



The Ministry of Environment is seeking a qualified Program Analyst (PA) to ensure the timely implementation of the overall project outcomes.

2. OBJECTIVES OF ASSIGNMENT

This project aims to achieve the following outcomes;

1. Strengthening and formalizing long-term institutional arrangements;
2. Systemizing data collection and processing;
3. Developing indicators and advancing methodologies, as well as improving the overall data quality and management procedures, for preparing GHG inventories, tracking mitigation and adaptation actions and climate finance in an integrated manner. The final goal is to inform the national decision-making process as well as regularly report to the UNFCCC process.

Reporting structure: The PA will report to the Project Technical Coordinator (National) and the Project Director and Task Manager assigned by UNEP.

3. TASKS OF THE PROGRAMME ANALYST

Main project management duties

- Assist in the preparation of the Annual Work Plan (AWP)
- Provide substantive support to the PTC for overall implementation
- Prepare and update inventories of expendable and non-expendable project equipment
- Set up and maintain all files and records of the project in both electronic and hard copies
- Prepare minutes of meetings
- Organize Project Board meetings in coordination with the PTC
- Provide logistical support to the PTC, and national/international consultants in organising training events, workshops, and seminars
- Support the development and ensure the implementation of all training and capacity building activities identified in the project according to the agreed workplan and within budget under the guidance of the PTC.
- Provide support to activities implemented to increase the awareness and build the capacity of government, NGO and private sector stakeholders on climate change risks and adaptation measures
- Provide support to the audit of the project
- Assist in the collaborative activities planned in the project between government, private sector and civil society on climate change adaptation opportunities that can be jointly or individually pursued
- Assist short-term consultants by organizing their travel schedules, arranging meetings with different stakeholders, and booking hotel accommodations



- Standardize the finance and accounting systems of the project while maintaining compatibility with UNEP financial and accounting procedures
- Prepare budget revisions of the projects based on the Combined Delivery Reports (CDRs)
- Comply and verify budget and accounting data by researching files, calculating costs, and estimating anticipated expenditures from readily available information sources.
- Prepare financial status reports, progress reports and other required financial reports
- Process all types of payment requests for settlement purpose including quarterly advances to the partners
- Prepare periodic accounting records by recording receipts and disbursements (ledgers, cash books, vouchers, etc.) and reconciling data for recurring or financial special reports and assist in preparation of annual procurement plan
- Assist in the timely issuance of contracts and assurance of other eligible entitlements of the projects personnel, experts, and consultants by preparing annual recruitment plans
- Undertake project financial closure formalities including submission of terminal reports, transfer and disposal of equipment, processing of semi-final and final revisions, and support professional staff in preparing the terminal assessment reports
- Assist the PTC to monitor technical activities carried out by responsible parties
- Draft necessary correspondence with local and international project stakeholders
- Assist the Project Director on need basis for technical assistance.

4. QUALIFICATION CRITERIA

The PA should have knowledge, skills and previous experience as follows:

- Undergraduate degree in climate change, environmental management, renewable energy, energy, engineering, project management, accounting, economics, finance, business administration, mathematics or any similar discipline.
- At least 4 years of relevant administrative or program experience at the national or international level
- At least 4 years practical experience in related donor funded projects or programmes
- Familiarity with the UN accounting system will be an asset
- Experience in using Microsoft office software packages, particularly word processing and spreadsheets (MS Word, Excel, etc.)
- Excellent inter-personal and communication skills
- Proficient verbal and written English and Dhivehi skills

5. REPORTING

The PA is expected to work closely with the Climate Change Department of the Ministry of Environment, Climate Change and Technology and will report directly to the Technical Coordinator of the project. The PA is expected to work closely with IA experts.



6. CONTRACT DURATION

The contract duration will be **36 months** from the commencement of the assignment.

7. Remuneration

The selected candidate will be provided an all inclusive monthly remuneration of **MVR 20,000**

8. SELECTION CRITERIA

The PA will be selected based on the following criteria.

Rating Criteria	
Criterion	Rate
Relevant academic qualifications	30 points
Experience in relevant fields as indicated in Qualifications Criteria	10 points
Experience in donor funded projects	15 points
Familiarity with the UNFCCC accounting system	5 points
Interview	40 points

9. APPLICATIONS

Interested consultants may submit the **expressions of interest** with the following.

- Cover Letter
- Curriculum Vitae (CV) of the consultant indicating the previous experiences on similar works performed in the past with referees;
- Academic Qualifications documents;
- Copy of National Identification Card (or Passport)
- Reference Letters of previous assignments completed

10. SUBMISSION

Interested consultants may submit their proposals on or before **12:00 hrs 14th April 2022**, to the following address.

Ministry of Environment, Climate Change and Technology
Handhuvaree Higung, Maafannu
Male', 20392
Republic of Maldives