



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

(IUL)438-HRU/438/2024/262

**Terms of Reference for
Assistant Project Coordinator(APC)
Converting Waste to Energy Project in Addu City**

A. Background

The Government of the Republic of Maldives through the Ministry of Climate Change, Environment and Energy (MoCCEE) is implementing a Waste to Energy Project in Addu City financed through Abu Dhabi Fund for Development (ADFD). The project is being implemented in accordance with the ADFD's guidelines and procedures on procurement and financial management.

The project development objective is to address the climate change through technological solutions by constructing a waste to energy plant and associated infrastructure for waste management in Addu City targeting the entire southern region.

B. Objective of the Assignment

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

C. Scope of Services

The Assistant Project Coordinator (APC) will be under the direct supervision of the Project Manager (PM) or his/her designate and will carry out the following tasks, but not limited to;

1. Assist to carry out project activities to ensure the timely delivery of services to the Project.
2. Organize and participate in field visits to the project sites as and when necessary.
3. Assist in day to day management of the project including administrative responsibilities such receiving and sending documents and official communications.
4. Liaise with project stakeholders, to ensure timely and coordinated implementation of activities and relevant stakeholder activities.
5. Assist Project Manager in the operational management of the projects in line with the respective Project Financing Agreements, Project Appraisal Documents.
6. Facilitate meetings with key stakeholders, various agencies and other government departments as required.

7. Assist Project Manager in providing project updates to relevant authorities, on project progress and any foreseen risks and constraints for remedial action.
8. Ensure information, reports and other documentation requested by the Project Manager for review and for presentation to Ministry's top management.
9. Participate in document review, evaluation and other relevant committees that may be formed under the Project as required
10. Conduct and participate in project related meetings and prepare minutes of the meetings to attendees.
11. Assist in preparing annual budget for the target region.
12. Ensure effective proactive communication with the stakeholders.
13. Undertake any other waste management related tasks as and when required by the Ministry.

D. Eligibility Criteria: Qualification, Experience and Competency

The applicant should possess following educational background and experience,

- Minimum a professional certificate,
- Minimum three (3) years of work experience. Work experience in the waste management field will be an added advantage.
- Must be result oriented and proactive with excellent written and oral communication skills in Dhivehi and English,
- A high level of interpersonal and management skills and ability to work with teams.
- Must be able to work under pressure and tight deadlines.
- High level of integrity.

E. Facilities Provided by the Client

Successful candidate will be posted at Ministry of Climate Change, Environment and Energy, Male'. Following facilities will be provided by the Client,

- A proper workstation
- Computer system with necessary software installed

F. Duration of the Assignment

The PMU is created for a 5-year period. However, the successful candidate will enter into a contract for five (5) months with a possible further extension based on the appraisal towards the end of the contract.