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ދިވެހިސަރުކާރުގެ ގެޒެޓް ގައި ބަޔާންކުރި ގޮތުގައި

Ministry of Environment

Male', Republic of Maldives.

Date: 01.03.2021

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Terms of Reference

Project: Enhancing National Development through Environmentally Resilient Islands “ENDhERI”

Position: Project Manager

Type of Contract: Individual

Thematic Area: Biodiversity

Duration: 5 years

1. Project Background

The Government of the Republic of Maldives through the Ministry of Environment is implementing Enhancing National Development through Environmentally Resilient Islands (ENDhERI) project financed by Global Environment Facility (GEF) and assisted by United Nations Environment Program (UNEP) with the objective of enhancing reef protection, resilience and ecosystem recovery by reducing development impacts in a selected project site the Maldives, enabled for replication nationally through public awareness and integrating the values of marine biodiversity and other natural capital in national.

This project aims to assist the government of the Maldives in its implementation of new environmental policies and transition towards national adoption of Green Growth atoll development that will sustain marine Natural Capital (NC) and strengthen the resilience and recovery of reef ecosystems. This will be informed by learning from atoll-wide integrated coastal zone management within a Managed Marine Area / Biosphere Reserve framework, and the application of innovative sustainability practices and standards in agriculture, fisheries, tourism and construction sectors as the basis for transforming the human ecological footprint in Laamu Atoll, and taking this up to national level through sector transformation, spatial planning and improved governance based on NC accounting. The intermediate objective of this transformation is to minimize the flows of pollutants from land-based activities into the adjacent marine environment, and reduce marine-based drivers of reef degradation including baitfish and reef fisheries. Overall, the project seeks to enhance reef ecosystem integrity and resilience through sustainable management, reducing development impacts and integrating NC accounting into national planning.



The project is structured in four components:

Component 1 will increase the sustainability of marine and coastal resource management under a Green Growth Strategy for Laamu Atoll (Outcome 1.1) and achieve a reduction in stressors impacting Laamu Atoll reefs through increased Green Growth and Integrated Coastal Zone Management practices in key sectors (Outcome 1.2).

Component 2 will result in increased understanding of the values and dependencies on marine NC and biodiversity and ecosystem services that supports improved livelihoods and sustainable development on Laamu and among key national stakeholders (Outcome 2.1).

Component 3 will aim to achieve increased institutional capacity, clarified mandates and integration of NC accounting in marine biodiversity conservation policy and programs (Outcome 3.1); enhanced protection of coral reefs and other marine NC through actions by corporate sectors (Outcome 3.2); and strengthened inter-sectoral coordination and spatial planning that incorporates NCA support sustainable development in the fisheries and agriculture, tourism and construction sectors (Outcome 3.3).

Component 4 will support the implementation of Components 1-3 ensuring that information and lessons learned are shared between the different Components and stakeholders and that results-based management is informed by adequate M&E procedures.

Overall, the project will lead to enhanced conservation and sustainable management of the coral reef-atoll seascapes throughout the Maldives through an in-built design for scaling up from local experience to national change across its three components. Integration of the NC concept and approaches into business models, risk analyses and decision-making processes within government, private sector and financial institutions is expected to align national and local governance with the enhanced planning needs outlined in the National Biodiversity Strategy and Action Plan.

2. Objective of the assignment

The Project Manager (PM), will be locally recruited by the Project Executing Agency (EA) of the Government of Maldives, the Ministry of Environment. The PM will be responsible for the overall management of the Project, including the mobilization of all project inputs, supervision over project staff, consultants and sub-contractors. The PM will report to the Project Coordinator assigned by the Ministry under the supervision of Project Director and will closely coordinate with the assigned UNEP Task 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 Steering Committee (PSC), based on the instructions of the Project Director. Generally, the PM will support the Project Director who will be responsible for meeting government obligations under the Project. The PM will perform a liaison role with the government, UNEP 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 focal points at national and local levels.

3. Responsibilities and detailed tasks:

- Plan the activities of the project and monitor progress against the approved work-plan.
- Supervise and coordinate the production of project outputs, as per the project document in a timely and high-quality fashion.
- Coordinate all project inputs and ensure that they adhere to UNEP 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.

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- Manage requests for the provision of financial resources by UNEP, through advance of funds, direct payments, or reimbursement using the UNEP provided format.
- Prepare, revise and submit project work and financial plans, as required by PSC and UNEP.
- Monitor financial resources and accounting to ensure accuracy and reliability of financial reports, submitted on a quarterly basis.
- Manage and monitor the project risks initially identified and submit new risks to the PSC for consideration and decision on possible actions if required;
- Manage and monitor the implementation and reporting of safeguards requirements under the project's ESERN (Environmental, Social and Economic Review Note) with assistance from PMU and Project Implementation Unit staff.
- Liaise with UNEP, PSC, relevant government agencies, and all project partners, including donor organizations 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 UNE, 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, local government staff, 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.
- Assist and advise the focal points responsible for activity implementation in the target area.
- Carry regular, announced and unannounced inspections of all sites and the activities of the Project Implementation Unit.

4. Qualifications required:

- Master's degree or an equivalent qualification in a related field of environment or management
- At least 7 years of work experience
- Demonstrable project or programme management experience in at least one project or programme
- Experience in working with ministries or national institutions that are concerned in a related field of environment or management will be an added advantage

5. 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 Project Implementation Units 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 political and socio-economic context related to the Maldivian marine environment, biodiversity conservation and biophysical monitoring at national and subnational levels.
- Excellent command of English and Dhivehi languages.

6. Collaboration, Guidance and Supervision

- The Project Manager will be contracted by the Ministry of Environment and is fully accountable to the Ministry on the quality and timely delivery of his/her work under the contract. The Project Manager will be provided office space and office facilities in the Ministry of Environment.

7. Duration of the Assignment

- The Project Manager will be hired for a period of 12 months with the possibility of extension based on performance appraisal (Total project duration is 5 years)

8. Remuneration

Remuneration will be at the rate of MVR 34,740/- per month

9. Selection Criteria

The Project Manager will be selected based on the following criteria:

Criteria	Weightage (%)
Achieved minimum academic qualification	30
At least 7 years of work experience	10
Demonstrable project/programme management experience in at least one project/programme	10
Experience in working with ministries or national institutions that are concerned in a related field of environment or management (2 points for each year)	10
Proof of proficiency in skills such as English and Dhivehi language, computer applications and donor fund management (2 points for each)	10
Interview	30