



Ministry of National Planning, Housing and Infrastructure
Republic of Maldives

Advertisement Reference: (IUL)471-CDS5/471/2021/52

Date: 15th November 2021

PROJECT COORDINATOR (PC)

TERMS OF REFERENCE

A. PURPOSE

The Ministry of National Planning, Housing and Infrastructure (MNPHI) is seeking to hire **02 Project Coordinators** to coordinate, manage and administer Public Sector Infrastructure Projects (PSIP) implemented by the Ministry.

B. BACKGROUND

MNPHI is mandated to implement various infrastructure projects including buildings, harbours, shore protection, land reclamation, roads & stormwater drainage and water & sewerage projects. The Project Coordinator will be required to provide input in projects which include but not limited to; buildings, harbours, shore protection, land reclamation, roads & stormwater drainage and water & sewerage projects. Following are the primary tasks that will be required of the Project Coordinator:

C. OVERALL RESPONSIBILITY

The objective of this assignment is operational management of the projects in accordance with the project documents and as per the Public Finance Regulations of Maldives. The Project Coordinator will be required to work closely with the Infrastructure department team including administrators, project managers, project coordinators and engineers. Coordinate between these groups and stakeholder agencies to ensure all implementation arrangements of projects are carried out smoothly and on time.

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

1. Operational management of the project component in accordance with the Financing Agreements and Operations Manuals of the Project to produce the envisaged outputs;

2. In collaboration with the Project Team and Stakeholder agencies, ensure all implementation arrangements of activities of the project component are carried out smoothly;
3. Identification and resolution of implementation problems, with the guidance of the Project Team, Project Manager/ Director General;

D. SCOPE OF WORKS

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. Visit project sites periodically and report back on the status of site activities to the management.
3. Ensure systematic implementation of project management best practices
4. Ensure information, reports and other documentation requested by the Project Manager/Director General 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 as required by various project stakeholders and 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 Manager/Director General.

E. QUALIFICATIONS AND EXPERIENCE

1. Minimum Undergraduate Degree related to the field of assignment.
2. Must have professional work experience of minimum of 3 years general experience including 2 years specific experience in a related field.
3. Experience in managing infrastructure development projects and FIDIC Contracts will be an added advantage.
4. Sound understanding of principles underlying good procurement practices and international agencies' procurement guidelines 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.

The successful Candidate 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 projects 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 (DG) on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client.
2. The Project Coordinator (PC) 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 Project Coordinator (PC) shall provide all the necessary reports and updates to the Director General (DG) and respective stakeholder as and when required.
4. The Project Coordinator (PC) is required to report to work in official attire.

G. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is **12** months from the commencement of the works with potential extension for 1 year, based on performance and 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
Educational Qualification - Minimum Undergraduate Degree related to the field of assignment.	30 points
Experience in related field - Must have professional work experience of minimum of 3 years general experience including 2 years specific experience in a related field. (Reference letters will be taken into consideration)	30 points
Interpersonal Skills and Presentation (will be assessed during personal interview)	40 points

I. REMUNERATIONS AND LEAVE DETAILS

1. Successful candidate will be paid a fixed monthly fee in the range of **MVR 20,160 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.
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.
5. Leave entitlement shall be as follows;
 - a. Annual Leave: The Consultant may take up to thirty (30) working days leave per calendar year upon the completion of the 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 and Infrastructure,
Ameenee Magu, Maafannu Male', 20392,
Republic of Maldives.
Email: recruitment.hr@planning.gov.mv