



## TERMS OF REFERENCE

### ASSISTANT 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 Assistant Project Managers for the implementation of these projects. The Assistant Project Managers have to provide proactive follow up and support on the day today coordination and effective implementation of the project 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 to support overall management and supervision of project implementation, provide technical support to the Project Management Unit (PMU) 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:**

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

1. The Assistant Project Manager should support the daily implementation of the project activities and administration of project inputs according to the approved project documentation, work plans and budgets.
2. Provide technical assistance in managing the projects throughout the project implementation ensuring the achievement of the projects' goals and objectives.
3. Create and maintain comprehensive project documentation, maintain daily records of execution progress in an appropriate format to be shared with the Employer.
4. Assist the Project Management Unit (PMU) ensuring the construction and the project activities are carried out according to the plans, designs and drawings.



5. Ensure effective reporting of project progress
6. Monitoring the progress of activities undertaken by various agencies during the project implementation process and assisting with the efficient implementation of the project.
7. Ensure co-ordination of activities carried out under project components/ sub-components implemented by City Council.
8. Support the Project Management Unit (PMU) during processing of claims and invoices submitted by the contractors and preparation of interim payment certificate
9. Coordinate the work of project team to ensure proper representation of project activities and participate in document review, respectively
10. Assistance in managing the project contracts and prepare relevant documentation such as project reports, meetings minutes and report compilations
11. Organize and take part in field visits to the project sites and draft inspection reports on monitoring site visits;
12. Assist constructively and provide recommendations in resolving any potential difficulty or dispute that may arise between the Contractor and the Employer
13. Establish and ensure proper maintenance of the documentation and filing system for the projects, including official correspondence, drawings, site instructions, variation orders and site records
14. Perform other related duties as and when assigned by the City Council and PMU.

**5. Qualifications and Experience:**

1. Master's Degree in Project Management, Civil Engineering/ Structural Engineering, Business Management or any other relevant field with minimum of 1 year experience in implementing and coordinating related projects. OR
2. Bachelor's Degree in Project Management, Civil Engineering/ Structural Engineering, Business Management or any other relevant field with minimum of 2 years' experience in implementing and coordinating related projects. OR
3. Diploma in Project Management/ Civil Engineering/ Structural Engineering or Business Management or any other relevant field with minimum of 4 years' experience in implementing and coordinating related projects.
4. 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.
5. Must be willing to work for extended periods with the supervision of the Project Manager and PMU Staff.
6. Experience in the delivery of projects that specifically relate to similar assignment is desirable.



## 6. Contract Duration:

Duration of the assignment is 12 months from the commencement of the works.

## 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.

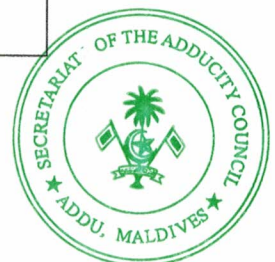
Reporting Requirement: The Assistant Project Manager will report on a day to day basis to the Project Management Unit and will liaise with the Project Team on matters of project administration.

## 8. Remunerations

Successful candidate will be paid a fixed monthly fee depending on qualification and experience ranging from **MVR 10,000 to MVR 15,000**. 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.

## 9. Selection Criteria

Criterion	Rate
Education <i>Master</i> <i>Bachelor's Degree</i> <i>Diploma</i>	<b>30 points</b> <i>30 points</i> <i>20 points</i> <i>10 points</i>
Experience <i>Experience in specific field</i> <i>General experience</i>	<b>30 points</b> <i>30 points</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 05<sup>th</sup> October 2020, to the below mentioned address:

HR section

Secretariat of the Addu city Council

Republic of Maldives.

Email: [hr@adducity.gov.mv](mailto:hr@adducity.gov.mv)

For more information please contact 6885002.

