



Ministry of National Planning and Infrastructure
Republic of Maldives

Advertisement Reference: (IUL)471-PIDS3/1/2020/44

Date: 28th January 2020

INDIAN EXIM BANK LINE OF CREDIT FACILITY PROJECT

PROJECT COORDINATOR (PC)

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 total **Five (05) Project Coordinators (PC’s)** from which **Three (03) PC’s for Water and Sewerage Projects and Two (02) PC’s for Addu Development Project** for the implementation of these project by Ministry of National Planning and Infrastructure.

B. BACKGROUND

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.

C. OVERALL RESPONSIBILITY

The objective of this assignment is operational management of the projects in accordance with the project documents and as per the bank guidelines in collaboration with the project team and stakeholder agencies to ensure all implementation arrangements of projects are carried out smoothly and on time.

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

1. Operational management of the project component in accordance with the Financing Agreements and Operations Manuals of the Project to produce the envisaged outputs;
2. In collaboration with the Project Team and Stakeholder agencies, ensure all implementation arrangements of activities of the project component are carried out smoothly;

3. Identification and resolution of implementation problems, with the guidance of the Project Team, Project Manager;

D. SCOPE OF WORKS

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

1. Provide overall Coordination/Supervision to the Contractors and/or Consultants and ensure timely delivery of the project outputs in accordance to the contract agreements.
2. Coordinate the activities of the PMU staff handling the project component to ensure the timely delivery of services to the Projects;
3. Visit project sites periodically and report back on the status of site activities to the management.
4. Ensure information, reports and other documentation requested by the Project Manager for review and/or for presentation to Steering and Technical committees are provided in a timely manner;
5. Ensure all relevant information, documents, financial and technical reports are made available for review during review missions, by independent reviewers and/or review by other relevant Authorities of Government of Maldives.
6. Prepare and revise project component activities and financial plans and 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.
7. Any other work-related tasks assigned by the Project Manager.

E. QUALIFICATIONS AND EXPERIENCE

1. Degree related to the field of assignment with minimum general work experience of 3 years including specific experience of 2 years minimum OR Diploma related to the field of assignment with minimum general work experience of 7 years with specific experience of 3 years minimum.
2. Experience in donor assisted development projects will be an added advantage.
3. Work experience in delivery of water, sanitation and road sector projects 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. Sound understanding of principles underlying good procurement practices and international agencies' procurement guidelines will be an added advantage.
6. Knowledge and Experience in International Donor funded project management will be an added advantage.

7. 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 Candidate 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 projects 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.

F. REPORTING REQUIREMENT

1. Report directly to the Project Manager (PM) on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client.
2. The Project Coordinator (PC) 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.
3. The Project Coordinator (PC) shall provide all the necessary reports and updates to the Project Manager (PM) and respective donor agencies whenever needed.
4. The Project Coordinator (PC) is required to report to work in official attire.

G. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is 24 months from the commencement of the works with potential extension for 1 year, based on performance and need. The successful candidate is expected to commence the services in January 2020.

H. SELECTION CRITERIA

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

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

I. REMUNERATIONS AND LEAVE DETAILS

Successful candidate will be paid a fixed monthly fee depending on qualification and experience ranging from **MVR 20,160 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.

J. 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.)

K. 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