



Ministry of National Planning, Housing and Infrastructure
Republic of Maldives

Advertisement Reference: (IUL)471-HRDS1/471/2023/289

Date: 30.08.2023

PROJECT COORDINATOR (PC)

TERMS OF REFERENCE

A. PURPOSE

The Ministry of National Planning, Housing and Infrastructure (MNPHI) is seeking to hire **02 Project Coordinators (PC)** to coordinate, manage and administer Public Sector Infrastructure Projects (PSIP) implemented by the Ministry.

B. BACKGROUND

MNPHI is mandated to implement various infrastructure projects including airports, buildings, harbors, shore protection, land reclamation, roads & stormwater drainage and water & sewerage projects. The Project Coordinators will be required to provide input in projects which include but not limited to; airports, buildings, harbors, shore protection, land reclamation, roads & stormwater drainage and water & sewerage projects.

C. OVERALL RESPONSIBILITY

The objective of this assignment is project management of infrastructure projects implemented by MNPHI in accordance with the project documents and as per the Public Finance Regulations of Maldives. The Project Coordinators will be required to work closely with the Infrastructure department team including administrators, project managers, project coordinators and engineers. Coordinate between these groups and stakeholder agencies to ensure all implementation arrangements of projects are carried out smoothly and on time.

D. SCOPE OF WORKS

The work of the Project Coordinator (PC) will include the following tasks, among others:

1. In Contract Administration/ project management of Infrastructure projects implemented by MNPHI.

2. Participate in construction oversight activities during civil works and maintain regular meetings, maintaining logs and records of the progress, issue of change notices and approvals of payments;
3. Provide overall Coordination/Supervision to the Contractors and/or Consultants and ensure timely delivery of the project outputs in accordance to the contract agreements.
4. Visit project sites periodically and report back on the status of site activities to the management.
5. Ensure information, reports and other documentation requested by the Project Manager/Director General for review and/or for presentation to Steering and Technical committees are provided in a timely manner;
6. Ensure all relevant information, documents, financial and technical reports are made available for review as required by various project stakeholders and relevant Authorities of Government of Maldives;
7. Prepare and revise project component activities and financial plans and ensure information/reports such as annual work plan, annual project review reports, project progress reports, bi-annual reports, quarterly reports etc. and other documentation requested by MNPHI or funding agency for review and/or for presentation are provided in a timely manner;
8. Any other work-related tasks assigned by the Project Manager/Director General.

E. QUALIFICATIONS AND EXPERIENCE

1. Diploma in a built environment field, includes but not limited to (architecture/ services engineering/ project management/ construction management and administration responsibilities) with minimum general work experience of 3 years including at least 1-year experience related to the field **OR**,
2. Degree in a built environment field, includes but not limited to (architecture/ services engineering/ project management/ construction management and administration responsibilities) with minimum general work experience of 3 years including at least 1-year experience in related field.
3. Experience in managing projects and FIDIC Contracts will be an added advantage.
4. Qualification in TOR task related field will be taken into account.
5. Previous jobs performance review will be conducted.
6. Sound understanding of principles underlying good procurement practices and international agencies' procurement guidelines will be an added advantage.
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.

The successful Candidate must be willing to work for extended periods without direct supervision and travel routinely to islands within the catchment.

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 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 REQUIREMENT

1. Report directly to the Director General (DG) on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client.
2. The Project Coordinator (PC) should report to work on week days 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 on a pro-rate basis.
3. The Project Coordinator (PC) shall provide all the necessary reports and updates to the Director General (DG) and respective stakeholder as and when required.
4. The Project Coordinator (PC) is required to report to work in official attire.

G. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is 12 months from the commencement of the works with potential extension, based on performance and need. The successful candidate is expected to commence the services in **September 2023**.

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.

H. SELCECTION CRITERIA

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

| Rating Criteria | |
|--|------------------|
| Criterion | Rate |
| <p>Educational and Experience Qualification</p> <ul style="list-style-type: none"> - Diploma in a built environment field, includes but not limited to (architecture/ services engineering/ project management/ construction management and administration responsibilities) with minimum general work experience of 3 years including at least 1-year experience related to the field OR, - Degree in a built environment field, includes but not limited to (architecture/ services engineering/ project management/ construction management and administration responsibilities) with minimum general work experience of 3 years including at least 1-year experience in related field. | 50 points |
| <p>Performance Review (Based on referral information received), following areas will be looked into;</p> <ul style="list-style-type: none"> - Task completion - Meeting Deadlines - Leadership/ Intuitiveness | 10 points |
| <p>Interpersonal Skills and Presentation (will be assessed during personal interview)</p> | 40 points |

I. REMUNERATIONS AND LEAVE DETAILS

1. Successful candidate will be paid a fixed monthly remuneration, depending on qualification and experience, ranging from **MVR 15,000 to MVR 35,000** (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 at the government prevailing rates shall be provided by the Client.

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 important obligations such as tending family members during illness.
- d. Other leaves: The Consultant is entitled to leaves as per the Maldives Employment Act (*Law no. 2/2008*).
- e. 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.

J. 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.)
5. Reference Letters from current/previous employers.
6. Police report.

K. 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