









**Ministry of Environment and Energy**  
Republic of Maldives

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**PROVISION OF WATER SUPPLY AND SEWERAGE FACILITIES IN THE ISLANDS**

**PROJECT COORDINATOR (PC)**

**TERMS OF REFERENCE**

**A. PURPOSE**

The Government of the Republic of Maldives through the Ministry of Environment and Energy (MEE) is implementing “Provision of Water Supply and Sewerage Facilities in the Islands” and intends to hire **two (02) Project Coordinator (PCs)** for the implementation of water and sewerage projects managed by Ministry of Environment and Energy.

**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 operational management of the projects in accordance with the project documents and as per the bank guidelines in collaboration with the project team and stakeholder agencies to ensure all implementation arrangements of projects are carried out smoothly and on time.

**D. OVERALL RESPONSIBILITY**

The overall responsibilities of the Project Coordinator 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. Identification and resolution of implementation problems, with the guidance of the Project Team, Project Director, Ministry of Finance, other Partner/Donor agencies,
4. Reporting to the Project Director on all aspects of Project implementation throughout the duration of the contract unless otherwise advised by the Client.

## **E. SCOPE OF WORKS**

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

1. Administer all activities under the component as per the directions of the Project Director or his/her designate and in accordance with the financing agreements, project documents and operations manual.
2. Ensure the implementation of the project components are in line with the government policies and donor requirements.
3. Visit project sites periodically and report back on the status of on-site activities to the Project Director or designated personnel.
4. Conduct as per the direction of the Project Director the staff appraisal of Assistant Coordinator's
5. Interact with the financial, procurement and technical staff of Ministry, where ever relevant to enable smooth implementation of the project components.
6. Coordinate among the stakeholders including the Atoll/island councils, contractors and engineers in resolving various issues that come up during the implementation.
7. Monitor the progress of the activities with assistance from Engineering and Assistant Coordinator's on a regular basis.
8. Prepare and assist Project Director (PD) in the compilation of the project progress reports, quarterly reports and updates in a timely manner.
9. Provide project information, monthly progress reports and other documentation requested by the Project 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.
10. Assist the Procurement Unit of the PMU in the preparation of Terms of Reference, Tender documents and Evaluations of Bids and Proposals.
11. Participate in document review, evaluation and other relevant committees that may be formed under the Projects as required;
12. Coordinate with the Assistant Coordinator's (AC's) at regional/island level to carry out tasks outlined in the actions plans in a timely manner.

## **F. QUALIFICATIONS AND EXPERIENCE**

1. Minimum undergraduate degree,  
OR

have a diploma related to the field of assignment with (05) five years of experience in a similar assignment. Preference will be given to individuals having qualifications in Management/Engineering or related discipline.

2. Must have professional work experience relevant to the field of assignment of at least five (05) years with minimum two (02) years in donor assisted development projects; with substantial management/supervisory responsibilities.
3. Work experience in delivery of water and sanitation sector projects will be an added advantage.
4. Knowledge and understanding of technical, commercial and legal aspects of procurement of donor - financed projects would be an added advantage.
5. 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.

Track record of the successful candidate's civil services conduct and performance will be considered.

Successful individual will be hired for a period of Twenty Four (24) months in accordance with Civil Services Regulations 2014; Chapter 22: clause 217, with possible extension based on performance and need and available budget. The individual must be available to commence the services in February 2016.

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.

1. Report directly to the Project Director(s) on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client.
2. The PC should 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 PC 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 PC is required to report to work in official attire.

## **G. SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT**

1. Office space and other facilities such as computers will be provided to the PC 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 projects.
3. Leave Entitlement

Unplanned Leave: 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 reasons or emergencies. 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.

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.

Unpaid Leave: The Consultant will not be paid for any leave(s) that exceed the maximum allowed leave entitlements above. The Consultant may take a maximum of 30 working days unpaid leave in a twelve month contract period, if such a leave is agreed by the Client in writing. If the unpaid leave exceeds more than thirty (30) days the contract may be terminated by the Client.

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

Duration of the assignment is **12** months from the commencement of the works with potential extension based on performance and need.

*Note: The following documents shall be submitted with the application for this position.*

1. *Letter of Expression of Interest (EOI)*
2. *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.)*
3. *Copy of National Identification Card*
4. *Attested copies of Educational Certificates (copies taken from with accredited original certificates)*