



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

**Recruitment of a Project Finance and Administrative Officer (PFAO)
for “Biennial Transparency Report” project**

Terms of Reference

1. PROJECT OBJECTIVE

To support Maldives prepare and submit its Second Biennial Transparency Report (BTR2) and a combined Third Biennial Transparency Report and Fourth National Communications (BTR3 and NC4) that comply with the United Nations Framework Convention on Climate Change (UNFCCC) and Paris Agreement reporting requirements while responding to national development goals.

At the national level, to allow for “built-in flexibility” if the country needs it in light of its capacities and national circumstances, priorities and needs, while bridging gaps identified.

2. SCOPE OF WORK

With the adoption of the Paris Agreement (PA), adopted at the 21st Conference of the Parties (COP) to the UNFCCC in December 2015, all countries agreed on an enhanced transparency framework (ETF) for action and support (Article 13), with built-in flexibility which takes into account Parties' different capacities and builds upon collective experience. The Paris Agreement, sets out a global action plan that puts the world on track to avoid dangerous climate change holding the increase in the global average temperature to well below 2°C above pre-industrial levels and pursuing efforts to limit the temperature increase to 1.5°C above pre-industrial levels. It establishes that each individual Party should submit a Nationally Determined Contribution and revise it every five years in order to achieve the global goal of reducing greenhouse gas (GHG) emissions.

In the context of the ETF, countries are expected to track and report progress towards achieving their NDCs, and communicate adaptation actions, including good practices, priorities, needs and gaps, so as to inform the global stock take under Article 14 of the Agreement. Besides submitting their National Communications (NCs) every four years, signatory countries will be expected to submit Biennial Transparency Reports (BTRs) including a National Inventory Report every two years starting from December 2024, thus replacing the Biennial Update Reports (BURs).

Under this BTR project, Maldives will receive support to prepare its Second BTR and a combined Third BTR and Fourth NC and submit them to the UNFCCC by December 2026 and December 2028 respectively, in compliance with UNFCCC and PA reporting requirements and



in alignment to national development goals, with built-in flexibility provided in light of its capacities. Moreover, the country will be supported to undertake a self-assessment and stocktaking exercise for the preparation of subsequent BTRs and NCs.

3. KEY RESPONSIBILITIES

- Provide assistance in monitoring project budget implementation/expenditures
- General support to project coordination
- Coordinate and liaise regularly with project's focal points on project activities for the preparation of terms of reference and the recruitment of experts in support of project activities
- Provide substantive support to the PTC for overall implementation
- Prepare and update inventories of expendable and non-expendable project equipment
- Set up and maintain all files and records of the project in both electronic and hard copies
- Prepare minutes of meetings
- Organize Project Board meetings in coordination with the PTC
- Provide logistical support to the PTC, and national/international consultants in organising training events, workshops, and seminars
- Support the development and ensure the implementation of all training and capacity building activities identified in the project according to the agreed workplan and within budget under the guidance of the PTC.
- Standardize the finance and accounting systems of the project while maintaining compatibility with UNEP financial and accounting procedures
- Prepare quarterly expenditure and progress reports as per UNEP guidelines
- Provide support to the audit of the project
- Undertake financial and administrative project tasks as per country and UNEP guidance
- Other relevant tasks assigned by the Project Technical Coordinator and Project Director

4. COMPETENCIES

Knowledge and Skills:

- Ability to maintain a high level of accuracy, confidentiality concerning financial and employee files;
- Solid knowledge of generally acceptable, preferably both UN and Government, accounting practices, financial systems, budget and cash flow monitoring and accounting controls;
- Good understanding of Government institutional and policy set up at various tiers of provincial and federal government;
- Strong ethics, inter personal skills and a collaborative attitude.

Functional Competencies:

- Strong analytical skills and critical thinking skills,
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates openness to change and ability to manage complexities.
- Responds positively to feedback and take corrective actions



- Demonstrates excellent oral and written communication skills;
- Ability to work effectively in teams and assume leadership wherever necessary
- Ability to cope with high pressure and stress in an effective manner

Professionalism: Has knowledge of internal policies, processes and procedures generally and in particular those related to substantive and administrative aspects of the project and budgeting. Has demonstrated ability to apply good judgment in the context of assignments given. Shows pride in work and in achievements; demonstrates professional competence in subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

5. CRITERIA FOR QUALIFICATIONS AND EXPERIENCE

Education: Minimum first degree (Bachelor's Degree) in accounting, finance or related field.

Experience:

- Minimum of three (3) years of work experience in financial management.
- At least 2 years practical experience in National Reporting to the UNFCCC
- Familiarity with the UN accounting system will be an asset
- Experience in using Microsoft office software packages, particularly word processing and spreadsheets (MS Word, Excel, etc.)
- Excellent inter-personal and communication skills
- Proficient in verbal and written English and Dhivehi skills

6. REPORTING

The Project Finance and Administrative Officer will work under the overall guidance of the PTC, Project Management Unit and report to the head of the Climate Change Department under the Ministry of Climate Change, Environment and Energy.

7. CONTRACT DURATION

Successful candidate will start from the date of signing of the contract for 12 months, with possibility of extension.



8. REMUNERATION

The selected candidate will be provided an all inclusive monthly remuneration of MVR 20,160. 7% deduction will be made from basic salary for pension contribution.

9. SELECTION CRITERIA

The Project Finance and Administrative Officer will be selected based on the following criteria.

Rating Criteria		
Criterion	Weightage (%)	Documents Evaluated
Academic qualifications	30	Copies of MQA Accredited Certificate
Minimum Experience requirements as indicated in Qualifications and Experience Criteria	20	Letters of experience
Familiarity with the UN accounting system will be an asset	20	Letters of experience
Interview	30	In-person Interview

10. APPLICATIONS

Interested consultants may submit the **expressions of interest** with the following.

- Expression of Interest Letter
- Accredited copies of academic qualifications;
- Curriculum Vitae (CV) of the applicant indicating the previous experiences on similar works performed in the past with referees details;
- Copy of National Identification Card (or Passport)
- Reference letters of similar assignments completed
- Letters of work experience
- For project staff, no objection letter from Project Director
- For civil service staff, no objection letter from current employer

11. SUBMISSION

Interested applicants may submit their applications on or before **12:00 hrs of 22nd July 2026**, to jobs@environment.gov.mv. Application should be addressed to:

Human Resources Division
Ministry of Climate Change, Environment and Energy
Faashana Maalan, Dharubaaruge, Ameenee Magu
Male', 20096
Republic of Maldives