



Ministry of Environment

Male', Republic of Maldives.

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ESTABLISHMENT OF A REGIONAL SMALL SCALE WASTE TO ENERGY SYSTEM FOR ADDU CITY, FUAHMULAH AND HUVADHOO ATOLL

ASSISTANT PROJECT COORDINATOR (APC)

(Work Site – Addu City)

TERMS OF REFERENCE

A. PURPOSE

The Government of the Republic of Maldives through the Ministry of Environment (ME) is implementing “SMALL SCALE WASTE TO ENERGY SYSTEM” partly financed by Abu Dhabi Fund for Development (ADFD) and intends to apply part of the proceeds for the selection of **an Assistant Project Coordinators (APC)** to assist in the implementation of Regional Waste Management projects managed by Ministry of Environment and Energy.

B. BACKGROUND

Addu City is the southernmost atoll that consists of four interconnected islands, 2 more inhabited islands and 2 resorts in close vicinity of each other. The total population of the city is estimated to be almost 22,000 people, which accounts for about 7% of the total population of the entire country. The plans for building the Regional Waste Management Centre at the capital of Addu City, Seenu Hithaadhoo, aims to provide a total solution to the problems in waste for the islands of Seenu Atoll, Gnaviyani Atoll and the nearby islands of Huvadhu Atoll. This means, the planned Regional Waste Management Centre at Addu City will manage the recyclable and non-biodegradable waste for more than 18% of the entire population of the country.

C. OBJECTIVES OF ASSIGNMENT

The objective of this assignment is to assist in the operational management of the projects carried out in Addu City, in accordance with the project documents and guidelines in collaboration with the project team and stakeholder agencies to assist Project Coordinator (PC) in all implementation arrangements of projects to carry out smoothly and on time.

D. OVERALL RESPONSIBILITY

The overall responsibilities of the Assistant Project Coordinators (APC) include, but are not limited to the following:



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1. Assist the Project Coordinator (PC) in the operational management of the projects according to the Financing Agreements, Project Appraisal Documents and Operations Manuals of the Projects to produce the envisaged outputs;
2. In collaboration with the Project Team and Stakeholder agencies, assist Project Coordinator (PC) in all implementation arrangements of project activities to carry out smoothly;
3. Reporting to the Project Coordinator on all aspects of Project implementation throughout the duration of the project.

E. SCOPE OF WORKS

The work of the Assistant Project Coordinators (APC) will include the following tasks, among others:

1. Assist Project Coordinator (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 administrative responsibilities such as receiving and sending documents and letters.
5. Liaise with Project stakeholders, to ensure timely and coordinated implementation of Projects activities and relevant stakeholder activities;
6. Ensure effective communication channels are in place and ensure effective proactive communication with the stakeholders
7. Assist PC to provide regular project updates to relevant authorities on project progress and any foreseen risks and constraints for remedial action
8. Assist in conducting project awareness activities as well as waste management awareness activities in the project area
9. Provide assistance to the project teams during their site visits;
10. Assist PC with all project data, information, assets registry and appropriate records pertaining to the project are kept properly.
11. Organize and assist in holding project coordination meetings on request and preparing minutes of meetings.





12. Assist PC to 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 MEE or funding agency for review and/or for presentation are provided in a timely manner; and
13. Create and manage project filing system.
14. Undertake duty travel for project implementation purposes and perform other related duties as assigned.
15. Assist in processing all the necessary documentation including invoices from the contractors and other relevant documents.

F. QUALIFICATIONS AND EXPERIENCE

The applicant should possess following educational background and experience.

- Minimum Bachelor's Degree in Management/finance or related to the assignment.
- Must have experience in project administration
- Work experience in delivery of waste management sector projects in the public sector will be an added advantage, but not compulsory.
- 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, financial, commercial and legal aspects of procurement.
- 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.

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.

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



