



**Maldives Atoll Education Development Project (AEDP: P177768)  
Ministry of Education, Higher Education and Skills Development**

Republic of Maldives

**TERMS OF REFERENCE**

**Individual Specialist to Support Infrastructure Development at the Ministry of  
Education, Higher Education and Skills Development  
(National Consultant)**

(Procurement Ref: MV-MOE-AEDP-527903-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) Project. The project is funded by the World Bank. The objective of the project is 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**

The general objective of this component is to promote strategic initiatives at the country level to strengthen and develop the general education system with a special focus on access and quality at the secondary level. Under this component, procurement activities would include purchasing of teaching/learning materials to enhance literacy skills of English language and Numeracy skills of Mathematics, Promote STEM education and ICT in education as well as promote the efficient delivery of the curriculum by strengthening vocational education in selected secondary schools of Maldives.

**Component 2: Continuing Teacher Development**

The general objective of this component is to develop the schools to strategically implement the initiatives under component 1 (one) by building the capacity of teachers. Under this component in service support for teachers (professional developments of teachers) are planned. This includes developing curriculum materials,



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addressing pedagogical practices, promoting project-based learning etc. This component also includes activities to support effort of teaching/learning of students with complex learning needs.

**Component 3: Measuring and Enhancing School and System Performance**

The general objective of this component is to measure the performance of the school system through quality assurance activities and national assessments of learning outcomes. This component would provide support to academics in higher education institutions to undertake policy analyses using the information and data from the Quality Assurance activities planned as well as all the National Assessments conducted under AEDP. Under this component the main procurements would be consultancies and human resource development at the atoll level.

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

The general objective of this component is to assist the GoM to administer the project and develop institutional capacity. This component will assist GoM to carry out coordination, operations and monitoring support, capacity building and technical assistance, and communications in relation to the Project. Under this component the schools also get grants towards activities conducted by the schools to improve their learning outcomes.

**2. Objectives**

The Ministry of Education, Higher Education and Skills Development is seeking to hire an experienced individual specialist to assist its Infrastructure.

**3. Scope of Services**

The consultant will be required to work closely with the physical facilities team including, project coordinators, architects, quantity surveyor 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:

- Ensure systematic implementation of best practices within the department
- Prepare amendments drawing set
- Drawing approval and comments as per the client requirements
- Prepare site inspection and inspection report.
- 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.
- Carryout design of implementation projects where required.
- Formulating and standardizing tender documents
- Assist in carrying out high level infrastructure costing.
- Coordinate with project teams to implement efficient project documentation processes



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- Undertake field visits to project sites for inspections and quality assurance.
- Assist in preparation of development proposals for funding agencies.
- Preparing of condition assessment reports of assigned projects.
- Prepare and Verify cost estimations of the infrastructure projects including additional works assigned by the ministry.
- Prepare and Verify Interim Payment Certificates (IPC) of the projects and other infrastructure assigned by the ministry.
- Evaluation of the assigned tendered projects
- Prepare and Verify pre-tender estimates and respond all the queries of the projects and other infrastructure assigned by the ministry.
- Coordinate with project teams to implement efficient project documentation processes
- Prepare and Verify Estimation of time (EOT) of the projects and other infrastructure assigned by the ministry.
- Conduct on site investigations and analyze data (maps, reports, tests, drawings and other)
- Assess potential risks, materials and costs
- Preparation of monthly progress reports and the program completion report (PCR)
- Tracking of monthly progress reports and estimate the project completion dates.
- To ensure the projects are going according to the client/ contractors work schedule.
- To monitor the site log book of contractor monthly.
- Advice and report of delayed projects prior to the intended completion date.
- Review contractor's and supplier's payment certificates prepared by others
- Perform periodic inspection of works on site and reporting thereon.
- Assist the Employer in other related infrastructure works
- 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**

- Master's degree or above in Architecture, Civil Engineering or related field with minimum general experience of 01 years
- OR



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- Bachelor's degree in Architecture, Civil Engineering or related field with minimum general experience of 02 years;
- Should Possess sound knowledge of computer aided design software/applications;
- Should have excellent command over English with proven communication and, presentation and negotiation skills;
- Should be capable of providing leadership, motivation and training to the staff and stakeholders;
- Work Experience in Maldives will be an additional advantage;
- 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;

#### **5. Other Competencies**

- Knowledge and understanding of technical, commercial and legal aspects on procedures and regulations of the World Bank.
- Experience in managing or coordinating donor-funded projects.
- Excellent written and oral skills in English and Dhivehi, with the ability to produce comprehensive reports in English.
- The successful candidate must be willing to work for extended periods without direct supervision and will be expected to travel routinely to islands within the catchment.
- Ability to plan projects with complex and diverse activities.
- Familiarity with the relevant Government procedures and regulations.

In Addition, the individual's reputation of integrity and impartiality routed in independent from third party shall be considered.

The short-listed candidate will be requested to participate in personal interviews and submit 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.

#### **6. Institutional Arrangements**

- Report directly to the Head of the Physical Facilities of Section of the Ministry of Education or any



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other person decided by the Ministry.

- The consultant should report to work on week days from 0800 – 1500 hrs, other than public holidays

#### **7. Remuneration and Leave Details**

- Successful candidates shall be paid a maximum monthly amount not exceeding MVR 35,000.
- A deduction of MVR 400 per day shall apply to the Consultancy Fee for approved Sick Leave or Family Responsibility Leave (FRL) during which consultancy services are not provided.
- Any absence without prior notice or approval shall be subject to deduction from the Consultancy Fee at the applicable daily rate, calculated based on the relevant calendar month working days.
- Late attendance shall be subject to pro-rata deductions from the Consultancy Fee, calculated based on the applicable hourly rate derived from the relevant calendar month working days.
- In addition, any fees payable to the individual for duty travel assignments will be paid by the Client.

Leave entitlement shall be as follows;

- **Annual Leave:** The Consultant shall be eligible to take up to thirty (30) working days of leave per calendar year upon completion of one (1) year of continuous service, subject to prior approval by the Supervisor.
- **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**

The service will initially be for a period of one (1) year, including a three-month probation period with the possibility of extension based on performance.

#### **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.



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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

**10. Intellectual property rights/ownership of material**

The intellectual property rights of all the materials, documents under this ToR shall remain with the client (MoE). Any studies, reports or other material, graphic, or otherwise, prepared by the Consultant for the Client (MoE) under the Contract shall belong to and remain the property of the Client (MoE). The Consultant may retain a copy of such documents with written approval from the Client (MoE).

**11. Confidentiality, Ethics and Conflict of Interest**

The selected Consultant undertakes to comply with the World Bank's rules with regard to corrupt and fraudulent practices, conflict of interest and confidentiality and the Code of Conduct specified in the Environment and Social Safeguards Frameworks of the World Bank. The Consultant shall maintain confidentiality on all sensitive information obtained during the assignment and shall not publish wholly or in part the findings or such information, without prior written consent by the Operations and Monitoring Support Unit.