



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

Advertisement Reference: (IUL)471-PIDS3/1/2020/41

Date: 28<sup>th</sup> January 2020

**INDIAN EXIM BANK LINE OF CREDIT FACILITY PROJECT**

**PROJECT MANAGER (PM)**

**TERMS OF REFERENCE**

**A. PURPOSE**

The Government of the Republic of Maldives through Ministry of National Planning and Infrastructure (MNPI) is implementing “Provision of Water Supply and Sewerage Facilities in 34 Islands” and Addu Development Project (ADP) financed by the Export-Import Bank of India (Exim Bank) and intends to apply part of the proceeds for the selection of a **Project Manager (PM)** for the implementation of this project by Ministry of National Planning and Infrastructure.

**B. BACKGROUND**

C. The main objective of the project is the Provision of Water supply and Sewerage Facilities in selected 34 islands and Addu City development Projects. ADP entails major infrastructure projects that would aid in flourishing the livelihoods of the people of Addu City. The various components in ADP include construction of new roads, resurfacing and repair of current road infrastructure, developing storm water drainage systems and reclamation in selected islands of Addu City.

**D. OVERALL RESPONSIBILITY**

The overall responsibilities of the Project Manager include, but not limited to the following:

- (i) Operational Management of the Project in accordance with the Financial Agreements and Operations Manuals of the Project to produce the envisaged outputs;
- (ii) In collaboration with the Project Team and stakeholder agencies, ensure all implementation arrangements of activities of the project component and carried out smoothly.
- (iii) Identification and resolution of implementing problems with the guidance of the Project Team, MNPI, Project Director; Ministry of Finance, Donor Agency and other partner agencies.

## E. SCOPE OF SERVICES

The work of the Project Manager will include the following tasks, among others:

1. Administer all activities under the component as per the directions of the Project Director or his/her designated and in accordance with the financing agreements, project documents and operational manuals.
2. Ensure the implementation of the project components are in line with the government policies and donor requirements.
3. Visit project sites periodically and report back on the status of on-site activities to the Project Director or designated personnel.
4. Coordinate among the stakeholders including the City Councils, Contractors and engineers in resolving various issues that come up during the implementation.
5. In collaboration with the project team and stakeholder agencies, ensure successful and timely delivery of project outputs.
6. Assume overall Management of the Projects and facilitate the distribution of responsibilities amongst team members.
7. Establish and implement a mechanism for monitoring all project-related activities in consultation with MNPI and Consultants to achieve results in line with the project objectives and, inputs/outcomes outlined in the Project Documents;
8. Ensure that project team members carry out tasks outlined in their ToR, Action plans in a timely manner, conduct Project staff's appraisal and provide feedback;
9. Ensure the procurement of goods, works and services are carried out in accordance with relevant rules and regulations and as per the guidelines stated in the Project Documents;
10. Manage and monitor the project risks initially identified, raise any new risks/issues to the authorities for consideration and decision on possible actions if required; update the status of these risks by maintaining the project risks log;
11. Ensure project funds are managed properly in accordance with project management procedures, adhere to financial covenants and monitor financial resources/accounts to ensure accuracy and reliability of reports;
12. Ensure that all the financial reports including audit reports, required by the government and relevant funding agencies are prepared and submitted on time;
13. Participate in the review/evaluation of project reports and documents and participate in committee meetings that may be formed under the project as required;
14. Participate in funding agency review missions and or review carried out by Government as required;
15. Ensure information/reports such as annual work plan, annual project review reports, project progress reports, bi-annual reports, quarterly reports etc. and other documentation requested by MNPI or funding agency for review and or for presentation are provided in a timely manner;
16. Ensure project activities are planned and coordinated with the implementing agencies for project visibility;

17. Ensure Project Board meetings are conducted where as necessary;

## **F. QUALIFICATION AND EXPERIENCE**

1. Minimum undergraduate degree related to the field of assignment with minimum general work experience of at least seven (07) years including specific experience of three (3) years minimum with substantial management/supervisory responsibilities.
2. Work experience in delivery of water, sanitation and road sector projects will be an added advantage.
3. Knowledge and Experience in International Donor funded project management will be an added advantage.
4. Knowledge and understanding of technical, commercial and legal aspects of procurement of donor - financed projects would be an added advantage
5. 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 project's 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.

## **G. REPORTING REQUIREMENT**

1. Report directly to the Director General on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client.
2. The Project Manager (PM) 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.
3. The Project Manager (PM) should 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.
4. The Project Manager (PM) is required to report to work in official attire

## H. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is **24 months** from the commencement of the works with potential renewal of contract based on performance and organizational need. The successful candidate is expected to commence the services in January 2020.

## I. SELECTION CRITERIA

The Project Manager will be selected based on the following criteria.

Rating Criteria	
Criterion	Rate
Experience in Project Management	30 points
Experience in working in similar projects (both PSIP and Donor Funded)	30 points
Qualification (Minimum Degree related to the field)	20 points
Interview	20 points

## J. REMUNERATIONS AND LEAVE DETAILS

Successful candidate will be paid a fixed monthly fee depending on qualification and experience ranging from **MVR 24,030 to MVR 34,740**. In addition, any fees payable to the individual for duty travel assignments, Ramadan allowance shall be compensated at the government prevailing rates. Fixed monthly fee shall be subject to deduction for pension and any other statutory requirement as may be applicable.

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.

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 and the Client may terminate the contract if the unpaid leave exceeds more than thirty (30) working days.

## 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)