



**Ministry of Climate Change, Environment and Energy**  
Male', Republic of Maldives

Date: 11 December 2023

No: (IUL)438-HRU/438/2023/557

## **Terms of Reference**

### **Individual Consultancy – Project Manager**

- A. Project:** Building Climate Resilient Safer Islands in the Maldives
- B. Position:** Project Manager
- C. Location:** Based at the Ministry of Climate Change, Environment and Energy (with travel to project islands across the country as required)
- D. Type of Contract:** Individual Contract
- E. Type of Consultancy:** National
- F. Estimated Starting Date:** January 2024
- G. Duration of Contract:** Two years (possible to extend for 4 years)
- H. Remuneration:** 38,600 MVR per month

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

#### **I. Project background:**

The Government of the Republic of Maldives through the Ministry of Climate Change, Environment and Energy is implementing 'Building Climate resilient Safer Islands in the Maldives' project financed by Green Climate Fund (GCF) and supervised and co-financed by Japan International Cooperation Agency (JICA) with the objective of strengthening the long-term and sustainable resilience of national land against climate change for enhancing economic development of the islands while maintaining the sustainable link between the residents and the beaches and implementing appropriate management of coral reefs, and coastal side and shore side areas with physical measures at the coastal areas through combination of soft and hard components.



The project will establish and realize the integrated coastal zone management (ICZM) and implement and maintain the coastal conservation measures with delivery of disaster warning/information. This will be achieved through the following four inter-related Project Components:

- Component 1: Establishment of the Integrated Coastal Zone Management (ICZM)
- Component 2: Implementation of Coastal Conservation/Protection Measures against Coastal Disasters
- Component 3: Development of Disaster Warning and Information Dissemination
- Component 4: Development of Basic Data Collection and Sharing System Related to Climate Change

Ministry of Climate Change, Environment and Energy is the Executing Entity of Component 2 which is funded by GCF Proceeds and co-financing of the Government of the Republic of Maldives. JICA is implementing co-financing projects to conduct Component 1, 3,4, and a part of Component 2.

Ministry of Climate Change, Environment and Energy will establish Project Steering Committee (PSC) which is responsible for decision making on the policy, regular monitoring of the project progress, coordinating conflicts of interests among concerned agencies and providing advice on problems that arise during the project implementation, and the Project Management Unit (PMU) which is responsible for the day-to-day activity management of Component 2 and support administration of the Secretariat of PSC acted by the Ministry.

#### **J. Objective of the assignment:**

The Project Manager (PM), will be locally recruited by the Government of Maldives, the Ministry of Climate Change, Environment and Energy. The PM will be the leader of PMU and responsible for the overall management of the Component 2 and PSC of the Project, including the mobilization of all project inputs, supervision over project staff, consultants and contractors and facilitation and administration of PSC. The PM will report to the Project Director assigned by the Ministry and will closely coordinate all of the Project's substantive and administrative issues with the Project Coordinator assigned by JICA. From the strategic point of view of the Project, the PM will report on a periodic basis PSC, based on the instructions of the Project



Director. Generally, the PM will support the Project Director who will be responsible for meeting government obligations under the Project. The PM will perform a liaison role with the government, JICA and other agencies, Civil Society Organizations (CSOs) and project partners, and maintain close collaboration with other donor agencies including funding agency of the project, GCF and JICA. The PM will work closely with the project focal points at national and local levels.

#### **K. Scope of Work and Responsibilities:**

- Plan the activities of the project and monitor progress against the approved work-plan through the day-to-day activity management of Component 2 and support administration of the Secretariat of PSC acted by the Ministry.
- Supervise and coordinate the production of project outputs, as per the project document in a timely and high-quality fashion.
- Coordinate all project inputs in terms of both administrative and technical aspects, closely working with other seven (7) PMU members (Social, Environmental and Gender Specialist, Communications and Knowledge Management Officer, Procurement and Contract Manager, Technical Advisor, Senior Procurement Advisor, Project Assistant and Financial Officer), the Project Director assigned by the Ministry and by JICA and JICA Expert Team, and ensure that they adhere to JICA and GCF procedures for nationally executed projects.
- Supervise and coordinate the work of all project staff, consultants and contractors ensuring timing and quality of outputs as the leader of PMU.
- Coordinate the recruitment and selection of project personnel and the procurement of consultants and contractors, including drafting terms of reference and work specifications and overseeing all consultants' and contractors' work.
- Supervise all procurement processes of consultants and contractors.
- Manage requests for financial resources, GCF Proceeds, to be disbursed by JICA, through annual disbursement by estimation and disbursement by invoice to be issued by consultants and contractors using the JICA provided format.
- Prepare, revise and submit project work and financial plans, as required by PSC and JICA.
- Monitor financial resources and accounting to ensure accuracy and reliability of financial reports, submitted on a quarterly or a semi-annual basis.
- Prepare and coordinate activities of annual audit and interim and final independent evaluation to be conducted by an external consultant or audit firm.



- Manage and monitor the project risks initially identified and report new risks to the Project Director assigned by the Ministry and JICA and the PSC for consideration and decision on possible actions if required;
- Manage and monitor the implementation and reporting of safeguards requirements under the project with assistance from PMU staff to be assigned as Social Environment and Gender Specialists and JICA Expert Team.
- Liaise with JICA, PSC, relevant government agencies, and all project partners, including donor organizations and CSOs for effective coordination of all project activities including PSC operation.
- Facilitate administrative support to consultants and contractors who implement project activities including training activities supported by the Project.
- Oversee and ensure timely submission of the Inception Report, Project Implementation Report, Technical reports, financial reports, and other reports as may be required by JICA, GCF and other oversight agencies.
- Disseminate project reports including annual performance report and respond to queries from concerned stakeholders.
- Report progress of project to PSC, and ensure the fulfilment of PSC directives.
- Oversee the exchange and sharing of experiences and lessons learned with relevant community-based integrated conservation and development projects nationally and internationally.
- Assist community groups, local government staff, CSOs staff, students and others with development of essential skills through on the job training and workshops, thereby increasing their institutional capabilities.
- Encourage staff, partners and consultants such that strategic, intentional and demonstrable efforts are made to actively involve women in the project, including activity design and planning, budgeting, staff and consultant hiring, subcontracting, purchasing, formal community governance and advocacy, outreach to social organizations, training, participation in meetings; and access to program benefits.
- Assist and advise the project focal points at national and local levels who are responsible for activity implementation in the target area.
- Carry regular, announced and unannounced inspections of all sites and the activities of the Project Implementation Unit.



## **L. Qualification and Experience required:**

- Minimum Master's degree or an equivalent qualification in a subject related to Civil Engineering, Environment, Science, Coastal, Management or Administration.
- Minimum seven years of work experience in related fields.
- Experience in working with ministries or national institutions that are concerned in a related field of environment or management will be an added advantage
- Sound understanding of government procurement practices and international agencies procurement guidelines will be an added advantage
- Strong knowledge about the political and social-economic context related to the Maldivian Environment and Coastal issues at national and subnational levels
- Strong knowledge on ESIA (Environmental and Social Impact Assessment) regulation and other relevant Laws and Regulations in the Maldives will be an added advantage
- Strong leadership, managerial and coordination skills, with a demonstrated ability to effectively coordinate the implementation of large multi-stakeholder projects, including financial and technical aspects.
- Ability to effectively manage technical and administrative teams, work with a wide range of stakeholders across various sectors and at all levels, to develop durable partnerships with collaborating agencies.
- Ability to administer budgets, train and work effectively with counterpart staff at all levels and with all groups involved in the project.
- Ability to supervise Project Management Unit and to coordinate Project Steering Committee in their implementation of technical activities in partnership with a variety of subnational stakeholder groups, including community and government.
- Strong drafting, presentation and reporting skills.
- Strong communication skills, especially in timely and accurate responses to emails.
- Strong computer skills, in particular mastery of all applications of the MS Office package and internet search.
- Excellent command of English and Dhivehi languages.



### **M. Collaboration, Guidance and Supervision**

The Project Manager will be contracted by the Ministry of Climate Change, Environment and Energy and is fully accountable to the Ministry on the quality and timely delivery of his/her work under the contract. The Project Manager will be provided office space and office facilities in the Ministry.

### **N. Duration of the Assignment**

The Project Manager will be hired for a period of 24 months with the possibility of extension based on performance appraisal (Total project duration is 6 years)

### **O. Remuneration**

Remuneration will be at the rate of 38,600 MVR per month

### **P. Selection Criteria**

The Project Manager will be selected based on the following criteria:

<b>Criteria</b>	<b>Weightage (%)</b>
Achieved minimum academic qualification	30
At least 7 years of work experience	20
Demonstrable project/programme management experience in at least one project/programme	10
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
Interview	30

### **Q. Application**

The applicant will be evaluated based on the selection criteria outlined in section P of the TOR. The following documents are required for the evaluation.



- Letter of Expression of Interest (EOI)
- Detailed Curriculum Vitae including information on qualifications to perform the assignment, experience and appropriate skills with at least 2 references
- Copies of Accredited and Attested certificates
- Reference letters (to assess the minimum work experience requirement)
- Copies or links of documents produced (supporting documents for work experience)
- Copy of National ID card

## **R. Submission**

Interested candidates may submit their proposals in hard copy on or before 1200hrs of 25<sup>th</sup> December 2023 to the following address.

Human Resource Department

[jobs@environment.gov.mv](mailto:jobs@environment.gov.mv)

Ministry of Climate Change, Environment and Energy

Green Building, Handhuvaree Hingun, Maafannu

Male', 20392, Republic of Maldives