



Ministry of Environment, Climate Change and Technology
Male', Republic of Maldives



No: (IUL)438-HRU/438/2021/367

ESTABLISHMENT OF A REGIONAL SMALL SCALE WASTE TO ENERGY SYSTEM FOR HUVADHU ATOLL, FUAHMULAH AND ADDU CITY

CIVIL ENGINEER

TERMS OF REFERENCE

A. PURPOSE

The Government of the Republic of Maldives through the Ministry of Environment is implementing “SMALL SCALE WASTE TO ENERGY SYSTEM” financed by Abu Dhabi Fund for Development (IRENA) and intends to apply part of the proceeds for the selection of a **Civil Engineer** to acquire technical support in Development and implementation of waste management projects administered by Ministry of Environment.

B. BACKGROUND

Addu City is the southernmost atoll that consists of four interconnected islands, 2 more inhabited islands and 2 resorts in close vicinity of each other. The total population of the city is estimated to be almost 22,000 people, which accounts for about 7% of the total population of the entire country. The plans for building the Regional Waste Management Centre at the capital of Addu City, Seenu Hithaadhoo, aims to provide a total solution to the problems in waste for the islands of Seenu Atoll, Gnaviyani Atoll and the nearby islands of Huvadhu Atoll. This means, the planned Regional Waste Management Centre at Addu City will manage the recyclable and non-biodegradable waste for more than 18% of the entire population of the country.

C. OBJECTIVES OF ASSIGNMENT

The objective of this assignment is to give technical assistance and input where necessary to the development and implementation of waste management projects administered by the Ministry of Environment.

D. OVERALL RESPONSIBILITY

The overall responsibilities of the Civil Engineer include, but are not limited to the following:



1. Provide advice to the Project Coordinator(s) and other members of the Project Management Unit (PMU) on all technical aspects of the Project;
2. Carryout Inspection trips to project sites to monitor works and ensure compliance with general requirements of Engineering Standards/practices including the environmental issues as applicable to the project.

E. SCOPE OF WORKS

The work of the Civil Engineer will include the following tasks, among others:

1. Visit project sites and inspect the civil works of the waste management projects and give site specific suggestions where necessary.
2. Assist in designing Waste Management Centres in the islands and preparation of bid documents, contract documents and technical reports.
3. Assist and advice ME in carrying out feasibility assessments and scoping support required for sustainable management of community waste management services.
4. Assist the staff during field surveys and site visits and provide guidance to the staff in carrying out the works effectively.
5. Advice in the tendering process including, procurement and contract negotiations stage.
6. Assist and advice PMU in preparing and revising project activities and financial plans as and when required by the Government and the relevant funding agency;
7. Assist in the review/evaluation of project reports and documents
8. 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;
9. Assist and advice PMU in preparing 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 ME or funding agency for review and/or for presentation
10. Assist and advice the Ministry (ME) in developing and reviewing proposals, concept and designs pertaining to waste management projects and provide necessary comments and suggestions.
11. Undertake capacity building to enhance skills and competencies of ME staff(s) including but not limited to (a) *design and evaluation of waste management centres* (b) *contract negotiations / evaluation* (c) *preparation of bid / contract documents* (d) *project management & monitoring* and (e) *empowering local communities to operate and maintain the systems in sustainable manner*.
12. Play a major role in monitoring and evaluation of the project: setting up the Monitoring and Evaluation system, training PMU staff in collecting the data, and ensuring the system is updated on a regular basis.



13. Review the operation and maintenance manuals submitted by the contractors; and provide guidance where necessary in establishing operation and maintenance procedures for waste management systems in consultation with ME and the island communities.
14. Undertake other technical tasks as and when required by the ME

F. QUALIFICATIONS AND EXPERIENCE

1. A Bachelor degree or higher in civil or environmental engineering. Having studied environment elective subjects will be an added advantage.
2. Must have professional work experience of minimum one (03) year with field experience of engineering designing. Having experience in waste management infrastructure designing will be an added advantage
3. Should possess sound knowledge of computer aided design software/applications
4. Should have excellent command over English with proven communication and, presentation and interpersonal skills
5. Should be able to work extended hours

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 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.

G. REPORTING REQUIREMENT

1. Report directly to the Head of the Project Management Unit (PMU) on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client.
2. The Civil Engineer should to report to work on week days from 0800 – 1400 hours other than public holidays.
3. The Civil Engineer 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.
4. The Civil 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 extension based on performance and need.

I. REMUNERATIONS

The selected candidate will be provided a monthly remuneration of 19,800.00 to 22,770.00 depending on the qualifications of the selected candidate.

J. SELECTION CRITERIA

The Civil Engineer will be selected based on the following criteria:

| Selection Criteria | Weightage (%) |
|------------------------------------|---------------|
| Relevant academic qualification(s) | 40 |
| Experience in similar works | 30 |
| Interview | 30 |

*Civil Servants that are already working in the sector relevant to this project will be given a higher priority.

K. SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT

1. Office space and other facilities such as computers will be provided to the Civil Engineer as required.
2. Local transport for official travel between Male', inter-Atolls and inter-islands and food and accommodation for the trips will be provided from the projects.
3. Leave Entitlement

Unplanned Leave: The Consultant may take up to ten (30) working days of paid leave per annum or pro rata as may be agreed by the client for medical reasons or emergencies. If the duration is more than two consecutive days, a medical certificate specifying the nature of the consultant's illness and recommended duration of leave issued by a licensed medical practitioner must be submitted on the first day back at work.

Planned Leave: The consultant may take up to twenty (30) working days of paid leave per annum or pro rata as may be agreed by the Client.

Unpaid Leave: The Consultant will not be paid for any leave(s) that exceed the maximum allowed leave entitlements above. The Consultant may take a maximum of 20 working days unpaid leave in a twelve month contract period, if such a leave is agreed by the Client in writing. If the unpaid leave exceeds more than twenty (20) days the contract may be terminated by the Client.

L. APPLICATION

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

- Letter of Expression of Interest (EOI)



- A brief summary that demonstrates that the applicant is qualified to perform the services (including description of similar assignments, experience in similar conditions, availability of appropriate skills etc.)
- Copy of National Identification Card
- Attested copies of Educational Certificates (copies taken from with accredited original certificates)

M. SUBMISSION

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

Human Resource Unit
Ministry of Environment, Climate Change and Technology
Green Building, Handhuvaree Hingun, Maafannu
Male', 20392, Republic of Maldives

20.12.2021