

TERMS OF REFERENCE

PROJECT MANAGERS

HIGH IMPACT COMMUNITY DEVELOPMENT PROJECT

1. Purpose:

On behalf of the Government of Maldives, Addu City Council is implementing five projects to develop landscaping works of the designated tourism zones in Hithadhoo, Maradhoo, Feydhoo, Hulhudhoo and Meedhoo under High Impact Community development (HICDP) projects. Addu City Council is seeking two qualified and competent Project Managers for the implementation of these projects. The Project Managers are responsible for the effective implementation of all the activities assigned to the High Impact Community Development Project (HICDP) of the Project Management Unit (PMU), with overall responsibility to complete the projects within the project timeline, with strict compliance with the procedures and guidelines as well as with the relevant project agreements.

2. Background:

The government of Maldives (GOM) has designated tourism zones in Addu City, in order to boost the economy and attract private investments into Addu City through tourism, fishing enhancing socio-economic development. The Government of Maldives (GOM) together with the Addu City Council has prioritized to execute high impact development projects. These projects are designed to increase the viability of the tourism sector in the Addu City. The projects have been formulated to transform Addu City into a thriving economic hub and an established tourist destination.

The projects are planned to be completed within one year. The following are the key activities of the Projects:

- Undertaking landscaping work in designated areas
- Developing beaches in designated areas
- Establishing electric installations and all required provisions for the utility services in the designated areas
- Installing street/garden furniture in the designated areas



Following are the detailed locations of the five projects:

- Project 1: Falhaodhadi fannu Integrated Tourism Zone - Falhaodhadi fannu Integrated Tourism Zone is located on the ocean-side of Hithadhoo, to the west of Addu Equatorial Hospital.
- Project 2: Dhigihere Integrated Tourism zone - Dhigihere Integrated Tourism zone lies within the newly reclaimed land on the western side of Feydhoo opposite Savaaheli Island. Savaa Beach is 2km away from Addu International Airport. The beach-front land is allocated for guesthouses, hotels and support services.
- Project 3: Maafishi Integrated Tourism Zone - Maafishi Integrated Tourism Zone is located at the southern tip of Hulhudhoo near Canareef Resort.
- Project 4: Mulimathi Integrated Tourism Zone - Mulimathi Integrated Tourism Zone is at the northern tip of Meedhoo, near Koagannu cemetery; recognized as an official heritage site by the Government of Maldives.
- Project 5: Venbolhofishi city hotel - This zone is located on the lagoon-side of Maradhoo. The beach-front area is allocated for a tourist hotel and support services. Both the sunrise & sunset can be viewed from this location.

3. Objectives:

The objective of this assignment is operational management of the projects and to provide technical guidance and engineering support to the project management unit (PMU) in accordance with the project documents and as per guidelines to ensure all implementation arrangements of projects are carried out smoothly and achieving the project objectives and related results on time.

4. Roles and Responsibilities:

1. Overall responsibility for day to day managing, administration and coordinating the projects.
2. Review, comment and, as the case may be, approve the plans and documents the Contractors' has to submit during the design-build phase. Approve the designs and technical documentations submitted by the contractors.
3. Supervise the contractor's works for compliance with specifications and detailed design, review and approval of contractors' submittals, tracking actual progress against the required progress and maintain precise and regular journal of work progress.
4. Approve financial disbursement plan of the contractors' and compare cost performance vs schedule performance.
5. Check and accept the detailed setting out by the contractors'.



5. Qualifications and Experience:

1. Master's Degree in Project Management/ Civil Engineering/Structural Engineering or Business Management or any other relevant field with minimum of 2 years' professional work experience in designing and implementing related projects. OR
2. Bachelor's Degree in Project Management/ Civil Engineering/ Structural Engineering, Business Management or any other related field with minimum of 3 years' professional experience in designing and implementing related projects. OR
3. Diploma in Civil Engineering/Structural Engineering or Project Management, Business Management or any other relevant field with minimum of 5 years' experience in designing and implementing similar projects.

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.

Should understand the objectives and delivery mechanisms of the project's portfolio and 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.

Be available on a full-time basis during the project period and must be willing to work for extended periods without direct supervision and will be expected to travel routinely to the sites

The individual's reputation of integrity and impartiality routed in independent from third parties shall be considered.

Should possess knowledge of computer aided design application.

Experience in externally funded projects will have added advantage

6. Contract Duration

Duration of the assignment is 12 months from the commencement of the works. If the works are stopped for any reasons, the Client has the right to terminate the Contract after notifying the Project Manager and the Client will not be liable for any damages due to termination of the Contract.

7. Leave details & Reporting Requirement

Within the project duration, consultant would be entitled with the below mentioned leaves.

Sick Leave: Can take Thirty (30) days of paid sick leave. However, it 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: Can take Ten (10) days of paid leave within the year to attend important obligations such as tending family members during illness.

Reporting Requirement: The Project Manager will report on a day to day basis to the Project Management Unit (PMU) of the High Impact Community development Projects (HICDP) in Addu city Council.



8. Remuneration

Successful candidate will be paid a fixed monthly fee depending on qualification and experience ranging from **MVR 15,000 to MVR 25,000**. 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. The position will be financed from the project funds.

9. Selection Criteria

Criterion	Rate
Education	30 points
<i>Master</i>	<i>30 points</i>
<i>Bachelor's Degree</i>	<i>20 points</i>
<i>Diploma</i>	<i>10 points</i>
Experience	30 points
<i>Experience in specific field</i>	<i>30 points</i>
<i>General experience</i>	<i>20 points</i>
Training	10 points
Interview & Presentation	30 points
Candidates must get a minimum of 50% in order to get selected for the job	

10. Application

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

- Letter of Expression of Interest (EOI)
- Copy of National Identification Card
- Attested copies of Educational Certificates
- Experience Letters
- Curriculum Vitae (including a description of work experience in similar assignments, training on similar assignments, availability of appropriate skills etc.)

11. Submission

Interested candidates are requested to submit their proposals (a letter with CV, copy of ID card, copies of attested educational certificates and other supporting documents such as Reference letters from previous employers) on or before 1300 hours of 05th October 2020, to the below mentioned address:

HR section

Secretariat of the Addu city Council

Republic of Maldives.

Email: hr@adducity.gov.mv

For more information please contact 6885002.

