

# **Sustainable Fisheries Resources Development Project**

## **Terms of Reference**

### **Grouper Fisheries Programme 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 a Grouper Fisheries Programme Officer to work on updating the status of the grouper fisheries stock, assessments, conservation and research during the Project period for the long term management of fisheries through marine fisheries conservation research. The objective of this assignment is to develop and implement a strategic grouper fishery sampling programme aiming at collecting basic fishery species data for assessment of the grouper fishery stocks which could help to put forward scientifically backed management advice. Furthermore, gathering biological information of the spawning aggregations, managing the 5 designated grouper spawning protected areas. S/he will have the overall responsibility for implementing the project; ensuring that the project meets satisfactory and adequate results; prepare timely and accurate progress reports for the project.

The Grouper Fisheries Programme Officer will be expected to report to the Project Director and to work closely with the Component Coordinators of the project and other members of the PMU, as well as with the project members from the World Bank.

#### **C. OVERALL RESPONSIBILITY**

The overall responsibilities of the Grouper Fisheries Programme Officer include, but are not limited to the following:

1. Develop a detailed work plan on accomplishing the objectives of the project.
2. The coordination of the Grouper Fisheries Programme activities working in close collaboration with MoFA, the respective grouper fishing vessels, Grouper cages, island council, communities and grouper exporters
3. Preparation of sampling protocol guidelines, grid maps and other materials
4. Orientation and training of field officers on sampling protocols, species identification, data recording and compilation in log books
5. Monitoring and evaluating the quality of data collected by the Field Officers on size, numbers and species etc.
6. Carrying out field audit, sampling consistency checks and validation of catch
7. Monitoring of the fishery through catch and export data
8. Overseeing data entry and developing a grouper fishery catch and biological database
9. Monitoring the size and species composition of grouper spawning aggregations in the PA
10. Enforcement and surveillance of the grouper PA by the Field Officers through community engagement
11. Gonad sampling of groupers to identify the size and age of fish maturation
12. Grouper surveys to be conducted through Fishwatch, National Coral Reef Monitoring Programme and other citizen science programmes
13. Oversee the staff performance and quality of outputs of the staff engaged in the Grouper Fisheries Project
14. Reporting on the Project's progress at specified intervals
15. Developing the ToR for the Expert Consultant, ensuring the gaps identified in the project to be addressed with the overall requirements; and facilitating the expert consultant's work
16. Improvement of the program with the implementation of recommendations from Expert consultant guidance
17. Research, data analysis and reporting (yearly review, project mid-term review)
18. Preparation of the final stock assessment report with the guidance of expert consultant
19. Preparation for knowledge sharing and awareness building workshops for fishermen and presentation of the project study findings
20. Plan and implement short-term training for fishermen and MOFA staff
21. Acquire data for continuous improvement of reef fisheries management
22. Coordination with (i) PMU staff including Communications Officer, Procurement Officer and Financial Management Officer; and (ii) Establish and ensure efficient and satisfactory progress Monitoring and Evaluation Framework against the indicators established in the, project action plans.
23. Reporting to the Project Director and World Bank on all aspects of the project throughout the duration of the project.

#### **D. QUALIFICATIONS AND EXPERIENCE**

1. A recognized graduate university degree in Fisheries Science, Marine Biology, Marine Science, Environmental Science or in a related field

2. At least 2 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. A thorough knowledge or demonstrated ability to rapidly acquire knowledge about strategic reef fisheries assessments, research processes, procedures for performance monitoring and evaluation;
4. Fluent in written and spoken English and Dhivehi;
5. A high level of computer literacy is required. Familiarity with programs like Word, Excel and PowerPoint are required.
6. The successful individual must be willing to work for extended periods without direct supervision and travel to islands within the project area.
7. Strong organizational and planning skills with ability to work independently as well as a team player, under stress, and ability to get works from relatively junior staff.
8. Should have strong and proactive interpersonal communicative skills, experience in team leadership and participatory management.
9. 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 Grouper Fisheries Programme Officer is expected to work on week days other than public holidays and provide services to the Client for an average of 20 hours a week.
3. The Grouper Fisheries Programme 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 performance. The successful candidate is expected to commence the services in July 2017.

This position is based at the Marine Research Centre, in Malé with travel to Islands, vessels or field visits as maybe required.

## **G. RENUMERATION AND OTHER BENEFITS**

1. MVR 7,700 per calendar month as remuneration for the services depending on qualifications and experience, for the services provided by the Grouper Fisheries Programme Officer
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**

### **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 35hours 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 12 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 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