



**Ministry of Construction and Infrastructure**  
Republic of Maldives

**STRENGTHENING GENDER INCLUSIVE INITIATIVE PROJECT**  
**(ADB FUNDED)**

**PROJECT ENGINEER**

**TERMS OF REFERENCE**

**A. PURPOSE**

The Government of the Republic of Maldives through Ministry of Construction and Infrastructure (MoCI) is implementing “Output 5 of the Strengthening Gender Inclusive Initiative Project” financed by Asian Development Bank (ADB) and the Government of Maldives (GOM) and intends to apply part of the proceeds for the selection of a **Project Engineer** for the implementation of this project by Ministry of Construction and Infrastructure (MoCI).

**B. BACKGROUND**

The Government of Maldives and the Asian Development Bank are designing a new project together called, Strengthening Gender Inclusive Initiatives (SGII).

The project will support the Government to implement gender equality actions in the Strategic Action Plan. It will contribute to the reduction of violence against women and strengthen women’s participation and benefits from economic and social development. It will achieve this by increasing access to sustainable services that women and families need to protect and respond to domestic violence, and to reduce the unpaid burden of caring for young children and the elderly. These services are essential if women are to access their equal rights in society, and take up education and employment opportunities that will benefit themselves, their families and the country.

The project will work with multiple government agencies, civil society organizations and community groups. The lead implementing agency is the Ministry of Gender, Family and Social Services. In addition, the project will work with the Ministry of Finance, the Maldives Bureau of Statistics, the Family Protection Authority and the Ministry of Construction and Infrastructure.

The project Output 5 is to be implemented by Ministry of Construction and Infrastructure.

- Output 5: Establish three climate-resilient domestic and Gender based violence shelters in R. Ungoofaaru, Addu City and Hulhumale.

### C. SCOPE OF SERVICES

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

1. Visit project sites and inspect the civil works of the buildings constructed under output 5 of the project and give site specific suggestions where necessary.
2. Reviewing the documents submitted by the Consultant and undertake monthly progress meetings with the Contractor and Consultant personnel.
3. Assist in designing buildings in the project sites and preparation of necessary documents required for bid documents, contract documents and technical reports.
4. Assist the staff during field surveys and site visits and provide guidance to the staff in carrying out the works effectively.
5. Advice in the tendering process including, procurement and contract negotiations stage.
6. Assist and advice PIU and PMU in preparing and revising project activities and financial plans as and when required by the Government and the relevant funding agency;
7. Assist in the review/evaluation of project reports and documents
8. Participate in funding agency review missions / or review carried out by Government of Maldives authorities as required; and participate in committee meetings that may be formed under the project as required;
9. Assist and advice PIU and PMU in preparing 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 MoCI or funding agency for review and/or for presentation
10. Assist and advice MoCI in developing and reviewing proposals, concept and designs pertaining to the projects and provide necessary comments and suggestions.
11. Undertake capacity building to enhance skills and competencies of MoCI staff(s) including but not limited to (a) *design and evaluation buildings* (b) *contract negotiations / evaluation* (c) *preparation of bid / contract documents* (d) *project management & monitoring* and (e) *empowering local communities to operate and maintain the systems in sustainable manner.*
12. Liaise with local authorities to ensure smooth implementation of project and resolve any issues related to on-site activities.
13. Inspect the quality control tests carried out by the Contractor and ensure that quality is controlled to the level specified in the contract document.

14. Ensure any defective work is completed and project closing out procedures is carried out
15. Undertake other technical tasks as and when required by the MoCI.

This position is based at the offices of the MoCI in Male' but extensive travel to islands including stationing in project sites will be required.

#### **D. QUALIFICATIONS AND EXPERIENCE**

1. Minimum undergraduate degree in Civil/ Structural Engineering and/ related field to the assignment.
2. Must have professional work experience of at least five (5) years including minimum two (2) years field experience in building projects.
3. Qualification in TOR task related field will be taken into account.
4. Knowledge and Experience in International Donor funded project management will be an added advantage.
5. Should possess sound knowledge of computer aided design software/ applications.
6. Should have excellent command over English with proven communication and, presentation and negotiation skills.
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.

#### **E. 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 Engineer 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 Engineer shall provide all the necessary reports and updates to the Director General (DG) and respective stakeholder as and when required.
4. The Engineer is required to report to work in official attire.

## F. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is **24** 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 **January 2024**.

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.

## G. SELECTION CRITERIA

The Engineer will be selected based on the following criteria.

<b>Rating Criteria</b>	
<b>Criterion</b>	<b>Rate</b>
<p><b>Educational Qualification and Experience in related field</b></p> <ul style="list-style-type: none"> <li>- Minimum undergraduate degree in Civil/ Structural Engineering and/ related field to the assignment.</li> <li>- Must have professional work experience of at least five (5) years including minimum two (2) years field experience in building projects.</li> </ul> <p>(Reference letters will be taken into consideration)</p>	<b>50 points</b>
<p><b>Performance Review (Based on referral information received), following areas will be looked into;</b></p> <ul style="list-style-type: none"> <li>- Task completion</li> <li>- Meeting Deadlines</li> <li>- Leadership/ Intuitiveness</li> </ul>	<b>10 points</b>
<p><b>Interpersonal Skills and Presentation (will be assessed during personal interview)</b></p> <ul style="list-style-type: none"> <li>- Experience in the field</li> <li>- Experience working in similar assignments</li> <li>- Personal Skills and Hard skills</li> </ul>	<b>40 points</b> 15 points 15 points 10 points

## H. REMUNERATIONS AND LEAVE DETAILS

1. Successful candidate will be paid a fixed monthly remuneration, depending on qualification and experience, ranging from MVR **19,800 to MVR 39,330** (as per number 13-NPC/CIR/2018/5 (22<sup>nd</sup> March 2018) circular issued by National Pay Commission). 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. 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 project.
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.

## **I. 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.

## **J. SUBMISSION**

Interested candidates may submit their proposals on or before the time provided in the advertisement to the following address:

Infrastructure Department,  
Ministry of Construction and Infrastructure,  
Ameenee Magu, Maafannu Male', 20392,  
Republic of Maldives.  
Email: [tenders@infrastructure.gov.mv](mailto:tenders@infrastructure.gov.mv)