



Ministry of National Planning Housing and Infrastructure
Republic of Maldives

MALDIVES URBAN DEVELOPMENT AND RESILIENCE PROJECT

Assistant Project Coordinator

TERMS OF REFERENCE

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 an Assistant Project Coordinator for the implementation of this project by Ministry of National Planning 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 Rainwater 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 administer the day-to-day administrative and secretarial activities being undertaken for the projects managed by the PMU/MNPHI.

D. SCOPE OF SERVICES

The Assistant Project Coordinators’ tasks will include, but is not limited to the following:

1. Assist the Project Manager in the day-to-day operations of the Project Management Unit.
2. Assist the Project Manager to manage the PMU team reporting mechanism to ensure the timely delivery of services.
3. Assist the Project Manager to ensure that Team members carry out tasks outlined in their ToR, action plans in a timely manner and assist in conducting staff appraisal.



4. Assist the Project Manager to liaise to ensure timely and coordinated implementation of Projects activities and relevant stakeholder activities.
5. Liaise with Projects stakeholders to ensure the timely generation of (i) terms of references for consultancies and non-consultancy service providers, and (ii) specifications for goods and equipment to be procured under the Projects.
6. Participate in document review, evaluation and other relevant committees that may be formed under the Projects as required.
7. Assist the Project Manager to ensure coordination within the PMU for World Bank review missions, independent review missions, audits and/or reviews carried out by other relevant Government of Maldives authorities as required.
8. Maintain a proper system to ensure information, reports and other documentation requested by the Project Director for review and/or for presentation to Steering and Technical committees are provided in a timely manner.
9. Ensure all relevant information, documents and reports are made available for review during World Bank review missions, by independent reviewers and/or review by other relevant Authorities of Government of Maldives.
10. Maintain personnel files, performance evaluation reports, leave records, and other pertinent personnel/consultant records.
11. Draft routine correspondence and communications.
12. Prepare background information and documentation, and update data relevant to the project.
13. Ensure flow of information and dissemination of materials with all concerned.
14. Provide logistical and other support to the PMU team and visiting missions, as and when required.

This position is based at the offices of the Ministry of National Planning, Housing and Infrastructure in Male' but travel maybe required.



A. REPORTING OBLIGATIONS

Report and advise the Project Manager or his designate on behalf of the Client, on all aspects of Project Implementation throughout the duration of the contract.

The Consultant shall ensure that all the required reports for the project are prepared on time in accordance with the requirements of the Client and the World Bank.

B. KEY QUALIFICATIONS AND EXPERIENCE

1. Bachelor's Degree in business/ management/ commerce / procurement or suitable equivalency.
2. Training in a related field will be an added advantage.
3. Minimum three (3) years of work experience in the field.
4. Experience in donor funded projects will be an added advantage.
5. Must be result oriented and proactive. Ability to manage targeted indicators.
6. Knowledge and understanding of technical, commercial, and legal aspects of World Bank-financed projects will be an added advantage.
7. Strong communication skills in presenting, discussing, and resolving difficult issues. Ability to work efficiently and effectively in a multidisciplinary team.

Candidate must be willing to work for extended periods without direct supervision and may be expected to travel to islands within the catchment.

In addition, the individual's reputation of integrity and impartiality routed in independent from third parties shall be considered.

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.

The successful candidate must understand the objectives and delivery mechanisms of the project's 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.

C. SCHEDULE FOR THE ASSIGNMENT

The duration of the assignment is 24 months from the commencement of the work with potential extension based on performance and need.



D. FACILITIES TO BE PROVIDED BY THE CLIENT

The Consultant will be provided with office space and office facilities in the PMU set up in MNPHI. If required local transport between Male', inter-Atolls and inter-islands will be provided.

E. SELECTION CRITERIA

The Assistant Project Coordinator will be selected based on the following criteria.

Rating Criteria	
Criterion	Rate
Experience in Project Management/ Coordination, Business Management	30 points
Experience in working in similar projects (both PSIP and Donor Funded)	30 points
Bachelor's Degree in business/ management/ commerce / procurement or suitable equivalency	20 points
Interview	20 points

F. REMUNERATIONS

Successful individual will be paid an all-inclusive monthly fee in the range of MVR 17,550 to MVR 20,160 depending on their qualifications and experience.

G. SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT

1. Office space and other facilities such as computers will be provided as required.
2. 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.
3. Leave Entitlement:
Unplanned Leave:
 - a) The Consultant may take up to ten (10) working days of paid leave per annum or pro rata as may be agreed by the client for medical reasons or emergencies. If the duration is more than two consecutive days, a medical certificate specifying the nature of the consultant's illness and recommended duration of



leave issued by a licensed medical practitioner must be submitted on the first day back at work.

- b) The Consultant may take up to ten (10) working days of paid leave per annum or pro rata as may be agreed by the client for Family Responsibility reasons or emergencies.

Planned Leave: The consultant may take up to thirty (30) working days of paid leave per annum or pro rata as may be agreed by the Client.

H. 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.)

I. 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 and Infrastructure,
Ameenee Magu, Maafannu Male', 20392, Republic of Maldives.
Email: tenders@planning.gov.mv
Email: mudrp@planning.gov.mv