

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



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

**DIGITAL MALDIVES FOR ADAPTATION, DECENTRALIZATION AND  
DIVERSIFICATION (DMADD) PROJECT  
P177040**

**TERMS OF REFERENCE**

for

**ENVIRONMENTAL AND SOCIAL SPECIALIST (INDIVIDUAL CONSULTANT  
(NATIONAL))**

**Reference No: MV-MoECCT-DMADD-392082-CS-INDV**

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## **A. BACKGROUND**

The Digital Maldives for Adaptation, Decentralization and Diversification (D'MADD) Project (P177040), aims to support the Maldives in its digital transformation. The D'MADD project is funded by a grant from the World Bank and is implemented by the Ministry of Climate Change, Environment and Energy (MoCCEE). The key stakeholders include the National Centre for Information Technology (NCIT), the Communications Authority of Maldives (CAM) and the Department of National Registration (DNR).

The Project aims to enhance the enabling environment for the digital economy in Maldives, to improve identification for in-person and remote service delivery, and to leverage data and analytics for a green, resilient, and inclusive development. It is designed around three components, and the proposed activities are conceived following the country's priorities and funding needs in the medium term.

## **B. PROJECT DESCRIPTION**

The proposed Project aims to support the use of digital technologies to decentralize, diversify and to adapt to climate change. The project objective is to enhance the enabling environment for the digital economy in Maldives, to improve identification for in-person and remote service delivery, and to leverage data and analytics for a green, resilient, and inclusive development. It is designed around four components and the proposed activities are conceived following the country's priorities and funding needs in the medium term: (a) Enabling environment for improved digital connectivity and competitiveness; (b) Digital identification for improved online and in-person service delivery; (c) Digital technologies and data platform for climate resilience; and (d) project management and implementation support.

The project will assist the government in laying the legal and regulatory foundations for the digital economy and the provision of digital services, fostering the growth of high-quality and reasonably priced Internet services, and fostering trust in digital transactions and service delivery. To do this, the project will fund technical assistance to strengthen legal and regulatory frameworks in such areas as



data protection, cybersecurity and cybercrime, electronic transactions, identification, and provide support for their operationalization through enhancing institutional capacity and developing pertinent roadmaps, strategies, and other tools and guidance.

By supporting the establishment of the Government Digital Services (GDS) and empowering CAM, the project will further aid in the strengthening of public institutions and the development of capacity. It will also support the regulation and enforcement of government policy to ensure better and more reasonably priced Internet services for the public and private sectors.

Through a two-pronged approach that includes (a) the modernization of existing identity management software and hardware and the introduction of a new digitally enabled ID credential, issued by the Department of National Registration, and (b) the operationalization of a digital ID system to enable secure data sharing and efficient service delivery, the project will help improve trust and efficiency in both in-person and online transactions and service delivery.

The project will also help the scaling up and modernization of current digital assets to enhance service delivery as well as the utilization of new digital solutions to better utilize data for climate change adaptation and other purposes.

### **C. OBJECTIVES OF THE ASSIGNMENT**

The Environmental and Social Specialist serves as parttime basis and responsible for ensuring that the project's preparation and implementation comply with the recommendations provided by a project-specific Environmental and Social Commitment Plan (ESCP), Stakeholder Engagement Plan (SEP), Labor Management Principles (LMP) and E-Waste Management Guidelines. The above documents have been prepared in compliance with the World Bank's Environmental and Social Framework (ESF), as applicable to the project administered by the PMU, and in accordance with the World Bank requirements. The Environmental and Social Specialist will work with the PMU, MoCCEE, all relevant implementing entities and the World Bank.



#### **D. OVERALL RESPONSIBILITY AND TASKS**

Overall, the Environmental and Social Specialist will be the link between Government of Maldives (GoM) and project beneficiaries. The Specialist will help GoM to liaise with consultants hired by the PMU in the preparation of the sub-project-specific due diligence documents on Environment and Social and agreed compliance actions stipulated in the ESCP, conduct environmental and social screening, document preparation and facilitate community consultations and disclosure of documents as guided in the ESCP and the World Bank Task Tea,; and guide the PMU and sub-project teams during implementation of the project in accordance with the ESCP, SEP, LMP and E-Waste Guidelines and the ESF. The Environmental and Social Specialist will assume the overall responsibility for ensuring the integration of environmental and social safeguards throughout the Digital Maldives for Adaptation, Decentralization, and Diversification Project (P177040). The key responsibilities and tasks include:

- 1) Review and update the Project's Environmental and Social Commitment Plan (ESCP), Stakeholder Engagement Plan (SEP), E-Waste Management Guidelines and Labour Management Procedures (LMP) via the guidance of the World Bank team and the D'MADD project management unit (PMU) in line with recent project restructuring.
- 2) Provide overall policy and technical direction for environmental safeguards management under the Project, aligning with the ESCP and ESF.
- 3) Ensure that the project activities are subjected to the Project Environmental and Social Commitment Plan (ESCP) process and procedures.
- 4) Prepare guidelines, tools and notes for use in the project based on relevant environmental policies, acts and regulations/ directives of the GoM as well as other National Environmental and Social regulatory requirements.
- 5) Ensure compliance with the ESCP during the project period and maintain close coordination and cooperation with the DMADD PMU and technical teams of the implementing agency (IA); to monitor the operations and maintenance during the operation of the project.
- 6) Providing overall policy and technical direction for Environmental and Social management under the Project, as defined by the ESCP and guided by the World Bank Team.



- 7) Ensure compliance with the E-Waste Guidelines and provide relevant implementation support as stipulated in the guideline.
- 8) Co-ordinate closely with the technical focal points, project engineers and project officers managing sub-component implementation and provide necessary technical assistance to facilitate the implementation, management and monitoring of Environmental and Social instruments.
- 9) Report to Project Management and the World Bank on the overall Environmental and social performance of the project as part of PMU's periodic progress reporting and prepare all relevant report as outlined in the ESCP and guided by the World Bank.
- 10) Conduct training on the World Bank Environmental and Social Framework, SEP, LMP, and E-Waste Guidelines content and implementation procedures and other relevant topics to all project implementing agency teams, contractors etc. as necessary during project implementation and outlined in the ESCP.
- 11) Management of Grievance Redress Mechanism, Citizen Engagement, Inclusion of Vulnerable Groups, and Gender Mainstreaming:
  - a) Updating and maintaining Grievance Redress Mechanism Guidelines and Procedures for the project.
  - b) Ensuring social safeguards measures are implemented across project activities, complying with World Bank safeguard policies.
  - c) Establishing, maintaining, and raising awareness of a Grievance Redress System and addressing grievances.
  - d) Developing communication materials and facilitating workshops to raise public awareness of the Grievance Redress System.
  - e) Conducting community awareness programs at project sites to ensure citizen engagement.
  - f) Implementing beneficiary feedback mechanisms and reporting results in a timely manner.
  - g) Targeting vulnerable groups, including low-income individuals, people with disabilities, women, and youth, and addressing their concerns appropriately.
  - h) Preparing reports on grievances and safeguard risks, documenting actions taken for all project components.



- i) Documenting grievance resolution and maintaining grievance records, providing advice on addressing grievances and ensuring the implementation of the Grievance Redress Mechanism.
  - j) Providing technical support during project implementation and resource mobilization plan for activities in all locations.
  - k) Coordinating with island administration offices and the public on social safeguard issues.
  - l) Assisting GoM in ensuring compliance with labor laws, health laws, and gender issues.
  - m) Conducting ongoing social screening throughout project implementation, producing monthly reports.
- 12) Internal Capacity Building and Coordination:
- a) Supporting the delivery of ESF orientation, training, and capacity-building activities for all project stakeholders in collaboration with the World Bank Team.
  - b) Performing any other related tasks assigned by the Project Manager.

## **E. QUALIFICATION AND EXPERIENCE**

- 1) Bachelor's degree in environmental management /social sciences or related fields preferably Environmental Engineering.
- 2) A minimum of three (3) years of work experience in the area of environmental and social management or a related field.

## **F. ADDED ADVANTAGE – ADDITIONAL SKILLS / EXPERTISE**

In addition to the minimum qualifications, the following skills and expertise would be considered advantageous for the role of the Environmental and Social Safeguards Specialist:

1. A sound understanding of the principles underlying environmental and social management and international best practices in the field, with familiarity in Government regulations on environmental management and conservation.
2. A minimum of one (1) year of specific experience in donor-assisted development projects.



3. Strong management and communication skills, with the ability to present, discuss, and resolve difficult issues effectively in a multidisciplinary team.
4. Familiarity with both national and international environmental regulations, especially the World Bank's safeguard policies and/or ESF.
5. Knowledge and understanding of technical, commercial, and legal aspects of procedures and regulations of the World Bank.
6. Excellent written and oral skills in English and Dhivehi, with the ability to produce comprehensive reports in English.
7. Strong communication skills, the ability to work efficiently and effectively in a multidisciplinary team, and the flexibility to adapt to emerging or changing conditions.
8. The willingness to work for extended periods without direct supervision and the ability to travel routinely to islands within the project's catchment area.
9. Good planning skills for projects with complex and diverse activities.
10. Familiarity with relevant Government procedures and regulations.
11. The ability to maintain confidentiality and discretion when needed.

## **G. SCHEDULE FOR THE ASSIGNMENT**

Duration of the assignment is 24 months from the commencement of the works with potential extension based on performance. The successful candidate is expected to commence the services in May 2024. This parttime position is based at the D'MADD PMU Office of the MoCCEE in Male' with travel to Islands or field visits as maybe required.

## **H. REMUNERATION AND OTHER BENEFITS**

- 1) Monthly remuneration from the project will be MVR 10,000 per calendar month.
- 2) Payment is based on actual time inputs, and upon approval of the reports/deliverables and agreed workplan.
- 3) Training and travel expenses under the PMU as budgeted under the Project and approved by the IA.



## I. REPORTING OBLIGATIONS

- 1) The Environmental and Social Specialist should Report directly to the Project Manager on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client.
- 2) Adaptability to support cross-functional teams or project contributors operating in diverse time zones.
- 3) The Environmental and Social Specialist shall provide all the necessary reports and updates to the Project Manager whenever needed.
- 4) The Environmental and Social Specialist is expected to work on parttime basis
- 5) The Environmental and Social Specialist shall ensure that all the required reports for the project are prepared on time in accordance with the requirements of the Client and the World Bank.

## J. SELECTION CRITERIA

The applicant will be selected based on the following criteria

Criteria	Points
Educational Qualification (Section E)	20
Work Experience (Section E)	30
Additional Skills/ Expertise (Section F)	10
Interview	40

## K. APPLICATION REQUIREMENTS

Letter of Expression of Interest

Curriculum Vitae (clearly stating the starting and ending month and year for previous experiences).

Copy of National ID Card.

Copies of Accredited Academic Certificates

Certificates/ Letter of completion from the university.





Employment Verification Letter from previous employer(s), detailing the work and duration of the responsibilities.

Valid police clearance certificate by the Maldives Police Service

Candidates must submit additional documents to prove expertise/experience in areas highlighted in section F and section G.

## L. SUBMISSION

Interested candidates may email their proposals on or before the deadline specified in this section. The time that the sender email is received to the email specified will be considered as the received time. Applications received after the deadline will not be accepted.

Deadline for submission: **1000hrs, Wednesday, 08 May 2024**

Applications should be sent to: [procurement.dmadd@environment.gov.mv](mailto:procurement.dmadd@environment.gov.mv)

Emails to be addressed to:

Project Manager

Digital Maldives for Adaptation, Decentralization and Diversification Project

Ministry of Climate Change, Environment, and Energy

National Centre for Information Technology

No 64, Kalaafaanu Hingun

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