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Ministry of Environment, Climate Change and Technology
Male', Republic of Maldives



Date: 9th October 2022

Announcement Reference No: (IUL)438-HRU/438/2022/432

Terms of Reference

Individual Consultancy – Project Assistant

- A. Project:** Implementing Sustainable Low and non-Chemical Development in SIDS (ISLANDS)
- B. Position:** Project Assistant
- C. Location:** Based at the Ministry of Environment, Climate Change and Technology with travel to project islands across the country as required
- D. Thematic Area:** Chemical and Waste
- E. Type of Contract:** Individual Contract
- F. Type of Consultancy:** National
- G. Estimated Starting Date:** September
- H. Duration of Contract:** Three years
- I. Remuneration:** 19,500 MVR per month for three years.

National Consultants that meet the minimum requirement set in this notice are strongly encouraged to apply.

J. Project background:

The management of hazardous wastes remains a major issue of concern in Maldives with the constraints that are specific to Small Island Developing States (SIDS). One of the main challenges being that it is often not economically viable to set up local recycling/treatment/disposal systems for the majority of hazardous waste streams as the quantities generated are too low, necessitating their export. However, export remains logistically complicated and costly, and financial instruments and incentives that support such operational mechanisms need to be put in place to make them viable and sustainable.

The Maldives currently does not maintain a hazardous waste inventory, except for the POPs inventory which was completed in preparation for the National Implementation Plan (NIP) (2016). However, export data from the Maldives Custom Services estimates that approximately 186 tonnes of car batteries and 73 tonnes of waste oil are exported every year. Most of these hazardous wastes are exported to India, Sri Lanka and South Korea, by a limited number of



national recycling companies which export car batteries, scrap metal (including e-waste), waste oils, plastics and paper. However, these companies face significant operational challenges as the current port infrastructure does not allow the timely export of large quantities of recyclable wastes, land for lease to store or process recyclables is scarce and expensive, and shipping costs are prohibitive, especially for recyclables with a high volume and low value (e.g. plastics/paper). Because of these challenges, the amount of (hazardous) waste and recyclables that are being recovered for export/recycling is limited and most wastes and recyclables thus end up on non-sanitary municipal dump sites.

At this point in time, except for the export of waste oils (India) and car batteries (South Korea), the Maldives does not treat or export any other hazardous waste streams. As a consequence, some hazardous waste is being stored at premises managed and monitored by the Ministry of Defence, but it is assumed most hazardous waste is being dumped illegally or disposed of at municipal waste dumps such as those at K. Thilafushi island, R. Vandhoo island or at island waste management centres located on each island. It should be mentioned that none of these waste dumps are sanitary landfills, waste is often burned in the open, and leachate is assumed to enter the ocean as the islands are only slightly above sea-level. This is a major concern, in terms of unintentional POPs (U-POPs) releases and in terms of hazardous chemicals and substances leaching into the ocean.

The Maldives has not yet conducted a hazardous waste inventory, as such quantities of hazardous waste that are being generated are unknown and can only be estimated through customs import data. For example, the global e-waste statistics partnership (2016) estimates that yearly 2,500 tonnes of e-waste are being generated in the Maldives. Some e-waste is being collected and exported as scrap metal (the current HS code system still lists e-waste under scrap metal), and thus volumes of exported e-waste are uncertain and are not being reported.

Another Chemicals and Waste related challenge faced by the Maldives is the safe use of agro-chemicals. Agriculture is a small industry in the Maldives, however Maldives imports 125 tonnes of pesticides/yr (2014) and 10 tonnes of Highly Hazardous Pesticides/yr (2013) for the production of vegetables and fruits for domestic consumption which is grown on plots located on residential islands or on uninhabited islands leased for agricultural purposes. The country counts 6,000 registered farmers and 54 islands which are suitable for agricultural purposes. Currently most (if not all) agro-products can be imported without having to pay import tax (to stimulate agriculture), but this does not provide incentives for the use of safer and environmentally friendlier alternatives. Farmers (most of which are expatriates) urgently require awareness programmes and capacity building in various languages on the safe use of chemical fertilizers and pesticides and the safe management of obsolete pesticides and empty pesticide containers. The Ministry of Fisheries, Marine Resources and Agriculture would also like to see that the Good Agricultural Practices (GAP) is acknowledged as a label by the general public, to encourage the public to buy GAP “certified” produce, that standards are developed on how to manage pesticides and incentives are introduced to increase the use of safer and greener alternatives.

The Maldives’ tourism sector is the main source of foreign exchange in the country. There are more than 150 tourist resorts and guesthouses in the country. A limited number of these resorts practice sustainable tourism, including green procurement and the recycling of waste. Currently no national green certification label for tourist facilities exists in the Maldives, and there are limited fiscal or other financial incentives for tourist facility operators to introduce sustainable tourism practices. As a result, waste generation in tourist resorts accounts for 180 metric tonne per day (20% of the daily waste generated in the Maldives), which is 7.2 kg/pp/bed night. Even though resorts are required to operate an incinerator to burn solid waste and practice



composting, many incinerators are not operated due to undesirable smoke and noise and resorts have insufficient space to compost. Thus, many resorts take their waste to Island Waste Management Centres (IWMCs) located on nearby atolls, which do not have the capacity to receive these volumes and types of waste. There is thus an urgent need to support the country and its tourism sector in greening practices by introducing incentives to green the operation of the sector, tourist resorts and guesthouses.

In addition to the aforementioned challenges, the regulatory framework for the management of chemicals and hazardous waste in the country remains weak and there is a need for a holistic approach to the management of chemicals and hazardous waste. Waste Management Regulations (2012) are in place under the Environmental Protection and Preservation Act (1992), which covers some aspects related to hazardous waste management. A Chemicals Regulation was adopted/approved in 2019 and contains aspects related to: a) Labelling and import of chemicals; b) Sales of Chemicals; c) Storage of Chemicals; d) Transport of Chemicals throughout the country. The Waste Act is currently being developed (funded by the national budget). Regulations on the management of hazardous waste and chemicals are also being formulated (funded by the national budget) under the Waste Act. The Agricultural Pesticide Act of the Maldives was recently ratified by the president of Maldives, it will come into effect within 6 months. Regulations are currently being developed with Food and Agriculture Organization (FAO) support and are expected to be gazetted by the end of 2020.

In addition to these regulatory developments, the Government of Maldives has formulated a Strategic Action Plan 2019 to 2023 (SAP) which contains actions that will help bring a holistic approach to the management of chemicals and hazardous waste in Maldives. As part of this project, guidelines for the sound disposal of electronic waste (in line with Action 2.1c of the SAP) and agricultural chemical wastes have been prioritized, as well as the design of promising and feasible economic instruments/Extended Producer Responsibility (EPR) measures (along with the development of accompanying regulations required for their successful implementation) with the objective to reduce the import/use of harmful chemicals (products containing harmful chemicals) and encourage the use of safer alternatives, reduce waste generation or finance sustainable and long-term collection, management, storage, recycling.

Furthermore, the project will also support the establishment of a centralized facility for the safe interim storage and export of chemicals and hazardous wastes (including the development of the supporting regulatory framework as well as a financial mechanism which will finance the operational costs of the facility to ensure its long-term viable operation). The facility will be established in collaboration with the GEF-6 POPs project, and with co-financing and support from the Government of the Maldives. The interim storage and export facility will significantly contribute to the sound management of chemicals- and hazardous- wastes in the country.

The GEF-6 funded project “*Eliminating POPs through sound management of chemicals*”, was launched very recently, and provides an opportunity to be implemented concurrently with the national Maldives component of the GEF-ISLANDS programme, to ensure collaboration and complementarity to address national priorities related to chemicals and hazardous wastes, prioritized in the Maldives’ National Implementation Plan (NIP) for the Stockholm Convention (2017) and the Maldives’ Strategic Action Plan 2019 to 2023.

K. Objective of the assignment:

The Project Assistant is responsible to provide support to the Project Coordinator to help ensure that the project is completed within timeline and budgetary restrictions.



L. Remuneration

- 19,500 MVR per month for three years.

M. Scope of Work and Responsibilities:

Under the guidance and supervision of the Project Coordinator, the Project Assistant will carry out the following tasks:

- Assist the Project Coordinator in day-to-day management and oversight of project activities
- Preparation of budget reports and handling of finances
- Monitor project activities to ensure timely implementation
- Maintain proper filing system for finance records and documents
- Liaise with implementing partners and ensure timely flow of project funds and submission of financial reports in accordance with UNDP procedures
- Prepare and update project budget records and monitor project expenditures on a monthly or quarterly basis as appropriate
- Assist the Project Coordinator in preparing in and/or reviewing requests for Expression of Interests (EOI), Terms of References, Tender documents, and contract agreements for goods and services in accordance to the Workplan.
- Assist in the preparation of progress reports;
- Ensure all project documentation (progress reports, consulting and other technical reports, minutes of meetings, etc.) are properly maintained in hard and electronic copies in an efficient and readily accessible filing system
- Provide PMU-related administrative and logistical assistance
- Prepare and submit financial reports to United Nations Development Programme (UNDP) on a quarterly basis
- Any other work-related tasks assigned by the Project Coordinator.

N. Qualifications of the Successful Candidate:

The Project Assistant is expected to meet the following minimum qualifications and should provide CVs and supporting documents for the following requirements:

Minimum qualification:

Education:

- Minimum Bachelor's degree or an equivalent qualification in a subject related to project management, finance, administration, procurement or a relevant field

Experience:

- Minimum three years of project work experience in administration/ finance/ procurement

Other evaluated Qualifications/Skills:

- Strong communication skills.
- Strong drafting and reporting skills.
- Strong computer skills, in particular mastery of all applications of the MS Office package.
- Excellent command of Dhivehi and English.



- Must be willing to work for extended periods without direct supervision.
- Must be punctual, highly organized and able to take direction
- Experience in administration/finance/procurement will be an added advantage
- Sound understanding of government procurement practices and international agencies procurement guidelines will be an added advantage

O. Selection Criteria:

Project Assistant will be selected based on the following criteria. Only the candidates who meet the minimum qualification listed under Section N will be selected for the interview.

Criteria	Weightage (%)	Documents Evaluated
Achieved minimum academic qualification and work experience	40	<i>Copies of Accredited Certificate and Letters of experience</i>
Additional points for work experience of more than 3 years in a related field	10	<i>Letters of experience</i>
Experience in at least one donor funded project/programme	10	<i>Letters of experience</i>
Experience in working with ministries or national institutions that are concerned in a related field of environment or management (2 points for each year)	10	<i>Letters of experience</i>
Interview	30	<i>In-person Interview</i>

P. Application

The applicants shall submit their applications along with the following documents:

- Letter of Expression Of Interest (EOI)
- Detailed Curriculum Vitae
- Copies of Accredited certificates
- Letters of work experience
- Copy of National ID card
- Any other document that may support the application

Q. Submission

Interested candidates may email their proposals on or before 1200hrs of 25th October 2022 to the following address.

Human Resource Department

hr@environment.gov.mv

Ministry of Environment, Climate Change and Technology



Green Building, Handhuvaree Hingun, Maafannu
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