



Ministry of Health

Terms of Reference

Civil Engineer (Local)

Maldives - COVID-19 Health Facility Project

A. Background

The Government of Maldives (GoM) has received financing from the European Investment Bank (EIB) towards the cost of the Maldives COVID-19 Health Facility Project (MCHFP), and intends to apply part of the proceeds of these funds towards payments under the contract for a Civil Engineer (CE) for this project implemented by the Ministry of Health (MoH).

The objective of the MCHF Project is to support the Government of the Republic of the Maldives to finance interventions for the response against the COVID-19 crisis, with a focus on strengthening the country's medical health system in their mid-term pandemic preparedness response plans.

The project concerns an investment loan covering the development of the National Health Laboratory in the Maldives, as well as health facilities in outer island locations.

The MoH wishes to contract a Civil Engineer who will assist the project team for the overall day to day management and coordination of the project. The Civil Engineer is expected to report to the Project Director. The Civil Engineer will be required to assist the project team to lead the design, construction, and maintenance activities of the project and coordinate with the technical teams and stakeholders assigned to implement the subcomponents. The Civil Engineer will also closely liaise with the Task Team from the European Investment Bank (EIB) and other stakeholders.

B. Objectives

The objective of this consultancy is to conduct and coordinate civil engineering activities of the project in accordance with the EIB Procurement Guidelines and Maldives Public Finance Guidelines. The consultant should assist the Project Director to ensure that the work by GoM staff and consultants are in conformity with the objectives of the project and is carried out according to the project documents.

C. Scope of Services

1. Assess construction site and do a complete study of the construction sites including the impact on nature and the surrounding environment, and plan accordingly.
2. Civil engineer should develop Drawings, BoQs, BoMs or any other documents related to the construction of the sub-projects with consultancy from the technical expertise.
3. Facilitate approvals required for constructing the proposed buildings under the project.
4. Plan out the whole construction process to facilitate the smooth flow of work. Every step has to be meticulously planned.
5. Civil engineer to make sure all the construction happens within the budget.

6. The civil engineer should develop the requirements for raw materials required, machinery & equipment costs, labour required for the project, and set the budget and deadlines accordingly.
7. Oversee the construction projects and ensure it is being constructed according to the signed agreements.
8. Civil engineer should ensure the quality, design specifications, safety, and sanitation standards are met of the construction.
9. Liaising with clients and a variety of professionals including architects and subcontractors on project formation and implementation.
10. Work with procurement specialist to support and supervise tendering process and evaluate the bids required.
11. Develop project schedules on project progress including construction, material and equipment purchases and deliveries.
12. Perform contract management assigned by the project director on tasks such as monitoring progress of contracts implementation to ensure that it abides by the stipulated standards, procedures and timelines.
13. Civil engineer should ensure the project complies with legal requirements, especially health and safety related to the construction and deliver technical files and other technical documentation as required.
14. Engineer should assess the sustainability and environmental impact of the subprojects.
15. Provide advice the project team and resolve creatively any emerging problems/deficiencies related to the construction
16. Complete related monitoring reports assigned by the project director.
17. Any other tasks related to the project, and health sector infrastructure development as requested by the Project Director.

D. Reporting Mechanism, Working Hours, Deductions and Leave Details

The Civil Engineer shall report to the Assistant Director of Administration Division / Infrastructure Development and Maintenance Section / Infrastructure Development and Inspection Unit on the status of the assignment on a regular basis.

Through this work arrangement Civil Engineer and Assistant Director need to report project related work deadlines to Project Director upon his request and as per project timelines.

Working Hours: 08:00-14:00hrs, weekdays. The employee hired may be required to work additional hours outside the above working hours during the term of the contract.

The employee hired will be entitled to Pension deduction as per Maldivian Pension Act from the Monthly Basic Salary (7%).

Leaves will be given as per Civil Service Regulation. The Civil Engineer will be entitled to 3 days of Annual Leave after 3 months of contract signing date. Following this, an additional 3 days will be accumulated per month to the Annual leave.

E. Code of Conduct

The employee hired under this TOR, shall follow and maintain the standards of professional code of conduct set by the Civil Service Commission and policies, standards guidelines and SOP's set by Ministry of Health, and disciplinary actions to be applied for violations of these standards.

F. Required Expertise and Qualifications

The Civil Engineer should have:

1. Minimum Master's Degree in Civil Engineering or related field.
2. Minimum 7 years of civil engineering experience or suitable equivalency.
3. Experience in Donor funded projects will be an added advantage.
4. Knowledge and experience in national and/or international procurements including familiarity with the Public Finance Law (2006) and Public Finance Regulations (2009) will be an added advantage.
5. Proficient in using software applications such as, AutoCAD, MS Project, MS Word, MS Excel, MS PowerPoint.
6. Strong leadership, management, and communication skills in presenting, discussing, and resolving difficult issues and have the ability to work efficiently and effectively with a multi-disciplinary team.
7. Good written and oral Dhivehi and English communication skills.

G. Contract Duration

The contract duration is for the period up to 22nd June 2025. Upon signing of the contract, 3 months shall be counted as the probationary period. The contract shall be renewed based on performance, need, and funding.

This contract is expected to commence in September 2024.

H. Remuneration

Successful candidate will be paid an all-inclusive monthly fee of Maldivian Rufiyaa – 34,200 – 39,330

I. Selection criteria

The staff will be selected based on the following criteria.

Selection Criteria	Weightage (%)
Academic Qualification	30
Relevant Experience	30
Interview	30
Presentation	10
* Only qualified candidates will be called for the Interview. Highest marks scored candidate will be selected for the position.	



Ministry of Health

Terms of Reference

Procurement Specialist (Local)

Maldives - COVID-19 Health Facility Project

A. Background

The Government of Maldives (GoM) has received financing from the European Investment Bank (EIB) towards the cost of the Maldives COVID-19 Health Facility Project (MCHFP), and intends to apply part of the proceeds of these funds towards payments under the contract for a Procurement Specialist (PS) for this project implemented by the Ministry of Health (MoH).

The objective of the MCHF Project is to support the Government of the Republic of the Maldives to finance interventions for the response against the COVID-19 crisis, with a focus on strengthening the country's medical health system in their mid-term pandemic preparedness response plans.

The project concerns an investment loan covering the development of the National Health Laboratory in the Maldives, as well as health facilities in outer island locations.

The MoH wishes to contract a Procurement Specialist who will assist the project team for the overall day to day management and coordination of the project. The Procurement Specialist is expected to report to the Project Director. The Procurement Specialist will be required to assist the project team to lead the procurement activities of the project and coordinate with the technical teams and stakeholders assigned to implement the subcomponents. The Procurement Specialist will also closely liaise with the Task Team from the European Investment Bank (EIB) and other stakeholders.

B. Objectives

The objective of this consultancy is to conduct and coordinate procurement activities of the project in accordance with the EIB Procurement Guidelines and Maldives Public Finance Guidelines. The consultant should assist the Project Director to ensure that the work by GoM staff and consultants are in conformity with the objectives of the project and is carried out according to the project documents.

C. Scope of Services

1. Lead and implement the procurement process of hiring individual consultants, consulting firms and project staff and goods procurement.
2. Develop, monitor and implement need-based Procurement Plan to implement project ensuring timely completion of all procurement activities.
3. Develop and implement a streamlined Project Procurement Strategy for Development.
4. Work in coordination with the project team and advise on procurement issues.

5. Prepare and review procurement documents such as Expression of Interest (EOI), Request for Proposals, Contract Agreements, etc. for goods, consultants and non-consultant services in accordance with the schedule in the procurement plan and donor Procurement Guidelines.
6. Conduct and coordinate all evaluations and negotiations as required during the procurement process.
7. Liaise with the donor agency for obtaining clearance on procurement activities.
8. Conduct contract management by performing tasks such as monitoring progress of contracts implementation to ensure that it abides by the stipulated standards, procedures and planned procurement timetable.
9. Preparation of procurement reports and conduct reviews of procurement performance as needed.
10. Assist the project team to obtain information required to prepare the project implementation plan.
11. Assist the project team to prepare, update and coordinate implementation of the project communication strategy including facilitating trainings, and change-management activities.
12. Assist the project team to monitor project activities, while liaising with all relevant departments within and outside the MoH, support contract management and in evaluating and reporting progress of project objectives.
13. Support the project team to ensure adequate annual budget allocations for project activities.
14. Assist the project team to manage the secretariat of the Steering Committee, convene and facilitate Steering Committee meetings and circulate minutes of the meetings.
15. Assist the project team to prepare monthly/quarterly updates/reports as required by the Steering Committee, MoH and EIB.
16. Assist the project team to carry out all payments related to the project, comply with internal controls, ensure proper accounting, and prepare and submit financial reports in an agreed format to the Donor.
17. Provide the EIB with accurate and timely information regarding the Bank-financed activities, thereby providing reasonable assurance that the funds are being used for the purposes intended.
18. Assist the project team to provide input in updating project Operations Manual and other project implementation documents.
19. Ensure continuous compliance of the legal covenants in the financing agreement between EIB and GoM.
20. Besides the above responsibilities, the Procurement Specialist may be assigned with additional tasks that are relevant to the project or the organization by the Project Director.

D. Reporting Mechanism, Working Hours, Deductions and Leave Details

The Procurement Specialist shall report to the Director of Procurement Division / Procurement Management Section on the status of the assignment on a regular basis.

Through this work arrangement Procurement Specialist and Director need to report project related work deadlines to Project Director upon his request and as per project timelines.

Working Hours: 08:00-14:00hrs, weekdays. The employee hired may be required to work additional hours outside the above working hours during the term of the contract.

The employee hired will be entitled to Pension deduction as per Maldivian Pension Act from the Monthly Basic Salary (7%).

Leaves will be given as per Civil Service Regulation. The Procurement Specialist will be entitled to 3 days of Annual Leave after 3 months of contract signing date. Following this, an additional 3 days will be accumulated per month to the Annual leave.

E. Code of Conduct

The employee hired under this TOR, shall follow and maintain the standards of professional code of conduct set by the Civil Service Commission and policies, standards guidelines and SOP's set by Ministry of Health, and disciplinary actions to be applied for violations of these standards.

F. Required Expertise and Qualifications

The Procurement Specialist should have:

1. Minimum Master's Degree in Procurement, Project Management, International Relations, Business Administration, Management, Finance or suitable equivalency.
2. Minimum 5 years' experience in Procurement, management, administration, finance or suitable equivalency.
3. Experience in procurement of consultants, non-consulting services and goods will be an added advantage.
4. Knowledge and experience in national and/or international procurement processes and familiarity with the Public Finance Law (2006) and Public Finance Regulations (2009) will be an added advantage.
5. Sound understanding of Government's Procurement Regulation and Act will be an added advantage
6. Proficient in using software applications such as MS Project, MS Word, MS Excel, MS PowerPoint.
7. Strong leadership, management, and communication skills in presenting, discussing, and resolving difficult issues and have the ability to work efficiently and effectively with a multi-disciplinary team.
8. Good written and oral Dhivehi and English communication skills.

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This contract is expected to commence in September 2024.

H. Remuneration

Successful candidate will be paid an all-inclusive monthly fee of Maldivian Rufiyaa - 25,020.00 – 28,800.00

I. Selection criteria

The Staff will be selected based on the following criteria.

Selection Criteria	Weightage (%)
Academic Qualification	30
Relevant Experience	30
Interview	30
Presentation	10
* Only qualified candidates will be called for the Interview. Highest marks scored candidate will be selected for the position.	