



Ministry of National Planning, Housing and Infrastructure

Republic of Maldives

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PROVISION OF WATER SUPPLY, SANITATION AND SOLID WASTE MANAGEMENT PROJECT

PROJECT COORDINATOR (PC) (WASTE MANAGEMENT COMPONENT)

TERMS OF REFERENCE

A. PURPOSE

The Government of the Republic of Maldives through Ministry of National Planning, Housing and Infrastructure is implementing “Provision of Water supply, Sanitation and Solid Waste Management Project” financed by OPEC Fund for International Development (OFID) and intends to apply part of the proceeds for the selection of a **full time Project Coordinator (PC) (Waste Management Component)** to acquire technical support for development and implementation of solid waste management system component of the project administered by Ministry of National Planning, Housing and Infrastructure.

B. BACKGROUND

The Government of the Maldives has received a loan funding from the OPEC Fund for International Development (OFID) towards the improvement of sanitation in selected islands in the Maldives. Hence, the Government has decided to utilize a part of this funding to improve waste management sector targeting Zone One that includes the atolls of North Thiladhunmathi (Haa Alifu), South Thiladhunmathi (Haa Dhaalu) and North Miladhunmadulu (Shaviyani). Consequently, an environmentally sound, economically viable and locally appropriate regional solid waste management system is expected to be established at the end of the project.

Zone One region of the Maldives has a population of 63,000 people, distributed over 41 inhabited islands within three administrative atolls and 4 operational tourist resorts, total waste generation in the region is estimated more than 20 thousand tons annually. In this regard the Government has recognized the urgent need of an improved waste management system in place. Therefore, this project has been formulated in a manner that provides most appropriate solution for small islands.

The project will be implemented at multiple levels as the construction of Island Waste Management Centres (IWMCs) that provides adequate storage and facilitate reducing the

volume of waste to be subjected for final disposal through sorting, small scale recycling and composting. A Regional Waste Management Facility (RWMF) will be built on an island selected through a comprehensive feasibility study undertaken for that purpose.

The project will undergo through a main five components as;

1. Undertaking a technical and financial feasibility, which majorly includes, but not limited to
 - a. Technology assessment, a financial analysis and a social impact assessment for the regional system
 - b. Technical designs of the regional facility
 - c. Environmental Impact Assessment
 - d. Tender documentation and capacity building
2. Community mobilization and development of Island Waste Management Plans for all the inhabited islands along with an institutional mechanism for the regional system
3. Construction and/or rehabilitation of the existing island waste management infrastructures
4. Design and built of a waste transfer system to the regional facility
5. Construction and operation of the RWMF

C. OBJECTIVES OF ASSIGNMENT

The objectives of the assignment are to coordinate and manage overall project of Solid Waste Management System in the Zone One (Haa Alifu, Haa Dhaalu and Shaviyani Atoll) with coordination of Waste Management and Pollution Control Department of the Ministry of Environment, Climate Change and Technology. Therefore, the project includes both construction of Island Waste Management Centers and Regional Waste Management Centers in the upper north region.

The overall objectives of the assignment include, but are not limited to, the following:

- Operational management and project management, technical coordination, liaison with other agencies and relevant parties, financial management, procurement monitoring and evaluation and project communications
- Managing and coordination of the project in accordance to the project documents and as per the bank guidelines in association with the project team in the Waste Management and Pollution Control (WMPC) Department of the Ministry of Environment, Climate Change and Technology (MECCT). Also, ensure all the implementation arrangements of the projects are carried out smoothly and on time.
- Mobilize island communities through project inputs in coordination with island and atoll councils and MNPHI as well as Environmental Protection Agency (EPA)

towards achieving performance indicators of Waste Management Components of the project.

D. SCOPE OF SERVICES

The overall responsibilities of the Project Coordinator include, but not limited to the following:

1. Provide advice to the Project Coordinator(s) and Project Director on all technical aspects of the Project;
2. Operational management of the project component in accordance with the Financing Agreements and Operations Manuals of the Project to produce the envisaged outputs;
3. In collaboration with the Project Team and Stakeholder agencies, ensure all implementation arrangements of activities of the project component are carried out smoothly and effectively.
4. Coordinate with the Procurement, Finance, Communications Officers of the PMU to facilitate the timely procurement of consulting services, goods and equipment etc.
5. Coordinate and collaborate with island/atoll officers within the project area to support island waste management implementation activities including but not necessarily limited to:
 - a) Community mobilization;
 - b) Island and atoll waste management planning;
 - c) Procurement of local contractors;
 - d) Island and atoll waste management training; and
 - e) Performance monitoring and evaluation.
6. Coordinate and collaborate with the communications and evaluation officer to ensure the timely dissemination of project performance and waste management component progress to island, atoll and community stakeholders;
7. Coordinate and collaborate with island and atoll councils within the project area and project consultants, to ensure that services are provided efficiently and effectively;
8. Coordinate with the Project Director/Project Manager/WMPC Department of Ministry of Environment, Climate Change and Technology and island and atoll councils within the project area to ensure that their views regarding user pays fees and institutional arrangements are represented in discussions with the appropriate Government Ministries;
9. Coordinate with island and atoll councils within the project area to ensure their views and interests in the regional waste management facility location are adequately represented in the final site selection process by performing proper feasibility analysis to implement island and regional waste management centers.

10. Coordinate and collaborate with island and atoll councils within the project area to ensure the timely implementation of waste management activities under the project.
11. Coordinate with island and atoll offices within the project area to ensure their views and interests in the technology selection process are adequately represented in the selection process.
12. Ensure adequate reporting on lessons learned and lessons to be applied in respect of climate change adaptation for Solid Waste Management;
13. Ensure that the Ministry of Environment, Climate Change and Technology, Steering Committee, Project stakeholders, the International Technical and Strategic Advisor, the Donor are kept up to date with key Component related delivery issues;
14. Ensure information, reports and other documentation requested by the Project Director for review and/or for presentation to Steering and Technical committees are provided in a timely manner;
15. Identification and resolution of implementation problems, with the guidance of the Waste Management and Pollution Control Department, Ministry of Environment, Climate Change and Technology or project manager.
16. Provide overall coordination/supervision to the contractors and/or consultants and ensure timely delivery of the project outputs in accordance to the contract agreements.
17. Ensure that project team members carry out tasks outlined in their TOR, Action plans in a timely manner, conduct project component staff appraisal and provide feedback;
18. Visit project sites periodically and report back on the status onsite activities to the management and submit monthly activity and quarterly progress reports on time;
19. Ensure all relevant information, documents, financial and technical reports are made available for review during review missions, by independent reviewers and/or review by other relevant Authorities of Government of Maldives.
20. Prepare and revise project component activities and financial plans and ensure information/reports such as annual work plan, annual project review reports, project progress reports, bi-annual reports, quarterly reports etc. and other documentation requested by Ministry of Environment, Climate Change and Technology or funding agency for review and/or for presentation are provided in a timely manner.
21. Undertake other technical tasks as and when required by the MNPFI.

E. QUALIFICATION AND EXPERIENCE

1. PHD related to the field of assignment with minimum general experience of 3 years in a related field/ or similar capacity including minimum 2 years specific experience in the field with substantial management/ supervisory responsibilities **OR**
2. Master's degree or above related to the field of assignment with minimum general experience of 5 years in a related field/ or similar capacity including minimum 3 years specific experience in the field with substantial management/ supervisory responsibilities **OR**
3. Bachelor's degree or above related to the field of assignment with minimum general experience of 10 years in a related field/ or similar capacity including minimum 4 years specific experience in the field with substantial management/ supervisory responsibilities.
4. Having experience in waste management field would be an added advantage.
5. Previous experience working on projects financed by Donor agencies will be an added advantage.
6. Should have strong leadership, management and communication skills in presenting, discussing and resolving difficult issues and have ability to work efficiently and effectively with a multidisciplinary team.

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

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

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 project's 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. Report directly to the Project Director on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client.
2. The Project Coordinator shall ensure that all the required reports for the project are prepared on time, in accordance with the requirements of Client and respective donor agencies.

3. The Project Coordinator is expected to 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. Remuneration for less than 8 hours work per day will be on a pro-rate basis.
4. The Project Coordinator (PC) is required to report to work in official attire.

G. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is **24 months** from the commencement of the works with potential renewal of contract based on performance and organizational need. The successful candidate is expected to commence the services in November 2021.

H. SELECTION CRITERIA

The Project Coordinator will be selected based on the following criteria.

Rating Criteria	
Criterion	Rate
<p>Educational Qualification and Experience in related field</p> <ul style="list-style-type: none"> - PHD related to the field of assignment with minimum general experience of 3 years in a related field/ or similar capacity including minimum 2 years specific experience in the field with substantial management/ supervisory responsibilities OR - Master’s degree or above related to the field of assignment with minimum general experience of 5 years in a related field/ or similar capacity including minimum 3 years specific experience in the field with substantial management/ supervisory responsibilities OR - Bachelor’s degree or above related to the field of assignment with minimum general experience of 10 years in a related field/ or similar capacity including minimum 4 years specific experience in the field with substantial management/ supervisory responsibilities. <p>(Reference letters will be taken into consideration)</p>	50 points
<p>Experience in working in similar projects (both PSIP and Donor Funded)</p>	30 points
<p>Interpersonal Skills and Presentation (will be assessed during personal interview)</p> <ul style="list-style-type: none"> - Experience in the field 	20 points 08 points

- Experience working in similar assignments	08 points
- Personal Skills and Hard skills	04 points

I. REMUNERATIONS, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT

1. Successful individual will be paid an all-inclusive monthly fee in the range of **MVR 25,020 to MVR 28,800** (salary shall be set based on pay commission circular no: 13-NPC/CIR/2018/5) depending on their qualifications and experience. Whereas 50% of the eligible amount will be paid as Monthly Basic Salary and 50% will be paid as Living allowance.
2. Successful candidate will be entitled to Pension deduction as per Maldivian Pension Act from the Monthly Basic Salary (7%).
3. Local transport for official travel between Male’, inter-Atolls and inter-islands and allowances to cover food and accommodation for the trips will be provided from the projects.
4. Ramadan allowance at the government prevailing rates.
5. Office space and other facilities such as computers will be provided as required.
6. Leave Entitlement:
 - a. Annual Leave: The Consultant may take up to thirty (30) working days leave per calendar year upon the completion of the first year.
 - b. Sick Leave: The Consultant may take Thirty (30) days of paid sick leave.
 - (i) The Consultant is allowed to take 30 days sick leave with medical certificate specifying the nature of the illness and recommended duration of sick leave by a licensed medical practitioner is to be submitted on the first day back at work.
 - (ii) Notwithstanding the above, Consultant is allowed to take 15 days sick leave without medical certificate and can be taken for two consecutive days.

- c. Family Responsibility Leave: The Consultant may take Ten (10) days of paid leave in a year to attend important obligations such as tending family members during illness.
- d. Unpaid Leave: The Consultant will not be paid for leave(s) that exceed the maximum allowed and the Client may terminate the contract if the unpaid leave exceeds more than thirty (30) working days.

J. APPLICATION

Interested applicants may submit their proposal in a sealed envelope indicating the following:

1. Letter of Expression of Interest (EOI)
2. Copy of National Identification Card
3. Attested copies of Educational Certificates (copies taken from with original accredited certificates)
4. A CV that demonstrates that the applicant is qualified to perform the services (including a description of similar assignments, experience in similar conditions, availability of appropriate skills etc.)
5. Reference Letters from current/previous employers.

K. SUBMISSION

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

Infrastructure Department,
Ministry of National Planning, Housing and Infrastructure,
Ameenee Magu, Maafannu Male', 20392,
Republic of Maldives.
Email: recruitment.hr@planning.gov.mv