



Ref: RACL/IUL (PROC)/2022/41

Date: September 21, 2022

Regional Airports Company Limited
Male', Republic of Maldives

Terms of reference

Project Consultant to coordinate, management and administration of Hanimaadhoo Airport Project

Regional Airports Company Limited (hereon "RACL") is seeking to hire a Project Consultant (PC) to the Project Management Unit (PMU) to coordinate, manage and administer Hanimaadhoo Airport Project funded under the Line of credit extended by the Indian EXIM Bank.

1. BACKGROUND

The Government of Maldives plans to Redevelop Hanimaadhoo International Airport (HAQ) to modern standards, capable of catering to wide body aircraft from international destinations and providing high quality guest services to visitors. Hanimaadhoo International Airport is the northernmost gateway of the Maldives and is an important airport for both locals and visitors. Tourists bound for resorts and guesthouses in the northern atolls are flown in almost daily, while residents in the region also depend heavily on the airport, particularly those travelling to the capital city Male'. Therefore, it is of utmost need to Redevelop & upgrade the existing Airport facilities to a World Class & State of the Art Infrastructure.

The objective of the project is to Redevelop Hanimaadhoo International Airport with Facilities and Infrastructure to cater to Code 4C Operations in the Aerodrome for Phase I and with provisions for Upgradation to Code 4E Operations in Phase II. The project includes Redevelopment of Airside Infrastructure, Landside Infrastructure and construction of a World Class & State of the Art Passenger Terminal Building & Sea Terminal along with support ancillary buildings. The key objective of Government of Maldives for the project is Upgradation of transport & connectivity facilities for Hanimaadhoo and nearby islands. The redevelopment of the Hanimaadhoo International Airport will provide the foundation for improved connectivity, strengthen the push for decentralization and increased regional economic integration.

2. OVERALL RESPONSIBILITY

The objective of this assignment is project management under the Project Management Unit (PMU) established in RACL in accordance with the project documents and as per the Public Finance Regulations of Maldives where applicable. The Project Consultant (PC) will be required to work closely with the Contractor, Project Management Consultant (PMC), PMU and the Technical Advisory team. In addition, they are required to coordinate between these groups and stakeholder agencies to ensure all implementation arrangements of project are carried out smoothly and on time.



The overall responsibilities of the Project Consultant include, but is not limited to the following:

- 1) Operational Management of the Project in accordance with the Financial Agreements and Operations manuals of the Project to produce the envisaged outputs.
- 2) In collaboration with the Project Team and stakeholder agencies, ensure all implementation arrangements of activities of the project component and carried out smoothly.
- 3) Identification and resolution of implementation problems, with the guidance of the Project Management Consultant, Ministry of Economic Development, Ministry of Finance, Banks and other partner agencies.

3. SCOPE OF THE SERVICE

The work of the Project Consultant (PC) will include the following tasks, among others:

- 1) Coordinate and supervise all PMU activities in liaison with RAACL, PMC and Government of Maldives.
- 2) Organize and conduct program management meetings, as well as assisting the employer by providing the information required.
- 3) Administer all activities under the EPC contract and ensure whether it is in accordance with the financing agreements, project documents and operations manuals.
- 4) Overall management of EPC project components which are ongoing under the PMU.
- 5) Ensure the implementation of the project components are in line with the government policies and EXIM bank requirements.
- 6) Coordinate and fully participate in the activities of all Bank supervision missions with all national stakeholders, including prior in-country arrangements for the proper participation of the stakeholders in the mission activities.
- 7) Visit project sites periodically and report back on the status of on-site activities to the Managing Director or designated personnel.
- 8) Interact with the financial, procurement and technical staff of RAACL, wherever relevant to enable smooth implementation of the project components.
- 9) Coordinate among the stakeholders including the city Councils, Contractors, and engineers in resolving various issues that come up during the implementation.
- 10) Monitor the progress of the activities on a regular basis.
- 11) Prepare project progress reports, quarterly reports, and updates in a timely manner.
- 12) Provide project information, monthly progress reports and other documentation requested by the Managing Director for review and/or for presentation to Project/Technical meetings, donor review missions or by other relevant authorities of the Government in a timely manner.
- 13) Assist the PMU in the preparation of Terms of Reference, Tender documents and Evaluations of Bids and Proposals where necessary.
- 14) Approve all official travel, participation in local or international training and organized capacity building activities and Staff movements to project sites in the counties and districts, subject to the appropriate

guidelines.

- 15) Conduct M&E and prepare and submit progress reports on project implementation, including management issues and concerns, to the implementing Ministries, Bank and other relevant offices.
- 16) Participate in document review, evaluation and other relevant committees that may be formed under the Projects as required.
- 17) Assist Managing Director in conducting the Project Steering Committee Meetings.

4. QUALIFICATIONS AND EXPERIENCE

The applicant should possess following educational background and experience.

- 1) Master's degree or above in Project Management or built environment field with minimum general experience of 7 years in a related field/ or similar capacity including minimum 3 years in Construction Projects/ donor assisted development projects, with substantial management/ supervisory responsibilities.
- 2) Tertiary Qualification in Civil/Environmental Engineering will be an added advantage.
- 3) Knowledge and Experience in International Donor funded project management will be added advantage.
- 4) Work experience in delivery of Airport development project will be an advantage.
- 5) Experience in managing projects and FIDIC Contracts will be an added advantage.
- 6) Knowledge and understanding of technical, commercial, and legal aspects of procurement of EXIM Bank of India - financed projects will be an 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.
- 8) The successful individual must be willing to work for extended periods without direct supervision and travel routinely to islands within the catchment.
- 9) 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 be willing to work for extended periods without direct supervision and will be expected to travel routinely to islands within the catchment.

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.

5. REPORTING REQUIREMENT



- 1) Report directly to the Managing Director on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client.
- 2) Project Consultant is expected to report to work on weekdays 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 and is required to work additional hours to complete the assigned tasks daily.
- 3) The Project Consultant shall provide all the necessary reports and updates to the Managing Director, or its designate and Banks whenever needed.
- 4) Project Consultant is required to report to work in official attire.

6. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is 24 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 October 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.

7. SELECTION CRITERIA

The Project Consultant will be selected based on the following criteria.

Rating criteria	
Criterion	Rate
Educational and experience qualification Master’s degree or above in project management or build environment field with minimum general experience of 7 years in a related field/or similar capacity including minimum 3 years in construction projects/donor assisted development projects; with substantial management/supervisory responsibilities.	60 points
Interpersonal skills and presentation (will be assessed during personal interview)	40 points

8. REMUNERATION AND LEAVE DETAILS

- 1) Successful candidate will be paid a fixed monthly remuneration, depending on qualification and experience, ranging from MVR 30,400 to MVR 34,740. 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.

9. APPLICATION

Interested applicants may submit their expressions of interest in a sealed envelope with 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.

10. SUBMISSION

Interested candidates may submit their expressions of interest on or before 16:00 hrs on September 29, 2022 to the following address:

Procurement Department

H. Suez, 6th Floor

Ameer Ahmed Magu, 20095

Male', Republic of Maldives

Email: proposals@airports.mv