

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



**MINISTRY OF NATIONAL PLANNING, HOUSING AND INFRASTRUCTURE**  
MALE', REPUBLIC OF MALDIVES

**TERMS OF REFERENCE**

**Legal Associate, (Local Individual)**

Date: 06<sup>th</sup> July 2022

**I. Background**

Maldives is one of the most geographically dispersed countries in the world. To ensure that all Maldivian citizens are connected to the country's economic infrastructure and social services, the Government of Maldives (GOM) has committed to developing a fast, safe, efficient, affordable, and environment friendly ferry service linking all of the islands. To this effect, Ministry of National Planning, Housing and Infrastructure (MNPHI) has started the implementation of the Integrated National public Ferry Network Project which will be rolled out in phases in all Regions of the Maldives.

**II. Objective and Purpose of Assignment**

The objective of the assignment is to hire a Legal Associate who will serve in providing general legal support services in terms of drafting, editing, proof reading variety of legal correspondence/documents, related administrative work and other legal communications with relevant stakeholders with regard to the legal aspect of the Integrated National public Ferry Network Project as well as the works in the National Planning Department.

The consultant will also pursue to give related support to the National Planning Department as and when required.

The consultant will work under the direction and supervision of the head of the National Planning Department or assigned personal from the department.

**III. Scope of Work**

The consultant will work under the direction and supervision of the head of the National Planning Department or assigned personal from the department.

The **Legal Associate** will work under the direction and supervision of the head of the National Planning Department or assigned personal from the department or assigned personal from the department. The Executive/Associate will also liaise and coordinate with the legal unit of MNPHI in carrying out the assignments and tasks. The Executive/Associate will be required to work closely with the Integrated National public Ferry Network Project team and National Planning department of MNPHI to undertake the following main tasks.

- a. To review laws, regulations, legal frameworks regulations related to the work of National Planning Department and formulate any regulatory frameworks and any amendments needed and prepare any documents needed.
- b. Provide input, and recommendations regarding any legal frameworks or related work of concern to the National Planning and the Integrated National public Ferry Network Project and prepare the necessary documentation.
- c. To formulate, revise and review any laws, regulations or regulatory frameworks relevant to Integrated National Public Ferry Network Project and prepare the necessary documentation.
- d. Formulate, publish, review and revise all agreements, Standard Operating Procedures (SOP), relevant to the National Planning and the Integrated National public Ferry Network Project and prepare the necessary documentation.
- e. Provide input and support for review and negotiation of contracts relevant to the INPFN and National Planning Department.
- f. Work with the stakeholders and other consultants in drafting the National Planning Act and drafting any relevant regulation, guidelines and SOPs related to the Act and prepare the necessary documentation.
- g. Develop and formulate agreements, MOUs, contract...etc that would be signed in relation to works of divisions under National Planning Department and related to implementation of the Integrated National Public Ferry Network project and monitor and manage the clauses in the agreements/contracts..etc and work in the signing of the documents. and prepare the necessary documentation and necessary consultations.
- h. Formulate other relevant legal documents of the National Planning Department and the Integrated National Public Ferry Network project and manage the legal documents and consultations needed in systematic manner.
- i. Work on formulating, revising or advising and giving input on any legal frameworks, conventions, and pacts agreements, treaties related to National Planning Department and prepare and submit reports and other documents on required timeframes with stakeholder consultations.
- j. Any other Administrative work and documentation related to legal works of National Planning Department and Integrated National Public Ferry Network Project.
- k. All administrative work and documentation related to legal works of National Planning Department and Integrated National Public Ferry Network Project and all points mentioned above.

- l. Any other legal works related to the National Planning Department and Integrated National Public Ferry Network Project.
- m. Work under the direction and supervision of the head of the National Planning Department or assigned personal from the department or assigned personal from the department. The Executive/Associate will also liaise and coordinate with the legal unit of MNPHI in carrying out the assignments and tasks. The Associate will be required to work closely with the Integrated National public Ferry Network Project team and National Planning department of MNPHI and any other stakeholder assigned to carry out the tasks mentioned above.

#### **IV. Duration and Commencement of Services**

- a) Expected contract commencement date: AUGUST 2022
- b) Contract will be on full-time basis, and contracts will be for 24 months subject to annual review with a possibility of renewal.
- c) The performance criteria that will be used to assess the performance of the successful candidate at regular intervals are the effectiveness, efficiency and quality of delivering on the Scope of Services, Duties and Responsibilities of the assignment. Based upon the performance the contract may be continued or terminated.
- d) An initial probation period of 3 months will apply for the successful candidate.

#### **e) Qualification skills and Experience**

- Bachelor's degree in Law or Sharia and Law or in a relevant field of assignment from a recognized university.
- At least 1 year of relevant professional experience in legal entity.
- Conversant with key legislatures relevant to National Planning and Transportation will be an advantage.
- Experience in drafting laws will be an advantage.
- Experience in research skills will be an advantage
- Ability to understand and identify client's problem and being able to provide legal solutions
- Experience in drafting and formulating regulations, legal guideline, agreements.
- Strong communication and coordination skills and ability to establish good working relationships with colleagues and stakeholders in a sensitive environment.
- Experience in report writing in a concise, lucid, and comprehensible manner;
- She/he must demonstrate strong interpersonal and motivational skills and sensitivity to the local environment as well as the ability to work with minimal supervision.
- Willingness and ability to work effectively under pressure and ability to multi-task;
- Strong conceptual and analytical skills and excellent interpersonal skills, strong verbal and written communication skills in Dhivehi and English.

## V. Remuneration and Leave Details

- a) Successful candidate will be paid a fixed monthly remuneration, depending on qualification and experience, ranging from MVR **16,800 to MVR 39,330** .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 Maldives Pension Act from the Monthly Basic Salary (7%)
- c) Any additional allowances payable to the individual for duty travel assignments shall be compensated at the government prevailing rates.
- d) Ramadan allowance at the government prevailing rates shall be provided by the client.
- e) Leave entitlement shall be as follows;
  1. Annual Leave: The Associate may take up to (30) working days leave per calendar year upon the completion of the first year.
  2. Sick Leave: The Associate may take Thirty (30) days paid sick leave.
    - (i) The Associate 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 Associate is allowed to take 15 days sick leave without medical certificate and can be taken for two consecutive days.
  3. Family Responsibility leave: The Associate may take Ten (10) days of paid leave in a year to attend important obligations such as tending family members during illness.
  4. Unpaid leave: The Associate 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.

## VI. Reporting Obligations and Deliverables

- a) The Associate shall report to the National Planning Consultant on the status of the assignment on a regular basis.
- b) The Associate will be located within the National Planning Department of the Ministry of National Planning, Housing and Infrastructure, and report to the National Planning Consultant.
- c) The Associate is expected to report to work 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) The Associate may have to work extra hours in order to complete the tasks without extra payments.
- e) The Associate will need to attend department meetings, working sessions that fall outside of normal working hours or Saturdays.
- f) The Associate will be required to work as part of Integrated National public Ferry Network Project management team based within National Planning Department of the Ministry and be responsible to produce outputs as needed in relation to the tasks detailed in part III.
- g) The Associate is required to report work in an official attire

## VII. **Application Instructions**

Ministry of National Planning, Housing and Infrastructure now invites interested individuals qualified for the assignments to submit an Expression of Interest inclusive of the following documentation to demonstrate your eligibility for the assignment. Failure to submit any of the following shall disqualify the individual to proceed to further stages of selection.

- a) Cover Letter for Expression of Interest
- b) Copy of National Identification Card
- c) CV including information that demonstrates that the candidate is qualified to undertake the scope of work
- d) Copies of academic qualifications
- e) Reference letters from current and /or previous employers.

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

Ministry of National Planning Housing and Infrastructure  
Ameenee Magu, Maafannu Male', 20392,  
Republic of Maldives.  
Email: [jobs@planning.gov.mv](mailto:jobs@planning.gov.mv)