



Terms of Reference Individual Consultancy – Project Assistant

- A. **Project:** Integrated, Sustainable and Low Emissions Transport in the Maldives
- 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. **GEF Thematic Area:** Climate Change
- E. **Type of Contract:** Individual Contract
- F. **Type of Consultancy:** National
- G. **Estimated Starting Date:** January 2023
- H. **Duration of Contract:** 1 year 8 months
- I. **Remuneration:** 17,550/- per month

Project background: The objective of the project is to promote an integrated, sustainable and low-emissions transport system and reduce GHG emissions and air pollution from the transport sector as well as address energy security by reducing fossil fuel imports. The project will result in an integrated urban and transport plan that leads to enhanced coordination among various government stakeholders and development of projects to enhance mobility for the residents with public and low emission transport infrastructure. The visibility of demonstration of the projects for e-buses and e-bike sharing schemes backed with the campaigns to create awareness of users, the benefits for sustainable low-emission transport options is expected to create a buy-in among policy makers and stakeholders to scale of investments in sustainable low emission transport options. The project will support development of measurable, reportable, and verifiable (MRV) system to measure emissions and reduction. This system will track and assess the benefits/ impacts of sustainable low-emissions transport options. This increased information and its tracking on use of sustainable low-emission transport will create greater awareness of benefits in policy makers and users to continuously integrate new and emerging sustainable and low-emission transport options. Information from demonstration projects and tracking of information on use of sustainable low-emission transport will create greater awareness of benefits in policy makers and users

The proposed project is structured across three components, which are necessary to address the barriers and facilitate the successful implementation of the baseline efforts to achieve an integrated, sustainable, and low-emissions transport system:

- Component 1: Institutionalization of integrated sustainable low-carbon transport and development of regulatory framework and policies
- Component 2: Short-term barrier removal and scaling-up investments through low-emission sustainable transport demonstrations
- Component 3: Preparing for scale-up, monitoring, awareness creation and replication of integrated sustainable low-emission transport

J. Scope of Work and Responsibilities:



Reporting Structure: The Project Assistant will report to the National Technical Coordinator

Description of duties:

- Provide logistical and administrative support and follow-up for meetings
- Prepare documentation required for the recruitment of consultants and other temporary staff;
- Manage project coordinators calendars and schedule of appointments;
- Maintain filing system and assist in archiving;
- Maintain and update project files, including project progress reports, workplans and budgets in compliance with PMU guidelines;
- Draft for approval, amendments to project agreements, workplans and contractual aspects of projects with implementing partners;
- Prepare power point and other presentations, including computer visualization such as info graphics;
- Review incoming correspondence, collect and prepare necessary information for reply/action, and draft and finalize responses
- Prepare first drafts of response to inquiries received by the projects for action by supervising officers;
- Prepare travel authorization and make travel arrangements;
- Follow-up on the submission of financial reports by consultants;
- Gather and compile data and information for the preparation of documents, guidelines, speeches and position papers using website or content searches by selected themes;
- Carry out any other duties as may be required by the National Technical Coordinator.

K. Minimum Qualifications:

- Minimum Bachelors degree in a relevant area in the field of environment, management or administration etc.
- Minimum of 3 years relevant work experience (relevancy in areas such as environment, energy, transport, urban planning, project management, etc.)

Evaluated skills:

- Proficiency in use of spreadsheets, word processing and or computerized accounting systems would be advantageous;
- Strong written and oral communications skills in Dhivehi and English;
- Ability to organize effectively, work under pressure with attention to detail, precision and accuracy;

L. Check-list of documents to submit

The following documents are a minimum requirement in order to evaluate the applicant.

- ID card copy
- CV (clearly stating the starting and ending month for previous experiences)
- Copies of **relevant** higher degree certificate and/or transcripts
- Letters of experience

Any other documents that may support the application are also accepted.

M. Evaluation Criteria



Only candidates who meet the minimum qualifications listed in K. and submit the documents listed in L. will be selected for interview. Evaluation will be based on the following criteria:

Selection Criteria	Weightage (%)	Documents evaluated
Relevant academic qualification	30	Copies of certificate (and/or transcripts) only
Relevant experience	30	Letters of experience only
Interview	40	-

	Criteria and scale	Max weight (points)	Documents evaluated	
1.Relevant academic qualification	1	Minimum Bachelors degree in a relevant area in the field of environment, management or administration etc.	30	based on relevancy of copies of higher degree certificate (and/or transcript)
	2.1	Minimum of 3 years relevant work experience (relevancy in areas such as environment, energy, transport, urban planning, project management, etc.)	20	based on letters of experience (not CV)
2.Relevant experience	2.2	Any similar work experience on a project	5	based on letters of experience (not CV)
	2.3	Any experience in working within government.	5	based on letters of experience (not CV)
3. Interview	3	<ul style="list-style-type: none"> • Work experiences • Ability to organize effectively, work under pressure with attention to detail, precision and accuracy; • Proficiency in use of spreadsheets, word processing and or computerized accounting ; • Strong written and oral communications skills in Dhivehi and English 	40	-