



## **TERMS OF REFERENCE**

### **PROJECT ASSOCIATE FOR NDMA**

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

##### **A. BACKGROUND**

The Maldives Urban Development and Resilience Project (MUDRP) supported by the World Bank (WB) seeks to enhance urban services in selected cities in Maldives and strengthen the Government's capacity to provide effective response to disasters. The project has four components which are implemented by the Ministry of National Planning, Housing and Infrastructure (MNPHI), Housing Development Corporation (HDC) and the National Disaster Management Authority (NDMA).

The Subcomponent 1.2 Strengthening Emergency Response Systems will aim to enhance the Government of the Maldives' (GoM) capacity in Emergency Preparedness and Response (EP&R) by supporting the establishment and operationalization of the National Emergency Operations Plan (NEOP) through the establishment of an Emergency Operations Coordination Center (EOCC) within the National Disaster Management Authority (NDMA). When activated, the center will be used to perform the following functions: (a) Information and communication management including public information and media management; (b) Coordination with stakeholders to ensure efficient and effective response; (c) Resource Management and Coordination; and d) Liaison with external organizations including UN and other international and national non-governmental organizations and private sector entities. To efficiently coordinate disaster and emergency response, the EOC will consist of, among other things: a community incident reporting system; a GIS system with data and information essential for efficient emergency response coordination; a call center function; and a coordination system based on Standard Operating Procedures (SOPs). The Center will be connected to all the key agencies involved in EP&R at national, atoll and island levels, including but not limited to the Maldives National Defense Force (MNDF), the Coast Guards, the Fire and Rescue Service, the Maldives Meteorological Service (MMS), the Health Emergency Operations Center (HEOC) at the Ministry of Health and local government bodies.

The establishment of functional Emergency Operation Coordination Centre (EOCC) is a core element in any national effort to respond to disasters that affect the country. A close relationship with the MMS and other ministries with hazard-specific expertise will be required to ensure 24/7 situational awareness and early warnings of potential events. This project will provide support for the establishment of a fully operational EOC.

## **B. OVERALL RESPONSIBILITIES**

The Project Associate is a full-time project staff designated to run the related activities of the Subcomponent of the project and other activities assigned by the management of NDMA. The Project Associate is responsible for day to day management and he/she's prime responsibility is to ensure that the project produces the results specified in the project document within the scope of the constraints laid down by NDMA, the project Board and other stakeholders. The Project Associate should also ensure that implemented activities meet the required standard, quality and costs as indicated in the project deliverables and workplan. The Project Associate will also act as the main liaison between the NDMA and the Project PMU at the Ministry of National Planning, Housing and Infrastructure., ensuring that all project reporting are delivered on time with the approval from the management of the NDMA.

Apart from project activities the NDMA also has the authority to assign additional tasks to the Project Associate with regard to the regular programme activities of the authority. The staff is also required to be part of any emergency relief operations undertaken by the NDMA within the contract duration. This will include reporting emergency work on non-official work hours.

## **C. SPECIFIC RESPONSIBILITIES WOULD INCLUDE:**

### ***Overall project management:***

- Manage the realization of project outputs through activities;
- Provide direction and guidance to project team(s)/ responsible party (ies);
- Liaise with the PMU on the overall direction and integrity of the project;
- Identify and obtain any support and advice required for the management, planning and control of the project;
- Responsible for project administration;
- Liaise with any suppliers;
- May also perform Team Coordinator and Project Support roles;

### ***Running a project***

- Plan the activities of the project and monitor progress against the initial quality criteria.
- Mobilize goods and services to initiate activities, including drafting TORs and work specifications;
- Monitor events as determined in the Monitoring & Evaluation Plan, and update the plan as required;
- Manage requests for the provision of financial resources by MNPHI and World Bank
- Monitor financial resources and accounting to ensure accuracy and reliability of financial reports;
- Manage and monitor the project risks as initially identified, update the status of these risks by maintaining the Project Risks Log;

- Be responsible for managing issues and requests for change by maintaining an Issues Log;
- Link up project activities with related and parallel activities both within NDMA and with external partner agencies and organizations;
- Ensure donor visibility on all products from the project;
- Prepare the Project Quarterly Progress Report (progress against planned activities, update on Risks and Issues, expenditures) and submit the report to the PMU;
- Prepare the Annual Review Report, and submit the report to the PMU;
- Based on the review, prepare the AWP for the following year, as well as Quarterly Plans if required.

### ***Closing the Project***

- Prepare Final Project Review Reports to be submitted to the PMU;
- Identify follow-on actions and submit them for consideration to the PMU;
- Lead the crafting of a sustainability strategy or roadmap before the closure of the project;
- Manage the transfer of project deliverables, documents, files, equipment and materials to national beneficiaries;
- Prepare final reports

## **D. QUALIFICATIONS AND EXPERIENCE**

1. Minimum undergraduate degree in Business/Project Management or related field.
2. Must have professional work experience of at least five (05) years with minimum three (3) years' specific experience
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 with high degree of personal initiative and willingness to accept wide responsibilities; ability to provide technical and procedural advice in disaster management related areas.
- 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

## **E. SCHEDULE FOR THE ASSIGNMENT**

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

## F. SELECTION CRITERIA

The Project Associate for NDMA Implementation Cell will be selected based on the following criteria.

<b>Rating Criteria</b>	
<b>Criterion</b>	<b>Rate</b>
Work Experience	40 points
Work experience at least five (5) years	20
Minimum three (3) years' experience in management/administration/coordination roles	15
Work experience in previous donor funded projects	5
Education	30 points
undergraduate degree in Business/Project Management or related field.	30
Interview	30 points

## G. REMUNERATIONS

Monthly remuneration from the project will be between MVR 17,550.00 to MVR 20,160.00 based on the education qualification and experience.

## H. 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.

## **I. REPORTING**

The Project Associate will be stationed and report directly to the Head of Programmes at NDMA

Report and advise the Project Director/Advisor and/or Project in charge on behalf of the NDMA, on all aspects of Project Management throughout the duration of the contract.

The incumbent is expected to report for work and maintain work ethics and discipline of work complying with the staff regulation of NDMA

The Project Associate shall ensure that all the required reports for the project are prepared on time in accordance with the requirements of NDMA, MNPHI and World Bank.

## **J. 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.

## **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, 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)