

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



MINISTRY OF NATIONAL PLANNING, HOUSING AND INFRASTRUCTURE

MALE', REPUBLIC OF MALDIVES

Terms of Reference PROJECT MANAGER

Advertisement Reference: (IUL)471-HRDS1/471/2023/334

Date: 25.09.2023

I. BACKGROUND

Government of Maldives (GOM) has committed to developing an efficient, reliable, convenient and sustainable national public ferry system to ensure all Maldivian citizens are connected to the country's economic infrastructure and social services which is reflected in the Strategic Action Plan 2019-2023. The Government aims to operationalize an efficient public ferry service in all administrative areas by 2024 through the **Integrated National Public Ferry Network Project**. This would be the very backbone of the long-term strategic planning framework, National Spatial Plan, designed to achieve regional development in the Maldives through a balanced distribution of resources ensuring inclusive, integrated, smart and resilient development. The National Public Ferry Network will also contribute in achieving Sustainable Development Goals through its broad range of socio-economic impacts. The envisioned national public ferry system will be an integrated service comprised of high-speed passenger ferry service and scheduled cargo ferry services.

Low-lying islands clustered into 26 geographic, Maldives' resident population is distributed across 188 inhabited islands. Apart from Male', only 4 other administrative islands have a population above 5000 and two third of the islands have a population less than 1000. This dispersion of population makes it more challenging and costly in providing transport services creating difficulties for the public to access basic services. Covid-19 pandemic hit hard globally, slowing down the economy of Maldives significantly making it more vital for sustainable transport systems for inter-island connectivity, access to services, economic activities and trade within the country.

The public ferry system will link maritime transport with land and air transport for a seamless transfer of passenger and cargo movement across the country. The system will also include support infrastructure such as ferry terminals and access infrastructure built to modern architectural standards, universal accessibility design and high customer comfort and convenience.

The project is planned to be rolled out across 6 zones of the Maldives in three phases;

- 2021- Phase 1- Zone 1 (Haa Alif, Haa Dhaalu, Shaviyani Atoll)
- 2022- Phase 2- Zone 2 (Noonu, Raa, Baa, Lhaviyani Atoll) and Zone 4 (meemu, Faafu, Dhaalu, Thaa, Laamu Atoll)
- 2023- Phase 3- Zone 3 (Kaafu, Alif Alif, Alif Dhaalu, Vaavu Atoll), Zone 5 (Gaafu Alifu, Gaafu Dhaalu Atoll) and Zone 6 (Gnaviyani, Seenu Atoll)

II. SCOPE OF WORK

The work of the Project Manager (PM) will include the following tasks, among others:

1. Overall management of project deliverables and Project Management Unit.
 - 1.1. Plan, coordinate, monitor and execute the project.
 - 1.2. Manage and coordinate with the operator/other stakeholders to ensure the timely delivery of services of the Project.
 - 1.3. Assign, coordinate and monitor overall works of PMU
 - 1.4. Establish a mechanism to evaluate, monitor the performance of the PMU staff and prepare performance reports in a timely manner.
 - 1.5. Travel to islands periodically as necessary and report on the status relevant to purpose of travel.
2. Analyze and report project progress, outcomes and risks to management, INPFN Steering Committee and other stakeholders.
 - 2.1. Prepare policy papers and relevant materials to the management and policy makers on the deliverables of the project, as required or when requested.
 - 2.2. Ensure information/reports (work plan, project review and project progress reports and other documentation) requested for review and/or for presentation are provided in a timely manner.
 - 2.3. Ensure all relevant information, documents, financial and technical reports are prepared for review.
 - 2.4. Identify project risks and ensure appropriate actions are taken to mitigate the risks
3. Ensure implementation of project deliverables according to the binding agreements and ensure that the project remain within scope, schedule, and defined budgets.
 - 3.1. Ensure forecasted and compiled budget allocations required for National budgeting are completed and sent to the relevant sections/agencies.
 - 3.2. Overall management of the RTL routes, schedules and ticket prices required for RTL operation in consultation with stakeholders and review the routes, schedules and ticket prices in operations at least annually and ensure smooth implementation of the operation (any required changes) in consultation with key stakeholders.
 - 3.3. Ensure required endorsements and necessary actions are taken for smooth operation of RTL.
 - 3.4. Represent the project and its functions at meetings and forums when needed.
4. Any other work-related tasks assigned by the INPFN Steering Committee / Department Head of National Planning Department that are related to the overall objectives of the Project.

III. DURATION AND COMMENCEMENT OF SERVICES

- a) Expected contract commencement date: **October 2023**.
- b) Contract will be on full-time basis, and contract will be for two years subject to annual review with a possibility of renewal.
- c) The performance criteria that will be used to assess the performance of the candidate at regular intervals, 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.

IV. QUALIFICATION AND EXPERIENCE

- a) **Minimum bachelor's degree** in project management, Public Transport Management, Maritime Studies/Administration, Business Administration, Business Management with **at least 3 years** of professional experience in a related field to the assignment.
- b) Professional membership or license on related field will be an added advantage.
- c) Work experience in public transport projects/operations will be an added advantage
- d) Sound understanding of principles underlying procurement best practices and national and international procurement guidelines will be an added advantage.
- e) Proficient in using software applications such MS Word, MS Excel, MS PowerPoint and using MS Project can be an added advantage.
- f) Strong communication and coordination skills and ability to establish good working relationships with colleagues and stakeholders in a sensitive environment.
- g) Experience in report writing in a concise, lucid, and comprehensible manner.
- h) Must demonstrate strong interpersonal and motivational skills and sensitivity to the local environment as well as the ability to work with minimal supervision.
- i) Willingness and ability to work effectively under pressure and ability to multi-task.
- j) Strong conceptual and analytical skills and excellent interpersonal skills, strong verbal and written communication skills in Dhivehi and English.
- k) Be able to travel locally for project implementation and monitoring

V. REMUNERATION AND LEAVE DETAILS

1. The Consultant will be paid fixed monthly fees depending on qualification and experience ranging from **MVR 25,000 – 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 shall be compensated at the government prevailing rates.
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 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).

VI. REPORTING OBLIGATIONS AND DELIVERABLES

- a) The Project Manager will be located within the National Planning Department of the Ministry of National Planning and Infrastructure, and report to the Department Head of National Planning Department or anyone appointed by the Department Head.
- b) The Project Manager is expected to report to work from 0800 to 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. The Project Manager may have to work extra hours in order to complete the tasks without extra payments.
- c) The Project Manager will need to attend department meetings, working sessions that fall outside of normal working hours or Saturdays.
- d) Project Manager will be required to work as part within National Planning Department of the Ministry and be responsible to produce outputs as needed in relation to the tasks.

VII. SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT

1. Office space and other facilities such as computers will be provided to the Project Manager as required at the MNPHI.
2. Travel expenses between Male' and project islands, food and accommodation for the trips will be provided by the Employer.

VIII. SELECTION CRITERIA

The project Manager will be selected based on the following criteria.

Rating Criteria	Rate
Criterion	Rate
Education and Experience	50 points
- Minimum bachelor's degree in project management, Public Transport Management, Maritime Studies/Administration, Business Administration, Business Management with at least 3 years of professional experience in a related field to the assignment.	
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

IX. APPLICATION INSTRUCTIONS

The Ministry 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. Curriculum Vitae
4. Copies of attested/accredited Educational Certificates and transcripts (Certificates issued by a foreign institution are required to be accredited and attested, and certificates issued by a local institution are required to be attested only).
5. Reference letters from current and/or previous employers
6. For candidates currently working at a government institution, a No Objection Letter from the current workplace should be provided.
7. Police Report

X. 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