

TERMS OF REFERENCE
INDIVIDUAL: Civil Engineering Consultant

A. Objective and Purpose of Assignment

The Ministry of Higher Education is seeking to hire experienced individual specialists to assist its infrastructure development and contract management. The ministry of Higher Education is undertaking projects to develop Technical and Vocational Education and Training (TVET) Centers, Junior Colleges and Polytechnics in the outer islands of Maldives.

The purpose of the assignment is to ensure best engineering practice frameworks are developed and implemented within the defined scope of work.

B. Scope of Work

The consultant will be required to work closely with the different stakeholders of these projects including contractors, project manager/coordinators and government authorities. The consultant will be required to provide input in projects that are assigned by Ministry of Higher Education. Following are the primary tasks that will be required of the consultant:

1. Manage and coordinate strategic infrastructure projects undertaken by the Ministry.
2. Ensure systematic implementation of engineering design best practices within the department.
3. Advising and assisting in the preparation of tender documents and contracts.
4. Site inspection works and preparation of inspection report templates.
5. Review any changes/modification to the existing concept design or detailed level design of infrastructure projects in the islands and preparation of necessary documents and technical reports.
6. Review and analyze structural designs and drawings submitted by relevant stakeholders.
7. Review project documentations submitted by consultants/contractors/investors.
8. Provide technical expertise related to civil engineering required by the Ministry.
9. Carryout Engineering design of implementation projects where required.
10. Formulating and standardizing or modifying tender documents where needed.
11. Coordinating and attending all inquiries related to construction and building works

wherever necessary.

12. Assist in carrying out high level infrastructure costing.
13. Coordinate with project teams to implement efficient project documentation processes.
14. Assessing the construction works of the projects and coordinating with contractors accordingly.
15. Working closely with contractors to ensure that construction works are done at a faster pace and on schedule.
16. Undertake periodic field visits to project sites for inspections and quality assurance.
17. Providing technical assistance in any matters related to development aspects of the projects.
18. Preparing of condition assessment reports of assigned projects.
19. Valuing completed works and preparing and approving the payment certificate.
20. Evaluating claims for additional payments, variation orders or extension of time by the contractor/consultant and make recommendations.
21. Periodic review and improvement of internal project formulation and management flow process
22. Other relevant tasks assigned by the Ministry.

This position is based at the offices of the Ministry of Higher Education in Male' however, extensive travel to Islands (Project Sites) are required.

C. Duration and Commencement of Services

Successful candidates will be contracted for a period of 1 (one) year, with potential renewal of contract.

D. Qualifications and Experience

1. Master's degree or above in Civil Engineering, or related field with minimum general experience of 02 years;
2. Bachelor's degree in Civil Engineering, or related field with minimum general experience of 03 years;
3. Proficiency in AutoCAD, MS Project, Structural Design Software and Microsoft Office Package. Experience in Structural Design will be an added advantage.
4. Should have excellent command over English with proven communication and,

presentation and negotiation skills;

5. Direct work experience in project management of infrastructure projects, including all aspects of process development and execution. Work Experience in Maldives will be an additional advantage;
 6. 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 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 project's 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.

E. Reporting Requirement

1. Report directly to the Project Manager.
2. The consultant should report to work on week days from 0800 – 1600hrs, other than public holidays.

F. Remuneration and Leave details

- a. Successful candidate will be paid a fixed salary of MVR 25,000; where 50% of the eligible amount will be paid as Monthly Basic Salary and 50% will be paid as Living allowance.
- b. Successful candidates will be entitled to Pension deduction as per Maldives Pension Act from the Monthly Basic Salary (7%).

c. In addition, any fees payable to the individual for duty travel assignments will be paid.

- d. Ramadan allowance shall be compensated at the government prevailing rates. Fixed monthly fee shall be subject to deduction for pension and any other statutory requirement as may be applicable.

Leave entitlement shall be as follows;

Annual Leave: The Consultant may take up to thirty (30) working days leave per calendar year.

Sick Leave: The Consultant may take Thirty (30) days of paid sick leave. The Consultant is not allowed to take sick leave for more than two consecutive days unless a medical certificate specifying the nature of the illness and recommended duration of sick leave issued by a licensed medical practitioner is submitted on the first day back at work.

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.

Unpaid Leave: The Consultant will not be paid for leave(s) that exceed the maximum allowed.

G. Application instructions

Ministry of Higher Education now invite interested individuals qualified for the assignments to submit Expression of Interest inclusive of the following documentation to demonstrate your eligibility for the assignment.

1. Cover Letter for Expression of Interest
2. CV including information that demonstrates that the candidate is qualified to undertake the scope of work
3. Copy of National Identity Card
4. Work experience documentation. (Description of similar assignments, and experiences in similar field of work)
5. Copies of attested academic qualifications
6. Reference letters from current and/or previous employer.