



**Ministry of Environment, Climate Change and Technology**  
Male', Republic of Maldives



Date: 10<sup>th</sup> June 2021

Announcement Reference No: (IUL)438-HRU/438/2021/180

## **Terms of Reference**

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

**Position:** Administrative Support Staff (for Project Office at Laamu Atoll)

**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, Climate Change and Technology 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. Responsibilities and detailed tasks:**

Under the guidance of Laamu Project Coordinator, assist the Laamu Coordinator in carrying out the activities of project Component 1 (*Green Growth development for Laamu Atoll in the fisheries and agriculture, tourism and construction sectors*) and output 1.1.1 (*Capacity development, participatory planning and implementation support for Green Growth Strategy, MMA/BR and Sustainable Development Plans for Laamu Atoll*) and Output 2.1.1 (*Increased knowledge resources and public support for Green Growth and biodiversity conservation in Laamu Atoll*)



- Assist Laamu project coordinator in preparation of progress plans and reports
- Assist the Laamu project coordinator in day-to-day management and oversight of project activities
- Ensure all project documentation regarding the project activities based in Laamu are properly maintained in hard and electronic copies in an efficient and readily accessible filing system
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Assist Laamu Project Coordinator in carrying out his/her duties and support project team in all issues related to project administration
- Maintain agendas for project meetings and keep track record with regard to scheduled meetings, reporting deadlines, keeping minutes, etc
- Organize logistics and manage administrative matters under the guidance of Laamu project coordinator for project related assignments upon request
- Perform other project related duties as requested by the Laamu project coordinator
- Support Laamu project coordinator in organizing project meetings and maintain minutes of meeting

### **3. Qualifications required:**

- Undergraduate degree in public administration, project management or relevant discipline with demonstrated experience in program or project administration
- Must have professional work experience of at least 3 years
- Very good inter-personal skills, including facilitation of meetings, and experience with networking
- Strong communication skills including web-site management, social media, presentations to conferences and the media
- Computer literacy in office standard applications.
- Previous experience with UN or international projects will be a definite asset;
- Excellent language skills in Dhivehi and English (writing, speaking and reading)
- Ability to work with high degree of responsibility, in a flexible manner and often under pressure

### **4. Collaboration, Guidance and Supervision**



- The Administrative support staff will be contracted by the Ministry of Environment, Climate Change and Technology 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 Administrative support will work under the guidance and supervision of the Laamu project coordinator

## 5. Duration of the Assignment

- The Administrative support will be hired for a period of 12 months with possibility of extension based on the performance

## 6. Remuneration

- The basic monthly salary will be at the rate of MVR 6,295.00
- Exclusive allowance of MVR 2203.25
- Phone allowance of MVR 350.00
- Service allowance of MVR 2000.00
- Co-allowance of MVR 900
- OT allowance as in Civil Service

## 7. Selection Criteria

Administrative Support Staff for the project office at Laamu atoll, will be selected based on the following criteria:

<b>Criteria</b>	<b>Weightage (%)</b>
Achieved minimum academic qualification	30
At least 3 years of work experience	10
Experience in administrative work at local and national level in at least one project/programme	10
Experience in working with ministries or national institutions that are concerned in a related field (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



## 8. Application

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

- Curriculum Vitae (clearly stating the starting and ending month and year for previous experiences)
- Copy of National ID Card
- Accredited copies of Academic Certificates (Documents accepted are copy of accredited certificates/ Letter of completion from the university together with a written document from Maldives Qualification Authority stating that the course completed is accredited to a certain level.)
- Employment Verification Letter from previous employer(s)
- Candidates currently working in the Civil Service should provide a letter of no objection from their current employer to release from the job.

## 9. Submission

Interested candidates may email their proposal on or before 1200pm of 24<sup>th</sup> June 2021 to the following address.

Human Resource Department

Email: [hr@environment.gov.mv](mailto:hr@environment.gov.mv)

Ministry of Environment, Climate Change and Technology

Green Building, Handhuvaree Hingun, Maafannu

Male', 20392, Republic of Maldives