

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Ministry of National Planning, Housing and Infrastructure

Republic of Maldives

Terms of Reference

PROJECT OFFICER

Advertisement Reference: (IUL)471-HRDS1/471/2023/354

Date:30.10.2023

A. 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)

B. SCOPE OF WORKS

The work of the Project Officer will include the following tasks, among others:

1. Secretariat to Steering Committee and Technical Committee
2. Overall management of PMU administrative work and logistics
3. Organize and secretariat to; project coordination meetings (with contractor) and other project related stakeholder meetings
4. Ensure all required materials for the above mentioned meetings of committees, project coordination and other stakeholders are provided/collected in a timely manner prior to the meetings
5. Organize and participate site visits as required by the project.
6. Visit project site for monitoring purposes and give site specific suggestions where necessary/instructed by PM or Department Head of National Planning Department or anyone appointed by the Department Head
7. Liaise with project stakeholders, to ensure timely and coordinated implementation of project activities and relevant stakeholder activities.
8. Ensure effective communication channels are in place and ensure effective proactive communication with the stakeholders.
9. Participate and give input to PMU in any other work-related tasks assigned by the Project Steering Committee / PM or Department Head of National Planning Department or anyone appointed by the Department Head that are consistent with the overall objectives of the Project and National Planning Department
10. Assist the Project Manager (PM) in preparation of policy papers on the deliverables of the project required for senior management and policy makers of the MNPFI, as required or when requested by senior management.
11. Carry out project activities assigned by PM and ensure timely delivery of services to the Project
12. Complete the day-to-day activities relating to the project, including administrative responsibilities, such as receiving and sending documents and letters.
13. Assist PM to provide regular project updates to relevant authorities on project progress and any foreseen risks and constraints for remedial action.
14. Assist PM in preparation of 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 MNPFI.
15. Ensure all project data, information, assets registry and appropriate records pertaining to the project are kept properly with guidance from PM.
16. Provide assistance to the project team in providing overall Coordination to the Operator / Contractor and ensure timely delivery of the project outputs in accordance to the contract agreement
17. Assist PM in developing a mechanism to evaluate, monitor the performance of the PMU

staff and prepare performance reports in a timely manner

C. QUALIFICATIONS AND EXPERIENCE

1. Minimum Diploma in Project Management or Business Management or Business Administration or Public Administration or Administration or Management with work experience of at least 1 year in the field of assignment.
2. Qualification in TOR task related field will be taken into account.
3. Work experience in public transport projects/operations will be an added advantage
4. Should have excellent command over English language with proven communication, presentation and have ability to work efficiently and effectively with a multidisciplinary team.
5. The successful individual must be willing to work for extended periods and travel routinely to project site.
6. 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.
7. 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.

D. REPORTING REQUIREMENT

1. Report directly to and advise the Project Manager (PM)/ or his/her designate on behalf of the Client throughout the duration of the contract unless otherwise advised by the Client.
2. The Project Officer 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 calculated on a pro-rate basis.
3. The Project Officer is required to report to work in official attire.
4. The Project Officer shall carry out the reporting obligations as follows:
 - (i) Monthly Reports: Project Officer shall prepare Monthly Reports acceptable to the client, including time sheets and details of activities undertaken during the reporting period.
 - (ii) Trip Reports: The Project Officer shall prepare and submit Trip Report(s) for any field trips carried out during the reporting period, for the purpose of the project within (5) Days of the trip but no later than submission of Monthly Report.
5. The Project Officer is prohibited working for any other party or a paid job, or taking any other assignment during the course of this contract without written approval from the Client.

6. The Project Officer shall ensure that all the required reports for the project are prepared on time in accordance with the requirements of Client.

E. Duration and Commencement of Services

1. Expected contract commencement date: November 2023.
2. Contract will be on full-time basis, and contracts will be for **17 months** subject to annual review with a possibility of renewal.
3. 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.

F. REMUNERATIONS AND LEAVE DETAILS

1. Successful candidate will be paid a fixed monthly remuneration, depending on qualification and experience, ranging from **MVR 12,500 to MVR 25,000**
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.
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 Project Officer may take up to Thirty (30) working days leave per calendar year upon the completion of the first year.
 - b. Sick Leave: The Project Officer may take Thirty (30) days of paid sick leave.
 - (i) The Project Officer 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 Project Officer is allowed to take 15 days' sick leave without medical certificate and can be taken for two consecutive days.
 - c. Family Responsibility Leave: The Project Officer 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 Project Officer is entitled to leaves as per the Maldives Employment Act (*Law no. 2/2008*).

- e. Unpaid Leave: The Project Officer 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.

G. SELECTION CRITERIA

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

Rating Criteria	
Criterion	Rate
Education and Experience	
Minimum Diploma in Project Management or Business Management or Business Administration or Public Administration or Administration or Management with work experience of at least 1 year in the field of assignment.	50 points
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

I. APPLICATION INSTRUCTIONS

MNPHI 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

II. 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