



Ministry of Social and Family Development
Male', Republic of Maldives

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Terms of Reference (TOR)

Consultant – Project Coordination & Implementation Support

1. Background

The Government of Maldives is implementing the Picnic Island Development Project as part of its broader efforts to expand safe, inclusive, and environmentally sustainable public recreational spaces across the country. The initiative aims to provide accessible and affordable leisure environments that cater to families, workers, and visitors, while promoting social cohesion, well-being, and responsible use of natural resources.

Implementation of the project involves the coordinated delivery of multiple infrastructure and service components across key functional areas, including visitor access and management, basic public services and facilities, recreational and leisure amenities, and supporting commercial and operational services. The development is guided by principles of universal accessibility, safety, environmental protection, and operational sustainability.

To support effective delivery of the project, the Ministry intends to engage a consultant for Project Coordination & Implementation Support to assist with day-to-day coordination, procurement-related follow-up, documentation, and implementation monitoring, under the guidance of the Project Lead.

2. Objectives of the Consultancy

The objective of this assignment is to provide operational coordination and implementation support for the Picnic Island Development Project, with a particular focus on procurement coordination, implementation tracking, documentation, and milestone reporting, ensuring timely follow-up and compliance with public financial and procurement regulations.

3. Scope of Work

The Consultant shall be responsible for the following key tasks:

3.1 Project Coordination and Follow-Up

- Support the Project Lead in coordinating day-to-day project activities across implementing agencies and service providers
- Track implementation progress against approved workplans, timelines, and milestones
- Follow up on agreed action points and deliverables with contractors, consultants, and relevant institutions

3.2 Procurement and Contract Coordination

- Support procurement-related coordination activities in line with applicable Public Financial Regulations and procurement guidelines
- Assist in preparing and compiling documentation related to procurement processes, including TORs, RFPs, and evaluation materials, as required
- Assist in tracking procurement plans, contract milestones, and supplier deliverables
- Support contract administration, including documentation of approvals, variations, and compliance requirements

3.3 Implementation Tracking and PSIP Reporting

- Assist in translating approved project activities into PSIP-compliant milestones
- Support regular updates on physical and financial progress for PSIP monitoring and reporting
- Compile supporting evidence for milestone achievement, including reports, correspondence, and site visit documentation

3.4 Documentation and Reporting

- Maintain organized records of meetings, procurement actions, approvals, and correspondence
- Draft meeting minutes, progress updates, internal briefs, and implementation summaries
- Support preparation of inputs for senior management reporting and oversight mechanisms

3.5 Stakeholder and Administrative Support

- Liaise with relevant ministries, agencies, local councils, and project teams to facilitate information flow
- Support logistics and coordination for meetings, site visits, and consultations
- Assist the Project Lead in administrative and coordination tasks as required

4. Duration of the Assignment

The assignment is expected to be for a period of 24 months, commencing from 1st February 2026, with the possibility of extension subject to performance and project requirements.

5. Remuneration

The Consultant shall be paid a fixed monthly fee of MVR 35,000. Payments shall be made on a monthly basis.

6. Reporting Arrangements

The Consultant shall report directly to the Project Lead and work closely with the designated Ministry focal point.

7. Required Qualifications and Experience

- i. Postgraduate qualification in Business Administration, Project Management, Accounting or a related field
- ii. At least 5 years of demonstrated experience in procurement, project coordination, or implementation support
- iii. Strong working knowledge of public sector procurement processes and Public Financial Regulations, contract administration and supplier coordination, and project implementation tracking and reporting.
- iv. Proven ability to prepare high-quality technical reports and policy briefs
- v. Excellent coordination, communication, and stakeholder management skills

8. Documents to Submit

- i. Cover Letter for Expression of Interest
- ii. CV including information that demonstrates that the candidate is qualified to undertake the scope of work.
- iii. Copy of National Identification Card
- iv. Work experience documentation. (Description of similar assignments, and experiences in similar field of work).
- v. Copies of attested academic qualifications certificate accredited by Maldives Qualification Authority.
- vi. Reference letters from current and/or previous employers.

9. Evaluation and Selection Criteria

The evaluation will be carried out in four areas, (1) Minimum Qualification, (2) Additional Experience in a relevant field, (3) Additional Education in a relevant field and (4) Interview

Point distribution

A. Minimum Qualification – 30 Points

Criteria	Description	Marks
Meets minimum required qualification	Meets the minimum academic qualification required for the assignment	20
Higher relevant qualification	Possession of a higher qualification relevant to the assignment	10

B. Additional Experience in a Relevant Field – 20 Points

Criteria	Description	Marks
Meets minimum experience requirement	Meets the minimum years of experience required	10
Additional relevant experience	Additional years of relevant experience beyond the minimum requirement – for each additional year 1 marks to be given.	Up to 10

C. Additional Technical Expertise in a Relevant Field – 20 Points

Criteria	Description	Marks
Relevant technical expertise	Demonstrated expertise relevant to the assignment	Up to 10
Experience in similar assignments	Experience in similar public sector or donor-funded projects	Up to 10

D. Interview – 30 Points

Criteria	Description	Marks
Understanding of the assignment	Demonstrates clear understanding of the project scope, role, and coordination responsibilities	10
Relevant experience and implementation knowledge	Demonstrates relevant experience in project coordination, procurement follow-up, contract administration, and public-sector implementation	8
Problem-solving and practical judgement	Ability to respond to practical implementation, coordination, and follow-up scenarios	6
Communication and coordination skills	Clarity of communication, responsiveness, and ability to coordinate with multiple stakeholders	4
Professional competence and suitability	Overall suitability for the assignment based on the interview	2