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| Date: 7 August 2018 |  |
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# Maldives Clean Environment Project

# ASSISTANT PROJECT COORDINATOR – ZONE 2

# TERMS OF REFERENCE

1. **BACKGROUND**

The solid waste management sector in Maldives is under extreme stress due to the country’s unique geography and economic structure. The national population of approximately 400,000 people and one million tourists that visit Maldives yearly produce large amounts of waste.

The Maldives faces significant challenges to sustainably manage the 365,000 T of waste generated yearly. The waste management sector needs urgent support to address these challenges. The bulk of the mixed and untreated waste generated in the Male region is transported daily by boat to Thilafushi, an island close to Male, where it is all burned in an uncontrolled manner. Other inhabited islands follow a similar practice of open burning and/or dumping into the open sea. Most resorts send their waste to Thilafushi, but few of them have their incineration and composting facilities. The open burning of waste and sea dumping in inhabited islands across the archipelago releases highly toxic gases that significantly impact air quality and public health, as well as threaten the country’s image of environmentally sustainable high-end tourism.

Empirical evidence shows that years of sea dumping of plastics and other waste materials is destroying the coral reefs which are vital for the country’s fish stock, local livelihoods and protection against sea level rise. The fisheries sector alone provides for the economic livelihood of 26% of poor households and 11% of total employment nationally. The coral reefs also play a pivotal role for the tourism sector. The country’s physical existence is threatened as damaged coral has reduced the reefs protection of the atolls and islands against climate change impacts, particularly sea level rise.

These issues have contributed to the population’s demand for improved solid waste management services from the Government and the decentralized administrations responsible for these services. However, service delivery, revenue generation and collection, transportation and disposal have not kept pace with increasing quantities of waste and the national government and the Atoll and Island Councils (ICs) have been unable to effectively address the issues.

The practice of waste management in Maldives began to significantly evolve after the 2004 Tsunami that left some parts of the country devastated and with stockpiles of debris and other post disaster waste. Prior to this, waste was primarily dumped at sea. The post disaster response compelled the GoM to strategically address sustainable waste management.

In 2014, the Ministry of Environment and Energy (MEE) created the Waste Management Department, headed by a Director General, under the ministry, directly responsible for national waste policy and coordination. However, it was not until 2015, when the 2007 Waste Management Policy was updated, mandating the ICs with the responsibility for managing waste generated on the islands. Therefore, it was the amended 2015 Waste Management Policy that brought the country into line with international best practice of resting the responsibility for waste management firmly with the local governments and municipalities.

The MEE has updated the Waste Management Policy, which centers on creating Regional Waste Management Centers (RWMC) to serve as treatment and disposal facilities for the waste that the Island Waste Management Centers (IWMC) have collected from their communities.

The recently closed Maldives Environment Management Project (MEMP) focused on solid waste management in Zone II. The proposed project will continue to support the operationalization of the SWM system in this zone and other priority zones. The Government asked IDA for additional support for investments in Zone IV and V. The MEE is currently working on a number of initiatives to roll out the RWMC and IWMC approach, in other regions, and is requesting support of the World Bank and its other traditional Development Partners to support this approach.

The development objective for **Maldives Clean Environment Project** is to improve solid waste management in selected zones. This project has five components. 1) The first component, National Solid Waste Management Strategy and Policy, aims to support the government’s efforts to address current challenges to effective SWM in the country. It has three sub‐components as follows: (i) Solid Waste Management Strategy; (ii) Feasibility Studies and Investment Preparation; and (iii) Institutional Capacity Building. 2) The second component, Regional Waste Management Systems, aims to fully operationalize the Regional Waste Management Centers (RWMC) for Zone II established under Maldives Environmental Management Project (MEMP), and to support the establishment and operation of SWM systems in Zones IV and V based on the feasibility studies conducted under Component 1. It has the following two subcomponents: (i) Regional Waste Management System in Zone II; and (ii) Regional Waste Management System in Zone IV and V. 3) The third component, Island Waste Management Systems, aims to support the government in developing and completing island‐level facilities for managing the collection, segregation, on‐site treatment, and storage of residual waste until final transfer to the common facility. It has the following two subcomponents: (i) Island Waste Management System in Zone II; and (ii) Island Waste Management System in Zones IV and V. 4) The fourth component, Project Management, aims to strengthen Ministry of Environment and Energy (MEE’s) institutional capacity for project implementation through the establishment and maintenance of a Project Management Unit (PMU) to manage, implement, monitor, and evaluate project activities. 5) The fifth component, Contingency Emergency Response, aims to provide immediate response to an eligible crisis or emergency, as needed.

1. **OBJECTIVE OF ASSIGNMENT**

The objective of this assignment is to assist the project team in the operational management of the projects in accordance with the project documents and as per the donor guidelines in collaboration with the project team and stakeholder agencies to assist the project team in all implementation arrangements of projects to carry out smoothly and on time.

1. **OVERALL RESPONSIBILITY/ SPECIFIC TASKS**

Under the supervision of Project Coordinator (PC) or his designate, the Assistant Project Coordinator will carry out the following tasks, but not limited to:

* 1. Assist PC in the operational management of the projects in line with their respective Project Financing Agreements, Project Appraisal Documents and Operational manuals;
  2. Assist PC to carry out project activities to ensure the timely delivery of services to the Project;
  3. Visit project sites for monitoring purposes and give site specific suggestions where necessary;
  4. Assist PC in day to day management of the project including administrative responsibilities such as receiving and sending documents and letters;
  5. Liaise with Project stakeholders, to ensure timely and coordinated implementation of Projects activities and relevant stakeholder activities;
  6. Ensure effective communication channels are in place and ensure effective proactive communication with the stakeholders
  7. Assist Project Manager to provide regularly project updates to relevant authorities on project progress and any foreseen risks and constraints for remedial action
  8. Assist in organizing Steering committee and Technical committee meetings as and when necessary;
  9. Participate in document review, evaluation and other relevant committees that may be formed under the Projects as required;
  10. Assist PM in preparing relevant documentations for World Bank review missions, independent review missions, and/ or reviews carried out by other relevant Maldivian Government authorities.
  11. Ensure information, reports and other documentation requested by the Project Manager for review and/or for presentation to Steering and Technical committees are provided in a timely manner;
  12. Ensure all relevant information, documents and reports are made available for review during World Bank review missions, by independent reviewers and/or review by other relevant Authorities of Government of Maldives.
  13. Ensure that all project data, information, assets registry and appropriate records pertaining to the project are kept properly.
  14. Ensure project funds are managed properly in accordance with project management procedures, adhere to World Bank covenants and monitor financial resources/accounts to ensure accuracy and reliability of reports;
  15. Assist PM to prepare reports including financial reports, audit reports, other reports required by the government and relevant funding agencies and ensure it is submitted on time Assist in the review/evaluation of project reports and documents.
  16. Participate in funding agency review missions and/ or review carried out by Government of Maldives authorities as required; and participate in committee meetings that may be formed under the project as required;
  17. Organize and assist in holding project coordination meetings regularly and preparing minutes of meeting.
  18. Ensure information/reports such as annual work plan, annual project review reports, project progress reports, bi-annual reports, quarterly reports etc. and other documentation requested by MEE or funding agency for review and/or for presentation are provided in a timely manner; and
  19. Organize and take part in field visits to the project sites as and when necessary.
  20. Undertake other technical tasks as and when required by the MEE.

1. **QUALIFICATIONS AND EXPERIENCE**

The applicant should possess following educational background and experience.

1. Minimum of Diploma in Management/ Environmental Management/ Project Management or a field related to this assignment.
2. Minimum three (03) years of work experience in project administration/management and experience in donor funded projects;
3. Work experience in delivery of waste management sector projects in the public sector will be an advantage.
4. Sound understanding of principles underlying good procurement practices and international agencies’ procurement guidelines; understanding of Government’s procurement Regulations/Act; analytical capability in identifying and resolving procurement issues will be an advantage.
5. Knowledge and understanding of technical, commercial and legal aspects of procurement of the World Bank - financed projects will be an advantage.
6. Good management and communication skills in presenting, discussing and resolving difficult issues and have ability to work efficiently and effectively with a multidisciplinary team.

The successful candidate must be willing to work for extended periods without direct supervision and will be expected to travel routinely to islands within the catchment.

The short-listed candidate will be requested to participate in personal interviews and submit the names and contact details of personal referees who can attest to their ability.

The successful candidate must understand the objectives and delivery mechanisms of the projects portfolio. He/she must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative in his/her broad field of actions.

1. **REPORTING REQUIREMENT**

* Report directly to the Project Manager or his/her designate on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client.
* The Assistant Project Coordinator is expected to report to work on week days from 0800 – 1600 hours other than public holidays and provide services to the Client for an average of 40 hours a week. Remuneration for less than 8 hours work per day will be on a pro-rate basis and is required to work additional hours to complete the assigned tasks on a daily basis.
* The Assistant Project Coordinator shall provide all the necessary reports and updates to the Project Director or its designate and donor agencies whenever needed.
* The Assistant Project Coordinator is required to report to work in official attire.

1. **SCHEDULE FOR THE ASSIGNMENT**

Duration of the assignment is **36** months from the commencement of the works with potential extension based on performance and need. The successful candidate is expected to commence the services in September 2018.

1. **REMUNERATIONS**

Monthly remuneration from the project will be between **MVR 18,000 - 22,400.00** based on educational qualification and experience.

1. **SELECTION CRITERIA**

The Assistant Project Coordinator will be selected based on the following criteria:

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| **Selection Criteria** | **Weightage (%)** |
| Relevant academic qualification(s) | 40 |
| Experience in similar works/ assignments | 30 |
| Interview | 30 |

1. **SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT**

* Office space and other facilities such as computers will be provided to the Assistant Project Coordinator as required.
* Local transport for official travel between Male’, inter-Atolls and inter-islands and food and accommodation for the trips will be provided from the projects.
* Leave Entitlement:

Unplanned Leave:

a). The Consultant may take up to ten (10) working days of paid leave per annum or pro rata as may be agreed by the client for medical reasons or emergencies. If the duration is more than two consecutive days, a medical certificate specifying the nature of the consultant's illness and recommended duration of leave issued by a licensed medical practitioner must be submitted on the first day back at work.

b). The Consultant may take up to ten (10) working days of paid leave per annum or pro rata as may be agreed by the client for Family Responsibility reasons or emergencies.

Planned Leave: The consultant may take up to twenty (20) working days of paid leave per annum or pro rata as may be agreed by the Client.

Unpaid Leave: The Consultant will not be paid for any leave(s) that exceed the maximum allowed leave entitlements above. The Consultant may take a maximum of 20 working days unpaid leave in a twelve-month contract period, if such a leave is agreed by the Client in writing. If the unpaid leave exceeds more than twenty (20) days the contract may be terminated by the Client.

1. **APPLICATION**

Interested applicants may submit their proposal in a sealed envelope indicating the following:

* Letter of Expression of Interest (EOI)
* Curriculum Vitae (CV) that demonstrates that the applicant is qualified to perform the services (including description of similar assignments, experience in similar conditions, availability of appropriate skills etc.)
* Copy of National Identification Card
* Attested copies of Educational Certificates (copies taken from with accredited original certificates)

1. **SUBMISSION**

Interested candidates may submit their proposals on or before the time provided in the advertisement to the following address:

Human Resource Unit

Ministry of Environment and Energy

Green Building, Handhuvaree Hingun, Maafannu

Male’, 20392, Republic of Maldives