



Ministry of National Planning, Housing and Infrastructure

Republic of Maldives

Advertisement Reference:

Date:

QUANTITY SURVEYOR (QS)

TERMS OF REFERENCE

A. PURPOSE

The Ministry of National Planning, Housing and Infrastructure (MNPFI) is seeking to hire **02 Quantity Surveyors (QS's)** to prepare and develop preliminary cost plan, monitor cost implications during the design stage and maintain and develop cost plan during the project life for Public Sector Infrastructure Projects (PSIP) implemented by the Ministry.

B. BACKGROUND

MNPFI is mandated to implement various infrastructure projects including airports, buildings, harbours, shore protection, land reclamation, roads & stormwater drainage and water & sewerage projects. The Quantity Surveyors will be required to prepare and develop preliminary cost plan, monitor cost implications during the design stage and maintain and develop cost plan of projects during the project life which include but not limited to; airports, buildings, harbours, shore protection, land reclamation, roads & stormwater drainage and water & sewerage projects.

C. OVERALL RESPONSIBILITY

The objective of this assignment is to work with project managers and engineers in reviewing progress bills and preparation of interim payment certificates of projects implemented by MNPFI. Also, to maintain and develop cost plan during the project life. The Quantity Surveyors 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.

D. SCOPE OF WORKS

The work of the Quantity Surveyor (QS) will include the following tasks, among others:

1. Quantity take-off for the assessment of Bills of Quantities;
2. Measurement of the works executed by the Contractor;
3. Review of claims from the Contractor;
4. Review the price and quantity accuracy of new contracts and proposals as required.
5. Verify, examine and certify interim payment certificates received from contractors and preparation of Monthly Payment Certificate;
6. Visit project sites for surveying when required.
7. Prepare and manage monthly financial reports
8. Prepare disbursement schedule and maintain progress schedules and cash flow chart
9. Preparation of Final Certification of Completion
10. Assist the Financial Specialist in overall work of financial aspects of projects.
11. Undertaking cost estimates for projects implemented by GOM
12. Any other work-related tasks assigned by the Director General.

E. QUALIFICATIONS AND EXPERIENCE

1. Degree in Quantity Surveying or related field with minimum 1 year of experience in the field of assignment, **OR**
2. Masters in Quantity Surveying or related field with minimum 1 year of experience in the field of assignment, **OR**
3. Degree in Built Environment field with 5 years' experience in Quantity Surveying.
4. Experience working in projects will be an added advantage.
5. Must be result oriented and proactive with excellent written and oral communications skills in Dhivehi and English
6. Must have good knowledge of Microsoft software skills and good command of other financial software's will 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 Candidate must be willing to work for extended periods without direct supervision and travel routinely to islands within the catchment.

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 Quantity Surveyor (QS) 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 Quantity Surveyor (QS) shall provide all the necessary reports and updates to the Director General (DG) and respective stakeholder as and when required.
4. The Quantity Surveyor (QS) 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, based on performance and need. The successful candidate is expected to commence the services in **February 2022**.

The performance criteria that will be used to assess the performance of the successful candidate at regular intervals and based upon which the contract may be continued or terminated are the effectiveness, efficiency and quality of delivering on the Scope of Services, Duties and Responsibilities of the assignment.

H. SELECTION CRITERIA

The Quantity Surveyors will be selected based on the following criteria.

Rating Criteria	
Criterion	Rate
Educational and Experience Qualification <ul style="list-style-type: none"> - Degree in Quantity Surveying or related field with minimum 1 year of experience in the field of assignment, OR - Masters in Quantity Surveying or related field with minimum 1 year of experience in the field of assignment, OR 	60 points

- Degree in Built Environment field with 5 years' experience in Quantity Surveying.	
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 remuneration, depending on qualification and experience, ranging from **MVR 22,770 to MVR 34,200**. 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. Any additional allowances payable to the individual for duty travel assignments shall be compensated at the government prevailing rates by the Client.
4. Ramadan allowance at the government prevailing rates shall be provided by the Client.
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, the 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:

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