



Ministry of Finance and Treasury
Republic of Maldives

Terms of Reference for
Project Officer for Kulhudhuffushi Harbor Expansion Project
P36111-MLD

A. Purpose

1. The Government of Maldives has applied for a grant from the Asian Development Bank (ADB) for the Kulhudhuffushi Harbor Expansion Project (the project) and intends to apply a portion of its proceeds to engage individual consultants to support the Ministry of Housing and Infrastructure (MHI, the Employer) in the project implementation.
2. The indicative components of the harbor works and the related facilities are as follows:
 - a) Dredging and reclamation works
 - b) Breakwaters, revetments and quay-wall structures including harbor separation walls and finger piers
 - c) Pavement
 - d) Harbor navigational beacons and quay lighting
 - e) Ice Plant
 - f) Buildings – Administration/Retail/Terminal
 - g) Market – Fish/ Fruits and Vegetable
3. A Project Officer will be recruited as part of the Project Management Unit (PMU) for the project, which will perform all project management and implementation activities throughout the detailed design, procurement, construction, technical assistance, commissioning stages and post-defect liability periods.

B. Objectives Of Assignment

The Project Officer will assist the Project Director of PMU to oversee all activities assigned to PMU, with the overall responsibility to complete the project within the allocated timeline, with strict compliance with the ADB procedures and guidelines, as well as with the relevant project agreements between the Government and ADB.

C. Scope Of Services

The tasks of the Project Director will include but is not limited to the following:

- a) Support the PD in day-to-day project management and monitoring to ensure that project is being implemented as planned.



- b) Perform project progress and project disbursement monitoring
- c) Report to PD on any project implementation issues for troubleshooting to ensure smooth project implementation.
- d) Prepare draft report, including annual report of project implementation.
- e) Support the PD in monitoring and ensuring the implementation of social and environmental safeguard requirements.
- f) Support the PD in general project assistance and administration activities.
- g) Facilitate counterpart support for the capacity development technical assistance.

D. Qualifications And Experience

A project officer will be recruited to assist the PD in day-to-day operation of the PMU. The candidate should have a degree or equivalent in engineering or related fields, with 5 years of experience in infrastructure projects. Experience in working for international donor funded projects will be preferred.

E. Reporting Obligations

- a) Report directly to the Project Director on all aspects of project implementation throughout the duration of the contract unless otherwise advised by the Employer.
- b) The Project Officer shall ensure that all the contractual requirements are met and reporting obligation of required financial reports for the project are prepared on time, in accordance with the requirements of the Employer and ADB.
- c) The Project Officer is required to report to work in official attire.

F. Assignment Duration

The estimated duration of this consultancy is 26 calendar months.

G. Services And Facilities To Be Provided By The Client

- 1. Office space and other facilities such as computers will be provided to the Consultant as required at the MHI.
- 2. Local transport for official travel between Male', Kulhudhufushi and food and accommodation for the trips will be provided from the projects.
- 3. Leave Entitlement
 - a) All the national/public holidays that is observed by the Government of Maldives.
 - b) Annual leaves: 30 days leave per calendar year.
 - c) Any other absence or leave from input days apart from mentioned above will have a deduction of 1/22 of the monthly salary per day.