

# Project Administration Manual

Project Number: 55086-001  
Grant Number:  
August 2022

Republic of Maldives: Responsive COVID-19  
Vaccination for Recovery Project under the Asia  
Pacific Vaccine Access Facility

## ABBREVIATIONS

ADB	–	Asian Development Bank
APVAX	–	Asia Pacific Vaccine Access Facility
COVID-19	–	coronavirus disease
CQS	–	consultants' qualifications selection
EMP	–	environmental management plan
EPI	–	expanded program of immunization
GESI	–	gender equality and social inclusion
ICS	–	Individual consultant selection
IEE	–	Initial environmental examination
IP	–	indigenous people
IT	–	information technology
MOH	–	Ministry of Health
NCD	–	non-communicable diseases
NVDP	–	National COVID-19 Deployment and Vaccination Plan
OP	–	Operational Priority
PIC	–	project investment component
PMU	–	project management unit
QPR	–	Quarterly Progress Report
UNICEF	–	United Nations Children's Fund
WHO	–	World Health Organization

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### **Project Administration Manual Purpose and Process**

The project administration manual (PAM) describes the essential administrative and management requirements to implement the project on time, within budget, and in accordance with the policies and procedures of the government and Asian Development Bank (ADB). The PAM should include references to all available templates and instructions either through linkages to relevant URLs or directly incorporated in the PAM.

The Ministry of Finance (MOF) and Ministry of Health (MOH) are wholly responsible for the implementation of ADB-financed projects, as agreed jointly between the borrower and ADB, and in accordance with the policies and procedures of the government and ADB. ADB staff is responsible for supporting implementation including compliance by MOF and MOH of their obligations and responsibilities for project implementation in accordance with ADB's policies and procedures.

At grant negotiations, the borrower and ADB shall agree to the PAM and ensure consistency with the grant agreement. Such agreement shall be reflected in the minutes of the grant negotiations. In the event of any discrepancy or contradiction between the PAM and the grant agreement, the provisions of the grant agreement shall prevail.

After ADB Board approval of the project's report and recommendations of the President (RRP), changes in implementation arrangements are subject to agreement and approval pursuant to relevant government and ADB administrative procedures (including the Project Administration Instructions) and upon such approval, they will be subsequently incorporated in the PAM.



## PROJECT DESCRIPTION

1. The project will provide Maldives with needed financing to sustain and upgrade its national coronavirus disease (COVID-19) vaccination program, implemented through the government's Expanded Program of Immunization (EPI) using the project investment component (PIC) modality of the Asia Pacific Vaccine Access Facility (APVAX) of the Asian Development Bank (ADB). The PIC grant will support investments for the storage, distribution, delivery, and administration of COVID-19 vaccines, along with related investments in capacity building, which will help ensure the success of the government's COVID-19 vaccine booster program.

2. The project is aligned with five of the operational priorities of ADB's Strategy 2030: (i) addressing remaining poverty and reducing inequalities; (ii) accelerating progress in gender equality; (iii) tackling climate change, building climate and disaster resilience, and enhancing environmental sustainability; (iv) strengthening governance and institutional capacity; and (v) fostering regional cooperation and integration.<sup>1</sup> It is consistent with ADB's country partnership strategy, 2020–2024 for Maldives, which prioritizes the strengthening of Maldives' health system.<sup>2</sup>

3. **Impact and outcome.** The project aims to support Maldives in implementing its COVID-19 booster vaccination program by timely addressing key remaining gaps of the vaccination system identified by the COVID-19 vaccine post-introduction evaluation report and further enhancing its climate and disaster resilience. The project is aligned with the following impact: resilience and responsiveness of health systems to COVID-19 enhanced, and uninterrupted supply of quality COVID-19-related vaccines ensured.<sup>3</sup> The project will have the following outcome: the deployment of COVID-19 vaccines and other vaccines under the Expanded Program on Immunization effectively managed. The design and monitoring framework is in Appendix 1. The beneficiary population of the project will include over 90% (0.5 million) of the entire population living across the country.

4. The project outputs are: (i) capacity of vaccine storage and transport system increased, (ii) information management of the EPI strengthened for COVID-19 vaccination and routine immunization, and (iii) human resource capacity of EPI enhanced.

5. **Output 1: Capacity of vaccine storage and transport system increased.** The output will strengthen the vaccine cold storage and cold chain delivery capacity of the EPI. This will accommodate the increased volume of vaccines warehoused in country for ongoing COVID-19 vaccination and future needs while maintaining the uninterrupted routine immunization service delivery. Specifically, this output will support the construction of a climate-resilient and renewable energy-powered central vaccine cold storage facility in Hulhumalé with adequate space for vaccine cold storage, dry item storage, medicines, medical supplies, and laboratory equipment storage. Dedicated space for repairing and maintaining cold chain equipment, managing vaccine waste with autoclave and shredder installed, training EPI staff as well as a backup center for national immunization data will also be included in the building. The building will also provide adequate office space for the Health Protection Agency staff to enable better coordinated and efficient immunization and disease control and prevention efforts. The new facility with gender

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<sup>1</sup> ADB. 2018. [Strategy 2030: Achieving a Prosperous, Inclusive, Resilient, and Sustainable Asia and the Pacific](#). Manila.

<sup>2</sup> ADB. 2019. [Maldives: Country Partnership Strategy \(2020–2024\)](#). Manila

<sup>3</sup> ADB. 2021. [ADB's Support to Enhance COVID-19 Vaccine Access](#). Manila; and Government of Maldives. 2018. [Strategic Action Plan: 2019–2023](#). Malé.

equality and social inclusion (GESI)-responsive features<sup>4</sup> will replace the existing temporary central cold storage facility in Malé. The indicative floor plan of the new central vaccine cold storage facility is provided in Appendix 2. In addition, the output will strengthen COVID-19 vaccine distribution and logistics administration through provision of 7 speed boats (1 to be given to each of the 6 regions across the country and 1 for the Greater Malé area), 2 refrigerated trucks for vaccine and medical goods distribution, and 2 vans for managing immunization services in the Greater Malé region.

**6. Output 2: Information management of the EPI strengthened for COVID-19 vaccination and routine immunization.** The output will support the digitalization of the vaccination information management system of EPI, to enable timely and efficient planning, implementation, monitoring, and evaluation of the COVID-19 vaccination program and routine immunization as a whole. The output will ensure that the immunization-related information systems currently developed by WHO and UNICEF will be digitally linked to the national health data system and implemented across all concerned health facilities. Specifically, this output will (i) establish the national health data center by providing the required IT equipment to the center; (ii) support the national health networks to link all islands, atolls, and the Greater Malé region to receive or share health data disaggregated by sex, age, location, comorbidity conditions, and nationality; (iii) set up a backup server center in the new central cold storage facility; (iv) support the digitalization of individual immunization data collection at all health care centers by procuring mobile devices for the public health staff to enter the immunization data as well as other public health data; and (v) upgrade the video conference system at 20 atoll health facilities for training and coordination purposes.

**7. Output 3: Human resource capacity of the EPI enhanced.** This output will strengthen the human resource capacity of the EPI to manage the COVID-19 vaccination program as well as routine immunization as a whole, considering both short and long-term human resource needs. This output will provide consultant support to EPI, national health data center and biomedical service unit in key technical areas to meet the immediate needs. This will ensure faster availability of necessary human resources, while MOH complete regular recruitment process for permanent staffing. To further support a sustainable, long-term human resource capacity, the output will also provide specialized training to newly hired MOH staff to help ensure their retention in these positions before the completion of the project. The indicative human resource development plan is provided in Appendix 3. Furthermore, the output will also carry out short-term training of current EPI staff and health care workers who are involved in the provision of immunization services on relevant topics in vaccination and disease control. The output will also help MOH to strengthen its project implementation and development coordination capacity by facilitating the project steering committee to review implementation progress and routine health sector development coordination discussions.

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<sup>4</sup> Design will include separate toilets for men and women, child daycare and lactation areas and access designs for persons with disabilities.



## IMPLEMENTATION PLANS

### Project Readiness Activities

**Table 1: Project Readiness Activities**  
(as of 14 June 2022)

Indicative Activities	Months (Year 2022)					Responsible Individual/Unit/Agency/ Government
	Jul	Aug	Sept	Oct	Nov	
Advance contracting actions	x	x	x	x		MOH
Establish project implementation arrangements		x	x	x		MOH
ADB Board approval			x			ADB
Grant signing			x			ADB and Government
Government legal opinion provided				x		Government
Government budget inclusion		x				MOH and MOF
Grant effectiveness				x		ADB and Government

Source: Asian Development Bank.



Activities	2022				2023				2024				2025			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
3.3 Specialized training program for newly recruited permanent staff for EPI, national health data center and biomedical service unit initiated					X											
<b>Management Activities</b>																
Procurement plan key activities to procure contract packages			X	X			X									
Consultant selection procedures			X	X												
Environment management plan key activities				X	X	X	X	X	X	X	X	X	X	X	X	X
Gender action plan key activities				X	X	X	X	X	X	X	X	X	X	X	X	X
Communication strategy key activities				X	X	X	X	X	X	X	X	X	X	X	X	X
Annual and/or midterm review				X	X	X	X	X	X	X	X	X	X	X	X	X
Annual audited project financial statements				X				X				X				X
Project completion report															X	

COVID-19 = coronavirus disease, DMF = design and monitoring framework, EPI = Expanded Program on Immunization, GESI = gender equity and social inclusion, MOH = Ministry of Health, PMU = project management unit.

Source: Asian Development Bank.

## PROJECT MANAGEMENT ARRANGEMENTS

### Project Implementation Organizations: Roles and Responsibilities

12. The MOF will be the executing agency, and the MOH will be the implementing agency. The MOH will administer the grant proceeds and will be responsible for procurement, financial management, and overall project implementation activities. A project management unit (PMU) led by Deputy Director General of Policy Implementation and International Relations Division of MOH as project director supported by project manager, procurement specialist, finance specialist, monitoring officer, management assistant, and various short-term consultants for human resource management, environmental and social safeguards, healthcare waste management, gender, civil engineer, IT and internal audit will be set up within the Policy Implementation and International Relations Division of MOH. A national project steering committee chaired by the Minister of Health or any official designated by the Minister of Health will provide strategic guidance, review performance, and take timely strategic measures to achieve the project outputs through the PMU. The project will be implemented over 3 years (2022–2025).

13. Implementation arrangements are summarized in Table 3.

**Table 3: Implementation Roles and Responsibilities**

Project Implementation Organizations	Management Roles and Responsibilities
Project steering committee	<p>Oversight body chaired by the Minister of Health or any official designated by the Minister of Health and comprising members from MOH and MOF</p> <p>Provide strategic guidance, review performance, and take timely strategic measures to achieve the project outputs through the PMU</p> <p>Provide project oversight function to the PMU and MOH based on the Project Administration Manual (PAM)</p> <p>Review project implementation progress in accordance with agreed project administration manual on a semiannual basis</p> <p>Review the DMF and GESI results updates to determine project results achievement</p> <p>Provide guidance to address bottlenecks faced by the PMU and the MOH officials when implementing the project</p> <p>Review and provide direction to suggested changes to the project scope prior to submission to the ADB</p> <p>Review project updates related to internal and external audits</p> <p>Review financial and procurement progress of project</p>
<b>Executing agency</b> Ministry of Finance	<p>Oversee, guide and monitor overall project execution</p> <p>Financial oversight. Ensure flow of funds to the implementing agency and timely availability of counterpart funds; ensure adequate budget for successful implementation of the project and operation and maintenance of the facilities</p> <p>Monitor compliance with project legal agreement</p> <p>Procurement oversight for contracts above Rf5 million. Responsible for approving procurement. Review and coordinate evaluation of bids for works, goods, and consultant services</p> <p>Review and sign withdrawal applications before submitting to ADB</p> <p>Oversee satisfactory implementation of safeguards for the project</p>
<b>Implementing agency</b> Ministry of Health	<p>Administer the grant proceeds</p> <p>Be responsible for procurement, financial management, and overall project implementation activities</p>

<b>Implementation unit</b> Policy Implementation and International Relations Division of MOH	Ensure compliance to covenants specified in the grant agreement Manage, coordinate, and monitor activities with stakeholders Oversee day-to-day project administration and implementation Ensure that suppliers are compliant with MOH standards Manage and maintain project accounts Manage budgeting and financial planning/reporting, and disbursement Ensure auditing of grant proceeds, including the preparation of project financial statements and preparation and submission of audit reports Prepare withdrawal application, complete with all required disbursement-related documentation Submit quarterly progress reports (and consolidated annual report) to ADB in agreed format Prepare other reports as required by the project Establish, maintain, and update the project performance monitoring system Prepare project completion report with support from consultants Prepare contract documents for further approval Follow procurement plan in consultation with ADB Submit annual contract award and disbursement projections Monitor and ensure compliance with ADB's Safeguard Policy Statement and GESI action plan
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ADB = Asian Development Bank, DMF = design and monitoring framework, GESI = gender equality and social inclusion, MOF = Ministry of Finance, MOH = Ministry of Health, PAM = project administration manual, PMU = project management unit.

Source: Asian Development Bank.

14. As the financier of the project, ADB will undertake the following responsibilities:
- Monitor and review of the overall implementation of the project in consultation with the executing agency, including, but not limited to, progress toward the achievement of project outputs, progress of contract award and disbursements, procurement and performance audits, and compliance with legal covenants.
  - Post updated project data sheets on the ADB website.
  - Monitor the compliance with legal covenants (social and environment safeguards, financial, economic and others).
  - Review of procurement activities to ensure compliance with relevant ADB procurement policy
  - Timely process withdrawal applications and release of eligible funds.

### Key Persons Involved in Implementation

#### Executing Agency

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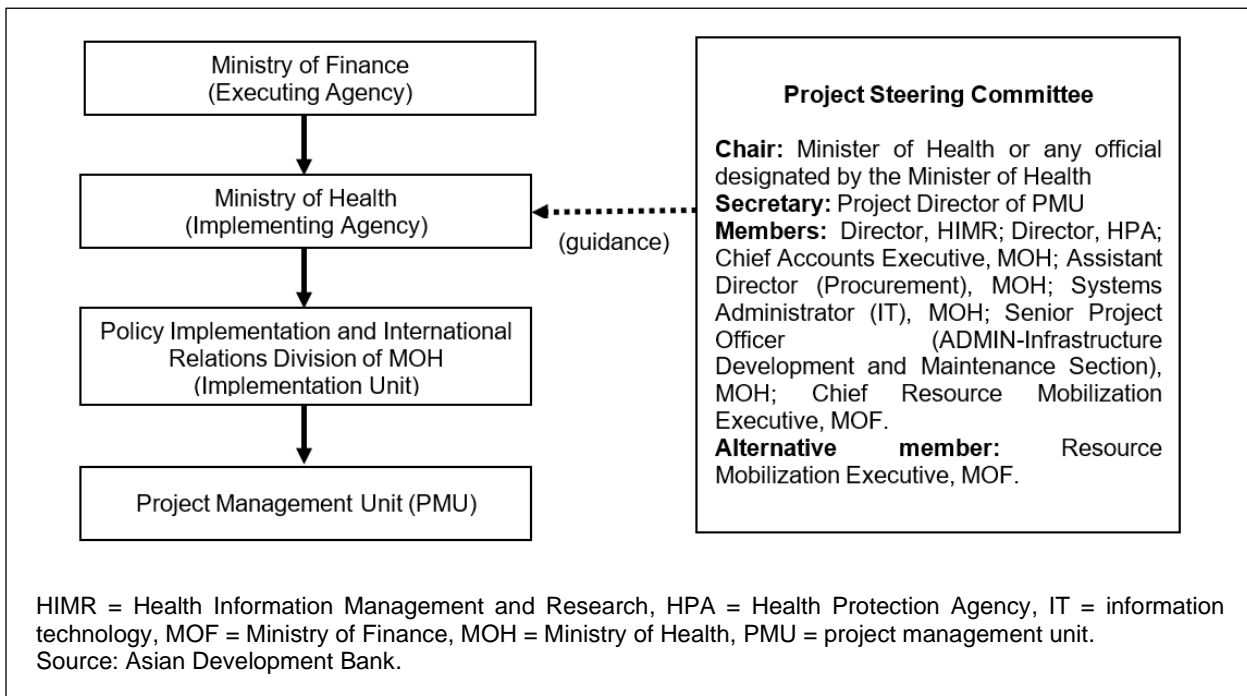
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**Project Organization Structure**

15. The project organization structure is described in the figure below.

**Figure 1. Project Organizational Structure**

## COSTS AND FINANCING

16. The project is estimated to cost \$10.77 million, inclusive of taxes and duties and physical and price contingencies during implementation (Table 4).

**Table 4: Summary Cost Estimates**  
(\$ million)

Item	Amount <sup>a</sup>	Share of Total
<b>A. Base Cost</b>		
1. Output 1: Capacity of vaccine storage and transport system increased.	7.41	68.8%
2. Output 2: Information management of the EPI strengthened for COVID-19 vaccination and routine immunization.	1.08	10.0%
3. Output 3: Human resource capacity of the EPI enhanced.	1.27	11.8%
<b>Subtotal</b>	<b>9.76</b>	<b>90.6%</b>
<b>B. Contingencies<sup>b</sup></b>	<b>1.01</b>	<b>9.4%</b>
<b>Total</b>	<b>10.77</b>	<b>100.0%</b>

COVID-19 = coronavirus disease.

<sup>a</sup> In May 2022 prices and \$1 = Rf15.33. Inclusive of taxes and duties of \$0.53 million. Such amount does not represent an excessive share of the project cost. The government is financing taxes and duties of \$2.17 million of which \$0.53 million is through cash contribution and \$1.64 million through customs duties exemption.

<sup>b</sup> Includes physical and price contingencies, and a provision for exchange rate fluctuation.

Source: Asian Development Bank estimates.

17. The summary financing plan is in Table 5.

**Table 5: Project Financing Plan**

Source	Amount (\$million)	Share of Total
<b>Asian Development Bank</b>		
Special Funds resources (ADF grant)	10.00	92.9%
<b>Government of Maldives<sup>a</sup></b>	0.77	7.2%
<b>Total</b>	<b>10.77</b>	<b>100.0%</b>

ADF = Asian Development Fund.

<sup>a</sup> The government will contribute \$0.77 million in cash contribution for the procurement of equipment and furniture for the new cold storage facility, maintenance and operating costs of new assets, renovation costs of the server room and taxes. In addition, the government will also provide custom duties exemption of \$1.64 million (as an in-kind contribution, such amount is not included in the financing plan).

Source: Asian Development Bank estimates.

### Cost Estimates Preparation and Revisions

18. The cost estimates were prepared in May 2022. The cost estimates were discussed and agreed with MOH during project processing. The project cost will be reviewed and updated during implementation. During project implementation, the responsibility for updating the cost estimates will be with MOH.

### Key Assumptions

19. The following key assumptions underpin the cost estimates and financing plan:  
Exchange rate: Rf15.33 = \$1.00 (as of 12 May 2022)  
Price contingencies based on expected cumulative inflation over the implementation period are as follows:

**Table 6: Escalation Rates for Price Contingency Calculation**

Item	2022	2023	2024	2025	2026	Average
Foreign rate of price inflation (\$)	1.7%	1.7%	1.8%	1.8%	1.8%	1.8%
Domestic rate of price inflation (Rf)	3.0%	2.5%	2.5%	2.5%	2.5%	2.6%

Source: Asian Development Bank estimates.

The value of in-kind contributions is about \$1.64 million, which was calculated based on the value of custom duties exempted for goods, works, and services that will be procured under the project. The rates used to estimate the value of custom duties of each good, work, and service were based on the information provided by the Government.

### Detailed Cost Estimates by Expenditure Category

**Table 7: Detailed Cost Estimates by Expenditure Category**

Item	(\$ million)			
	Foreign Currency	Local Currency	Total Cost	% of Total Cost
<b>A. Investment Costs</b>				
Civil works	0.53	4.80	5.33	49.5%
Cold chain facility equipment	0.00	0.16	0.16	1.5%
Other equipment and furniture	0.00	1.13	1.13	10.5%
Vehicles	0.00	1.62	1.62	15.0%
Training	0.04	0.11	0.15	1.4%
Consulting services	0.61	0.25	0.86	8.0%
<b>Subtotal (A)</b>	<b>1.18</b>	<b>8.06</b>	<b>9.24</b>	<b>85.8%</b>
<b>B. Recurrent Costs</b>				
1. Incremental Administration	0.53	0.00	0.53	4.9%
<b>Subtotal (B)</b>	<b>0.53</b>	<b>0.00</b>	<b>0.53</b>	<b>4.9%</b>
<b>Total Base Cost</b>	<b>1.71</b>	<b>8.06</b>	<b>9.77</b>	<b>90.7%</b>
<b>C. Contingencies</b>				
1. Physical	0.08	0.40	0.49	4.5%
2. Price	0.12	0.40	0.52	4.8%
<b>Subtotal (C)</b>	<b>0.20</b>	<b>0.81</b>	<b>1.01</b>	<b>9.4%</b>
<b>Total Project Cost (A+B+C)</b>	<b>1.91</b>	<b>8.87</b>	<b>10.77</b>	<b>100.0%</b>

Notes: Numbers may not sum precisely because of rounding.

<sup>a</sup> The financial contribution from the Government of Maldives includes cost of equipment and furniture for the new cold storage, maintenance and operating cost of new assets and renovation costs of the server room. In-kind contribution in form of tax exemption from custom duties are not recognized as part of the cost table above.

Source: Asian Development Bank estimates.



## Allocation and Withdrawal of Grant Proceeds

20. The table below sets forth the categories of expenditure items to be financed out of the proceeds of the grant and the allocation amounts of the grant to each category.

**Table 8: Allocation and Withdrawal of ADB Grant Proceeds**

Category			ADB Financing
No.	Item	Amount Allocated (\$)	Percentage and Basis for Withdrawal from the Grant Account
1	Civil works, Vehicles, Equipment, and Consulting	8,430,000	100.0 % of total expenditure claimed*
2	Training	150,000	100.0 % of total expenditure claimed
3	Incremental administration	490,000	92.8 % of total expenditure claimed
4	Unallocated	930,000	
	<b>Total</b>	<b>10,000,000</b>	

ADB = Asian Development Bank.

\* Amounts are exclusive of taxes and duties in the territory of the Recipient.

Source: Asian Development Bank estimates.

## Detailed Cost Estimates by Financier

**Table 9: Detailed Cost Estimates by Financier**  
(\$ million)

	ADB Grant		Government		Total Cost	
	Amount	%	Amount	%	Amount	Tax and Duties <sup>a</sup>
<b>A. Investment Costs</b>						
Civil works	5.00	94.3%	0.30	5.7%	5.30	0.30
Renovation of data center	0.00	0.0%	0.03	100.0%	0.03	0.00
Cold chain facility equipment	0.00	0.0%	0.16	100.0%	0.16	0.01
Other equipment and furniture	1.06	94.3%	0.06	5.7%	1.13	0.06
Vehicles	1.53	94.3%	0.09	5.7%	1.62	0.09
Training	0.15	100.0%	0.00	0.0%	0.15	0.00
Consulting services	0.84	98.4%	0.01	1.6%	0.86	0.01
<b>Subtotal A</b>	<b>8.58</b>	<b>92.9%</b>	<b>0.66</b>	<b>7.1%</b>	<b>9.24</b>	<b>0.48</b>
<b>B. Recurrent Costs</b>						
Incremental Administration	0.49	92.8%	0.04	7.2%	0.53	0.00
<b>Subtotal B</b>	<b>0.49</b>	<b>92.8%</b>	<b>0.04</b>	<b>7.2%</b>	<b>0.53</b>	<b>0.00</b>
<b>Total Base costs</b>	<b>9.07</b>	<b>92.9%</b>	<b>0.70</b>	<b>7.1%</b>	<b>9.77</b>	<b>0.48</b>
<b>C. Contingencies</b>						
A. Physical Contingencies	0.45	93.2%	0.03	6.8%	0.49	0.02
B. Price Contingencies	0.48	92.9%	0.04	7.1%	0.52	0.03
<b>Subtotal C</b>	<b>0.93</b>	<b>92.1%</b>	<b>0.07</b>	<b>6.9%</b>	<b>1.01</b>	<b>0.05</b>
<b>Total Project Costs (A+B+C)</b>	<b>10.00</b>	<b>92.8%</b>	<b>0.77</b>	<b>7.1%</b>	<b>10.77</b>	<b>0.53</b>

ADB = Asian Development Bank.

Note: Climate mitigation is estimated to cost \$0.72 million, and climate adaptation is estimated to cost \$0.71 million. ADB will finance 100% of mitigation costs and 100% of adaptation costs.

<sup>a</sup> The financial contribution from the Government of Maldives includes cost of equipment and furniture for the new cold storage, maintenance and operating cost of new assets and renovation costs of the server room. In-kind contribution is in the form of tax exemption from custom duties are not recognized as part of the cost table above.

Source: Asian Development Bank estimates.

## Detailed Cost Estimates by Outputs

**Table 10: Detailed Cost Estimates by Outputs**  
(\$ million)

	Output 1		Output 2		Output 3		Total
	Amount	% of Cost Category	Amount	% of Cost Category	Amount	% of Cost Category	
<b>A. Investment Costs</b>							
Civil works	5.30	99.4%	0.03	0.6%	0.00	0.0%	5.33
Cold chain facility equipment	0.16	100.0%	0.00	0.0%	0.00	0.0%	0.16
Other equipment and furniture	0.05	4.7%	1.05	92.9%	0.03	2.4%	1.13
Vehicles	1.62	100.0%	0.00	0.0%	0.00	0.0%	1.62
Training	0.00	0.0%	0.00	0.0%	0.15	100.0%	0.15
Consulting services	0.25	29.0%	0.00	0.0%	0.61	71.0%	0.86
<b>Subtotal (A)</b>	<b>7.38</b>	<b>79.9%</b>	<b>1.08</b>	<b>11.7%</b>	<b>0.79</b>	<b>8.5%</b>	<b>9.25</b>
<b>B. Recurrent Costs</b>							
Incremental Administration	0.04	7.2%	0.00	0.0%	0.49	0.0%	0.53
<b>Subtotal (B)</b>	<b>0.04</b>	<b>7.2%</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.49</b>	<b>0.0%</b>	<b>0.53</b>
<b>Total Base Cost</b>	<b>7.42</b>	<b>75.9%</b>	<b>1.08</b>	<b>84.7%</b>	<b>1.28</b>	<b>13.0%</b>	<b>9.78</b>
<b>C. Contingencies</b>							
Physical <sup>a</sup>	0.39	79.7%	0.05	87.1%	0.05	10.9%	0.49
Price	0.38	73.1%	0.05	63.1%	0.09	16.5%	0.52
<b>Subtotal (C)</b>	<b>0.77</b>	<b>76.3%</b>	<b>0.10</b>	<b>72.2%</b>	<b>0.14</b>	<b>13.8%</b>	<b>1.01</b>
<b>Total Project Cost (A+B+C)</b>	<b>8.19</b>	<b>76.0%</b>	<b>1.18</b>	<b>83.5%</b>	<b>1.42</b>	<b>13.1%</b>	<b>10.79</b>

Note: Climate mitigation is estimated to cost \$0.72 million, and climate adaptation is estimated to cost \$0.71 million. ADB will finance 100% of mitigation costs and 100% of adaptation costs. Numbers may not sum precisely because of rounding.

<sup>a</sup> Physical contingencies are computed at 5% of all outputs.

Source: Asian Development Bank estimates.

## Detailed Cost Estimates by Year

**Table 11: Detailed Cost Estimates by Year**  
(\$ million)

Item	2022	2023	2024	2025	Total
<b>A. Investment Costs</b>					
Civil works	0.00	1.33	2.67	1.33	5.33
Cold chain facility equipment	0.00	0.00	0.08	0.08	0.16
Other equipment and furniture	0.12	0.95	0.03	0.03	1.13
Vehicles	0.00	1.53	0.08	0.00	1.62
Training	0.00	0.09	0.06	0.00	0.15
Consulting services	0.07	0.28	0.29	0.21	0.86
<b>Subtotal (A)</b>	<b>0.20</b>	<b>4.18</b>	<b>3.21</b>	<b>1.65</b>	<b>9.24</b>
<b>B. Recurrent Costs</b>					
Incremental Administration	0.04	0.16	0.16	0.16	0.53
<b>Subtotal (B)</b>	<b>0.04</b>	<b>0.16</b>	<b>0.16</b>	<b>0.16</b>	<b>0.53</b>
<b>Total Base Cost</b>	<b>0.24</b>	<b>4.35</b>	<b>3.37</b>	<b>1.81</b>	<b>9.77</b>
<b>C. Contingencies</b>					
Physical	0.01	0.16	0.21	0.11	0.49
Price	0.00	0.17	0.21	0.14	0.52
<b>Subtotal (C)</b>	<b>0.01</b>	<b>0.33</b>	<b>0.42</b>	<b>0.25</b>	<b>1.01</b>
<b>Total Project Cost (A+B+C+)</b>	<b>0.25</b>	<b>4.67</b>	<b>3.79</b>	<b>2.06</b>	<b>10.78</b>
<b>% Total Project Cost</b>	<b>2.4%</b>	<b>43.3%</b>	<b>35.2%</b>	<b>19.1%</b>	<b>100.0%</b>

Note: Climate mitigation is estimated to cost \$0.72 million, and climate adaptation is estimated to cost \$0.71 million. ADB will finance 100% of mitigation costs and 100% of adaptation costs. Numbers may not sum precisely because of rounding.

Source: Asian Development Bank estimates.

## Contract and Disbursement S-Curve

**Table 12: Contract Awards and Disbursement Baseline Projections**

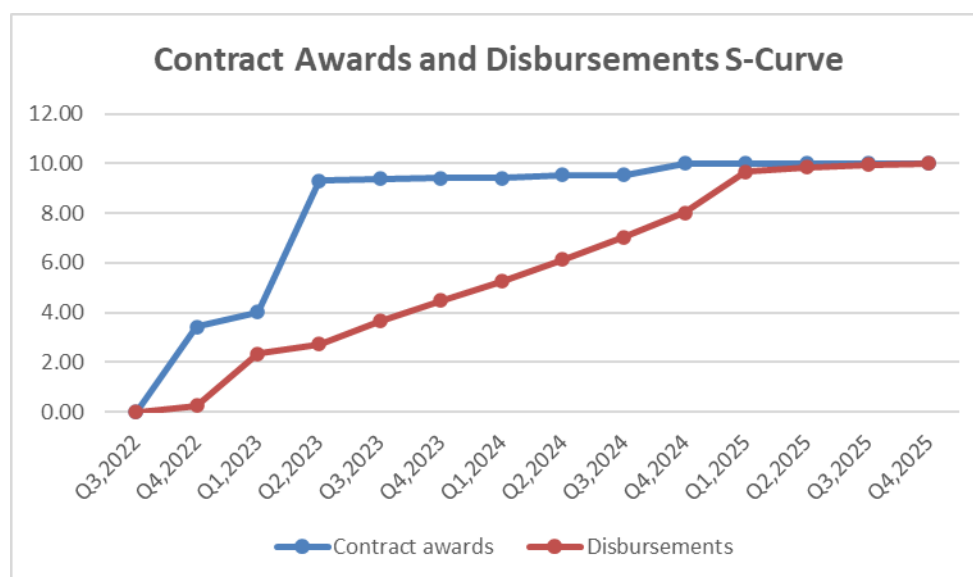
Year	Contract Awards <sup>a</sup> (in \$ million)					Disbursements (in \$ million)				
	Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	Total
2022	0.00	0.00	0.00	3.42	3.42	0.00	0.00	0.00	0.24	0.24
2023	0.59	5.30	0.07	0.03	5.99	2.10	0.37	0.94	0.83	4.24
2024	0.00	0.14	0.00	0.45	0.59	0.78	0.86	0.91	1.00	3.55
2025	0.00	0.00	0.00	0.00	0.00	1.64	0.18	0.11	0.04	1.97
	<b>Total Contract Awards</b>				<b>10.00</b>	<b>Total Disbursements</b>				<b>10.00</b>

Note: This table provides only tentative projection of contract awards, and it will be updated before grant effectiveness when data is available on actual contract awards and pre-purchase agreements. Numbers may not sum precisely because of rounding.

<sup>a</sup> Contract awards exclude financing charges.

Source: Asian Development Bank estimates.

**Figure 2: Contract Awards and Disbursement S-Curve**



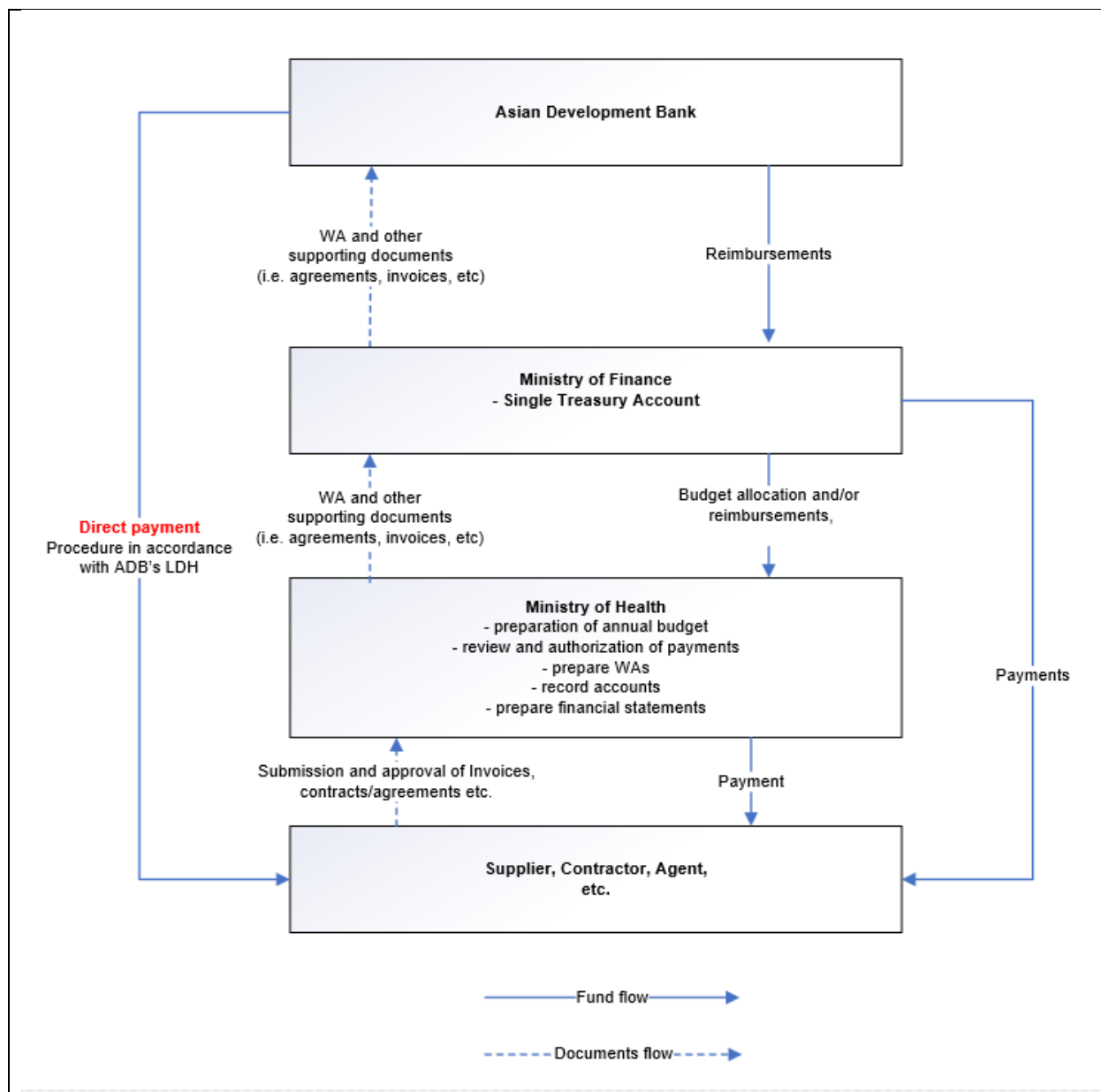
Q = quarter.

Source: Asian Development Bank estimates.

## Fund Flow Diagram

21. The overall project fund flow is illustrated in the figure below.

**Figure 3: Project Fund Flow Diagram**



ADB = Asian Development Bank, MMA = Maldives Monetary Authority; LDH = Loan Disbursement Handbook, WA = withdrawal application, USD = United States Dollar.

Source: Asian Development Bank.

## FINANCIAL MANAGEMENT

### Financial Management Assessment

22. A financial management assessment (FMA) was conducted during March to May 2022 in

accordance with ADB's Guidelines.<sup>5</sup> The financial due diligence procedures included reviewing of documents, interviewing relevant government agencies, completion of FMA questionnaires by MOF and MOH, and review of ADB's ongoing projects in Maldives. The FMA considered the capacity of the MOF as the executing agency and MOH as the implementing agency. The FMA focused on assessing the financial management arrangements such as fund flow, staffing, accounting policies and procedures, internal controls, financial reporting and monitoring, and internal and external audit for the project.

23. The project will use the existing country system and processes for financial management. There are established government financial rules and regulations in Maldives. Also, the government adopts accounting and auditing standards that are aligned with international standards. There is an existing automated budget, accounting, and fund management information system. MOF is experienced in implementing ADB funded projects and familiar with ADB's financial management and disbursement requirements. MOH is currently implementing two projects funded by ADB.<sup>6</sup> The performance and compliance of the ongoing projects are currently on-track, except it was observed that there are some delays in advance accounts liquidation mainly due to lack of dedicated staff for the project and lack of familiarity with ADB's disbursement procedures. Training on ADB's disbursement procedures was provided to the relevant MOH staff on 29 March 2022.

24. The FMA found that MOH has satisfactory financial management capacity, systems, policies, and procedures; however, they may need to be supplemented to ensure that adequate financial management arrangements are in-place during project implementation. Measures were designed and agreed with the government to mitigate some of the gaps and to ensure that MOH will have adequate financial management capacity to (i) record and account the project financial transactions, (ii) provide quarterly financial reports and annual audited project financial statements, and (iii) safeguard funds and use them for the purpose intended.

25. The overall pre-mitigation financial management risk is assessed as "*substantial*," mainly due to (i) MOH constraint staff capacity and limited experience in implementing ADB projects, (ii) the PMU is yet to be constituted, (iii) the project budget code and allocation is yet to be made, (iv) historic delays in fund reconciliation and liquidation, (v) limited staff familiarity with ADB's requirements, and (vi) weak internal audit function. The financial management risks will be mitigated through, (i) constitution of the PMU, (ii) appointment of dedicated and qualified financial management staff for the project, (iii) training to relevant staff on ADB's financial management and disbursements requirements, (iv) creation of dedicated budget code for the project and timely allocation of project funds, (v) inclusion of the project in the annual internal audit plan and submission of internal audit report, every quarter, to ADB, and (vi) engagement of internal audit consultant to support the internal audit of the project. The FMA concludes that with the risk mitigation measures and the implementation of the financial management action plan, the financial management systems are acceptable for the proposed project.

26. The financial management risks assessment is in the table below.

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<sup>5</sup> ADB. 2015. *Financial Management Technical Guidance Note: Financial Management Assessment*. Manila; ADB. 2020. *ADB's Support to Enhance COVID-19 Vaccine Access*. Manila; and ADB. 2021. *APVAX Preparation Guidance Note*. Manila.

<sup>6</sup> ADB. [Maldives: COVID-19 Emergency Response \(Grant 0687\)](#). ADB. [Regional: COVID-19 Emergency Response \(Grant 0716\)](#).

Table 13: Financial Management, Internal Control and Risk Assessment

Risk Description	Pre-Mitigation Risk Rating	Mitigation Measures or Risk Management Plan
<b>Inherent Risk</b>		
<b>Country Specific</b>		
<p><b>Public financial management.</b> Although there are some improvements in strengthening the PFM systems, weaknesses remain including poor budget credibility and execution and limitations in internal and external audits. The government is in the process of implementing various initiatives to strengthen its PFM systems.</p>	Substantial	Government to continue the implementation of PFM related initiatives. ADB to closely monitor the ongoing PFM reforms and initiatives.
<b>Entity Specific</b>		
<p><b>Project implementation structure.</b> The project structure is simple with limited agencies involved. MOF and MOH has established financial management rules and regulations. The roles and responsibilities of the agencies for the project are clearly defined.</p>	Low	No risk mitigation required.
<b>Overall Inherent Risk Rating</b>	<b>Substantial</b>	
<b>Project Risk</b>		
<p><b>Staffing.</b> The current capacity of MOH finance division is constraint. The PMU is yet to be constituted. Also, the existing staff pool has limited experience with donor-funded projects including that of ADB. This exposes the project to delay, incomplete and inaccurate project records and financial reports.</p>	High	<p>The PMU will be formed. To ensure proper accounting, monitoring, and reporting of project financial activities, a dedicated qualified financial management staff will be engaged. The financial management staff will work under the supervision of MOH's Chief Accounts Executive. MOH will appoint a financial management staff which will be responsible to closely monitor the project progress and prepare financial reports.</p> <p>Relevant staff will be trained on ADB's financial management, and disbursement requirements immediately upon appointment. In addition, orientation on the project details and design will be provided to relevant project staff during inception mission.</p> <p>Project progress and issues will be reported in the QPR and submitted to ADB. ADB will closely monitor the implementation of the project and will conduct at least two review missions annually.</p>
<p><b>Budget.</b> The budget allocation for the project is yet to be made. The government is currently facing fiscal stress which risks that project financing may not be released on time and/or inadequate which may</p>	Substantial	A dedicated budget code for the project will be created by MOF. Also, allocation will be timely made and in accordance with the budget projection needs. MOH through its PMU will prepare the annual budget requirement for the project. The availability of counterpart

Risk Description	Pre-Mitigation Risk Rating	Mitigation Measures or Risk Management Plan
cause delays in the project implementation.		financing will be closely monitored and reported through the QPR. The QPR shall include comparison of budget vs. actual expenditures and all significant variances shall be explained. Details of the QPR will be discussed as part of the project review missions.
<b>Fund flow.</b> Delays in reconciliation and liquidation of advance account due to limited staff capacity.	High	<p>Disbursement arrangements for the project will be through reimbursements and/or direct payment method. The government will appoint/engage a qualified financial management staff to support the project on preparation of withdrawal application, liquidation, and financial reporting. Trainings on ADB's disbursements and financial management will be given to relevant staff.</p> <p>The quarterly progress report will be submitted to ADB within 45 days from end of each quarter and will include details of reconciliation of project records and ADB's records. Critical issues will be discussed during review missions.</p>
<b>Accounting and reporting.</b> Government policies and procedures are well documented. Also, the government's accounting policies are aligned with international public sector accounting standards, IPSAS cash basis. However, the MOH finance staff has limited familiarity and experience with ADB's financial reporting and auditing requirements and IPSAS cash basis. This risk that project finances and expenditures are not properly reported.	Substantial	<p>MOH finance staff capacity will be supplemented by a financial management staff engaged specifically for the project. Trainings on ADB's financial management and disbursement requirements will be provided to MOH's relevant staff and project financial management staff.</p> <p>MOH through its PMU will be responsible in preparing the project financial reports including QPR and annual project financial statements. The QPR will be submitted to ADB within 45 days from end of each quarter and the audited project financial statements will be submitted annually, within 6 months after end of fiscal year.</p>
<b>Internal audit.</b> MOF is the main agency for government wide internal audit function. The last internal audit for MOH operations was conducted by MOF state audit division in 2021. In MOH, internal audit function was created in 2021 with limited staff and consequently has limited coverage. There is a risk that the project will not be included in the internal audit work plan.	Substantial	The project will be covered in the government's annual internal audit work plan. MOH will engage internal audit consultant to support on the project internal audit, which will be working under the supervision of the MOH internal audit function. Internal audit of the project will include assessment of operational and financial aspects of the project implementation. Internal audit findings and status of implementation of auditor's recommendation will be included as part of the QPR.
<b>External audit.</b> The risk of delayed or unsatisfactory audit report is low. AGO is experienced with ADB's	Low	No risk mitigation required.



<b>Risk Description</b>	<b>Pre-Mitigation Risk Rating</b>	<b>Mitigation Measures or Risk Management Plan</b>
requirements. Historic submissions are relatively timely and acceptable to ADB  AGO has adequate capacity and currently adopts international standards for supreme audit institutions. Audited project financial statements are generally submitted within 6 months and are concluded to be acceptable to ADB. Management letter or letter confirming that there are no internal control issues are submitted along with the APFS. Additional opinion on use of grant proceeds for intended purpose is generally provided by AGO along with the opinion on the project financial statements.		
<b>Overall Project Risk</b>	Substantial	
<b>Overall (Combined) Risk</b>	<b>Substantial</b>	

ADB = Asian Development Bank, AGO = Auditor General's Office, APFS = audited project financial statement, IPSAS = International Public Sector Accounting Standards, MOF = Ministry of Finance, MOH = Ministry of Health, PFM = public financial management, PMU = project management unit; QPR= quarterly progress report

Source: Asian Development Bank

27. To address the identified FM risks the following actions outlined in the table below have been agreed with the government.

**Table 14: Proposed Financial Management Action Plan**

<b>Area</b>	<b>Risk Mitigating Activity</b>	<b>Responsible Party</b>	<b>Timeline</b>
Staff capacity	Establishment of the PMU and engagement of financial management staff for the project	MOH	November 2022
	Appointment of MOH staff which will support on FM aspect of the project. The relevant staff of MOH and consultant shall attend a training on ADB's disbursement procedures, use of the Client Portal for Disbursement (CPD) and financial management requirements, to ensure adequate familiarity on ADB's requirements.	MOH and ADB	November 2022
	Training on ADB's financial reporting, and auditing requirements and presentation under IPSAS cash basis and disclosure requirements will be given to relevant MOH staff.	MOH and ADB	By March 2023
Budget	Creation of a dedicated project budget code.	MOF	By August 2022
	MOH through its PMU will prepare the annual budget requirement for the project.	MOH	By the month of August annually

Area	Risk Mitigating Activity	Responsible Party	Timeline
	The availability of counterpart financing will be closely monitored and reported through the QPR. The QPR shall include comparison of budget vs. actual expenditures, all significant variances shall be explained.	MOH	45 days from end of each quarter
	Details of the budget indicated in the QPR will be discussed as part of the project review missions.	MOH and ADB	Bi-annually
	Adequate and timely allocation of budget in accordance with the project budget projection need.	MOF	By August annually (consistent with the government's budget calendar)
Accounting and financial reporting	Create a dedicated budget head or subsidiary records in respect of the project financial transactions to ensure maintenance of separate accounts of receipts and expenditure for the project.	MOF and MOH	October 2022
	Quarterly progress reports shall be submitted to ADB within 45 days from end of each quarter. Include comprehensive FM information including detailed comparison of physical and financial progress, status of implementation of FM action plan, status of resolutions of internal and external audit observations, status of recommendations and actions raised by ADB on financial reports reviewed, status of recommendations agreed during ADB review missions, and reconciliation of ADB disbursement with the project's accounting records and reports in the quarterly progress reports.	MOH/PMU	45 days from end of each quarter
Fund flow	Engagement of qualified financial management staff to support the project on preparation of withdrawal application, liquidation, and financial reporting. Trainings on ADB's disbursements and financial management will be given to relevant staff	MOH	November 2022
	Inclusion of reconciliation of project records and ADB's records in the quarterly progress report.	MOH	45 days after end of each quarter
	Conduct of review missions and discussion of issues during project review missions.	MOH and ADB	Bi-annually
Internal audit	Inclusion of the project in the MOH annual internal audit work plan	MOH	By Q1-2023
	Engagement of internal audit consultant under the supervision of the MOH internal audit function	MOH	By December 2022
	Conduct of project internal audit and reports are shared to ADB within 1 month from issuance of the internal audit report	MOF and MOH	Quarterly, starting Q4-2023

Area	Risk Mitigating Activity	Responsible Party	Timeline
	Internal audit findings and status of audit recommendations shall be reported as part of the quarterly progress reports.	MOH/PMU	45 days from end of each quarter
	Discussion of internal audit findings during mid-term review mission	MOH/PMU	By mid-term review mission

ADB = Asian Development Bank, AGO = Auditor General's Office, APFS = audited project financial statement, IPSAS = International Public Sector Accounting Standards, MOF = Ministry of Finance, MOH = Ministry of Health, PFM = public financial management, PMU = project management unit; QPR= quarterly progress report  
Source: Asian Development Bank.

## Disbursement

### 1. Disbursement Arrangements for ADB Funds

28. The grant proceeds will be disbursed in accordance with ADB's *Loan Disbursement Handbook* (2017, as amended from time to time),<sup>7</sup> and detailed arrangements agreed upon between the government and ADB.

29. The MOH through its PMU will be responsible for (i) preparing disbursement projections, (ii) requesting budgetary allocations for counterpart funds, (iii) collecting and retaining supporting documents, and (iv) preparing and sending withdrawal applications to ADB through the MOF.

30. **Direct Payments.** Direct payment procedure may be used for large contracts in foreign currency under the project. Suppliers/contractors/consultants are required to submit approved invoices and other supporting documentation to MOH, which will in turn submit a withdrawal application attached with those documents to MOF and thereafter to ADB in accordance with the ADB's *Loan Disbursement Handbook* (2017, as amended from time to time).

31. **Reimbursement procedure.** Reimbursement procedure will be used where ADB pays from the grant account to the borrower's account, for eligible ADB's share of expenditures which have been incurred and pre-financed by the government of its budget allocation or its own resources.

32. **Advance fund procedure.** There is no advance account arrangement for the project. The appropriateness of use of advance account will be re-evaluated once the following are fulfilled: (i) engagement of PMU staffing with dedicated financial management specialist, (ii) training of such staff on ADB's disbursement procedures and financial management requirements, and (iii) satisfactory completion of all pending liquidation of advances of two COVID-19 Emergency Response Projects (footnote 6) funded by the Asia Pacific Disaster Response Fund.

33. Reimbursement should be supported by full documentation when submitting the withdrawal application to ADB.

34. Before the submission of the first withdrawal application, MOF should submit to ADB sufficient evidence of the authority of the person(s) who will sign the withdrawal applications on behalf of the government, together with the authenticated specimen signatures of each authorized

<sup>7</sup> The handbook is available electronically from the ADB website (<http://www.adb.org/documents/loan-disbursement-handbook>)

person. The minimum value per withdrawal application is stipulated in the *Loan Disbursement Handbook* (2017, as amended from time to time). Individual payments below such amount should be paid by the MOH and subsequently claimed to ADB through reimbursement, unless otherwise accepted by ADB. The borrower should ensure sufficient category and contract balances before requesting disbursements. Use of ADB's Client Portal for Disbursements<sup>8</sup> system is mandatory for submission of withdrawal applications to ADB.

## 2. Disbursement Arrangements for Counterpart Fund

35. The government counterpart funds will be sufficiently allocated in the budget annually. MOH, through its PMU, will be responsible for preparing disbursement projections, and requesting budgetary allocations for counterpart funds to the MOF. MOH, through its PMU, will submit to ADB annual project contract awards and disbursement projections at least a month before the start of each calendar year.

### Accounting

36. The MOH through its PMU, will maintain, or cause to be maintained, separate books and records by funding source for all expenditures incurred on the project following International Public Sector Accounting Standards (IPSAS) cash-based accounting. There is an existing government budget and accounting system, the same will be used for the project. The project financial statements will follow Maldives' financial and accounting regulations and procedures, namely the Public Financial Regulation (PFR) and IPSAS cash basis of accounting.

37. The expenditure categories and output used in the financial reports will be aligned with the structure outlined in the PAM. Moreover, to allow for timely and efficient monitoring, the MOH will ensure that comprehensive financial information is included in the quarterly progress reports to be submitted to ADB within 45 days after the end of each reporting period. The financial information to be included in the progress report is included in Appendix 4.

38. **Variance analysis.** The MOH will examine the differences between budgeted vs. actual expenditures.

39. **Periodic reconciliations.** To ensure the correctness and completeness of the project's books of accounts and financial reports, MOH through its PMU shall conduct monthly and quarterly reconciliation of the project book of accounts, and ADB's disbursement data available in the LFIS and report this as part of quarterly progress reports. Any discrepancies and/or reconciliation items will be followed up to ensure these are resolved in a prompt manner. The differences between amounts claimed from ADB and the amounts disbursed by ADB will be disclosed and explained in the withdrawal application register to be included in the financial reports.

### Auditing and Public Disclosure

40. **Internal Audit.** The project will be covered by the internal audit of the MOH. The PMU will actively liaise with the internal audit of the MOH to ensure that the recommendations related to the project (if any) are addressed in a timely manner. The status of the internal audit recommendations will also be regularly monitored by MOH. Internal audit findings and actions

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<sup>8</sup> The CPD facilitates online submission of WA to ADB, resulting in faster disbursement. The forms to be completed by the Borrower are available online at <https://www.adb.org/documents/client-portal-disbursements-guide>.

taken shall be reported as part of the quarterly progress report. Findings and resolution shall be discussed as part of the review mission.

41. **Financial Audit.** The MOH will cause the detailed project financial statements to be audited in accordance with the International Standards on Auditing and/or laws and regulations of the Auditor General Office. The audited project financial statements together with the auditor's opinion will be presented in the English language to ADB within 6 months from the end of the fiscal year. To ensure the timely submission of audited project financial statements, the MOH should submit the project financial statements to the independent auditor within 3 months of the end of the fiscal year.

42. The audit report for the project financial statements will include a management letter and auditor's opinions, which cover (i) whether the project financial statements present a true and fair view or are presented fairly, in all material respects, in accordance with the applicable financial reporting standards; (ii) whether the proceeds of the grants were used only for the purpose(s) of the project; and (iii) whether the borrower or executing agency was in compliance with the financial covenants contained in the legal agreements (where applicable).

43. Compliance with financial reporting and auditing requirements will be monitored by review missions and during normal project supervision, and followed up regularly with all concerned, including the external auditor.

44. The government, MOF and MOH have been made aware of ADB's approach to delayed submission, and the requirements for satisfactory and acceptable quality of the audited project financial statements.<sup>9</sup> ADB reserves the right to require a change in the auditor (in a manner consistent with the constitution of the borrower), or for additional support to be provided to the auditor, if the audits required are not conducted in a manner satisfactory to ADB, or if the audits are substantially delayed. ADB reserves the right to verify the project's financial accounts to confirm that the share of ADB's financing is used in accordance with ADB's policies and procedures.

45. Public disclosure of the audited project financial statements, including the auditor's opinion on the project financial statements, will be guided by ADB's Access to Information Policy 2018.<sup>10</sup> After the review, ADB will disclose the audited project financial statements and the opinion of the auditors on the project financial statements no later than 14 days of ADB's confirmation of their acceptability by posting them on ADB's website. The management letter, additional auditor's opinions, and audited entity financial statements will not be disclosed.<sup>11</sup>

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<sup>9</sup> ADB's approach and procedures regarding delayed submission of audited project financial statements:

When audited project financial statements are not received by the due date, ADB will write to the executing agency advising that (a) the audit documents are overdue; and (b) if they are not received within the next 6 months, requests for new contract awards and disbursement such as new replenishment of advance accounts, processing of new reimbursement, and issuance of new commitment letters will not be processed.

When audited project financial statements are not received within 6 months after the due date, ADB will withhold processing of requests for new contract awards and disbursement such as new replenishment of advance accounts, processing of new reimbursement, and issuance of new commitment letters, the extension of the grant closing date and the submission of new grant proposals for approval by the ADB Board of Directors or Management. ADB will (a) inform the executing agency of ADB's actions; and (b) advise that the grant may be suspended if the audit documents are not received within the next 6 months.

When audited project financial statements are not received within 12 months after the due date, ADB may suspend or cancel the grant.

<sup>10</sup> ADB. 2018. [Access to Information Policy](#). Manila.

<sup>11</sup> This type of information would generally fall under access to information policy exceptions to disclosure. ADB. 2018. [Access to Information Policy](#). Paragraph 17 (viii) and (ix).

## PROCUREMENT AND CONSULTING SERVICES

### Advance Contracting

46. All advance contracting will be undertaken in conformity with ADB's *Procurement Policy* (2017, as amended from time to time) and the *Procurement Regulations for ADB Borrowers: Goods, Works, Nonconsulting, and Consulting Services* (2017, as amended from time to time).<sup>12</sup> The issuance of invitations to bid under advance contracting will be subject to ADB approval. The borrower, MOF and MOH have been advised that approval of advance contracting does not commit ADB to finance the project.

47. Advance contracting is expected for the engagement of a design and supervision firm for the new cold chain facility building, procurement of sea vehicles, PMU office set up, and PMU staff recruitment.

### Procurement of Goods, Works, and Consulting Services

48. All procurement of goods, works and consulting services will be undertaken in a manner consistent with simplified and expedient procedures permitted under the *ADB Procurement Policy* (2017, as amended from time to time) and *Procurement Regulations for ADB Borrowers* (2017, as amended from time to time). Following the APVAX policy (footnote 1), ADB member country procurement eligibility restrictions will be waived, and universal procurement will apply. ADB's *Anticorruption Policy* (1998, as amended to date) will apply to all contracts to be financed under the project.

49. Below is the summary of planned procurement that will be undertaken under this project:

**Table 15: Summary of Planned Procurement**

Aspects	Arrangements		
Procurement	OCB (internationally advertised)	3 contracts	\$6.75 million
	OCB (nationally advertised)	4 contracts	\$ 0.99 million
	RFQ	5 contracts	\$ 0.41 million
Consulting services	CQS	24 person-months	\$ 0.25 million
	ICS	432 person-months	\$ 0.61 million
Disbursement	The grant proceeds will be disbursed following ADB's <i>Loan Disbursement Handbook</i> (2017, as amended from time to time) and detailed arrangements agreed between the government and ADB.		

ADB = Asian Development Bank, CQS = consultants' qualifications selection, ICS = individual consultant selection, MOF = Ministry of Finance, MOH = Ministry of Health, OCB = open competitive bidding, RFQ = request for quotations. Source: Asian Development Bank.

50. Before the start of any procurement, ADB and the government will review the public procurement laws of the central and state governments to ensure consistency with ADB *Procurement Policy* (2017, as amended from time to time) and *Procurement Regulations for ADB Borrowers* (2017, as amended from time to time).

<sup>12</sup> ADB. 2017. [Procurement Regulations for ADB Borrowers. Goods, Works, Nonconsulting and Consulting Services](#). Manila.

51. In accordance with the government's procurement regulations, the executing agency will conduct procurement with a cost above MVR 5.00 million (approx. US\$334,000) with technical inputs from the implementing agency. The executing agency has satisfactory ADB procurement experience while the implementation agency may need extra support from ADB.

### **Procurement Plan**

52. The procurement plan indicating review procedures, and goods, works, and consulting service contract packages is in Appendix 5. The procurement plan describes all expected procurement activities to be undertaken by the project. ADB will review documents and submissions related to procurement at all major milestones prior to proceeding with the procurement process.

### **Consultant's Terms of Reference**

53. The indicative terms of reference for PMU staff and individual consultants are detailed in Appendix 6. The indicative term of reference for the consultancy firm for design and construction supervision of the new vaccine cold storage facility building at Hulhumale is provided in Appendix 7.

## **SAFEGUARDS**

54. In compliance with ADB's *Safeguard Policy Statement* (2009), the project's safeguard categories are as follows.<sup>13</sup>

55. **Environment (category B).** An initial environmental examination (IEE) has been prepared for the cold chain facility based on preliminary design and will be updated once the detailed design is undertaken. The environmental impacts of the project include standard construction-related impacts such as a temporary increase in noise levels; air, soil, and water pollution risks; and health and safety risks to workers which are site-specific. During operations, waste generation and health and safety risks have been identified as project impacts. These can be readily mitigated following national requirements and international good practice mitigation set out in the environment management plan (EMP). National environmental clearance including other applicable local environmental requirements will be obtained prior to the commencement of works. Meaningful consultations have been conducted and will be continued with project stakeholders following national COVID-19 health and safety protocols. The IEE has been disclosed on the ADB website and MOH websites. MOH will locally disclose the IEE and establish a grievance redress mechanism. MOH's capacity to manage safeguards during implementation will be strengthened through training to be provided through a technical assistance and consultant support. MOH will appoint an environment and social safeguards focal in the PMU to supervise and monitor project implementation. Environment monitoring reports will be submitted to ADB semi-annually during construction and annually during operation.

56. **Updated IEE based on detailed design.** Once the detailed design of the cold chain facility is finalized, the IEE and EMP will be updated and submitted to ADB for clearance. The cleared IEE will be redisclosed before works commence on-site. In addition, if any unanticipated impacts occur during project implementation, including any design changes, these are to be reported to ADB and, if required, the IEE and EMP are to be updated accordingly, cleared by ADB, and re-disclosed before any related works commence or are cleared to continue. The IEE

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<sup>13</sup> ADB. [Safeguard Categories](#).

report (and any updates to it) will also be disclosed on the MOH website and will be made available on-site.

57. **Involuntary resettlement (category C).** The land required for the construction of a 6-floor central vaccine cold chain facility is in Hulhumale' under the ownership of the Ministry of Health and classified for institutional use by the land management authority, the Housing Development Corporation. The available land area of about 1,916 square meters can accommodate the proposed facility of about 500 square meters footprint. There are no communities living nearby. The closest residential area, Amin Avenue Private Residential Complexes is approximately 270-meters. The land is available, vacant, clearly marked and fenced, unencumbered and government owned. The project involves neither acquisition of land nor involuntary restriction on land use or access. It will not result in any physical or economic displacement.

58. **Indigenous Peoples (category C).** There is no presence of Indigenous Peoples (IPs) in Maldives, as defined in ADB's *Safeguard Policy Statement (2009)*, that will be impacted by the project.

59. **Prohibited investment activities.** Pursuant to ADB's *Safeguard Policy Statement (2009)*, ADB funds may not be applied to the activities described on the ADB Prohibited Investment Activities List set forth at Appendix 5 of the *Safeguard Policy Statement (2009)*.

## GENDER AND SOCIAL DIMENSIONS

60. The Project is categorized as *effective gender mainstreaming*. The impacts of COVID-19 are disproportionately on women. The current cold storage facility is in an old and dilapidated government building with no toilets and lack of GESI-responsive facilities.<sup>14</sup> While data systems are in place, MOH recognizes the need to enhance the system in terms of coverage, consistency, and degrees of disaggregation (i.e., age, sex, location, comorbidity conditions, nationality) to minimize disruptions i.e., in the administration of the vaccination programs for priority target groups which eventually will pave for women's (after full vaccination) improved mobility to access essential care needs (maternal, sexual and reproductive health care). Capacity building for health care workers will benefit women more as they constitute 70% of the health care workforce. A gender equality and social inclusion action plan (GESI AP) is prepared to ensure that: (i) GESI-responsive designs (separate toilets based on female and male staff ratio, child daycare and lactation rooms, and access and assistive technology for persons with disabilities [PwDs]) are incorporated in the new cold storage facility, (ii) sex, age, location, comorbidity, and nationality disaggregated data are collected, collated and reported to inform EPI and COVID-19 vaccination programs; and (iii) women (70%) are recruited and trained to provide the technical skills required for the EPI and COVID-19 vaccination programs. A GESI focal person will be engaged to support the timely and effective implementation of the GESI AP, and the documentation of GESI results in reports to be submitted to ADB.

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<sup>14</sup> The facility is in an old 2-storey government building that is due for demolition. It does not have toilets; hence, staff need to walk to the next public building to use their common toilets. Currently, the EPI staff handling the facility comprises 2 female staff. The facility also has 1 male security guard and 1 male UNICEF consultant who is currently providing technical support to the EPI team.





- <sup>a</sup> Ratio to be based on number of female and male staff in EPI facilities. Can be assumed to be 70% more facilities for women (see endnote “e”).
- <sup>b</sup> Wider spaces, handles and wheelchair access.
- <sup>c</sup> Screen magnifiers and loudspeakers with earphones.
- <sup>d</sup> Comorbidity is defined as people with these conditions: cancer, under treatment (any case currently on treatment or received treatment within last one year), diabetes mellitus, heart disease, stroke, obesity BMI above 40, immunocompromised patients, stage 3 and 4 kidney disease, chronic liver disease – cirrhosis, and thalassemia/sickle cell disease.
- <sup>e</sup> 70% target for women (indicators 5 and 6) is based on 2020 MoH data recording a total of 6,328 health workers in Maldives of whom 4,446 (70%) are females and 1,882 (30%) are males. This included medical doctors and specialists: 369 (34%) females and 720 (66%) males; nurses: 2,655 (89%) females and 327 (11%) males; and allied health professionals who include among others community health professionals, dentists, and pharmacy professionals: 1,422 (63%) females and 835 (37%) males.
- <sup>f</sup> This is following long-term and short-term training supported by the project.
- <sup>g</sup> Temporary staff (8 new hires of whom 5 will be female) refers to those who will be recruited for 2 years on contract basis with ADB support.
- <sup>h</sup> Ensure that girls and boys, and children with disabilities are provided with vaccination, by monitoring real time vaccine coverage and active outreach. This will be monitored through the DHIS2 and DHIFAAU real time data.

## **PERFORMANCE MONITORING, EVALUATION, REPORTING, AND COMMUNICATION**

### **Project Design and Monitoring Framework**

61. The Design and Monitoring Framework (DMF) is in Appendix 1.

### **Monitoring**

62. **Project performance monitoring.** The Resource Mobilization Division, MOF on behalf of the government will have the overall responsibility in monitoring the project regularly against the DMF, which amongst others will include monitoring the national vaccination program and implementation of the project investment components. The MOH will conduct regular monitoring of project inputs and activities including procurement, quality and contract management, and gender equality and social inclusion indicators and report the status of implementation in a quarterly progress report (QPR). In addition, as per ADB’s APVAX policy, additional information on COVID-19 vaccine procurement and the national COVID-19 vaccine program implementation status should also be provided in QPRs. These QPRs assessment will provide information necessary to update ADB’s project performance reporting system. ADB, Resource Mobilization Division of MOF, and MOH will conduct semiannual joint reviews throughout the implementation of the project. All status of covenants in the grant agreement, implementation progress, implementation arrangements, key activities and milestones are discussed during ADB review missions. Disaggregated baseline data for output and outcome indicators gathered during project processing will be updated and reported on quarterly basis through the implementing agency’s QPRs and after each ADB review mission.

63. **Compliance monitoring.** The grant agreement specifies the undertakings and covenants that will be monitored through the submitted QPRs and during ADB review missions in discussions with the executing agency and implementing agency. The compliance with undertakings and covenants, social and environmental safeguards, procurement, and financial and economic aspects will be jointly monitored by ADB, the executing agency and the implementing agency. Any non-compliance issues will be specified in the QPRs together with remedial actions.

64. **Safeguards monitoring and evaluation.** The PMU will manage implementation and reporting of environmental safeguard measures at site level with the support of assigned safeguards consultants and with oversight by the PMU Engineer and MOH. These measures shall comply with the environmental impact assessment for civil works which will be included in the bid documents. Areas of concern on impacts of projected civil work will be included in monitoring reports. From grant effectiveness, the PMU must submit environment monitoring reports to ADB for review, clearance, and disclosure. The submission of environmental monitoring reports shall be semiannual during the construction phase and annual during the operations phase until a project completion report is issued. Environmental monitoring reports will be due within 30 days from the end of each monitoring period. Once cleared by ADB, the environmental monitoring reports shall be disclosed on the ADB website and the MOH website. The environmental monitoring reports shall also be made available on-site. The midterm and project completion report will contain dedicated sections on both social and environment safeguards.

65. In the event of any non-compliance issues, a time-bound and budgeted corrective action plan shall be agreed between ADB and the executing agency. The corrective action plan shall be followed-up for its timely implementation.

66. Each environmental monitoring report will document: (i) progress of civil works; (ii) all planning and management activities related to environmental safeguards; (iii) compliance with local regulatory requirements; (iv) progress on EMP implementation (environmental performance); (v) records of training activities, emergency drills, awareness raising activities, etc.; (vi) details of ongoing consultations with project beneficiaries and affected persons, as and when needed; (vii) project-related environmental and social grievances received during reporting period and their resolution including for grievances received in previous reporting periods; and (viii) the identification of corrective and preventative actions with time-bound and budgeted corrective action plans, as applicable, for any breaches of performance standards or other noncompliance issues recorded.

67. **Gender and social dimensions monitoring.** Timely and effective implementation of GESI AP will be monitored by the MOH through the PMU, and the achievements and results will be included in quarterly, annual and completion reports to be submitted to ADB. Issues arising from implementation of the GESI AP will be timely reported by MOH or PMU to ADB for action. Data disaggregated by sex, age and other relevant dimensions will be collected and collated, and must be reflected in the (quarterly, annual and completion) reports prepared by EPI unit, MOH and PMU, and in the national vaccination information systems to be operationalized through the support of ADB, UNICEF and WHO.

## Evaluation

68. Project evaluation will be carried out in three phases: (i) an ADB inception mission will be fielded within 3 months after the grant is declared effective; (ii) special grant and midterm review missions will be fielded, as necessary, to assess and evaluate progress of project implementation and make adjustments accordingly; and (iii) within 6 months of physical completion of the project, the MOF—with inputs from MOH—will submit a project completion report to ADB to evaluate effectiveness, efficiency, relevancy and sustainability of the project.

## Reporting

69. The MOH, through its PMU, will provide ADB with (i) quarterly progress reports in the format agreed in the PAM; (ii) consolidated annual reports including (a) progress achieved by

output as measured through the indicator's performance targets, (b) key implementation issues and solutions, (c) updated procurement plan, and (d) updated implementation plan for the next 12 months; and (iii) a project completion report within 6 months of physical completion of the project. To ensure that projects will continue to be both viable and sustainable, project accounts and the executing agency audited financial statement together with the associated auditor's report, should be adequately reviewed.

### **Stakeholder Communication Strategy**

70. The project will comply with the policy and standards of transparency and accountability of the Access to Information Policy. A communication strategy will be established to ensure an efficient and continuous two-way communication about ADB projects with stakeholders to manage stakeholders' expectation during all phases of implementation. The strategy will follow the following approaches:

**Stakeholders.** Key stakeholders include, but are not limited to, MOF as executing agency and MOH as implementing agency, government officials, interested community-based organizations, civil society organizations, private sector entities, and interested development partners.

**Disclosure.** MOH will disclose all information relevant to this project, including the scope, cost, financial and institutional arrangements, the consolidated annual progress reports, progress on procurement, and the audited project financial statements on their website. The website will provide the contact details of PMU staff and link to the website of ADB's Office of Anticorruption and Integrity at <http://www.adb.org/Integrity> for reporting grievances or allegations of corrupt practices arising out of the project and/or project activities. The website will be maintained in English.

**Communication focal point.** MOH will be responsible for implementation and monitoring of information dissemination and disclosure of project components. MOH will designate a focal person for information dissemination and disclosure. The focal person will also serve as the custodian of all information relevant to the project.

**Awareness-raising materials.** The project will at the minimum prepare (i) a fact sheet or information booklet containing objectives, components, activities, timelines, relevant contact information, and grievance redress mechanism; and (ii) a project brief summarizing details of the project in English and utilizing stories and infographics targeting a wider group of audience, including the poor, women, and other vulnerable groups. All materials will be free from gender bias, avoid and challenge gender stereotypes, and use gender-inclusive language. The documents will be distributed during all stakeholders' consultations and outreach activities and posted in the ADB website. Other information materials may be developed for distinct stakeholder groups.

**Channels.** For effective dissemination and efficient use of resources, collaboration with other readily available channels will be prioritized, including but not limited to government websites both at national and district levels, government social media accounts, and ADB website and its other online platforms. All online platforms will be optimally utilized to ensure unrestricted public access to information and documents repository. In addition, other conventional methods will be used where

appropriate to ensure easy access of information to all interested stakeholders. Culturally appropriate and differentiated channels will be developed such as those targeting non-literate, disabled (hearing, reading or visual), and remote populations.

**Development coordination.** The project, through the Policy Implementation and International Relation Division of MOH, will coordinate with relevant government agencies and development partners, particularly those working on COVID-19 response and health sector development efforts. This will ensure effective communication, avoid overlaps, and identify potential collaboration, where possible.

## ANTICORRUPTION POLICY

71. ADB reserves the right to investigate, directly or through its agents, any violations of the Anticorruption Policy relating to the project.<sup>15</sup> All contracts financed by ADB shall include provisions specifying the right of ADB to audit and examine the records and accounts of the executing and implementing agencies and all project contractors, suppliers, consultants, and other service providers. Individuals and/or entities on ADB's Complete Sanctions List are ineligible to participate in ADB-financed, -administered, or -supported activities and may not be awarded any contracts under the project, for the duration of the debarment or temporary suspension.<sup>16</sup>

72. To support these efforts, relevant provisions are included in the legal agreements, bidding documents, and contracts for the project. ADB's Anticorruption Policy and ADB's Integrity Principles and Guidelines (2015, as amended from time to time) were explained to and discussed with the MOF and MOH. Specifically, both MOF and MOH must gain access to ADB's Complete Sanctions List (<http://sanctions.adb.org>) to confirm during bid/proposals evaluation, prior to shortlisting, contract award, withdrawal applications and contract variations, extensions, or modifications that no bidder, contractor, supplier, individual consultant, consulting firm, and its team members are debarred or temporarily suspended by ADB and the United Nations Security Council, respectively (UNSC consolidated sanctions list: <https://scsanctions.un.org/search/>). The MOF and MOH should access <https://www.adb.org/integrity/report-violations> so that they are aware about where, how and what to report if there is an integrity concern or allegation of integrity violation on ADB-related activity.<sup>17</sup>

73. OAI is the initial point of contact for all allegations of fraud, corruption, or other integrity violations in any ADB-financed, administered, or supported projects. Complaints may be reported to the Office of Anticorruption and Integrity through one of the following methods:

by online complaint form at <https://www.adb.org/integrity/report-violations#accordion-0-0>

by e-mail at [integrity@adb.org](mailto:integrity@adb.org) or [anticorruption@adb.org](mailto:anticorruption@adb.org)

by phone at +63 2 8632 5004

by fax to +63 2 8636 2152

by mail at the following address (Please mark correspondence Strictly Confidential):

Office of Anticorruption and Integrity  
Asian Development Bank  
6 ADB Avenue, Mandaluyong City  
1550 Metro Manila, Philippines

<sup>15</sup> ADB. 1998. *Anticorruption Policy*. Manila.

<sup>16</sup> ADB. Anticorruption Sanctions List: <https://www.adb.org/site/integrity/sanctions>.

<sup>17</sup> ADB. Reporting integrity violations: <https://www.adb.org/integrity/report-violations>.

74. The Auditor General is responsible for the audit of all state institutions, state accounts, extra-budgetary units, and state-owned enterprise under the Audit Act 04/2007. Further, public offices are also scrutinized by the Anti-Corruption Commission and Public Account Committee. In 2019, a State Internal Audit Committee was established to further strengthen governance and accountability of public funds and assets. The recent ADB's Country Performance Assessment (CPA) 2020 indicated that Maldives overall score is moderate and has improved from 2016 to 2020. In addition, based on the 2020 Worldwide Governance Indicators (WGI), comparing with other South Asia DMCs of ADB, Maldives ranked 4<sup>th</sup> in 4 out of the 6 indicators. Also, based on the 2021 Corruption Perception Index of Transparency International, out of 180 countries, Maldives ranked 85<sup>th</sup>, an improvement from 130<sup>th</sup> place in 2019 and the 2<sup>nd</sup> country after Bhutan among South Asia DMCs.

75. To support these efforts, relevant provisions are included in the grant agreement and the bidding documents for the project. ADB's Anticorruption Policy was explained to and discussed with the government and MOH. In addition, to further strengthen integrity measures, ADB, under its regional technical assistance, will conduct integrity knowledge management sessions for executing agency, implementing agency, PMU, and other project stakeholders to increase their awareness of and compliance with ADB's anticorruption and integrity framework.<sup>18</sup> Executing agency, implementing agency, and the PMU will also obtain full access to and scrutinize ADB's complete sanctions list and the United Nations Security Council sanctions list during pre-qualification, bid evaluation, pre-contract award, withdrawal applications, and contract variations or extensions or modifications, to confirm that no bidder or contractor is currently on the lists.

### **ACCOUNTABILITY MECHANISM**

76. People who are, or may in the future be, adversely affected by the project may submit complaints to ADB's Accountability Mechanism. The Accountability Mechanism provides an independent forum and process whereby people adversely affected by ADB-assisted projects can voice, and seek a resolution of their problems, as well as report alleged violations of ADB's operational policies and procedures. Before submitting a complaint to the Accountability Mechanism, affected people should make an effort in good faith to solve their problems by working with the concerned ADB operations department. Only after doing that, and if they are still dissatisfied, should they approach the Accountability Mechanism.<sup>19</sup>

### **RECORD OF CHANGES TO THE PROJECT ADMINISTRATION MANUAL**

77. All revisions and/or updates during implementation should be retained in this section to provide a chronological history of changes to implemented arrangements recorded in the PAM, including revision to contract awards and disbursement S-curves.

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<sup>18</sup> ADB. 2018. *Regional: Capacity Building on Integrity*. Manila.

<sup>19</sup> Accountability Mechanism. <https://www.adb.org/who-we-are/accountability-mechanism/main>.



Results Chain	Performance Indicators	Data Sources and Reporting Mechanisms	Risks and Critical Assumptions
	<p>(2022 baseline: 0) (OP 1.1.2 and OP 6.2)</p> <p>1c. By 2025, at least 2 refrigerated trucks and 2 vans operational in the Greater Malé area. (2022 baseline: 0) (OP 1.1.2 and 6.2)</p>		
<p>2. Information management of the EPI strengthened for COVID-19 vaccination and routine immunization</p>	<p>2a. By 2025, a health data center and a backup data center established. (2022 baseline: NA) (OP 1.1.2 and OP 2.3.2)</p> <p>2b. By 2025, at least 257 tablets for vaccination data entry deployed to all public health units and government hospitals across the country. (2022 baseline: 0) (OP 6.2)</p> <p>2c. Vaccination data disaggregated by sex, age, location, comorbidity conditions,<sup>d</sup> and nationality compiled and made available in the systems. (2022 baseline: NA) (OP 2.2.2)</p>	<p>2a. Health IT department data and EPI reports</p> <p>2b. EPI reports and PMU records</p> <p>2c. EPI reports</p>	
<p>3. Human resource capacity of the EPI enhanced</p>	<p>3a. By 2023, at least 60% of hired contractual staff (supporting central EPI program, national health data center, and MOH's biomedical services unit) are women.<sup>e</sup> (2022 baseline: 0%) (OP 2.1)</p> <p>3b. By 2025, at least 75% of the EPI delivery staff (70% of them women) with increased skills in key vaccination-related technical areas.<sup>f</sup> (2022 baseline: 0) (OP 2.3.1)</p>	<p>3a. Staff's feedback survey</p> <p>3b. PMU records</p>	
<p><b>Key Activities with Milestones</b></p> <p><b>1. Capacity of vaccine storage and transport system increased</b></p> <p>1.1 Procure and deploy 2 vans and 7 speed boats (by Q1 2023)</p> <p>1.2 Deliver and deploy 2 refrigerated trucks to new building (by Q4 2024)</p>			



<p>1.3 Complete the design of the new central vaccine cold storage facility, which incorporates GESI-responsive and climate-resilience features (by Q2 2023)</p> <p>1.4 Construct the new central vaccine cold storage facility (by Q4 2024)</p> <p><b>2. Information management of the EPI strengthened for COVID-19 vaccination and routine immunization</b></p> <p>Award contracts for the procurement and installation of new servers, IT equipment, and a 30-kilovolt-ampere generator for the server room (Q1 2023)</p> <p>Procure mobile devices for public health units on islands and atolls as well as regional hospitals (Q1 2023)</p> <p>Ensure that the software-based wide area network is functional across MOH, regions, atolls, and islands (Q1 2024)</p> <p>Ensure that the videoconferencing facility is functional across MOH, regions, atolls, and islands (Q4 2023)</p> <p><b>3. Human resource capacity of the EPI enhanced</b></p> <p>Establish the PMU and recruit a basic staff contingent (5 full-time staff) (Q4 2022)</p> <p>Hire a human resource management consultant to the PMU (Q4 2022)</p> <p>3.3 Initiate a specialized training program for newly recruited permanent staff of the EPI, national health data center, and biomedical services unit (Q1 2023)<sup>9</sup></p>
<p><b>Project Management Activities</b></p> <p>Prepare and submit annual progress reports (Q4 2022 onward)</p> <p>Prepare and submit quarterly progress reports (Q4 2022 onward)</p> <p>Submit annual audited project financial statements (Q4 2022 onward)</p> <p>Prepare project completion report (Q3 2025)</p>
<p><b>Inputs</b></p> <p>Asian Development Bank: \$10.00 million (Asian Development Fund grant)</p> <p>Government: \$0.77 million</p>

A = assumption, COVID-19 = coronavirus disease, EPI = Expanded Program on Immunization, GESI = gender equality and social inclusion, IT = information technology, MOH = Ministry of Health, NA = not applicable, OP = operational priority, PMU = project management unit, Q = quarter, R = risk, UNICEF = United Nations Children's Fund, WHO = World Health Organization.

- <sup>a</sup> MOH. 2022. *National COVID-19 Deployment and Vaccination Plan (2.0)*. Malé; and Government of Maldives. 2018. [Strategic Action Plan: 2019–2023](#). Malé.
- <sup>b</sup> GESI-responsive features will include (i) separate toilets and changing facilities for men and women based on the current gender ratio of EPI staff, (ii) child daycare and lactation rooms, (iii) ramps, (iv) lifts, and (v) curb cuts for wheelchair access. The requirements for GESI-responsive features will be included in the specifications of the design and supervision contract.
- <sup>c</sup> "6 regions" refers to the jurisdictions of 6 regional hospitals, i.e., Gan Regional Hospital, Hithadhoo Regional Hospital, Kulhudhuffushi Regional Hospital, Mulee Regional Hospital, Thinadhoo Regional Hospital, and Ungoofaaru Regional Hospital.
- <sup>d</sup> Comorbidity defines the simultaneous presence of two chronic diseases or conditions in people, such as cancer, diabetes mellitus, heart disease, stroke, obesity (body mass index above 40, immunocompromised patients, stage 3 and 4 kidney disease, chronic liver disease – cirrhosis, thalassemia (sickle cell) disease, and those under treatment (any case currently being treated or having received treatment within the last year). The comorbidity disaggregation function will only be available for COVID-19 vaccination data.
- <sup>e</sup> There will be 8 new hires, 5 of them women. The training programs will be identified at project start; candidates for short-term training to come from both central and regional programs.
- <sup>f</sup> The 70% target is based on MOH's 2020 report, which indicated that Maldives had a total of 6,328 health workers—4,446 women (70%) and 1,882 men (30%). Technical areas include the design, implementation, and monitoring of the COVID-19 booster and pediatrics vaccination campaign and the EPI; vaccine cold chain management; biomedical waste management; and vaccine risk communication
- <sup>9</sup> Specialized training program may include but will not be limited to long-term (1–2 years) master's or postgraduate diploma degree training on vaccine supply chain management, vaccinology and immunotherapeutic, health information management, and biomedical engineering. Such training will be provided to 8 newly recruited permanent staff of the EPI, the national health data center, and the biomedical service unit of MOH—i.e., senior computer programmer, computer programmer, statistical officer, EPI public health program officer for adverse events following immunization, EPI program cold chain officer, EPI program data coordinator, EPI program data officer, and biomedical engineer. A detailed training program will be developed during project implementation in consultation with key technical development partners in the health sector, such as WHO and UNICEF.

**Contribution to Strategy 2030 Operational Priorities**

Expected values and methodological details for all OP indicators to which this operation will contribute results are detailed in Contribution to Strategy 2030 Operational Priorities (accessible from the list of linked documents in Appendix 2).

Source: Asian Development Bank.

## INDICATIVE FLOOR PLAN OF THE CENTRAL VACCINE COLD STORAGE FACILITY

Floor	Function	Area		MOH Requirement	Additional Justification
		sqm	sqft		
Raft		500.00	5,381.95		
Ground	Security	5.41	58.22		
Ground	Drivers' room	8.71	93.80		
Ground	Loading area	98.47	1,059.90		
Ground	Parking	66.11	711.58	2 cold store vehicle (4895mm x 2000mm x 2600mm)	
Ground	Waste collection	43.26	465.62	10 ft x 10 ft	
Ground	Dry Storage	60.02	646.01	20 x 20 ft	
Ground	Maintenance room	69.99	753.32	30 x 20 ft	
Ground	Generator room	37.07	399.00		
Ground	2 Toilets (Male and Female)		-		
First	Vaccine packing	40.03	430.84		
First	Freezers (0.15cbm x 12)	30.02	323.13	1 Walk-in Freezer 20cbm (Capacity)	
First	Store keeper	15.03	161.79		
First	Cold store [3x30cbm (4.8 x 3.3m)] [3x20cbm (3.9 x 2.7m)]	349.97	3,767.08	1 Walk-In cooler 30cbm (capacity)	
First	Vaccine Consumable Storage		-		
First	Biomedical office	14.76	158.82	2 ppl	
First	2 Toilet (Male and Female)		-		
Second	2 Toilets (Male and Female)		-		
Second	EPI office (18 staff)	51.48	554.13	8 Staff	

Floor	Function	Area		MOH Requirement	Additional Justification
		sqm	sqft		
Second	Filing Space	30.02	323.13	10 x 10ft	
Second	Vaccine Preventable Disease Office		-	6 staff	
Second	Cold Chain office (18 staff)	70.08	754.36	17 Staff	
Second	Meeting and Consultant Room	129.09	1,389.53		
Second	1 Pantry / Tea Room		-		
Second	Waiting Area		-		
Third	Auditorium (100 pax)	92.11	991.49		
Third	Break room 1	51.32	552.40		
Third	Break room 2	51.32	552.40		
Third	Break Room 3	51.32	552.40		
Third	Backup Server Room		-		
Third	2 Prayer Room (Male and Female)				
Third	2 Toilets (Male and Female)		-		
Third	Pantry / Tea Room		-		
Fourth	space for 2-8 degree chiller		-	(20 X 8 ft)To keep Pharmaceutical items	
Fourth	Space for -20 to -2 degree freezer		-	(20 X 8 ft) To keep vaccine, injections, and laboratory reagents	
Fourth	Packing and Picking area floor space		-	(50 x 30) floor space for packaging and picking area for medical consumables and emergency medical items	
Fourth	2 toilets		-		
Fifth	1 office space		-	6 logistic officers (CMSD)- central medical supply division	

Floor	Function	Area		MOH Requirement	Additional Justification
		sqm	sqft		
Fifth	1 meeting room		-	For 16 people	
Fifth	1 Store manager office		-	2 cubical for assistant storekeepers	
Fifth	2 toilets		-		
Fifth	Dispatch Area		-	(15 X 20 ft) open dispatch area, for emergency medical consumables and other medical equipment	* Please note that this space can be allocated in 4th or 5th floor depending on the availability of the floor capacity
Fifth	waste auto clave room		-	(10X 10 ft) Area for waste auto clave room	* Please note that this space can be allocated in 4th or 5th floor depending on the availability of the floor capacity
Fifth	siting area		-	sitting area/ waiting area with sofa (for 5 pax)	
Fifth	4 rack space		-	to keep emergency response items	
Fifth	Room for emergency medicine storage		-	(20 X 8) rooms for emergency medical storage room	

Source: Asian Development Bank.

### INDICATIVE HUMAN RESOURCE DEVELOPMENT PLAN

1. The Project will help ensure the essential human resource categories of staff attached to Public Health, Bio Medical and IT units to undergo training-related to their respective work areas.
2. The training activities related to the project will be managed by the Project Director under the Project Manager, supported by a PMU staff member, the Monitoring Officer. The training activities will be finalized in close collaboration with the WHO and the UNICEF where applicable.
3. The Project will support training related to (i) EPI Program Management (ii) Vaccine Hesitancy and Risk Communication (ii) Health data Management.
4. The proposed participants for undergoing the training programs include: (i) Central MOH staff, (ii) Atoll Hospital public health staff and (iii) Newly recruited permanent staff to EPI unit, IT unit and to Bio Medical Services unit.
5. An indicative human resource development (HRD) plan is given below.

Description of Training Program	International/ National	Participant staff category	Total number of participants	Estimated Cost (US\$) per program, per person	Implementing Unit
<b>Short term Training (up to 30 days of training)</b>					
<b>EPI program / Vaccination related training program</b>					
Mid-Level Management course for EPI managers (5-day training)	National / International	Immunization focal point from Central and Atoll hospitals	25	Not Available	MOH with WHO
CCE Repair and Maintenance training (Pune')	International (Pune, India)	Immunization program staff- (Central/Atoll)	8	Not Available	MOH
Exposure trip to Vaccine Preventable Disease endemic countries	International	Central – 4, and Atolls - 6	10	Not Available	MOH and WHO
Vaccine and cold chain managers training of trainers	National/ International	Cold chain handlers at national and atoll level	25	Not Available	MOH and UNICEF and WHO
Cold chain technicians training	International	Biomedical/electrical technicians from central and atoll levels	25	Not Available	MOH and UNICEF and WHO
<b>Vaccine communications training program</b>					

Description of Training Program	International/ National	Participant staff category	Total number of participants	Estimated Cost (US\$) per program, per person	Implementing Unit
Risk Communication to address vaccine hesitancy	International	National Immunization program staff	10 participants		
Risk communication training on Vaccine for implementing staff	National	2 from each atoll and national program	<b>45</b>	Not Available	MOH, WHO and UNICEF
<b>Health Data Management related training program</b>					
DHIS2 Customization – Aggregated and DHIS2 Customization – Tracker	International	ICT Staff in the MoH	<b>10</b>	Not Available	MOH and WHO
DHIS2 Data Use	International or National	ICT Staff, Health Managers, and policy makers	<b>25</b>	Not Available	MOH and WHO
<b>Long-term care training</b>					
<b>Post Graduate Diploma(s) (to be selected.. as appropriate for the 8 staff that get selected for the vacant permanent posts in NIP, BME and IT units)</b>					
International Vaccinology Course	International	Central EPI staff & MTAGI members	<b>1</b>		MOH
Health Informatics	International	Health information Unit and EPI Unit	<b>4</b>		MOH
BioMedical Engineering	International	Bio medical Unit	<b>1</b>		To be discussed
<b>Master's Program (1 year)</b>					
Master of Science in Supply and Logistics management	National / international	National Immunization program staff	<b>1</b>		MOH
Master of Science in Vaccinology	International	National Immunization program staff	<b>1</b>		MOH

## OUTLINE QUARTERLY PROGRESS REPORT FORMAT

### GENERAL INSTRUCTIONS

1. The quarterly progress reports (QPRs) should follow the format outlined below and are to be submitted to ADB within 45 days after each quarter. In case of delays or incomplete information, ADB will submit a reminder to the executing and implementing agencies. Repeated delays or incomplete information may have a negative impact on the project performance ratings and may be discussed during review missions and tripartite portfolio review meetings.

2. For specific ADB reporting purposes the progress report will contain the following information.

#### A. Introduction and Basic Data

ADB grant number, project title, borrower, executing agency, implementing agencies;  
total estimated project cost and financing plan;  
status of project financing including availability of counterpart funds;  
dates of approval, signing, and effectiveness of ADB grant;  
original and revised (if applicable) ADB grant closing date and elapsed grant period based on original and revised (if applicable) grant closing dates; and  
date of last ADB review mission.

#### B. Utilization of Funds (ADB Grant and Counterpart Funds)

cumulative contract awards financed by the ADB grant and counterpart funds (commitment of funds to date), and comparison with time-bound projections (targets – for ADB financing, compare with the actual contract awards with the contract award curve included in the project administration manual [PAM]); include an analysis of significant variances between planned and actual contract awards;  
cumulative disbursements from the ADB grant and counterpart funds (expenditure to date), and comparison with time-bound projections (targets – for the ADB financing, compare the actual disbursement with the disbursement projections as per the S curve included in the PAM); include an analysis of significant variances between planned and actual disbursements;  
re-estimated costs to complete the project, whether there is a need for reallocation and an indication of project cost overrun; and  
reconciliation of project records and ADB disbursement records (LFIS/ GFIS) for the reporting period and cumulative from project inception to end of the reporting period. Explain reasons for discrepancies and outline follow-up actions required (if any). Attach a detailed reconciliation by withdrawal application as per Annex 5.

#### C. Project Purpose

status of project scope and implementation arrangements compared with those in the report and recommendation of the President, and whether major changes have occurred or will need to be made;  
an assessment of the likelihood that the immediate development objectives (project purpose) will be met in part or in full, and whether remedial measures are



required based on the current project scope and implementation arrangements;  
and  
an assessment of changes to the key assumptions and risks that may affect the attainment of the development objectives.

#### **D. Implementation Progress**

provide a summary assessment of progress or achievements in implementation since the last progress report;  
assessment of the progress of each project component, such as (a) recruitment of consultants and their performance; (b) procurement of goods and works (from preparation of detailed design and bidding documents to contract awards); and (c) the performance of suppliers, manufacturers, and contractors for goods and works contracts;  
assessment of progress in implementing the overall project to date in comparison with the original implementation schedule—quantifiable and monitorable target, (include simple charts such as bar or milestone to illustrate progress, a chart showing actual versus planned expenditure, S-curve graph showing the relationship between physical and financial performance, and actual progress in comparison with the original schedules. Include an analysis of significant variances between physical and financial progress; and,  
an assessment of outcome/output achievements vs targets – based on project performance monitoring system developed from design and monitoring framework of the project.

#### **E. Major Project Issues and Problems**

Summarize major problems and issues affecting or likely to affect implementation progress, compliance with covenants, and achievement of immediate development objectives. Recommend actions to overcome these problems and issues (e.g., changes in scope, changes in implementation arrangements, and reallocation of grant proceeds).

#### **H. Financial Management**

Summarize the status of financial management in the project including: a) any problems in the existing financial management arrangements and flow of funds and b) any significant changes occurred during the reporting period (e.g. financial management staff turnover, implementation of new financial systems, emerging financial management related risks etc.);  
Summarize the status of: (a) the financial management action plan outlined in the PAM, (b) recommendations and actions raised by ADB as part of the audited project financial statement review (if any) and (c) financial management-related recommendations agreed during ADB review missions (if any); and  
Summarize the status of past internal and external audit observations (resolved/pending).

## **ANNEXES**

Attach the following annexes to the QPR when submitting it to ADB:

Summary Legal Covenant Review

Summary Gender Action Plan Progress

Statement of Cash Receipts and Payments by Category

Statement of Budget vs Actual Expenditures

Detailed reconciliation (by Withdrawal application) of project records and ADB disbursement records (LFIS/GFIS) for the fiscal year and cumulative-to-date

List of signed contracts

Status of past external audit observations (resolved/ pending)

Status of past internal audit observations (resolved/ pending)

Status of FM action plan (complied/ongoing)

Status of Mobile Medical Unit Deployment and Utilization

Status of Contract Awards and Disbursements





**Annex 2: Summary Gender Action Plan Progress**

Activities	Performance Indicators and Targets	Responsible Agency	Timeframe (as indicated in GESI Action Plan)	Updates (as of DD Month Year)	Remarks/ Justification to Revise
<b>Output 1. Xxx</b>					
<b>Output 2. Xxx</b>					

## Annex 3: Statement of Cash Receipts and Payments by Category

	Reporting Period (Quarterly/Semi-annually)	Year to date	Cumulative	Hard commitments (contracts signed not paid)
In the currency of the financial statements				
<b>Cash receipts</b>				
ADB Advance/Replenishments	Q	Q*	Q <sup>^</sup>	
ADB Direct Payments	P	P*	P <sup>^</sup>	
ADB Reimbursement	U	U*	U <sup>^</sup>	
Government	S	S*	S <sup>^</sup>	
<b>Total</b>	<b>T=Q+P+S+U</b>	<b>T*=Q*+P*+S*+U*</b>	<b>T<sup>^</sup>=Q<sup>^</sup>+P<sup>^</sup>+S<sup>^</sup>+U<sup>^</sup></b>	
<b>Payments</b>				
Expenditure category 1	A	A*	A <sup>^</sup>	A**
Expenditure category 2	B	B*	B <sup>^</sup>	B**
Expenditure category 3	C	C*	C <sup>^</sup>	C**
Expenditure category 4	D	D*	D <sup>^</sup>	D**
<b>Total expenditures</b>	<b>E=A+B+C+D</b>	<b>E*=A*+B*+C*+D*</b>	<b>E<sup>^</sup>=A<sup>^</sup>+B<sup>^</sup>+C<sup>^</sup>+D<sup>^</sup></b>	<b>E**=A**+B**+C**+D**</b>
<b>Opening cash balance</b>	<b>H</b>	<b>H*</b>	<b>H<sup>^</sup></b>	
<b>Closing cash balance</b>	<b>K=H+T-E</b>	<b>K*=H*+T*-E*</b>	<b>K<sup>^</sup>=H<sup>^</sup>+T<sup>^</sup>-E<sup>^</sup></b>	

**Annex 4: Statement of Budget vs Actual Expenditure**

	For the current year ended 20xx			Cumulative (from inception to the end of current year)		
Expenditure Categories*	Budget (A)	Actual expenditures for the fiscal year to-date (B)	Variance % (B/A-1)	Project Total estimated amount - as per the PAM cost tables (C)	Cumulative Actual expenditures (D)	Variance (%) (D/C -1)
Expenditure category 1						
Expenditure category 2						
Expenditure category 3						
Expenditure category 4						
Etc.						
Total Payments						
Total Project Cost						

\*Expenditure categories as outlined in the PAM

\*\*any significant variances (e.g., more than 10%) are to be explained in the notes







**Annex 7: Status of External Audit Observations – Cumulative from Inception to End of Reporting Period**

Recommendation/ Audit Observation	External Audit Recommendation	Date of the Recommendation	Planned Actions to Address the Recommendation	Responsibility	Current Status of the Planned Action (pending /resolved)	Remarks

**Annex 8: Status of Internal Audit Observations – Cumulative from Inception to End of Reporting Period**

Recommendation/ Audit Observation	Internal Audit Recommendation	Date of the Recommendation	Planned Actions to Address the Recommendation	Responsibility	Current Status of the Planned Action (pending /resolved)	Remarks

**Annex 9: Status of Financial Management Action Plan**

Key Risk	Risk Mitigating Activity	Timeline	Responsible Entity	Current status (implemented/Pending)	Remarks (including an action plan in case of noncompliance)



**Annex 11: Status of Contract Awards and Disbursements**  
(as of 29 June 2022)

Year	Contract Awards <sup>a</sup> (in \$ million)					Disbursements (in \$ million)				
	Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	Total
2022	0.00	0.00	0.00	3.42	3.42	0.00	0.00	0.00	0.24	0.24
2023	0.59	5.30	0.07	0.03	5.99	2.10	0.37	0.94	0.83	4.24
2024	0.00	0.14	0.00	0.45	0.59	0.78	0.86	0.91	1.00	3.55
2025	0.00	0.00	0.00	1.00	0.00	1.64	0.18	0.11	0.04	1.97
	<b>Total Contract Awards</b>				<b>10.00</b>	<b>Total Disbursements</b>				<b>10.00</b>

Note: This table provides only tentative projection of contract awards, and it will be updated before grant effectiveness when data is available on actual contract awards and pre-purchase agreements.

<sup>a</sup> Contract awards exclude financing charges, which the grant is also funding.

Source: Asian Development Bank estimates.

## PROCUREMENT PLAN

Basic Data		
Project Name: Responsive COVID-19 Vaccination for Recovery Project under the Asia Pacific Vaccine Access Facility		
Project Number: 55086-001	Approval Number: <b>to be added</b>	
Country: Maldives	Executing Agency: Ministry of Finance, Govt of Maldives	
Procurement Risk: High	Implementing Agency: Ministry of Health, Govt of Maldives	
Project Financing Amount: \$10.8 million ADB Financing: \$10.0 million Counterpart Financing: \$0.8 million	Project Closing Date: 30 June 2026	
Date of First Procurement Plan: 9 June 2022	Date of this Procurement Plan: 9 June 2022	
Procurement Plan Duration: 39 months	Advance contracting: Yes	eGP: No

### Methods, Review and Procurement Plan

Except as the Asian Development Bank (ADB) may otherwise agree, the following methods shall apply to procurement of goods, works, non-consulting services, and consulting services.

Procurement of Goods, Works, and Nonconsulting Services	
Method	Comments
Open Competitive Bidding – International/ National Advertisement	For Goods, Works, and Non-consulting Services  Consulting Services
Request for Quotations	
Consultants' Qualification Selection	
Individual Consultant Selection	

### List of Active Procurement Packages (Contracts)

The following table lists goods, works, non-consulting, and consulting services contracts for which the procurement activity is expected to commence within the procurement plan's duration.

**Goods, Works, and Nonconsulting Services**

Package Number <sup>1</sup>	General Description	Estimated Value (USD)	Procurement Method	Review	Bidding Procedure	Advertisement Date	Comments
W01	Construction of a central level cold chain facility and complex at Hulhumale Island	5,300,000	OCB	Prior	1S1E	Q4 2022	Advertisement: International No. of Contracts: 1 Domestic Preference: No Document: Small works Advance Contracting: Yes High Risk Contract: Yes COVID-19 Response: Yes
G01	Vehicles purchased for timely and efficient delivery of vaccines: (4 land vehicles)	169,600	OCB	Prior	1S1E	Q4 2022	Advertisement: National No. of Contracts: 2 Domestic Preference: No Bid Document: Goods Advance Contracting: Yes High Risk Contract: Yes COVID-19 Response: Yes
G02	Vehicles purchased for timely and efficient delivery of vaccines (7 sea vehicles)	1,446,900	OCB	Prior	1S1E	Q4 2022	Advertisement: International No. of Contracts: 2 Domestic Preference: No Bid Document: Goods Advance Contracting: Yes High Risk Contract: Yes COVID-19 Response: Yes
IT01	Installation of new servers and procurement of 30 kva UPS for server room	427,000	OCB	Prior	1S1E	Q4 2022	Advertisement: National No. of Contracts: 1 Domestic



Package Number <sup>1</sup>	General Description	Estimated Value (USD)	Procurement Method	Review	Bidding Procedure	Advertisement Date	Comments
							Preference: No Advance Contracting: Yes High Risk Contract: Yes COVID-19 Response: Yes
IT02	Procurement of 20 manageable switches (48 ports), 24 port manageable switch for atolls, Procurement of Cat6 Ethernet, SD WAN connectivity initial hardware - 1 firewall for each atoll hospital, 1 switch for each atoll hospital cables and RJ 45 jacks	390,000	OCB	Prior	1S1E	Q4 2022	Advertisement: National No. of Contracts: Multiple Domestic Preference: No Bid Doc: Goods Advance Contracting: Yes High Risk Contract: Yes COVID-19 Response: Yes
IT03	Tablets for health centers for public health services (including EPI) 257 estimated	154,200	RFQ	Prior		Q4 2022	Advertisement: National No. of Contracts: 1 Domestic Preference: No Bid Doc: RFQ Advance Contracting: Yes High Risk Contract: No COVID-19 Response: Yes
IT04	Installation of video conferencing system linking atoll hospitals	46,500	RFQ	Prior		Q4 2022	Advertisement: National No. of Contracts: 1 Domestic Preference: No Bid Doc: RFQ Advance Contracting: Yes High Risk Contract: No COVID-19 Response: Yes
G03	Office equipment for newly constructed	106,000	RFQ	Prior		Q3 2023	Advertisement: National No. of Contracts:

Package Number <sup>1</sup>	General Description	Estimated Value (USD)	Procurement Method	Review	Bidding Procedure	Advertisement Date	Comments
	Cold Chain facility building						multiple Domestic Preference: No Bid Doc: RFQ Advance Contracting: Yes High Risk Contract: No COVID-19 Response: Yes
G04	Furniture for office space and auditorium in the new Building	53,000	RFQ	Prior		Q3 2023	Advertisement: National No. of Contracts: multiple Domestic Preference: No Bid Doc: RFQ Advance Contracting: Yes High Risk Contract: No COVID-19 Response: Yes
G05	Biomedical waste management equipment (autoclave and shredder)	53,000	RFQ	Prior		Q3 2023	Advertisement: National No. of Contracts: multiple Domestic Preference: No Bid Doc: RFQ Advance Contracting: Yes High Risk Contract: No COVID-19 Response: Yes
<b>Consulting Services</b>							
Package Number	General Description	Estimated Value (\$)	Selection Method	Review	Type of Proposal	Advertisement Date	Comments
C-1	Engagement of 15 Individual Consultants	607,200	ICS	Prior		Q4 2022	Advertisement: National No. of Contracts: multiple
C-2	Design and Supervision Consultancy for	248,040	CQS	Prior		Q4 2022	Advertisement: National

Package Number <sup>1</sup>	General Description	Estimated Value (USD)	Procurement Method	Review	Bidding Procedure	Advertisement Date	Comments
	designing and supervision of the Central Cold Chain Facility with climate friendly designs						No. of Contracts: One

Q = quarter, COVID-19 = coronavirus disease, CQS = consultants' qualifications selection, EPI = Expanded Program of Immunization, ICS = individual consultant selection, OCB = open competitive bidding, RFQ = request for qualification, UPS = uninterruptible power supply, SD WAN = software defined wide area network  
Source: Asian Development Bank.

## OUTLINE TERMS OF REFERENCE FOR PROJECT MANAGEMENT UNIT STAFF AND CONSULTANTS

### Background

The Responsive COVID-19 Vaccination for Recovery Project under the Asia Pacific Vaccine Access Facility (APVAX) is a US\$ 10 million outright Grant provided to the Government of Maldives by the ADB. It will support the following 3 outputs:

Output 1: Capacity of vaccine storage and transport system increased.

Output 2: Information management of the EPI strengthened for COVID-19 vaccination and routine immunization.

Output 3: Human resource capacity of the EPI enhanced.

The project is expected to be effective from October 2022 and will be completed in December 2025.

The project will be implemented by the Government of Maldives, Ministry of Health via a newly established Project Management unit (PMU). The PMU will be headed by a Project Director who is a full time MOH high official, and the PMU will hire full time officers for the posts of Project Manager, Procurement Specialist, Finance Specialist, Monitoring Officer, and a Management Assistant each for 36 months duration starting from quarter 4 of 2022. The PMU will also hire the services of a Human resource Management Consultant on full time basis for 36 months.

The PMU also intends to fill a few existing high-level positions in the MOH as two-year contracts to support the EPI program, the IT unit and the Biomedical services units.

### Project Management Unit Full Time Officers and Consultants

#### Project Manager (Full Time Officer)

Expertise:	Project Manager (MS 3 Level)
Expertise Group:	Management
TOR Keywords:	Project management, Administration, Supervision, Implementation
<p><b>Objective and Purpose of the Assignment:</b> The selected candidate will directly work under the Project Director as the Project Manager of the Project Management Unit (PMU). The purpose of the assignment is to manage the newly approved US \$ 10 million grant project, the Responsive COVID-19 Vaccination for Recovery Project, under the Asia Pacific Vaccine Access Facility that will be effective in Q4, 2022.</p>	
<p><b>Scope of Work:</b> The Project Manager will manage the overall implementation of the project within the Government of Maldives and the ADB guidelines. The Project Manager will also manage the staff (both regular and contract staff) of the PMU and will coordinate with the MOH for the management of the contract staff hired for the Ministry of Health. The Project Manager will directly report to the Project Director and will work in close collaboration with the relevant units of the Ministry of Health to ensure that the agreed project results are achieved within the stipulated project period.</p>	
<p><b>Detailed Task and/or Expected Output:</b> The Project Manager will be:</p>	

Responsible for implementation of all projects related activities identified under the project.

Responsible to ensure that the agreed project related results defined in the design and monitoring framework, Gender Equality and Social Inclusion Plan are achieved timely.

Supervise and facilitate the execution of the procurement of Goods, such as Medical Equipment, Health Products, Non-Health products and Non-Health Equipment, Civil Works; and Services including Consultancy Services, complying with the ADB and Government of Maldives guidelines / Ministry of Finance regulations on Procurement.

Ensure that all procurements are according to ADB guidelines, rules, and regulations

Review the procurement activities identified in the procurement plan to ensure timely project implementation.

Supervise the disbursement of project funds and all finance related activities.

Ensure that all reporting to ADB is carried out on a timely basis

Ensure that all records of all items purchased and relevant details thereof with registers of assets and inventoried items and all financial transactions, carried out during the project.

Ensure establishment of a proper project filing system at PMU and PIU to keep all project correspondents for reviewing and auditing

Conduct meetings with senior authorities of the government to finalize the project documents

As the secretary to the Project Steering Committee (PSC), ensure that the PSE regularly meets as scheduled.

Any other tasks related to the Project, as advised by the Project Director.

**Minimum Qualification Requirements:**

The consultant should have

- a post-graduate degree in Project Management, administration, business management, or related field and at least 8 years of experience in working in reputed organizations; and
- at least 4 years of experience in undertaking project supervision level activities in national / international projects is an advantage.

Experience of working in health sector related donor funded projects (ADB, World Bank, JICA, USAID, EU) will have an added advantage.

Minimum General Experience	<b>8</b>	<b>Years</b>
Minimum Specific Experience (relevant to assignment)	<b>4</b>	<b>Years</b>
Regional/Country Experience	<b>Required</b>	

<b>Deliverables</b>	<b>Estimated Submission Date</b>	<b>Type</b>
Implementation Report	Monthly	Report
Time Sheet	Monthly	Report

**Schedule:**

City and Country	Est. Start Date	Est. End Date	Other Details
Home Office, Male`	Q4, 2022.	Q4, 2025	

Full Time – 40 hours a week, for 36 months

**Procurement Specialist (Full Time Officer)**

Expertise:	Procurement Specialist (MS3 Level)
Expertise Group:	Procurement
TOR Keywords:	Procurement
<p><b>Objective and Purpose of the Assignment:</b>  The selected candidate will directly work under the Project Manager as the Procurement Specialist of the Project Management Unit (PMU). The purpose of the assignment is to carry out the procurement processes under the newly approved US \$ 10 million grant project, The Responsive COVID-19 Vaccination for Recovery Project under the Asia Pacific Vaccine Access Facility.</p>	
<p><b>Scope of Work:</b>  The Procurement Specialist will follow ADB Procurement guidelines, rules and regulations and will use standard bidding documents and will work in the Project Management Unit (PMU). The tasks will need to be carried under the guidance of the Project Manager and the Project Director and in close collaboration with the relevant units of the Ministry of Health.</p> <p>The Procurement Specialist will report to the Project Manager.</p>	
<p><b>Detailed Task and/or Expected Output:</b>  The Procurement Specialist will be:</p> <ul style="list-style-type: none"> <li>Responsible for all project related procurements identified under the project.</li> <li>Lead in the execution of the procurement of Goods; such as Medical Equipment, Health Products, Non-Health products and Non-Health Equipment, Civil Works; and Services including Consultancy Services, complying with the ADB and Government of Maldives guidelines / Ministry of Finance regulations on Procurement.</li> <li>Prepare all necessary documentation for procurement e.g., bid documents to invite bids under Open Competitive Bidding (International), Open Competitive Bidding (National) and National Shopping Procedures and direct Contracting Procedures etc.</li> <li>Responsible to conduct Prebid Meetings as required and prepare and issue relevant Minutes of meetings /Addendums.</li> <li>Responsible to conduct Bid Openings and assist bid opening committee to prepare bid opening records</li> <li>Ensure that all procurements are according to ADB guidelines, rules, and regulations</li> <li>Support the Technical Evaluation Committee with the preparation of the Technical Evaluation Committee Report in line with the ADB and Government of Maldives guidelines.</li> <li>Support the Project Procurement Committee (PPC) about the award of contracts and other issues related to procurement and ensure minutes of meeting and documentation are available</li> <li>Review the procurement activities of the PPC, Ministry Procurement Committee for compliance with the ADB procurement guidelines</li> <li>Maintain records of all items purchased and relevant details thereof with registers of assets and inventoried items.</li> <li>Prepare Contract Award Letters/ Purchase Orders and Contractual Agreements.</li> <li>Maintain contact with suppliers and ensure goods / orders are delivered on time to the correct locations as per instructions issued</li> <li>Carry out regular verification of claims to ensure any non-compliance in procurement and contract management</li> <li>Any other tasks related to procurement designated by the Project Manager and Project Director.</li> </ul>	
<p><b>Minimum Qualification Requirements:</b></p>	

<p>The consultant should have</p> <p>a post-graduate degree in Procurement, Project Management, Supply Chain Management and Logistics or related field and at least 5 years of experience in working in reputed organizations; and</p> <p>at least 3 years of experience in undertaking procurement related activities in national / international projects is an advantage.</p> <p>Experience of working in donor funded projects (ADB, World Bank, JICA) will have an added advantage.</p>		
Minimum General Experience	<b>5</b>	<b>Years</b>
Minimum Specific Experience (relevant to assignment)	<b>3</b>	<b>Years</b>
Regional/Country Experience	<b>Required</b>	
<b>Deliverables</b>	<b>Estimated Submission Date</b>	<b>Type</b>
Implementation Report	Monthly	Report
Time Sheet	Monthly	Report
<b>Schedule:</b>		
City and Country	Est. Start Date	Est. End Date Other Details
Home Office, Male`	Q4, 2022.	Q4, 2025
Full Time – 40 hours a week, for 36 months		

### **Finance Management Specialist (Full Time Officer)**

Expertise:	Finance Management Specialist (MS3 Level)
Expertise Group:	Finance Management
TOR Keywords:	Finance, management, disbursement,
<b>Objective and Purpose of the Assignment:</b>	
<p>The selected candidate will directly work under the Project Manager as the Project Finance Management Specialist of the Project Management Unit (PMU). The purpose of the assignment is to manage all finance related tasks of the newly approved US \$ 10 million grant project, the Responsive COVID-19 Vaccination for Recovery Project, under the Asia Pacific Vaccine Access Facility that will be effective in Q4, 2022.</p>	
<b>Scope of Work:</b>	
<p>The Project Finance Management Specialist will manage the finance related activities of the project using the Government of Maldives and the ADB guidelines. The Finance Management Specialist will directly report to the Project Manager and will work in close collaboration with the relevant units of the Ministry of Health and Ministry of Finance to address finance related activities including the use of counterpart funds, provision of budget allocations, fund flow related tasks etc. to ensure that the agreed project results are achieved within the stipulated project period.</p>	
<b>Detailed Task and/or Expected Output:</b>	
<p>The Finance Management Specialist will be:</p> <ul style="list-style-type: none"> <li>Make the necessary arrangements to obtain the funds from the ADB imprest account</li> <li>Establish and maintain imprest and other accounts acceptable to the government and ADB.</li> </ul>	

<p>Establish appropriate systems for financial control, checks, and balances for financial matters and expenditure items according to ADB guidelines</p> <p>Prepare recurrent and capital expenditure budgets for the project in line with approved funding arrangements</p> <p>Finalization of annual accounts of project and submit it to ADB for review and Auditor General for auditing</p> <p>Check withdrawal applications and submit to ADB for replenishment according to ADB Disbursement Handbook</p> <p>Establish financial management system for all expenditure of the project</p> <p>Prepare annual budget requirement of the project and submit to MOH to include in the annual budget proposal</p> <p>Provide a fund utilization report with project disbursement progress to national Project Steering Committee (PSC) for review</p> <p>Maintain separate records and accounts adequate to identify the financing resources received and expenditures made on the Project, including the goods, works, and services financed out of the grant proceeds and out of counterpart funding.</p> <p>Use Statement of expenditure (SOE) procedures to reimburse eligible expenditures and to liquidate advance made into the imprest accounts</p> <p>Implementation of financial management assessment recommendations by ADB</p> <p>Coordinate with the project internal auditor to facilitate conducting audit checks and strengthen internal control mechanisms for PMU</p> <p>Any other finance related task advised by the Project Manager</p>			
<b>Minimum Qualification Requirements:</b>			
<p>The consultant should have</p> <ul style="list-style-type: none"> <li>a post-graduate diploma in Accounts, finance or related field and at least 5 years of experience in working in reputed organizations;</li> <li>professional qualification (i.e. CPA, CA, etc); and</li> <li>at least 3 years of experience in undertaking project finance management activities in national / international projects is an advantage.</li> </ul> <p>Experience of working in health sector related donor funded projects (ADB, World Bank, JICA, USAID, EU) will have an added advantage.</p>			
Minimum General Experience	<b>5</b>	<b>Years</b>	
Minimum Specific Experience (relevant to assignment)	<b>3</b>	<b>Years</b>	
Regional/Country Experience	<b>Required</b>		
<b>Deliverables</b>	<b>Estimated Submission Date</b>	<b>Type</b>	
Implementation Report	Monthly	Report	
Time Sheet	Monthly	Report	
<b>Schedule:</b>			
City and Country	Est. Start Date	Est. End Date	Other Details
Home Office, Male`	Q4, 2022.	Q4, 2025	
Full Time – 40 hours a week, for 36 months			

**Monitoring Officer (Full Time Officer)**



Expertise:	Project Monitoring Officer (MS2 Level)		
Expertise Group:	Project Monitoring		
TOR Keywords:	Project monitoring, Design and Monitoring Framework, results monitoring, implementation progress		
<b>Objective and Purpose of the Assignment:</b>			
The selected candidate will directly work under the Project Manager of the Project Management Unit (PMU). The purpose of the assignment is to support in project monitoring tasks of the newly approved US \$ 10 million grant project, the Responsive COVID-19 Vaccination for Recovery Project, under the Asia Pacific Vaccine Access Facility that will be effective in Q4, 2022.			
<b>Scope of Work:</b>			
The Project Monitoring Officer will coordinate with the MOH on the overall project monitoring including the implementation plan of the project, Design and Monitoring Framework (DMF) and draft the semi-annual Project Monitoring Report.			
<b>Detailed Task and/or Expected Output:</b>			
The Project Monitoring Officer will:			
Utilize the Project Implementation Plan of the project (given in the Project Administration Document) to monitor project implementation progress and will update the implementation status semiannually.			
Report on project implementation status and DMF achievement to the Project Manager for early intervention if needed.			
Develop required monitoring system and formats for regular monitoring of project activities at different levels in line with the DMF and the Implementation plan.			
Coordinate with the relevant units of the MOH and update the DMF semiannually			
Discuss the DMF, Implementation plan at the Project Steering Committee under the guidance of the Project Manager			
Perform any other duties and responsibilities as assigned by the Project Manager			
<b>Minimum Qualification Requirements:</b>			
The consultant should have			
a Degree in Project Management, Public Health or related field and at least 4 years of experience in working in reputed organizations; and			
at least 1 year of experience in undertaking project monitoring activities in national / international projects is an advantage.			
Experience of working in health sector related donor funded projects (ADB, World Bank, JICA, USAID, EU) will have an added advantage.			
Minimum General Experience	<b>4</b>	<b>Years</b>	
Minimum Specific Experience (relevant to assignment)	<b>1</b>	<b>Year</b>	
Regional/Country Experience	<b>Required</b>		
<b>Deliverables</b>	<b>Estimated Submission Date</b>		<b>Type</b>
Implementation Report	Monthly		Report
Time Sheet	Monthly		Report
<b>Schedule:</b>			
City and Country	Est. Start Date	Est. End Date	Other Details
Home Office, Male`	Q4, 2022	Q4, 2025	
Full Time – 40 hours a week, for 36 months			

**Management Assistant (Full Time Officer)**

Expertise:	Project Management Assistant (MS1 Level)		
Expertise Group:	Administrative Assistant / Management Assistance		
TOR Keywords:	Administrative Assistant / Management Assistance		
<b>Objective and Purpose of the Assignment:</b>			
The selected candidate will directly work under the Project Manager of the Project Management Unit (PMU). The purpose of the assignment is to support in project management tasks as a management assistant of the newly approved US \$ 10 million grant project, the Responsive COVID-19 Vaccination for Recovery Project, under the Asia Pacific Vaccine Access Facility that will be effective in Q4, 2022.			
<b>Scope of Work:</b>			
The Project Management Assistant will coordinate with the MOH on the overall project coordination and supporting the Project Manager in the implementation of the project.			
<b>Detailed Task and/or Expected Output:</b>			
The Project Management Assistant will:			
File and log correspondence, including incoming and outgoing communications as instructed by senior staff members.			
Ensure files and records are maintained in good order while maintaining its confidentiality			
Photocopies or scans materials upon request			
Assist and provide administrative and logistics support to office			
Assists in receiving and safekeeping of office supplies.			
Archiving documents/folders in consultation with the office staff.			
Maintains contact lists of phone and postal mail addresses of government units, organizations, and institutions			
Provide support and assistance to project related activities			
Perform any other duties and responsibilities as assigned by the Project Manager and other senior staff.			
<b>Minimum Qualification Requirements:</b>			
The consultant should have			
a Passed GCE (A/L) in any subjects and has a Diploma in Management or related field.			
at least 1 year of experience in undertaking project management assistant activities in national / international projects is an advantage.			
Basic knowledge on computer and office equipment and Working knowledge in English			
Minimum General Experience	1	Years	
Minimum Specific Experience (relevant to assignment)	1	Year	
Regional/Country Experience	<b>Required</b>		
<b>Deliverables</b>	<b>Estimated Submission Date</b>		<b>Type</b>
Implementation Report	Monthly		Report
Time Sheet	Monthly		Report
<b>Schedule:</b>			
City and Country	Est. Start Date	Est. End Date	Other Details
Home Office, Male`	Q4, 2022.	Q4, 2025	
Full Time – 40 hours a week, for 36 months			

## Support Consultants for Project Implementation

### Environment and Social Safeguards Consultant

Expertise:	Environment and Social Safeguards Consultant
Expertise Group:	Environment and Social Safeguards
TOR Keywords:	Environment safeguards, social safeguards.
<p><b>Objective and Purpose of the Assignment:</b>          The selected candidate will directly work under the Project Manager as the Environment and Social Safeguards Consultant of the Project Management Unit (PMU). The purpose of the assignment is to carry out the Environment and Social Safeguards related tasks in the newly approved US \$ 10 million grant project, the Responsive COVID-19 Vaccination for Recovery Project under the Asia Pacific Vaccine Access Facility.</p>	
<p><b>Scope of Work:</b>          The Environment and Social Safeguards Consultant will follow ADB Procurement guidelines, rules and regulations and will work in the Project Management Unit (PMU). The tasks will need to be carried under the guidance of the Project Manager and the Project Director and in close collaboration with the relevant units of the Ministry of Health.</p> <p>The Environment and Social Safeguards Consultant will work full time with the MOH on all defined tasks and will have an office at the PMU. He / She will submit the time sheet and deliverables to the Project Manager for processing of remuneration and any other related expenses.</p>	
<p><b>Detailed Task and/or Expected Output:</b>          The Environment and Social Safeguards Consultant will:</p> <ul style="list-style-type: none"> <li>Update, as necessary, the Initial Environmental Examination (IEE), Environmental Management Plan (EMPs) and Social Safeguards due diligence Reports.</li> <li>Work and coordinate with service providers to complete due diligence for supporting the Vaccine Storage facility.</li> <li>Assist PMU in project readiness monitoring against checklist and indicators set out in the EMP, in particular:             <ul style="list-style-type: none"> <li>Update the IEE and EMP, to take account of detailed engineering designs of the Vaccine facility building, factoring any new details and developments into the mitigation and monitoring plans including finalized supporting facilities, budget and capacity development needs of PMU and contractor staff</li> <li>Ensure that all relevant requirements of the EMP including any updates, are adequately addressed and included in the EPC bidding document and civil work contract</li> <li>Facilitate to obtain ADB approval for the updated IEE and EMP</li> <li>Implement the updated IEE and EMP</li> <li>Organize and conduct a training and capacity development program for the PMU, appointed key contractors on topics as set out in EMP (including site specific environmental monitoring plan (SEMP) implementation)</li> <li>compliance monitoring of construction activities and preparation of periodic monitoring reports, supervision responsibilities and interaction with contractors and communities, documentation, resolution and reporting of non-compliances and complaints, provide on job trainings throughout the project implementation period</li> <li>Ensure that a practicable Grievance Redress Mechanism (GRM) is in place and that affected persons / households, institutions and other relevant</li> </ul> </li> </ul>	

<p>stakeholders are informed about it and procedures to place a complaint for any environment and social issues are in place.</p> <p>Assist PMU in drafting and/or updating the Public Information leaflet that will include project information including grievance redress committee (GRC), key focal point person contacts and any other details as relevant.</p> <p>Work and coordinate with PMU appointed site contractors (Design and Supervision consultants and the Civil works Construction consultants) to develop and finalize site EMP (SEMP)</p> <p>Work and coordinate with PMU to supervise the integration of safeguard measures into the detailed engineering design, civil works and post construction work of the proposed infrastructure.</p> <p>Coordinate with the local agencies / authorities on all relevant environmental regulatory compliance issues</p> <p>Assist PMU and Contractor to maintain a grievance registry as prescribed in the IEE.</p> <p>Assist PMU appointed site contractors with compliance to ADB SPS 2009 requirements including handling complaints and grievances filed through the project Grievance Redressal Mechanism (GRM)</p> <p>Be responsible for building MOH capacity in safeguards monitoring and reporting</p> <p>Assist the PMU in coordination activities with relevant line ministries on permits, approvals and/or clearances and compliance with relevant national regulatory requirements</p> <p>Assist PMU appointed contractors in conducting project level COVID-19 risk assessment; ensure that measures to mitigate COVID-19 health risks are aligned with Government guidelines and measures</p> <p>Conduct random checks / audits of contractor's performance related to Environment and Safeguards</p> <p>Supervise the environmental monitoring (air quality, noise) carried out by the PMU appointed site contractor.</p> <p>Monitor compliance with applicable national labor laws and core labor standards for all project related activities.</p> <p>Ensure that the speed boats, vans and refrigerated trucks meet the emission standards and road/sea worthiness is checked and proper maintenances is done as per the IEE.</p>			
<b>Minimum Qualification Requirements:</b>			
The consultant should have			
a Post-Graduate Degree in Environment Management or related field and at least 5 years of experience in working in the field of Environmental and Social Safeguards; and at least 3 years of experience in undertaking Environment Management related activities in national / international projects is an advantage.			
Minimum General Experience	<b>5</b>	<b>Years</b>	
Minimum Specific Experience (relevant to assignment)	<b>3</b>	<b>Years</b>	
Regional/Country Experience	<b>Required</b>		
<b>Deliverables</b>	<b>Estimated Submission Date</b>		<b>Type</b>
Implementation Report	Monthly		Report
Time Sheet	Monthly		Report
<b>Schedule:</b>			
City and Country	Est. Start Date	Est. End Date	Other Details
Home Office, Male`	Q4, 2022.	Q3, 2025	
Full Time – 40 hours a week, for 36 months			

### Human Resource Consultant

Expertise:	Human Resource Management Consultant (MS3 Level)		
Expertise Group:	Human Resource Management		
TOR Keywords:	Human Resource Management, Health Human Resources.		
<b>Objective and Purpose of the Assignment:</b>			
The selected candidate will directly work under the Project Manager as the Human Resource Management Consultant of the Project Management Unit (PMU). The purpose of the assignment is to carry out the human resource contracting and management of the contracts under the newly approved US \$ 10 million grant project, the Responsive COVID-19 Vaccination for Recovery Project under the Asia Pacific Vaccine Access Facility.			
<b>Scope of Work:</b>			
The Human Resource Management Consultant will follow ADB Procurement guidelines, rules and regulations and will work in the Project Management Unit (PMU). The tasks will need to be carried under the guidance of the Project Manager and the Project Director and in close collaboration with the relevant units of the Ministry of Health.			
The Human Resource Management Consultant will report to the Project Manager.			
<b>Detailed Task and/or Expected Output:</b>			
The Human Resource Management Consultant will be:			
<ul style="list-style-type: none"> <li>Responsible for all project's consultant contracts including both the long-term full-time consultants to the MOH and the technical consultants hired to the PMU to support the implementation of the project.</li> <li>Lead the hiring process of the long and short (intermittent) term consultant contracts, complying with the ADB and Government of Maldives guidelines / Ministry of Finance regulations on hiring and management of consultants.</li> <li>Prepare all necessary documentation required for hiring of consultants in close collaboration with the Procurement Specialist of the PMU.</li> <li>Prepare Individual Contract Award Letters / and Contractual Agreements.</li> <li>Manage all individual contracts and carry out regular verification of claims to ensure any non-compliance of individual contract management</li> <li>Any other tasks related to human resource management as designated by the Project Manager and Project Director.</li> </ul>			
<b>Minimum Qualification Requirements:</b>			
The consultant should have			
<ul style="list-style-type: none"> <li>a post-graduate degree in Human Resource Management or related field and at least 5 years of experience in working in reputed organizations; and</li> <li>at least 3 years of experience in undertaking procurement related activities in national / international projects is an advantage.</li> <li>Experience of working in donor funded projects (ADB, World Bank, JICA) will have an added advantage.</li> </ul>			
Minimum General Experience	<b>5</b>		<b>Years</b>
Minimum Specific Experience (relevant to assignment)	<b>3</b>		<b>Years</b>
Regional/Country Experience			<b>Required</b>
<b>Deliverables</b>	<b>Estimated Submission Date</b>		<b>Type</b>
Implementation Report	Monthly		Report
Time Sheet	Monthly		Report

<b>Schedule:</b>			
City and Country	Est. Start Date	Est. End Date	Other Details
Home Office, Male`	Q4, 2022.	Q4, 2025	
Full Time – 40 hours a week, for 36 months			

### Internal Auditor Consultant

Expertise:	Internal Auditor (Consultant) (intermittent)
Expertise Group:	Internal Auditing
TOR Keywords:	Auditing, Internal Auditing, Processes and Procedures Audits
<b>Objective and Purpose of the Assignment:</b>	
<p>The selected candidate will work with the PMU as the Internal Auditor in consultation with the officials of the MOH to ensure that the internal processes and procedures are in order in all transactions related to the Project.</p> <p>The Internal Auditor will report to the Project Manager and to the Project Director.</p>	
<b>Scope of Work:</b>	
<p>The Internal Auditor will work within the MOH and will work in the relevant unit of the MOH. The tasks will need to be carried under the guidance of the Project Manager and will oversee all transactions implemented within the project.</p> <p>The Internal Auditor will submit the approved time sheet and deliverables to the Project Manager for processing of remuneration and any other related expenses.</p>	
<b>Detailed Task and/or Expected Output:</b>	
<p>The Internal Auditor (Consultant) will:</p> <ul style="list-style-type: none"> <li>Perform assessment of the project financial management system, including internal controls. This would include aspects such as adequacy and effectiveness of accounting, financial and operational controls exercised by the PMU and suggestions of improvement, if any</li> <li>Ensure utilization of funds for the allocated activity in accordance with the relevant financial procedures and regulations with due attention to economy and efficiency</li> <li>Ensure Accounting Principles are followed by all entities that are authorized to incur expenditure under the project.</li> <li>Ascertain the reliability of integrity, controls, security and effectiveness of the operation of computerized systems, identify constraints, if any, and in adhering to the internal control procedures</li> <li>Assessment of the adequacy of financial and administrative delegation and segregation of duties and controls and assessing expenditures incurred/ advances provided are duly authorized</li> <li>Review and report on implementation of recommendations of the Financial Management Assessment and Procurement Capacity Assessment prepared by ADB at project preparation.</li> <li>Review all risks identified for the project and supports the implementation of all mitigating factors related to the risks.</li> <li>An assessment of efficiency and timeliness of funds flow and reporting mechanism at the level of PMU.</li> </ul>	

<p>Ensure Expenditure Statements submitted by PMU have been correctly accounted for and disbursements made to them are as prescribed under ADB/ Gov of Maldives rules, regulations, procedures and guidelines.</p> <p>Ensure expenditures incurred are in reference to the budget allocation approved by MOH/ADB and in accordance with the prescribed operational guidelines (PAM) and agreement (Grant Agreement) or any other clarifications issued from time to time.</p> <p>Ensure that the Procurement procedures have followed per ADB procurement guidelines including the establishment of grievance redresses mechanism relevant for unsuccessful bidders is functional.</p> <p>Adequate and proper supporting documents, namely, purchase orders, tender documents, invoices, vouchers, receipts, pay bills- etc. are maintained and linked to the transactions</p> <p>Reconciliation of bank statements and project account/s is regularly carried out on a monthly basis and necessary corrections on account of Bank's credits/debits and stale cheques are accounted for concurrently.</p> <p>Assets: completeness, existence, recording, safeguard and utilization for the purpose intended including, physical verification of sample of assets.</p> <p>The scope of work will additionally include detailed review of the issue of advances, staff advances and cash payments for items purchased including petty cash account.</p> <p>Prepare quarterly internal audit reports for Management review.</p> <p>Any other duties and responsibilities assigned by the Project Director/ Project Manager.</p>			
<b>Minimum Qualification Requirements:</b>			
The consultant should have			
<p>A Chartered Accountant or a / certified internal auditor with over 5 years of post-qualifying experience.</p> <p>at least 1 year of experience in working as an Internal Auditor / Auditor in national / international projects is an advantage.</p>			
Minimum General Experience	<b>5</b>	<b>Years</b>	
Minimum Specific Experience (relevant to assignment)	<b>1</b>	<b>Years</b>	
Regional/Country Experience	<b>Required</b>		
<b>Deliverables</b>	<b>Estimated Submission Date</b>		<b>Type</b>
Implementation Report	Monthly		Report
Time Sheet	Monthly		Report
Internal Audit Report for project	end of every quarter		Report
<b>Schedule:</b>			
City and Country	Est. Start Date	Est. End Date	Other Details
Home Office, Male`	Q1, 2023.	Q4, 2025	
Intermittent– for 6 person months 132 days between Jan 2023 to Dec 2025.			

### Information Technology Specialist Consultant

Expertise:	Information Technology Specialist (Consultant) (intermittent)
Expertise Group:	Information Technology
TOR Keywords:	Information Technology, Health,

<p><b>Objective and Purpose of the Assignment:</b> The selected candidate will directly work with the respective officials in the MOH especially with the IT unit, in close collaboration with the WHO and the UNICEF. The consultant will lead the work related to addressing the rollout of the health digitalization transformation in the health sector with special reference to the public health sector digitalization for immunization and the vaccine supply and logistics systems strengthening.</p>											
<p><b>Scope of Work:</b> The IT specialist Consultant will work with the IT and Health Information units of the MOH but will report to the Project Manager of the Project Management Unit (PMU).  The IT specialist Consultant will submit the approved time sheet and deliverables to the Project Manager for processing of remuneration and any other related expenses.</p>											
<p><b>Detailed Task and/or Expected Output:</b> IT specialist (Consultant) will:  <ul style="list-style-type: none"> <li>Ensure implementation of Information Communication Technology (ICT) related activities supported by the IT unit of the MOH.</li> <li>Provide technical assistance on the finalization of the specifications for the Tablets that will be procured for public health data digitalization in the health sector.</li> <li>Provide technical assistance to the IT team to plan and function the establishment of the National Health Data Centre.</li> <li>Provide procurement support to the Procurement Specialist at the PMU and the IT unit of the MOH to manage the procurement process for procurement of items required for the National Data center and the public health digitalization (procurement of Tablets).</li> <li>Provide advice on operating the National Data Centre and develop Standard Operating Procedures (SOPs) for the National Health Data Center of the MOH.</li> <li>Support the Health Information unit on developing the required SOPs for Public Health data digitalization process.</li> <li>Coordinate with WHO on rolling out of the DHIS-2 system for use of public health data digitalization including Immunization data</li> <li>Coordinate with the UNICEF on the rolling out of the logistics and supply chain Information system for the Vaccines storage and distribution.</li> <li>Support the IT and the Health Information units of the MOH on developing and carrying out the training plan for improving the capacity of island, regional and Atoll staff on the public health digitalization process and on assuring data quality.</li> <li>Provide easy to use troubleshooting guidelines for the National Data Health Center.</li> <li>Provide technical assistance to any other IT related task supported via the project</li> </ul> </p>											
<p><b>Minimum Qualification Requirements:</b> The consultant should have  <ul style="list-style-type: none"> <li>a Post graduate degree / Master's Degree in Computer Science or related field and at least 5 years of experience in working in reputed organizations; and</li> <li>at least 1 year of experience in working in IT related projects in national / international projects is an advantage.</li> </ul> </p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Minimum General Experience</td> <td style="width: 10%; text-align: center;"><b>5</b></td> <td style="width: 30%; text-align: center;"><b>Years</b></td> </tr> <tr> <td>Minimum Specific Experience (relevant to assignment)</td> <td style="text-align: center;">1</td> <td style="text-align: center;"><b>Years</b></td> </tr> <tr> <td>Regional/Country Experience</td> <td colspan="2" style="text-align: center;"><b>Required</b></td> </tr> </table>			Minimum General Experience	<b>5</b>	<b>Years</b>	Minimum Specific Experience (relevant to assignment)	1	<b>Years</b>	Regional/Country Experience	<b>Required</b>	
Minimum General Experience	<b>5</b>	<b>Years</b>									
Minimum Specific Experience (relevant to assignment)	1	<b>Years</b>									
Regional/Country Experience	<b>Required</b>										
<b>Deliverables</b>	<b>Estimated Submission Date</b>	<b>Type</b>									
Implementation Report	Monthly	Report									
Time Sheet	Monthly	Report									



<b>Schedule:</b>			
City and Country	Est. Start Date	Est. End Date	Other Details
Home Office, Male`	Q1, 2023.	Q4, 2025	
Intermittent– for 132 days between Jan 2023 to Dec 2025.			

### **Health Care Waste Management Specialist Consultant**

Expertise:	Health Care Waste Management Specialist (Consultant) (intermittent)
Expertise Group:	Health care waste management
TOR Keywords:	Health care waste management, environment, waste, health
<b>Objective and Purpose of the Assignment:</b>	
The selected candidate will directly work with the respective officials in the MOH, and will report to the Project Manager of the Project Management Unit (PMU) and will lead the work related to addressing health care waste management (HCWM), which includes vaccine related waste management in the health sector.	
<b>Scope of Work:</b>	
The Health Care and Waste Management Consultant will work with the MOH. The tasks will need to be carried under the guidance of the DDG overseeing the HCWM services of the Ministry of Health.	
The Health Care and Waste Management Consultant will submit the approved time sheet and deliverables to the Project Manager for processing of remuneration and any other related expenses.	
<b>Detailed Task and/or Expected Output:</b>	
The Health Care and Waste Management (Consultant) will:	
<b>1. Lead the development of HCWM Plans of the MOH</b>	
Provide technical training to National, Regional and Atoll level facilities and immunization services, urban Dhamanaveshi clinics for the preparation of health care waste management plans, as per the draft national policy and national guidelines. Lead technical discussions with island and regional level and national health staff (includes immunization staff) on determining the most cost-effective treatment and disposal strategies for HCWM to be included in the final HCWM plan for each facility and for the atoll clusters. Review each HCWM plan and provide feedback for finalizing same. Provide technical training to staff on implementing the final approved HCWM plans and consultatively develop a monitoring plan to record progress of them on an annual basis.	
<b>2. Lead the capacity strengthening for carrying out Waste Management Audits</b>	
Provide technical training and a written guideline to staff on conducting health care waste audits including for immunization clinics, Dhamanaveshi clinics. Provide technical assistance to carryout regular Health Care Waste audits Manage the training and capacity building program on HCWM for PHC staff.	
<b>3. HCWM issues in the Immunization Program</b>	
Carry out an assessment of the current HCWM practices in the health sector with special focus on vaccine waste management	

Support Environmental and Social Safeguards Specialist to oversee the HCWM improvement measures (equipment, storage space, vaccine waste disposal) in the new Vaccine facility building. Develop necessary Standard Operating Procedures for use of the HCWM equipment installed in the new building		
<b>Minimum Qualification Requirements:</b> The consultant should have a Post graduate degree / Masters Degree in Environment Science / in Environment Engineering, Biomedical Engineering or related field and at least 5 years of experience in working in reputed organizations; and at least 1 year of experience in working in Waste Management in national / international projects is an advantage.		
Minimum General Experience	<b>5</b>	<b>Years</b>
Minimum Specific Experience (relevant to assignment)	<b>1</b>	<b>Years</b>
Regional/Country Experience	<b>Required</b>	
<b>Deliverables</b>	<b>Estimated Submission Date</b>	<b>Type</b>
Implementation Report	Monthly	Report
Time Sheet	Monthly	Report
HCWM status assessment report	at the end of 3 calendar months.	Report
<b>Schedule:</b>		
City and Country	Est. Start Date	Est. End Date Other Details
Home Office, Male`	Q1, 2023.	Q4, 2025
Intermittent– for 132 days between Jan 2023 to Dec 2025.		

### Gender Specialist Consultant

Expertise:	Gender Specialist (Consultant) (intermittent)
Expertise Group:	Gender
TOR Keywords:	Gender, Vulnerable population, sex disaggregation
<b>Objective and Purpose of the Assignment:</b> The selected candidate will work with the PMU as the Gender specialist in consultation with the officials of the MOH to ensure that the project remain Gender mainstreamed as agreed at project design and that all required gender perspectives are included. The Gender Specialist will report to the Project Manager.	
<b>Scope of Work:</b> The Gender Specialist will work within the MOH and will work with all relevant units of the MOH. The tasks will need to be carried under the guidance of the Project Manager and will oversee all gender mainstreaming transactions implemented within the project.  The Gender Specialist will submit the approved time sheet and deliverables to the Project Manager for processing of remuneration and any other related expenses.	
<b>Detailed Task and/or Expected Output:</b> The Gender Specialist (Consultant) will: Review and support the PMU and MoH on the implementation of the project Gender Equality and Social Inclusion (GESI) Action Plan.	

<p>Support the PMU and the MOH on GESI mainstreaming in the implementation of all project related activities.  Support the PMU and the MOH on GESI awareness and advocacy for monitoring and reporting on its implementation.  Undertake training and capacity development for gender mainstreaming in the project, including  Designing training and learning materials for institutional level training and capacity development programs; and  Preparing a standardized training calendar and organize training sessions in consultation with PMU.  Coordinate with the PMU to ensure that the civil works designs, and the building will have the agreed gender relevant designs incorporated  Support the EPI program to ensure that sex disaggregated immunization data (including COVID-19 data) are made available and included in standard reporting documents of the National Immunization Programme.  Support PMU to submit quarterly GESI monitoring report;  Develop gender related knowledge assessment questionnaires prior to carrying out training programmes supported by the Project  Develop communication, knowledge management documents capturing gender features and results from the project.  Support the development of the Project Performance Monitoring System (PPMS) to include measurable gender related targets and indicators.</p>			
<b>Minimum Qualification Requirements:</b>			
The consultant should have			
<ul style="list-style-type: none"> <li>a post graduate degree in social sciences, gender and women studies, or related discipline and at least 5 years of experience in working in reputed organizations.</li> <li>at least 1 year of experience in working as a Gender Specialist in national / international projects is an advantage.</li> </ul>			
Minimum General Experience	<b>5</b>	<b>Years</b>	
Minimum Specific Experience (relevant to assignment)	<b>1</b>	<b>Years</b>	
Regional/Country Experience	<b>Required</b>		
<b>Deliverables</b>	<b>Estimated Submission Date</b>		<b>Type</b>
Implementation Report	Monthly		Report
Time Sheet	Monthly		Report
<b>Schedule:</b>			
City and Country	Est. Start Date	Est. End Date	Other Details
Home Office, Male`	Q1, 2023.	Q4, 2025	
Intermittent– for 6 person months 132 days between Jan 2023 to Dec 2025.			

### Civil Engineer Consultant

Expertise:	Civil Engineer (Consultant) (intermittent)
Expertise Group:	Civil Engineering
TOR Keywords:	Civil Engineering, Building Design

**Objective and Purpose of the Assignment:**

The selected candidate will directly work with the respective officials in the MOH especially with the Civil works Engineering unit in coordination with the Project Management Unit. The consultant will support the management of the construction of the Health Building supported under the project.

**Scope of Work:**

The Civil Engineer Consultant will work with the Buildings Team of the MOH but will report to the Project Manager of the Project Management Unit (PMU).

The Civil Engineer Consultant will submit the approved time sheet and deliverables to the Project Manager for processing of remuneration and any other related expenses.

The Civil engineer will support the MOH and the PMU in the selection of the Design and Supervision consultancy, during the design process work with the MOH and the Design and Supervision consultancy from to finalize the building designs and thereafter will support the PMU to supervise and manage the design and supervision consultancy firm and the construction firm.

**Detailed Task and/or Expected Output:**

Civil Engineer (Consultant) will:

- Support the Procurement Specialist of the PMU Officer to develop the Request for Proposal document and the Draft Bidding Document (ADB formats) for hiring a Design and Construction Supervision firm and Civil works construction firm respectively
- Provide technical and operational inputs to ensure adequate due diligence during the design, construction supervision stages and handover of building
- Review the site assessment and facilitate approvals required for constructing the proposed building
- Coordinate with the design and supervision firm during the drawing and finalization of detailed designs
- Facilitate the design approval process at the MOH
- Inform the design firm about the WHO and UNICEF guidelines for Construction of Cold storage facilities to ensure that these are considered and incorporated as necessary and relevant during design stage.
- Explore and engage with the design firm to ensure that the building design incorporates the maximum amount of day light and that it has been designed in an eco-friendly, sustainable, green building with provision for solar power.
- Review the cost estimates provided for by the Design firm with the MOH and facilitate the review and approval process in the MOH
- Any other tasks related to the civil works under the project as requested by the Project Manager.

**Minimum Qualification Requirements:**

The consultant should have

- a Post graduate degree / Master's Degree in Civil Engineering or related field and at least 5 years of experience in working in reputed organizations; and
- at least 3 years of experience in working in civil engineering related projects in national / international projects is an advantage.

Minimum General Experience	<b>5</b>	<b>Years</b>
Minimum Specific Experience (relevant to assignment)	<b>3</b>	<b>Years</b>
Regional/Country Experience	<b>Required</b>	

<b>Deliverables</b>	<b>Estimated Submission Date</b>	<b>Type</b>
Implementation Report	Monthly	Report
Time Sheet	Monthly	Report
<b>Schedule:</b>		
City and Country	Est. Start Date	Est. End Date Other Details
Home Office, Male`	Q1, 2023.	Q4, 2025
Intermittent– for 132 days between Jan 2023 to Dec 2025.		

## **EPI Program, IT Unit and Biomedical Services Unit Consultants**

### **Bio Medical Engineer**

Expertise:	Biomedical Engineer (Consultant) (EX1 Level)
Expertise Group:	Biomedical Engineering
TOR Keywords:	Biomedical Engineering, Engineering
<b>Objective and Purpose of the Assignment:</b>	
The selected candidate will directly work in the Biomedical unit under the respective officials in the MOH, Biomedical unit and will report to the relevant Deputy Director General overseeing the Biomedical unit to support the work related to addressing management and maintaining of biomedical equipment in the health sector.	
<b>Scope of Work:</b>	
The Biomedical Engineer will work within the MOH and will work in the relevant unit of the MOH. The tasks will need to be carried under the guidance of the DDG overseeing the Biomedical services of the Ministry of Health.	
The Biomedical Engineer will submit the approved time sheet and deliverables to the Project Manager with the recommendation of the Biomedical unit for processing of remuneration and any other related expenses.	
<b>Detailed Task and/or Expected Output:</b>	
The Biomedical Engineer (Consultant) will:	
<ul style="list-style-type: none"> <li>Lead the management and maintenance of Biomedical equipment in the health sector.</li> <li>Support the development of specifications and other product details of required Biomedical equipment</li> <li>Manage the Biomedical maintenance unit</li> <li>Participate in Technical Evaluation Committees related to reviewing / procurement of Biomedical equipment for the health sector.</li> <li>Provide training guidelines on calibration of all Biomedical equipment and / or ensure that suppliers carry out regular calibration of relevant equipment</li> <li>Maintain a database of all Biomedical equipment and ensure that all relevant equipment's are with service contracts</li> <li>Coordinate with the MOH on the need for new biomedical equipment based on an agreed form of Technology Assessment</li> <li>Provide expert opinion at all discussions related to Biomedical equipment planning, utilization, procurement, maintenance, service etc.</li> <li>Train and improve the capacity of regional and Atoll level staff to manage minor biomedical maintenance requirements.</li> </ul>	

<b>Minimum Qualification Requirements:</b>		
The consultant should have a Post graduate degree in Engineering, Biomedical Engineering or related field and at least 5 years of experience in working in reputed organizations; and at least 3 year of experience in Biomedical engineering in national / international projects.		
Minimum General Experience	<b>5</b>	<b>Years</b>
Minimum Specific Experience (relevant to assignment)	<b>3</b>	<b>Years</b>
Regional/Country Experience	<b>Required</b>	
<b>Deliverables</b>	<b>Estimated Submission Date</b>	<b>Type</b>
Implementation Report	Monthly	Report
Time Sheet	Monthly	Report
<b>Schedule:</b>		
City and Country	Est. Start Date	Est. End Date Other Details
Home Office, Male`	Q1, 2023.	Q1, 2025
Full Time – 40 hours a week, for 24 months		

### Computer Programmer

Expertise:	Computer Programmer (Consultant) (MS2 Level)
Expertise Group:	Computer Programming, Data Management
TOR Keywords:	IT, Data management, Programming
<b>Objective and Purpose of the Assignment:</b>	
The selected candidate will directly work in the National Health Data Center under the respective officials in the MOH, IT unit and will report to the relevant Deputy Director General overseeing the IT unit to support the work related to making the National Data Center operational.	
<b>Scope of Work:</b>	
The Computer Programmer will work within the MOH and will work in the relevant IT unit of the MOH. The tasks will need to be carried under the guidance of the DDG overseeing the IT unit of the Ministry of Health.	
The Computer Programmer will submit the approved time sheet and deliverables to the Project Manager with the recommendation of the IT unit for processing of remuneration and any other related expenses.	
<b>Detailed Task and/or Expected Output:</b>	
The Computer Programmer (Consultant) will: Support the overall digital transformation in the COVID-19 vaccine and Routine Immunization delivery and all other health data systems. Facilitate the design and monitoring of the Deployment of Vaccine Digital Monitoring Platform and supporting the linkage of other functional health information systems. Act as focal point for the health system data entry, and data management with all health facilities.	

<p>Help identify bottlenecks related to health data systems in a timely manner.                  Support the IT team in conducting program monitoring and evaluation activities to document the feasibility, impact, cost and sustainability of various data and analytics projects in the health sector.                  Provide troubleshooting related to health data systems to government counterparts and partners.                  Support training of all key health IT related teams in Male and in the islands and atolls.                  Support in providing inputs to reporting on progress, and maintaining the Vaccine database in close collaboration with the National Programme on Immunization (NPI)                  Ensure deliverables are produced and managed in line with open-source principles and uphold the highest standards of Data Ethics and Data Privacy.                  Any other tasks related to Computer Programmer as designated by the higher officials of the IT team of MOH.</p>		
<p><b>Minimum Qualification Requirements:</b>                  The consultant should have                  a degree in IT, Data Science, Big Data Analytics or related field and at least 3 years of experience in working in reputed organizations; and                  at least 1 year of experience in computer programming..... in national / international projects.</p>		
Minimum General Experience	<b>3</b>	<b>Years</b>
Minimum Specific Experience (relevant to assignment)	<b>1</b>	<b>Years</b>
Regional/Country Experience	<b>Required</b>	
<b>Deliverables</b>	<b>Estimated Submission Date</b>	<b>Type</b>
Implementation Report	Monthly	Report
Time Sheet	Monthly	Report
<b>Schedule:</b>		
City and Country	Est. Start Date	Est. End Date Other Details
Home Office, Male`	Q1, 2023.	Q1, 2025
Full Time – 40 hours a week, for 24 months		

**EPI Data Entry Officer**

Expertise:	EPI Data Entry Officer (Consultant) (MS1 Level)
Expertise Group:	Public Health Data Entry, Immunization, Data
TOR Keywords:	Public Health, Immunization, Data Entry, EPI
<b>Objective and Purpose of the Assignment:</b>	
The selected candidate will directly work under the respective officials in the MOH, NIP unit and will report to the Director NIP. The EPI Data Entry Officer will lead the work related to data entry in the National Immunization Programme.	
<b>Scope of Work:</b>	
The EPI Data entry officer will work within the NIP unit of the MOH. The tasks will need to be carried under the guidance of the Director overseeing the NIP of the Ministry of Health.	

The EPI Data entry officer will submit the approved time sheet and deliverables to the Project Manager with the recommendation of the Director NIP for processing of remuneration and any other related expenses.

**Detailed Task and/or Expected Output:**

The EPI Data Entry Officer (Consultant) will:

Work with the other consultants and officers of the NIP to ensure that the required data related to EPI programme and COVID-19 vaccination data are entered to the approved software programme.

Support the other lead staff in the preparation of work plans for data entry, use of the new software (DHIS-2 for EPI and the COVID-19 software programme)

Ensure that the data entry quality checks are carried out regularly and reported to the NIP lead staff.

Ensure that all the data entry formats, and reporting tools are finalized, printed, and distributed to Health Facilities related to both covid-19 vaccines and EPI vaccines.

Support national and atolls in testing and rolling out of the data EPI and COVID-19 data systems.

Support the coordination and the rollout of the EPI data digitalization from Island health centers to NIP and National Health data center

Support Routine immunization Data entry at National and Atoll level

Lead the preparation of data entry training materials and Standard Operating Procedures.

Provide training and technical support to all level on data entry.

Ensure vaccination coverage and vaccine stock data is entered accurately to the relevant software programmes.

Assist with any other COVID-19 vaccine or EPI data entry related activities as requested by NIP

**Minimum Qualification Requirements:**

The consultant should have

a Diploma in public health, biological sciences, health information, health management, or related field and at least 3 years of experience in working in reputed organizations; or

at least 1 years of experience in public health activities in national projects.

Minimum General Experience **3 Years**

Minimum Specific Experience (relevant to assignment) **1 Years**

Regional/Country Experience **Required**

<b>Deliverables</b>	<b>Estimated Submission Date</b>	<b>Type</b>
Implementation Report	Monthly	Report
Time Sheet	Monthly	Report

**Schedule:**

City and Country	Est. Start Date	Est. End Date	Other Details
Home Office, Male`	Q1, 2023.	Q1, 2025	

Full Time – 40 hours a week, for 24 months



### Public Health Program Officer for Cold Chain Management

Expertise:	Public Health Program Officer for Cold Chain Management (Consultant) (MS3 Level)
Expertise Group:	Public Health – Immunization, Cold Chain
TOR Keywords:	Public Health, Immunization, EPI, Cold Chain
<p><b>Objective and Purpose of the Assignment:</b> The selected candidate will directly work under the respective officials in the MOH, NPI unit and will report to the Director NPI Program. The Public Health Program Officer Cold Chain Management will lead the work related to ensuring that the cold chain is maintained and its capacity is increased in the Immunization Program.</p>	
<p><b>Scope of Work:</b> The Public Health Program Officer Cold Chain Management will work within the MOH and will work in the NPI unit of the MOH. The tasks will need to be carried under the guidance of the Director overseeing the NPI unit of the Ministry of Health.</p> <p>The Public Health Program Officer Cold Chain Management will submit the approved time sheet and deliverables to the Project Manager with the recommendation of the Director NPI for processing of remuneration and any other related expenses.</p>	
<p><b>Detailed Task and/or Expected Output:</b> The Public Health Program Officer Cold Chain Management (Consultant):</p> <p><b>(A) Programme Planning and Implementation:</b></p> <p>Planning and execution of all activities related to <b>Vaccine and logistics</b> implementation in the Central Level, in close coordination with Atolls Vaccine and cold chain focal points; Support the work of <b>Cold Chain Handlers (CCH)</b> at <b>Central and atolls Vaccine Store</b> and cold chain points in improving timely stock entries and their online visibility, including temperature performance of cold chain equipment.</p> <p><b>(B) Technical Assistance:</b></p> <p>Support the <b>Atolls Cold Chain officer</b> in all activities pertaining to vaccine logistics and cold chain management in the district. This includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Vaccine stock forecasting;</li> <li>Cold chain needs assessment;</li> <li>Indent generation;</li> <li>Storage and distribution planning for vaccines, syringes and <b>Cold Chain Equipment (CCE)</b>;</li> <li>Planning for preventive maintenance of <b>CCE</b>;</li> <li>Any other work assigned by the <b>Head of Immunization and Cold Chain Program</b> as and when required.</li> <li>Support the <b>Head of Immunization and Cold Chain Program</b> in organizing review meetings of <b>Cold Chain Handlers(CCH)</b>;</li> <li>Develop vaccine collection and distribution cycle and ensure its implementation with support from <b>Atolls Vaccine Store</b> in-charge;</li> <li>Ensure all transactions (issue, receipt, discard, transfer etc.) of vaccines and syringes are entered in the <b>Data management</b> system;</li> </ul>	

Review the online data entry of all vaccine and syringes transactions on daily basis and ensure regular & timely updating from all cold chain points;  
 Regular analysis of consumption patterns, wastage rates, monthly reports etc. supporting **Head of Immunization and Cold Chain Program** in taking corrective actions;  
 Monitor cold chain performance through remote temperature loggers and ensure prompt response to temperature excursions at cold chain points across the district. Work closely with the district refrigerator mechanic to ensure timely repair of cold chain machines;  
 Visit all iced-lined refrigerator (**ILR**) points in the district and support the **Head of Immunization and Cold Chain Program** in day to day monitoring and implementation;  
 Work closely with Atolls and Islands Level Health officials;  
 Undertake field visits to monitor the implementation of the system and provide technical inputs to address gaps and bottlenecks in the implementation of **eLMIS**;  
 Undertake field visits to atolls and islands vaccine storage;  
 Prepare periodic status reports, annual reports, case studies, etc. in a qualitative and timely manner.

#### **(C) Capacity Building of Cold Chain Handlers:**

Conduct training sessions for **CCH** and plan for refresher trainings and training of newly recruited staff;  
 Supportive supervision of **CCH** in effective vaccine logistics and cold chain management including temperature recording and handling;  
 Identify capacity-building needs on **data management** and undertake capacity building activities at district level for different levels of health professionals and field-level functionaries, facilitate learning exchanges.

#### **(D) Vaccine Temperature Management:**

Temperature logger installation, this includes:  
 Verifying master-data readiness before site installation;  
 Signing-off post logger installation;  
 Associating the temperature logger with **CCE**.  
 Cold Chain Equipment and Temperature logger monitoring on a regular basis;  
 Ongoing maintenance of assets, this includes:  
 Updating the configuration of temperature logger;  
 Updating/ maintaining master-data in the **data management** web application once the logger is installed;  
 Registering **CCE**, or similar assets, or temperature loggers, if they are not in the **Data management** system.

#### **Minimum Qualification Requirements:**

The consultant should have  
 a degree in public health, biological sciences, health information, health management, or related field and at least 3 years of experience in working in reputed organizations;  
 or  
 at least 1 year of experience in public health activities in national projects.

Minimum General Experience **3 Years**

Minimum Specific Experience (relevant to assignment) Regional/Country Experience	1 <b>Years</b> <b>Required</b>	
<b>Deliverables</b>	<b>Estimated Submission Date</b>	<b>Type</b>
Implementation Report	Monthly	Report
Time Sheet	Monthly	Report
<b>Schedule:</b>		
City and Country	Est. Start Date	Est. End Date Other Details
Home Office, Male`	Q1, 2023.	Q1, 2025
Full Time – 40 hours a week, for 24 months		

### EPI Data Management Coordinator

Expertise:	EPI Data Management Coordinator (Consultant) (MS3 Level)
Expertise Group:	Public Health – Immunization, data Management
TOR Keywords:	Public Health, Immunization, EPI, Cold Chain
<b>Objective and Purpose of the Assignment:</b>	
The selected candidate will directly work under the respective officials in the MOH, NPI unit and will report to the Director NPI Program. The EPI Data Management Coordinator will lead the work related to ensuring that the Data Management in the National Programme on Immunization is increased and maintained.	
<b>Scope of Work:</b>	
The EPI Data Management Coordinator will work within the MOH and will work in the NPI unit of the MOH. The tasks will need to be carried under the guidance of the Director overseeing the NPI unit of the Ministry of Health.	
The EPI Data Management Coordinator will submit the approved time sheet and deliverables to the Project Manager with the recommendation of the Director NPI for processing of remuneration and any other related expenses.	
<b>Detailed Task and/or Expected Output:</b>	
The EPI Data Management Coordinator (Consultant) will:	
<ul style="list-style-type: none"> <li>Lead the preparation/revision of national micro plan for COVID-19 vaccine deployment and EPI vaccine plan updates</li> <li>Ensure all the recording and reporting tools are finalized, printed, and distributed to Health Facilities related to both covid-19 vaccines and EPI vaccines.</li> <li>Support national and atolls in testing and rolling out of the data management system to COVID-19 vaccine providing centers</li> <li>Coordinate the rollout of the EPI data digitalization from Island health centers to NPI and National Health data center</li> <li>Support Routine immunization Data management at National and Atoll level</li> <li>Lead the preparation of data management training materials and Standard Operating Procedures.</li> <li>Provide training and technical support to all level on data management recording and reporting.</li> <li>Ensure vaccination coverage and vaccine stock data is accurately captured and</li> </ul>	

<p>monitored for vaccination of target populations.  Support NPI data use for planning and decision-making.  Assist with any other COVID-19 vaccine data management related activities as requested by NIP</p>		
<p><b>Minimum Qualification Requirements:</b>  The consultant should have  a master's degree in public health, biological sciences, health information, health management, or related field and at least 5 years of experience in working in reputed organizations; or  at least 3 years of experience in public health activities in national projects.</p>		
Minimum General Experience	<b>5</b>	<b>Years</b>
Minimum Specific Experience (relevant to assignment)	<b>3</b>	<b>Years</b>
Regional/Country Experience	<b>Required</b>	
<b>Deliverables</b>	<b>Estimated Submission Date</b>	<b>Type</b>
Implementation Report	Monthly	Report
Time Sheet	Monthly	Report
<b>Schedule:</b>		
City and Country	Est. Start Date	Est. End Date Other Details
Home Office, Male`	Q1, 2023.	Q1, 2025
Full Time – 40 hours a week, for 24 months		

### **EPI Public Health Program Officer for Adverse Effects Following Immunization**

Expertise:	Public Health Program Officer for Adverse Effects Following Immunization (AEFI) (Consultant) (MS2 Level)
Expertise Group:	Public Health – Immunization
TOR Keywords:	Public Health, Immunization, EPI, AEFI
<b>Objective and Purpose of the Assignment:</b>	
The selected candidate will directly work under the respective officials in the MOH, NPI unit and will report to the Director NPI Program. The Public Health Program Officer Adverse Effects Following Immunization (AEFI) will lead the work related to AEFI in the Immunization Program.	
<b>Scope of Work:</b>	
The Public Health Program Officer Adverse Effects Following Immunization (AEFI) will work within the MOH and will work in the NPI unit of the MOH. The tasks will need to be carried under the guidance of the Director overseeing the NPI unit of the Ministry of Health.	
The Public Health Program Officer Adverse Effects Following Immunization (AEFI) will submit the approved time sheet and deliverables to the Project Manager with the recommendation of the Director NPI for processing of remuneration and any other related expenses.	
<b>Detailed Task and/or Expected Output:</b>	
The Public Health Program Officer Adverse Effects Following Immunization (AEFI) (Consultant):	

**Strengthening AEFI surveillance and improve Vaccine Safety.**

Assist in strengthening the early detection and investigation of AEFIs and reporting to the AEFI Secretariat at the national level.  
 Supervise and coordinate the work identified by the AEFI secretariat at National and atolls level including development and implementation of analytical tools for AEFI, capacity building and other related activities.  
 Assist in the strategic planning and management of AEFI activities in the atolls (atolls and islands) including research and M&E for AEFI.  
 Analyze the AEFI data and strengthen the capacity of atolls Program Managers and at minimizing AEFI due to program errors.  
 Ensure adherence to Quality Management Systems in AEFI surveillance.  
 Assist the atolls in media management of AEFI cases  
 Under the guidance of the AEFI Committee Chair, coordinate media management workshops at National and atolls level for media persons and civil society organizations.  
 Undertake field visits within and outside the atolls depending on assignments for monitoring AEFI activities and provide feedback to the immunization division in HPA, EPI Director.

**Coordination with Maldives Food and Drug Authority for immunization Safety**

Coordinate with the MFDA to ensure Immunization safety and assist in field investigation and follow up of AEFI cases including sample collection and coordinating with laboratories for analysis of the samples.  
 Coordinate review and collection of immunization safety data from Hospitals and EPI program.  
 Assist in preparing annual workplans for the different islands in the atolls.  
 Work closely with partners in the field and at the national level.

**Supporting Communication related to AEFI**

Support the program in developing communication material related to informing policy makers and the population on AEFI following vaccination  
 Support the program to developing communication material for encouraging vaccination and improved knowledge on vaccination

**Minimum Qualification Requirements:**

The consultant should have (qualifications at the level of MS Level 2)  
 (i) a degree in public health, biological sciences, health information, health management, or related field and at least 3 years of experience in working in reputed organizations; or  
 (ii) at least 1 year of experience in public health activities in national projects.

Minimum General Experience	<b>3</b>	<b>Years</b>
Minimum Specific Experience (relevant to assignment)	<b>1</b>	<b>Years</b>
Regional/Country Experience	<b>Required</b>	

<b>Deliverables</b>	<b>Estimated Submission Date</b>	<b>Type</b>
Implementation Report	Monthly	Report
Time Sheet	Monthly	Report

**Schedule:**

City and Country	Est. Start Date	Est. End Date	Other Details
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Home Office, Male`	Q1, 2023.	Q1, 2025
Full Time – 40 hours a week, for 24 months		

**Senior Data Management Coordinator**

Expertise:	Server Manager (Senior Data Management Coordinator) (Consultant) (MS3 Level)
Expertise Group:	Data Management
TOR Keywords:	IT, Data management

**Objective and Purpose of the Assignment:**

The selected candidate will directly work under the respective officials in the MOH, IT unit and will report to the relevant Deputy Director General overseeing the IT unit. The Senior Data Management Coordinator will lead the work related making the National Data Center operational and will carry out tasks related managing all health sector data including immunization data.

**Scope of Work:**

The Senior Data Management Coordinator will work within the MOH and will work in the relevant IT unit of the MOH. The tasks will need to be carried under the guidance of the DDG overseeing the IT unit of the Ministry of Health.

The Senior Data Management Coordinator will submit the approved time sheet and deliverables to the Project Manager for processing of remuneration and any other related expenses.

**Detailed Task and/or Expected Output:**

The Senior Data Management Coordinator (Consultant):

- Manage the overall digital support to the COVID-19 vaccine and Routine Immunization delivery and to all other health data.

- Provide strategic guidance to and facilitate the design, implementation, and monitoring of the Deployment of Vaccine Digital Monitoring Platform and supporting the linkage of other functional information systems in the health sector.

- Act as focal point for the government counterpart to represent the Vaccine Data Analytics team and maintain excellent relationships with all stakeholders.

- Ensure detailed and effective project planning, including developing and executing detailed work plans, weekly team meetings, and budget projections.

- Identify opportunities for strengthened engagement and help identify bottlenecks in a timely manner.

- Assist and oversee contracted/implementing partners conducting program monitoring and evaluation activities to document the feasibility, impact, cost and sustainability of various data and analytics projects in the health sector.

- Provide capacity building and troubleshooting related to data and innovation intervention to government counterparts and partners.

- Knowledge management of all key project documentation and lessons learned, including developing communication materials, inputs to reporting on progress, and maintaining the Vaccine database

- Ensure deliverables are produced and managed in line with open-source principles and uphold the highest standards of Data Ethics and Data Privacy.

- Any other tasks related to Senior Data Management Coordinator as designated by the

higher officials of the MOH including the Project Director.		
<b>Minimum Qualification Requirements:</b>		
The consultant should have a post-graduate diploma in IT, Data Science, Big Data Analytics or related field and at least 5 years of experience in working in reputed organizations; and at least 3 years of experience in undertaking IT related activities in national / international projects.		
Minimum General Experience	<b>5</b>	<b>Years</b>
Minimum Specific Experience (relevant to assignment)	<b>3</b>	<b>Years</b>
Regional/Country Experience	<b>Required</b>	
<b>Deliverables</b>	<b>Estimated Submission Date</b>	<b>Type</b>
Implementation Report	Monthly	Report
Time Sheet	Monthly	Report
<b>Schedule:</b>		
City and Country	Est. Start Date	Est. End Date Other Details
Home Office, Male`	Q1, 2023.	Q1, 2025
Full Time – 40 hours a week, for 24 months		

### Statistical Officer

Expertise:	Statistical Officer (Consultant) (MS1 Level)
Expertise Group:	Statistics, Data Entry, Data Management
TOR Keywords:	Statistics, IT, Data Entry, Data management
<b>Objective and Purpose of the Assignment:</b>	
The selected candidate will directly work in the National Health Data Center under the respective officials in the MOH, IT unit and will report to the relevant Deputy Director General overseeing the IT unit to support the work related to making the National Data Center operational.	
<b>Scope of Work:</b>	
The Statistical Officer (Consultant) will work within the MOH and will work in the relevant IT unit of the MOH. The tasks will need to be carried under the guidance of the DDG overseeing the IT unit of the Ministry of Health.	
The Statistical Officer will submit the approved time sheet and deliverables to the Project Manager with the recommendation of the IT unit for processing of remuneration and any other related expenses.	
<b>Detailed Task and/or Expected Output:</b>	
The Statistical Officer (Consultant) will: Support the overall digital transformation in the COVID-19 vaccine and Routine Immunization delivery and all other health data systems including mortality and cause of death data coding in the country.	

Manage the data sets of Vaccine Digital Monitoring Platform and support data entry in other functional health information systems including the death data system. Carryout the health system data entry at the IT unit level and facilitate the data entry at all health facilities.

Draft medical records and documentation standards and monitor coding quality and participate in quality audits.

Help identify bottlenecks related to data entry in a timely manner across all data entry points.

Help establish data entry by sex.

Support the IT team in conducting program monitoring and evaluation activities to document the feasibility, impact, cost and sustainability of various data and analytics projects in the health sector.

Provide troubleshooting related to health data entry to government counterparts and partners.

Support training of all key health IT related teams in Male and in the islands and atolls. Support in providing inputs to reporting on progress, and maintaining the Vaccine database in close collaboration with the National Programme on Immunization (NPI)

Draft short reports and advocacy material using data reports for further discussion and analysis.

Help where necessary to ensure deliverables are produced and managed in line with open-source principles.

Uphold the highest standards of Data Ethics and Data Privacy.

Any other tasks related to Statistical Officer as designated by the higher officials of the IT team of MOH.

**Minimum Qualification Requirements:**  
 The consultant should have  
 a diploma in IT, Data Science, Big Data Analytics, or related field and at least 1 year of experience in working in reputed organizations; and  
 at least 1 year of experience in data entry, data coordination and analysis in national / international projects.

Minimum General Experience	<b>1</b>	<b>Years</b>
Minimum Specific Experience (relevant to assignment)	<b>1</b>	<b>Years</b>
Regional/Country Experience	<b>Required</b>	

<b>Deliverables</b>	<b>Estimated Submission Date</b>	<b>Type</b>
Implementation Report	Monthly	Report
Time Sheet	Monthly	Report

**Schedule:**

City and Country	Est. Start Date	Est. End Date	Other Details
Home Office, Male`	Q1, 2023.	Q1, 2025	

Full Time – 40 hours a week, for 24 months

**Cost Estimate - Consulting Services**

<b>No.</b>	<b>Specialization</b>	<b>Input</b> (person-months)	<b>Cost Estimate</b> (US\$)
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<b>A.</b>	<b>Project Management Unit Full Time Officers and Consultants</b>		
	Project Manager (Full Time Officer)*	36	90,000
	Procurement Specialist (Full Time Officer)*	36	72,000
	Finance Management Specialist (Full Time Officer)*	36	72,000
	Monitoring Officer (Full Time Officer)*	36	54,000
	Management Assistant (Full Time Officer)*	36	36,000
	<b>Subtotal (A)</b>		<b>324,000</b>
<b>B.</b>	<b>Support Consultants for Project Implementation</b>		
	Environment and Social Safeguards Consultant	36	72,000
	Human Resource Consultant	36	72,000
	Internal Auditor Consultant	6	12,000
	Information Technology Specialist Consultant	6	12,000
	Health Care Waste Management Specialist Consultant	6	24,000
	Gender Specialist Consultant	6	12,000
	Civil Engineer Consultant	6	12,000
	<b>Subtotal (B)</b>		<b>216,000</b>
<b>C.</b>	<b>EPI Program, IT Unit and Biomedical Services Unit Consultants</b>		
	Bio Medical Engineer	24	67,200
	Computer Programmer	24	48,000
	EPI Data Entry Officer	24	24,000
	Public Health Officer for Cold Chain Management	24	48,000
	EPI Data Management Coordinator	24	60,000
	EPI Public Health Program Officer for Adverse Effects Following Immunization	24	48,000
	Senior Data Management Coordinator	24	60,000
	Statistical Officer	24	36,000
	<b>Subtotal (C)</b>		<b>391,200</b>
	<b>TOTAL (A + B + C)</b>		<b>931,200</b>

EPI = Expanded Program of Immunization, IT= information technology.

\* Part of incremental administration cost.

Source: Asian Development Bank estimates.

## OUTLINE TERMS OF REFERENCE FOR THE DESIGN AND CONSTRUCTION SUPERVISION OF A HEALTH BUILDING AT HULHUMALÉ (CONSULTING FIRM)

Type and Source of Consultant / Package No.	Duration
Firm (National / International) (C-....)	months (Q12023 to Q12025)

### Background

The Responsive COVID-19 Vaccination for Recovery Project under the Asia Pacific Vaccine Access Facility (APVAX) for US\$ 10 million is provided as a grant to the Government of Maldives. It is expected to be approved by the ADB Board in September 2022. The proposed project will be implemented from October 2022 to December 2025.

2. Under Output 1 (Capacity of vaccine storage and transport system increased) the project intends to support the construction of a state-of-the-art, climate-resilient central vaccine cold storage facility, of approximately 4000 square meters of built area. The building will have adequate space for dry item storage, maintenance unit, office staff, cold chain equipment, biomedical unit for maintenance of cold chain facilities, vaccine waste management, backup center for national health data, and facilities for health staff training in Hulhumale. The new central vaccine storage facility will replace the existing temporary central cold chain storage facility in Male, which now lacks the required storage capacity and is in a dilapidated condition.

### Implementation Arrangement

Ministry of Health is the implementing Agency and under them the Project Management Unit staff will supervise and manage the design, supervision and construction of the building.

The contract of the Design and Supervision Consultancy Firm for Infrastructure Development (firm) will be signed with the Project Director (PD) of the PMU. The Project Director (also authorized to Project Manager) shall be the “Client” and shall be responsible for the following;

- i. During Design Stage - approving the conceptual and detail designs, detailed estimates and bidding documents for the civil work construction of a 6-storey building of approximately 4000sq meters at Hulhumale, monitor the progress and performance of the firm, attending and resolving any contractual/management issues and recommending the consultancy payments.
- ii. During Construction Supervision Stage – monitoring the progress and performance of the firm, attending and resolving any contractual/management issues, Recommending the time sheets, variation and other payments

The firm will engage with the MOH, Civil works Department in coordination with the Project Civil Engineer at PMU for design and estimation of the new building construction and subsequent construction supervision and management.

At the end of the design stage, the final conceptual and detailed designs, detailed estimates and bidding document will be submitted to the Project Director via the Project Manager at the PMU. There will be a Technical Review Committee (TRC) appointed by the Permanent Secretary, MOH to review and recommend the final BOQs and estimates. Following the review of TRC, the firm shall submit and obtain the required design approvals from the relevant authorities.

The firm will be engaged for about **24 months** (Design – 6 months, Supervision – 18 months)

The firm is expected to be mobilized by the first quarter of 2023 and recruited by the PMU using the consultants' qualifications selection (CQS) method in accordance with ADB Procurement Policy (2017, as amended from time to time) and Procurement Regulations for ADB Borrowers (2017, as amended from time to time).

### **Objective(s) of the Assignment**

The objective of this assignment is to engage a consulting firm to

- Design and estimate the new building construction at Hulhumale
- Develop the Bill of Quantities (BOQ) for the construction of the new building
- Assist the client in the procurement of a civil works contracting firm for the construction of the 6-storey approximately 4000 sq meter building at Hulhumale.
- Provide construction supervision and monitoring services during construction stage.
- Manage the handover of the completed building along with all the approved documents as per the conditions set out in the contract documents to the MOH.

All procurement of works, goods and services will be based on ADB procurement guidelines and principles.

### **Scope of Services**

Listed below are the tasks to be carried out by the firm under this assignment. The Consultant firm shall further improve these activities and elaborate more in detail as necessary in the consultant firms proposal.

The Consultant is required to obtain the clearance for each deliverable from the Client.

### **The Detailed Scope of work**

#### **Designing of the new building construction at Hulhumale.**

The Consultant shall:

#### **Stage 1 - Preliminary Design and Approvals (1.0 Month)**

- Undertaking site visits and investigation to collect details/data/information required for planning purpose, holding necessary discussions with the Client and obtaining requirements of projects and attending meetings when required by Client;
- Understanding Client's requirements as in the Annex 1 of this TOR and further discussing with the client and the Consultant Engineer of the PMU for the finalization of requirement;
- Assessing site condition and surround buildings, preparing preliminary conceptual drawings on the basis of Client's requirements as stated in Annex 1 of this TOR;
- The drawings shall be consisted with plan of each floor, all elevations, section through important parts and it should satisfy the basic requirements to seek approvals from local government authorities;
- Provide adequate information via drawings and by any other means necessary to convey to the Client the principles of the designs;

Ensure implementation of sustainable architectural and engineering features, including maximum use of day light and energy efficient design, components and green building concepts including maximum use of dy light, and in line with the country specific standards;

Ensure access of disabled persons to all the facilities and incorporate the requirements in the designs for disability persons;

Conduct discussions with the Client in order to derive the final layout plans and obtain the final approval from client for preliminary designs;

Prepare preliminary estimates for the work on approved preliminary designs;

Preparing specifications for approved preliminary drawings, highlighting the cost effectiveness and feasibility;

Revising the specifications and preliminary conceptual designs to suit requests made by the Client;

On approval of conceptual drawings from the Client; Preparation and submission of preliminary drawings, designs, specifications and preliminary cost estimates for the building/ structure including internal & external services complete and including getting necessary approvals from client and local government authorities wherever required;

Ensure that necessary drawings and documents are prepared and submitted, followed up and provide support so that approvals are obtained in a timely manner. The Consultant shall closely co-ordinate with the Client to ensure proper documentation, submission of fees, and monitoring of correspondence is carried out;

The cost for building approval process shall be borne by the client;

Make amendments/ modifications/ necessary corrections, if required, during the approval stage for local government authorities; and,

Any modifications at this stage should be approved by the Client and/or any other officer authorized by him, before submitting to local government authorities.

## **Stage 2 - Detailed Designs and Estimates (2 Months)**

All the design works shall conform to the requirements of the best International and National standards, Construction Industry Codes, relevant British/European code or the Australian standard of Practice and other related pertinent regulations, guidelines, practices and codes in the Maldives as well as the local/ADB rules, regulations and ordinances.

Carry out detailed soil investigation if necessary and preparation and submission of soil investigation reports and detailed design report with all necessary calculations for structural and services design;

Preparation and submission of detailed Architectural designs, drawings, layout, specifications and documents pertaining to all interior decoration, furniture, furnishing and other similar services for buildings / structures considering all utilities and services for construction and getting necessary approvals from client and authorities;

Preparation and submission of detailed structural designs drawings, fabrication and erection drawings and detailed bar bending schedules based on approved Architectural drawings and getting necessary approvals from client and authorities;

Preparation and submission of detailed design, drawings, layout, specifications and documents for all internal utility services like Electricity, Water Supply, Rain water disposal, Waste Water Disposal, Sewerage Disposal, Fire Protection and Detection, Heating, Ventilation and Air Conditioning (HVAC), Elevator, solar power system, design measures required for vaccine storage system, communication system including PABX system, public addressing system, IT Network system, Lightening arresting system, and

other specialized services as per the requirements of the project suitable for construction and getting necessary approval from client and authorities, wherever required;

Preparation of designs drawings and documents pertaining to external utility services like water supply, sewerage, storm water drainage, Fire Protection and Detection, and any other specialized extra services as per project requirement suitable for construction and getting necessary approvals from client, wherever required;

Preparation of designs and drawings required for installing a solar powered system for powering the building;

Obtain approval of the Client for above and carrying out all modifications/ deletions /additions/ alteration in design/ drawings/ documents, if considered necessary by the Client;

If required, prepare any additional drawings for obtaining approval from local government authorities and making any changes required by them;

Design and coordination of the architectural, structural engineering, and prepare complete working details, schedules, specifications, construction programme and bill of quantities etc.;

Preparation of Bills of Quantities (BOQ) and detailed estimates on standard schedule based on BSR Rates/market rates, along with details of calculation of all special items complete with detailed architectural drawings, foundation/ structural drawings, services drawings etc.; and,

Prepare Bills of Quantities with due diligence in order to establish accurate quantities.

**Assisting the Client in procurement of construction of the building at Hulhumale.**

All procurement of works, goods and services will be based on ADB procurement guidelines and principles;

The Consultant shall:

Draft bidding documents in accordance with the applicable ADB Standard Bidding Documents and guidelines including Specifications, BOQs, Drawings and other technical sections and in the bid documentation process for Works Contracts;

Prepare all final detailed drawings (Architectural, Structural, Services etc.) and issue along with the bidding documents as marked as "For bidding purpose only" to the bidders;

Incorporate the detailed design drawings for important elements of the structure, detailed BOQ and Specification for the Works in the bidding documents; and,

Assist the Client throughout the bidding process for the Works Contract from bid document preparation; to the contract award. This shall include, but not be limited to, the preparation of bidder prequalification documents if relevant; attendance at the pre-bid meetings and site visits; preparation of prebid meeting minutes and addendums; technical and financial bid evaluation for single stage bidding procedures; and the preparation of bid evaluation reports for approval by the bid evaluation committee.

**Providing construction supervision and monitoring services during construction stage.**

The Consultant shall undertake the supervision and administration of the civil works construction contract and act as the "Engineer/Authorized representative of the Project Manager" to the contract under the Project during the period of this assignment. This work shall be comprehensive and shall include but not be limited to the following:

## Construction Supervision

Handing over the site to the Contractor in timely manner as specified in the contract documents;

Supervising and inspecting construction of all facilities under the Project and ensure adherence on the part of the contractor's execution of work as per detailed drawings, specifications and conditions of the contract;

Checking the line, level and layout of construction to ensure conformity with the contracts, proposing any changes in the plans required as a result of findings during construction such as unforeseen obstructions;

Release additional architectural, structural and services drawings specification and details, which may be required by the Project Engineer for proper execution of the work;

Assess and enforce, on behalf of the Client, the adequacy of Contractor's inputs in terms of material, equipment, construction machinery, workers, and construction approach and methodologies as per the best accepted construction Management practices;

Monitoring the contractor's progress physically, financially as well as level of compliance with the Environmental Management Plan (EMP) as outlined in the Initial Environmental Examination (IEE) report and reporting to the Client;

Assist the Client in preparing an effective construction schedule and advise the civil work Contractor to follow work activities as stipulated in the schedule;

Monitor contract variations and time extensions, and work with the PMU Engineer to keep up-to-date records of contract prices and completion dates and assist timely payment of bills to the Contractor;

Regularly monitor physical and financial progress against the milestones as per the contract so as to ensure completion of contract in time;

Review Contractor's requests for time extensions, variations, additional compensation and claims and recommend appropriate timely decisions;

Obtaining prior clearance/approval from the Client to the Contract for activities agreed with the Client before issuing variation orders to the Contractor;

Assist client in the resolution of contractual issues including review, evaluation and confirmation of contract variation orders and issue recommendations on the assessment of the final bill;

Monitoring and enforcing, as detailed in the Contractor's Safety Manual, the measures established to ensure safety of the workers, other project personnel, the general public and works;

After physical completion of the contract, prepare planned maintenance procedures, check installation and commissioning, monitor preparation of the "as-built" drawings and the O&M manuals which shall include at least reference to all relevant design and other reports, specifications etc. in order to provide a complete bibliography on the structures and plant such that the operation and maintenance staff can understand the basis of their functions, details of any problems encountered during construction which may have a bearing on the future safe operation and decommissioning of the facilities and full operating instructions for all systems, drawings, diagrams, charts, notices etc. to facilitate understanding of safe operation and maintenance; and

Assist the client in the following activities to ensure fair working condition to the labourers / workers:

Carry out regular awareness raising programs for labourers at the construction sites informing them about their opportunities, rights and duties;

Ensure that the labourers are fully aware of the insurance facilities provided under the contract and facilitate claims arising out of injuries, disabilities, and death;

Enforce strictly the provision of labour cards; and,

Prepare posters and pamphlets for dissemination of relevant information on fair working conditions including elimination of child labour, provision of equal pay for both men and women for equal volumes of work performed, occupational safety and health, and other relevant aspects.

### **Contract Administration**

Administer the construction contract on behalf of the Client;

Examine the work program regularly and advise both the Client and the Contractor to fulfil their obligations to complete the work within the Contract Period;

Review of construction issues that may arise during the construction and provide necessary solutions/recommendations timely to avoid any effect to the construction programme

Provide all necessary instructions/variation orders to the Contractor in timely manner;

Obtaining measurements for work completed and in progress and verifying bills for payment to the Contractor/suppliers;

Evaluating and processing Contractors' interim payment certificates and the Final payment certificate;

### **Quality Management**

The Consultant shall perform all duties of Quality Assurance and Quality Control of works and carry out comprehensive technical supervision of the works to ensure conformity with approved design, specifications for materials and workmanship, applicable relevant standards and codes and sound engineering practices such as the civil engineering standards and building codes and regulatory requirements. The Consultant shall:

Supervise construction work to ensure quality of work as per technical specification, drawings, and condition of contract using modern and computerized systems of project monitoring;

Monitor construction and quality control methods, certify that quality of work conforms to the specifications and drawings, assess the adequacy of the Contractors' inputs in material, labour and construction method, and furnish all revisions and detailed drawings as necessary during the continuance of the contract;

Establish a quality control plan in accordance with the contract with the construction contractor and manage its implementation including quality assurance procedures, schedule of quality conducting periodic "quality meetings" to maintain approved quality standards;

Perform inspection of the Contractor for compliance with the contract;

Generate, verify and record a non-compliance report in case of any non-compliance;

Ensure suitable & sufficient quality tests are performed of materials and equipment in an accredited laboratory. The results of the tests shall be documented in accordance with the specific requirements of the contract documents;  
Carry out independent tests as necessary, as and when desired by the Client for quality assurance of the works;  
Maintain completed records of all test results including suppliers material tests;  
Review and approve the test results/certificates and wherever tests indicate lack of compliance, it shall initiate action to establish quality of the work desired;  
Ensure the contractor submits all the test reports in timely manner and obtain the necessary prior/post approvals before initiating any construction activity  
Note deficiencies in the Contractor, cause corrections to be made, and check the remedial work and facilitate to rectify the deficiencies as per relevant standards and engineering best practices;  
Ensure that various products' guarantees used in the work are available for sufficient period; and  
Conduct monthly technical quality audit in co-ordination with the Client.

### **Health Safety and Environment Requirements**

The Consultant shall ensure that while carrying out the works under the assignment the Contractor shall place due diligence and regard to the overall aesthetics, ambience, topography and eco-system of the site. The Consultant shall also:

Take due precautions ensuring all necessary compliances for Environmental and Health & Safety requirements at site as well as at preliminary safety norms are followed;  
Ensure that the contractor follows and comply with all the Environmental, Health and Safety procedures as set out in the contract document and take necessary actions against non-compliance  
Ensure the highest standards of safety, security and health for all workers of Contractor and other agencies and all other persons entering the site in conformance with legal provisions, codes, standards and good practices;  
Ensure the implementation of EMP as per ADB guidelines conduct training / orientation and briefing of all workers and visitors regarding the implementation of the EMP.

### **Time management**

The Consultant shall:

Prepare an overall construction programme and obtain the Client's approval/ agreement;  
Ensure timely completion of civil works contract as specified in the contract document;  
Obtain Contractor's monthly construction programme and review and incorporate necessary modifications in line with the master program and make necessary recommendations to overcome any deviations;  
Ensure that the contractor achieves the milestones of the construction work as per the approved construction programme;  
Establish and implement effective monitoring and control systems;  
Develop and maintain detailed record of work activities accomplished by the Contractor; and



Arrange for daily/weekly/monthly progress review meetings and analyse the program and progress in line with the agreed programme and submit reports.

### **Cost management**

The Consultant shall:

Advise on management of cash flow;  
 Receive, scrutinize, certify and make recommendations to the Client on the Contractor's interim payment certificates, final payment certificates and other variations and claims;  
 Assess and issue authorized change orders; and  
 Submit monthly cost reports including variation in cost, reasons for variation and the projected total cost of the contract.  
 Prepare and submit all other necessary cost reports for civil work contract as and when required by the Client

### **Dispute resolution**

The Consultant shall:

Ensure minimising disputes during contract implementation;  
 Assist the adjudicator/ ADB for disputes referred for adjudication in order to resolve the dispute in timely manner; and  
 Assist the arbitration proceedings for disputes referred for arbitration in order to resolve the dispute in timely manner.

### **Completion**

The Consultant shall:

Verify and approve the physical construction and installation of the building;  
 Identification of defects prior to taking over the site and during the defect liability period;  
 Remedying such defects at the contractor's cost prior to issue of completion certificate;  
 Recommend and draft the certificate to the Client of the contract to issue completion certificate in accordance with the signed contract;  
 Obtain supply trade files, documents, test certificates, performance warranties/guarantees, spare parts list, maintenance procedures/ manuals, no claim certificate and other relevant documents/information from the contractor and transmit the same to the Client in both hard copy and electronic formats;  
 Obtain the AS BUILT drawings immediately on completion of each area after reviewing, verifying and approving the "as-built" corrections to all plans, drawings and other documents;  
 Maintain 02 sets of hard copy and 2 soft copies and specifications marked with "as-built" conditions and transmit the same to the Client;  
 Ensure that the constructed works are cleaned and prepared for occupancy and use; and  
 Verify and approve final payment certificate under the terms of the contract; and for final payment to the Contractor after adjusting any liquidated damages and security deposits, if any.

### Duration of the Assignment

The duration of this assignment will be 2023 to 2025 (24 months). Design period is 4-6 months and Supervision period is 18 months.

### Team Composition & Consultancy Service Requirements

Indicative list of the positions of key and non-key staff for firm is given below. Only the qualification and experience of the key staff as per the submitted CV will be taken into the technical evaluation. However, the firm shall submit the CVs of the non-key staff as per the requirements mentioned below and prior approval shall be taken from the client before deployment. The consultant may enhance the utility of expertise by proposing their own estimate of the required number of positions/person-months to carry out the assignment.

**Table 1: Team Composition and Service Requirements**

No.	Position/Area of Expertise	No. of Experts		Total Person-Months	
		Design	Supervision	Design	Supervision
<b>Key Experts</b>					
1	Team Leader/Senior Civil Engineer	1		6	18
2	Deputy Team Leader/Senior Architect	1		6	2
3	Senior Structural Engineer	1		6	8
4	Senior Sewerage Design Engineer	1		2	2
5	Mechanical Electrical Plumbing (MEP) Engineer	1		4	12
6	Civil Engineer	0	1	0	18
7	Solar Engineer	1		1	1
8	Architect	1	0	6	6
9	Quantity Surveyor	1		2	5

The specific terms of references for the key experts are as follows:

#### Team Leader/Senior Civil Engineer (National)

Qualification and General Experience	Project Related Experience	International Org Experience	Experience as a Team Leader
Bachelor's Degree in Civil Engineering with at least 15 years of experience in reputed organizations. Masters' degree in Project Management or relevant field is preferred. Shall	Preferably at least 10 years of experience in construction management/administrati on/Supervision related to building projects. Experience of working in Health building projects	Preferably at least 5 years of work experience in donor funded projects (ADB, World Bank etc.)	Preferably at least 5 years of work experience as a Team Leader of Consultancy Team/Group

possess Corporate Membership of recognized professional institution in Engineering.	and Sewerage Systems will have an added advantage.		
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**Tasks/Responsibilities:** The Team leader will be responsible for (i) overall project management and administration; (ii) providing advice on procurement and bid process management; (iii) construction supervision; (iv) quality assurance and quality control; (v) Environmental Management and Social Safeguard; (v) contract management; (vi) Financial Management and monitoring (vi) the establishment of Construction Management and Project Performance Monitoring and Reporting System; (vii) providing training advice on institutional matters; (viii) providing assistance in resolving contractual issues, preparation of Progress and other Reports as required; (viii) Lead the consultancy team (Design and Supervision) to achieve the milestones and deliverables of the project; (xi) Assist the Client in resolving all issues in the construction and management; (x) Participate in the Design review meetings, Progress review meetings etc. leading the consultancy team. The Team Leader shall be competent in Reporting Skill, Interpersonal Skill, Budgeting, Accounting, Costing, MIS, Audit, Project Planning, Institutional Development, Communication Skill and Leadership skills to manage the Construction Project team. The Team Leader shall follow the ADB standard procedures and processes in every aspect of the construction and project management work.

#### Deputy Team Leader/Senior Architect (National)

Qualification and General Experience	Project Related Experience	International Org Experience
Preferably be a Chartered Architect with at least 15 years of experience in reputed organizations. Masters' degree in Architecture is preferred. Shall possess Membership of recognized professional institution in Architecture.	Preferably at least 10 years of architecture experience in designing of buildings. Experience of working in Health building projects will have an added advantage.	Preferably at least 5 years of work experience in donor funded projects (ADB, World Bank etc.)

**Tasks/Responsibilities:** The Senior Architect will be responsible for (i) the overall design of small/medium scale buildings; (ii) coordinating with the Architects, Structural Engineers, Quantity Surveyors to complete the designs and overall documentation; (iii) Participating in the design review meetings and other meetings as and when required; (iv) guiding the design team to complete the deliverables in timely manner; (iv) providing assistance to supervision staff in resolving contractual issues at the implementation; and (v) ensuring safety at works and compliance with ADB's safeguard policies and procedure.

#### Senior Structural Engineer (National)

Qualification and General Experience	Project Related Experience	International Org Experience
Preferably be a Chartered Civil/ Structural Engineer with at least 15 years of experience in	Preferably at least 10 years of experience in structural designing and detailing of	Preferably at least 3 years of work experience in donor

reputed organizations. Masters' degree in Structural Engineering is preferred. Shall possess Corporate Membership of recognized professional institution in Engineering.	buildings. Experience of working in Health building projects will have an added advantage.	funded projects (ADB, World Bank etc.)
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**Tasks/Responsibilities:** Senior Structural Engineer will be responsible for (i) overall design of structures following standard local/international guidelines, codes and procedures; (ii) coordinating with Architects and Draughtsman to produce the construction drawings in timely manner; (iii) providing necessary inputs to quantity surveyors to produce the bills of quantities and estimates; (iv) Participating in the design review meetings and other meetings as and when required; (v) Assisting the Team Leader and provide necessary details and information as required; (vi) providing assistance to supervision staff in resolving contractual issues at the implementation.

#### Senior Sewerage Design Engineer (National)

Qualification and General Experience	Project Related Experience	International Org Experience
Preferably be a Chartered Civil/Structural Engineer with at least 10 years of experience in reputed organizations. Masters' degree in Structural Engineering/Water and Wastewater Engineering is preferred. Shall possess Corporate Membership of recognized professional institution in Engineering.	Preferably at least 5 years of experience in designing and detailing of Wastewater/Sewerage treatment plants and related structures. Experience of designing Health sector wastewater treatment plants/structures will have an added advantage.	Preferably at least 3 years of work experience in donor funded projects (ADB, World Bank etc.)

**Tasks/Responsibilities:** Senior Sewerage Design Engineer will be responsible for (i) overall design of wastewater treatment structures, collection and distribution systems and all other related structures; (ii) coordinating with Architects and Draughtsman to produce the construction drawings in timely manner; (iii) providing necessary inputs to quantity surveyors to produce the bills of quantities and estimates; (iv) Participating in the design review meetings and other meetings as and when required; (v) Assisting the Team Leader and provide necessary details and information as required (vi) providing assistance to supervision staff in resolving contractual issues at the implementation.

#### Mechanical Electrical Plumbing (MEP) Engineer (National)

Qualification and General Experience	Project Related Experience	International Org Experience
Preferably be a Chartered Engineer specialized in the fields of	Preferably at least 5 years of professional experience in designing of Electro-mechanical	Preferably at least 2 years of work experience in donor

Mechanical/Electrical/Plumbing with at least 10 years of experience in reputed organizations. Shall possess Corporate Membership of recognized professional institution in Engineering.	engineering elements related to building projects. Experience of working in Health sector buildings will have an added advantage.	funded projects (ADB, World Bank etc.)
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**Tasks/Responsibilities:** The MEP Engineer shall be responsible for (i) overall Design of Electro-mechanical engineering elements in all building structures; (ii) coordination with Architects and Draughtsman to produce the construction drawings in timely manner; (iii) providing necessary inputs to quantity surveyors to produce the bills of quantities and estimates; (iv) Participating in the design review meetings and other meetings as and when required; (v) Assisting the Team Leader and provide necessary details and information as required; (vi) ensuring quality assurance and quality control; and (vii) providing assistance in resolving technical and contractual issues.

#### Civil Engineer (National)

Qualification and General Experience	Project Related Experience	International Org Experience
Preferably have a Bachelor's degree in Civil Engineering with at least 8 years of experience in reputed organizations. Shall possess Associate Membership of recognized professional institution in Engineering.	Preferably at least 5 years of experience in construction supervision/contract management related to the building projects. Experience of working in Health sector building projects will have an added advantage.	Preferably at least 2 years of work experience in donor funded projects (ADB, World Bank etc.)

**Tasks/Responsibilities:** Civil Engineer will be responsible for (i) reviewing of designs/specifications/drawings/reports/details submitted by various contractors and provide necessary recommendations/approvals at the contract implementation; (ii) providing assistance in construction supervision, quality assurance and quality control; (iii) contract management with respect to the FIDIC/ADB conditions of contract; (iv) providing assistance in checking the interim payment certificates and ensure payments are done timely for various contractors; (v) checking the variations and claims and provide necessary recommendations and approvals; (vi) providing assistance in the conduct of various surveys, tests, investigations and data collection at the contract implementation; (vii) providing assistance in contract administration, project management, recording of measurement and billing, preparation of reports and ensuring compliance with ADB safeguard requirements; (viii) conducting and/or participating in progress review meeting and other meetings with various stakeholders as and when required (viii) providing assistance in handing over of completed facilities as per the procedures set out in the contract documents.

#### Solar Engineer (National)

Qualification and General Experience	Project Related Experience	International Org Experience
Preferably be a Chartered Engineer specialized in the	Preferably at least 5 years of professional experience in	Preferably at least 2 years of work

fields of Solar/Mechanical/Electrical/ with at least 10 years of experience in reputed organizations. Shall possess Corporate Membership of recognized professional institution in Engineering.	designing of solar power projects.	experience in donor funded projects (ADB, World Bank etc.)
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**Tasks/Responsibilities:** The Solar Engineer shall be responsible for (i) overall Design of solar power engineering elements in all building structures; (ii) coordination with Architects and Draughtsman to produce the solar power construction drawings in timely manner; (iii) providing necessary inputs to quantity surveyors to produce the bills of quantities and estimates; (iv) Participating in the design review meetings and other meetings as and when required; (v) Assisting the Team Leader and provide necessary details and information as required; (vi) ensuring quality assurance and quality control; and (vii) providing assistance in resolving solar power related technical and contractual issues.

#### Architect (National)

Qualification and General Experience	Project Related Experience	International Org Experience
Preferably be a Graduate in Architecture with at least 8 years of experience in reputed organizations. Shall possess Membership of recognized professional institution in Architecture.	Preferably at least 5 years of architecture experience in designing of building projects. Experience of working in Health building projects will have an added advantage.	Preferably at least 2 years of work experience in donor funded projects (ADB, World Bank etc.)

**Tasks/Responsibilities:** The Architect will be responsible for (i) the overall design of small medium scale buildings; (ii) coordinating with Structural Engineers and Draughtsman to produce the construction drawings in timely manner; (iii) providing necessary inputs to quantity surveyors to produce the bills of quantities and estimates; (v) Assisting the Team Leader and Deputy Team Leader and provide necessary details and information as required; (v) Participating in the design review meetings and other meetings as and when required; (vi) ensuring safety at works and compliance with ADB's safeguard policies and procedure.

#### Quantity Surveyor (National)

Qualification and General Experience	Project Related Experience	International Org Experience
Preferably have a Bachelor's degree in Quantity Surveying with at least 8 years of experience in reputed organizations. Shall possess Membership of recognized	Preferably at least 5 years of quantity surveying experience in building projects. Experience of working in Health sector building projects will have an added advantage.	Preferably at least 2 years of work experience in donor funded projects (ADB, World Bank etc.)

professional institution in Quantity Surveying.		
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**Tasks/Responsibilities (Design stage):** The Quantity Surveyor shall be responsible for (i) preparing the bills of quantities and estimates for all buildings and sewerage systems in coordination with Architects/Structural Engineers; (ii) providing assistance for preparation of bidding documents following the ADB standard bidding document and procurement guidelines/regulations.

**Tasks/Responsibilities (Supervision stage):** The Quantity Surveyor shall be responsible for (i) checking interim payment certificates, variations and claims and make necessary recommendations; (ii) ensuring payment for the contractors are done in timely manner (ii) ensuring quality assurance and quality control; and (iii) providing assistance in resolving technical and contractual issues; (iv) contract management with respect to FIDIC/ ADB conditions of contract.

**Requirements of non-key experts (Technical and Administrative Support Staff (National)) are as follows:**

**Table 2: Qualification and Experience of Non-Key Experts**

No	Position	Qualification and Experience
1	Technical Officer	Preferably a Higher National Level Diploma or equivalent qualification with at least 7 years of experience in reputed organizations. At least 5 years of similar experience in building projects
2	Draughtsman	Preferably Higher National Level Diploma or equivalent qualification with at least 3 years of experience in building/infrastructure projects
3	Management Assistant	Graduate in Management/Arts or related fields and at least 3 years of experience in infrastructure projects
4	Office Assistant	At least pass Advanced Level

## Reporting Requirements and Time Schedule for Deliverables

### General Deliverables

The assignment will be split into:

- Design component which is lump sum payment based on the deliverables stated below,
- Supervision component which is time based.

### Deliverables with timelines for the design stage:

**Table 3: Deliverables with Timeline for Design Stage**

Type of Deliverable/Type of Report	Main Contents	Timeline
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Inception Report #1	Submission of the inception report outlining the understanding of the work to be conducted, detailed description of each step to be taken, activity to be executed, resources needed and the subsequent timelines for completion of all works under the design stage. The inception report should include a Gantt chart, for review by the relevant stakeholders	Within <b>two weeks</b> of signing of the Contract
Conceptual Designs for <b>new construction</b>	Conceptual design for new construction	Report shall be submitted within <b>eight weeks</b> of signing the Contract
Detail Design report for <b>the new construction</b>	Detailed Design report for new construction	Report shall be submitted within <b>sixteen weeks</b> of signing the Contract
BOQs and Estimates for the <b>new construction</b>	BOQs and detailed Engineers Estimates for the new construction	Report shall be submitted within <b>twenty weeks</b> of signing the Contract
Complete bidding document	Complete bidding document for the building	Reports shall be submitted within <b>twenty-four weeks</b> of signing the Contract

**Deliverables with timelines for the supervision stage:**

**Table 4: Deliverables with Timeline for Supervision Stage**

<b>Type of Deliverable/Type of Report</b>	<b>Main Contents</b>	<b>Timeline</b>
Inception Report #2	Submission of the inception report outlining the understanding of the work to be conducted, detailed description of each step to be taken, activity to be executed, resources needed and the subsequent timelines for completion of all works under the supervision stage. The inception report should include a Gantt chart, for review by the relevant stakeholders	Within <b>forty weeks</b> of signing of the Contract
Monthly Progress Reports	Monthly progress and cost reports (on a monthly basis within the first week of the subsequent month)	End of every calendar month after <b>forty weeks</b> upon signing the Contract



Monthly cash forecast report	Monthly cash forecast report – describes next month cash requirement to make payments to the contractor including advances part payments bill settlements and payments to the consultant etc.	Before one week of end of the month.
Quarterly progress report	Summarize the progress using agreed templates	Quarterly
Special meeting minutes	As required	Within <b>one week</b> of the completion of the Meeting
Interim payment certificates	Interim payment certificates, monthly interim payment request received from contractors or as stipulated under the terms and conditions of the contract	Submit to respective PIU within two weeks of receiving of interim payment request from contractors with recommendation
Project completion report	Practical completion report, final account, certificate of final completion and other close out documents - As stipulated under the terms and conditions of the contract	As per the conditions of the contract
Other report	Any other reports to be presented according to the TOR and the contract agreement	As stipulated in the TOR and/or the contract agreement

### Document Format

All documents submitted should follow the following formats.

The primary language of the documents including drawings, specifications etc. is to be English. The format for cad files is to be Auto Cad 2006. All drawings and contract documents are to be issued in CADD and PDF format.

Design Report - Designs and documents submitted by the Consultant for review to the Client shall include generally:

A Contents list;

A Summary;

Design criteria including any modifications based on the review of conceptual designs;

References including specification requirements;

Design codes of practice, manuals, catalogues and supporting documents used, numbers and titles of drawings which are based on the design;

Criteria, parameters and methods used;

Test procedures, analyses and results;

Calculations and schedules;

Qualitative description and comments on results;

Any other detailed investigations; and

Any other relevant information.

Following acceptance of a drawing by the Client, one original print on white paper and three paper print copies of all accepted drawings with the date of the Consultant's acceptance marked on the original shall be delivered.

### **Drawing Format**

Drawings submitted by the Consultant for review shall be based on previously submitted designs or documents. Inter-related drawings shall be submitted at the same time in a complete and self-sufficient set. Copies shall be collated into ordered bundles, each with a list of contents.

All drawings provided by the Consultant shall be in the form of good quality reproductions and shall conform to the requirements of the relevant British Standards in respect of drawing size, presentation and use of symbols.

### **Submission and Review**

Before submission, the Consultant shall verify all the drawings and documents to ensure their compliance with the specification. Such drawings shall be clearly identified as being checked by the Consultant. All drawings not so checked and noted will be rejected by the Client and returned to the Consultant without further comment. Consultant's drawings and documents shall be numbered in accordance with the Consultant's numbering system.

All submissions shall have been checked by the Consultant and shall be stamped and designed to confirm that the checking has been carried out. Checking shall be carried out by a Chartered Engineer (or equivalent for other disciplines) experienced in the type of work involved. Any submissions not so marked will be returned to the Consultant immediately.

### **Client's Input and Counterpart Personnel**

Services, Facilities and Property to be made available to the Consultant by the Client

The available reports, maps and other data related to this work, to the extent available with the Client.

The reports prepared by Project Preparatory Technical Assistance will be provided for reference.

Professional and Support Counterpart Personnel to be assigned by the Client to the Consultant's Team

There would be no support counterpart staff assigned to the Consultant.

### **Expected Output:**

Complete designs, drawings, Bills of Quantities and Estimates for the new building construction.

Complete bidding document for the building construction.

Supervision, Project Management and Contract Management of the new building construction.

Handover of the completed Building along with all approved documents to the Client.

**Payment Schedule:**

## Design Component (First 6 months of Consultancy)

The payments for the design component shall be made by the Project Manager of the PMU as lump-sum payments with the submission of deliverables as given in the delivery schedule (Table 13), upon recommendation and endorsement of Client.

**Table 5: Payment Schedule**

No	Description	Percentage (%) from total (excluding Provisional Sums)
1	After successful submission of inception report	10
2	After successful submission of conceptual design report	20
3	After successful submission of detailed design report	25
4	After successful submission of BOQs and Estimates	25
6	After successful submission of complete Bidding Document	20

## Supervision Component (Second 18 months of Consultancy)

The payments for the supervision component shall be made by the Project Manager – PMU as time-based payments as per the actual time inputs provided by the consultants, and upon submission of monthly time sheets and other required documents following recommendation and endorsement of Client.

An advance payment shall be made to cover mobilization costs but shall not exceed **twenty percent (20%)** of the contract amount, subject to the posting of an advance payment bank guarantee acceptable to Client and of an equal amount to the advance payment. The advance payment shall be repaid by the Consultant by deducting from his subsequent billings/payments such sum as agreed upon during contract negotiations until fully liquidated within the duration of the contract.

**Qualification and Experience of the firm:**

The consultancy firm shall have experience in Design and Construction Supervision of Building Projects (feasibility studies or capacity development projects will not be considered). The firm shall submit three (3) reference building construction projects that have been completed or substantially completed in last ten (10) years with each Consultancy assignment cost not less than MVR 15 Mn (or USD 1 Mn) and assignment period is more than One (1) year. Only the experience of Lead firm (or Joint Venture) will be considered. The firm shall submit the completion letters obtained by the clients to substantiate the given experience details.

**Selection Criteria:**

The selection of the consultancy firm will be based on consultants' qualifications selection (CQS) method. The firm will be recruited in accordance with ADB Procurement Policy (2017, as amended from time to time) and Procurement Regulations for ADB Borrowers: Goods, Works, Nonconsulting and Consulting Services (2017, as amended from time to time). A Full technical proposal will be used for the selection of a firm.