

TERMS OF REFERENCE

INDIVIDUAL: Engineering Consultant

A. Objective and Purpose of Assignment

The Ministry of Education is seeking to hire experienced individual specialists to assist its Infrastructure technical team in infrastructure design and contract management.

The purpose of the assignment is to ensure best engineering practice frameworks are developed and implemented within the defined scope of work.

B. Scope of Work

The consultant will be required to work closely with the Physical Facilities team including, project coordinators, architectures, quantity survivor and engineers. The consultant will be required to provide input in projects that are assigned by Ministry of Education. Following are the primary tasks that will be required of the consultant:

1. Ensure systematic implementation of engineering design best practices within the department
2. Prepare engineering and structural drawing set and calculations templates
3. Drawing approval and comments for structural requirements
4. Prepare site inspection and inspection report templates.
5. Assist in concept level designing of infrastructure projects in the islands and preparation of necessary documents required for bid documents, contract documents and technical reports.
6. Carryout Engineering design of implementation projects where required.
7. Formulating and standardizing tender documents
8. Assist in carrying out high level infrastructure costing.
9. Coordinate with project teams to implement efficient project documentation processes
10. Undertake field visits to project sites for inspections and quality assurance.
11. Assist in preparation of development proposals for funding agencies.
12. Conduct capacity building trainings for Ministry staff in improving efficiency in engineering design and project management.
13. Preparing of condition assessment reports of assigned projects.
14. Assist the Employer in other related works.
15. Prepare and Verify cost estimations for additional works of the projects and other infrastructure assigned by the ministry.
16. Prepare and Verify cost estimations of the projects and other infrastructure assigned by the ministry.
17. Prepare and Verify Interim Payment Certificates (IPC) of the projects and other infrastructure assigned by the ministry.
18. Evaluation of the tendered projects
19. Prepare and Verify pre-tender estimates and respond all the queries of the projects and other infrastructure assigned by the ministry.
20. Coordinate with project teams to implement efficient project documentation processes

21. Prepare and Verify Estimation of time (EOT) of the projects and other infrastructure assigned by the ministry.
- 22.
23. Conduct on site investigations and analyze data (maps, reports, tests, drawings and other)
24. Assess potential risks, materials and costs
25. Preparation of monthly progress reports and the program completion report (PCR)
26. Tracking of monthly progress reports and estimate the project completion dates.
27. To ensure the projects are going according to the client/ contractors work schedule.
28. To monitor the site log book of contractor monthly.
29. Advice and report of delayed projects prior to the intended completion date.
30. Review contractor's and supplier's payment certificates prepared by others
31. Perform periodic inspection of works on site and reporting thereon.

This position is based at the offices of the Ministry of Education in Male' but extensive travel to Islands (Project Sites) are required.

C. Duration and Commencement of Services

Successful candidates will be contracted for a period of 1 (one) year, with potential renewal of contract based on performance and organizational need, the duration of which will be negotiated with the individual but shall not exceed 2 (two) years in total.

D. Qualifications and Experience

1. Master's degree or above in Civil Engineering, or related field with minimum general experience of 01 years;
2. Bachelor's degree in Civil Engineering, or related field with minimum general experience of 02 years;
3. Should possess sound knowledge of computer aided design software/applications;
4. Should have excellent command over English with proven communication and, presentation and negotiation skills;
5. Should be capable of providing leadership, motivation and training to the staff and stakeholders;
6. Work Experience in Maldives will be an additional 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 individual must be willing to work for extended periods without direct supervision and travel routinely to islands within the catchment.

In addition, the individual's reputation of integrity and impartiality routed in independent from third parties shall be considered.

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 Head of the Physical Facilities Section of the Ministry of Education.
2. The consultant should report to work on week days from 0800 – 1500hrs, other than public holidays.

F. Remuneration and Leave details

- a. Successful candidate will be paid a fixed monthly fee of MVR 25,000. Whereas 50% of the eligible amount will be paid as Monthly Basic Salary and 50% will be paid as Living allowance.
- b. Successful candidates will be entitled to Pension deduction as per Maldives Pension Act from the Monthly Basic Salary (7%).
- c. In addition, any fees payable to the individual for duty travel assignments will be paid by the Client.
- d. Ramadan allowance shall be compensated at the government prevailing rates. Fixed monthly fee shall be subject to deduction for pension and any other statutory requirement as may be applicable.

Leave entitlement shall be as follows;

Annual Leave: The Consultant may take up to thirty (30) working days leave per calendar year.

Sick Leave: The Consultant may take Thirty (30) days of paid sick leave. The Consultant is not allowed to take sick leave for more than two consecutive days unless a medical certificate specifying the nature of the illness and recommended duration of sick leave issued by a licensed medical practitioner is submitted on the first day back at work.

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.

Unpaid Leave: The Consultant will not be paid for leave(s) that exceed the maximum allowed.

G. Application instructions

Ministry of Education now invite interested individuals qualified for the assignments to submit Expression of Interest inclusive of the following documentation to demonstrate your eligibility for the assignment.

1. Cover Letter for Expression of Interest
2. CV including information that demonstrates that the candidate is qualified to undertake the scope of work
3. Work experience documentation. (description of similar assignments, and experiences in similar field of work)
4. Copies of attested academic qualifications
5. Reference letters from current and/or previous employers.