TERMS OF REFERENCE

# TECHNICAL ASSISTANCE AND SUPPORT TO DEVELOP AND IMPLEMENT PROJECTS RELATED TO IMPROVING ACCESS TO SAFE WATER AND SANITATION

## PURPOSE

The Government of the Republic of Maldives has received financing from the Islamic Development Bank (IDB) for the provision of Sewerage Facilities in 05 (Five) Islands (K. Himmafushi, Hdh. Nolhivaranfaru, Lh. Naifaru, K. Thulusdhoo and Th. Veymandhoo) , Maldives., and intends to apply part of the proceeds for the following services of an **Individual Consultant – Engineer** to provide technical support to develop and implement projects related to improving access to safe Water and Sanitation.

## 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.

## OBJECTIVES OF ASSIGNMENT

The Ministry of Environment and Energy (MEE) of the Government of Maldives, is undertaking improving access to Safe Water and Sanitation in the islands. However in view of its limited technical staff and lack of experienced hands to cope with such projects, the Ministry is looking for a project engineer of international repute to provide consultancy services.

## OVERALL RESPONSIBILITY

The incumbent shall be a technical team leader assisting the Ministry (MEE) in providing technical inputs during the period of assignment as outlined below

* Visit project sites and inspect the civil works of the water supply and sewerage projects and give site specific suggestions where necessary
* Assist in designing water supply and sewerage systems in the islands and preparation of bid documents, contract documents and technical reports.
* Assist and advice MEE in carrying out feasibility assessments and scoping support required for sustainable management of community water supply and sanitation services.
* Assist the staff during field surveys and site visits and provide guidance to the staff in carrying out the works effectively.
* Advice in the tendering process including, procurement and contract negotiations stage
* Assist and advice PMU in preparing and revising project activities and financial plans as and when required by the Government and the relevant funding agency;
* Assist in the review/evaluation of project reports and documents
* 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;
* Assist and advice PMU in preparing 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
* Assist and advice the Ministry (MEE) in developing and reviewing proposals, concept and designs pertaining to water and sewerage projects and provide necessary comments and suggestions.
* Organize and take part in field visits to the project sites as and when necessary.
* Train at least two (02) staff from the sector to the level of Project Manager.
* Organize orientation training workshops for the staff on all aspects of the project related work. Facilitate technical meetings related to projects on hand. Undertake capacity building programmes to enhance skills and competencies of MEE staff including but not limited to *(a) design and evaluation of water supply and sewerage systems (b) contract negotiations / evaluation (c) preparation of bid / contract documents (d) project management & monitoring* and *(e) empowering local communities to operate and maintain the systems in sustainable manner*.
* Play a major role in monitoring and evaluation of the project: setting up the M&E system, defining the KPIs from the RRP, training PMU staff in collecting the data, and ensuring the system is updated on a regular basis.
* Review the operation and maintenance manuals submitted by the contractors; and provide guidance where necessary in establishing operation and maintenance procedures for water supply and sewerage systems in consultation with MEE and the island communities.
* Undertake other technical tasks as and when required by the MEE

## QUALIFICATIONS AND EXPERIENCE

The applicant should possess following educational background and experience.

* A Bachelor degree or higher in civil or environmental engineering with water supply and sanitation elective subjects.
* Minimum fifteen (15) years field experience of designing and implementing water supply and sewerage projects.
* Previous experience working on projects financed by International Agencies is a must.
* Working experience in municipal projects will be an advantage
* Should possess sound knowledge of computer aided design software/applications
* Should have excellent command over English with proven communication and, presentation and negotiation skills
* Should be capable of providing leadership, motivation and training to the staff and stakeholders
* Work Experience in Maldives will be an additional advantage

## REPORTING OBLIGATIONS

1. Report directly to the Project Director(s) or Permanent Secretary throughout the duration of the contract unless otherwise advised by the Client. Project Director will be head of Water and Sanitation department.
2. 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.
3. The consultant is required to submit a Monthly report at the end of each month in a format agreed with MEE representative. At the end of each quarter a consolidated report (Quarterly Report) summarizing the activities including training conducted of the months preceding shall be submitted in place of the monthly report.
4. The Consultant is required to report to work in official attire.

## 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.

## SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT

1. Office space will be provided to the Consultant as required at the MEE.
2. Local transport for official travel between Male’, inter-Atolls and inter-islands for the trips will be provided from the projects.
3. Leave Entitlement
4. All the National/public holidays that is observed by the Government of Maldives.
5. Annual leaves : 15 days leave per calendar year
6. 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.