



## Ministry of National Planning, Housing and Infrastructure

Republic of Maldives

Advertisement Reference: (IUL)471-PIDS3/1/2022/99

Date: 8<sup>th</sup> September 2022

### OFID PROJECT MANAGEMENT UNIT PROJECTS ENGINEER (WATER AND SEWERAGE COMPONENT)

#### TERMS OF REFERENCE

##### A. PURPOSE

The Government of the Republic of Maldives through Ministry of National Planning, Housing and Infrastructure is implementing several projects (water supply, sewerage, waste management, harbor) financed by OPEC Fund for International Development (OFID) and intends to apply part of the proceeds for the selection of an **Engineer** for the implementation of this project by Ministry of National Planning, Housing and Infrastructure (MNPHI).

##### B. BACKGROUND

Maldives is a small island nation with fragile environment and scarce water resources. Its population of over 400,000 is thinly dispersed over 188 islands out of total 1192 islands, the remaining being uninhabited. The projects are to implement by providing sustainable access to safe water supply and sanitation services, and harbor infrastructure. The projects will promote health and connectivity, thereby supporting economic growth and poverty alleviation in the country.

##### C. OBJECTIVE OF ASSIGNMENT

The objective of this assignment is to give and provide technical/ engineering assistance and input where necessary to the development and implementation of water and sewerage projects administered by the Ministry of National Planning, Housing and Infrastructure.

#### **D. OVERALL RESPONSIBILITY**

The overall responsibilities of the Engineer include, but not limited to the following:

1. Provide advice to the Project Coordinator(s) and Project Director on all technical aspects of the Project;
2. Carryout inspection trips to project sites to monitor works and ensure compliance with general requirements of Engineering standards/practices including the environmental issues as applicable to the project.

#### **E. SCOPE OF SERVICES**

The work of the Engineer will include the following tasks, among others:

1. Visit project sites and inspect the civil works of the water supply and sewerage projects and give site specific suggestions where necessary.
2. Assisting in designing water supply and sewerage systems in the islands and preparation of necessary documents required for bid documents, contract documents and technical reports.
3. Assist and advice MNPFI in carrying out feasibility assessments and scoping support required for sustainable management of community water supply and sanitation services.
4. Assist the staff during field surveys and site visits and provide guidance to the staff in carrying out the works effectively.
5. Advice in the tendering process including procurement and contract negotiations stage.
6. Assist and advice PMU in preparing and revising project activities and financial plans as and when required by the Government and the relevant funding agency.
7. Assist in the review/ evaluation of project reports and documents.
8. Participate in funding agency review missions / or review carried out by Government of Maldives authorities as required; and participate in committee meetings that may be formed under the project as required.
9. Assist and advice PMU in preparing information/reports such as annual work plan, annual project review reports, project progress reports, bi-annual reports, quarterly reports etc. and other documentation requested by MNPFI or funding agency for review and/or for presentation.
10. Assist and advice MNPFI in developing and reviewing proposals, concept and designs pertaining to water and sewerage projects and provide necessary comments and suggestions.

11. Undertake capacity building to enhance skills and competencies of MNPHI staff(s) including but not limited to (a) *design and evaluation of water supply and sewerage systems* (b) *contract negotiations / evaluation* (c) *preparation of bid / contract documents* (d) *project management & monitoring* and (e) *empowering local communities to operate and maintain the systems in sustainable manner*.
12. Play a major role in monitoring and evaluation of the project: setting up the M&E system, defining the KPIs from the RRP, training PMU staff in collecting the data, and ensuring the system is updated on a regular basis.
13. Review the operation and maintenance manuals submitted by the contractors; and provide guidance where necessary in establishing operation and maintenance procedures for water supply and sewerage systems in consultation with MNPHI and the island communities.
14. If required to provide technical input for projects under Waste Management component of the project.
15. Undertake other technical tasks as and when required by the MNPHI.

This position is based at the offices of the Ministry of National Planning, Housing and Infrastructure in Male' but extensive travel to Islands (Project Sites) are required.

## **F. QUALIFICATION AND EXPERIENCE**

1. Bachelor's degree in Civil Engineering, or in a field related to the assignment with minimum general experience of 3 years in a related field/ or similar capacity including experience of designing/ review and implementing infrastructure sector projects or related field with substantial management/ supervisory responsibilities.
2. Qualification in TOR task related field will be taken into account.
3. Previous experience working on projects financed by Donor agencies will be an added advantage.
4. Should possess sound knowledge of computer aided design software/applications.
5. Should have excellent command over English with proven communication and presentation and negotiation skills.
6. Should be capable of providing leadership, motivation and training to the staff and stakeholders.
7. Work Experience in Maldives will be an additional advantage.
8. 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.

## **G. REPORTING REQUIREMENT**

1. Report directly to the Project Director (PD) on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client.
2. The Engineer 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 Engineer shall ensure that all the required reports for the project are prepared on time, in accordance with the requirements of Client and respective donor agencies.
4. The Engineer is required to report to work in official attire.

## **H. SCHEDULE FOR THE ASSIGNMENT**

Duration of the assignment is estimated to be **40 months** from the commencement of the works with potential renewal of contract based on performance and organizational need. The successful candidate is expected to commence the services in September 2022.

## I. SELECTION CRITERIA

The Engineer will be selected based on the following criteria.

<b>Rating Criteria</b>	
<b>Criterion</b>	<b>Rate</b>
<p><b>Educational Qualification and Experience in related field</b></p> <ul style="list-style-type: none"> <li>- Bachelor's degree in Civil Engineering, or in a field related to the assignment with minimum general experience of 3 years in a related field/ or similar capacity including experience of designing/ review and implementing infrastructure sector projects or related field with substantial management/ supervisory responsibilities.</li> </ul> <p>(Reference letters will be taken into consideration)</p>	<b>50 points</b>
<p><b>Experience in working in similar projects</b> (both PSIP and Donor Funded)</p>	<b>30 points</b>
<p><b>Interpersonal Skills and Presentation (will be assessed during personal interview)</b></p> <ul style="list-style-type: none"> <li>- Experience in the field</li> <li>- Experience working in similar assignments</li> <li>- Personal Skills and Hard skills</li> </ul>	<b>20 points</b> 08 points 08 points 04 points

## J. REMUNERATIONS AND LEAVE DETAILS

1. Successful individual will be paid an all-inclusive monthly fee in the range of **MVR 19,800 to MVR 22,770** (salary shall be set based on pay commission circular no:13-NPC/CIR/2018/5) depending on their qualifications and experience. 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. Local transport for official travel between Male', inter-Atolls and inter-islands and allowances to cover food and accommodation for the trips will be provided from the projects.
4. Ramadan allowance at the government prevailing rates.
5. Office space and other facilities such as computers will be provided as required.

6. Leave Entitlement:

- 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 issued 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 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.

**K. 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.

## **L. 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](mailto:tenders@planning.gov.mv)