

Sustainable Fisheries Resources Development Project

Terms of Reference

Environmental and Social Safeguards Officer

A. BACKGROUND

The Government of the Republic of Maldives through the Ministry of Fisheries and Agriculture is implementing Maldives –Sustainable Fisheries Resources Development Project financed by the World Bank. The project will be managed by the Project Management Unit (PMU) set up within the Ministry of Fisheries and Agriculture. The project will be implemented in accordance with the Project Implementation Plan (PIP), Project's Procurement Manual, and the Project's Financial Management Manual all of which are consistent with the World Bank's guidelines and procedures on procurement and financial management.

The aim of the Project are as follows: (a) at the larger South-West Indian Ocean Region, to improve the management of selected priority fisheries at regional, national and community levels; and (b) at the national level, the overall development objective would be to enhance the government's capacity to manage and govern the fisheries sector, including formulating appropriate adaptive sector policies; to ensure sustainability of marine fisheries; and to development of mariculture as an important source of inclusive growth of economy, income and jobs, to be able to respond to changing needs of the Indian Ocean region.

B. OBJECTIVES OF ASSIGNMENT

The Project Management Unit (PMU) wishes to contract an Environmental and Social Safeguards Officer (ESSO). The ESSO will work for PMU, which has been established to support the implementation of the project. The ESSO will work closely with the Project Component Coordinators and s/he will report to the Project Director on the following responsibilities.

1. Provide overall environmental management oversight during the implementation of the project, supporting and advising the client in addressing a variety of environmental issues at all the stages of the implementation of the Project and in environment related training/awareness raising and coordination activities.
2. Implement environmental related activities as outlined in the Environmental and Social Management Framework (ESMF) of the project.
3. Prepare necessary documents, such as environmental guidelines and tools in consultation with stakeholders and help the client in commissioning and managing additional and/ or special studies/ assessment, baseline studies, if necessary.
4. Coordination with (i) PMU staff including Monitoring and Evaluations Officer, Procurement Officer and Financial Management Officer; and (ii) Establish and ensure

efficient and satisfactory progress in implementing the Environmental and Social Management Framework against the indicators established in the, project action plans.

5. Reporting to the Project Director and World Bank on the overall environmental and social performance of the project as part of PMU's periodic progress reporting all aspects of the project throughout the duration of the project.

C. OVERALL RESPONSIBILITY

The overall responsibilities of the Environmental and Social Safeguards Officer (ESSO) include, but are not limited to the following:

1. Ensuring that each subproject and activities under the project is subjected to the Project Environmental and Social Management Framework (ESMF) process and procedures.
2. Prepare guidelines, tools and notes for use in the project based on relevant environmental policies, acts and regulations/ directives of the Government of Maldives (GoM) and relevant safeguard policies of World Bank Group and the ESMF;
3. Carry out environmental screening of subprojects and activities, and help to prepare subproject or activity specific Environmental Management Plans (EMPs).
4. Organize environmental orientation & awareness, and training for Project staff on safeguards
5. Coordinate and execute managing Initial Environmental Examination (IEE), if necessary and other special studies/ assessment such as hazardous & e-waste management. Prepare environmental information materials and help the client in disseminating the information to the relevant stakeholders;
6. Provide overall policy and technical direction for safeguards management under the Project, as defined by the project environmental and social safeguards instruments;
7. Co-ordinate closely with the technical officers in the Implementing Agencies(IA) in planning and managing project implementation as per the safeguards instruments;
8. Provide necessary technical assistance to facilitate the implementation, management and monitoring of environmental and social safeguards including conducting baseline studies
9. Ensure environmental and social due diligence is carried out for each sub-project as soon as conceptual technical design and scope have been defined, as outlined in the safeguards instruments;
10. Closely coordinate with the PMU and IA technical officers for timely preparation of Environmental/Social Assessments/Management Plans for sub-projects, as necessary (depending on screening outcome);
11. Coordinate with the IAs for hiring technical assistance, where necessary, and for review and endorsement of these safeguard documents
12. Ensure consistency of safeguard documents with national environmental regulations;
13. Obtain necessary clearances from local authorities for sub-projects, where applicable;
14. Prepare terms of references to undertake Environmental and Social assessments for complex and new activities and obtain necessary clearances from the World Bank and/or designated project approving agencies;

15. Manage the consultants hired to undertake environmental and social assessments, where applicable, and provide coordination support with implementation agencies and individuals;
16. Review draft and final environmental and social assessments for quality and obtain necessary clearances as per the safeguards instruments;
17. Ensure that applicable measures in the Environmental Management Plans (EMPs) and Social Management Plans (SMPs) are included in the design, and conditions on compliance with EMPs/SMPs is included in the bidding documents liaising closely with the procurement team of the PMU and IAs;
18. Develop, organize and deliver environmental and social training programs and workshops for the Implementing Agencies at the field level, contractors, field supervision staff and other implementing agency officials as needed, on safeguard requirements and their management;
19. Ensure compliance with EMPs and SMPs during the construction period and maintain close coordination and cooperation with the technical teams of the IAs; to monitor the operations and maintenance during the operation of the project;
20. Prepare additional technical guidelines, if necessary, to support the safeguards instruments in order to strengthen the implementation of environmental and social safeguards;
21. Ensure adequate public consultation during the preparation of safeguards instruments as defined by the Environmental and Social Safeguard frameworks and Project Appraisal Document;
22. Ensure public complaints relating to sub-project implementation are addressed with corrective action and adequately documented;
23. Hold regular review meetings with the technical officers of the IAs and visit selected project sites to monitor implementation of the safeguards instruments;
24. Prepare routine monitoring reports, in collaboration with the IAs as set forth in the safeguards instruments;
25. Liaise closely, where technical guidance is required, with the Environmental and Social Specialists of the World Bank task team.
26. Promote community participation in the process of planning, management and monitoring of environmental/social impacts of sub-projects; provide guidelines on community participation in environmental/social monitoring to the IAs
27. Conduct social/environmental audits for all project components and obtain clearances;
28. Review and comment on audit reports, take necessary actions to address audit issues raised and obtain comments from World Bank.

D. QUALIFICATIONS AND EXPERIENCE

1. A recognized graduate university degree in in environmental sciences, environmental engineering, environmental studies or equivalent
2. At least 7 years' experience working in the Maldives preferably with the government agencies involved in the field of fisheries management, research, environment and/or marine resources management;

3. Work experience in government or donor funded projects and other relevant institutions will be an added advantage; work experience as environmental specialist in/ with World Bank or Asian Development Bank funded activities will be an asset;
4. Demonstrates good oral and written communication skills in substantive and technical areas A thorough knowledge or demonstrated ability to rapidly acquire knowledge about environmental assessments, research processes, procedures for performance monitoring and evaluation;
5. Excellent writing, editing and analytical skills and capability of working independently. Fluent in written and spoken English and Dhivehi;
6. A high level of computer literacy is required. Familiarity with programs like Word, Excel and PowerPoint are required.
7. The successful individual must be willing to work for extended periods without direct supervision and travel to islands within the project area.
8. Demonstrates openness to change and ability to manage complexities
9. Should have strong and proactive interpersonal communicative skills, experience in team leadership and participatory management.
10. Willingness to travel to islands of Maldives where the project is being implemented (for short or longer durations, as per demand of the Project) is a must.

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/he must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative to overcome challenges.

E. 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 Implementing Agency.
2. The Environmental and Social Safeguards Officer is expected to report to work on week days from 0800 – 1500 hours other than public holidays and provide services to the Client for an average of 35hours a week. Remuneration for less than 7 hours work per day will be on a pro-rate basis.
3. The Environmental and Social Safeguards Officer shall provide all the necessary reports and updates to the Project Director to be presented at the Project Steering Committee and donor agencies whenever needed.
4. The Environmental and Social Safeguards Officer is required to report to work in official attire.

F. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is 36 months from the commencement of the works with potential extension based on performance. The successful candidate is expected to commence the services in August 2017.

This position is based at the PMU Office of the Ministry of Fisheries and Agriculture in Male' with travel to Islands or field visits as maybe required.

G. RENUMERATION AND OTHER BENEFITS

1. MVR 18,000-23,000 depending on qualifications and experience, per calendar month as remuneration for the services provided depending on qualifications and experience, for the services provided by the Environmental and Social Safeguards Officer.
2. Training and travel expenses under the PMU as budgeted under the Project and approved by implementing agency.
3. S/he shall participate in the "Maldives Retirement Pension Scheme" as required by the Maldives Pension Law and its regulations.
4. S/he will be given an allowance called "Ramadan Allowance" as per the rules of the Implementing Agency, prior to the beginning of the month of Ramadan. The allowance will be entitled only to Muslims.

5. Leave Entitlement

5.1 Unplanned Leave:

S/he may take up to thirty (30) working days of paid leave per annum or pro rata as may be agreed by the client for medical reasons or emergencies. Medical certificate issued by a registered medical practitioner specifying the nature of illness and duration of unfitness of work is to be submitted on the day of return to work if sick leave extends for more than 2 days). If such documents are not provided on following day salary will be deducted for leave of absence.

5.2 Planned Leave:

S/he will be eligible for Paid Annual leave of 30 days. After completion of twelve (12) calendar months of service from the date of this Contract. Granting of annual leave will depend on service demands of the project and performance. MoFA reserves the right to grant paid leave on a flexible manner.

5.3 Emergency Leave

S/he may take 10 (ten) days of Emergency leave per year of service, on the ground that documentary evidence is provided when requesting or returning from such a leave.

5.4 Maternity/Paternity leave will be granted as per Rules of the Government of Maldives.

5.5 Unpaid Leave:

S/he will not be paid for any leave(s) that exceed the maximum allowed leave entitlements above. The Candidate may take a maximum of 20 working days unpaid leave in a twelve month contract period, if such a leave is agreed by the Client in writing. If the unpaid leave exceeds more than twenty (20) working days the contract may be terminated by the Client.

H. SERVICES AND FACILITIES TO BE PROVIDED BY THE IMPLEMENTING AGENCY

1. Office space and other facilities such as computers will be provided as required.
2. Local transport for official travel between Malé and field visits to islands; food, accommodation and allowance.

Sustainable Fisheries Resources Development Project

Terms of Reference

Monitoring and Evaluation Officer

A. BACKGROUND

The Government of the Republic of Maldives through the Ministry of Fisheries and Agriculture is implementing Maldives –Sustainable Fisheries Resources Development Project financed by the World Bank. The project will be managed by the Project Management Unit (PMU) set up within the Ministry of Fisheries and Agriculture. The project will be implemented in accordance with the Project Implementation Plan (PIP), Project's Procurement Manual, and the Project's Financial Management Manual all of which are consistent with the World Bank's guidelines and procedures on procurement and financial management.

The aim of the Project are as follows: (a) at the larger South-West Indian Ocean Region, to improve the management of selected priority fisheries at regional, national and community levels; and (b) at the national level, the overall development objective would be to enhance the government's capacity to manage and govern the fisheries sector, including formulating appropriate adaptive sector policies; to ensure sustainability of marine fisheries; and to development of mariculture as an important source of inclusive growth of economy, income and jobs, to be able to respond to changing needs of the Indian Ocean region.

B. OBJECTIVES OF ASSIGNMENT

The Project Management Unit wishes to contract a Monitoring and Evaluation Officer (M&E Officer). The Monitoring & Evaluation Officer is responsible for formulating and coordinating the systematic monitoring of the progress and impact of the project, focused on the design, implementation and reporting of a project monitoring plan. Responsibilities also include preparation of annual work plans and supporting reporting and evaluation cycles. The overriding aim is to ensure that indicators required meeting both the World Bank and internal reporting and evaluation commitments are consistently met, measured and reported.

In support of this, the M&E Officer works closely with the Project Component Coordinators, technical staff of MoFA, PMU staff and third party affiliated counterparts to ensure that routine data collection protocols are maintained.

C. OVERALL RESPONSIBILITY

The overall responsibilities of the Monitoring and Evaluation Officer include, but are not limited to the following:

1. Prepare, or revise as appropriate, a comprehensive project monitoring plan, based on the project documents such as the Project Appraisal Document (PAD), Procurement Plan, Financial Manual, Project Implementation Plan (PIP), log frames and other relevant planning documents.

2. Lead the development of and oversee the review of project level M&E plan and associated work plans for each component/activity as reflected in the results framework;
3. Support the Project Director by taking the lead in developing and monitoring progress of annual work plans and budgets
4. Conducting baseline studies, socio-economic studies, gender studies etc., required for the project areas
5. Collection of prescribed necessary data and information required for targeting programme activities to reach program beneficiaries
6. Acquiring data and information for specific M&E needs directly from other government offices, private sector and stakeholders particularly for indicators not requiring a survey;
7. Support technical work such as reviewing M&E methods, carrying out training needs, designing M&E tools and providing M&E technical assistance;
8. Ensure quality control of M&E outputs (e.g. surveys etc.), including by contributing substantively to the design and field testing of the monitoring methodology, review, supervise design and implementation of the survey, participatory data collection methods and protocols, data verification techniques, and other technical evaluation and analytical tasks conducted;
9. Develop and maintain a M&E database for the project including technical, financial and physical progress;
10. Maintain detailed knowledge of all relevant issues impacting M&E;
11. Develop Terms of References (ToRs) for M&E tasks to be carried out for consulting firms (e.g. the design of surveys, evaluations (mid-term and final evaluation), etc. using a combination of quantitative and qualitative methods;
12. Oversee the identification and engagement of third party contracted consultants, researchers or partners in meeting data collection needs of the monitoring plan, where needed, including drafting of contracts;
13. Oversee and participate in evaluations and assessments;
14. Ensuring mentoring and training of project team to foster capacity building on M&E and knowledge management.
15. Review M&E system/mechanism, process and procedures of the Implementing Agencies and forms and formats for project activities under its various components;
16. Monitor project progress through field visit as may be required, offer feedback and keep regular communication with related field and technical staff;
17. Attend, participate and provide necessary inputs for preparation of deliverables in meeting, workshops and trainings;
18. Serve as focal point for providing M&E inputs on Implementation Progress Reports to the Ministry;
19. Prepare and submit M&E inputs as per the Results Framework to the consolidated quarterly/ annual project implementation progress reports meeting the deadline as per the requirement of the project to PMU and World Bank;
20. Prepare consolidated progress reports for project management to submit to the relevant stakeholders, in accordance with approved reporting formats and schedule to create a better learning environment

21. Support other relevant staff of the project in coordinating the preparation and consolidation of annual work plans and budgets, monthly and quarterly, project reports and other deliverables;
22. Review monitoring reports, analyze them for impact evaluation and to identify the causes of potential bottlenecks in project implementation and make recommendations;
23. Tracking progress made on the Project's Results Framework during project implementation;
24. Support M&E missions of the World Bank;
25. Undertake relevant field visits to ensure achievement of the objectives of the programme
26. Coordination with (i) Component Coordinators, PMU staff including Environmental and Social Safeguards Officer, Procurement Officer, Financial Management Officer; and (ii) Establish and ensure efficient and satisfactory reporting progress on Monitoring and Evaluation Framework against the indicators established in the, project action plans.
27. Reporting to the Project Director and World Bank on the overall performance of the project as part of PMU's periodic progress reporting all aspects of the project throughout the duration of the project.
28. Any other duties as may be required from time to time by the Project Director.

D. QUALIFICATIONS AND EXPERIENCE

1. A recognized graduate university degree in fisheries, aquaculture, environmental or natural sciences, project management or in a related field
2. At least 5 years work experience in working in the Maldives in the field of monitoring and evaluation relating to natural resource management initiatives and/or project cycle management; experience, training and knowledge in the field of fisheries catch monitoring, including both data collection and analysis will be a particular added advantage; experience in ecological and/or socio-economic monitoring or research, including of marine and coastal habitats and/or household socio-economics, and/or community knowledge, attitudes and practices etc., will be an added advantage
3. Work experience in government or donor funded projects and other relevant institutions will be an added advantage; work experience as a M&E specialist in/with World Bank or donor funded activities will be an asset;
4. Demonstrates good oral and written communication skills in substantive and technical areas A thorough knowledge or demonstrated ability to rapidly acquire knowledge about monitoring and evaluation, environmental assessments and research processes;
5. Excellent writing, editing and analytical skills and capability of working independently. Fluent in written and spoken English and Dhivehi;
6. A high level of computer literacy is required. Familiarity with programs like Word, Excel, PowerPoint and SPSS are required.
7. Ability to interact with multiple staff in the relevant agencies and respond to and liaise with stakeholders from industry and private sector
8. Experience with the logical framework approach to monitoring as well as quantitative, qualitative and participatory monitoring approaches;

9. Ability to draw out the information collected to deliver relevant knowledge-sharing products to stakeholders;
10. Strong organizational skills focusing on details and effectiveness in analyzing and resolving M&E issues.
11. Familiarity with statistical and M&E electronic reporting systems.
12. The successful individual must be willing to work for extended periods without direct supervision and travel to islands within the project area.
13. Demonstrates openness to change and ability to manage complexities
14. Should have strong and proactive interpersonal communicative skills, experience in team leadership and participatory management.

The short-listed candidate will be requested to participate in personal interviews, 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/he must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative to overcome challenges.

E. 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 Implementing Agency.
2. The M&E Officer is expected to report to work on week days from 0800 – 1500 hours other than public holidays and provide services to the Client for an average of 35 hours a week. Remuneration for less than 7 hours work per day will be on a pro-rate basis.
3. The M&E Officer shall provide all the necessary reports and updates to the Project Director to be presented at the Project Steering Committee and donor agencies whenever needed.

F. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is 36 months from the commencement of the works with potential extension based on satisfactory performance. The successful candidate is expected to commence the services in August 2017.

This position is based at the PMU Office in Malé with travel to islands, vessels or field visits as may be required.

G. REMUNERATION AND OTHER BENEFITS

1. MVR 18,000 – 25,000 per calendar month as remuneration depending on qualifications and experience for the services provided by the Monitoring and Evaluation Officer except for unauthorised leave. The M&E Officer shall be paid for Working Days for which the M&E Officer has actually attended work and signed the attendance register provided by the Implementing Agency.
2. Training and travel expenses under the PMU as budgeted under the Project and approved by implementing agency.

3. S/he shall participate in the **Maldives Retirement Pension Scheme** as required by the Maldives Pension Law and its regulations.
4. S/he will be given an allowance called “**Ramadan Allowance**” as per the rules of the Implementing Agency, prior to the beginning of the month of Ramadan. The allowance will be entitled only to Muslims.
5. Leave Entitlement

5.1 Unplanned Leave:

S/he may take up to thirty (30) working days of paid leave per annum or pro rata as may be agreed by the client for medical reasons or emergencies. Medical certificate issued by a registered medical practitioner specifying the nature of illness and duration of unfitness of work is to be submitted on the day of return to work if sick leave extends for more than 2 days. If such documents are not provided on following day salary will be deducted for leave of absence.

5.2 Planned Leave:

S/he will be eligible for Paid **Annual leave of 30 days**. After completion of twelve (12) calendar months of service from the date of this Contract. Granting of annual leave will depend on service demands of the project and performance. MoFA reserves the right to grant paid leave on a flexible manner.

5.3 Emergency Leave

S/he may take **10 (ten) days of Emergency leave** per year of service, on the ground that documentary evidence is provided when requesting or returning from such a leave.

5.4 Maternity/Paternity leave will be granted as per Rules of the Government of Maldives.

5.5 Unpaid Leave:

S/he will not be paid for any leave(s) that exceed the maximum allowed leave entitlements above. The Candidate may take a maximum of 20 working days unpaid leave in a twelve month contract period, if such a leave is agreed by the Client in writing. If the unpaid leave exceeds more than twenty (20) working days the contract may be terminated by the Client.

H. SERVICES AND FACILITIES TO BE PROVIDED BY THE IMPLEMENTING AGENCY

1. Office space and other facilities such as computers will be provided as required.
2. Local transport for official travel between Malé and field visits to islands; food, accommodation and allowance

Sustainable Fisheries Resources Development Project

Terms of Reference for Office Assistant

A. BACKGROUND

The Government of the Republic of Maldives through the Ministry of Fisheries and Agriculture is implementing Maldives –Sustainable Fisheries Resources Development Project financed by the World Bank. The project will be managed by the Project Management Unit (PMU) set up within the Ministry of Fisheries and Agriculture.

B. OBJECTIVES OF ASSIGNMENT

The Project Management Unit (PMU) wishes to contract an Office Assistant who will facilitate the efficient and effective administrative and financial resources functioning of the PMU office. S/he will ensure compliance with the Government and World Bank procedures, guidelines and rules. S/he will be responsible for smooth functioning of the PMU as well as coordination with the operational cells and vendors.

She/he will seek and receive policy guidance/ instructions and support from Project Director, Finance Manager and Procurement Officer on their respective areas of responsibilities.

C. OVERALL RESPONSIBILITY

The overall responsibilities of the Office Assistant include, but are not limited to the following:

1. Provide administrative support to ensure that project activities are maintained in an effective, up to date and accurate manner:
 - Provide receptionist services including answering calls and inquiries
 - Assist in preparing annual reports and update project files
 - Organize meetings, act as the secretary and preparation of the minutes
 - Assist project staff in arranging logistics for field trips and training workshops
 - Administrative support to conferences, workshops, meetings;
 - Preparation of routine correspondence, faxes, memorandums and reports
 - Delivery of documents to the Ministry and other offices
 - Dispatch of goods to the outer atolls
 - Assist maintaining office security, evacuation and fire procedures
 - Support the World Bank Missions and Expert Consultants visits

2. Provide assistance to Financial Manager:
 - Manage records, file invoices, receipts, delivery orders and contracts
 - Ensure all payments to invoices are made on time
 - Assist in keeping track of all contracts entered into and ensure that payments and repayments are made on time
 - Prepare monthly payroll and ensure salary is paid on time to all staff
 - Process travel requests and collect travel reports

- Ensure effective inventory control and asset management, and maintain office management records
- Assist in managing all project assets
- Act as front desk for finance team, receipt of payment requests, verification of proper documentation, responding to client queries, delivery of cheques and follow up on outstanding cheques;
- Proper receipting of goods and services and establishment of accruals.
- Maintenance of the internal expenditures control system which ensures that vouchers processed are matched and completed, transactions are correctly recorded and posted; travel claims, and other entitlements are duly processed;
- Maintenance of the proper filing system for finance records and documents;
- Extraction of data from various sources;
- Perform other duties that fall within the competency and responsibility of the position

D. QUALIFICATIONS AND EXPERIENCE

1. Minimum diploma in a relevant field or equivalent
2. At least 3 years' experience working in the government or donor funded projects, or other relevant institutions will be an added advantage;
3. Excellent writing, editing and analytical skills and capability of working in a team. Fluent in written and spoken English and Dhivehi;
4. Proficiency in the use of office application (MS Word, Excel, PowerPoint), including web-based systems
5. Ability to interact and respond with courtesy and good public relations skills
6. The successful individual must be willing to work for extended periods and travel to islands within the project area.
7. Demonstrates openness to change and ability to manage complexities
8. Should have strong and proactive interpersonal communicative skills, experience in team leadership and participatory management.

The short-listed candidate will be requested to participate in personal interviews, 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/he must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative to overcome challenges.

E. 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 Implementing Agency.
2. The Office Assistant is expected report to work on week days from 0800 – 1500 hours other than public holidays and provide services to the Client for an average of 35hours a week. Remuneration for less than 7 hours work per day will be on a pro-rate basis.

3. The Office Assistant shall facilitate in preparing the necessary reports and updates to the Project Director to be presented at the Project Steering Committee and donor agencies whenever needed.

F. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is 36 months from the commencement of the works with potential extension based on satisfactory performance. The successful candidate is expected to commence the services in August 2017.

This position is based at the PMU Office in Malé with travel to islands, vessels or field visits as maybe required.

G. RENUMERATION AND OTHER BENEFITS

1. MVR 9,250 per calendar month as remuneration for the services depending on qualifications and experience, for the services provided by the Office Assistant.
2. Training and travel expenses under the PMU as budgeted under the Project and approved by implementing agency.
3. S/he shall participate in the **Maldives Retirement Pension Scheme** as required by the Maldives Pension Law and its regulations.
4. S/he will be given an allowance called “**Ramadan Allowance**” as per the rules of the Implementing Agency, prior to the beginning of the month of Ramadan. The allowance will be entitled only to Muslims.
5. Leave Entitlement

5.1 Unplanned Leave:

S/he may take up to thirty (30) working days of paid leave per annum or pro rata as may be agreed by the client for medical reasons or emergencies. Medical certificate issued by a registered medical practitioner specifying the nature of illness and duration of unfitness of work is to be submitted on the day of return to work if sick leave extends for more than 2 days. If such documents are not provided on following day salary will be deducted for leave of absence.

5.2 Planned Leave:

S/he will be eligible for Paid **Annual leave of 30 days**. After completion of twelve (12) calendar months of service from the date of this Contract. Granting of annual leave will depend on service demands of the project and performance. MoFA reserves the right to grant paid leave on a flexible manner.

5.3 Emergency Leave

S/he may take **10 (ten) days of Emergency leave** per year of service, on the ground that documentary evidence is provided when requesting or returning from such a leave.

5.4 Maternity/Paternity leave will be granted as per Rules of the Government of Maldives.

5.5 Unpaid Leave:

S/he will not be paid for any leave(s) that exceed the maximum allowed leave entitlements above. The Candidate may take a maximum of 20 working days unpaid leave in a twelve month contract period, if such a leave is agreed by the Client in writing. If the unpaid leave exceeds more than twenty (20) working days the contract may be terminated by the Client.

H. SERVICES AND FACILITIES TO BE PROVIDED BY THE IMPLEMENTING AGENCY

1. Office space and other facilities such as computers will be provided as required.
2. Local transport for official travel between Malé and field visits to islands; food, accommodation and allowance

Sustainable Fisheries Resources Development Project

Terms of Reference for Procurement Assistant

A. BACKGROUND

The Government of the Republic of Maldives through the Ministry of Fisheries and Agriculture is implementing Maldives –Sustainable Fisheries Resources Development Project financed by the World Bank. The project will be managed by the Project Management Unit (PMU) set up within the Ministry of Fisheries and Agriculture. The project will be implemented in accordance with the Project Implementation Plan (PIP), Project's Procurement Manual, and the Project's Financial Management Manual all of which are consistent with the World Bank's guidelines and procedures on procurement and financial management.

The aim of the Project are as follows: (a) at the larger South-West Indian Ocean Region, to improve the management of selected priority fisheries at regional, national and community levels; and (b) at the national level, the overall development objective would be to enhance the government's capacity to manage and govern the fisheries sector, including formulating appropriate adaptive sector policies; to ensure sustainability of marine fisheries; and to development of mariculture as an important source of inclusive growth of economy, income and jobs, to be able to respond to changing needs of the Indian Ocean region.

B. OBJECTIVES OF ASSIGNMENT

The Project Management Unit (PMU) wishes to contract a Procurement Assistant. The Procurement Assistant will work for PMU, which has been established to support the implementation of the project. The objective of this assignment is to administer and assist in procurement management system to ensure efficient and effective use of project resources for the purposes intended. The Procurement Assistant will work along under the guidance of the Procurement Officer.

C. OVERALL RESPONSIBILITY

The overall responsibilities of the Procurement Assistant include, but are not limited to the following:

The Procurement Assistant is responsible for: (i) ensuring the integrity of the procurement processes of all goods, and services required for the project; (ii) assist in preparing bidding documents; (iii) assisting in evaluation of bids; (iv) ensuring that the Technical Evaluation Committees and Tender Board comply with procurement rules of the World Bank's Procurement Regulations for Borrowers for Goods, Works, Non-Consulting and Consulting Services dated July 1, 2016; and (v) assist in monitoring the performance of contractors and consultants, and the delivery and completion of contracted goods and services.

Procurement Assistant will report to the Project Director on aspects of project management. On a day-to-day basis, he/she will work in close coordination with the Procurement Officer. Procurement Assistant will work closely with technical staff of Ministry of Fisheries and Agriculture, and other members of the PMU team, as well as with the project members from the World Bank.

D. SCOPE OF SERVICES

In order to achieve the above objective, the Procurement Assistant will carry out, inter alia, several tasks.

1. Work under the guidance of the Procurement Officer in implementing all aspects of procurement of the project, liaising with the Component Coordinators and PMU staff to ensure close coordination of procurement activities and appropriate technical inputs are incorporated into all procurement activities, procurement documents throughout the process.
2. Ensuring that all procurement activities to be undertaken are in conformity with the project documents;
3. Assist in implementing the Procurement Plan and monitoring of procurement processes for project financing and managing a contract's database;
4. Coordinate project procurement activities by updating led procurement plans and planning procurement actions in general;
5. Assist all procurement actions, including: (i) process of preparation of procurement document for the process of procurement of goods and services; (ii) request for expressions of interest, bidding documents, proposals, evaluation reports, contracts, and other documents concerning procurement of goods, works, and consultants' services (iii) verify that all procurement procedures are in strict conformity with the procurement provisions of the Letter of Agreement and World Bank Procurement Guidelines; (iv) administer contracts for goods and services after signature; request for
6. Assist in finalizing the Bidding Documents in coordination with the component coordinators and supervise the issue of bidding documents to interested bidders;
7. Assist in preparation of response to clarification and issues resulting from bidder's queries on the bidding documents;
8. Assist in preparation of procurement documents for submission for the World Bank no-objection, and supervise the issue of the approved bidding document to interested bidders and consultants, thereafter;
9. Coordinate and assist in the Bid Evaluation Process
10. Handle the finalization of contracts between the implementing agency and the selected suppliers and consultants;
11. Assist in reviewing contract amendments and obtain the necessary clearances on the amendments.
12. Ensure that goods purchased are to specification in terms of quality, quantity and delivery and to advice on those suppliers who fail to meet specifications.
13. Closely monitor procurement activities in reference to the timeline and milestones laid out as well as the procurement approval process and bring any slippage of activities immediately to the attention of the Procurement Manager.
14. Any other task assigned by the Project Management Unit as may be necessary for the performance of the procurement duties of the projects.

Work closely with Monitoring and Evaluation Officer and Environmental & Social Safeguards Officer in incorporating the reporting requirements and safeguards into the procurement process; and (ii) ensuring efficient and satisfactory reporting progress on Monitoring and Evaluation Framework against the indicators established in the, project action plans.

Reporting to the Project Director on the overall performance of the project as part of PMU's periodic progress reporting all aspects of the project throughout the duration of the project.

E. QUALIFICATIONS AND EXPERIENCE

1. A recognized Diploma Certificate in procurement, commerce, business management or project management;
2. At least 3 years' experience working in the Maldives preferably with the government/donor funded project procurement/finance; having responsibilities with a substantial content of his/her position in the procurement area (use of internationally accepted contract documents for works, goods and services) will be an added advantage;
3. Sound understanding of Government Procurement regulations /Act and Public Finance Regulation
4. Demonstrates good oral and written communication skills in substantive and technical areas A thorough knowledge or demonstrated ability to rapidly acquire knowledge about monitoring and evaluation, environmental assessments and research processes;
5. Excellent writing, editing and analytical skills and capability of working independently. Fluent in written and spoken English and Dhivehi;
6. A high level of computer literacy is required. Familiarity with programs like Word, Excel, PowerPoint and SPSS are required.
7. Ability to interact with multiple staff in the relevant agencies and respond to and liaise with stakeholders from industry and private sector
8. The successful individual must be willing to work for extended periods without direct supervision and travel to islands within the project area.
9. Should have strong and proactive interpersonal communicative skills, experience in team leadership and participatory management.

The short-listed candidate will be requested to participate in personal interviews, 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/he must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative to overcome challenges.

F. REPORTING REQUIREMENT

1. Report directly to the Procurement Officer on all aspects of Procurement Management throughout the duration of the contract unless otherwise advised by the Implementing Agency.
2. The Procurement Assistant is expected to work to work on week days from 0800 to 1500 hours other than public holidays and provide services to the Client for an average of 35 hours a week. Remuneration for less than 7 hours work per day will be on a pro-rate basis.
3. The Procurement Assistant shall assist in providing the documentation, necessary reports and updates to the Project Director to be presented at the Project Steering Committee and donor agencies whenever needed.

G. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is 36 months from the commencement of the works with potential extension based on satisfactory performance. The successful candidate is expected to commence the services in August 2017.

This position is based at the PMU Office in Malé with travel to islands, vessels or field visits as maybe required.

H. REMUNERATION AND OTHER BENEFITS

1. MVR 12,300 per calendar month as remuneration for the services depending on qualifications and experience, for the services provided by the Procurement Assistant.
2. Training and travel expenses under the PMU as budgeted under the Project and approved by implementing agency. Training and travel expenses under the PMU as budgeted under the Project and approved by implementing agency.
3. S/he shall participate in the **Maldives Retirement Pension Scheme** as required by the Maldives Pension Law and its regulations.
4. S/he will be given an allowance called “**Ramadan Allowance**” as per the rules of the Implementing Agency, prior to the beginning of the month of Ramadan. The allowance will be entitled only to Muslims.
5. Leave Entitlement

5.1 Unplanned Leave:

S/he may take up to thirty (30) working days of paid leave per annum or pro rata as may be agreed by the client for medical reasons or emergencies. Medical certificate issued by a registered medical practitioner specifying the nature of illness and duration of unfitness of work is to be submitted on the day of return to work if sick leave extends for more than 2 days. If such documents are not provided on following day salary will be deducted for leave of absence.

5.2 Planned Leave:

S/he will be eligible for Paid **Annual leave of 30 days**. After completion of twelve (12) calendar months of service from the date of this Contract. Granting of annual leave will depend on service demands of the project and performance. MoFA reserves the right to grant paid leave on a flexible manner.

5.3 Emergency Leave

S/he may take **10 (ten) days of Emergency leave** per year of service, on the ground that documentary evidence is provided when requesting or returning from such a leave.

5.4 Maternity/Paternity leave will be granted as per Rules of the Government of Maldives.

5.5 Unpaid Leave:

S/he will not be paid for any leave(s) that exceed the maximum allowed leave entitlements above. The Candidate may take a maximum of 20 working days unpaid leave in a twelve month contract period, if such a leave is agreed by the Client in writing. If the unpaid leave exceeds more than twenty (20) working days the contract may be terminated by the Client.

I. SERVICES AND FACILITIES TO BE PROVIDED BY THE IMPLEMENTING AGENCY

1. Office space and other facilities such as computers will be provided as required.
2. Local transport for official travel between Malé and field visits to islands; food, accommodation and allowance

Sustainable Fisheries Resources Development Project

Terms of Reference for Programme Assistant

A. BACKGROUND

The Government of the Republic of Maldives through the Ministry of Fisheries and Agriculture is implementing Maldives –Sustainable Fisheries Resources Development Project financed by the World Bank. The project will be managed by the Project Management Unit (PMU) set up within the Ministry of Fisheries and Agriculture. The project will be implemented in accordance with the Project Implementation Plan (PIP), Project's Procurement Manual, and the Project's Financial Management Manual all of which are consistent with the World Bank's guidelines and procedures on procurement and financial management.

The aim of the Project are as follows: (a) at the larger South-West Indian Ocean Region, to improve the management of selected priority fisheries at regional, national and community levels; and (b) at the national level, the overall development objective would be to enhance the government's capacity to manage and govern the fisheries sector, including formulating appropriate adaptive sector policies; to ensure sustainability of marine fisheries; and to development of mariculture as an important source of inclusive growth of economy, income and jobs, to be able to respond to changing needs of the Indian Ocean region.

B. OBJECTIVES OF ASSIGNMENT

The Project Management Unit (PMU) wishes to contract a Programme Assistant who will facilitate the efficient and effective administrative and human resources functioning of the PMU office. S/he will ensure compliance with the Government and World Bank procedures, guidelines and rules. S/he will be responsible for smooth functioning of the PMU as well as assuring linkages with the Implementing Agency.

She/he will seek and receive policy guidance/ instructions and support from Project Director, Finance Manager and Procurement Officer on their respective areas of responsibilities. She/he will work closely with Project Component Coordinators and PMU Staff to ensure timely implementation of the project activities. The Programme Assistant will report to the Project Director.

C. OVERALL RESPONSIBILITY

The overall responsibilities of the Programme Assistant include, but are not limited to the following:

1. Provide administrative support to ensure that project activities are maintained in an effective, up to date and accurate manner:
 - Maintain staff attendance including recording of staff leave and contracts
 - Be responsible for day to day project correspondences and information sharing

- Provide receptionist services including answering calls and inquiries
 - Assist in preparing annual reports/ project reports/ update project files
 - Organize meetings and act as the secretary to project meetings and prepare the minutes of the meetings
 - Assist project staff in arranging logistics for field trips, capacity development and training workshops
 - Design and maintain proper filing and administrative system for the project documents
 - Maintain an effective filing system both in electronic and hard formats for office receipts and other documents
 - Administrative support to conferences, workshops, meetings;
 - Preparation of routine correspondence, faxes, memorandums and reports
 - Supervise the work of the Office Assistant and Logistics Officer on all administration issues and matters related to management of the premises, utilities etc. within the office.
 - Update the project website with relevant information, announcements, tenders etc.
 - Develop and maintain internet based knowledge management tools that can be accessed throughout the Maldives
 - Oversee office security, including access control, security, and evacuation and fire procedures
 - Any other duties as required.
2. Provide assistance to other PMU staff and coordinate the project activities
 3. Lead media relations - including regular information flow, organizing media events and preparing media products such as press releases, etc.,
 4. Support the World Bank Missions and Expert Consultants visits

D. QUALIFICATIONS AND EXPERIENCE

1. University Degree in Public Administration or a relevant field or equivalent
2. At least 5 years' experience working in the Maldives preferably with the government agencies involved in the field of fisheries, aquaculture, research, environment or gender
3. Work experience in government or donor funded projects and other relevant institutions will be an added advantage;
4. Excellent writing, editing and analytical skills and capability of working independently. Fluent in written and spoken English and Dhivehi;
5. Proficiency in the use of office application (MS Word, Excel, PowerPoint), including web-based systems
6. Ability to interact with multiple staff in the relevant agencies and respond to and liaise with stakeholders from industry and private sector
7. The successful individual must be willing to work for extended periods without direct supervision and travel to islands within the project area.
8. Demonstrates openness to change and ability to manage complexities
9. Should have strong and proactive interpersonal communicative skills, experience in team leadership and participatory management.

The short-listed candidate will be requested to participate in personal interviews, 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/he must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative to overcome challenges.

E. 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 Implementing Agency.
2. The Programme Assistant is expected report to work on week days from 0800 – 1500 hours other than public holidays and provide services to the Client for an average of 35hours a week. Remuneration for less than 7 hours work per day will be on a pro-rate basis.
3. The Programme Assistant shall facilitate in preparing the necessary reports and updates to the Project Director to be presented at the Project Steering Committee and donor agencies whenever needed.

F. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is 36 months from the commencement of the works with potential extension based on satisfactory performance. The successful candidate is expected to commence the services in August 2017.

This position is based at the PMU Office in Malé with travel to islands, vessels or field visits as maybe required.

G. RENUMERATION AND OTHER BENEFITS

1. MVR 15,000 – 18,000 per calendar month as remuneration for the services depending on qualifications and experience, for the services provided by the Programme Assistant.
2. Training and travel expenses under the PMU as budgeted under the Project and approved by implementing agency.

H. SERVICES AND FACILITIES TO BE PROVIDED BY THE IMPLEMENTING AGENCY

1. Office space and other facilities such as computers will be provided as required.
2. Local transport for official travel between Malé and field visits to islands; food, accommodation and allowance

Sustainable Fisheries Resources Development Project

Terms of Reference for Technical Manager (Production)

A. BACKGROUND

The Government of the Republic of Maldives through the Ministry of Fisheries and Agriculture is implementing Maldives –Sustainable Fisheries Resources Development Project financed by the World Bank. The project will be managed by the Project Management Unit (PMU) set up within the Ministry of Fisheries and Agriculture. The project will be implemented in accordance with the Project Implementation Plan (PIP), Project's Procurement Manual, and the Project's Financial Management Manual all of which are consistent with the World Bank's guidelines and procedures on procurement and financial management.

The aim of the Project are as follows: (a) at the larger South-West Indian Ocean Region, to improve the management of selected priority fisheries at regional, national and community levels; and (b) at the national level, the overall development objective would be to enhance the government's capacity to manage and govern the fisheries sector, including formulating appropriate adaptive sector policies; to ensure sustainability of marine fisheries; and to development of mariculture as an important source of inclusive growth of economy, income and jobs, to be able to respond to changing needs of the Indian Ocean region.

B. OBJECTIVES OF ASSIGNMENT

The Project Management Unit (PMU) wishes to contract a Technical Manager (Production) to work for the PMU, which has been established to support the implementation of the project. The objective of the assignment is to provide technical input and implement the mariculture component activities to be undertaken under the project.

The relevant and respective activities of the Project include: (a) Development and demonstration of mariculture production and technology packages at the Maniyafushi Mariculture Research and Development Facility (MRDF); (b) Promotion of mariculture out-grower schemes and seafood growth clusters and (c) Supporting design, construction and operation of a multi-species hatchery in Ga. Matu.

The Technical Manager (Production) will work along under the guidance of the Mariculture Component Coordinator to deliver the following objectives:

C. OVERALL RESPONSIBILITIES AND TASKS

The overall responsibilities of the Technical Manager (Production) include, but are not limited to the following:

1. Provide advice to the Project Director and Mariculture Component Coordinator on all aspects of the mariculture component;

2. Establish and ensure efficient and satisfactory operation of the Maniyafushi Mariculture Research and Development Facility (MRDF), provide technical inputs to other mariculture component activities
3. Reporting to the Project Director and the Mariculture Component Coordinator on all aspects throughout the duration of the project.
4. Oversee the staff performance and quality of outputs of the staff engaged in the Maniyafushi Mariculture Research and Development Facility (MRDF).

D. SCOPE OF SERVICES

In order to achieve the above objectives, the Technical Manager (Production) will carry out, inter alia, several tasks:

Mariculture Research and Development Facility (MRDF)

- Preparing a strategic plan for the Maniyafushi Mariculture Research and Development Facility (MRDF); and implementation of the strategic plan during the project period;
- Overseeing day-to-day operation of the MRDF, including supporting and facilitating the research work on commercial mariculture species; construction and installation of works and equipment at MRDF and operation of the same; supervising the work of all personnel recruited for the MRDF;
- Lead preparation of technical specifications parts of the applicable bid documents for procurement of works, goods and services for the MRDF; provide support to PMU (including the Procurement Specialist at PMU) in the processes of finalization of bid documents, evaluation of bid and selection of appropriate contractors/suppliers/consultants.
- Training for trainers, workshops, field exposure, documentation and publication

Multi-species Hatchery

- Overseeing day-to-day operation of the hatchery, including supporting production; construction and installation of works and equipment and operation of the same;
- Liaise with the Mariculture Component Coordinator in the preparation of business plan/model for the multi-species hatchery
- Preparation of an operational plan for the hatchery

Grow-out Mariculture farms

Provide technical assistance to grow-out farmers in the outer atolls including start-up investments in grow-out farms for sea cucumber, grouper, milkfish etc.; development and training and advisory services to support the business models.

Furthermore the Technical Manager (Production) will facilitate the following:

1. Assist in reviewing contract amendments and obtain the necessary clearances on the amendments.

2. Ensure that goods purchased are to specification in terms of quality, quantity and delivery and to advise on those suppliers who fail to meet specifications.
3. Closely monitor procurement activities in reference to the timeline and milestones laid out as well as the procurement approval process and bring any slippage of activities immediately to the attention of the Procurement Manager.
4. Any other task assigned by the Project Management Unit as may be necessary for the performance of the projects.
5. Work closely with Monitoring and Evaluation Officer and Environmental & Social Safeguards Officer in incorporating the reporting requirements and safeguards into the procurement process; and (ii) ensuring efficient and satisfactory reporting progress on Monitoring and Evaluation Framework against the indicators established in the, project action plans.
6. Reporting to the Project Director on the overall performance of the project as part of PMU's periodic progress reporting all aspects of the project throughout the duration of the project.

E. QUALIFICATIONS AND EXPERIENCE

1. At minimum a Graduate Degree in Aquaculture or a related field;
2. At least 3 years' experience working in the Maldives preferably with the government/donor funded project in managing hatchery operations;
3. Demonstrates good oral and written communication skills in substantive and technical areas A thorough knowledge or demonstrated ability to rapidly acquire knowledge about monitoring and evaluation, environmental assessments and research processes;
4. Excellent writing, editing and analytical skills and capability of working independently. Fluent in written and spoken English and Dhivehi;
5. A high level of computer literacy is required. Familiarity with programs like Word, Excel, PowerPoint and SPSS are required.
6. Ability to interact with multiple staff in the relevant agencies and liaise with stakeholders from industry and private sector.
7. The successful individual must be willing to work for extended periods without direct supervision and travel to islands within the project area - Male', Maniyafushi, Ga. Matu and other project sites.
8. Should have strong and proactive interpersonal communicative skills, experience in team leadership and participatory management.

The short-listed candidate will be requested to participate in personal interviews, 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/he must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative to overcome challenges.

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 Implementing Agency.
2. The Technical Manager (Production) is expected to work on week days from 0800 to 1500 hours other than public holidays and provide services to the Client for an average of 35 hours a week. Remuneration for less than 7 hours work per day will be on a pro-rate basis.
3. The Technical Manager (Production) shall provide all the necessary reports and updates to the Project Director to be presented at the Project Steering Committee and donor agencies whenever needed.

G. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is 36 months from the commencement of the works with potential extension based on satisfactory performance. The successful candidate is expected to commence the services in August 2017.

This position is based at the PMU Office in Malé with travel to islands, vessels or field visits as maybe required.

H. RENUMERATION AND OTHER BENEFITS

1. MVR 30,800 per calendar month as remuneration depending on qualifications and experience, for the services provided by the Technical Manager (Production) except for unauthorised leave. The Technical Manager (Production) shall be paid for Working Days for which the Technical Manager (Production) has actually attended work and signed the attendance register provided by the Implementing Agency.
2. Training and travel expenses under the PMU as budgeted under the Project and approved by implementing agency.
3. S/he shall participate in the **Maldives Retirement Pension Scheme** as required by the Maldives Pension Law and its regulations.
4. S/he will be given an allowance called **“Ramadan Allowance”** as per the rules of the Implementing Agency, prior to the beginning of the month of Ramadan. The allowance will be entitled only to Muslims.

5. Leave Entitlement

5.1 Unplanned Leave:

S/he may take up to thirty (30) working days of paid leave per annum or pro rata as may be agreed by the client for medical reasons or emergencies. Medical certificate issued by a registered medical practitioner specifying the nature of illness and duration of unfitness of work is to be submitted on the day of return to work if sick leave extends for more than 2 days. If such documents are not provided on following day salary will be deducted for leave of absence.

5.2 Planned Leave:

S/he will be eligible for Paid **Annual leave of 30 days**. After completion of twelve (12) calendar months of service from the date of this Contract. Granting of annual leave will

depend on service demands of the project and performance. MoFA reserves the right to grant paid leave on a flexible manner.

5.3 Emergency Leave

S/he may take **10 (ten) days of Emergency leave** per year of service, on the ground that documentary evidence is provided when requesting or returning from such a leave.

5.4 Maternity/Paternity leave will be granted as per Rules of the Government of Maldives.

5.5 Unpaid Leave:

S/he will not be paid for any leave(s) that exceed the maximum allowed leave entitlements above. The Candidate may take a maximum of 20 working days unpaid leave in a twelve month contract period, if such a leave is agreed by the Client in writing. If the unpaid leave exceeds more than twenty (20) working days the contract may be terminated by the Client.

I. SERVICES AND FACILITIES TO BE PROVIDED BY THE IMPLEMENTING AGENCY

1. Office space and other facilities such as computers will be provided as required.
2. Local transport for official travel between Malé, Maniyafushi, Ga. Matu and other field visits to islands; food, accommodation and allowance