



**Ministry of National Planning Housing and Infrastructure**  
Republic of Maldives

**TERMS OF REFERENCE**

**MONITORING AND EVALUATION SPECIALIST**

***(Reference No: MV-MONPI-336884-CS-INDV)***

**MALDIVES URBAN DEVELOPMENT AND RESILIENCE PROJECT**

**A. PURPOSE**

The Government of the Republic of Maldives through Ministry of National Planning, Housing and Infrastructure is implementing “Maldives Urban Development and Resilience Project” (MUDRP) financed by the World Bank and intends to apply part of the proceeds for the selection of a Monitoring and Evaluation Specialist for the implementation of this project by Ministry of National Planning, Housing and Infrastructure.

**B. BACKGROUND**

The main objective of the project is to enhance urban services and strengthen resilience in selected cities in Maldives. The various components in this project include construction of Sewage Treatment Facility at Hulhumale, Storm water Drainage Improvement and Rain Water Storage, Establishment of Disaster Emergency Operations Center at National Disaster Management Authority (NDMA) and also financing a number of technical and analytical studies to strengthen sustainable urban development. The MUDRP will be prepared and implemented in accordance with the World Bank’s policies and standards on social and environmental management.

**C. OBJECTIVES OF ASSIGNMENT**

The objective of this assignment is to establish, maintain and implement monitoring systems for the MUDRP and work with the PMU to monitor the status of all the activities being carried out for the project, and ensuring that the activities are in line with the project objectives.

**D. SCOPE OF WORKS**

Subject to specific directives of the Project Manager, the main duties and responsibilities of the Monitoring and Evaluation Specialist will be to carry out, inter alia, several tasks, including but not limiting to the followings:

- Establish a sound monitoring system for the implementation of activities under the Project.
- Monitor the implementation of all the activities of the project and management of the World Bank funds, as outlined in the Financing Agreement and Project Appraisal Document, and any other relevant documents, so as to achieve the relevant targets of the performance indicators of the Project.

- Formulate and measure Key Performance Indicators (KPIs) for each quarter in relation to the project work plan
- Design and develop, in discussion with the World Bank, monitoring formats and templates for the timely and efficient monitoring of activities under the Project.
- Prepare a consolidated quarterly monitoring report in keeping with the key performance indicators set out in the Results Framework of the Project to be shared with relevant Operating agencies and the World Bank.
- Engage in the overall monitoring of the Project activities as agreed with the PMU and the World Bank. Take lead responsibility for monitoring the performance of the results framework of the project.
- Facilitate project progress, conduct field visits, analyze operational performance, trends, and disbursements, highlighting problem areas and risks, assist with the preparation of relevant documentation (such as procurement documents) and reviews (such as reviews during the implementation of procurement processes).
- Collaborate with the World Bank in the design and implementation of project and impact evaluations, policy analyses and studies.
- Collaborate with the safeguards specialists in the PMU to ensure that gender disaggregated data is available for reporting in the bi-annual project progress monitoring and evaluation reports.
- Ensure that the Grievance Redress Mechanism (GRM) is tracking complaints and PMU/MNPI responses, and coordinate with the PMU to prepare bi-annual reports.
- Any other duties assigned by the Project Manager.

#### **E. QUALIFICATIONS AND EXPERIENCE**

- i. Bachelor's Degree in Project Management, Business Administration, Business Management or a relevant discipline.
- ii. Must have professional work experience of seven (7) to ten (10) year's
- iii. Experience in Monitoring and Evaluation or Project related field will be an added advantage
- iv. Previous work experience in donor funded projects would be an added advantage.
- v. Should possess sound knowledge of computer aided design software/applications;
- vi. Should have strong command over English language with proven communication, presentation and negotiation skills and in, discussing and resolving difficult issues and have ability to work efficiently and effectively with a multidisciplinary team.
- vii. The successful individual must be willing to work for extended periods without direct supervision and travel routinely to project site.
- viii. In addition, the individual's reputation of integrity and impartiality routed in independent from third parties shall be considered.
- ix. 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.
- x. 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.

### **Core Competencies:**

#### Professionalism:

- Demonstrated ability to serve as technically responsible specialist in the field of Monitoring and Evaluation; high degree of personal initiative and willingness to accept wide responsibilities; ability to provide technical and procedural advice in a broad range of environmental areas; ability to develop, maintain and supervise accountability systems for materials and services; thorough knowledge of water, environmental and sanitation systems.
- Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.
- Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

#### Teamwork:

- Works collaboratively with colleagues to achieve project goals
- Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others
- Places team agenda before personal agenda
- Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

#### Planning & Organizing:

- Develops clear goals that are consistent with agreed strategies
- Identifies priority activities and assignments; adjusts priorities as required
- Allocates appropriate amount of time and resources for completing work
- Foresees risks and allows for contingencies when planning
- Monitors and adjusts plans and actions as necessary
- Uses time efficiently

## **F. REPORTING REQUIREMENT**

- i. Report directly to the Project Manager on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client.
- ii. The Monitoring and Evaluation Specialist should report to work on weekdays from 0800-1600 hours other than public holidays.
- iii. The Monitoring and Evaluation Specialist shall ensure that all the required reports for the project are prepared on time, in accordance with the requirements of Client and respective donor agencies.

## G. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is **24** months from the commencement of the works with potential extension based on performance and need.

## H. SELECTION CRITERIA

The Monitoring and Evaluations Specialist will be selected based on the following criteria.

<b>Rating Criteria</b>	
<b>Criterion</b>	<b>Rate</b>
Work Experience	40 points
More than 7 years of work experience	25
7 years of work experience	15
Work experience in previous donor funded projects	15
Education	30 points
Bachelor's Degree in Project Management, Business Management, Business Administration or a relevant discipline.	30
Interview: Interpersonal Skills and Presentation (will be assessed during personal interview)	30 points

## I. REMUNERATIONS

Monthly remuneration from the project will be between MVR 20,880.00 to MVR 24,030.00 based on the education qualification and experience.

## J. SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT

- i. Office space and other facilities such as computers will be provided as required.
- ii. 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 projects.
- iii. Leave Entitlement:

Annual Leave: The Consultant may take up to Thirty (30) working days leave per calendar year upon the completion of the first year.

Sick Leave: The Consultant may take Thirty (30) days of paid sick leave.

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.

Notwithstanding the above, the Consultant is allowed to take 15 days' sick leave without medical certificate and can be taken for two consecutive days.

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.

Other leaves: The Consultant is entitled to leaves as per the Maldives Employment Act (*Law no. 2/2008*).

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:

- i. Letter of Expression of Interest (EOI)
- ii. Copy of National Identification Card
- iii. Attested copies of Educational Certificates (copies taken from with original accredited certificates)
- iv. 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:

Maldives Urban Development and Resilience Project  
Infrastructure Department,  
Ministry of National Planning, Housing and  
Infrastructure Ameenee Magu, Maafannu  
Male', 20392, Republic of Maldives  
Email: [mudrp@planning.gov.mv](mailto:mudrp@planning.gov.mv)  
CC: [tenders@planning.gov.mv](mailto:tenders@planning.gov.mv)