



## Ministry of National Planning and Infrastructure

Republic of Maldives

### CHINA-AID RENOVATION PROJECT MINISTRY OF FOREIGN AFFAIRS

#### RESIDENT ENGINEER (RE)

#### TERMS OF REFERENCE

##### 1. PURPOSE

The Ministry of National Planning and Infrastructure is seeking to hire individual consultant to assist in the China-aid Renovation Project of Ministry of Foreign Affairs by coordinating, monitoring and liaising with the Ministry of Foreign Affairs and intends to apply part of the proceeds for the selection of a **Resident Engineer (RE)** to the technical team for the smooth monitoring of the project by Ministry of National Planning and Infrastructure.

##### 2. BACKGROUND

Maldives is an archipelago of 1,190 low lying coral islands in the Indian Ocean stretching 860 km with a population of approximately 300,000 distributed over 196 islands. The land area, which covers about 26 geographic atolls, is grouped into 19 administrative atolls and two cities. About 60 % of the inhabited islands have a population of less than 1,000 people; one –third of the inhabited islands have a population of less than 500.

Government of Maldives is looking for maintenance and renovation of the office building of the Ministry of Foreign Affairs of Maldives, which is approximately 3503 square meters. The project mainly includes interior and exterior decoration of the building, wall repair and maintenance and renovation of water, electricity and air conditioning equipment and pipelines.

##### 3. SCOPE OF SERVICES

The Consultant will be required to work closely with the MNPI Infrastructure department team.

His/her responsibilities shall include but not be limited to:

- a) Approve the construction methods. Propose modifications, if necessary.
- b) Maintain constant coordination between the contractor and their representatives (architects, engineers and surveyors), including attending regular meetings.

- c) Review and approve contractor's work program, implementation schedule, methodology, and safety plan, and supervise the progress of construction works. Inform the MNPI Focal point of any delay or potential delays in the work schedule of the contract, and take necessary actions to prevent potential delays.
- d) Issue notices to the contractor on any non-compliance with renovation safety plan, environmental mitigation measures, and social safeguards, as set out in the contract documents.
- e) Issue notices to contractors for defects or deficiencies, and issue instruction for the removal or submission of improper works.
- f) Ensure that all materials used and works performed are in accordance with the specifications indicated in the contract documents.
- g) Oversee quality control health and safety matters of workers on the construction site.
- h) Review, approve within his competency, and issue variation orders (scope, cost, materials, time).
- i) Inspect project sites for work progress and quality.
- j) Inspect jointly with the Client the completed works and assist in formal taking over and review and approve or prepare as-built drawings and plans and provide reports confirming satisfactory completion of the works.
- k) Managing, supervising contractors on site and advising on civil engineering issues
- l) Reviewing, checking and approving reports and drawings
- m) To assist in evaluation of specifications and in quality assurance.
- n) Resolving technical issues with employer's representatives, suppliers, subcontractors and statutory authorities
- o) Performance of field activities such as observe and record existing field conditions, take and verify measurements within project area
- p) Advise the client with the day-to-day coordination and supervision of renovation works, including implementation status and issues, and preparation of regular progress reports.

It is not the intention of this document to completely specify all detailed services required during engineering, procurement and renovation phases of the project, however any additional services which are not specifically mentioned here, but which are required to complete the project in every respect and in accordance with the intent, technical specification for safe use and guaranteed performance, shall be deemed to be covered under the scope of work.

#### **4. QUALIFICATION AND EXPERIENCE**

The Resident Engineer will be responsible to deliver and accomplish the renovation of the office building in compliance with the project's goals and objectives. The Resident Engineer should be a duly qualified building industry professional and one who specializes in structural and building engineering.

- a) The candidate should have a Diploma in Civil / Structural Engineering or in related field, and should possess at least 07 years of work experience as a Civil Engineer.

- b) The engineer shall have at least 2 years site experience and knowledge in the various fields of civil engineering expertise required for design and supervision of all related construction works.

## **5. REPORTING REQUIREMENT**

- a) The Resident Engineer will report directly to the Ministry of Foreign Affairs throughout the duration of the contract unless otherwise advised by the Employer.
- b) The resident engineer shall ensure that all the contractual requirements are met and reporting obligation are required financial reports for the project are prepared on time, in accordance with the requirements of the Employer and funding agency.
- c) The Resident Engineer is expected to report to work on week days from 0800-1600 hours other than public holidays and provide services to the Client for an average of 40 hours a week. Remuneration for less than 8 hours work per day will be on a pro-rate basis.
- d) Be available on a full-time basis during the consultancy period and whenever inspection is required after normal working hours.
- e) The resident engineer is required to report to work in official attire or smart casual for site inspections.

## **6. PROJECT DURATION**

The estimated duration of this consultancy is **14 calendar months** with option of renewing the contract as per project needs and contracted staff's performance

## **7. IMPLEMENTING AGENCY AND LOCATION OF THE PROJECT**

On behalf of the Government of Maldives, the Ministry of National Planning and Infrastructure (MNPI) will act as the Implementing Agency for the project. The Project is located in Male', Maldives.

## **8. REMUNERATION, SERVICES AND FACILITIES TO BE PROVIDED BY IMPLEMENTATION AGENCY**

- a) Successful individual will be paid an all-inclusive monthly salary in the range of MVR 20,880.00 to 24,030.00 depending on their qualifications and experience.
- b) Furnish all available and related data, maps and information required for the execution of the services.
- c) Assign counterpart personnel for the purpose of liaison with other Government agencies.
- d) Leave Entitlement

- i. All the national/public holidays that is observed by the Government of Maldives.
- ii. Annual leaves: 30 days leave per calendar year.
- iii. Any other absence or leave from input days apart from mentioned above will have deduction of 1/22 of the monthly salary per day.