

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



MINISTRY OF TOURISM
REPUBLIC OF MALDIVES



Terms of Reference (TOR) for Individual Consultant

Development Consultant

1) Title:

Development Consultant, Ministry of Tourism (MoT)

2) Description:

The objectives of the Development Consultant are to build-up and strengthen the institutional capacities of the “Development Section” of Ministry of Tourism, while overseeing the functions of the said section of the Ministry.

The Development Consultant will be working under the direction and supervision of Minister of Tourism.

3) Scope of work:

The Development Consultant will head and oversee the Development Section of the Ministry of Tourism, and provide support to the Development Section to ensure speedy delivery of services to tourist facility developers while improving the standards and regulations governing the physical development undertaken in the tourism sector.

As such, the Development Consultant is required to:

Task 1: Oversee overall administration of Development Section

Task 2: Update and improve the record keeping system used by Development Section

Task 3: Reorganise and streamline approval processes for speedier service delivery

Task 4: Revising regulatory and industry standards applicable for development of tourist facilities

Task 5: Scheduling and overseeing of biannual inspections of all sites under development

Task 6: Provide technical input in the approval processes undertaken by the section

More specifically, the Development Consultant shall consist of providing support to MoT to:

- Provide technical input in the work plan approval process
- Provide technical input in the detailed drawings approval process
- Provide technical input in the concept and masterplan approval process
- Strengthen internal mechanisms for analyzing work plans, detailed drawings, concepts and masterplans
- Undertake capacity building programs to strengthen the section
- Ensure that the records maintained by the section are up to date and easily accessible
- Undertake and supervise regular inspections of sites under development
- Oversee day to day functioning of the section including but not limited to assignment of cases to staff and ensuring the meeting of deadlines.
- All other relevant tasks assigned by Minister of Tourism

4) Institutional Arrangements

The Development Consultant will be working under the direction and supervision of Minister of Tourism.

5) Duration of work

- The duration of the consultancy is of **12 months**, starting upon contract signature.
- The contract can be renewed with mutual consent

6) Place of work

Ministry of Tourism
5th Floor, Velaanaa Building
Ameer Ahmed Magu
Male', Maldives

7) Competencies Required

- Bachelor's Degree or equivalent qualification in a relevant field (Civil Engineering, Architecture, Urban Planning) (accredited by Maldives Qualification Authority)
- 10 years of work experience in a relevant field (Construction Management and Project Management experience will be an added advantage).
- Basic knowledge of Microsoft office applications
- Good communication skills
- Demonstrated analytical skills
- Good teamwork abilities
- Demonstrated competency in AutoCAD will be an added advantage

8) Remuneration:

- Monthly salary of MVR 25,000/- (Maldivian Rufiyaa Twenty Five Thousand Only)