



Ministry of National Planning, Housing and Infrastructure

Republic of Maldives

RESIDENT ENGINEER (RE)

TERMS OF REFERENCE

A. PURPOSE

The Ministry of National Planning, Housing and Infrastructure is seeking to hire individual consultant to assist in supervision and implementation of Continuation works at POLCO TOWERS A, B and C by coordinating, monitoring and liaising with related authorities. The Ministry of National Planning, Housing and Infrastructure intends to recruit a **Resident Engineers (RE)** to the technical team for the smooth monitoring of the project.

B. BACKGROUND

MNPFI is seeking to monitor and supervise the Continuation works of POLCO Towers A, B and C, which is approximately 3,937.81 square meters. The project mainly includes interior and exterior finishing of the building.

C. SCOPE OF SERVICES

The Consultant will be required to work closely with the MNPFI Infrastructure department team.

His/her responsibilities shall include but not be limited to:

- a) Approve the construction methods. Propose modifications, if necessary.
- b) Maintain constant coordination between the contractor and their representatives (architects, engineers and surveyors), including attending regular meetings.
- c) Review and approve contractor's work program, implementation schedule, methodology, and safety plan, and supervise the progress of construction works. Inform the MNPFI Focal point of any delay or potential delays in the work schedule of the contract, and take necessary actions to prevent potential delays.
- d) Issue notices to the contractor on any non-compliance with renovation safety plan, environmental mitigation measures, and social safeguards, as set out in the contract documents.
- e) Issue notices to contractors for defects or deficiencies, and issue instruction for the removal or submission of improper works.
- f) Ensure that all materials used and works performed are in accordance with the specifications indicated in the contract documents.

- g) Oversee quality control health and safety matters of workers on the construction site.
- h) Review, approve within his competency, and issue variation orders (scope, cost, materials, time).
- i) Inspect project sites for work progress and quality.
- j) Inspect jointly with the Client the completed works and assist in formal taking over and review and approve or prepare as-built drawings and plans and provide reports confirming satisfactory completion of the works.
- k) Managing, supervising contractors on site and advising on civil engineering issues
- l) Reviewing, checking and approving reports and drawings
- m) To assist in evaluation of specifications and in quality assurance.
- n) Resolving technical issues with employer's representatives, suppliers, subcontractors and statutory authorities
- o) Performance of field activities such as observe and record existing field conditions, take and verify measurements within project area
- p) Advise the client with the day-to-day coordination and supervision of renovation works, including implementation status and issues, and preparation of regular progress reports.

It is not the intention of this document to completely specify all detailed services required during implementation of the project, however any additional services which are not specifically mentioned here, but which are required to complete the project in every respect and in accordance with the intent, technical specification for safe use and guaranteed performance, shall be deemed to be covered under the scope of work.

D. QUALIFICATION AND EXPERIENCE

The Resident Engineer will be responsible to deliver and accomplish the completion of the project in compliance with the project's goals and objectives. The Resident Engineer should be a duly qualified building industry professional and one who specializes in structural and building engineering.

- a) The candidate should have a Bachelor's Degree in Civil / Structural Engineering or in related field, and should possess at least 2 years of work experience as a Civil Engineer.
- b) The engineer should have at least 2 years site experience and knowledge in the various fields of civil engineering expertise required for design and supervision of all related construction works.

E. SELECTION CRITERIA

The Resident Engineer will be selected based on the following criteria.

Rating Criteria	
Criterion	Rate
Educational Qualification - Bachelor's Degree in Civil / Structural Engineering or in related field	20 points
Experience in related field - at least 2 years of work experience as a Civil Engineer	30 points
Site experience and knowledge in the field related to construction - at least 2 years site experience and knowledge in the various fields of civil engineering expertise required for design and supervision of all related construction works.	30 points
Interpersonal Skills and Presentation (will be assessed during personal interview)	20 points

F. REPORTING REQUIREMENT

- a) The Resident Engineer will report directly to the Infrastructure Department of the Ministry of National Planning, Housing and Infrastructure throughout the duration of the contract unless otherwise advised by the Employer.
- b) The resident engineer shall ensure that all the contractual requirements are met and reporting obligation are required financial reports for the project are prepared on time, in accordance with the requirements of the Employer.
- c) The Resident Engineer 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.
- d) Be available on a full-time basis during the consultancy period and whenever inspection is required after normal working hours.
- e) The resident engineer is required to report to work in official attire or smart casual for site inspections.

G. PROJECT DURATION

The estimated duration of this consultancy is **12 calendar months** with option of renewing the contract as per project needs and contracted staff's performance and need.

H. IMPLEMENTING AGENCY AND LOCATION OF THE PROJECT

On behalf of the Government of Maldives, the Ministry of National Planning, Housing and Infrastructure (MNPHI) will act as the Implementing Agency for the project. The Project is located in Hulhumale', Maldives.

I. REMUNERATION, SERVICES AND FACILITIES TO BE PROVIDED BY IMPLEMENTATION AGENCY

- a) Successful candidate will be paid a fixed monthly fee depending on qualification and experience ranging from **MVR 19,800 to MVR 22,700**. Whereas 50% of the eligible amount will be paid as Monthly Basic Salary and 50% will be paid as Living allowance.
- b) Successful candidate will be entitled to Pension deduction as per Maldivian Pension Act from the Monthly Basic Salary (7%).
- c) In addition, any fees payable to the individual for duty travel assignments will be paid by the Client.
- d) Ramadan allowance shall be compensated at the government prevailing rates.
- e) Furnish all available and related data, maps and information required for the execution of the services.
- f) Assign counterpart personnel for the purpose of liaison with other Government agencies.

1. Leave entitlement shall be as follows;

- a. Annual Leave: The Consultant may take up to thirty (30) working days leave per calendar year.
- b. Sick Leave: The Consultant may take Thirty (30) days of paid sick leave.
 - (i) 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.
 - (ii) Notwithstanding the above, Consultant is allowed to take first 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.)

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: tenders@planning.gov.mv