

Maldives Clean Environment Project Ministry of Environment, Climate Change and Technology

MONITORING AND EVALUATION SPECIALIST

TERMS OF REFERENCE

A. BACKGROUND

Solid Waste Management (SWM) is a priority sector for the Maldives due to the fact of high economic and social dependence on a healthy marine environment. In recent years there has been a significant increase in the magnitude of waste management problems throughout the country for number of reasons, including but not limited to population increase, changing lifestyle, dependence on importation, coupled with the environmental challenges brought about by the growing tourism. The worsening waste management situation is increasingly resulting in pollution of the environment and the generation of conditions prejudicial to public health. Practices vary from community to community, but at most islands waste is building up into many open dump sites spreading across islands and disposed of either in the sea or by open burning. Predicting the threats to the economic development, the Government of Maldives decided to invest heavily in the waste sector with the support of various donors and international agencies to build the necessary infrastructure to develop integrated and sustainable solid waste management systems throughout the country on a Zonal approach.

This process started in 2008 with the support of the World Bank Group, under the International Development Association (IDA) credit to develop an integrated SWM system for Zone II, namely the Maldives Environmental Management Project (MEMP). This project was completed in 2015, by developing SWM systems at the island's level and a regional waste management facility to manage waste generated in zone II, that cannot be managed at the island level.

In order to further support the Government of Maldives' initiatives to manage solid waste in a sustainable and environment friendly manner, and based on the lessons from implementing MEMP, IDA is supporting the **Maldives Clean Environment Project** (MCEP) which will support additional investments to operationalize the RWMC introduced in Zone II under MEMP and to design and develop a sustainable regional waste management system for Zone 4 and 5.

The development objective for MCEP is to improve solid waste management in selected zones (Zone II, IV and V). This project has five components. 1) The first component, Strengthening National Solid Waste Management Strategy and Policy, aims to support the government's efforts to address current challenges to effective SWM in the country. 2) The second component, Establishing Regional Waste Management Systems, aims to fully operationalize



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the Regional Waste Management Center (RWMC) for Zone II established under Maldives Environmental Management Project (MEMP), and to support the establishment and operation of regional SWM systems in Zones IV and V. 3) The third component, Establishing Island Waste Management Systems, aims to support the government in developing and completing island-level facilities for managing the collection, segregation, on-site treatment, and storage of residual waste until final transfer to the common facility, in all project zones. 4) The fourth component, Project Management, aims to strengthen Ministry of Environment (MoE's) institutional capacity for project implementation through the establishment and maintenance of a Project Management Unit (PMU) to manage, implement, monitor, and evaluate project activities. 5) The fifth component, Contingency Emergency Response, aims to provide immediate response to an eligible crisis or emergency, as needed.

Under the MCEP, the Government of Maldives through the Ministry of Environment, Climate Change and Technology (MECCT) is seeking a full time **Monitoring & Evaluation (M&E)**Specialist for the Project Management Unit of the Maldives Clean Environment Project and will be responsible for the implementation of the M&E strategy and framework for the project.

B. OBJECTIVE OF ASSIGNMENT

The objective of this assignment is to implement the Monitoring & Evaluation Strategy and Framework of the MCEP to monitor/evaluate the implementation of project activities in order to ensure all outputs are delivered effectively and in a timely manner.

C. OVERALL RESPONSIBILITY

The overall responsibility of the staff will be to:

- 1) Implement/Execute the Monitoring and Evaluation Strategy and Framework of the Project in order to ensure effective implementation of project activities.
- 2) Develop monitoring and evaluation action plans for each of the components to guide the implementation of monitoring and evaluation activities under the Project.

D. SPECIFIC TASKS

Major tasks under this assignment will include, but not be limited to the following:

- 1. Implement/Execute the M&E framework of the Project,
- 2. Develop M&E formats, for effective monitoring, management and evaluation of project implementation
- 3. Coordinate with all relevant ministries, authorities, islands councils and atoll councils of the project area to source data and information for specific M&E requirements.
- 4. Undertake regular monitoring visits to project sites to obtain first-hand beneficiary feedback and to cross validate data reporting and field observations.
- 5. Prepare quarterly M&E reports to the donor and government
- 6. Regularly review progress reports to assess monthly, mid-term and interim performance in accordance with the results framework.



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- 7. Undertake periodic reviews based on the project results framework and recommend appropriate modifications on project activities as appropriate.
- 8. Oversee and participate in evaluations and assessments.
- 9. Develop and maintain an M&E database for the project.
- 10. Ensuring mentoring and training of project team to foster capacity building on M&E knowledge.
- 11. Serve as focal point for providing M&E inputs on implementation progress of project activities.
- 12. Support technical and implementation support missions commissioned by the donor.
- 13. Attend, participate and provide necessary inputs for preparation and execution of meetings, workshops and trainings.
- 14. Besides the above responsibilities, the Project Manager may assign additional tasks that are relevant for effective M&E of the project.

E. QUALIFICATIONS AND EXPERIENCE

To be eligible for consideration for this position the candidate must meet the following criteria:

- A master's degree from a recognized university in either international community development, project management, project monitoring and evaluation or comparable academic preparation,
- Minimum 3 years' general experience of implementing and evaluating projects in the environment sector OR development sector.
- Demonstrated experience in M&E system development and data analysis in the environment sector
- A demonstrated ability to rapidly acquire knowledge about the Project, project objectives, delivery mechanisms, performance indicators, and operation performance monitoring and evaluation requirements;
- Experience in implementation of donor funded projects
- Experience in a World Bank supported project would be an asset.
- Strong computer skills required (MS Word, Excel, Power Point, MS Projects etc.) and other relevant computer applications.
- Good written and oral English and Dhivehi.
- Strong communication skills and good interpersonal relations.

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

In addition, the individual's reputation of integrity and impartiality routed in independent from third parties shall be considered.



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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 projects portfolio. He/she must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative in his/her broad field of actions.

F. REPORTING REQUIREMENT

- 1. The M&E Specialist will report directly to the Project Manager (PM) on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client.
- 2. The M&E Specialist should report to work on week days from 0800 1600 hours other than public holidays and provide services to the Client for an average of 40 hours a week.
- 3. The Monitoring and Evaluation Specialist is required to report to work in official attire.

G. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is <u>24</u> months from the commencement of the works (tentatively August 2021) with potential extension based on performance and need.

H. REMUNERATIONS

Monthly remuneration from the project will be between MVR 30,000.00 to MVR 35,000.00 based on the education qualification and experience.

I. SELECTION CRITERIA

The Monitoring and Evaluation Specialist will be selected based on the following criteria:

Selection Criteria	Weightage (%)
Relevant academic qualification(s)	40
Experience in similar works	30
Interview	30

J. SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT

- 1. Office space and other facilities such as computers will be provided to the Monitoring and Evaluation Specialist as required.
- 2. Local transport for official travel between Male', inter-Atolls and inter-islands and food and accommodation for the trips will be provided from the projects.



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3. Leave Entitlement: Applicable leave entitlements under Maldives Employment Act (Act No: 2/2008)

K. APPLICATION

Interested applicants may submit their Expression of Interest in a sealed envelope indicating the following:

- Letter of Expression of Interest (EOI)
- Updated Curriculum Vitae (including description of similar assignments, experience in similar conditions, availability of appropriate skills etc.)
- Copy of National Identification Card
- Attested copies of Educational Certificates (copies taken from with accredited original certificates)

L. SUBMISSION

Interested candidates may submit their proposals on or before the time provided in the advertisement to the following address by email:

Human Resources Section
Ministry of Environment, Climate Change and Technology
Green Building, Handhuvaree Hingun, Maafannu
Male', 20392, Republic of Maldives
Email: mcep.procurement@environment.gov.mv



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