



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

TERMS OF REFERENCE

INDIVIDUAL: Senior Quantity Surveyor (National Consultant)

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



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teachers (professional developments of teachers) are planned. This includes developing curriculum materials, 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 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 is seeking to hire experienced individual specialists to assist its Infrastructure technical team as a Quantity Surveyor.

The purpose of the assignment is to ensure that best construction practice frameworks are developed and implemented within the defined scope of work, and are carried out to specific standards, building codes, guidelines, and regulations

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 on projects that are assigned by the Ministry of Education. Following are the primary tasks that will be required of the consultant:

- Ensure systematic implementation of BOQ's are best practices within the department.



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- Compare the drawings and the Bill of Quantities submitted to ensure that the values coincide
- Check Bill of Quantities of buildings as well as other infrastructure assigned by the ministry.
- Prepare Bill of Quantities of buildings as well as other infrastructure assigned by the ministry.
- Prepare Bills of Quantities required in the construction building and infrastructure works required for the project at the current market price, indicating the following
 - Quantity of material per item
 - Rate of Material per item
 - Price of Material per item
 - Price of Labour per item (where applicable)
 - Total price per item
 - Total price per Bill
- Prepare Bills of Materials and Cost Estimates that reflect probable construction costs at the current market price (plus probable escalation to the commencement of construction) and should be a determination of fair market value for the construction of this project and should not be taken as a prediction of low bid, where required by the ministry. The BOQ should indicate material and labour cost separately, whereas the materials are listed separately in purchasable measurements.
 - Quantity of material per item (whereas the unit should be in purchasable units, eg: should indicate cement, sand, gravel separately for concrete works, where they are listed as Bags, Cu.m. & Cu.m respectively)
 - Unit Cost of Material per item
 - Price of Material per item
 - Price of Labour per item (where applicable)
 - Total price per item
 - Total price per Bill
- Prepare cost estimations for additional works of the projects and other infrastructure assigned by the ministry.
- Evaluation of the tendered projects
- Carrying out high-level infrastructure costing.
- Coordinate with project teams to implement efficient project documentation processes
- Undertake field visits to project sites for inspections and quality assurance.
- Prepare site inspection and inspection report templates.
- 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.
- Formulating and standardizing tender documents
- 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.
- Conduct capacity-building trainings for Ministry staff in improving efficiency in Quantity surveying.
- Preparation of condition assessment reports of assigned projects.
- Prepare and verify cost estimations for additional works of the projects and other infrastructure assigned by the ministry.
- Prepare and verify cost estimations of the projects and other infrastructure assigned by the ministry.
- Prepare and Verify Interim Payment Certificates (IPC) of the projects and other infrastructure assigned by the ministry.
- Prepare and verify pre-tender estimates and respond to all queries of the projects and other infrastructure assigned by the ministry.
- 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
- Review contractors' and suppliers' payment certificates prepared by others
- Any other work-related tasks assigned by the Employer.
- Extensive travel to the island (project sites) is required

4. Required Qualifications and Experience

- Master's degree in Quantity Surveying or related field
- OR
- Bachelors' degree in Quantity Surveying or related field with 4 years' experience in a related field.

5. Other Competencies

- Sound knowledge of Computer Aided Design (CAD) software and other related applications;
- Excellent command over English with proven communication and, presentation and negotiation skills;
- Strong leadership and management skills, with the ability to motivate, guide, and train staff and stakeholders.
- Ability to effectively present, discuss, and resolve complex issues, and to work efficiently within a multidisciplinary team.
- Willingness and ability to work for extended periods without direct supervision and to travel routinely to islands within the catchment area.
- Demonstrated integrity and impartiality, maintaining independence from third parties.



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- Understanding of project objectives and delivery mechanisms, with flexibility to adapt to emerging or changing conditions and initiative to act within assigned responsibilities.
- Knowledge of the technical, commercial, and legal aspects of World Bank procedures and regulations is an advantage.
- Experience working on donor-funded projects is an advantage
- Prior work experience in the Maldives is an advantage
- Excellent written and oral communication skills in both English and Dhivehi, with the ability to prepare comprehensive reports in English.
- Ability to plan and manage projects involving complex and diverse activities.
- Familiarity with relevant Government procedures and regulations.

Shortlisted candidates will be required to participate in a personal interview and provide the names and contact details of referees who can attest to their professional competence and character.

6. Institutional Arrangements

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

7. Remuneration and Leave Details

- The successful candidate will receive a fixed monthly basic salary of MVR 14,975, a monthly job allowance of MVR 6,985, and a daily attendance allowance of MVR 190. The attendance allowance will not be payable for days on leave.
- 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.



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- **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 1 (one) year, with potential renewal of contract 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.

1. Google form
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



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in part the findings or such information, without prior written consent by the Operations and Monitoring Support Unit.