

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



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



Number :(IUL)438-HRU/438/2022/356

## **Recruitment of a Technical Coordinator (TC) for Capacity Building for Improved Transparency of Climate Change Mitigation and Adaptation Actions**

### **Terms of Reference**

#### **1. BACKGROUND**

Capacity Building for Improved Transparency of Climate Change Mitigation and Adaptation Actions Initiative for Climate Action Transparency (CBIT) is a project implemented jointly by the Ministry of Environment and UN Environment (UNEP). The aim of this initiative is to strengthen the national institutions and the capacity to meet the reporting requirements of the Enhanced Transparency Framework (ETF) under the requirements of the Paris Agreement.

Maldives as a party to the United Nations Framework Convention on Climate Change (UNFCCC) prioritize establishment of a Measuring, Reporting and Verification (MRV) system to meet the transparency requirement of the Paris Agreement. Maldives have periodically submitted relevant GHG information to the UNFCCC; for instance, three inventories were submitted so far as part of the First and Second National Communications and the First Biennial Update Report, specifying mitigation actions to be developed and implemented in the coming years.

The Maldives is committed to meet the requirements of the ETF, despite the flexibility provided for SIDS. There is need, therefore, for the Maldives to (i) establish a permanent institutional arrangement for GHG inventory compilation and tracking of NDC commitments, (ii) develop a centralized climate data management system for GHG data, tracking of mitigation actions, adaptation actions and support received and needed and (iii) develop tools and train experts to meet the enhanced transparency framework under the Paris Agreement. The project includes two components:

- Component 1: The Maldives' National Greenhouse Gas (GHG) Inventory System improved.
- Component 2: The Maldives' Transparency Framework for mitigation and adaptation actions and resilience building, including tracking support for implementation.

The Ministry of Environment is seeking a qualified Technical Coordinator (TC) to ensure the timely implementation of the overall project.



## 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 Technical Coordinator will report to the National Project Director and Task Manager assigned by UN Environment

## 3. TASKS OF THE PROJECT COORDINATOR

Main project management duties

- Ensure that project implementation is carried out according to the project design and the outputs are delivered and outcomes achieved to the required standard of quality within the approved timeframe and budget.
- Regular communication with relevant ministries, governmental agencies, co-finance partners, PSC members, members of ad-hoc technical working groups and all other key stakeholders.
- Control the expenditures and otherwise ensure adequate management of project resources
- Identify and subcontract national/international experts (in consultation with the Project Director and thematic coordinators)
- Compile and/or prepare the documentation necessary for the procurement of services, goods and supplies under the project, as required
- Arrange duty travel and provide all the logistic support for the national experts/consultants, coming missions/visitors
- Review and approve the deliverables of the project delivered by national experts and consultants
- Organize and facilitate the inception workshop, project steering committee meetings and other project meetings.
- Foster and establish links with related national and regional projects/programmes, and work with all relevant institutions in order to facilitate communications and information exchange
- Undertake timely reporting to the Project Director (PD) and the Implementing Agency (IA) as per the Monitoring and Evaluation (M&E) Plan and the project Cooperation Agreement (PCA) requirements.



- Prepare annual workplan and budget revisions and update the project Procurement Plan, as required.
- Supervision of the staff, experts, subcontractors, and implementing partners working on the project.
- Identification of risks, preparing of mitigation strategies and implementation of mitigations measures.
- Track project achievements against the Results Framework, Core Indicator worksheet and Gender Action Plan.
- Prepare documentation/reports final closure of the project and if required final audit reports

#### 4. QUALIFICATION CRITERIA

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

- Master's Degree in environmental management, climate change, energy, project management, renewable energy or any similar discipline.
- At least 7 years of relevant program experience at the national or international level
- Experience in the field of climate change national reporting and familiarity with the new Enhanced Transparency Framework
- Relevant experience in the field of climate change, including excellent knowledge of climate change issues in the Maldives
- Demonstrated experience and familiarity to the UNFCCC reporting requirements
- Demonstrated ability to manage and supervise project activities
- Demonstrated ability to work in a team.
- Substantial experience in Government and in interdepartmental procedures
- Excellent inter-personal, communication and negotiating skills
- Previous work experience in the country on issues relevant to the project
- Ability and willingness to travel within and outside the Maldives
- Demonstrable skills in office computer use – word processing, spread sheets etc.
- Excellent verbal and written skills in English and Dhivehi

#### 5. REPORTING

The TC 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 person designated to the task during the assignment. The TC 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 33,900**

## 8. SELECTION CRITERIA

The PTC will be selected based on the following criteria.

Rating Criteria	
Criterion	Rate
Academic qualifications	30 points
Experience in climate change and environment related projects	10 points
Experience with donor funded project reporting	10 points
Experience working in climate change/environmental sector	5 points
Familiarity with the UNFCCC reporting obligations	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 similar assignments completed

## 10. SUBMISSION

Interested consultants may submit their proposals on or before **12:00 hrs 14<sup>th</sup> September 2022**, to the following address.

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