



## **TERMS OF REFERENCE**

### **CONTRACT MANAGEMENT ENGINEER**

#### **MALDIVES URBAN DEVELOPMENT AND RESILIENCE PROJECT**

##### **A. PURPOSE**

The Government of the Republic of Maldives through Ministry of National Planning, Housing and Infrastructure is implementing “Maldives Urban Development and Resilience Project” (MUDRP) financed by the World Bank and intends to apply part of the proceeds for the selection of a Contract Management Engineer for the implementation of this project by Ministry of National Planning, Housing and Infrastructure.

##### **B. BACKGROUND**

The main objective of the project is to enhance urban services and strengthen resilience in selected cities in Maldives. The various components in this project include construction of Sewage Treatment Facility at Hulhumale, Storm water Drainage Improvement and Rain Water Storage, Establishment of Disaster Emergency Operations Center at National Disaster Management Authority (NDMA) and also financing a number of technical and analytical studies to strengthen sustainable urban development. The MUDRP will be prepared and implemented in accordance with the World Bank’s policies and standards on social and environmental management.

##### **C. OBJECTIVES OF ASSIGNMENT**

The objective of this assignment is to provide technical and engineering input for project activities, in accordance with the project documents and as per the donor guidelines in collaboration with the project team and stakeholder agencies to ensure all implementation arrangements of projects are carried out smoothly and on time.

##### **D. OVERALL RESPONSIBILITY**

The overall responsibilities of the Contract Management Engineer include, but are not limited to the following:

1. Technical coordination of the project activities
2. Participate in construction oversight activities for the project
3. Monitoring and evaluating civil works projects carried out by the PMU

## **E. SCOPE OF WORKS**

The Contract Management Engineer will carry out the following activities:

- Liaise with Project stakeholders to ensure technical compliance of project components with Project Approval Documents and Operational standards of regulators and donors;
- Visit project sites and inspect the civil works of project and give site specific suggestions where necessary;
- Reviewing technical design of project and bill of quantities, and revising the design specifications in accordance with project documents;
- Assistance during field surveys and subsequent report compilations;
- Assistance in tendering process, including in procurement and contract negotiations stage;
- Assistance in preparing and revising project activities and financial plans as when required by the Government and funding agency;
- Assist in review and evaluation of project reports and documents;
- Review payment invoices and preparation of interim payment certificate;
- Assist and advice PMU in preparing 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 MNPFI or funding agency for review and/or for presentation;
- Provide technical input on projects documents as required;
- Participate in construction oversight activities during civil works, and maintain regular meetings, maintaining logs and records of the progress, issue of change notices and approval of payments;
- Participate in document review, evaluation and other relevant committees that may be formed under PMU as required;
- Participate in monitoring and evaluation for the contracts issued for projects managed by PMU including but not limited to the following:

- i) Implementation schedules and budget;
- ii) The performance of the component against the component objectives;
- Undertake other technical tasks as and when required by the MNPHI

## **F. QUALIFICATIONS AND EXPERIENCE**

1. Minimum undergraduate degree related to Civil Engineering or related field with at least five (5) years of experience in a similar assignment.
2. Previous work experience in designing and implementing water and sanitation projects will be an added advantage.
3. Previous work experience in donor funded projects would be an added advantage.
4. Should possess sound knowledge of computer aided design software/applications;
5. Should have strong command over English language with proven communication, presentation and negotiation skills and in, discussing and resolving difficult issues and have ability to work efficiently and effectively with a multidisciplinary team.
6. The successful individual must be willing to work for extended periods without direct supervision and travel routinely to project site.
7. In addition, the individual's reputation of integrity and impartiality routed in independent from third parties shall be considered.
8. 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.
9. 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.

### **Core Competencies:**

#### **Professionalism:**

- Demonstrated ability to serve as technically responsible specialist in the field of water, environmental and sanitary engineering; high degree of personal initiative and willingness to accept wide responsibilities; ability to provide technical and procedural advice in a broad range of environmental areas; ability

to develop, maintain and supervise accountability systems for materials and services; thorough knowledge of water, environmental and sanitation systems.

- Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.
- Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Teamwork:

- Works collaboratively with colleagues to achieve project goals
- Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others
- Places team agenda before personal agenda
- Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

Planning & Organizing:

- Develops clear goals that are consistent with agreed strategies
- Identifies priority activities and assignments; adjusts priorities as required
- Allocates appropriate amount of time and resources for completing work
- Foresees risks and allows for contingencies when planning
- Monitors and adjusts plans and actions as necessary
- Uses time efficiently

## **B. REPORTING REQUIREMENT**

1. Report directly to the Project Manager on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client.
2. The Contract Management Engineer should report to work on weekdays from 0800-1600 hours other than public holidays.
3. The PE 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.

**C. SCHEDULE FOR THE ASSIGNMENT**

Duration of the assignment is **24** months from the commencement of the works with 03 months’ probation period and potential extension based on performance and need.

**D. SELECTION CRITERIA**

The Contract Management Engineer will be selected based on the following criteria.

<b>Rating Criteria</b>	
<b>Criterion</b>	<b>Rate</b>
<b>Work Experience or related field</b>	<b>40 points</b>
Work experience at least five (5) years	20
Work experience in similar assignments at least three (3) years	10
Work experience in previous donor funded projects	10
<b>Education</b>	<b>30 points</b>
Undergraduate Degree in Civil Engineering	30
<b>Interview</b>	<b>30 points</b>

**E. REMUNERATIONS**

Monthly remuneration from the project will be between MVR 28,170.00 to MVR 32,400 based on the education qualification and experience.

**F. SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT**

1. Office space and other facilities such as computers will be provided as required.
2. Local transport for official travel between Male’, inter-Atolls and inter-islands and allowances to cover food and accommodation for the trips will be provided from the projects.
3. Leave Entitlement: Unplanned

Leave:

- a. The Consultant may take up to thirty (30) working days of paid leave per annum or pro rata as may be agreed by the client for medical reasons or emergencies. If the duration is more than two consecutive days, a medical certificate specifying the nature of the consultant's illness and recommended duration of leave issued by a licensed medical practitioner must be submitted on the first day back at work.
- b. The Consultant may take up to ten (10) working days of paid leave per

annum or pro rata as may be agreed by the client for Family Responsibility reasons or emergencies.

Planned Leave: The consultant may take up to thirty (30) working days of paid leave per annum or pro rata as may be agreed by the Client.

## **G. APPLICATION**

Interested applicants may submit their proposal in a sealed envelope indicating the following:

1. Cover Letter for Expression of Interest (EOI)
2. Copy of National Identification Card
3. A CV including information that demonstrates that the candidate is qualified to undertake the scope of work
4. Work experience documentation (including a description of similar assignments, experience in similar conditions, availability of appropriate skills etc.)
5. Copies of attested academic qualifications.
6. Reference letters from Current and/or previous employers.

## **H. 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, Housing and Infrastructure,  
Ameenee Magu, Maafannu  
Male', 20392, Republic of Maldives  
Email: [tenders@planning.gov.mv](mailto:tenders@planning.gov.mv)  
CC: [mudrp@planning.gov.mv](mailto:mudrp@planning.gov.mv)