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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/1139/2026/52

Terms of Reference

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

Position: Procurement Officer

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. Lead the overall bid process management, procurement of works and good for the project, including preparation of bidding document, assist in obtaining UNEP's no objection, assistance in conducting pre-bid meetings and finalize clarifications and addendum as necessary, finalization of bid evaluation report and assist in contract award.
2. Ensure that the procurement under the project is conducted in accordance with the Government of Maldives' and UNEP guidelines and the project procurement plan approved by UNEP and the government, and its updates.
 - a. Regularly update the procurement plan as required under UNEP guidelines and seek approval from Government.
 - b. Coordinate with the Government of Maldives and UNEP in preparing advertisements, short listing, bidding documents, evaluation, letters of awards, draft contracts, etc., in the procurement of goods, works, and services including consultancies.
 - c. Ensure the advertisements and the procurement processes enable women and people from disadvantaged groups to apply and be considered for selection where appropriate.
 - d. Liaise with UNEP staff as required and submit the items to UNEP requiring prior review and documents needing UNEP approval. Make necessary arrangement for contract signatures in consultation with the Implementing Agency and Executing Agency.
 - e. Keep progress of procurement and consultant recruitment activities against procurement timetables, highlight variations in progress, record reasons, and identify remedial actions, if any.
 - f. Monitor performance of activities under of the project operational and procurement plans and prepare monthly, quarterly progress reports in collaboration with other staff.
 - g. Monitor and evaluate contract performance and reports of consultants and contractors and report to the Project Director on a regular basis. Identify bottlenecks and problems that negatively affect smooth implementation of the project and propose remedial measures to the Project Director and UNEP.
 - h. Other relevant tasks assigned by the Project Director.

3. Qualifications and Experience:

- A Bachelors business administration or related degree Postgraduate in civil/environmental engineering/finance/law will be an advantage.
- Minimum 5-7 years of experience in national and international procurement of works, goods and service for public sector or similar.
- 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 Procurement 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 Procurement 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

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Male', 20096, Republic of Maldives