



TERMS OF REFERENCE

PROJECT MANAGEMENT CONSULTANCY FOR HOUSING PROJECTS 2022

Post Title:	Project Management Consultancy for Housing Projects 2022
Category:	Civil Engineering & Project Management
Duty Station:	Ministry of National Planning, Housing & Infrastructure
Type of Contract:	Team Contract
Expected Starting date:	May 2022
Duration:	2 years
Iulaan NO:	(IUL)471-CDS3/1/2022/33

1. INTRODUCTION

Ministry of National Planning, Housing and Infrastructure (MNPFI) is undertaking several projects entailing Design and Build of residential buildings in selected islands, contracted to Construction companies through local competitive bidding process.

The MNPFI is seeking the assistance of qualified and competent two consultants (Project Manager and Engineer) through a Consultancy firm for the duration of 2 years, who will work as a team to undertake the assignment as described in this TOR – For project Management consultancy works of Housing projects 2022

The Consultant Team is required to complete the works as mentioned in the Scope of works which includes time of evaluation, surveying, prepare designs, approvals and executing the works. The components tasked for execution include building design and construction works such as design, concrete, masonry and plastering, finishes, mechanical and electrical works and all other components required for a full completion of a residential building



2. OBJECTIVE

The objective of this assignment is to work under Ministry of National Planning, Housing and Infrastructure (MNPHI)'s guidance to provide consultations for project management of Housing Projects as requested by the Ministry

3. SCOPE OF WORK

The scope of work for this assignment shall include, but not limited to the following:

1. The consultant shall undertake full administration of the Contract(s) and supervise the works, assuming the role of the "Engineer" as defined in the FIDIC Conditions of Contract for Plant and Design-Build Contract First Edition (1999 Yellow Book) for Design and Build Contracts and FIDIC Conditions of Contract for Construction (1999 Red Book) for Construction Contracts. This shall include supervision of Contractor's works for compliance with tendering evaluation, specifications, detailed design, review and approval of Contractor's submittals, tracking actual progress against the required progress, certification of Contractor's payments among the others.
2. Approve the final design, technical documentation, methodology and master list of the Contractor.
3. Development of Master Schedules.
4. Check and accept the detailed setting out by the Contractor.
5. Check, evaluate and approve the Contractor's work plans and progress schedule for the most effective and expeditious method of carrying out the work.
6. Issue all necessary instructions to the Contractor, on behalf of Client, and check and control the work to ensure that it is carried out according to the contract documents.
7. Provide general guidance to the Contractor as may be necessary to ensure that the works are carried out expeditiously according to schedule and within the terms of the contracts.
8. Carry out, during the execution of the works, inspections of all the workmanship and installations of the contractor.
9. Organize regular monthly progress meetings with the Contractor.
10. Check and recommend for the approval or otherwise disapproval by the Client for the testing of soils, materials and operations required to ensure that the work complies with the specifications.



11. Examine the Contractor's installations, accommodations, canteens, health and safety precautions, construction equipment and laboratories to see that all these conform to agreed specifications and proposals.
12. Check and recommend for the approval or otherwise disapproval by the Client for the Contractor's plans defining the locations of the construction materials processing plants and the like.
13. Check the Contractor's working programs for all quarries and borrow pits and ensure that the characteristics of the materials to be extracted meet the specification requirements.
14. Ascertain the work measurements and payment claims by the Contractor and certify these to the Client as being correct and within the terms of contract.
15. Record all the results of the measurements carried out for the quantities to be paid both for the provisional and final accounting, on the proper forms normally in use in Maldives or previously agreed upon with the Client.
16. Prepare and recommend for the approval or otherwise disapproval by the Client for any contract change orders, together with related specifications and drawings.
17. Check and recommend for the approval or otherwise disapproval by the Client for all working drawings prepared by the Contractor.
18. Assist the Client in negotiations with the Contractor on any matter for which the need may arise and make recommendations on these as may be necessary.
19. Alert the Client to any problems which arise or might arise in connection with the contract and make recommendations for solving them.
20. Check and ensure compliance of Contractor to Environmental Mitigation measures and ensure submission of monitoring reports to the Environment Protection Agency in accordance with the Environment Impact Assessment report.
21. Evaluate all claims for additional payments or extension of time, if any, submitted by the Contractor and make recommendations on these to the Client.
22. Assist the Client in reminding any dispute that may arise with the Contractor and give a concrete opinion in the best interest of the Government on any claims the Contractor may put forward by drawing up a report giving all the elements on which their judgment is based.
23. Deliver to the Client upon the completion of the works, all necessary records, manufactures drawing and "as-built" drawings as constructed and instructions to the



Contractors which are necessary for the satisfactory operation and maintenance of the works.

24. When the works have been completed, carry out an inspection and make recommendations to the Client for their acceptance on the date of commencement of the maintenance period.
25. Prepare and submit the following to the Client;
26. Daily, Weekly and Monthly Progress Report comprising of up to date progress information and any other details as agreed by parties to the contract.
27. Monthly Payment Certificates on progress achieved. The Consultants shall assist the Client in preparing disbursement requests and manage financial progress of the Project.
28. Other Necessary Reports that the Client may request from time to time on any special measures during execution.
29. Final Completion Report on completion of defects liability period.
30. Check and approve As-built drawings submitted by the Contractor.
31. Quarterly monitoring of the project for defective works for a period of 1 year.
32. Additional required expertise related to the project works can be sought from the firm.

4. DURATION OF THE ASSIGNMENT

The period of total engagement will be **24 (Twenty Four) months** from the date of signing the Contract Agreement.

Commencement of Consultancy work will start upon signing the contract agreement.

5. INSTITUTIONAL ARRANGEMENTS

Ministry of National Planning, Housing & Infrastructure will contract two consultants (Project Manager and Engineer) who will work as a team to undertake the assignment as described in this TOR. The consultants shall report to the Director General of Housing Department. The Project Manager will be responsible for the submission of the deliverables as requested. All the deliverables stated below submitted by the consultant should be approved by Ministry of National Planning, Housing & Infrastructure Director General before any payment is made.



Monthly consultant's performance report thereafter describing of tasks performed, key issues, cost status, schedule status with achievements, any other necessary information, as required must be submitted in addition to the following reports.

Details	Remarks
Daily work log of each member of the team	Before start of the following week.
Weekly progress report	Before start of the following week.
Monthly progress report	10 th of the following month.
Site Inspection Report	Within 3 days after return
Quarterly inspection report	At the end of each quarter during defects liability period
Final project completion report	At the end of defects liability period.

6. DUTY STATIONS

The assignment is both field and office based. The duty station of the work will be at Ministry of National Planning, Housing & Infrastructure. Ministry will provide an office space and internet access to the consultants. The working hours are from 8am to 4pm. Reporting to work shall be as per the arrangement by Ministry of National Planning, Housing & Infrastructure. Ministry will bare all the necessary cost related to work if the consultants have to travel outside of Male'.

7. REQUIRED EXPERTISE AND QUALIFICATION

The Project Manager and Engineer should be based at Male' but should be willing to travel to project site as required.



The assigned personnel shall be the same throughout the assignment preferably, however if the consultancy Firm/Team wanted to replace the personnel for any reason, such replacement shall be communicated to the Ministry.

The key expertise required for consulting services are:

Post	No
Project Manager	1
Engineer	1

The Consultant should submit full CV's for each of the proposed staff members highlighting the criteria given below.

7.1. Project Manager

7.1.1 Qualifications;

- a. He/She should be a graduate from university level in Project Management or Civil Engineering and having minimum 5-7 years working experiences after graduation.
- b. Experience as a project manager/project engineer in building projects at least for a period of 3 years is also required for this position.
- c. Experience of working and collaborating with stakeholders.

7.1.2 Language Requirement

- a. Excellent written verbal communication in both English and Dhivehi

7.1.3 Other requirement

- a. Must be a Maldivian

7.2. Engineer

7.2.1 Qualifications;

- a. He/She should be a graduate from university level in Civil Engineering and having at least 2 years working experiences after graduation.



- b. Experience as a resident engineer at least for a period of 1 year
- c. Demonstrated ability of analytical and report drafting work

8. SIMILAR ASSIGNMENT

To be eligible for this assignment, the consultant must demonstrate past experience in performing the services (description of similar assignments, Value of such assignments). The Firm shall have carried out a minimum of two (2) similar assignments.

9. EQUIPMENT, LOGISTICS AND FACILITIES

The Consultants shall ensure that experts are adequately supported and equipped. In particular he/she shall ensure that there are sufficient administrative, computing and secretarial provisions to enable experts to concentrate on their primary responsibilities. The Client will arrange all the travel costs incurred for site visits. Consultant shall meet the full costs for the supply of the teams including remuneration, insurance, emergency medical aid, facilities and all else necessary for the competent operation of the teams. The Client will provide office space for the Project team.

10. PAYMENT SCHEDULE

Payment schedule will be in accordance with the schedule specified below:

DESCRIPTION	ALLOCATION	REQUIREMENT
For Construction Phase – Monthly Payments	As per Invoice	<ul style="list-style-type: none">- Submission of Monthly Report- Submission of supporting documents in the specified format.

11. TECHNOLOGY TRANSFER

The Consultant shall consider the technology transfer as an important aspect of this project. The Consultant shall provide the opportunity to the staffs of the Client to be involved in the



working team of Consultants during the assignment for their capacity development wherever possible.

12. APPLICATION PROCEDURE

Qualified interested local candidates are hereby requested to apply (either as a team or individually). The application should contain the following.

- A technical proposal with brief description of why the individual or team considered him/herself as the most suitable for the assignment.

The technical proposal should also contain personal CV indicating educational background/professional qualifications, all past experiences, as well as contract details (emails and contact number) of the candidate at least two (2) professional references.

13. EVALUATION CRITERIA

Adequacy of proposed work plan and methodology 30%

- *Technical approach and methodology 15%*
- *Proposed work plan 15%*

Qualification and competence of key staff 15%

- *Project Manager – 10%*
- *Engineer – 5%*

Extensive expertise, knowledge, and experience in the field 20%

Fluency in English and Dhivehi 5%

Price 30%

14. BID SUBMISSION DETAILS

- For clarifications, email to bid.secretariats@planning.gov.mv before 11th April 2022 at 1200hrs.
- Bid submission deadline is 14th April 2022 at 1200hrs to **Ministry of National Planning, Housing and Infrastructure.**