



Ministry of National Planning, Housing and Infrastructure

Republic of Maldives

Advertisement Reference: (IUL)471-CDS5/1/2021/199

Date: 1st November 2021

OFID PROJECT MANAGEMENT UNIT PROJECTS PROJECT COORDINATOR (PC) (WATER AND SEWERAGE COMPONENT)

TERMS OF REFERENCE

A. PURPOSE

The Government of the Republic of Maldives through Ministry of National Planning, Housing and Infrastructure is implementing several projects (water supply, sewerage, waste management, harbor) financed by OPEC Fund for International Development (OFID) and intends to apply part of the proceeds for the selection of a **full time Project Coordinator (PC) (Water and Sewerage Component)** to the PMU for the implementation of water and sewerage 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 by providing sustainable access to safe water supply and sanitation services, and harbor infrastructure. The projects will promote health and connectivity, thereby supporting economic growth and poverty alleviation in the country.

C. OVERALL RESPONSIBILITY

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

- (i) Operational management of the project component in accordance with the Financing 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 and Project Director.

D. SCOPE OF SERVICES

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

1. Provide overall Coordination/Supervision to the Contractors and/or Consultants and ensure timely delivery of the project outputs in accordance to the contract agreements.
2. Coordinate the activities of the PMU staff handling the project component to ensure the timely delivery of services to the Projects;
3. Visit project sites periodically and report back on the status of site activities to the management.
4. Ensure information, reports and other documentation requested by the Project Director for review and/or for presentation to Steering and Technical committees are provided in a timely manner;
5. Ensure all relevant information, documents, financial and technical reports are made available for review during review missions, by independent reviewers and/or review by other relevant Authorities of Government of Maldives.
6. Prepare and revise project component activities and financial plans and ensure information/reports such as annual work plan, annual project review reports, project progress reports, bi-annual reports, quarterly reports etc. and other documentation requested by MNPHI or funding agency for review and/or for presentation are provided in a timely manner.
7. Any other work-related tasks assigned by the Project Director.

E. QUALIFICATION AND EXPERIENCE

1. PHD related to the field of assignment with minimum general experience of 3 years in a related field/ or similar capacity including minimum 2 years specific experience in the field with substantial management/ supervisory responsibilities **OR**
2. Master's degree or above related to the field of assignment with minimum general experience of 5 years in a related field/ or similar capacity including minimum 3 years specific experience in the field with substantial management/ supervisory responsibilities **OR**
3. Bachelor's degree or above related to the field of assignment with minimum general experience of 10 years in a related field/ or similar capacity including minimum 4 years specific experience in the field with substantial management/ supervisory responsibilities.

4. Experience in donor assisted development projects will be an added advantage.
5. Work experience in delivery of water and sanitation 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 Project Director (PD) on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client.
2. The Project Coordinator (PC) 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 Coordinator (PC) 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 Coordinator (PC) 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 November 2021.

H. SELECTION CRITERIA

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

Rating Criteria	
Criterion	Rate
<p>Educational Qualification and Experience in related field</p> <ul style="list-style-type: none"> - PHD related to the field of assignment with minimum general experience of 3 years in a related field/ or similar capacity including minimum 2 years specific experience in the field with substantial management/ supervisory responsibilities OR - Master's degree or above related to the field of assignment with minimum general experience of 5 years in a related field/ or similar capacity including minimum 3 years specific experience in the field with substantial management/ supervisory responsibilities OR - Bachelor's degree or above related to the field of assignment with minimum general experience of 10 years in a related field/ or similar capacity including minimum 4 years specific experience in the field with substantial management/ supervisory responsibilities. <p>(Reference letters will be taken into consideration)</p>	50 points
<p>Experience in working in similar projects (both PSIP and Donor Funded)</p>	30 points
<p>Interpersonal Skills and Presentation (will be assessed during personal interview)</p> <ul style="list-style-type: none"> - Experience in the field - Experience working in similar assignments - Personal Skills and Hard skills 	20 points 08 points 08 points 04 points

I. REMUNERATIONS AND LEAVE DETAILS

1. Successful individual will be paid an all-inclusive monthly fee in the range of **MVR 25,020 to MVR 28,800** (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.
2. Successful candidate will be entitled to Pension deduction as per Maldivian Pension Act from the Monthly Basic Salary (7%).

3. 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.
4. Ramadan allowance at the government prevailing rates.
5. Office space and other facilities such as computers will be provided as required.
6. Leave Entitlement:
 - a. Annual Leave: The Consultant may take up to thirty (30) working days leave per calendar year upon the completion of first year.
 - b. Sick Leave: The Consultant may take Thirty (30) days of paid sick leave.
 - (i) The Consultant is 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.
 - (ii) Notwithstanding the above, Consultant is allowed to take 15 days sick leave without medical certificate and can be taken for two consecutive days.
 - 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:

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