



Ministry of Environment and Energy

Republic of Maldives

PROVISION OF WATER SUPPLY, SANITATION AND SOLID WASTE MANAGEMENT PROJECT

PROJECT OFFICER (PO)

TERMS OF REFERENCE

1. PURPOSE

The Government of the Republic of Maldives through the Ministry of Environment and Energy (MEE) is implementing the project for the “Provision of Water Supply, Sanitation and Solid Waste Management Project” financed by OPEC Fund for International Development (OFID) and intends to apply part of the proceeds for the selection of a **full time Project Officer (PO)** for the implementation of water and sewerage projects administered by Ministry of Environment and Energy (MEE).

2. 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.

3. OBJECTIVES OF ASSIGNMENT

The objective of this assignment is assisting in the operational management of the projects as per the direction of the project team and stakeholder agencies to ensure all implementation arrangements of projects are carried out smoothly and on time.

4. OVERALL RESPONSIBILITY

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

1. Assist in the operational management of the project component in accordance with the Financing Agreements of the Project to produce the envisaged outputs;
2. In collaboration with the Project Team and Stakeholder agencies, assist in ensuring that all implementation arrangements of activities of the project component are carried out smoothly;
3. Identification and resolution of implementation problems, with the guidance of the Project Team, Project Coordinator;

7. SCOPE OF WORKS

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

1. Assist with coordination/Supervision to the Contractors and/or Consultants to ensure timely delivery of the project outputs in accordance to the contract agreements.
2. Coordinate the activities of the site staff handling the project component to ensure the timely delivery of services to the Projects;
3. Visit project sites regularly and report back on the status of site activities to the project team/Project Coordinator.
4. Responsible for the verification of information provided by the Island Council/Supervision Consultant/Contractor regarding the project progress/issues are accurate.
5. Ensure all relevant information, documents and physical progress reports requested by the Project Coordinator are made available for review in a timely manner.
6. Coordinate with island council, supervision consultant and the contractor on a daily basis to ensure smooth implementation of the project.
7. Act as the focal point for representing the Ministry of Environment and Energy (MEE) located in the project site.
8. Any other work related tasks assigned by the Project Director.

8. QUALIFICATIONS AND EXPERIENCE

1. Should have minimum 1 (one) “D” grade in Advance level certificate, “C” grade in GCE O Level English and “C” grade in higher secondary certificate of “Dhivehi”.
2. Knowledge and understanding of technical, commercial and legal aspects of procurement of donor - financed projects would be an added advantage.
3. Work experience in delivery of water and sanitation sector projects will be an added advantage.
4. 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 Candidate must be willing to work for extended periods without direct supervision.

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.

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.

5. REPORTING REQUIREMENT

1. Report directly to the Project Coordinator (PC) on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client.
2. The Project Officer (PO) should visit project sites daily to check the status and progress of works.
3. The Project Officer (PO) shall provide all the necessary reports and updates to the Project Coordinator (PC) and project team whenever needed.

6. SCHEDULE FOR THE ASSIGNMENT

The first **3** months of the assignment will be considered a probation period whereby the performance will be appraised with potential extension up to **12 to 24** months. The successful candidate is expected to commence the services in October/November 2016.

7. SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT

1. Office space and other facilities such as computers will be provided to the PO as required.
2. Leave Entitlement

Unplanned Leave: The Successful Candidate 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 Successful Candidate 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 Successful Candidate will not be paid for any leave(s) that exceed the maximum allowed leave entitlements above. The Candidate may take a maximum of 20 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 twenty (20) working days the contract may be terminated by the Client.