

TERMS OF REFERENCE

INDIVIDUAL: Quantity Surveyor

A. Objective and Purpose of Assignment

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 the estimate values coincide with the drawings
- To ensure that the estimate rates are in accordance with the current market rates.
- Prepare Priced Bills of Quantities for projects assigned by the ministry.
- Prepare Bill of Materials and Cost Estimates (to identify list of materials to be purchased and the cost breakdown for materials and labour).

B. Scope of Work

- ✓ 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.
- ✓ Prepare cost estimations of the projects and other infrastructure assigned by the ministry.
- ✓ Prepare Interim Payment Certificates (IPC) of the projects and other infrastructure assigned by the ministry.
- ✓ Evaluation of the tendered projects
- ✓ Prepare pre-tender estimates and respond all the queries of the projects and other infrastructure assigned by the ministry.
- ✓ Assist in 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 Estimation of time (EOT) of the projects and other infrastructure assigned by the ministry.

This position is based at the offices of the Ministry of Education in Male' but extensive travel to Islands (Project Sites) are required.

C. Duration and Commencement of Services

Successful candidates will be contracted for a period of 1 (one) year, with potential renewal of contract based on performance and organizational need, the duration of which will be negotiated with the individual but shall not exceed 2 (two) years in total.

D. Qualifications and Experience

1. Master's degree in related field with minimum general experience of 01 years;
2. Bachelor's degree in related field with minimum general experience of 02 years;
3. Diploma/Advance Diploma in related field with minimum general experience of 03 years;
4. Should possess sound knowledge of computer aided design software/applications;
5. Should have excellent command over English with proven communication and, presentation and negotiation skills;
6. Should be capable of providing leadership, motivation and training to the staff and stakeholders;
7. Work Experience in Maldives will be an additional advantage;
8. 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 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.

E. Reporting Requirement

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

F. Remuneration and Leave details

- a. Successful candidate will be paid a fixed monthly fee of MVR 25,000. Whereas 50% of the eligible amount will be paid as Monthly Basic Salary and 50% will be paid as Living allowance.
- b. Successful candidates will be entitled to Pension deduction as per Maldives Pension Act from the Monthly Basic Salary (7%).
- c. In addition, any fees payable to the individual for duty travel assignments will be paid by the Client.
- d. 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.

G. 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. 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.