



Ministry of Environment and Energy
Republic of Maldives

**PROVISION OF WATER SUPPLY, SANITATION AND SOLID WASTE MANAGEMENT
PROJECT**

**PROJECT COORDINATOR (PC)
TERMS OF REFERENCE**

A. 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 and Sewerage Facilities in the Islands” financed by OPEC Fund for International Development (OFID) and intends to apply part of the proceeds for the selection of a **full time Project Coordinator (PC)** for the implementation of water and sewerage projects administered by Ministry of Environment and Energy (MEE).

B. BACKGROUND

Maldives is a small island nation with fragile environment and scarce water resources. Its population approximately of 400,000 people. 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.

C. OBJECTIVES OF ASSIGNMENT

The objective of this assignment is operational management of the projects in accordance with the project documents and as per the bank guidelines in collaboration with the project team and stakeholder agencies to ensure all implementation arrangements of projects are carried out smoothly and on time.

D. OVERALL RESPONSIBILITY

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

1. Operational management of the project component in accordance with the Financing Agreements and Operations Manuals of the Project to produce the envisaged outputs;
2. In collaboration with the Project Team and Stakeholder agencies, ensure 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 Director;

E. SCOPE OF WORKS

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

1. Provide overall Coordination/Supervision to the Contractors and/or Consultants and ensure timely delivery of the project outputs in accordance to the contract agreements.

2. Coordinate the activities of the PMU staff handling the project component to ensure the timely delivery of services to the Projects;
3. Visit project sites periodically and report back on the status of site activities to the management.
4. Ensure information, reports and other documentation requested by the Project Director for review and/or for presentation to Steering and Technical committees are provided in a timely manner;
5. Ensure all relevant information, documents, financial and technical reports are made available for review during review missions, by independent reviewers and/or review by other relevant Authorities of Government of Maldives.
6. Prepare and revise project component activities and financial plans and ensure 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 are provided in a timely manner.
7. Any other work related tasks assigned by the Project Director.

F. QUALIFICATIONS AND EXPERIENCE

1. Minimum Master's degree in relevant field.
2. Must have professional work experience of at least Seven (07) years with minimum Three (03) years' experience in relevant projects with substantial management/supervisory responsibilities.
3. Experience in donor assisted development projects will be an added advantage.
4. Work experience in delivery of water and sanitation sector projects will be an added advantage.
5. Knowledge and understanding of technical, commercial and legal aspects of procurement of donor - financed projects would be an added advantage.
6. 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 and travel routinely to islands within the catchment.

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 and submit the names and contact details of personal referees who can attest to their ability.

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.

G. REPORTING REQUIREMENT

1. Report directly to the Project Director (PD) on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client.

2. The Project Coordinator (PC) should report to work on week days from 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 Project Coordinator (PC) shall provide all the necessary reports and updates to the Project Director (PD) and respective donor agencies whenever needed.
4. The Project Coordinator (PC) is required to report to work in official attire.

H. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is **12** months from the commencement of the works with potential extension based on performance and need. The successful candidate is expected to commence the services in November 2018.