**Ministry of Finance and Treasury**

Republic of Maldives

TERMS OF REFERENCE

# PROJECT MANAGER

1. **PURPOSE**

The Government of the Republic of Maldives has received financing from the Islamic Development Bank (IDB), and intends to apply part of the proceeds for the services of a Project Manager for the project of Design and Build Project for Sewerage Facilities in 05 (Five) Islands (K. Himmafushi, Hdh. Nolhivaranfaru, Lh. Naifaru, K. Thulusdhoo and Th. Veymandhoo) , Maldives.

1. **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.

1. **OBJECTIVES OF ASSIGNMENT**

The objective of this assignment is to provide oversight and management of the project with the responsibility for ensuring compliance with the Islamic Development Bank Guidelines.

1. **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. Identification and resolution of implementation problems, with the guidance of the Project Team, Project Director, Ministry of Finance, other partner agencies, and the Donor Agency;
4. Reporting to the Project Director on all aspects of Project implementation throughout the duration of the project.
5. **SCOPE OF WORKS**

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

1. Assume operational management of the projects in line with their respective Project Financing Agreements, Project Appraisal Documents and Operational manuals;
2. Oversee the activities of the PMU staff handling the project activities to ensure the timely delivery of services to the Projects;
3. Ensure that Projects Team members carryout tasks outlined in their ToR, Action plans in a timely manner, conduct staff appraisal and provide feedback;
4. Ensure all processes and procedures detailed in the operations manuals are fully implemented and complied with;
5. Liaise with Project stakeholders and coordinators to ensure timely and coordinated implementation of Projects activities and relevant stakeholder activities;
6. Ensure that guidance and direction provided by the Steering and Technical committees are incorporated into the relevant Project components;
7. Ensure the Projects are developed in line with Government policies, donor requirements, and safeguard requirements are complied with;
8. Liaise with Projects director to ensure the timely generation of (i) terms of references for consultancies and non-consultancy service providers, and (ii) specifications for goods and equipment to be procured for the project management unit;
9. Participate in document review, evaluation and other relevant committees that may be formed under the Projects as required;
10. Ensure coordination within the PMU for IDB review missions, independent review missions, and/ or reviews carried out by other relevant Government of Maldives authorities as required;
11. Ensure information, reports and other documentation requested by the Project Director for review and/or for presentation to donor missions.
12. Ensure all relevant information, documents and reports are made available for review during IDB review missions, by independent reviewers and/or review by other relevant Authorities of Government of Maldives.
13. 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;
14. Ensure project funds are managed properly in accordance with project management procedures, adhere to IDB loan covenants and monitor financial resources/accounts to ensure accuracy and reliability of reports;
15. Ensure that all the financial reports including audit reports, required by the government and relevant funding agencies are prepared and submitted on time;
16. Prepare and revise project activities and financial plans as and when required by the Government and the relevant funding agency;
17. Assist in the review/evaluation of project reports and documents
18. Participate in funding agency review missions and/ 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;
19. 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; and
20. Organize and take part in field visits to the project sites as and when necessary.
21. Monitoring and evaluation of the project.
22. Undertake other technical tasks as and when required by the MEE
23. **QUALIFICATIONS AND EXPERIENCE**

Key qualifications of the individuals who apply for the position are:

* Minimum Graduate Qualification in Business Administration/Management, Project Management or suitable equivalency in a relevant field. Preference will be given to persons having post-graduate qualifications in a similar field.
* At least seven (7) years general experience including five (5) years of experience in donor assisted development projects; with substantial management/supervisory responsibilities in donor assisted development projects.
* Work experience in delivery of water and sanitation sector projects in the public sector will be an added advantage.
* Sound understanding of principles underlying good procurement practices and international agencies’ procurement guidelines; understanding of Government’s procurement Regulations/Act; analytical capability in identifying and resolving procurement issues would be an advantage.
* Knowledge and understanding of technical, commercial and legal aspects of procurement of the IDB- financed projects would be an advantage.
* In additional to the above the consultant’s reputation of integrity and impartiality routed in independent from third parties shall be considered.
* 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 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 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.
1. **REPORTING OBLIGATIONS**
2. Report directly to the Project Director(s) or Permanent Secretary on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client. Project Director will be head of Water and Sanitation department.
3. The consultant is expected to report to work on week days between 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.
4. The Consultant 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.
5. The Consultant is required to report to work in official attire.
6. **SCHEDULE FOR THE ASSIGNMENT**

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

1. **SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT**
2. Office space and other facilities such as computers will be provided to the Consultant as required at the MEE.
3. 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.
4. Leave Entitlement
5. All the National/public holidays that is observed by the Government of Maldives.
6. Annual leaves : 15 days leave per calendar year
7. Any other absence or leave from input days apart from mentioned above will have a deduction of 1/22 of the monthly salary per day.

**MONTHLY FEE FOR ALL SERVICES FORMAT TO BE USED**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Remuneration** | **Unit** | **No.** | **Rate** | **Total** |
| *Professional fees inclusive of professional insurance, medical insurance, tax obligation etc.* | Month |  |  |  |
| **Sub - Total** |  |
| **Reimbursable** | **Unit** | **No.** | **Rate** | **Total** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Sub - Total** |  |
| **GRAND - Total** |  |

The information provided in this Form shall only be used to demonstrate the basis for calculation of the Contract ceiling amount, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This form shall not be used as a basis for payments.