



Ministry of National Planning, Housing and Infrastructure

Republic of Maldives

Advertisement Reference: (IUL)471-PIDS2/1/2021/189

Date: 24th October 2021

INDIAN EXIM BANK LINE OF CREDIT FACILITY PROJECT MONITORING AND EVALUATION OFFICER TERMS OF REFERENCE

A. PURPOSE

The Government of the Republic of Maldives through Ministry of National Planning, Housing and Infrastructure (MNPFI) is implementing “Provision of Water Supply and Sewerage Facilities in 34 Islands” and Addu Development Project (ADP) financed by The Export-Import Bank of India (Exim Bank) and intends to apply part of the proceeds for the selection of a **Monitoring and Evaluation Officer** for the implementation of the above projects.

B. BACKGROUND

The main objective of the project is the Provision of Water supply and Sewerage Facilities in selected 34 islands and Addu City development Projects. Among the 34 islands included in this project, both water and sewerage facilities will be established in 15 islands, sewerage facilities will be established in 2 islands and water facilities will be established in 17 islands. ADP entails major infrastructure projects that would aid in flourishing the livelihoods of the people of Addu City. The various components in ADP include construction of new roads, resurfacing and repair of current road infrastructure, developing storm water drainage systems and reclamation in selected islands of Addu City.

C. OBJECTIVES OF ASSIGNMENT

The objective of this assignment is to monitor and evaluate the projects implemented under Indian Exim Bank LOC and ensuring that these projects are delivered smoothly and on time.

D. OVERALL RESPONSIBILITY

The overall objectives of the assignment are to:

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

E. SCOPE OF WORKS

1. Monitor the construction programmes of the Project.
2. Analyse the individual contract programme and advise Employer of the potential delays and possible corrective actions to mitigate the delays.
3. Analyse programmes for effect on any variations, site incidents, etc.
4. Keep proper track of all relevant information for the Project and issue alerts to all levels of Employer and stakeholders for their necessary actions with suggested measures in line with contract requirements.
5. In addition to programming effect, assist Employer in reviewing and evaluating time/cost effect on Contractual issues such as claims for EOT, additional cost and disputes etc. in accordance with FIDIC Conditions of Contracts for the Project.
6. Assist Employer in keeping track of day to day issues in administration of the Project.
7. Prepare and submit monthly and quarterly progress reports of the projects to Exim Bank of India and other government stakeholders.
8. Disseminate media input regarding the progress of projects on a regular basis.
9. Carry out discussion with other stakeholders of all other departments in interfacing works and highlight any construction issue in advance that may arise.
10. Participate in funding agency review missions / or review carried out by Government of Maldives authorities as required; and participate in committee meetings that may be formed under the project as required.
11. Carry out any other duties as may be assigned from time to time by the Employer.

F. QUALIFICATIONS AND EXPERIENCE

To be eligible for consideration for this position the candidate must meet the following criteria:

1. Minimum Undergraduate Degree in Project Management, Construction Management, Civil Engineering or related to the field of assignment.
2. Must have professional work experience of minimum 3 years general experience including 2 years specific experience in a related field.
3. Knowledge and usage in Project Management software's such as MS Projects / Primavera.
4. A demonstrated ability to rapidly acquire knowledge about the Project, project objectives, delivery mechanisms, performance indicators, and operation performance monitoring and evaluation requirements will be an added advantage.

5. 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.
6. Fluency in written and spoken English and excellent interpersonal skills are essential.

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.

G. 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 Monitoring and Evaluation Officer 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.
3. The Monitoring and Evaluation Officer 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.

The Engineer is required to report to work in official attire.

H. 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.

I. SELECTION CRITERIA

The Monitoring and Evaluation Officer will be selected based on the following criteria.

Rating Criteria	
Criterion	Rate
Educational Qualification and Experience in related field - Minimum Undergraduate Degree in Project Management, Construction Management, Civil Engineering or related to the field of assignment.	30 points
Experience in related field - Must have professional work experience of minimum 3 years general experience including 2 years specific experience in a related field.	30 points
Interpersonal Skills and Presentation (will be assessed during personal interview)	40 points

J. REMUNERATIONS AND LEAVE DETAILS

1. Successful candidate will be paid a fixed monthly fee depending on qualification and experience ranging from **MVR 20,160 to MVR 28,800**. Whereas 50% of the eligible amount will be paid as Monthly Basic Salary and 50% will be paid as Living allowance. Remuneration will be determined as per number 13-NPC/CIR/2018/5 (22nd March 2018) circular issued by National Pay Commission.
2. Successful candidate will be entitled to Pension deduction as per Maldivian Pension Act from the Monthly Basic Salary (7%).
3. In addition, any fees payable to the individual for duty travel assignments will be paid by the Client.
4. 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 Consultant may take up to thirty (30) working days leave per calendar year.

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

- (a) The Consultant is not allowed to take 30 days sick leave with medical certificate specifying the nature of the illness and recommended duration of sick leave by a licensed medical practitioner is to be submitted on the first day back at work.
- (b) Notwithstanding the above, Consultant is allowed to take first 15 days' sick leave without medical certificate and can be taken for two consecutive days.

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.

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.

K. 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.

L. 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