



MINISTRY OF ENVIRONMENT AND ENERGY  
MALE', REPUBLIC OF MALDIVES



## TERMS OF REFERENCE

*for*

# DRAFTS PERSON FOR THE ESTABLISHMENT OF ISLAND WASTE MANAGEMENT CENTRES

**Reference Number: (IUL)438-RDS/1/2017/3**

*Funded by*

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**Issued By:**

Waste Management and Pollution Control Department  
Ministry of Environment and Energy  
K.Male' 20392, Republic of Maldives



Ministry of Environment and Energy  
Republic of Maldives

## Drafts Person for the Establishment of Island Waste Management Centres

### Terms of Reference and Scope of Services

#### 1. PURPOSE

The Government of the Republic of Maldives through the Ministry of Environment and Energy (MEE) is implementing Regional Waste Management Projects financed by the Government of the Republic of Maldives and intends to apply part of the proceeds for the selection of a **Drafts Person** to provide drafting services and technical/engineering input, advice and supervise the construction of Island Waste Management Centres (IWMCs) at islands.

#### 2. OBJECTIVES OF ASSIGNMENT

The main objective of the assignment is to provide drafting services and technical/engineering input, advice and supervise the construction of IWMCs at islands. The specific objectives are, but not limited to;

- a) Provide drafting services for the establishment of IWMCs
- b) Review and provide the technical advice and assist the Client in finalizing and approving the design and construction of IWMCs
- c) Visit project sites at islands

#### 3. SCOPE OF WORKS

The overall responsibilities of the Drafts Person include, but are not limited to the following:

- a) Visit the project site during the inception stage to survey the scope of works to be done when required or instructed by the Client
- b) Draft architectural and structural drawings and bill of quantities for Island Waste Management Centres according to the specifications of the Client
- c) Assist in preparation of bid documents, contract documents and technical reports
- d) Be present at all Pre-Bid meetings and assist the Client in providing information to bidders during the procurement process of contractors for the construction of Island Waste Management Centres
- e) Assist the Client in providing the technical advice to contractors during the construction phase of Island Waste Management Centres
- f) Draft amendments to the designs/drawings/bill of quantities according to the specifications of the Client
- g) Provide "As Built" drawings of the Island Waste Management Centres upon completion of construction works
- h) Visit project sites for supervision and inspection of works during the different stages of construction when required or instructed by the Client

#### 4. REPORTING

- a) Report directly to the Civil Engineer and / or Project Coordinator (PC) on all aspects of works throughout the duration of the contract unless otherwise advised by the Client.
- b) The Drafts Person should report to work on week days for a minimum of 2 hours other than public holidays and provide services to the Client for an average of 10 hours a week. Remuneration for less than 2 hours work per day will be on a pro-rate basis.
- c) The Drafts Person shall ensure that all the required drawings and bill of quantities for the project are prepared on time, in accordance with the requirements of Client.

#### 5. CONTRACT DURATION

Duration of the assignment is twelve (12) months from the commencement of the works with potential extension based on performance and need.

#### 6. QUALIFICATIONS AND EXPERIENCE

- a) A Bachelor's degree or higher in Civil Engineering or a related field.
- b) Must have professional work experience of minimum ten (10) years and experience in a related field of minimum eight (8) years and have experience in preparing the Design and Bill of Quantities and supervising the construction of relevant works of at least five (5) years. Having experience in the design and/or inspection and supervision of the construction works of Island Waste Management Centres will be an added advantage.
- c) Should possess sound knowledge of design and construction standards of Island Waste Management Centres in the Republic of Maldives.
- d) Should have excellent command over English with proven communication and, presentation and interpersonal skills
- e) The successful individual must be willing to work for extended periods without direct supervision and travel routinely to islands
- f) In addition, the individual's reputation of integrity and impartiality routed independent from third parties shall be considered.

#### 7. EVALUATION CRITERIA

The Engineer will be selected based on the following criteria:

<b>Evaluation Criteria</b>	<b>Weightage (%)</b>
Relevant academic qualification(s)	30
Experience in similar works	30
Proposed Price	40

The formula for determining the financial scores for the proposals is the following:

$S_f = 100 \times F_m/F$ , in where  $S_f$  is the financial score,  $F_m$  is the lowest proposed price and  $F$  the price of the proposal under consideration.

**8. SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT**

- a) Local transport for official travel between Male', inter-Atolls and inter-islands and food and accommodation for the trips will be provided by the client.

**9. DOCUMENTS TO BE SUBMITTED**

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

- a) Letter of Expression of Interest (EOI)
- b) Curriculum Vitae or A brief summary that demonstrates that the applicant is qualified to perform the services (including description of similar assignments, experience in similar conditions, availability of appropriate skills, official reference letters of past clients, etc.)
- c) Copy of National Identification Card
- d) Attested copies of Educational Certificates (copies taken from with accredited original certificates)
- e) Financial Quotation for the entire works to be completed within the duration specified

**10. APPLICATION**

<b>ACTIVITY</b>	<b>ACTION DATE</b>
Advertise	22 <sup>nd</sup> January 2017
Release of Terms of Reference	22 <sup>nd</sup> January 2017
Pre-bid meeting	31 <sup>st</sup> January 2017 – at 11:00 AM
Bid Opening	02 <sup>nd</sup> February 2017 – at 11:00AM

Interested parties should submit their Proposals to the address below on 2<sup>nd</sup> February 2017 at 11:00AM. Electronic bidding will not be permitted. Late submissions will be rejected by the Ministry of Environment and Energy.

**Procurement Unit,**  
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