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- ޖަނަވަރީ 2017 ވަނަ އަހަރުގެ "އިދާރާތަކުރިމަތީ" ގެ ޖަނަވަރީ 2017 ވަނަ އަހަރުގެ www.environment.gov.mv ގައި ބަޔާންކުރި ގޮތުގައި ބަޔާންކުރި ގޮތުގައި.
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6. Work experience in delivery of water and sanitation sector projects will be an added advantage.
7. Knowledge and understanding of technical, commercial and legal aspects of procurement of donor - financed projects will be an added 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 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.

Remuneration

Successful individual will be paid and all-inclusive monthly fee of **MVR 46,000/-**

Schedule for the Assignment

Duration of the assignment is **24 months** from the commencement of the works with potential extension for 1 year based on performance and need.

Application

The Ministry of Environment and Energy now invites interested eligible individual consultants to submit their CV, including information that demonstrates their qualification to perform the services (description of similar assignments and experience in similar conditions, familiarity with appropriate skills, reference, education certificates and national identity card/passport copy etc.).

Interested applicants may submit their proposal in a sealed envelope indicating the following:

1. Letter of Expression of Interest (EOI)
2. Curriculum Vitae with a brief summary that demonstrates that the applicant is qualified to perform the services (including description of similar assignments, experience in similar conditions, availability of appropriate skills etc.)





Submission/Deadline

The expressions of interest must be submitted to the address below **by regular mail, emails or fax** no later than **1400 hours on 30th October 2017**.

Address to submit Expression of Interest

OFID Project Management Unit
Ministry of Environment and Energy
Green Building, Handhuvaree Hingun,
Maafannu, Male', 20392,
Republic of Maldives
Tel: +960-3018-453
Fax: +960-3018-301
Email: ofid.procurement@environment.gov.mv

Additional Information

Interested individuals may obtain an outline Terms of Reference from www.environment.gov.mv and acquire further information on request by writing to the mail address, ofid.procurement@environment.gov.mv or through telephone to +960 3018453.

10th October 2017





Ministry of Environment and Energy

Republic of Maldives

PROVISION OF WATER SUPPLY, SANITATION AND SOLID WASTE MANAGEMENT PROJECT

PROJECT MANAGER (PM)

TERMS OF REFERENCE

A. PURPOSE

The Government of the Republic of Maldives through the Ministry of Environment and Energy (MEE) is implementing the project for the “Provision of Water Supply and Sewerage Facilities in the Islands” financed by OPEC Fund for International Development (OFID) and intends to apply part of the proceeds for the services of a **full time Project Manager (PM)** to oversee the project implementation and management of water supply, sewerage and waste management projects administered by the Ministry of Environment and Energy (MEE).

B. BACKGROUND

Maldives is a small island nation with fragile environment and scarce water resources. Its population of over 300,000 is thinly dispersed over 198 islands out of total 1192 islands, the remaining being uninhabited. There are practically no surface water sources and the limited ground water is vulnerable to salinity ingress and contamination from indiscriminately discharged waste water. The wide and uneven distribution of population and vulnerable water resources pose many challenges to the provision of basic services such as access to water and sanitation. Rainwater harvesting and desalination of sea water are practiced on large scale to augment water resources and meet with the increasing water demand.

C. OBJECTIVES OF ASSIGNMENT

The objective of this assignment is to undertake and oversee all management and implementation activities which would contribute towards achieving efficient and effective implementation and management of water and sewerage projects managed by Ministry of Environment and Energy.

D. OVERALL RESPONSIBILITY

The overall responsibilities of the Project Manager include, but are not limited to the following:

- 1) Operational management of the projects according to the Financing Agreements, Project Appraisal Documents and Operations Manuals of the Projects to produce the envisaged outputs;
- 2) In collaboration with the Project Team and Stakeholder agencies, ensure all implementation arrangements of project activities are carried out smoothly;
- 3) Provide overall guidance and direction to project team members.
- 4) Identification and resolution of implementation problems, with the guidance of the Project Team, MEE, Ministry of Finance and Treasury, Donor Agency and other partner agencies.

E. SCOPE OF WORKS

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

- a) Ensure Operational management of the projects in accordance with Project Documents.
- b) In collaboration with the project team and stakeholder agencies, ensure successful and timely delivery of project outputs.
- c) Assume overall Management of the Projects and facilitate the distribution of responsibilities amongst team members.
- d) Establish and implement a mechanism for monitoring all project-related activities in consultation with MEE and Consultants to achieve results in line with the project objectives and ,inputs/outcomes outlined in the Project Documents;
- e) Ensure that project team members carry out tasks outlined in their ToR, Action plans in a timely manner, conduct Project staff's appraisal and provide feedback;
- f) Ensure the procurement of goods, works and services are carried out in accordance with relevant rules and regulations and as per the guidelines stated in the Project Documents;
- g) Manage and monitor the **project risks initially identified**, raise any new risks/issues to the authorities for consideration and decision on possible actions if required; update the status of these risks by maintaining the project risks log;
- h) Ensure project funds are managed properly in accordance with project management procedures, adhere to financial covenants and monitor financial resources/accounts to ensure accuracy and reliability of reports;
- i) Ensure that all the financial reports including audit reports, required by the government and relevant funding agencies are prepared and submitted on time;
- j) Participate in the review/evaluation of project reports and documents and participate in committee meetings that may be formed under the project as required;
- k) Participate in funding agency review missions and or review carried out by Government as required;
- l) Ensure 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 MEE or funding agency for review and or for presentation are provided in a timely manner;
- m) Ensure project activities are planned and coordinated with the implementing agencies for project visibility;
- n) Ensure Project Board meetings are conducted where as necessary;

F. QUALIFICATIONS AND EXPERIENCE

1. Minimum Master's Degree in Project Management or Business Administration (MBA)

2. Must have professional work experience of at least Ten (10) years with minimum seven (7) years' Experience in Construction Projects with substantial management/supervisory responsibilities.
3. Tertiary Qualification in Civil/Environmental Engineering will be an added advantage.
4. Experience in consulting public or private sectors while international experience would be an additional advantage.
5. Knowledge and Experience in International Donor funded project management will be an added advantage.
6. Work experience in delivery of water and sanitation sector projects will be an added advantage.
7. Knowledge and understanding of technical, commercial and legal aspects of procurement of donor - financed projects will be an added 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 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.

G. REPORTING REQUIREMENT

1. Report directly to the Project Board or it's designate on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client.
2. The Project Manager (PM) is expected to 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 Project Manager (PM) shall provide all the necessary reports and updates to the Project Board or its designate and donor agencies whenever needed.
4. The Project Manager (PM) is required to report to work in official attire.

H. 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/November 2017.

I. SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT

1. Office space and other facilities such as computers will be provided to the PM as required.
2. Local transport for official travel between Male', inter-Atolls and inter-islands and food and accommodation for the trips will be provided from the project.
3. Leave Entitlement

Unplanned Leave:

- i) The Consultant may take up to ten (10) working days of paid leave per annum or pro rata as may be agreed by the client for medical. If the duration is more than two consecutive days, a medical certificate specifying the nature of the consultant's illness and recommended duration of leave issued by a licensed medical practitioner must be submitted on the first day back at work.
- ii) The Consultant may take up to seven (7) working days of paid leave per annum or pro rata as may be agreed by the client for Family Responsibility reasons or emergencies.

Planned Leave:

The consultant may take up to twenty (20) working days of paid leave per annum or pro rata as may be agreed by the Client.

The Planned Leave need to be scheduled and submitted within 01 month of signing of the contract.

Unpaid Leave

The Consultant will not be paid for any 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.

Unused Planned leaves from previous contracts with the PMU, will be carried forward on agreed per annum basis.