

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Ministry of National Planning, Housing and Infrastructure

Republic of Maldives

TERMS OF REFERENCE FOR TRANSPORT SPECIALIST (LOCAL INDIVIDUAL)

Date: 28th February 2021

I. Background

Government of Maldives (GOM) has committed to developing an efficient, reliable, convenient and sustainable national public ferry system to ensure all Maldivian citizens are connected to the country's economic infrastructure and social services which is reflected in the Strategic Action Plan 2019-2023. The Government aims to operationalize an efficient public ferry service in all administrative areas by 2023 through the **Integrated National Public Ferry Network Project** being implemented by the Ministry of National Planning, Housing and Infrastructure (MNPFI). This would be the very backbone of the long-term strategic planning framework, National Spatial Plan, designed to achieve regional development in the Maldives through a balanced distribution of resources ensuring inclusive, integrated, smart and resilient development. The National Public Ferry Network will also contribute in achieving Sustainable Development Goals through its broad range of socio-economic impacts. The envisioned national public ferry system will be an integrated service comprised of high-speed passenger ferry service and scheduled cargo ferry services.

Low-lying islands clustered into 26 geographic, Maldives' resident population is distributed across 188 inhabited islands. Apart from Male', only 4 other administrative islands have a population above 5000 and two third of the islands have a population less than 1000. This dispersion of population makes it more challenging and costly in providing transport services creating difficulties for the public to access basic services. Covid-19 pandemic hit hard globally, slowing down the economy of Maldives significantly making it more vital for sustainable transport systems for inter-island connectivity, access to services, economic activities and trade within the country.

The public ferry system will link maritime transport with land and air transport for a seamless transfer of passenger and cargo movement across the country. The system will also include support infrastructure such as ferry terminals and access infrastructure built to modern architectural standards, universal accessibility design and high customer comfort and convenience.

The project is planned to be rolled out across 6 zones of the Maldives in three phases;

- 2021- Phase 1- Zone 1 (Haa Alif, Haa Dhaalu, Shaviyani Atoll)
- 2022- Phase 2- Zone 2 (Noonu, Raa, Baa, Lhaviyani Atoll) and Zone 4 (meemu, Faafu, Dhaalu, Thaa, Laamu Atoll)
- 2023- Phase 3- Zone 3 (Kaafu, Alif Alif, Alif Dhaalu, Vaavu Atoll), Zone 5 (

Gaafu Alifu, Gaafu Dhaalu Atoll) and Zone 6 (Gnaviyani, Seenu Atoll)
The project is currently in implementation stage of Phase 1.

II. Overall Responsibility of the Assignment

The Transport Specialist will support the project management team of MNPHI (here after referred as the Client) in addressing all technical, regulatory and compliance issues in all stages of the project including design, build, testing and accepting phases of the project to ensure that the works and services provided by the contractor meet the standards set by the Government. The specialist will monitor and report the progress of the works and services of the contractor at all stages of the project and review reports submitted by the contractor and produce reports and extract information for policy and decision making.

III. Scope of Work

The transport specialist will be required to undertake the following tasks:

- a) Advise the Client on technical aspects of the project on policy and strategic issues
- b) Assist the Client in setting up a project management setup covering system, processes and procedures
- c) Review the plans and documents related to the project and advise the Client on improving the network efficiency and cost effectiveness
- d) Ensure that the works and services delivered by the contractor comply with the national rules and regulations and the standards set out by the Client including health and safety standard and service standards.
- e) Monitor and report on the progress of the works carried out by the contractor through regular site visits and advise measures for rectifying technical issues and compliance with the timeline, milestones and targets agreed with the client and coordinate with the contractor to rectify issues as per the advice of the management
- f) Advise the client on technical and operational matters regarding the project based on information from the contractor and independent review and verification by the consultant from site visits
- g) Advise the project management in overcoming any challenges in implementing the standards set by the Client during all stages of the project and coordinate with the contractor in resolving such issues
- h) Monitor and report the progress of the works and services of the contractor at all stages of the project and review reports submitted by the contractor and produce reports and extract information for policy and decision making
- i) Identify and assist the Client in bringing about the necessary changes in regulatory and institutional setup in coordination with other Government stakeholders
- j) Assist in the formulation, implementation and review of the communication strategy

- k) Review operational and management efficiency in coordination with Contractor and provide an independent assessment on increasing the efficiency improve service standards
- l) Advise the Client in improving the operational and management efficiency and standard of the current and future phases of the project using the operational and management assessment of Phase 1
- m) Advise the Client on emerging new technologies in maritime transportation and integration of new technologies in to the Project
- n) Assist the Client with any other technical matters related to the project.

IV. Duration and Commencement of Services

- a) Expected contract commencement date: March 2021.
- b) Contract will be on full-time basis, and contracts will be for one-year subject to annual review with a possibility of renewal.
- c) The transport specialist shall develop a work plan and agree with the Employer on the milestones to be achieved during the contract period within 2 weeks of commencement of contract.
- d) The performance criteria that will be used to assess the performance of the successful candidate at regular intervals and based upon which the contract may be continued or terminated are the milestones agreed with the Employer and efficient delivery of the works under the scope of works.

V. Qualification and Experiences

- a. Minimum undergraduate degree in or related to maritime studies, maritime administration, public transport management, naval studies, and other relevant program on maritime transport with minimum 5 years of experience or
- b. Master's degree in or related to maritime studies, maritime administration, public transport management, naval studies, and other relevant program on maritime transport with minimum 5 years of experience.
- c. Experience in providing expert advisory and/or consultancy services in the area of maritime transport services;
- d. Work experience in public transport projects or related project management experience will be an added advantage
- e. Strong communication and coordination skills and ability to establish good working relationships with colleagues and stakeholders in a sensitive environment.
- f. Experience in report writing in a concise, lucid, and comprehensible manner;
- g. S/he must demonstrate strong interpersonal and motivational skills and sensitivity to the local environment as well as the ability to work with minimal supervision.
- h. Willingness and ability to work effectively under pressure and ability to multi-task;
- i. Strong conceptual and analytical skills and excellent interpersonal skills, strong verbal and written communication skills in Dhivehi and English.

VI. Remuneration and Leave Details

- a. Successful candidate will be paid a fixed monthly fee depending on qualification and experience ranging from MVR 22,700- 36,000. 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 Transport Specialist may take up to thirty (30) working days leave per calendar year upon the completion of one year of contract.

Sick Leave: The Transport Specialist may take Thirty (30) days of paid sick leave.

(a) The Transport Specialist is allowed to take 30 days' sick leave with medical certificate specifying the nature of the illness and recommended duration of sick leave issued by a licensed medical practitioner is to be submitted on the first day back at work.

(b) Notwithstanding the above, Transport Specialist is allowed to take first 15 days' sick leave without medical certificate and can be taken for two consecutive days.

Family Responsibility Leave: The Transport Specialist 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 Transport Specialist will not be paid for leave(s) that exceed the maximum allowed and the Client may terminate the contract if the unpaid leave exceeds more than thirty (30) working days.

VII. Reporting Requirements

- a) The Transport Specialist will be located within the National Planning Department of the Ministry of National Planning, Housing and Infrastructure, and report to Project Manager or the head of the department implementing the Integrated National Public Ferry Network Project.
- b) The Transport Specialist should report to work on week days from 0800 – 1600 hours other than public holidays and provide services to the Client for an average of 40 hours a week. Remuneration for less than 8 hours work per day will be on a pro-rate basis.
- c) Transport Specialist will be required to work as part of Integrated National Public Ferry Network Project management team based within National Planning Department of the Ministry and be responsible to produce outputs as needed in relation to the tasks detailed under scope of work.
- d) The Transport Specialist is required to report to work in official attire.

VIII. Schedule for Assignment

- a) Duration of the assignment is 12 months from the commencement of the works with potential extension, based on performance and need. The successful candidate is expected to commence the services in March 2021.

IX. Submission

Interested candidates may submit their application including Copy of National Identity Card, CV, Educational Certificates & References, on or before the time provided in the advertisement to the following address:

Human Resource Section,
Ministry of National Planning, Housing and Infrastructure,
Ameenee Magu, Maafannu Male', 20392,
Republic of Maldives.
Email: recruitment.hr@planning.gov.mv