بسم الله الرحمن الرحيم

Ministry of Fisheries, Agriculture and Ocean Resources

Malé, Republic of Maldives

TRANSFORMING FISHERIES SECTOR MANAGEMENT IN SOUTH-WEST INDIAN OCEAN REGION AND MALDIVES PROJECT (TransFORM, SWIOFish5) - P179242

Nursery Assistant

Terms of Reference

A. BACKGROUND

The Government of the Republic of Maldives through the Ministry of Fisheries, Agriculture and Ocean Resources is implementing Maldives –Transforming Fisheries Sector Management in South-West Indian Ocean Region and Maldives Project financed by the World Bank. The project will be managed by the Project Management Unit (PMU) set up within the Ministry of Fisheries, Agriculture and Ocean Resources. The project will be implemented in accordance with the Project Implementation Plan (PIP), Project's Procurement Manual, and the Project's Financial Management Manual all of which are consistent with the World Bank's guidelines and procedures on procurement and financial management.

The aim of the Project to strengthen regional, evidence-based fisheries management in the South-West Indian Ocean Region and to improve competitiveness in the fisheries sector in the Maldives. The project comprises of the following components.

COMPONENT 1: Enhance Evidence-based Management Advice to the Fisheries Sector in the South-West Indian Ocean Region *(implemented by the IOC)*

1.1. Promoting the Development and Coordination of Relevant Innovative Regional Research with a Focus on Capacity Development Programs and Initiatives

1.2. Coordinating and Consolidating Regional Cooperation for Evidence-based Advice on Management of Fisheries and Other Uses of Marine and Coastal Ecosystems

1.3. Linking and Coordinating the Fisheries Initiatives and Programs in the Region

COMPONENT 2: Supporting Maldives as the Catalyst for Strengthened Regional Capacity for Fisheries Governance and Management

2.1. Improved and Innovative Implementation, Enforcement and Monitoring of Fisheries Management Plans and Sharing Results with SWIO Countries

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2.2. Augmented Comprehensive Quarantine, Disease Surveillance and Management and Experience Sharing with SWIO Countries

3.3. Skills and Capacity Building for Supporting Enterprise Development in Fisheries Sector

4.4. Augmentation of Project Management Capacity of MoFAOR including Building Capacities for Enhanced Regional Cooperation

COMPONENT 3: Enhanced Competitiveness and Private Sector Participation for improving Business Climate for Fisheries in Maldives and the South-West Indian Ocean Region

3.1. Decarbonization of the Fisheries Sector

3.2. Diversification/Expansion of Fisheries Sector through Facilitating Small and Medium Enterprise Businesses

B. OBJECTIVES OF ASSIGNMENT

The Project Management Unit (PMU) wishes to contract a Nursery Assistant to work on the Mariculture Research and Training Program. The Nursery assistant should assist in the day-to-day operation of Maniyafushi Hatchery and Nursery. S/he will be expected to report to the Technical Manager and to work closely with the other members of the Project, as well as with the project members from the World Bank

C. OVERALL RESPONSIBILITY

The overall responsibilities of the Nursery Assistant include, but are not limited to the following:

1. Carry out day-to- day routine work.
    - Maintaining a clean and operational facility
    - Maintaining records of all consumables, tests carried out, and services provided.
    - Maintaining records of servicing equipment.
    - Carrying out minor repairs of nursery equipment, and reporting to the Supervisors of any malfunctioning equipment

2.Routine maintenance of live aquatic stock during nursery period

- This involves timely feeding and recording according to schedules provided
- Monitoring and recording of water quality in the tanks as instructed
- Maintaining records of quarantine operations: including numbers stocked, daily mortality records, feeding records, etc.
- Reporting immediately to the Component Coordinator of any abnormalities observed
- Collecting and maintaining dead animal specimens for laboratory examination, as instructed
- Safe disposal of dead animals, as instructed

3. Assist in providing aquatic animal health services

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4. Assist in mariculture training activities conducted by the project
5. Work in shifts to ensure aeration of the nursery tanks, security of all in-water structures, and condition of fingerlings at all times
6. Assist in other field activities of the project
7. Work in other mariculture projects whenever required

D. QUALIFICATIONS AND EXPERIENCE

1. Completion of Secondary School Education (GCE O' Level)
2. Should have good health and ability to work in the sea for long hours
3. Candidate should demonstrate knowledge of good aquaculture practices
4. Experience and understanding of project management, project planning and evaluation, as well as institutional reforms
5. Strong organizational and planning skills with ability to work independently as well as a team player, under stress
6. Should have strong and proactive interpersonal communicative skills, experience in team leadership and participatory management.
7. Ability to perform fieldwork and collect samples as needed.

The successful individual must be willing to work for extended periods without direct supervision and travel to islands within the project area.

The short-listed candidate will be requested to participate in personal interviews and submit the names and contact details of personal referees who can attest to their ability.

The successful candidate must understand the objectives and delivery mechanisms of the project. S/he must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative to overcome challenges.

E. REPORTING REQUIREMENT

1. Report directly to the Technical Manager – Research and Production on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Implementing Agency.
2. The Nursery Assistant is expected to report to work on weekdays from 0800 – 1400 hours other than public holidays and provide services to the Client for an average of 48 hours a week. Remuneration for less than 6 hours work per day will be on a pro-rate basis.
3. The Nursery Assistant shall provide all the necessary reports and updates to the Technical Manager-Research and Production to be presented at the Project Steering Committee and donor agencies whenever needed.

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4. The Nursery Assistant is required to report to work in official attire except on fieldwork.

F. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is 12 months from the commencement of the works with potential extension based on performance. The successful candidate is expected to commence the services in August 2026.

This position is based at the Maniyafushi Research and Demonstration Facility at K. Maniyafushi, Maldives Marine Research Institute in Male' with travel to Islands or field visits as maybe required.

G. RENUMERATION AND OTHER BENEFITS

1. Nursery Assistant shall be paid monthly remuneration of MVR 4465/- (Four Thousand Four Hundred and Sixty-Five Rufiyaa Only) for the services provided by the Nursery Assistant, except for unauthorized leave.
2. Nursery Assistant will be entitled to a monthly service allowance of MVR 1500/- (One Thousand Five Hundred Rufiyaa Only), and a special duty allowance that is 35% of the basic salary per month.
3. Nursery Assistant are also entitled to a monthly supporting-co allowance of MVR 700/- (Seven Hundred Rufiyaa Only) per month.
4. Nursery Assistant will receive MVR 120/- (One Hundred and Twenty Rufiyaa Only) per day as food allowance for days of service.
5. Nursery assistants will receive MVR 74.42/- (Seventy-Four Rufiyaa and Forty-Two Laari Only) per hour for services provided on public holidays
6. Nursery assistants will receive MVR 20/- (Twenty Rufiyaa) per day per day for the days stationed in Maniyafushi.
7. Nursery Assistant will be entitled to a risk allowance as per Clause 20 of the 6th amendment to the Maldives Civil Service Regulations.
8. Training and travel expenses under the Project as budgeted under the Project and approved by implementing agency.
9. S/he shall participate in the "Maldives Retirement Pension Scheme" as required by the Maldives Pension Law and its regulations.
10. S/he will be given an allowance called "Ramadan Allowance" as per the rules of the Implementing Agency, prior to the beginning of the month of Ramadan. The allowance will be entitled only to Muslims.

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H. SERVICES AND FACILITIES TO BE PROVIDED BY THE IMPLEMENTING AGENCY

1. Office space and other facilities such as computers will be provided as required.
2. Local transport for official travel between Malé and field visits to islands; food, accommodation and allowance.

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