



## Ministry of National Planning, Housing and Infrastructure

Republic of Maldives

Advertisement Reference: (IUL)471-CDS5/1/2021/171

Date: 13.10.2021

### **HOUSING PROJECTS PROJECT DIRECTOR (PD)**

### **TERMS OF REFERENCE**

#### **A. PURPOSE**

The Government of the Republic of Maldives through Ministry of National Planning, Housing and Infrastructure is implementing several housing projects financed by the government of Maldives and intends to apply part of the proceeds for the selection of a **Project Director (PD)** on contract basis to the PMU for the implementation of these projects administered by Ministry of National Planning, Housing and Infrastructure (MNPFI).

#### **B. BACKGROUND**

Maldives is a small island nation with fragile environment and scarce water resources. Its population of over 400,000 is thinly dispersed over 188 islands out of total 1192 islands, the remaining being uninhabited. The projects are to implement for providing affordable and quality social housing across the country.

#### **C. OVERALL RESPONSIBILITY**

The overall responsibilities of the Project Director include, but not limited to the following:

- (i) Operational Management of the Project in accordance with the Financial Agreements and Operations Manuals of the Project to produce the envisaged outputs;
- (ii) In collaboration with the Project Team and stakeholder agencies, ensure all implementation arrangements of activities of the project component are carried out smoothly.
- (iii) Identification and resolution of implementation problems, with the guidance of the Project Team, MNPFI, Ministry of Finance, and other partner agencies.

## **D. SCOPE OF SERVICES**

The work of the Project Director will include the following tasks, among others:

1. Administer all activities under the component as per the directions of the Project Director or his/her designate and in accordance with the financing agreements, project documents and operations manuals.
2. Ensure the implementation of the project components are in line with the government policies and donor requirements.
3. Visit project sites periodically and report back on the status of on-site activities to the Director General of the housing department or designated personnel.
4. Interact with the financial, procurement and technical staff of Ministry, where ever relevant to enable smooth implementation of the project components.
5. Coordinate among the stakeholders including the city Councils, Contractors and engineers in resolving various issues that come up during the implementation.
6. Monitor the progress of the activities on a regular basis.
7. Prepare project progress reports, quarterly reports and updates in a timely manner.
8. Provide project information, monthly progress reports and other documentation requested by the Director General for review and/or for presentation to Project /Technical meetings, donor review missions or by other relevant authorities of the Government in a timely manner.
9. Assist the procurement staff of the PMU in the preparation of Terms of Reference, Tender documents and Evaluations of Bids and Proposals.
10. Participate in document review, evaluation and other relevant committees that may be formed under the Projects as required;
11. Assist Director General in conducting the Project Steering Committee Meetings.

## **E. QUALIFICATION AND EXPERIENCE**

1. Master's degree or above in Project Management or Construction related field with minimum general experience of 5 years in a related field/ or similar capacity including minimum 2 years in Construction Projects/ donor assisted development projects; with substantial management/ supervisory responsibilities **OR**
2. Bachelor's degree in Project Management or Construction related field with minimum experience of 7 years in a related/ or similar capacity including minimum 3 years in Construction Projects/ donor assisted development projects; with substantial management/ supervisory responsibilities.
3. Tertiary Qualification in Civil/Environmental Engineering will be an added advantage.
4. Knowledge and Experience in International Donor funded project management will be added advantage.
5. Work experience in delivery of water, sanitation and waste sector projects will be an added advantage.
6. Knowledge and understanding of technical, commercial and legal aspects of procurement of donor - financed projects would be an added advantage

7. Should have strong leadership, management and communication skills in presenting, discussing and resolving difficult issues and have ability to work efficiently and effectively with a multidisciplinary team.

The successful individual must be willing to work for extended periods without direct supervision and travel routinely to islands within the catchment.

In addition, the individual's reputation of integrity and impartiality routed in independent from third parties shall be considered.

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.

The successful candidate must understand the objectives and delivery mechanisms of the project's 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.

## **F. REPORTING REQUIREMENT**

1. Report directly to the Director General on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client.
2. The Project Director 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.
3. The Project Director (PD) is expected to 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.
4. The Project Director (PD) is required to report to work in official attire.

## **G. SCHEDULE FOR THE ASSIGNMENT**

Duration of the assignment is **24 months** from the commencement of the works with potential renewal of contract based on performance and organizational need. The successful candidate is expected to commence the services in October 2021.

## H. SELECTION CRITERIA

The Project Director will be selected based on the following criteria.

<b>Rating Criteria</b>	
<b>Criterion</b>	<b>Rate</b>
<p><b>Educational Qualification and Experience in related field</b></p> <ul style="list-style-type: none"> <li>- Master's degree or above in Project Management or Construction related field with minimum general experience of 5 years in a related field/ or similar capacity including minimum 2 years in Construction Projects/ donor assisted development projects; with substantial management/ supervisory responsibilities <b>OR</b></li> <li>- Bachelor's degree in Project Management or Construction related field with minimum general experience of 7 years in a related/ or similar capacity including minimum 3 years in Construction Projects/ donor assisted development projects; with substantial management/ supervisory responsibilities.</li> </ul>	<b>50 points</b>
<b>Experience in working in similar projects (both PSIP and Donor Funded)</b>	<b>30 points</b>
<p><b>Interpersonal Skills and Presentation (will be assessed during personal interview)</b></p> <ul style="list-style-type: none"> <li>- Experience in the field</li> <li>- Experience working in similar assignments</li> <li>- Personal Skills and Hard skills</li> </ul>	<b>20 points</b> 08 points 08 points 04 points

## I. REMUNERATIONS AND LEAVE DETAILS

1. Successful individual will be paid a fixed monthly fee in the range of MVR 24,030 to MVR 34,740 (salary shall be set based on pay commission circular no: 13-NPC/CIR/2018/5) depending on their qualifications and experience. Whereas 50% of the eligible amount will be paid as Monthly Basic Salary and 50% will be paid as Living allowance. Fixed monthly remuneration will be subjected to deduction for pension and any other statutory requirement as may be applicable.
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. Ramadan allowance at the government prevailing rates.
4. Office space and other facilities such as computers will be provided as required.

5. Leave Entitlement:

- a. Annual Leave: The Consultant may take up to thirty (30) working days leave per calendar year.
- b. Sick Leave: Thirty (30) days of paid sick leave. The Consultant is not allowed to take sick leave for more than two consecutive days unless a medical certificate specifying the nature of the illness and recommended duration of sick leave issued by a licensed medical practitioner is submitted on the first day back at work.
- c. Family Responsibility Leave: The Consultant may take Ten (10) days of paid leave in a year to attend important obligations such as tending family members during illness.
- d. Unpaid Leave: The Consultant 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.

**J. APPLICATION**

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

1. Letter of Expression of Interest (EOI)
2. Copy of National Identification Card
3. Attested copies of Educational Certificates (copies taken from with original accredited certificates)
4. A CV that demonstrates that the applicant is qualified to perform the services (including a description of similar assignments, experience in similar conditions, availability of appropriate skills etc.)
5. Reference Letters from current/previous employers.

**K. SUBMISSION**

Interested candidates may submit their proposals on or before the time provided in the advertisement to the following address:

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