

TERMS OF REFERENCE

INDIVIDUAL CONSULTANT: CDRI PROJECT ENGINEER

1. BACKGROUND

The Ministry of Education (MoE) Physical Facilities Development Section has received funding from the Coalition for Disaster Resilient Infrastructure (CDRI) for a two-year project entitled: "Guidelines and Tools to Enhance the Resilience of Schools in the Maldives". The overarching goal of this project is to make school buildings healthier, safer, and more inclusive spaces that foster childhood development, while ensuring they are resilient against climate change and natural hazards across all atolls of the Maldives.

The key objectives and components of the CDRI project include:

- **Component 1: Resilience Guidance & Standards** – Developing a comprehensive Resilient School's Guideline that considers a holistic definition of resilience, encompassing increased hazard resistance, affordability, appropriateness for local culture and climate, adaptability to shifting demographics, and long-term sustainability across all schools in the Maldives.
- **Component 2: Atoll-Specific Technical Guidance** – Developing targeted, context-specific guidance for schools in the atolls to support school administrators in becoming self-sufficient in managing and maintaining educational infrastructure.
- **Component 3: On-Site Pilot Implementation & Validation** – Testing and validating the guidance for resilient design on an actual school site through a construction pilot, updating the standards based on practical lessons learned.
- **Component 4: Knowledge Sharing & SIDS Outreach** – Disseminating lessons learned, guidelines, and technical tools with other Small Island Developing States (SIDS) and regional stakeholders.

Build Change, an international non-profit organization, serves as the primary implementing partner for this project, working in close partnership with Riyan Pvt. Ltd. as subconsultants. To ensure smooth operational execution, technical alignment, and institutional oversight, the Ministry of Education is seeking to engage a qualified individual consultant as the CDRI Project Engineer/Architect.

2. OBJECTIVES

The primary objective is to engage a qualified CDRI Project Engineer/Architect within the Physical Facilities Development Section of the Ministry of Education. The consultant will serve as the core technical bridge between MoE, Build Change, and Riyan Pvt. Ltd., facilitating administrative coordination, contributing to research and resilient design development, conducting comprehensive field surveys, overseeing pilot construction supervision, and ensuring rigorous monitoring and reporting.

3. SCOPE OF SERVICES

The consultant will be based in the Physical Facilities Development Section, Ministry of Education, and report directly to the Section Head. The consultant will work closely with the project management and technical teams at Build Change and Riyan Pvt. Ltd. The primary tasks required of the consultant encompass five core operational areas:

A. Administrative & Coordination Support

- Coordinate internally between staff, sections, and departments at the MoE as well as externally with Riyan Pvt. Ltd. and Build Change to ensure smooth and successful project execution.
- Support document control by compiling all existing Ministry guidelines, standards, and specifications for the design, construction, maintenance, expansion, and refurbishment of school buildings, and systematically share them with implementing partners.
- Schedule and facilitate internal project meetings between MoE, Build Change, and Riyan, as well as external stakeholder engagements (e.g., Technical Review Committee, education sector representatives, and construction industry stakeholders).
- Accompany Riyan and Build Change to all stakeholder meetings, record detailed meeting minutes, track action items, and follow up on key deliverables.
- Provide direct technical and administrative support to the designated Technical and Lead Focal Points for the project at the MoE as required.

B. Research & Design Support

- Support the research, drafting, and technical development of project outputs and guidelines under the direction of Riyan and Build Change, aligned with the consultant's specific background and expertise.
- Review technical drawings, architectural concepts, engineering layouts, and structural guidelines to ensure compliance with local building codes and MoE standards.

C. Fieldwork & Surveys

- Support MoE and Riyan in communicating with island councils, school boards, and administrators to obtain necessary permissions, logistics support, and site access in advance of field visits.
- Participate in Build Change field work training modules and join Riyan field assessment teams to conduct in-depth surveys across a sample of 15 schools in at least five different islands.

D. Construction Pilot Supervision

- Lead on-site construction supervision work during the pilot phase of the resilient technical guidelines, with occasional in-person support from Riyan and remote support from Build Change.
- Document the pilot construction process comprehensively through structured site reports, quality assurance checks, inspection logs, and photographic progress records.

E. Reporting & Monitoring

- Attend virtual quarterly reporting meetings with Build Change leadership and present progress updates on MoE-side activities.
- Review, contribute to, and validate quarterly and annual project progress reports prepared for CDRI.
- Engage with CDRI representatives and delegates during official project monitoring missions to the Maldives.
- Address and fulfill any additional reporting requests or technical documentation required by the Build Change Project Manager or MoE leadership.

4. REQUIRED QUALIFICATIONS AND EXPERIENCE

- **Educational Background & Experience:** Master's degree in Architecture, Civil Engineering, Project Management, or a closely related field, with a minimum of five (05) years of general professional experience in building planning, design, or construction.
- OR a Bachelor's degree in Architecture, Civil Engineering, or a closely related field, combined with a minimum of ten (10) years of relevant general professional experience in building design and construction management.
- **Technical Software Capabilities:** Proficiency in computer-aided design and drafting applications, specifically AutoCAD and/or Autodesk Revit.
- **Regulatory Knowledge:** Familiarity with Maldives building regulations, structural codes, planning standards, and local construction practices.
- **Design & Supervision Experience:** Demonstrated experience in architectural/engineering design of public buildings, specifically educational infrastructure or school facilities.
- **Site Supervision:** Practical experience in construction site supervision, quality control, and structural assessments.
- **Stakeholder Engagement:** Proven track record of engaging effectively with diverse stakeholders, including local island communities, private sector professionals, and national/local government officials.
- **Language & Communication:** Fluency in spoken and written Dhivehi and English, with excellent formal technical report writing, presentation, and negotiation skills.
- **Working Flexibility:** Flexibility to participate in occasional (2–3 times per month) evening calls or communication exchanges with international partners to accommodate time zone differences.
- **Travel Readiness:** Willingness and physical ability to undertake routine duty travel to project sites across the atolls for extended periods without direct supervision.

5. OTHER COMPETENCIES

- Solid understanding of technical, commercial, legal, and operational procedures relative to government infrastructure projects and donor-funded mechanisms.
- Experience in managing, coordinating, or supporting donor-funded or international agency projects.

- Ability to plan, organize, and execute technical workflows involving complex and multi-stakeholder activities.
- Strong leadership, problem-solving, and communication skills to discuss and resolve complex technical and administrative issues effectively within a multidisciplinary team.
- Uncompromising professional integrity, impartiality, and independence from third-party commercial interests.

6. INSTITUTIONAL ARRANGEMENTS

- The consultant will be based at the Physical Facilities Development Section, Ministry of Education, Male', and will report directly to the Head of Section.
- The consultant will work in close coordination with project teams from Build Change and subconsultants Riyan Pvt. Ltd.
- Official working hours are weekdays (Sunday to Thursday) from 08:00 to 15:00 hours, excluding official public holidays. Occasional evening alignment calls with international partners will be required as needed.

7. REMUNERATION AND TERMS OF PAYMENT

The consultant will receive a all-inclusive fixed monthly remuneration of MVR 30,840.

- All travel expenses, per diems, and transport allowances associated with official duty travel assignments across the atolls will be fully covered by the project/employer in accordance with Ministry travel regulations.
- Applicable statutory deductions (including pension contributions as mandated by the Maldives Pension Act) shall be made where applicable.
- Leave entitlements, including Annual Leave, Sick Leave, and Family Responsibility Leave, will be governed by standard Ministry of Education project consultancy guidelines and contract provisions.

8. DURATION OF SERVICE

The duration of the assignment will be for a period of approximately 1 year. (Spanning from October 2026 to October 2027), subject to satisfactory performance and periodic evaluation.

9. APPLICATION INSTRUCTIONS

The Ministry of Education now invites eligible individual candidates to submit their Expression of Interest (EOI) demonstrating their qualification and capability to perform the required services.

Interested candidates must submit the following documentation:

- Cover Letter for Expression of Interest.
- Detailed Curriculum Vitae (CV) highlighting relevant qualification, key achievements, and specific experiences in similar assignments.
- Work experience documentation (proof of prior employment, portfolio summaries, or project list in similar fields).
- Attested copies of accredited academic qualification certificates.
- Reference letters from current and/or previous employers attesting to professional capability and conduct.

10. INTELLECTUAL PROPERTY RIGHTS

The intellectual property rights of all materials, studies, guidelines, technical documents, drawings, reports, graphics, or software developed under this ToR shall remain strictly with the Client (Ministry of Education) and project partners. The consultant may retain a copy of such documents solely for record purposes, subject to explicit prior written authorization from the Ministry of Education.

11. CONFIDENTIALITY, ETHICS, AND CONFLICT OF INTEREST

The selected consultant agrees to adhere to strict professional standards, maintaining confidentiality on all sensitive information obtained during the assignment. The consultant shall not publish, disclose, or share, wholly or in part, any project findings, internal reports, or preliminary guidelines without prior written consent from the Ministry of Education. The consultant must maintain absolute impartiality and declare any potential conflict of interest prior to or during the engagement.