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## MINISTRY OF NATIONAL PLANNING AND INFRASTRUCTURE

MAALE', REPUBLIC OF MALDIVES

### TERMS OF REFERENCE

#### **INDIVIDUAL: Project Coordinator (water and sanitation projects)**

##### **A. Objective and Purpose of Assignment**

The Ministry of National Planning and Infrastructure is seeking to hire individual specialists to assist its Water and Sanitation (WATSAN) technical team in coordinating, managing and administering water and sewerage projects. The purpose of the assignment is to ensure project management best practices are implemented by the Ministry project teams and ensure quality implementation and delivery of projects.

##### **B. Scope of Work**

The consultant will be required to work closely with the Infrastructure department team including administrators, project managers, project coordinators, and engineers. Coordination between these groups will be required in gathering the necessary information to carry out the following primary tasks:

- a. Ensure systematic implementation of project management best practices
- b. Coordinate with project teams to implement efficient project documentation processes
- c. Undertake field visits to project sites for inspections and quality assurance
- d. Assist in preparation of development proposals for funding agencies.
- e. Assist in preparation of tender documents
- f. Prepare project management documentation templates, including those for inspections.
- g. Conduct capacity building training for Ministry staff in improving efficiency in project management.
- h. Assist the Employer in other related works.

The consultant will be reporting to the Permanent Secretary, on a 5-day work week basis from 08:00am to 16:00pm at Ministry of National Planning and Infrastructure, Male'.

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

Successful candidates will be contracted for a period of 1 (one) year, with potential renewal of contract based on performance and organizational need, the duration of which will be negotiated with the individual but shall not exceed 2 (two) years in total. Expected commencement of services is August 2019.

### **D. Qualifications and Experience**

1. Master's degree or above in Water Engineering, or Project Management or related field with minimum general experience of 10 years with specific experience of water and sewerage projects of 05 years minimum OR
2. Bachelor's degree in Water Engineering, or Project Management or related field with minimum general experience of 15 years with specific experience of water and sewerage projects of 10 years minimum. OR
3. Diploma or Professional Certificates in Water Engineering, or Project Management or related field with minimum general experience of 20 years with specific experience of water and sewerage projects of 15 years minimum
4. Should have excellent command over English with proven communication and, presentation and negotiation skills;
5. Should be capable of providing leadership, motivation and training to the staff and stakeholders;
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 projects 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 Director General of the Infrastructure department of the Ministry.
2. The consultant should report to work on week days from 0800 – 1600hrs, other than public holidays.

## **F. Remuneration and Leave details**

Successful candidate will be paid a fixed monthly fees depending on qualification and experience ranging from MVR23,490 – 35,000. In addition, any fees payable to the individual for duty travel assignments, 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 and the Client may terminate the contract if the unpaid leave exceeds more than thirty (30) working days.

## **G. Application instructions**

Ministry of National Planning and Infrastructure 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. Work experience documentation. (description of similar assignments, and experiences in similar field of work)

4. Copies of attested academic qualifications
5. Reference letters from current and/or previous employers.