



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

**MALDIVES CLEAN ENVIRONMENT PROJECT**  
**PROJECT COORDINATOR (PC) – ZONE 2-3<sup>RD</sup> CONTRACT**  
**TERMS OF REFERENCE**

**A. BACKGROUND**

Solid Waste Management (SWM) is a priority sector for the Maldives due to the fact of high economic and social dependence on a healthy marine environment. In recent years there has been a significant increase in the magnitude of waste management problems throughout the country for number of reasons, including but not limited to population increase, changing lifestyle, dependence on importation, coupled with the environmental challenges brought about by the growing tourism. The worsening waste management situation is increasingly resulting in pollution of the environment and the generation of conditions prejudicial to public health. Practices vary from community to community, but at most islands waste is building up into many open dump sites spreading across islands and disposed of either in the sea or by open burning. Predicting the threats to the economic development, the Government of Maldives decided to invest heavily in the waste sector with the support of various donors and international agencies to build the necessary infrastructure to develop an integrated and sustainable solid waste management system throughout the country on a Zonal approach.

This process started in 2008 with the support of the World Bank Group, under the International Development Association (IDA) credit to develop an integrated SWM system for Zone II, namely the Maldives Environmental Management Project (MEMP). This project was completed in 2015, by developing SWM systems at the island's level and a regional waste management facility to manage waste generated in zone II, that cannot be managed at the island level.

In order to further support the Government of Maldives' initiatives to manage solid waste in a sustainable and environment friendly manner, and based on the lessons from implementing MEMP, IDA is supporting the Maldives Clean Environment Project (MCEP) which will support additional investments to operationalize the RWMC introduced in Zone II under MEMP and to design and develop a sustainable regional waste management system for Zone 4 and 5.

The development objective for MCEP is to improve solid waste management in selected zones (Zone II, IV and V). This project has five components. 1) Strengthening National Solid Waste Management Strategy and Policy, aims to support the government's efforts to address current challenges to effective SWM in the country. 2) Establishing Regional Waste Management Systems, aims to fully operationalize the Regional Waste Management



Center (RWMC) for Zone II established under Maldives Environmental Management Project (MEMP), and to support the establishment and operation of regional SWM systems in Zones IV and V. 3) Establishing 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, in all project zones. 4) Project Management, aims to strengthen Ministry of Environment, Climate Change and Technology 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) Contingency Emergency Response, aims to provide immediate response to an eligible crisis or emergency, as needed.

## **B. OBJECTIVES OF ASSIGNMENT**

The Government of Maldives through the Ministry of Environment, Climate Change and Technology (MECCT) is seeking a full time **Project Coordinator (PC)** for the Maldives Clean Environment.

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

## **C. OVERALL RESPONSIBILITY**

The overall responsibilities of the Project Coordinator include, but are not limited to the following:

1. Operational management of the project component in accordance with the Financing Agreements and Operations Manuals of the Project to produce the envisaged outputs;
2. In collaboration with the Project Team and Stakeholder agencies, ensure all implementation arrangements of activities of the project component are carried out smoothly;
3. Identification and resolution of implementation problems, with the guidance of the Project Team, Project Manager;

## **SPECIFIC TASKS**

Major tasks will include, but not be limited to the following:

The work of the Project Coordinator will include the following tasks, among others:

1. Provide overall Coordination/Supervision to the Contractors and/or Consultants and ensure timely delivery of the project outputs in accordance to the contract agreements.
2. Coordinate the activities of the PMU staff handling the project component to ensure the timely delivery of services to the Projects;



3. Visit project sites periodically and report back on the status of site activities to the management.
4. 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;
5. Ensure all relevant information, documents, financial and technical reports are made available for review during review missions, by independent reviewers and/or review by other relevant Authorities of Government of Maldives.
6. Coordinate and collaborate with island/atoll officers within the project area to support island waste management implementation activities including but not necessarily limited to:
  - Community mobilization;
  - Island and atoll waste management planning;
  - Island Waste Management Plan for all the inhabited islands. The final plans must be approved by the Environmental Protection Agency (EPA)
  - Procurement of local contractors
  - Island and atoll waste management training
7. Coordinate and collaborate with the communications and evaluation officer to ensure the timely dissemination of project performance and waste management component progress to island, atoll and community stakeholders
8. Identification and resolution of implementation problems, with the guidance of the Waste Management and Pollution Control Department, Ministry of Environment, Climate Change and Technology.
9. Any other work related tasks assigned by the Project Manager.

#### **D. QUALIFICATIONS AND EXPERIENCE**

To be eligible for consideration for this position the candidate must meet all the requirements under either of the following criteria:

##### **Requirement:**

1. Must have a Bachelor's degree in project management, business administration or in any relevant field with professional work experience of at least ten (10) years. Or,
2. A Master's degree in project management, business administration or in any relevant field with professional work experience of at least five (5) years.

Professional work experience shall include:

- General work experience –(Criteria 1- 10 years of Experience, Criteria 2- 5 years of experience)
- Experience in donor assisted development projects -1 year
- Experience in Project coordination / Project administration -1 year



### **Added Advantages:- Tobe assessed during the Interview**

Knowledge and understanding of technical, commercial and legal aspects of procurement of donor - financed projects would be an added advantage.

Should have strong leadership, 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 travel routinely to islands within the catchment.

In addition, the individual's reputation of integrity and impartiality routed in independent from third parties shall be considered.

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.

### **E. REPORTING REQUIREMENT**

1. Report directly to the Project Manager (PM) on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client.
2. The Project Coordinator should 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.
3. The Project Coordinator shall ensure that all the covenants and outputs are delivered on time, in accordance with the requirements of Client and respective donor agencies.
4. The Project Coordinator is required to report to work in official attire.

### **F. SCHEDULE FOR THE ASSIGNMENT**

Duration of the assignment is **10-11** months from the commencement of the works with potential extension based on performance and need.

### **G. REMUNERATIONS**

Monthly remuneration from the project will be **MVR 28,800.00**.

### **H. SELECTION CRITERIA**

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

| <b>Selection Criteria</b> | <b>Weightage (%)</b> |
|---------------------------|----------------------|
|---------------------------|----------------------|



|  |           |
|--|-----------|
| Relevant academic qualification(s)   | 40 points |
| Professional Work Experience: <ul style="list-style-type: none"><li>• General work experience –(Criteria 1- 10 years of Experience, Criteria 2- 5 years of experience)-(10 Points)</li><li>• Experience in donor assisted development projects-(1 year) (10 points)</li><li>• Experience in Project coordination / Project administration-(1 year) (10 points)</li></ul> | 30 points |
| Interview  | 30        |
| * Candidate must attain minimum of Fifty (50) Marks in the evaluation (Relevant academic qualifications and professional work Experience criteria) to be qualified for the Interview.  |           |

## **I. SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT**

1. Office space and other facilities such as computers will be provided to the Procurement Specialist as required.
2. Local transport for official travel between Male', inter-Atolls and inter-islands and DSA for the trips will be provided from the project.
3. Leave Entitlement: Applicable leave entitlements under the Maldives Employment Act (Act No: 2/2008)

## **J. APPLICATION**

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

- Letter of Expression of Interest (EOI)
- A brief summary 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)

## **K. SUBMISSION**

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



Ministry of Environment, Climate Change and Technology  
NCIT Building, Kalaafanu Hingun, Maafannu  
Male', 20392, Republic of Maldives

**Email:** [mcep.procurement@environment.gov.mv](mailto:mcep.procurement@environment.gov.mv)

**Contact Number:** 3018300, 3018451