



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

Greater Male' Environmental Improvement and Waste Management Project

INFORMATION, EDUCATION AND COMMUNICATION SPECIALIST

TERMS OF REFERENCE

A. Background

Waste is one of the most visible threat to the environment and poses challenges to the development. Zone 3, which encompasses Greater Male', the inhabited islands in the Male' Atoll (Kaafu Atoll), North Ari Atoll (Alifu Alifu Atoll), South Ari Atoll (Alifu Dhaalu Atoll) and Felidhe Atoll (Vaavu Atoll), is estimated to generate 774 tons of mixed solid waste daily and currently lacks an organized and sustainable waste management system to properly manage this growing amount of waste.

Rapid urbanization and tourism development in the Greater Male' region including Zone 3 atolls waste is expected to increase by 924 tons per day by 2022. The region suffers from severe environmental pollution and deteriorating livability from inadequate collection and haphazard disposal of solid waste. Open dumping and burning of garbage at the 30-year-old dumpsite on Thilafushi island is an environmental and public health hazard posing a daily nuisance to the residents in Male' Villimale and neighboring resort islands, with plumes of smoke visible from Velana International Airport and surrounding resorts. Considering Maldives reputation as a pristine high-end tourist destination and its reliance on sustainable fisheries for food and export, pollution from improper waste management is a significant threat to the economy and environment.

In order to address the issue of growing amount of waste in the region, the Government of the Republic of Maldives has applied for financing from Asian Development Bank (ADB) towards the cost of Greater Male' Environmental Improvement and Waste Management Project. Part of this financing will be used towards the expenditure of the Project Management Unit (PMU) including staff salary and other incremental cost of the PMU.

B. Project Development Objective

The development objective of the Project is expected to establish a sustainable solid waste management system in the Greater Male' by (i) improving collection, transfer, disposal, treatment, recycling and rehabilitating the existing dumpsite at K. Thilafushi, (ii) strengthening institutional capacities for solid waste service delivery and environmental monitoring, and (iii) improving public education, awareness and behavior in reduce, reuse and recycle (3R). The Project is being designed to reduce disaster risk and improve climate change resilience while creating a cleaner environment and reducing greenhouse gas emission.



C. OBJECTIVES OF ASSIGNMENT

The objective of this assignment is to develop and implement information, education and communication strategy and framework for Solid Waste Management Systems in Zone 3 by closely working with Public Awareness and Community Capacity Building (PACCB) consultant. That is to ensure all the work carried out through the project including development of education and awareness material, information and data collected in the field are captured, documented, analyzed and prepared in a results-based and timely manner for the public, Government, Donors and internal purposes on an effective and a timely manner.

It also requires institutionalization and robust adoption of internal and external communications and awareness strategies, Public Relations (PR) activities, the production of external and internal communication and awareness materials, writing for project purposes and coordinating public awareness activities in accordance with the project documents and in collaboration with the project team, project consultant and stakeholder agencies to ensure all communication strategy is established and awareness campaigns of projects are carried out smoothly and on time.

D. OVERALL RESPONSIBILITY

The Information, Education and Communication Specialist must ensure all the work carried out through the project including development of education and awareness material, information and data collected in the field are captured, documented, analyzed and prepared in a results-based and timely manner.

The overall responsibilities of the IEC Specialist include, but are not limited to the following. These responsibilities are to be fulfilled in collaboration with the PACCB consultant.

1. Act as the Project focal point for communications.
2. Act as the Gender Focal Point in the PMU overseeing gender mainstreaming activities in the Project, including the Gender Action Plan (GAP) and its reporting.
3. Develop or assist development of a comprehensive information, education and communication strategy and framework which identifies the information needs of stakeholders, identifies messages, campaigns, delivery mechanisms and timely delivery of the projects.
4. Ensure the establishment of an effective plan and implementation of communication, advocacy and knowledge management, including the development of specific communication components.
5. Ensure full coherence and alignment with donors branding guidelines while implementing the communications strategy and awareness programs.
6. Develop or assist development of external and internal communication, education and awareness materials as well as write-ups for project purposes.
7. Ensure the design and development of waste management training materials for islands & other stakeholders, including waste segregation, handling, transporting and composting.
8. Ensure the design, development and delivery of a comprehensive awareness program. Awareness program should be designed in way that can be replicated to other regions in the country.



9. Develop or assist development of a training and capacity building action plan
10. Implementation of Knowledge management.
11. Undertake other technical tasks as and when required by the ME.

E. SCOPE OF WORKS

Under the supervision of the Project Director/ Project Manager and in collaboration with project consultants, the Information, Education and Communication Specialist will carry out the following activities:

1. Develop or assist development and monitor information and communication strategy and framework
 - a. Review information and communication guidelines available
 - b. Develop an information and communication strategy and framework for the project
 - c. Implement information and communication strategy
2. Facilitate and support training and capacity building programs
 - a. Develop a capacity building program as per the project work plan and ME/sector requirements
 - b. Implementation of training and capacity building activities
 - c. Liaise with National /international institutions for strategic implementation of training programs
 - d. Review and report implementation progress and success of training and capacity building activities
3. Implement and monitor education and awareness activities
 - a. Develop an Action Plan for implementation taking into consideration waste management in the Maldives
 - b. Support the implementation of awareness activities through various forms such as media campaigns, training sessions, etc.
 - c. Develop training materials, communication strategies to be utilized for sensitization, advocacy and project promotion.
 - d. Improve and edit existing materials that has been prepared for the purposes of awareness and communication.
4. Implement, supervise and monitor gender mainstreaming activities including the Gender Action Plan
5. Undertake public relation (PR) activities
 - a. Management of media publication and advocacy in line with Ministry's policies and guidelines.
 - b. Deliver creative graphic and technical solutions for use of multimedia for illustrative purposes such as animations, presentations and use of advanced solutions such as graphic digitalization.
 - c. Design and layout work for reports and other communication materials (banners, posters, booklets, leaflets etc.) for printing and electronic distribution.
 - d. Deliver creative and innovative ideas for print, electronic, web-based and animated presentations.
6. Ensure all project related information is collected, analyzed, documented, managed and reported in a timely manner



- a. Coordinate compilation, review, editing and filing of reports as per project reporting requirements.
 - b. Fulfill periodic reporting requirements including to the project board, government, donors.
 - c. Ensure proper documentation to support the M&E process through proper reporting and documentation.
 - d. Consolidate the project reports and publications and get them printed for dissemination, as and when required.
7. Ensure effective planning and implementation of communication, advocacy and knowledge management, including development of specific communication products
- a. Supervise and manage the project website content and make regular updates.
 - b. Develop and implement effective information dissemination strategies on principles, process and achievements of the project and document best practices and success stories for the development partners and government departments.
 - c. Coordinate with the stakeholders and build good relations with different media for the coverage of relevant project activities and initiatives to have a greater impact.
8. Work closely with Project Team staff to ensure effective communication of the project activities to the relevant parties
- a. Serve as a liaison point for any project related communication to internal and external parties.
 - b. Keep up-to-date of the ongoing activities, plans and programs.
 - c. Translate the documents and reports from Dhivehi to English and vice versa when necessary.
 - d. Perform any other duties assigned by the Project Manager.
 - e. Review & provide input to all major project documents, including strategies, donor reports and other technical documents, to ensure they are well written and clearly communicating the messages
9. Knowledge management and sharing
- a. Ensure full transparency and access to information about project activities
 - b. Lead the documentation of lessons learned in different formats for internal and/or external consumption, including the preparation of thematic knowledge management products
 - c. Plan and coordinate the dissemination of project knowledge management products and other relevant project information.

F. Qualification, Experience and Competency

The Information, Education and Communication Specialist will report to the Project Manager and shall meet following qualification, experience and competency

1. An undergraduate degree in mass communication, marketing, project management, environmental management, social science, journalism, or in a relevant field. Having studied environment elective subjects will be an added advantage.
2. Minimum three (3) years' experience in communication and capacity building or awareness related work, and gender. Relevant field Experience with ADB/donor funded projects, waste related or similar environmental projects will be an advantage
3. Experience in drafting and preparing advocacy materials, press briefs in Dhivehi and English Language.



4. Excellent creative skills and advanced command over a range of design software, (including Adobe Photoshop, Illustrator, InDesign, etc) is preferable.
5. Strong theoretical and practical background in use of design software such as Adobe Design Premium, InDesign, CorelDraw, web design tools such as Dreamweaver and Flash, etc is preferred.
6. Good understanding of new and evolving technologies and digital platforms is an asset.
7. Experience working with mass media, TV, radio, internet is preferred.
8. Work experience in awareness programs in waste management sector projects will be an added advantage.
9. Demonstrated capacity to organize and conduct similar social marketing strategies and public awareness campaigns in the Maldives

G. Facilities Provided by the Client

Successful candidate will be posted at Ministry of Environment, Male'. The following facilities will be provided;

- A proper workstation
- Computer system with necessary software installed
- Access to telephones and fax

H. Duration of the Assignment

The project will be implemented in two phases and a three (03) year cycle in each phase. However, the successful candidate will enter into a contract for two years of the first phase of the Project. The staff will be appraised and assessed the performance annually and based on this appraisal the contract may be extended for the second phase of the Project.

I. Remunerations

Monthly remuneration from the project will be **MVR 30,000**

J. Selection Criteria

The Information Education and Communication Specialist will be selected based on the following criteria:

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