

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Ministry of Environment

Male', Republic of Maldives.

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ދިވެހިރާއްޖޭގެ ޖުމްހޫރިއްޔާ

Date: 30 August 2020

Reference No: (IUL)438-HRU/438/2020/153

Terms of Reference Individual Consultancy – Project Assistant

- A. Project:** Eliminating Persistent Organic Pollutants through sound management of chemicals
- B. Position:** Project Assistant
- C. Location:** Based at the Ministry of Environment (with travel to project islands across the country as required)
- D. Thematic Area:** Chemical and Waste
- E. Type of Contract:** Individual Contract
- F. Type of Consultancy:** National
- G. Estimated Starting Date:** Sept 2020
- H. Duration of Contract:** Three years
- I. Remuneration:** 22,400 MVR per month for three years

National Consultants that meet the minimum requirement set in this notice are strongly encouraged to apply.

J. Project background:

The Maldives is an archipelago comprised of 1,190 coral islands in 26 atolls over an area of about 750 km on a north-south axis and 120 km on an east-west axis. The land area of the Maldives accounts for about 1% of the country's territory. The Maldives' islands are low lying land areas with an average height above sea level of 1.8 meters (m). The country's population of approximately 344,023 people (174,666 male and 169357 female; National Bureau of Statistics, September 2014) lives on 198 of the 1,190 islands in the Maldives. An additional 80 islands have tourist resorts. Waste generation is estimated to be 324,000 tons annually with consisting of approximately 0.5 to 11% of hazardous chemicals and of approximately 3-9% of plastics depending on location and size of the island.

The fact that (chemical) waste is being generated on 278 island presents the country with an incredible challenge, as land is very scarce, low lying and transportation of chemicals and waste from island to island is costly and complicated. The inadequate storage options and current disposal

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Green Building, Handhuvaree Hingun,
Maafannu, Male', 20392, Republic of Maldives.

+ (960) 301 8300
www.environment.gov.mv

ދިވެހިސަރުކާރުގެ ގެޒެޓް، ސަރުކާރުގެ ގެޒެޓް
20392، ދިވެހިރާއްޖޭގެ ޖުމްހޫރިއްޔާ

secretariat@environment.gov.mv
www.twitter.com/ENVgovMV
www.facebook.com/environment.gov.mv



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practices of hazardous chemicals and waste, especially open burning of waste at dumpsites or disposal near the Indian Ocean, make it very likely that these toxic chemicals and waste will end up in the waters and oceans.

In the Republic of Maldives, the tourism sector accounts for 25 percent of the Gross Domestic Product (GDP) of the economy. Tourists to the Maldives are seeking a pristine environment, not one with polluted waters, degraded coral reefs, waste dumps which are openly burning or waste floating in the ocean. Therefore, the Sound Management of Chemicals and waste, especially the environmentally sound management of Persistent Organic Pollutants (hereinafter referred to as POPs) and hazardous waste, is an important element to achieving environmental sustainability. Further, given the economic importance of tourism to the Maldives, implementing environmentally sound chemical and waste management systems would help decouple growth in the tourism sector from environmental degradation.

Apart from the tourism sector, the public is also affected by POPs releases, for example through the improper management and disposal of Polychlorinated Biphenyls (PCBs) or through the emission of unintentionally-produced POPs (u-POPs) from open burning of hazardous waste or releases during improper management of medical waste. Given the fact that there are no manufacturing industries in the Maldives, the presence of POPs can only be accounted for by the direct importation, incidental imports where they are contained in other products (e.g. e-waste), trans-boundary transfers, including marine and atmospheric, incomplete combustion of solid and chemical waste materials burned in the country, or unsound final disposal of medical waste.

Since the Maldives SC ratification in 2006, there have been initial attempts towards drafting a chemicals regulation as well as implementing sound waste management systems. However, the full aspects of POPs and hazardous wastes have not been taken into full consideration by the regulations. For example, the Environment Protection and Preservation Act (Law No 4/93), the law on Importation of Prohibited Items to the Maldives 4/75 or the Waste Management Regulation have particular provisions for the environmentally sound management of chemicals and hazardous wastes, whereas the solid waste management bill is still in drafting stage.

There are significant remaining challenges with regards to the enforcement and implementation of chemicals-related laws. Although MoE is in charge of POPs-related issues, holistic chemical management is devoted among a wide range of stakeholders which makes coordination and implementation lengthy and ineffective. There is lack of government capacity, strategies and guidance's to ensure commitment with the laws. Technically, there are gaps in POPs monitoring capacity, technical expertise, BAT&BEP equipment, knowledge and awareness.

Nevertheless, the Government is now committed to implement its NIP priorities and to address the emerging POPs issues with the technical and financial assistance of this first GEF-funded full-sized project in the area of chemicals and waste.



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The project aims to reduce the risks of POPs on human health and the environment through strengthening of the institutional capacity, and the policy and regulatory framework for the environmentally sound management (ESM) of hazardous chemicals with focus on POPs. Technically, the project will develop sustainable systems for the sound collection, labeling, storage, and disposal of hazardous POPs chemicals and waste.

Global Environmental Benefits (GEBs) will be achieved by reducing the release of Unintentional Persistent Organic Pollutants (U-POPs) and Polychlorinated Biphenyls (PCBs) through the introduction of Best Environmental Practices (BEP) and Best Available Techniques (BAT) at the regional, tourism resorts and municipality level. Gender mainstreaming will target the community level to strengthen women's decision-making tool and awareness about hazardous POPs. The project is structured in three components:

- Component 1: Strengthening the regulatory and policy framework and institutional and technical capacity for the sound management and disposal of POPs, chemicals and wastes.
- Component 2: Establish systems for the sound collection, labeling, storage and disposal of hazardous chemicals and wastes.
- Component 3: Monitoring and learning, adaptive feedback, outreach and evaluation.

K. Objective of the assignment:

The Project Assistant is responsible to providing support to the Project Manager to help ensure that the project is completed within timeline and budgetary restrictions.

L. Remuneration

22,400 MVR per month for three years

M. Scope of Work and Responsibilities:

Under the guidance and supervision of the Project Manager, the Project Assistant will carry out the following tasks:

- Assist the Project Manager in day-to-day management and oversight of project activities.
- Preparation of budget reports and handling of finances.
- Facilitate and organize travel and logistical arrangements for all project-related trips, workshops, meetings, trainings or events.
- Assist the Project Manager in preparing in and/or reviewing requests for Expression of Interests (EOI), Terms of References, Tender documents, and contract agreements for goods and services in accordance to the Work plan.

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secretariat@environment.gov.mv
www.twitter.com/ENVgovMV
www.facebook.com/environment.gov.mv



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- Prepare and ensure that all project documentation (minutes of meetings, progress reports, consulting and other technical reports etc.) are properly maintained in hard and electronic copies in an efficient and readily accessible filing system.
- Provide Project Management Unit-related administrative and logistical assistance.
- Any other work-related tasks assigned by the Project Manager.

N. Qualifications of the Successful Candidate:

Education:

- Minimum Bachelor's degree or an equivalent qualification in a subject related to project management, finance, administration, procurement or a relevant field.

Experience:

- Minimum three years of project work experience in administration/ finance/ procurement.
- Minimum three years of experience on a donor funded project.
- Sound understanding of government procurement practices and international agencies procurement guidelines will be an added advantage.

Competencies

- Strong drafting and reporting skills.
- Strong communication skills.
- Strong computer skills, in particular mastery of all applications of the MS Office package.
- Excellent command of Dhivehi and English.
- Must be willing to work for extended periods without direct supervision.
- Must be punctual, highly organized and able to take direction.

Selection will be based on the following criteria:

Selection Criteria	Weightage (%)
Relevant academic qualification	30
Relevant experience	40
Interview	30