



Date: 31<sup>st</sup> May 2026

Announcement Reference No: (IUL)1139-HR/1139/2026/54

## Terms of Reference

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

**Position:** Project Manager

**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. Objectives of the Position:

The Project Manager will lead the PMU for effective planning, implementation, and monitoring of all project activities, ensuring the achievement of outcomes related to risk knowledge, observations and



forecasting warning dissemination and communication; and preparedness and response capabilities. This role involves hiring and supervising of the PMU staff and consultants, managing stakeholder relationships, and ensuring timely reporting to the Project Steering Committee and UNEP.

### **3. Key Responsibilities:**

The Project Manager will lead and supervise the PMU in carrying out the following project implementation and administration tasks:

#### **Project Planning and Implementation:**

- Develop and oversee detailed project implementation plans, including timelines, budgets, and resource allocation.
- Coordinate with the Ministry of Climate Change, Environment and Energy (MoCCEE), MMS, and other relevant agencies to ensure cohesive project execution.
- Prepare and maintain a comprehensive project multi-hazard early warning systems (MHEWS) and risk management plan, identifying potential challenges and mitigation strategies.
- Ensure that all project activities are implemented on schedule and within the allocated budget.
- Establish standard operating procedures (SOPs) for PMU operations, ensuring efficient workflow and compliance with UNEP guidelines.

#### **Technical Oversight:**

- Lead the design, procurement, and operationalization of 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, ensuring technical soundness and long-term sustainability.
- Supervise the procurement and operationalization of observation systems, IT infrastructure for data governance, and hazard mapping platforms.
- Support legal and institutional reforms to enable private sector engagement in climate services.
- Guide co-development of impact-based forecasting products and early warning protocols.
- Provide technical support and guidance to consultants and contractors, ensuring the delivery of high-quality outputs across all project components.

#### **Stakeholder Coordination:**

- Act as the primary liaison between the PMU, government agencies, development partners, private sector entities, and local communities.
- Organize and facilitate stakeholder consultations, ensuring inclusive participation and consensus-building.
- Strengthen collaboration with island councils and local community leaders to promote ownership of project activities and enhance resilience.



- Coordinate capacity-building workshops and training programs for government officials, civil society organizations, and local stakeholders, focusing on risk knowledge, observations and forecasting, warning dissemination, preparedness and response.

#### **Monitoring, Evaluation, and Reporting:**

- Develop and implement a robust monitoring and evaluation (M&E) framework to assess the progress and impact of project activities.
- Conduct regular visits to project sites to monitor implementation, identify challenges, and recommend corrective actions.
- Prepare high-quality quarterly and annual progress reports, detailing technical, financial, and social outcomes for submission to the Project Steering Committee and UNEP.
- Facilitate external evaluations, including mid-term and final evaluations, to measure project effectiveness and document lessons learned.
- Maintain a project management dashboard to track key performance indicators and ensure data-driven decision-making.
- Submit to the Project Steering Committee and UNEP.
  - Detailed project implementation plan and inception report.
  - Quarterly and annual progress reports covering technical, financial, and social aspects.
  - Monitoring and evaluation reports.
  - Midterm and completion evaluation reports.

#### **Financial and Administrative Management:**

- Oversee the preparation and management of project budgets, ensuring cost-effectiveness and alignment with approved financial plans.
- Supervise procurement processes, including tendering and contract management, to ensure transparency and compliance with UNEP and national regulations.
- Approve expenditure requests and financial reports, ensuring proper documentation and accountability.
- Ensure timely disbursement of funds for all project activities and resolve any financial bottlenecks.
- Coordinate with internal and external auditors to ensure financial compliance and resolve any audit observations.

#### **4. Qualifications and Experience:**

##### **Essential Qualifications:**

- Master's degree in Environmental Science, Climate Change, Disaster Risk Management, Project Management, or a related field.



- At least 7-10 years of experience in managing large-scale projects, preferably in climate change adaptation, disaster risk reduction, or resilience projects.

#### **Key Competencies:**

- Proven expertise in project planning, implementation, and monitoring.
- Strong understanding of climate resilience, disaster preparedness, and meteorological practices.
- Experience working with government agencies, international donors, and community stakeholders.
- Excellent communication, negotiation, and interpersonal skills.
- Proficiency in project management tools and software.

#### **Desirable:**

- Familiarity with the Maldives' socio-economic and environmental context.
- Experience with UNEP-funded projects and understanding of UNEP procedures and requirements.
- Knowledge of environmental and social safeguards frameworks.

### **5. Collaboration, Guidance and Supervision**

- The Project Manager will be contracted by the Ministry of Climate Change, Environment and Energy and is fully accountable to the Ministry on the quality and timely delivery of his/her work under the contract. During the period of work, the Project Manager will work under the guidance and supervision of the PSC and the Project Director, also ensuring UNEP's policies and procedures. Project Manager will be based at the Project Management Unit at the Maldives Meteorological Service.

### **6. Duration of the Assignment**

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

### **7. Remuneration**

Successful candidate will receive a remuneration between MVR 30,240 and MVR 34,740 based on the qualification and experience.

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



## 8. Selection Criteria

The Project Manager 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.

<b>Criteria</b>	<b>Weightage (%)</b>	<b>Documents Evaluated</b>
Achieved minimum academic qualification	30	<i>Copies of MQA Accredited Certificate</i>
Achieved minimum work experience	20	<i>Letters of experience</i>
Demonstrable project/programme management experience in at least one project/programme	10	<i>Letters of experience</i>
Experience in working with ministries or national institutions that are concerned in a related field of environment or management (2 points for each year)	10	<i>Letters of experience</i>
Interview	30	<i>In-person Interview</i>
Total	100	

## 9. 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

## 10. Submission

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

Human Resource Division  
[jobs@environment.gov.mv](mailto:jobs@environment.gov.mv)

Ministry of Climate Change, Environment and Energy  
Male', 20096, Republic of Maldives