

## TERMS OF REFERENCE (TOR)

### PROJECT MANAGER

#### DEVELOPMENT OF PENSION OFFICE BUILDING AT HULHUMALE'

### 1. Introduction

The Maldives Pension Administration Office (Pension Office) is seeking to contract a full time Project Manager for managing the project to develop the Pension Office Building in Hulhumale'.

The role of the Project Manager includes but is not limited to:

- Overseeing, coordinating and monitoring the development of the Pension Office Building.
- Assisting the Pension Office in securing adequate and capable External Resources (professionals required for the project such as architects, quantity surveyors, civil engineers, contractors, etc).
- Providing professional project management services.
- Ensuring the timely completion of the project.

### 2. Background

The Pension Office acquired Hulhumale' Plot Number N2-32 with a total land area of 10,118.07 sqft (Ten Thousand One Hundred Eighteen point Zero Seven Square Feet) under a Land Sale Agreement made with the Hulhumalé Development Corporation Ltd (HDC) on 15<sup>th</sup> December 2022 to develop an office building.



The project involves the construction of a 10 (Ten) storey office building on 7,661.10 sqft (Seven Thousand Six Hundred Sixty One point Ten Square Feet) of the acquired land.

### **3. Scope of Work**

The Project Manager has the overall responsibility to ensure that the project is delivered on time, within scope and budget. This would include but is not limited to the following during the Pre-Construction Phase, Construction Phase and Post-Construction Phase.

#### **3.1. Pre-Construction Phase**

- 3.1.1. Review the Land Sale Agreement and Schedules, applicable laws and guidelines, and additional project related documents to identify the requirements related to developing the Pension Office Building, and prepare a Requirements Report which includes the details of the requirements, requisite permits, and an estimate of the required External Resources.
- 3.1.2. Develop a Project Management Plan based on the Requirements Report and which covers the entire Project Scope, detailing project deliverables and timeline, roles, responsibilities, communication protocols, document control methodology, cost management, milestones, schedule management and quality management plans.
- 3.1.3. Develop and maintain a Project Risk Management Plan for the entire duration of the project.
- 3.1.4. Prepare all necessary documents including but not limited to the terms of references and request for proposals to engage External Resources.
- 3.1.5. Provide the necessary assistance to conduct the procurement processes to hire External Resources.
- 3.1.6. Provide terms and conditions to make contracts with External Resources and other parties as per the project requirements, recommend model contracts for construction, and assist in finalizing such contracts by providing timely feedback and guidance.



- 3.1.7. Assist in engaging the required External Resources, oversee and monitor their work, and report to the Pension Office regarding their performance.
- 3.1.8. Coordinate and attend meetings with External Resources, HDC, government offices and other stakeholders regarding the project.
- 3.1.9. Ensure that all required permits are obtained and remain current for the duration of the project.
- 3.1.10. Ensure that External Resources create and maintain comprehensive project documentation for the entire duration of the project, and handover all such documentation to the Pension Office after the completion of the project, or when instructed to do so by the Pension Office.
- 3.1.11. Ensure through the appropriate External Resources the review of the existing Detailed Design and the Concept of the office building, and the Bill of Quantities (BOQ), and ensure that the Pension Office receives timely recommendations regarding any changes or modifications for improvement.
- 3.1.12. Revise the Detailed Design through the appropriate External Resources, including Architectural Drawings, Structural Calculations, and the Manpower Plan as per the HDC's Guidelines, and ensure the submission of the revised documents for the approval of the Pension Office and HDC.
- 3.1.13. Prepare the final Detailed Drawing (including additional documents required under the Land Sale Agreement) and the Bill of Quantities with the assistance of the appropriate External Resources, and submit for the approval of the Pension Office and HDC.
- 3.1.14. Engage the appropriate External Resources to conduct all preliminary investigations related to the land including surveying, soil investigation, and environmental impact assessment if required by HDC.
- 3.1.15. Prepare with the assistance of the appropriate External Resources, the final Project Plan and Schedule which includes the timeline of the project, and submit for the approval of the Pension Office and HDC, and complete all future revisions and formalities related to the Project Plan and Schedule.



- 3.1.16. Prepare the cost estimates and budget for the entire project with the assistance of the appropriate External Resources, manage the project budget (including construction costs, insurance and contingency), and advise the Pension Office on estimated cost for all aspects of the project.
- 3.1.17. Oversee the engagement of the contractor and provide feedback on the procurement plan of the contractor.
- 3.1.18. Ensure that work and requirements are complete within all applicable deadlines.
- 3.1.19. Perform any other duties and functions required to successfully commence the project, and comply with all applicable requirements.

## **3.2. Construction Phase**

- 3.2.1. Ensure that the complete engineering services related to the construction, supervision and contract management is performed by the appropriate External Resources.
- 3.2.2. Obtain through the appropriate External Resources, measurements of the work done as a basis for running payments to the External Resources.
- 3.2.3. Engage appropriate External Resources for the supervision of the contractor in all matters concerning safety and care of the work and advise the Pension Office on any issues arising in the construction work during its execution.
- 3.2.4. Ensure that the appropriate External Resources maintain minutes and records of all meetings and discussions held with the contractor and forward the same to the Pension Office highlighting any key issues that were or need to be addressed with regards to such meetings and discussions.
- 3.2.5. Ensure that the appropriate External Resources maintain correspondence of all communications, and ensure timely reply of the same.
- 3.2.6. Investigate and initiate early remedial actions with regards to any delays in the execution or if falling behind from the original schedule with such delays or



remedial measures to be documented and forwarded to the Pension Office at the earliest.

- 3.2.7. Take immediate measures to notify the Pension Office of any non-compliance in terms of the agreed standards and specifications for all components of the works being carried out by the contractor, and take any immediate remedial measures to rectify the discrepancy and to follow-up to ensure no further repetition of such issues.
- 3.2.8. Maintain up to date records of completed and remaining work to be carried out, and monitor expected project costs based on work carried out, ongoing and work pending.
- 3.2.9. Engage the appropriate External Resources to certify that works are executed as per the approved Detailed Drawings, standard specifications, technically sanctioned estimate and within the provisions of contract agreement.
- 3.2.10. Ensure quality and quantity of works carried out by the contractor with the assistance of the appropriate External Resources.
- 3.2.11. Ensure through the appropriate External Resources performance of quality control from laboratory tests and other non-destructive tests at the expense of the contractor.
- 3.2.12. Engage the appropriate External Resources to check, approve, reject and record the following:
  - 3.2.12.1. Contractor's construction equipment;
  - 3.2.12.2. Materials of construction;
  - 3.2.12.3. Concrete testing, procedures and results;
  - 3.2.12.4. Site works, concrete structures, steel structures, finishing, mechanical and electrical work and other utilities as required;
  - 3.2.12.5. Review and approve all methods proposed by the contractor for permanent and temporary works, formwork, etc. to ensure conformity with construction contract and that the work can be carried out safely and in accordance with applicable laws and guidelines.



- 3.2.13. Engage the appropriate External Resources to issue field instructions in writing as required:
- 3.2.13.1. Quality of materials used in the works;
  - 3.2.13.2. Equipment and methods of construction supervision;
  - 3.2.13.3. Checking and testing of works carried out;
  - 3.2.13.4. Clarification of drawings and specifications;
  - 3.2.13.5. Progress of works to ensure that the work program is adhered to.
- 3.2.14. Ensure that the appropriate External Resources arrange and attend monthly site meetings with the contractor and the Pension Office, to discuss progress and quality of work, and resolve any issues.
- 3.2.15. Ensure that the appropriate External Resources certify all of the contractor's monthly statement and final statement and forward it to the Pension Office for payment.
- 3.2.16. Ensure that the appropriate External Resources attend the site for inspection during all major concrete works.
- 3.2.17. Ensure that the appropriate External Resources keep accurate records of all dates and quantities of work carried out, all payments made to the contractor and all materials and equipment in the site.
- 3.2.18. Inform the Pension Office if any of the External Resources requests variations, claims for extension of time or any change in works from the contract.
- 3.2.19. Ensure that the appropriate External Resources keep the records of all costs related to the project and include them in the monthly/quarterly/periodic reports.

### **3.3. Post-Construction Phase**

- 3.3.1. Engage the appropriate External Resources to carry out a detailed final inspection when the contractor informs the completion of the work, and ensure that a report is submitted to the Pension Office to arrange for the issuance of Initial Hand-Over Certificate.



- 3.3.2. Engage the appropriate External Resources to carry out the monthly inspections during the one year defects liability period and ensure that the contractor is instructed with regard to outstanding works and defects. After this period and satisfactory inspections, ensure the issuance of the Final Acceptance Certificate.
- 3.3.3. Engage the appropriate External Resources to conduct the final inspection survey upon completion of the defects liability period, and ensure the submission of the report to the Pension Office.
- 3.3.4. Advise the contractor with the assistance of the appropriate External Resources of any error, inconsistency or omission discovered based on the Detailed Drawings, specifications, and other construction documents and make necessary adjustments to rectify it with the Pension Office approval.
- 3.3.5. Ensure all defects, error, inconsistency or omission are rectified by the contractor and final payment of the contractor shall be verified only after satisfactory removal of the defects.
- 3.3.6. Recommend the Pension Office to issue completion certificate through the appropriate External Resources when the work has been completed as per the Detailed Drawings, standard specifications and contract agreement.
- 3.3.7. Ensure that all certification and statements submitted by the Project Manager are certified by licensed External Resources registered at the Ministry of Construction and Infrastructure of the Maldives.
- 3.3.8. Upon completion of the project, ensure that the Pension Office receives from the External Resources the full copy of the as-built documents at no additional cost, including the AutoCAD drawings, the PDFs and the excel files of the BOQs, and explain the final report to the Pension Office.
- 3.3.9. Facilitate to obtain the building usage permit after completion of construction and finishing works.



#### **4. Duration of the Services**

The initial contract duration shall be 1 (one) year from the date of hiring, and this period shall include a probationary period of 3 (three) months. The contract may be extended up to 36 (thirty-six) months subject to annual review upon successful completion of the initial contract, and performance during the initial contract period.

#### **5. Remuneration and Benefits**

The Project Manager will be paid an all inclusive fixed monthly fee amount in the range of MVR 25,000 - MVR 35,000 per month. Basic salary and allowances within the aforementioned range will be determined based on qualification and experience.

The Project Manager shall be entitled to benefits and leaves as specified under the Employment Act.

#### **6. Pension Contribution**

As mandated under Act No. 8/2009 (Maldives Pension Act), 7% (seven percent) of the Project Manager's basic salary shall be deducted as monthly contribution to the Maldives Retirement Pension Scheme (MRPS), and the Pension Office will also contribute an amount equivalent to 7% (seven percent) of the Project Manager's basic salary to MRPS.

#### **7. Reporting Requirements and Working Hours**

The Project Manager shall report to the Division Head of Corporate Affairs and the Steering Committee for the Pension Office Building Development.

The Project Manager is expected to work full-time and report to work from 0800 to 1600 hours on official working days.



## 8. Required Qualification and Experience

### 8.1. Qualifications

A Bachelor's Degree (MNQF level 7) in Construction, Project Management, Engineering, architecture or a related field.

### 8.2. Experience

Minimum 3 (three) years of work experience in project management, priority will be given to applicants with prior experience in managing construction projects.

## 9. Skills and Competencies

- 9.1. Competent in AutoCAD or other softwares/applications used in similar project management.
- 9.2. Must have a sound understanding of principles and international best practices in project management.
- 9.3. Must be result oriented and proactive with excellent written and oral communication skills in both Dhivehi and English.
- 9.4. Should have strong leadership, management and dispute resolution skills to work efficiently and effectively with a multidisciplinary team.
- 9.5. Understanding of building and construction methods, materials and relevant laws and regulations.
- 9.6. Experience in project formulation and tendering process (experience in managing FIDIC contracts will be an added advantage).



## 10. Required Documents

- 10.1. Expression of Interest Letter.
- 10.2. Curriculum Vitae (CV) that demonstrates that the individual is qualified to perform the services including a description of experience and appropriate skills.
- 10.3. Attested copies of accredited Educational Certificates.
- 10.4. National Identity Card (ID) copy.
- 10.5. Reference Letters from employers/clients verifying experiences listed in CV. The documents should preferably include at least one method of contact that can be used to verify the experience requirements.
- 10.6. A valid Police Report.

## 11. Selection Criteria

Following are the allocated weightage for the evaluation components:

- Academic qualification (Weight: 10%)
- Experience (Weight: 40%)
- Interview (Weight: 50%)



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Maldives Pension Administration Office, 8<sup>th</sup> Floor, Allied Building, Chaandhanee Magu, Male', Maldives

[www.pension.gov.mv](http://www.pension.gov.mv) [/pensionoffice](https://www.facebook.com/pensionoffice) 1441 +960 3309908 [info@pension.gov.mv](mailto:info@pension.gov.mv)

## 12. Application Submission

- 12.1. Application Submission Deadline: 15:00 of 21 December 2023
- 12.2. Application should be submitted through the Job Portal of the Pension Office (Link: <https://jobs.pension.gov.mv>). Applications submitted via email will not be accepted.
- 12.3. Incomplete applications will not be considered.

