

Sustainable Fisheries Resources Development Project

Project Director

Terms of Reference

A. BACKGROUND

The Government of the Republic of Maldives through the Ministry of Fisheries and Agriculture is implementing Maldives –Sustainable Fisheries Resources Development Project financed by the World Bank. The project will be managed by the Project Management Unit (PMU) set up within the Ministry of Fisheries and Agriculture. The project will be implemented in accordance with the Project Implementation Plan (PIP), Project's Procurement Manual, and the Project's Financial Management Manual all of which are consistent with the World Bank's guidelines and procedures on procurement and financial management.

The aim of the Project are as follows: (a) at the larger South-West Indian Ocean Region, to improve the management of selected priority fisheries at regional, national and community levels; and (b) at the national level, the overall development objective would be to enhance the government's capacity to manage and govern the fisheries sector, including formulating appropriate adaptive sector policies; to ensure sustainability of marine fisheries; and to development of mariculture as an important source of inclusive growth of economy, income and jobs, to be able to respond to changing needs of the Indian Ocean region.

B. OBJECTIVES OF ASSIGNMENT

The Project Director (PD) will be responsible for the overall management and coordination of the Project Management Unit (PMU) in implementation of the project. S/he would be responsible for the quality of technical, operational, organizational and administrative activities needed for efficient program implementation.

C. OVERALL RESPONSIBILITY

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

1. Operational management of the projects according to the Financing Agreements, Project Appraisal Document, Project Implementation Plan, Financial Management Manual, Procurement Manual and Environmental and Social Management Framework of the Projects to produce the envisaged outputs and outcomes;
2. In collaboration with the Component Coordinators and stakeholder agencies, ensure all implementation arrangements of project activities are carried out smoothly;
3. Identification and resolution of implementation problems, with the guidance of the Component Coordinators, Permanent Secretary, Ministry of Finance, other partner agencies, and the World Bank;

4. The Project Director shall be responsible for planning, management and reporting on progress of implementation of the Project in accordance to the guidelines set by World Bank and the Government of Maldives, and liaise with the all partners in implementation (contractors, suppliers, consultants), staff of PMU, Project Steering Committee (PSC), Minister, Permanent Secretary and Delegated officials of the MoFA on all aspects of Project implementation throughout the duration of the project.
5. The Project Director would establishing a monitoring, evaluation and knowledge management system for the project and ensure the submission of all progress reports on time to PSC, Minister of MoFA, MoFT and the World Bank.
6. Oversee the PMU's Management, PMU staff and their activities, and oversight of all staff outputs.

D. SCOPE OF SERVICES

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

1. Assume operational management of the projects in line with the Project Financing Agreement, Project Appraisal Document, Project Implementation Plan, Financial Manual, Procurement Plan and the Environmental and Social Management Framework.
2. Ensure PMU staff carryout tasks outlined in their respective ToRs, Annual Work Plan and Budget in a timely manner, conduct staff appraisal and provide feedback;
3. Ensure all processes and procedures detailed in the operations manuals are fully implemented and complied with;
4. Liaise with Project stakeholders and Component Coordinators to ensure timely implementation of Project activities and relevant stakeholder activities; and supervision of activities according to the project documents and approval by the Project Steering Committee (PSC) and the World Bank;
5. Ensure that the guidance and direction provided by the Project Steering Committee and Technical Committees are incorporated into the relevant Project components;
6. Ensure the Projects are developed in line with the Government policies, World Bank requirements, safeguard requirements are complied with coherent appliance of project procedures, national legislation and regulations;
7. Liaise with Project stakeholders and Component Coordinators to ensure the timely generation of (i) terms of references for consultancies and non-consultancy service providers, and (ii) specifications for goods and equipment to be procured under the Projects;
8. Participate in document review, evaluation and other relevant committees that may be formed under the Projects as required;
9. Ensure coordination within the PMU for World Bank review missions, independent review missions, and/or reviews carried out by other relevant Government of Maldives authorities as required;
10. Ensure information, reports and other documentation requested by the Minister/Permanent Secretary for review and/or for presentation to Project Steering Committee and Technical committees are provided in a timely manner;

11. Ensure all relevant information, documents and reports are made available for review during World Bank review missions, by independent reviewers and/or review by other relevant Authorities of Government of Maldives;
12. Regular reporting to Ministry of Fisheries and Agriculture, Ministry of Finance and Treasury, the World Bank and other authorized institutions in accordance with all relevant regulations as may be required;
13. Project documents such as Project Implementation Plan (PIP), Financial Management Manual, Procurement Plan, Environmental and Social Management Framework (EMSF) and other documents to be updated for project beneficiaries and overall program;
14. Ensure Audit, Monitoring and Evaluation and other relevant reports are compiled and recommendation to be complied.

E. QUALIFICATIONS AND EXPERIENCE

1. Undergraduate qualification and must have professional work experience of minimum fifteen (15) years' in the fisheries sector with at least five (5) years of experience in discharging substantial management/supervisory responsibilities **or** Graduate qualification and must have professional work experience of minimum twelve (12) years' experience in the Project Management in a related field with at least five (5) years of experience in discharging substantial management/supervisory responsibilities.
2. Candidates with work experience as a Project Director in Development Projects funded by International Agencies will be at an added advantage.
3. Experience and understanding of project management procedures, such as financial management and analysis, business planning and project evaluation, as well as institutional reforms
4. Knowledge and understanding of technical, commercial and legal aspects of procurement of externally financed projects will be an added advantage
5. Experience in consulting with public or private sectors would be an additional 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.
7. Willingness to travel to islands of Maldives where the project is being implemented for frequent and extended durations, as per demand of the Project, is a must.

The successful individual must be willing to work for extended periods without direct supervision and travel routinely to islands within the project area.

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 project portfolio. S/he must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative to overcome challenges.

F. REPORTING REQUIREMENT

1. Report directly to the Minister, MoFA on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Implementing Agency.
2. The Project Director is expected to report to work on week days from 0800 – 1500 hours other than public holidays and provide services to the Client for an average of 35 hours a week. Remuneration for less than 7 hours work per day will be on a pro-rate basis.
3. The Project Director shall provide all the necessary reports and updates to the Project Steering Committee or its designate and donor agencies whenever needed.
4. The Project Director is required to report to work in official attire.

G. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is 36 months from the commencement of the works with potential extension based on performance. The successful candidate is expected to commence the services in May 2017.

This position is based at the PMU Office of the Ministry of Fisheries and Agriculture in Male' with extensive travel to Islands or field visits maybe required.

H. RENUMERATION AND OTHER BENEFITS

1. MVR 46,200 per calendar month as remuneration for the services provided by the PD, except for unauthorised leave. The PD shall be paid for Working Days for which the PD has actually attended work and signed the attendance register provided by the Implementing Agency.
2. Training and travel expenses under the PMU as budgeted under the Project and approved by implementing agencies.
3. S/he shall participate in the **Maldives Retirement Pension Scheme** as required by the Maldives Pension Law and its regulations.
4. S/he will be given an allowance called "**Ramadan Allowance**" as per the rules of the Implementing Agency, prior to the beginning of the month of Ramadan. The allowance will be entitled only to Muslims.
5. Leave Entitlement

5.1 Unplanned Leave:

S/he may take up to thirty (30) working days of paid leave per annum or pro rata as may be agreed by the client for medical reasons or emergencies. Medical certificate issued by a registered medical practitioner specifying the nature of illness and duration of unfitness of work is to be submitted on the day of return to work if sick leave extends for more than 2

days. If such documents are not provided on following day salary will be deducted for leave of absence.

5.2 Planned Leave:

S/he will be eligible for Paid **Annual leave of 30 days**. After completion of twelve (12) calendar months of service from the date of this Contract. Granting of annual leave will depend on service demands of the project and performance. MoFA reserves the right to grant paid leave on a flexible manner.

5.3 Emergency Leave

S/he may take **10 (ten) days of Emergency leave** per year of service, on the ground that documentary evidence is provided when requesting or returning from such a leave.

5.4 Maternity/Paternity leave will be granted as per Rules of the Government of Maldives.

5.5 Unpaid Leave:

S/he 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.

H. SERVICES AND FACILITIES TO BE PROVIDED BY THE IMPLEMENTING AGENCY

1. Office space and other facilities such as computers will be provided as required.
2. Transport for official travel between Malé and islands; food and accommodation allowances will be provided from the project.