



Ministry of Climate Change, Environment and Energy
Republic of Maldives

Date: 29th July 2026

Announcement Reference No: (IUL)1139-HR/1139/2026/118

Terms of Reference

Project: Preparation of the First National Report on Implementation of the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization and the Preparation of the Fifth National Reports on the Implementation of the Cartagena Protocol on Biosafety

Position: Biodiversity Coordinator for National Reporting

Type of Contract: Individual / Full-time

Thematic Area: Environment Conservation

1. Project Background

The Government of the Republic of Maldives through the Ministry of Climate Change, Environment and Energy (MoCCEE) is concurrently implementing two GEF-funded national reporting projects, assisted by the United Nations Environment Programme (UNEP). These projects are:

- (i) preparation of the Fifth National Report on the Implementation of the Cartagena Protocol on Biosafety, and
- (ii) preparation of the First National Report on the Implementation of the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from Their Utilization.

Given the parallel implementation of these two related biodiversity convention reporting processes, a dedicated Biodiversity Coordinator for National Reporting is required to provide overarching coordination, ensure coherence between the two workstreams, manage project administration, and serve as the primary liaison between the implementing ministries, national experts, and UNEP.

2. Responsibilities and detailed tasks:

The Biodiversity Coordinator for National Reporting will coordinate the implementation of both national reporting projects, ensuring that activities are delivered on time, within budget, and in accordance with UNEP and GEF requirements. Key tasks include:

- Serve as the primary coordination point between the MoCCEE, UNEP Task Managers, and the two national reporting consultants (National Biosafety Reporting Consultant and National ABS Reporting Expert).
- Develop and maintain an integrated workplan and timeline covering both reporting projects, monitoring progress against milestones and flagging risks or delays.
- Coordinate joint stakeholder engagement activities where relevant, identifying opportunities to leverage synergies between the biosafety and ABS reporting processes.
- Facilitate communication and information exchange between the two national experts, ensuring consistency in approach, methodology, and data where applicable.
- Organize national consultations, workshops, and validation meetings for both projects.
- Monitor project expenditures against budgets for both projects.
- Prepare and consolidate half-yearly progress reports and quarterly expenditure reports for submission to UNEP in the formats specified under Annex 7 and Annex 8 of both Small Scale Funding Agreements with UNEP.
- Support finalization and submission of national reports to UNEP and the CBD Secretariat, ensuring all procedural and formatting requirements are met.
- Maintain organized project records, including financial documentation, meeting minutes, correspondence, and deliverable submissions, for a minimum of three years following project completion.
- Support any other activity organized by the biodiversity section in relation to the national obligations under the Convention on Biological Diversity.
- Assist with general Biodiversity Section workplan implementation

3. Qualifications required:

The Biodiversity Coordinator for National Reporting is expected to meet the following minimum qualifications:

Minimum qualification:

Bachelor's degree in environmental management, project management, biodiversity, administration, natural sciences, or a related field.

AND

Minimum of seven (7) years of professional experience in project coordination or management, preferably in the environment or biodiversity sector.

Other evaluated Qualifications/Skills:

- Demonstrated experience managing GEF-funded or other internationally funded projects, including reporting and financial management requirements.
- Knowledge of international biodiversity conventions, particularly the Convention on Biological Diversity (CBD), the Cartagena Protocol on Biosafety, and/or the Nagoya Protocol on ABS.
- Experience working with government agencies in the Maldives or similar small island developing states is highly desirable.
- Excellent organizational, coordination, and communication skills in English.
- Proficiency in preparing project reports and financial monitoring documents.

4. Collaboration, Guidance and Supervision

The Biodiversity Coordinator for National Reporting will be contracted by the MoCCEE, 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 Biodiversity Coordinator for National Reporting will work under the guidance and supervision of the Project Director.

5. Duration of the Assignment

The staff will be contracted for a period of 6 months with the possibility of extension until 31 March 2027.

6. Remuneration

Remuneration will be at the rate of MVR 24,030 per month.

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

7. Selection Criteria

The Biodiversity Coordinator for National Reporting 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	30	<i>Copies of Accredited Certificate</i>
Achieved minimum work experience	20	<i>Letters of experience</i>
Meeting task related experience as listed under “Other evaluated Qualifications/ Skills”	20	<i>Letters of experience</i>
Interview	30	<i>In-person Interview</i>

8. Application

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

- Letter of Expression of Interest (EOI)
- Detailed Curriculum Vitae
- Copies of Accredited certificates, transcripts and/or valid license
- Letters of work experience
- Copy of National ID card
- Letter of no-objection for applicants working in Civil Service
- Letter of no-objection by Project Director for applicants working in projects
- Any other document that may support the application

9. Submission

Interested candidates may email their application on or before **1200hrs** of **06th August 2026** to the following address.

Human Resource Division

jobs@environment.gov.mv

Ministry Climate Change, Environment and Energy

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