

## **CIVIL ENGINEERING & PROJECT MANAGEMENT CONSULTANCY IN THE MINISTRY OF ECONOMIC DEVELOPMENT**

### **Introduction**

Ministry of Economic Development (MED) is seeking the services of a Civil Engineering and Project Management Consultant to steer the strategic economic infrastructure projects undertaken by the Ministry. The Ministry is seeking an Individual Consultant for the role.

MED has been entrusted to undertake the policy and programmatic responsibilities relating to trade, economic projects, investment and economic development. These include amongst other things;

1. Provide economic and trade policy leadership in the government.
2. Coordinating and steering of strategic economic infrastructure projects and investment proposals
3. Ensuring a conducive and internationally competitive business and commercial environment in the Maldives.
4. Identify strategies for diversification of the Maldives economy and work towards further diversification of established industries.
5. Identify strategies for export development and promotion.
6. Identify and establish market access opportunities with our trade partners and help domestic industries internationalize.
7. Identify and implement investment promotion initiatives.
8. Ensure a fair-trading environment where the rights of the consumers are adequately protected.
9. Establish and ensure that standards for trade in goods and services are maintained.
10. Review pending infrastructure programs and design and implement new financial models/ frameworks to deliver these programs more efficiently

### **Terms of Reference**

The Consultant is expected to work alongside the MED team on the following areas:

1. Manage and coordinate strategic infrastructure projects undertaken by the Ministry.
2. Coordinate with all the relevant project stakeholders effectively throughout the project life cycle.
3. Steer the delivery of government targets relating to strategic infrastructure projects preparation, coordination and management.
4. Advise the Minister on policy analysis, formulation and implementation of economic infrastructure projects and investments.
5. Provide technical expertise related to civil engineering required by the Ministry.
6. Review project documentations submitted by consultants/contractors/investors.
7. Review and analyze structural designs and drawings submitted by relevant stakeholders.
8. Prepare project concept papers, information memoranda, project proposals, implementation/work plans, progress reports, project reports and other documentation related to projects.
9. Create and maintain comprehensive project documentation.
10. Ensure effective risk management to minimize project risks.
11. Advise the Ministry regarding project contracts.
12. Advising on procurement strategy and assist in the preparation of tender documents.

13. Preparation of TORs for infrastructure projects undertaken by the Ministry. Define accurate and detailed scope, objectives, and deliverables for the projects.
14. Evaluating claims for additional payments, variation orders or extension of time by the Contractor/Consultant and make recommendations.
15. Valuing completed works and preparation of payment certificates
16. Periodic review and improvement of internal project formulation and management flow processes.
17. Other relevant tasks assigned by the Ministry.

#### **Minimum Qualification and Requirement**

1. The applicant must hold a Bachelors' Degree in Civil Engineering or a related field and must demonstrate a good command of knowledge in the areas of project management and coordination.
2. Minimum 5 years of experience in Project Management.

#### **Job Skill and Specifications**

1. Excellent knowledge of building and construction methods, materials and legal regulations.
2. Proficiency in AutoCAD, MS Project, Structural Design Software and Microsoft Office package. Experience in structural design will be an added advantage.
3. Direct work experience in project management of infrastructure projects, including all aspects of process development and execution.
4. Experience in project formulation and tendering process. Experience in managing FIDIC contracts will be an added advantage.
5. Ability to effectively prioritize and execute tasks in high-pressure environments is crucial.
6. Ability to manage multiple projects and work to tight deadlines.
7. Experience in working both independently and in team oriented, collaborative environments is essential.

#### **Duration of Consultancy**

24 calendar months, subject to extension

#### **Working hours**

0800-1600hrs, weekdays

The selected applicant may be required to work outside of the above working hours occasionally during the term of the consultancy.

#### **Gross Remuneration**

MVR 37,700 per month