





## Annex A-Terms of Reference

### TERMS of REFERENCE for the SITE SUPERVISOR

**NAME OF PROJECT: HOUSING UNIT PROJECT**

**CLIENT: MINISTRY OF HOUSING AND INFRASTRUCTURE**

**DESCRIPTION OF THE PROPOSED PROJECT: 1500 HOUSING UNIT PROJECT IN FOUR REGIONS OF MALDIVES**

**LOCATION: KAAFU ATOLL, GAAFU DHAALU ATOLL, FUAHMULAH ATOLL AND ADDU ATOLL**

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### SCOPE OF SERVICES

Provide support to the CLIENT and the RESIDENT ENGINEER in the implementation of construction works of the project to ensure compliance with the contract agreements and other applicable laws and regulations. This will include monitoring civil works, quantity surveying from the inception to completion of the construction including the one year defects liability period and closely liaising with the Project Manager representing CONTRACTOR;

Assist the RESIDENT ENGINEER in preparation of a soil investigation survey report and initial site condition assessment report;

Monitor progress of civil works activities on day to day basis to ensure that contracted companies comply with approved specifications, Bill of Quantities (BoQs) and work plan;

Conduct day to day site inspections of the construction to ensure that execution of the work is done according to the specifications and BoQs of construction contract document;



"ދިވެހިސަރުކާރުގެ ގެޒެޓް - ސަރުކާރުގެ ބޭނުންތަކާއި ގުޅޭގޮތުން ހާމަކުރާ ގޮތުން"



## Ministry of Housing and Infrastructure

Male', Republic of Maldives.

ދިވެހިސަރުކާރުގެ ގެޒެޓް - ސަރުކާރުގެ ބޭނުންތަކާއި ގުޅޭގޮތުން ހާމަކުރާ ގޮތުން

Monitor and inspect progress of construction works, by making regular follow up visits to construction sites in order to ensure that construction works are performed according to the work schedule;

Maintain proper records of all tests carried out to ensure quality compliance;

Assist the RESIDENT ENGINEER in submission of simple schematic monthly progress reports highlighting actual and potential problems, need for urgent decisions, and likely deviations from overall timing and costing plans and provide bimonthly updates to the CLIENT;

Attend site meetings at regular intervals (**not exceeding one week**), and distribute minutes of meetings, highlighting the issues to the CLIENT and the CONTRACTOR;

Update the RESIDENT ENGINEER on the work progress on daily/weekly basis including setbacks. Ensure that any matter that requires attention is reported to the RESIDENT ENGINEER for action and correction;

Assist the RESIDENT ENGINEER/ CLIENT with other related works and finish these works in a timely manner.

Perform any other duties as stated in miscellaneous services in relation to the scope of the assignment that might arise and as determined by the CLIENT.

### MISCELLANEOUS SERVICES

The SITE SUPERVISOR should provide technical assistance for other projects executed in the specific region upon the Client's request and prepare the reports as required by the CLIENT.

The SITE SUPERVISOR should report any incidents, accidents, hazards or near misses in the work place immediately as per standard procedures to the RESIDENT ENGINEER and the CLIENT.



## DELIVERABLES AND REPORTS

Clear monthly work plan schedule for inspection of construction works;

Weekly and monthly progress reports on civil works activities;

Construction works well inspected and timely completed based on approved specifications;

Well-articulated evaluation report on performance of contracted companies.

## SITE SUPERVISOR'S FEE

The fee paid to the SITE SUPERVISOR is negotiable

## ELIGIBILITY

- Level 5 Certificate in related field of work and 1 years relevant work experience OR
- Level 4 Certificate in related field of work and 2 years relevant work experience OR
- Minimum 3 Ordinary Level passes and 3 years' experience in a relevant field of work
- Computer Proficiency with 5 years' experience in a relevant field of work
- Should be able to work long hours
- Should be able to communicate well in Dhivehi and English
- Should be familiar with Microsoft Office Suite

All interested candidates are requested to submit MQA accredited certificate copies, Curriculum Vitae and attested ID card copies along with their application. Completion of certificates and experience attained in related field of work will be considered during application evaluation.