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Date: 10.10.2020

Announcement Reference No: (IUL)438-HRU/438/2020/180

**Terms of Reference**

**Individual Consultancy – Project Manager**

1. **Project:** Eliminating POPs through sound management of chemicals
2. **Position:** Project Manager
3. **Location:** Based at the Ministry of Environment with travel to project islands across the country as required
4. **Thematic Area:** Chemical and Waste
5. **Type of Contract:** Individual Contract
6. **Type of Consultancy:** National
7. **Estimated Starting Date:** October 2020
8. **Duration of Contract:** Three years
9. **Remuneration:** 36,000 MVR per month for three years.

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

1. **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 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.

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.
1. **Objective of the assignment:**

The Project Manager (PM), will be locally recruited with input to the selection process from the Project partners. The position will be appointed by the project implementing agencies and funded entirely from the Project. The PM will be responsible for the overall management of the Project, including the mobilisation of all project inputs, supervision over project staff, consultants and sub-contractors. The PM will report to the PD in close consultation with the assigned UNDP Programme Manager for all of the Project’s substantive and administrative issues. From the strategic point of view of the Project, the PM will report on a periodic basis to the Project Board, based on the PD’s instruction. Generally, the PM will support the PD who will be responsible for meeting government obligations under the Project, under the NIM execution modality. The PM will perform a liaison role with the government, UNDP and other UN agencies, CSOs and project partners, and maintain close collaboration with other donor agencies providing co-financing. The PM will work closely with the Project Implementation Unit Coordinators*.*

1. **Remuneration**
* 36,000 MVR per month for three years.
1. **Scope of Work and Responsibilities:**

Duties and Responsibilities

* Plan the activities of the project and monitor progress against the approved work-plan.
* Organize and facilitate the inception workshop, project steering committee meetings and other project meetings/workshops.
* Manage requests for the provision of financial resources by UNDP, through advance of funds, direct payments, or reimbursement using the UNDP provided format.
* Monitor financial resources and accounting to ensure accuracy and reliability of financial reports, submitted on a quarterly basis.
* Supervise and coordinate the implementation of project outputs, as per the project document in a timely and high quality fashion.
* Coordinate all project inputs and ensure that they are adhere to UNDP procedures for nationally executed projects.
* Supervise and coordinate the work of all project staff, consultants and sub-contractors ensuring timing and quality of outputs.
* Coordinate the recruitment and selection of project personnel, consultants and sub-contracts, including drafting terms of reference and work specifications and overseeing all contractors’ work.
* Prepare and/or review Expressions of Interests (EOIs), Tender documents, contract agreements for consultancies or goods in accordance with the project workplan.
* Prepare, revise and submit project work plan and financial plans, as required by Project Board and UNDP.
* Manage and monitor the project risks initially identified and submit new risks to the project board for consideration and decision on possible actions if required; update the status of these risks by maintaining the project risks log.
* Liaise with the PD, UNDP, Project Board, relevant government agencies, and all project partners, including donor organisations and CSOs for effective coordination of all project activities.
* Facilitate administrative support to subcontractors and training activities supported by the Project.
* Oversee and ensure timely submission of the Inception Report, Project Implementation Report, Technical reports, quarterly financial reports, and other reports as may be required by UNDP, GEF and other oversight agencies.
* Disseminate project reports and respond to queries from concerned stakeholders.
* Report progress of project to the steering committees, and ensure the fulfilment of PSC directives.
* Oversee the exchange and sharing of experiences and lessons learned with relevant community based integrated conservation and development projects nationally and internationally.
* Assist community groups, municipalities, CSOs, staff, students and others with development of essential skills through training workshops and on the job training thereby increasing their institutional capabilities.
* Encourage staff, partners and consultants such that strategic, intentional and demonstrable efforts are made to actively include women in the project, including activity design and planning, budgeting, staff and consultant hiring, subcontracting, purchasing, formal community governance and advocacy, outreach to social organizations, training, participation in meetings; and access to program benefits.
* Assists and advises the Project Implementation Units responsible for activity implementation in the target sites.
* Carry regular, announced and unannounced inspections of all sites and the activities of the Project Implementation Unit.
1. **Qualifications of the Successful Candidate:**

*Education:*

* At least a postgraduate degree in a subject related to natural resource management or environmental sciences, preferably related to chemicals and waste.

*Experience:*

* At least 7-10 years of experience in environmental management/sciences (preferably related to chemicals and waste)
* At least 7-10 years of experience working with ministries, national or provincial institutions that are concerned with environmental management, preferably in the areas of chemicals and waste*.*
* At least 3-5 years of relevant experience in donor funded projects/programme management units

*Competencies*

* Strong leadership, managerial and coordination skills, with a demonstrated ability to effectively coordinate the implementation of large multi-stakeholder projects, including financial and technical aspects.
* Ability to effectively manage technical and administrative teams, work with a wide range of stakeholders across various sectors and at all levels, to develop durable partnerships with collaborating agencies.
* Ability to administer budgets, train and work effectively with counterpart staff at all levels and with all groups involved in the project.
* Ability to coordinate and supervise the PMU staff in their implementation of technical activities in partnership with a variety of subnational stakeholder groups, including community and government.
* Strong drafting, presentation and reporting skills.
* Strong communication skills, especially in timely and accurate responses to emails.
* Strong computer skills, in particular mastery of all applications of the MS Office package and internet search.
* Strong knowledge about the local political and socio-economic context
* Excellent command of English and local languages
* Must be willing to work for extended periods without direct supervision.

Selection will be based on the following criteria:

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