

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



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



**PREVENT  
DOMESTIC  
VIOLENCE**

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

Announcement Reference No: (IUL)438-HRU/438/2021/337

### **Terms of Reference**

**Project:** Enhancing National Development through Environmentally Resilient Islands "ENDhERI"

**Position:** Project Assistant

**Type of Contract:** Individual

**Thematic Area:** Biodiversity

#### **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. Responsibilities and detailed tasks:

### Management of Project Contracts and Grants

- Assist the Project Manager in developing, issuing and administering contracts for project subcontracts and consultants
- Assist the Project Manager and Laamu Project Coordinator in developing and administering project-supported grant schemes

### Administration and IT

- Assist the Project Manager in day-to-day management and oversight of project activities
- Assist project Monitoring & Evaluation by the preparation of progress plans and reports
- Ensure all project documentation (progress reports, consulting and other technical reports, minutes of meetings, etc.) are properly maintained in electronic copies, and where needed in hard copies, in an efficient and readily accessible filing system, for when required by Project Steering Committee, UNEP, Project Director, project consultants and other Project Management Unit (PMU) staff
- Provide PMU-related administrative and logistical assistance
- Support IT needs of the project office



## Finance

- Keep records of project funds and expenditures, and ensure all project-related financial documentation are well maintained and readily available when required by the Project Manager;
- Review project expenditures and ensure that project funds are used in compliance with the Project Document and government financial rules, laws and regulations;
- Perform all procurements for the project under the supervision of Project Manager in accordance with government laws and regulations on procurement;
- Provide necessary financial information as and when required for project management decisions;
- Provide necessary financial information during project audit(s);
- Review annual budgets and project expenditure reports, and notify the Project Manager if there are any discrepancies or issues;
- Consolidate financial progress reports submitted by consultants and contractors for implementation of project activities;
- Liaise and follow up with the consultants and contractors for implementation of project activities in matters related to project funds and financial progress reports

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

- A Bachelor's degree or an equivalent in a subject related to project management, project administration, finance, procurement or accounting.
- Minimum three years of project work experience in management/ administration/ finance/ procurement/ accounting.
- Demonstrated experience in IT and related software in project and finance management.
- Sound understanding of government procurement practices and international agencies procurement guidelines will be an added advantage.
- Experience in donor assisted projects will be a definite asset.
- Experience in coordinating events/meetings/workshops.

### **4. Competencies and Evaluated skills:**

- Strong drafting and reporting skills.
- Strong communication skills.
- Strong computer skills, in particular mastery of all applications of the MS Office package.
- Able to manage finance and procurement.
- Excellent command of Dhivehi and English.
- Must be willing to work for extended periods without direct supervision.
- Must be punctual, highly organized and able to take direction.

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

The Project Assistant 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 Project Assistant will work under the guidance and supervision of the Project Manager. The Project Assistant will be provided office space and office facilities in the Ministry of Environment, Climate Change and Technology.



## 6. Duration of the Assignment

The Project Assistant will be hired for a period of 12 months with the possibility of extension for the project period, based on performance appraisal.

## 7. Remuneration

Remuneration will be at the rate of MVR 20,160.00 per month

## 8. Selection Criteria

Only the candidates who meet the minimum qualification and work experience requirements listed in 3 will be shortlisted for the interview. Project Assistant, will be selected based on the following criteria: :

| Criteria  | Weightage (%) | Documents Evaluated                       |
|---|---------------|---|
| Achieved minimum academic qualification(s)  | 30            | Copies of Academic Certificates submitted |
| Minimum 3 years of experience in working in project administration of donor funded projects                                     | 20            | Letters of experience submitted           |
| Experience in managing finances and procurement (2.5 for each year)   | 10            | Letters of experience submitted           |
| Experience in working with ministries or national institutions that are concerned in a related field (2.5 points for each year) | 10            | Letters of experience submitted           |
| Interview   | 30            |   |

## 9. Application

Applications will be evaluated based on the supporting documents provided, not based on information provided on the CV. 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.



## 10. Submission

Interested candidates may email their proposal on or before 1200 pm of 21<sup>st</sup> November 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

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