

Terms of Reference
Project Manager (CONTRACTUAL)

1. General Details of Employment

- 1.1. **Position:** Project Manager
- 1.2. **Location:** Based at The Maldives National University, Central Administration, Male'
- 1.3. **Type of Contract:** Individual Contract
- 1.4. **Type of Consultancy:** National
- 1.5. **Duration of Contract:** One year
- 1.6. **Remuneration (Total Take home):** 30,000 MVR per month
- 1.7. **Pension:** Eligible for contributory Pension

Candidates that meet the minimum requirement set in this notice are strongly encouraged to apply.

2. Background of the projects and Scope (SAMPLE):

The Maldives National University (MNU) is charting a course for ambitious growth. This journey involves significantly enhancing its educational offerings and contributing to the nation's workforce development. A key milestone on this path is the establishment of a robust project management framework within the institution to coordinate and manage its mega projects.

This framework will oversee the successful planning, management, and control of all Public Service Investment (PSI) projects, encompassing both those currently underway and those planned for the future. The Terms of Reference (TOR) outlined in this document aim to identify a highly qualified and experienced individual to assume the role of Project Manager.

Leading Comprehensive Project Management

The Project Manager will be responsible for developing and implementing a comprehensive project management system encompassing all aspects of MNU's mega projects and ongoing PSI initiatives. This system will be crucial for ensuring the timely completion, quality, and cost-effectiveness of these endeavours

While MNU is currently undertaking significant projects such as the construction of a medical school and the equipping of a tourism training centre in Laamu Atoll, the Project Manager's focus will extend beyond these specific initiatives. The successful candidate will establish a system that can effectively manage all of MNU's current and future mega projects and PSI endeavours .

MNU's dedication to a robust project management framework signifies a commitment to its long-term development and positive impact on the Maldives. This framework will empower MNU to deliver high-quality educational programs, contribute to a skilled workforce, and ultimately, support continued progress for the nation.

The following Terms of Reference (TOR) outline the requirements and qualifications sought for the Project Manager position.

3. Objective of the assignment:

The Project Manager (PM), will be locally recruited by the Maldives National University. The PM will be the leader of Project Implementation Unit (PIU) and responsible for the overall management of all Projects including ongoing projects, the mobilisation of all project inputs, supervision over project staff, consultants and contractors and facilitation and administration of PIU. The PM will report to the Vice Chancellor and will closely coordinate all of the Project's substantive and administrative issues with the Project Coordinator assigned by Vice Chancellor.

The PM will perform a liaison role with the other relevant agencies and project focal points at national and local levels.

4. Scope of Work and Responsibilities:

Key responsibilities will include;

- 4.1. Plan the activities of the projects and monitor progress against the approved work plan through the day-to-day activity management and support administration of PIU.
- 4.2. Supervise and coordinate the production of project outputs, as per the project document in a timely and high-quality fashion.
- 4.3. Defining accurate and detailed project objectives, project scope, deliverables, roles & responsibilities of assigned projects.
- 4.4. Defining resource requirements and managing resource availability & allocation – both internal and third-party – in an effective and efficient manner.
- 4.5. Outlining budget based on requirements and tracking costs to deliver projects on budget.
- 4.6. Coordinate all project inputs in terms of both administrative and technical aspects, closely working with other PIU and MNU members.
- 4.7. Supervise and coordinate the work of all project staff, consultants and contractors ensuring timing and quality of outputs as the leader of PIU.
- 4.8. Coordinate the recruitment and selection of project personnel and the procurement of consultants and contractors, including drafting terms of reference and work specifications and overseeing all consultants' and contractors' work.
- 4.9. Supervise all procurement processes of consultants and contractors.
- 4.10. Manage requests for financial resources.
- 4.11. Prepare, revise and submit project work and financial plans, as required by MNU.
- 4.12. Monitor financial resources and accounting to ensure the accuracy and reliability of financial reports, submitted on a quarterly or a semi-annual basis.
- 4.13. Prepare and coordinate activities of annual audit and interim and final independent evaluation to be conducted by an external consultant or audit firm.
- 4.14. Manage and monitor the project risks initially identified and report new risks to the Vice Chancellor for consideration and decision on possible actions if required.
- 4.15. Manage and monitor the implementation and reporting of safeguards requirements under the project with assistance from PIU staff.
- 4.16. Liaise with relevant faculties, government agencies, and other stakeholders, including donor organisations for effective coordination of all project activities.
- 4.17. Facilitate administrative support to consultants and contractors who implement project activities including training activities supported by the Project.

- 4.18. Oversee and ensure timely submission of the Inception Report, Project Implementation Report, Technical reports, financial reports, and other reports as required by the University Council.
- 4.19. Disseminate project reports including annual performance report and respond to queries from concerned stakeholders.
- 4.20. Report the progress of the project to VC to ensure the fulfilment of project directives.

5. Qualification and Experience required:

- 5.1. Minimum master's degree or equivalent qualification in a subject related to Civil Engineering (Preferred), Project Management, or Business Management.
- 5.2. Minimum five years of work experience in related fields.
- 5.3. Project Management Professional (PMP) certification will be an added advantage.
- 5.4. Experience in working with ministries or national institutions that are concerned with a related field of infrastructure projects will be an added advantage.
- 5.5. Sound understanding of government procurement practices and international agencies' procurement guidelines will be an added advantage.
- 5.6. Strong knowledge of ESIA (Environmental and Social Impact Assessment) regulation and other relevant Laws and Regulations in the Maldives will be an added advantage
- 5.7. Strong leadership, managerial and coordination skills, with a demonstrated ability to effectively coordinate the implementation of large multi-stakeholder projects, including financial and technical aspects.
- 5.8. Ability to effectively manage technical and administrative teams, and work with a wide range of stakeholders across various sectors and at all levels, to develop durable partnerships with collaborating agencies.
- 5.9. Ability to administer budgets, train and work effectively with counterpart staff at all levels and with all groups involved in the project.
- 5.10. Ability to supervise the Project Management Unit and to coordinate the Project Steering Committee in their implementation of technical activities in partnership with a variety of subnational stakeholder groups, including community and government.
- 5.11. Strong drafting, presentation and reporting skills.
- 5.12. Strong communication skills, especially in timely and accurate responses to emails.
- 5.13. Strong computer skills, in particular mastery of all applications of the MS Office package and internet search.
- 5.14. Excellent command of English and Dhivehi languages.

6. Preferable Skills

- 6.1. Business & commercial acumen and excellent stakeholder management skills.
- 6.2. Strong Analytical skills and critical thinking skills.
- 6.3. Good mathematical and budgeting skills.
- 6.4. Excellent management skills and the ability to multitask.
- 6.5. Excellent communication skills, with effective stakeholder management.
- 6.6. interpersonal skills & conflict resolution skills.
- 6.7. Great team player and an effective leader able to motivate the project team.
- 6.8. Ability to organise, plan, and strategise.

6.9. Attention to detail and a methodical approach to work.

6.10. Ability to effectively prioritise and execute tasks in a high-pressure environment.

6.11. Ability to manage multiple projects and work to meet tight deadlines.

7. Collaboration, Guidance and Supervision

The Project Manager will be recruited by the Maldives National University as a Contract Employee and is fully accountable to the Vice-Chancellor /Deputy Vice Chancellor on the quality and timely delivery of his/her work under the contract. The Project Manager will be provided office space and office facilities at the University.

8. Duration of the Assignment

The Project Manager will be hired for a period of 12 months with the possibility of renewing without extension, based on performance and requirement of the projects (Total project duration is expected to be 6 years). During negotiations for an extension, the incumbent may negotiate the terms and conditions of the extension and each extension shall be deemed as a new contract of employment without continuity of the previous contract. The incumbent fully agrees that the contract of employment will only be effective for the duration of the assignment.

9. Remuneration Breakdown

- Pensionable wage: MVR 12,687.50
- Service Allowance: MVR 5,437.50
- Special Duty Allowance: MVR 4,440.63
- Technical Allowance: MVR 6,546.25
- Pension contribution (Employer): MVR 888.13 per month

10. Other Benefits

10.1. Any additional allowances payable to the individual for duty travel assignments will be compensated at the government prevailing rates by MNU

10.2. Ramadan allowance will be paid as per the Employment Act 2/2008.

10.3. Leave entitlement shall be as follows;

a) Annual Leave: The PM 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 as per the Employment Act 2/2008 as follows .

i). The Consultant is allowed to take 30 days of sick leave with a medical certificate specifying the nature of the illness and recommended duration of sick leave by a licensed medical practitioner to be submitted on the first day back at work. II.

ii) Notwithstanding the above, the Consultant is allowed to take 15 days of sick leave without a medical certificate which 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 to family members during illness.

d) Unpaid Leave: The Consultant will not be entitled to unpaid leave.

e) Other leaves: The Consultant is entitled to leaves as per the Maldives Employment Act (Law no. 2/2008) and as per University policies.

11. Selection Criteria

The Project Manager will be selected based on the following criteria:

Criteria	Weightage (%)
Achieved minimum academic qualification	20
At least 5 years of work experience	5
Demonstrable project/programme management experience in at least one project/programme	15
Experience in working national institutions that are in a related field of infrastructure projects will be an added advantage (TBD eg: 2 points for each year)	10
Interview	50