



**Ministry of National Planning and Infrastructure**  
Republic of Maldives

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Date: 23<sup>rd</sup> October 2019

**COASTAL PROTECTION AT GN.FUVAHMULAH**  
**FINANCIAL MANAGEMENT OFFICER**  
**TERMS OF REFERENCE**

**A. PURPOSE**

The Government of the Republic of Maldives through the Ministry of National Planning and Infrastructure (MNPI) is implementing “Coastal Protection at Gn. Fuvahmulah” financed by the Netherlands Enterprise Agency and the Kuwait Fund for Arab Economic Development, and intends to apply part of the proceeds for the selection of a Financial Management Officer (FMO) for the implementation of this project by Ministry of National Planning and Infrastructure.

**B. BACKGROUND**

Coastal erosion is one of the most serious environmental issues facing Fuvahmulah. According to the present assessment, coastline regression due to erosion has been on average 0.8m/year over the period of the past 47 years (1969–2016). It is believed that approximately 15 ha of land had been lost from the island due to erosion. As a result, several important buildings, facilities and palm trees have been found at the border of the eroding coastline. The project Island has an elongated shape with raised ridges at the coastal margin sloping down towards the middle where depressions with swampy areas and two freshwater lakes in the middle. The ridge forms a natural protection against flooding of the island. However, erosion is threatening the integrity of the ridge at the north-eastern side of the island. When the ridge breaches serious flooding of a large part of the island will occur affecting the livelihood of the people, freshwater bodies, agricultural produce and infrastructure on the Island. The population on the Island is highly concerned about this serious risk resulting in feelings of insecurity and limiting socio-economic development of the island. To protect further erosion of the coast, 2650m of rock boulder revetment will be constructed on the eastern side of the island.

**C. OBJECTIVES OF ASSIGNMENT**

The overall objective of the assignment include, but are not limited to: (i) head up all financial and accounting aspects of the projects managed by PMU; (ii) setup and implementation of the financial management system and related activities under the projects; and (iii) allocate sufficient time to attend financial and accounting aspects of any additional projects as may be assigned to the PMU.

## **D. SCOPE OF SERVICES**

The Financial Management (FM) Officer will support and maintain the financial management and accounting systems for projects managed by PMU. The FM officer will undertake all financial management activities of the projects.

*The Financial Management Officer will be required to carry out the following tasks:*

1. Provide leadership and strategic direction on financial aspects of the projects, including development of financial capability in implementing agencies and agencies at the Atoll and Island level related to the projects.
2. Ensure timely payment processing of the projects commitments supported by appropriate documentation.
3. Develop satisfactory organization for the finance and accounting functions.
4. Advise the Project Engineer/ Project Coordinator and, as required the Project Team, on financial aspects, especially on policy and strategic issues, financial position, and financial performance of the projects.
5. Have overall responsibility for preparation and approval of budgets and financial projections/ forecasts.
6. Ensure development of satisfactory financial and accounting policies and procedures for the projects, and ensure adherence to these policies and procedures.
7. Ensure development and operation of a satisfactory financial management system for the projects.
8. Work with the Project Coordinator/ Officer to ensure the financial data management is synchronized with the physical progress of the projects components.
9. Ensure a system for safeguarding projects assets is implemented and
10. Ensure that an effective system of internal controls is operational and the internal audit system for the projects is working satisfactorily. Follow-up on issues arising out of internal audit.
11. Ensure smooth flow of funds to all levels of the project's organization, payments to various parties, and ensure adherence to service standards. Ensure effective cash management including short-term forecasting.
12. Ensure timely preparation of Withdrawal Applications and Financial Management Reports to the funding agency, and submission of appropriate requests to Government of Maldives/ Ministry of Finance/ Maldives Monetary Authority to ensure timely flow of funds to the projects.
13. Ensure timely preparation of financial statements; liaise effectively with auditors to ensure timely audit and publication of financial statements.
14. Preparation of documents for audit of the projects accounts and submitting audit reports to the funding agency by the agreed upon date;

## **E. QUALIFICATIONS AND EXPERIENCE**

1. Minimum undergraduate degree related to the field of assignment with at least four (4) years of experience in a similar assignment.
2. Must have professional work experience of at least three (03) years with substantial management/ supervisory responsibilities.
3. Work experience in donor assisted development projects will be an added advantage.

4. Work experience in coastal protection and management projects will be an added advantage.
5. Knowledge and understanding of technical, commercial and legal aspects of procurement of donor - financed projects would be an added advantage.
6. 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.

#### **F. REPORTING REQUIREMENT**

1. Report directly to the Project Engineer on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client.
2. The FMO shall ensure that all the required reports for the project are prepared on time, in accordance with the requirements of Client and respective donor agencies.

#### **G. 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.

#### **H. SELECTION CRITERIA**

The Financial Management Officer will be selected based on the following criteria.

<b>Rating Criteria</b>	
<b>Criterion</b>	<b>Rate</b>
Experience in project financial management	30 points
Experience in working in similar projects (both PSIP and Donor Funded)	30 points
Minimum undergraduate degree in a related field	20 points
Interview	20 points

## **I. REMUNERATIONS**

Successful individual will be paid an all-inclusive monthly fee in the range of **MVR 25,000 to MVR 30,000** depending on their qualifications and experience.

## **J. SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT**

1. Office space and other facilities such as computers will be provided as required.
2. 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 projects.
3. Leave Entitlement:

### Unplanned Leave:

- a. The Consultant may take up to ten (10) working days of paid leave per annum or pro rata as may be agreed by the client for medical reasons or emergencies. If the duration is more than two consecutive days, a medical certificate specifying the nature of the consultant's illness and recommended duration of leave issued by a licensed medical practitioner must be submitted on the first day back at work.
- b. The Consultant may take up to ten (10) working days of paid leave per annum or pro rata as may be agreed by the client for Family Responsibility reasons or emergencies.

Planned Leave: The consultant may take up to thirty (30) working days of paid leave per annum or pro rata as may be agreed by the Client.

## **K. 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.)

## **L. SUBMISSION**

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

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