

Ministry of Climate Change, Environment and Energy
Republic of Maldives

REQUEST FOR PROPOSAL
Individual Consultancy

Terms of Reference

Consultancy Service for the Adaptation Planning and Policy Expert (National)

(IUL)1139-CCD/1139/2026/98

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Issued By: Advancing the National Adaptation Plan (NAP) of the Maldives

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Terms of Reference - Individual Consultancy – Adaptation Planning and Policy Expert (National)

- A. Project:** Advancing the National Adaptation Plan of the Maldives
- B. Position:** Adaptation Planning and Policy Expert (National)
- C. Location:** Home-based, with frequent travel to islands across the country as required
- D. Type of Contract:** Individual Contract
- E. Type of Consultancy:** National
- F. Estimated Starting Date:** August 2026
- G. Duration of initial Contract:** 12 months- renewable

1. PROJECT BACKGROUND

The Government of Maldives, through the Ministry Climate Change, Environment and Energy (MoCCEE), has successfully obtained a grant support from the Green Climate Fund (GCF) to build capacity to advance National Adaptation Plan (NAP) process in Maldives. The UN Environment Programme (UNEP) is the Delivery Partner for the project, with the role of supporting and overseeing the project implementation.

The Maldives' NAP Process is an iterative, locally led and country-specific process, seeking to reduce the vulnerability of the Maldivian population to the impacts of climate change by enhancing adaptive capacity, adaptation planning and monitoring of adaptation interventions.

The NAP process enables countries to identify and address their medium- and long-term priorities for adapting to climate change. Led by national governments, the NAP process involves analyzing current and future climate change and assessing vulnerability to its impacts. This provides a basis for identifying and prioritizing adaptation options, implementing these options, and tracking progress and results. Importantly, the NAP process establishes the systems and capacities needed to make adaptation an integral part of a country's development planning, decision making and budgeting while ensuring it is ongoing practice rather than a separate ad hoc exercise. The process will further help to identify the sectoral needs and priorities to mobilize public funds and prioritize investment opportunities on adaptation and resilience building initiatives.

To support implementation of the NAP process, the Ministry intends to recruit an Adaptation Planning and Policy Expert (National) to provide strategic and technical guidance to the NAP

Project Management Unit (PMU) and support coordination across the various components and consultant teams engaged under the project. The assignment will ensure coherence, consistency, and quality assurance across project outputs and contribute to strengthening institutional ownership and stakeholder engagement throughout the NAP process.

The assignment will support implementation of activities under Outputs 3.2.2, 3.2.3, and 3.2.4 of the projects, including development and revision of priority sectoral adaptation plans, preparation of model Island Adaptation Plans (IAPs), and compilation of the Maldives National Adaptation Plan. The assignment will further provide technical inputs to adaptation finance planning, donor engagement processes, knowledge management, and development of the NAP Monitoring, Evaluation and Learning (MEL) framework.

The National Expert will work closely with the Ministry, UNEP, national stakeholders, and consultant teams responsible for sectoral studies, adaptation planning, finance, MEL systems, and knowledge products. The expert will facilitate coordination among these components to ensure technical integration and consistency across outputs, while supporting the Ministry in stakeholder consultations, validation processes, and technical review of deliverables.

2. OBJECTIVE OF THE ASSIGNMENT

The main purpose of this assignment is to provide technical guidance for preparation of Maldives NAP and to prepare for and hold consultation workshops in support of various assignments under the NAP.

The National Expert is expected to carry out the tasks as described below.

3. SCOPE OF WORK AND RESPONSIBILITIES

1. Overall tasks

- Provide overall technical advice and support, operational guidance and support to the NAP PMU team to ensure that project's objectives are being met and that activities are carried out within agreed deadline and meet the technical guidelines agreed by the Ministry;
- Prepare for and hold consultation workshops in support of various assignments under the NAP;
- Ensure quality assurance and technical review of project outputs such as technical reports, studies, assessments, training materials, and knowledge products
- Provide technical guidance and advise the project team and its consultants towards the work carried out by national and international consultants recruited under the project

2. Technical Services

Provide strategic guidance and technical expertise across all project components, ensuring quality control of interventions, and support the project team on the coordination of the implementation of planned activities as stipulated in the project document.

Task 1: Lead and support the project team in the development and revision of sectoral adaptation plans, preparation of Island Adaptation Plans and compilation of the Maldives National Adaptation Plan.

Implementation of these activities will involve several national and international consultancy assignments and technical support processes recruited separately under the project.

The National Expert will be responsible for undertaking, but not limited to, the following activities:

1.1 Sectoral adaptation plans (Output 3.2.2)

Key Activities

- 1) In consultation with relevant stakeholders conduct a screening assessment of existing sector-based adaptation strategies and previously developed adaptation relevant targets under national reports and NDC3 of the Maldives (Activity 3.2.2.1).
- 2) In collaboration with national experts, facilitate workshops to prioritize sector-based adaptation strategies and develop recommendations for updating or preparing sectoral adaptation plans in key sectors to be agreed by the Ministry (Activity 3.2.2.2)
- 3) Prepare ToR for development and revision of sectoral NAPs to be developed targeting priority sectors decided by the Ministry (contribution to Activity 3.2.2.3).
- 4) Review and provide feedback on the revision of the sector adaptation Plans developed (contribution to Activity 3.2.2.3).

Deliverables

- a) Screening assessment report on sector-based adaptation priorities, strategies and targets (Deliverable 3.2.2.1)
- b) Workshop report and participants list with i) a set of recommendations for development and revision of prioritized sectoral adaptation plans and ii) prioritised adaptation strategies (Deliverable 3.2.2.2).

- c) ToR for development and revision of sectoral NAPs to be developed targeting priority sectors decided by the Ministry (contribution to Activity 3.2.2.3)
- d) Review comments on sector adaptation plans (contribution to Activity 3.2.2.3)

1.2 Island-Level Adaptation Framework (Output 3.2.3)

Key activities

1. Provide technical guidance, and technical review and feedback to the island adaptation plan and island guiding framework developed in a parallel consultancy assignment;
2. Based on the guiding framework for island adaptation plans developed in a parallel consultancy assignment, hold a workshop with representatives of relevant government agencies (20-40 participants) to establish an action plan for the development of further IAPs and to train stakeholders on using the guidance framework. (Activity 3.2.3.2)

Deliverables

- a) Review comments on the island adaptation plan and the guiding framework; (Contribution for activities 3.2.3.1 and 3.2.3.2)
- b) Workshop report and participants list, including action plan for upscaling IAP development (Deliverable 3.2.3.2).

1.3 National Adaptation Plan (Output 3.2.4)

Key activities:

The National Expert will work collaboratively with the consultancy team drafting the NAP document, to deliver the following:

1. Review and provide feedback on the annotated outline and chapter structure for the NAP document, aligned with the UNFCCC NAP technical guidelines and informed by good practices from existing NAPs, and based on the guidance to be provided by the NAP national focal points (Activity 3.2.4.2)
 - a. Support preparation of Methodology and workplan for NAP compilation
 - b. Ensure relevant studies and reports, the findings from the climate risk assessments; economic appraisal of adaptation strategies developed under through NAP process, are being considered while preparing Maldives NAP;
 - c. Provide technical guidance and advice ensuring coherence, consistency, and quality across all sections of the NAP document.

- d. Support the drafting, review, and final editing of the NAP document in close collaboration with the national NAP team and consultants.
2. Provide review comments for the materials presenting lessons learned from the NAP process in the Maldives (Activity 3.2.4.)
3. Prepare a policy brief summarizing the lessons learned of the NAP process for decision-makers (Activity 3.2.4.4);
4. Hold a national validation meeting (40– 60 participants) with relevant government, non-governmental and private sector stakeholders to present what? (Activity 3.2.4.3)

Deliverables

- a) Review and feedback on the annotated outline and chapter structure for the NAP document, and to the Final NAP; (Contribution to deliverable 3.2.4.2)
- b) Review comments on draft materials for presenting lessons learned from the NAP process in the Maldives (Contribution to deliverables 3.2.4.4 b);
- c) Policy briefs to synthesize NAP documents for policymakers. (Deliverable 3.2.4.4)
- d) Workshop Report for the national validation workshop (Deliverable 3.2.4.3)

Task 2: Review and provide technical feedback for the development of Climate Change Adaptation finance action plan and donor forum (Output 3.4.1)

Building upon validated sectoral and island adaptation plans, economic appraisal findings, private sector engagement assessments, and climate public expenditure reviews, a Climate Change Adaptation finance action plan will be developed to identify entry points for integrating adaptation climate change into national planning, budgeting, policy, legislation, and sectoral strategies. The National Expert is expected to:

1. Advise the consultant's team on structuring the Adaptation Finance Action Plan and identifying priority financing pathways including preparation of Adaptation Finance Action Plan with prioritized financing mechanisms and review comments for the draft action plan (Activity 3.4.1.2)
2. Provide strategic input and preparation of a ToR, Concept Note and participants list for organizing the Donor Forum, including positioning, messaging and expected outcome

Deliverable:

- a) Review comments for the CCA finance action Plan (Contribution to deliverables 3.4.1.2)
- b) ToR, Concept Note and assembling the participants list for organizing the Donor Forum (Contribution to deliverable 3.4.1.3)

Task 3: Support on the development and operationalization of the NAP monitoring, evaluation and learning (MEL) framework (Output 3.1.2)

A consulting firm will be recruited to establish a systematic M&E system for the NAP process across all vulnerable sectors through a participatory process, with training to support implementation. A consultative process will be conducted to define: i) milestones; ii) performance indicators, gender-disaggregated where appropriate; iii) short-, medium- and long-term targets; iv) outcomes and outputs; v) planning tools; and vi) follow-up actions for the NAP M&E framework developed under Activity 3.1.2.2. These will be defined with a specific focus on measuring differential impact on women and men.

The technical expert is expected to:

- 1) Provide technical input for the development of an appropriate M&E framework for the NAP, including indicators and data-collection mechanisms. (Activity 3.1.2.1)
- 2) Provide technical input for the design of a training manual for technical staff from relevant government institutions particularly the Climate Change Department (CCD) to enable the use of the standardized M&E framework developed under Activities 3.1.2.1-3.1.2.2.
- 3) Support the national and international consultants to conduct a consultative NAP process review to promote learning and establish the basis for the NAP process in the Maldives.
- 4) Facilitate the development of a Memorandum of Understanding (MoU) between the Ministry and relevant national academic and research institutions outlining requirements for the continuation and updating of research related to CCA that will benefit future iterations of the NAP process.

Deliverables:

- a) Technical review of inputs for the development of the NAP Monitoring, Evaluation and Learning (MEL) Framework, including indicators and data collection mechanisms (Deliverable 3.1.2.1).
- b) Technical review of inputs for the development of training materials and operational guidance for application of the NAP MEL Framework, including training reports and workshop documentation for relevant technical working groups (contribution to deliverables 3.1.2.2, 3.1.2.3 and 3.1.2.4)
- c) Inputs and support provided to the consultative NAP process review, including recommendations and stakeholder consultation summaries.
- d) Draft MoUs between the Ministry and relevant academic and research institutions to support continued climate change adaptation (CCA) research and knowledge generation for future NAP iterations.

4. REQUIRED PROFILE

In executing this TOR, the consultant is expected to meet the following requirements.

1) Academic qualification

- a) Minimum Qualifications: Master's degree in Climate Change; Science; Oceanography; Environmental Economics; Environmental Management; Developmental Studies; Sustainable development; Urban Planning; Disaster Management; Meteorology or in any relevant area to this assignment.

2) Requirements of Knowledge and Experience

- a) A minimum of 7 years' relevant work experience in relation to climate change adaptation planning and policy development
- b) Demonstrated experience in coordinating and drafting national climate related policies and/or action plans or strategies
- c) Demonstrated previous experience in leading and facilitating high-level multi-stakeholder consultative processes to elaborate policies and programmes
- d) Demonstrated experience in compiling adaptation or other similar climate change reports as per the UNFCCC and similar guidelines or other national reports submitted to international conventions in the area of sustainable development
- e) Demonstrated experience in preparing and supporting the development of sectoral plans such as Action Plans, Master Plans
- f) Previous experience and familiarity with the National Adaptation Planning (NAP) process, including policy development, implementation planning, and stakeholder engagement will be an added advantage
- g) Demonstrated English and Dhivehi Language Skills

5. SELECTION CRITERIA

	Technical Scoring	Maximum Points Obtainable
1	Minimum academic qualifications – Master’s Degree (details in section 4 under academic qualification requirements of expert) • Master’s Degree and above in relevant field: 10 points	10 points
2	Minimum 7 years of work experience in climate change adaptation planning and policy development • 7 years: 10 points, 7 years and above:15 points	15 points
3	Demonstrated experience in coordinating and drafting national climate related policies and/or action plans or strategies • 10 points per proof of assignment or publication completed	20 points
4	Demonstrated previous experience in leading and facilitating high-level multi-stakeholder consultative processes to elaborate policies and programmes • 10 points per proof of assignment or publication completed	20 points
5	Demonstrated experience in compiling adaptation or other similar climate change reports as per the UNFCCC and similar guidelines or other national reports submitted to international conventions in the area of sustainable development • 10 points per proof of assignment completed	20 points
6	Demonstrated experience in preparing and supporting the development of sectoral plans such as Action Plans, Master Plans • 5 points per proof of assignment completed	10 Points
7	Familiarity with the National Adaptation Planning (NAP) process, including policy development, implementation planning, stakeholder engagement will be an added advantage • 5 points per proof of assignment completed	5 points
	Total	100

6. PAYMENT SCHEDULE

The national expert will be engaged under an Individual Consultant Contract. Payments will be made on a monthly basis, subject to the submission and acceptance of a monthly progress report and the satisfactory completion of the activities and deliverables scheduled for the respective reporting period, as set out in the Terms of Reference and the implementation timeline.

Remuneration and Working days: The national expert will be engaged at a daily rate of MVR 4,500 per working day. The total remuneration under the contract shall not exceed MVR 810,000.

The maximum number of working days per month is 15 days, over a period of 12 months. with the possibility of extension subject to satisfactory performance.

Progress Report: The national expert shall maintain detailed activities undertaken and number of working days, to be submitted to the Project Coordinator at the end of every month.

Payment Schedule: Payments will be made for monthly invoices subject to the Project Director's approval of deliverables.

Reimbursables: All travel and per diem costs associated with field missions will be covered separately by the NAP Project in accordance with applicable government rates.

7. TIMELINE

The expected scheduling of deliverables is planned as follows:

		2026							2027					
		Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Jul	Aug
	Task 1.1													
1.1a				X										
1.1b			X											
1.1c				X										
1.1d						X								
	Task 1.2													
1.2a											X			
1.2b											X			
	Task 1.3													
1.3a													X	
1.3b														X
1.3c														X
1.3d														X
	Task 2													
2.1a									X					
2.2b													X	
	Task 3													
3.1a						X								
3.2b							X							
3.3c													X	
3.4d													X	

8. IMPLEMENTATION ARRANGEMENT

- MCCEE will have overall responsibility for the management and oversight of the contract
- The national expert will report directly to the Project Coordinator and work in close coordination with the Climate Change Department, the UNEP Task Manager, national and intern
- The national expert will submit all reports, deliverables, and invoice to the Project Coordinator for review and approval.
- Travel to other islands will be required to support consultations, assessments and trainings.
- The assignment will primarily be home-based, with bi-weekly one-hour in-person check-in meetings with the PMU. Additional meetings may be scheduled as necessary to support the effective implementation of the assignment.
- Documents and data provided by the government for the purpose of this assessment which is not of public nature shall be considered confidential and should not be disclosed to any other party.
- All outputs and materials produced as part of this Consultancy shall be handed over to the NAP PMU at the end of the contract and will become the sole property of MCCEE.

9. EXPRESSION OF INTEREST

Interested and qualified individuals are invited to submit the following documents to tender@environment.gov.mv with the subject line **“Consultancy Service for the Adaptation Planning and Policy Expert- (IUL)1139-CCD/1139/2025/98”** before 11am, 3rd August 2026.

- Letter of Expression of Interest
- Curriculum Vitae (clearly stating the starting and ending month and year for previous experiences)
- Copy of National ID Card
- Copies of Accredited Academic Certificates
- Employment Verification Letter from previous employer(s), detailing the work and duration of the responsibilities
- Proof of works/ Web links to sample work demonstrating experience in the elaboration, preparation, and design of technical reports and documents

10. ANNEX 1: DOCUMENTS AND CHECKLIST TO BE SUBMITTED

The following related documents shall be submitted for the application to be considered sufficiently responsive.

Applicants should submit their application containing the following documents

#	Documents to be submitted	✓
1	Letter of Expression of Interest	
2	Curriculum Vitae (clearly stating the starting and ending month and year for previous experiences)	
3	Copy of National ID card	
4	Copies of Accredited Academic Certificates	
5	Employment Verification Letter from previous employer(s), detailing the work and duration of the responsibilities and samples or weblinks of sample work demonstrating experience in the elaboration, preparation and design technical reports and documents	
6	Proof of works/ Web links to sample work demonstrating experience in the elaboration, preparation, and design of technical reports and documents	