



**Ministry of Finance and Trasury
Republic of Maldives**

TERMS OF REFERENCE

Position: Project Management Consultant (referred to as “Consultant”)

Project Title: Seenu Hithadhoo Regional Hospital Project

Duty Station: PMU, Ministry of Housing and Infrastructure, Male’

Duration: 18 months (Tentative)

Starting Date: 01 October 2016 (Tentative)

Type: Firm/Consortium (National/International)

1. BACK GROUND

The need for better healthcare facility in the southern region of Maldives, the Government of Maldives has decided to construct a 100 bed regional tertiary hospital at Hithadhoo, Addu City. The existing Hithadhoo Regional Hospital with a bed capacity of 50, persons is equipped to handle only the routine and minor medical services. This facility is over 25 years old. The current hospital facility, with an area of 1,212 Sqm, is inadequate and has many functional areas (such as inpatient and outpatient areas, ICU, NICU, etc.) identified as extremely cramped. There is an acute need for the expansion of services at Hithadhoo Regional Hospital, Addu City.

The Government of Maldives has decided to convert the existing Equatorial Convention Centre (ECC) with required additional buildings into a 100 bed hospital facility. ECC is a 2 story building, which has been built for the 17th SAARC summit held on November 2011 with a budget of MVR150 million. ECC site has an area of 77,028.45 Square Meters (7.7 Hectares) with natural landscaping features. The total footprint area of the ECC building is 7,533.36 Sqm.

Ministry of Housing and Infrastructure is seeking the service of a Project Management Consultant for this particular to work independently in ensuring the smooth running of the project as required by the government and the funding agencies.

2. SCOPE OF WORK

2.1 Scope of work during the design phase

- a) Review of the employers’ requirements and review the detailed design as per the employers’ requirements.
- b) Review and confirm - the survey, soil profile of the site (including tests such as test pit, plate load bearings test etc.) submitted by the contractor and review the submitted report for use in the structural design.

- c) Review the survey to identify the existing services (sewer, drainage, waste disposal, water, electrical, telephone etc.). Ensure that detailed drawings take these services into account and that detailed drawings take service providers recommendations into account.
- d) Evaluate and conform - The Green Technology and 'WHO Safe Hospital Concept Design' along with the concept and detail design, submitted by the contractor.
- e) Ascertain that the submitted design concept is as per JCI accreditation requirements.
- f) Establish that the basic concept designs submitted are upon agreed dates and undertake modifications to the satisfaction of the Client.
- g) Supervision of submission of detailed drawings of the project, inclusive of all technical details necessary for construction, on agreed schedule and undertakes modifications to the satisfaction of the Client.
- h) Check and conform the prepared draft tender documents by the PMU, inclusive of contract document in accordance with the SFD and OFID Guidelines, BOQ, technical specifications and detailed drawings to the satisfaction of the Client.
- i) Finalize and ensure the submission of documents in (h) above and tendering schedule on agreed schedule.
- j) Check and conform all submission of Technical Documents: architectural drawings, structural drawings, structural calculations, soil reports, services drawings including firefighting systems and EIA report, to obtain the construction permissions from relevant local authorities. Ensure that construction permission is built into the tendering schedule and that permission is obtained prior to tendering process.
- k) Check and conform all prepared lists, BOQ and specifications of furniture, plant, medical and other equipment required for the project, prepared by the contractor.

2.2 Scope of work during construction phase

- a) Supervise the construction of the project and be responsible for the overall quality of construction, including civil, mechanical, electrical, electronic, and plumbing and HVAC.
- b) Act as the representative of the Addu Regional Hospital Project Management Unit under Ministry of Housing and infrastructure on the site and coordinate the project.
- c) Undertake day to day inspection of works carried out and noted in a log book at the site to the satisfaction of the Client.
- d) Advise on of procurement of all required equipment, furniture and related works and supervise installation and commissioning of the equipment and services.
- e) Prepare and submit monthly progress reports to the Client to a format acceptable to the Client and Undertake monthly progress meetings with 3 parties (Client, PMU and Contractor) outlining progress, current spending, schedule update, problems encountered and changes in contract.

- f) Arrange meetings as required and solve issues arising during construction in consultation with the respective parties employed by the client.

3. TEAM COMPOSITION & QUALIFICATIONS

3.1 Registered firm offering services of

- a) Civil Engineer assigned to the consultancy for the duration of the consultancy period. The civil engineer will assume the role of Team Leader in the consultancy.
- b) Medical Facility Architect / Medical Facility Expert / Biomedical Engineer assigned to the consultancy for the duration of the pre-construction period;
- c) Site Supervisor fully dedicated to the project during the construction phase.

3.2 Civil Engineer (Project Manager): (National / International)

- a) have minimum Undergraduate Degree in Civil or Structural Engineering
- b) have three (3) years' of post qualification experience in relevant field
- c) have a project management background with at least 5 years' of post qualification experience and a minimum of 3 months specific experience
- d) be available on a full-time basis during the consultancy period
- e) have good English language skills and are competent in usable software such as MS Office, MS Project and AutoCAD

3.3 Medical Architect, Biomedical Engineer or Medical Facility Expert: (National / International)

- a) have minimum Undergraduate Degree in relevant field
- b) have 5 years' of post qualification experience in relevant field
- c) Have demonstrable knowledge on Green Technology, Disaster resilience, WHO safe hospital concept and JCI accreditation requirements.
- d) be available on a full-time basis during the consultancy period
- e) have good English language skills and are competent in usable software such as MS Office, MS Project and AutoCAD

3.4 Site Supervisors should: (National)

- a) have undergraduate degree or diploma in civil engineering
- b) have 3 years' of post-qualification experience in relevant field
- c) be experienced as site-supervisor for projects of similar scope and purpose
- d) be available on a full-time basis during the construction period
- e) be based in project island/city

- f) have adequate English and Dhivehi language (if a non-Maldivian is proposed for this post, the proposal must indicate mechanism through which site-supervisor will handle day-to-day communications with local staff employed at the construction sites) and competent in usable software such as MS Office, MS Project and AutoCAD.

4. REPORTING REQUIREMENTS AND TIME SCHEDULE FOR DELIVERABLES

All documents produced including but not limited to; should be submitted in soft and hard copies where the latter should not be less than two sets.

4.1 Design Phase

- a) Review and conform Inception survey report, Concept Design, Detail Design, BOQ, Technical specifications, Services drawings, List and Specification of Furniture and Equipment during a time specified by the Employer.
- b) Advise and assist the PMU on the procurement of furniture, plants and equipment and services.

4.2 Construction Phase

- a) Weekly, Monthly and Quarterly reports as per consultancy agreement, taking any action under a civil works contract designating the Consultant as “Engineer”, for which action pursuant to such civil works contract, with written approval of the Employer.
- b) Advise and assist the PMU on the procurement of furniture and equipment, installation and commissioning of the equipment and services.
- c) The consultant shall provide feedback and comments on all documents submitted by the Consultant within the time agreed in the contract.
- d) Advise and assist the PMU on installation and commissioning of plants and equipment and services.

4.3 Post Completion Phase

- a) Review and conform the As-built drawings submitted by the contractor.
- b) Submission of post completion report.

5. DURATION OF THE CONSULTANCY

- a) The duration of the consultancy shall be 18 months from the date of signature.
- b) Extensions to the consultancy should be sought from the Employer based on the real time work progress of the design and construction of the project.
