

Maldives Atolls Education Development Project (AEDP: P177768)
Ministry of Education
Republic of Maldives

TERMS OF REFERENCE

Engineer for Supervising Infrastructure Contracts of Ministry of Education (National Consultant)

(Procurement Ref: MV-MOE-AEDP-446910-CS-INDV)

1. Background

The Maldives Atoll Education Development Project (AEDP) is organized under five components: (a) enhancing curriculum delivery; (b) continuing teacher development; (c) measuring and enhancing system performance; (d) coordination, monitoring, capacity building and technical assistance; and (e) contingent emergency response. These components and the activities under them were prepared through a process of consultation and collaboration with the Ministry of Education (MoE); the Ministry of Finance and Treasury (MoFT); the atoll education agencies; public and private employers; academics and school principals, teachers, parents and students. The components and activities are also based on the knowledge and experience gained through the implementation of the Learning Assessment and Measurement (LAMP) Global Partnership for Education (GPE) trust fund.

The Government of Maldives (GoM) is implementing the "Maldives: Atoll Education Development Project (AEDP), funded by the World Bank. The project aims to increase access to education and enhance the quality of secondary education. The four components of this project are:

Component 1: Enhancing Curriculum Delivery and Increasing Higher Secondary Participation

This component aims to promote strategic initiatives at the country level to strengthen and develop the general education system, focusing on access and quality at the secondary level. Under this component: teaching/learning materials will be procured to enhance student literacy and numeracy skills; STEM and ICT in education will be promoted; and the effectiveness of curriculum delivery will be enhanced by implementing vocational education in selected secondary schools.

Component 2: Continuing Teacher Development

The objective of this component is to develop Maldivian schools to strategically implement the initiatives under component 1 (one) by building the capacity of teachers. Under this component, in-service teacher support (professional development) is planned. These support sessions include: developing teaching/learning materials, addressing effective pedagogical practices, and developing teaching/learning activities to support students with complex learning needs.

Component 3: Measuring and Enhancing School and System Performance

This component aims to measure the school system's performance through quality assurance activities and assessment of national learning outcomes. This component would support academics in higher education institutions to undertake policy analyses using the information and data from quality assurance activities and the assessments conducted under AEDP. The main procurements under this component will be consultancies and atoll-level human resource development.

Component 4: Coordination, Monitoring, Capacity Building and Technical Assistance

This component will assist the GoM in supporting coordination, operation and monitoring, capacity building and technical assistance, and communications concerning the project. Furthermore, this component will assist schools in getting grants for activities to improve their teaching/learning process.

2. Objectives

The Ministry of Education is seeking to hire an experienced individual specialist to assist its Infrastructure



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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.

3. Scope of Services

The consultant will be required to work closely with the Physical Facilities team including, project coordinators, architects, quantity surveyors 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. Conduct on site investigations and analyze data (maps, reports, tests, drawings and other)
23. Assess potential risks, materials and costs
24. Preparation of monthly progress reports and the program completion report (PCR)
25. Tracking of monthly progress reports and estimate the project completion dates.
26. To ensure the projects are going according to the client/ contractors work schedule.
27. To monitor the site log book of contractor monthly.
28. Advice and report of delayed projects prior to the intended completion date.
29. Review contractor's and supplier's payment certificates prepared by others
30. Perform periodic inspection of works on site and reporting thereon.



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

4. Required 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;

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 project's portfolio.

5. Other Competencies

- Willingness to work for extended periods without direct supervision and to travel routinely to islands within catchment.
- Excellent written and oral skills in English and Dhivehi, with the ability to produce comprehensive reports in English.
- Strong communication skills in presenting, discussing and resolving difficult issues.
- Ability to work efficiently and effectively in a multidisciplinary team.
- Have good communications skills and understand the objectives and delivery mechanisms.
- Must be flexible to emerging or changing conditions and undertake initiative in his/her broad field of actions.
- Good ability to plan projects with complex and diverse activities.
- Ability to maintain confidentiality/discretion as and when needed.

6. Institutional Arrangements

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

7. Remuneration and Leave Details

- Successful candidate will be paid a fixed monthly basic salary of MVR 15,000, Technical allowance



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MVR 10,000, Service allowance MVR 5,600, Attendance allowance MVR 4400 (If not attended MVR 200 per day will be deducted.)

- Successful candidates will be entitled to Pension deduction as per Maldives Pension Act from the Monthly Basic Salary (7%).
- In addition, any fees payable to the individual for duty travel assignments will be paid by the Client.
- Ramadan allowance shall be compensated at the government prevailing rates.

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.

8. Duration of Service

Successful candidates will be contracted for a period of 01 (one) year.

9. 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.