareness sessions

regarding the implementation of Construction Act and the Regulations under the Act.

C. OVERALL RESPONSIBILITY

The overall responsibilities of the Architect include, but are not limited to the following.

- 1) a) Check the drawings for compliance with the Regulations under Construction Act submitted to Ministry by BCA's Checking drawing in accordance to regulations.
b) Prepare drawing assessment report to be sent to building consent authorities in formats
c) Organize and conduct meetings with practitioners and Building consent authorities with regards to drawings
d) Preparing reports to respective committee regarding drawings issues submitted to Building consent authorities with regards to practitioners
e) Make necessary report and presentation as required for the purpose fulfilling the assigned task and also do presentations where required
f) Review and comment on drawings in respect of design for the ministry projects
- 2) Conducting awareness sessions or Training of Trainers (TOT) sessions to give information on Act, regulations, guidelines, Code Compliance Documents and Building Code.
 - a) Prepare the presentation and any necessary documentation essential for information sessions.
 - b) Deliver all the necessary information required during the sessions.
 - c) Prepare document set, where applicable for those who were trained under TOT session to conduct further trainings or awareness sessions.
- 3) Provide Technical Expertise for reviewing documents related to construction industry regulatory, quality control and enforcement works not assigned to consultant.
- 4) Provide Technical Expertise in other construction industry development related works.

D. SCOPE OF SERVICES

The tasks of the Architect will include but is not limited to the following:

- 1) Checking drawing in accordance to regulations.
- 2) Prepare drawing assessment report to be sent to building consent authorities in formats
- 3) Organize and conduct meetings with practitioners and Building consent authorities with regard to drawings
- 4) Preparing reports to respective committee regarding drawings issues submitted to Building consent authorities with regards to practitioners

- 5) Prepare necessary reports and presentations as required for the fulfillment of the tasks assigned.
- 6) Review and comment on design and drawings of ministry's projects in respect of design and project impact.
- 7) Prepare presentations and necessary documentation essential for awareness and information sessions.
- 8) Conduct Awareness sessions and participate in the preparation of awareness sessions.
- 9) Prepare document set, where applicable for those who were trained under TOT session to conduct further trainings or awareness sessions.
- 10) Review and comment on drafted Regulations prepared by CIDD and also participate in existing regulations review meetings and provide technical feedback in relation to the consultant's field of expertise.

E. QUALIFICATIONS AND EXPERIENCE

1. The candidate should have Bachelor's degree in Architecture or any related field to the assignment and must possess at least 5 years of experience in assessment of drawings, building assessment and experience in regulatory works. This experience should include at least 4 years in specific Architectural experience of building assessment and drawing approval works. Experience in working for a regulatory body will be an added advantage.
2. Should possess sound knowledge of required computer aided design software/applications.
3. Should be fluent with MS Word, MS Excel, MS Power Point and comfortable in working with cloud-based software such as document control software.
4. Proficient in AutoCAD, Photoshop and 3D Max/Sketchup/Lumion will be an added advantage.
5. Should have excellent command over English with proven communication and, presentation and negotiation skills;
6. Should be capable of providing leadership, motivation and technical training to the staff and stakeholders where required;
7. 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.
8. The successful individual must be willing to work for extended periods without direct supervision and travel routinely to islands when required.
9. In addition, the individual's reputation of integrity and impartiality routed in independent

from third parties shall be considered.

10. 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.
11. 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.

F. REPORTING OBLIGATIONS

1. The Architect will report directly to the Director General of Construction Industry Development Department on all aspects of work throughout the duration of the contract unless otherwise advised by the ministry.
2. The Architect should report to work on weekdays 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 Architect shall ensure that all the contractual requirements are met and all tasked assigned are completed as specified with the task, in accordance with the requirements of the Employer.
4. The Architect is required to report to work in official attire accept for the site visits

G. ASSIGNMENT DURATION

Successful candidates will be contracted for a period of **12 calendar months**, 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 **24 calendar months**. Expected commencement of services is **March 2023**

H. WORKING HOURS, REMUNERATION AND LEAVES

1. The working hours of the Consultant are from 8am to 4pm from Sunday to Thursday.
 - a. The Consultant will be paid fixed monthly fees depending on qualification and experience ranging from **MVR 28,000 – 39,330** (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.
 - b. Successful candidate will be entitled to Pension deduction as per Maldivian Pension Act from the Monthly Basic Salary (7%).

- c. Any additional allowances payable to the individual for duty travel assignments shall be compensated at the government prevailing rates by the Client.
- d. Ramadan allowance shall be compensated at the government prevailing rates.

2. 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*).

I. SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT

- 1. Office space and other facilities such as computers will be provided to the Architect as required at the MNPHI.
- 2. Travel expenses, food and accommodation for the trips will be provided by the Employer.

J. SELECTION CRITERIA

The Architect will be selected based on the following criteria.

Rating Criteria	
Criterion	Rate
Education and Experience	50 points
Bachelor's Degree or equivalent in Architecture or any related fields and must possess at least 5 years of experience in checking of drawings, building assessment and experience in regulatory works. This experience should include at least 4 years in specific Architectural experience of building assessment and drawing approval works	
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

K. APPLICATION INSTRUCTIONS

MNPFI 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 accredited and 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

L. 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,
Ameenee Magu, Maafannu Male', 20392,
Republic of Maldives.
Email: jobs@planning.gov.mv