



**Ministry of Environment**  
Republic of Maldives

**Support vulnerable communities in Maldives to manage climate change-induced water shortages**

**ASSISTANT PROJECT OFFICER**

**TERMS OF REFERENCE**

**A. PURPOSE**

The outer islands of the Maldives experiences drinking water shortages during the dry season. These shortages have had significant adverse human, environmental and social impacts on the outer island. The key problems pertaining to freshwater security relate to the increasingly variable rainfall patterns induced by climate change and sea-level rise induced salinity of groundwater. The Government faces constraints in responding to the challenge at hand without assistance, especially in the context of anticipated impacts of climate change.

In response to this climate challenge, the joint Government of Maldives and UNDP 5-year USD 26 million project to “**Support vulnerable communities in Maldives to manage climate change-induced water shortages**” has the objective to deliver safe and secure freshwater to 105,000 people in the islands of Maldives in the face of climate change risks. This will be achieved by delivering the following results:

- a. Scaling up an integrated water supply system to provide safe water to vulnerable households;
- b. Introduction of decentralized and cost-effective dry season water supply systems;
- c. Groundwater quality improved to secure freshwater reserves for long term resilience.

The proposed adaptation solution is to scale up the use of an integrated water supply system that will bring three primary sources of water (rainwater, groundwater and desalinated water) into a least cost delivery system that is able to maintain service levels in the face of climate change related pressures. A paradigm shift will be achieved by addressing the main barriers to implementing integrated water supply systems (cost recovery; management capacity; and institutional mandates, coordination and policy direction).

The project is one of the first projects to be funded through the Green Climate Fund and is implemented by joint partnership between Ministry of Environment and UNDP from 2016 through to 2020.

The Government of Maldives through the Ministry of Environment is seeking a full time **Assistant Project Officer** to support Project Management Unit (PMU) in overseeing the project implementation and management of this project.

## B. BACKGROUND

The unique geographic attributes of the Maldives make its water resource situation both complex and diverse. With widely ranging populations numbers on the islands, even basic water and sanitation service must be tailored to local resources and population needs. Management of the limited water resources is complicated due to the small catchment areas for rainfall, limited rainwater and groundwater storage capacity, long dry seasons, and the susceptibility of groundwater aquifers to pollution and salinity intrusion.

The outer islands of the Maldives already experience drinking water shortages during the dry season. These shortages have had significant adverse human, environmental and social impacts on the outer island communities. The key problems pertaining to freshwater security relate to the increasingly variable rainfall patterns induced by climate change and sea-level rise induced salinity of groundwater. A sea level rise and decreasing rainfall amounts will considerably compound current water stress in the country. The Government faces constraints in responding to the challenge at hand without assistance, especially in the context of anticipated impacts of climate change.

As water security is closely bound to rainfall and sea level rise in Maldives, the adaptation scenario will demand: (i) the rainfall collection capacity to increase at least threefold; (ii) groundwater controlled extraction and replenishment to keep water table levels high in order to buffer away saltwater intrusion; and (iii) increased water production capacity through desalinization (Reversed Osmosis – RO technology), as to secure sufficient back up resource during the extended dry periods for household supply and timely distribution.

In response to this challenge, the proposed **project objective** is to deliver safe and secure freshwater to 105,000 people in the 49 target islands of Maldives in the face of climate change risks. This will be achieved by delivering the following **results**:

- a. Scaling up integrated water supply system to provide safe water to vulnerable households (at least 32,000 people, including 15,000 women);
- b. Decentralized and cost-effective dry season water supply system introduced benefiting 73,000 people across 7 Northern Atolls;
- c. Groundwater quality improved to secure freshwater reserves for long term resilience on 49 islands;

The project will provide sufficient water to supply the potable water needs of island residents year round for a 35 year design period to 2050. Project finance will be used to establish an integrated water resources management system that integrates the three main sources of water (rainwater, groundwater and desalinated water) into a least cost delivery system and which is able to maintain service levels against a context of rainfall variability and sea level rise and also includes measures for **groundwater quality recovery** to secure freshwater reserves in the long term.

Ultimately, the project will achieve an uninterrupted water supply on the islands that currently experience a 90 day chronic water shortage during dry season and depend on transported water from Malé, which is an extensive, overlong and costly operation. As a result of the project, **29 priority islands** will have **increased rainwater collection capacities**, out of which, **4 bigger islands** will additionally have water production systems of **water desalination** (Reverse Osmosis – RO water production plants), that will secure sufficient water production capacity enabling a decentralized and timely water distribution across all northern outer atolls during the extended dry periods, when shortages may occur.

Water stress alert information based on **forecasted meteorological information** will feed into the **Standard Operating Procedures (SOPs)** for system management, thereby protecting lives and livelihoods from environmental risks associated with climate change. This will also feed into strengthening the Meteorological - MMS services on reaching out to the communities actionable early warning information, and preparing the water utilities, island councils and the communities to receive and act on such information. The system will achieve cost effectiveness in service provision through **effective management of water resources** and the use of renewable energy and locally appropriate technologies. Alongside the system design will be a capacity development workstream designed to obtain the support and ownership from communities, which is necessary for financial sustainability of the system, as well as the **capacity development** of the State Utilities to manage service delivery, and of the decentralized authorities and central government to provide an enabling environment for sustainability and scale up.

### **C. OBJECTIVES OF 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 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.

### **D. OVERALL RESPONSIBILITY**

The overall responsibilities of the Assistant Project Officer include, but are not limited to the following:

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

### **E. SCOPE OF WORKS**

The work of the Assistant project officer will include the following tasks, among others:

The work of the Assistant project officer will include the following tasks, among others:

Assist the project team in day to day management of the project including administrative responsibilities such as writing, receiving and sending documents and letters, filing, tracking and routing project communications with help of e-government (GEMS) portal and maintaining document records

Under the guidance and direct supervision of the Project Manager, the incumbent assists in the effective and efficient management of the project through a range of actions contributing to assist in the follow-up and monitoring of project activities. The Assistant project officer works in close collaboration with the Project staff for the effective achievement of results, anticipating and contributing to resolving programme/project-related issues and information delivery.

#### **Detail Tasks:**

- Pro-actively contribute to day-to-day project implementation and ensure conformity to expected results and project work-plans;
- Be responsible for day-to-day project correspondence, information sharing and filing ensuring that appropriate follow-up actions are taken. Prepare minutes of project meetings.
- Assist in making pertinent logistical arrangements for the prompt and effective implementation of the programme activities;
- Draft minutes of project related meetings;
- Assume overall responsibility for administrative matters of a more general nature, such as registry and maintenance of project files and records;
- Arrange external and internal meetings and prepare meeting minutes.
- Provide support to the Technical Team in the implementation of their tasks for the achievement of project results (communication, , visas, reservations, etc);
- Assist in maintaining records on all project personnel/national consultants and their respective status in accordance with accepted policies and procedures;
- Accompany Project Management team on visits to project islands.
- Other official duties assigned by Project Manager.

#### **F. QUALIFICATIONS AND EXPERIENCE**

1. Minimum Bachelor's Degree in HR, Business Administration, or in a field related to the tasks determined in the TOR of the assignment.
2. Minimum three (03) years of general work experience with one (01) year experience in an administrative role or a role similar to the tasks determined in the TOR of the assignment
3. Experience in donor funded projects will be an added advantage.
4. Knowledge and understanding of technical aspects of water and sanitation projects will be an advantage
5. A high level of computer literacy is required. Familiarity with programs like Microsoft Office including Word, PowerPoint, Excel and Microsoft Project Office as required.
6. Should have the ability to work independently and effectively with a multidisciplinary team

Excellent written and oral English and Dhivehi communication skills and must be willing to work for extended periods.

In addition to the above the Assistant Project Officers reputation of integrity and impartiality routed in independent from third parties shall be considered.

The short-listed candidate will be requested to participate a personal interview and assessed on their writing skills, applicants must also 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.

#### **G. REPORTING REQUIREMENT**

1. 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.
2. The Assistant project officer 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.
3. The Assistant project officer shall provide all the necessary reports and updates to the Project Director or its designate and donor agencies whenever needed.
4. The Assistant project officer is required to report to work in official attire.

#### **H. SCHEDULE FOR THE ASSIGNMENT**

Duration of the assignment is 24 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 July 2019.