



Ministry of Climate change, Environment, and Energy  
Republic of Maldives

**Maldives Clean Environment Project**  
**ASSISTANT PROJECT COORDINATOR – ZONE 5**  
**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) The first component, 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) The second

component, 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) The third component, 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) The fourth component, Project Management, aims to strengthen Ministry of Climate change, Environment, and Energy 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) The fifth component, Contingency Emergency Response, aims to provide immediate response to an eligible crisis or emergency, as needed.

## **B. OBJECTIVE OF ASSIGNMENT**

The Government of Maldives through the Ministry of Climate change, Environment, and Energy is seeking a full time **Assistant Project Coordinator (APC)** for the Maldives Clean Environment.

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

## **C. OVERALL RESPONSIBILITY/ SPECIFIC TASKS**

Under the supervision of Project Coordinator (PC) or his designate, the Assistant Project Coordinator will carry out the following tasks, but not limited to:

1. Assist PC in the operational management of the projects in line with their respective Project Financing Agreements, Project Appraisal Documents and Operational manuals;
2. Assist PC to carry out project activities to ensure the timely delivery of services to the Project;
3. Visit project sites for monitoring purposes and give site specific suggestions where necessary;
4. Assist PC in day to day management of the project including but not limited to, coordination and administrative related functions such as attending letters and correspondences;
5. Proactively carryout contract management functions related to project activities in liaison with PC;
6. Liaise with Project stakeholders, to ensure timely and coordinated implementation of Projects activities and relevant stakeholder activities;

7. Ensure effective communication channels are in place and ensure effective proactive communication with the stakeholders
8. Assist Project Manager to provide regularly project updates to relevant authorities on project progress and any foreseen risks and constraints for remedial action
9. Assist in organizing Steering committee and Technical committee meetings as and when necessary;
10. Participate in document review, evaluation and other relevant committees that may be formed under the Projects as required;
11. Assist PM in preparing relevant documentations for World Bank review missions, independent review missions, and/ or reviews carried out by other relevant Maldivian Government authorities.
12. 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;
13. Ensure all relevant information, documents and reports are made available for review during World Bank review missions, by independent reviewers and/or review by other relevant Authorities of Government of Maldives.
14. Ensure that all project data, information, assets registry and appropriate records pertaining to the project are kept properly.
15. Ensure project funds are managed properly in accordance with project management procedures, adhere to World Bank covenants and monitor financial resources/accounts to ensure accuracy and reliability of reports;
16. Assist PM to prepare reports including financial reports, audit reports, other reports required by the government and relevant funding agencies and ensure it is submitted on time Assist in the review/evaluation of project reports and documents.
17. Participate in funding agency review missions and/ or review carried out by Government of Maldives authorities as required; and participate in committee meetings that may be formed under the project as required;
18. Organize and assist in holding project coordination meetings regularly and preparing minutes of meeting.
19. Ensure information/reports such as annual work plan, annual project review reports, project progress reports, bi-annual reports, quarterly reports etc. and other documentation requested by MECCT or funding agency for review and/or for presentation are provided in a timely manner; and
20. Organize and take part in field visits to the project sites as and when necessary.
21. Undertake other technical tasks as and when required by the MECCT.

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

The applicant should possess following educational background and experience.

1. Minimum of Bachelor's Degree in Business Management/ Environmental Management/ Project Management or a field related to this assignment.
2. Minimum three (03) years of professional work experience.

#### **Added Advantages**

- Work experience in delivery of waste management sector projects in the public sector will be an advantage.
- Sound understanding of principles underlying good procurement practices and international agencies' procurement guidelines; understanding of Government's procurement Regulations/Act; analytical capability in identifying and resolving procurement issues will be an advantage.
- Knowledge and understanding of technical, commercial and legal aspects of procurement of the World Bank - financed projects will be an advantage.
- Good 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 will be expected to 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 project's 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**

- Report directly to the Project Manager or his/her designate on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client.
- The Assistant Project Coordinator is expected to 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.
- The Assistant Project Coordinator shall provide all the necessary reports and updates to the Project Director or its designate and donor agencies whenever needed.
- The Assistant Project Coordinator is required to report to work in official attire.

## F. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is **5- 6** months from the commencement of the works with potential extension based on performance and need.

The successful candidate is expected to commence the services in **by the end of July 2024**

## G. REMUNERATIONS

Monthly remuneration from the project will be between **MVR 18,000 - 22,400.00** based on educational qualification and experience.

## H. SELECTION CRITERIA

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

Selection Criteria	Weightage (%)
Relevant academic qualification(s)	40
professional work experience.	30
Interview	30
Candidate must attain minimum of 70 Marks in the evaluation (Relevant academic qualifications and Experience in similar works) to be qualified for the Interview	

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

- Office space and other facilities such as computers will be provided to the Assistant Project Coordinator as required.
- Local transport for official travel between Male', inter-Atolls and inter-islands and food and accommodation for the trips will be provided from the projects.
- **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)
- Curriculum Vitae (CV) 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 via email on or before the time provided in the advertisement to the following address: [mcep.procurement@environment.gov.mv](mailto:mcep.procurement@environment.gov.mv)

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

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

**Contact Number:** 3018451