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



Date: 31st May 2026

Announcement Reference No: (IUL)1139-HR/1139/2026/51

Terms of Reference

Project: Toward Risk-Aware and Climate-resilient Communities (TRACT)

Position: Liaison Officer (MoCCEE)

Type of Contract: Individual

Thematic Area: Climate Adaptation / Early Warning Systems

1. Project Background

The Maldives is highly susceptible to climate change impacts, including sea-level rise, extreme weather events, and other climate impacts. To address these challenges, the **Toward Risk-Aware and Climate-resilient Communities (TRACT) Project** aims to strengthen national and local systems for climate services and multi-hazard early warning systems (MHEWS), improve risk knowledge, and promote risk-informed decision-making and anticipatory action. Key outputs of the project include:

- 1. Strengthening delivery model and risk knowledge for climate services and a multi-hazard early warning system:** Creating a national framework for climate services, improving inter-ministerial coordination, and developing risk knowledge platforms and legal frameworks for better climate-informed decision-making.
- 2. Strengthening observations, monitoring, modelling and impact-based forecasting:** Enhancing the hydrometeorological observation network, enhance ocean monitoring, and improve modelling and forecasting capabilities to produce high-resolution, user-centered climate services.
- 3. Improving dissemination and communication of risk information and early warnings to the last mile:** Establishing a people-centered, impact-based multi-hazard early warning system, deploy innovative communication technologies, and ensure timely and inclusive dissemination of risk information.
- 4. Enhancing climate risk management capacity using climate information and early warnings:** Enhancing national and community capacity for anticipatory action, mainstreams gender and social inclusion into disaster preparedness, and strengthens private sector engagement in climate risk management.



2. Key Responsibilities:

1. Serve as the primary point of contact between the Ministry of Climate Change, Environment and Energy, UNEP, MMS, the NDMA, MRC and other relevant entities.
2. Coordinate and support joint meetings, workshops, and activities to ensure alignment between the Ministry, UNEP, MMS, NDMA, MRC and other key stakeholders on climate services and disaster risk management.
3. Monitor progress of joint activities, ensure timely reporting to the Ministry, UNEP, and other stakeholders, and track compliance with project milestones.
4. Facilitate the sharing of climate and disaster risk data between the Ministry, MMS, NDMA, UNEP, and other partners as required.
5. Coordinate training programs and workshops with UNEP, MMS, NDMA, and local partners to enhance the technical capacity of stakeholders in climate risk assessments and early warning systems.
6. Support the development of communication strategies to ensure clear and consistent messaging across the Ministry, UNEP, MMS, NDMA, and other entities on climate and disaster risk issues.
7. Facilitate collaboration between the Ministry, UNEP, and technical agencies (MMS, NDMA) to contribute to achievement of project outputs.
8. Support in other relevant tasks assigned by the Project Director.

3. Qualifications and Experience:

- Bachelor's Degree (MQA level 7) in Project Management or Business Administration or Human Resource Management or International Relations
- Minimum 3 years of relevant experience preferably in project management or environmental programs.
- Experience in use of UNEP standard bidding documents, procedures/policies required.
- Excellent written and verbal communication skills in English.

4. Duration of the Assignment

- The Liaison Officer will be hired for a period of 1 year with the possibility of extension.

5. Remuneration

Successful candidate will receive a remuneration between MVR 17,550 and MVR 20,160 based on the qualification and experience.

7% deduction will be made from basic salary towards pension contribution.



6. Selection Criteria

The Liaison Officer will be selected based on the following criteria. Only the candidates who meet the minimum qualification listed under section 3 will be selected for the interview.

Criteria	Weightage (%)	Documents Evaluated
Achieved minimum academic qualification	40	<i>Copies of MQA Accredited Certificate</i>
Achieved demonstratable minimum work experience	20	<i>Letters of experience</i>
Interview	40	<i>In-person Interview</i>

7. Application

The applicants shall submit their applications along with the following documents:

- Letter of Expression Of Interest (EOI)
- Detailed Curriculum Vitae
- Copies of MQA Accredited certificates
- Letters of work experience
- Copy of National ID card
- Applicants currently working in Civil Service must provide a letter of no-objection from their current office
- Applicants currently working in projects must provide a letter of no-objection from their project director
- Any other document that may support the application

8. Submission

Interested candidates may email their proposals on or before **1200hrs** (Maldives time) of **4th June 2026** to the following address.

Human Resource Division

jobs@environment.gov.mv

Ministry of Climate Change, Environment and Energy

Male', 20096, Republic of Maldives