



Ministry of Climate Change, Environment and Energy
Male', Republic of Maldives

Date: 11 December 2023

No: (IUL)438-HRU/438/2023/555

Terms of Reference

Individual Consultancy – Financial Officer

- A. Project:** Building Climate Resilient Safer Islands in the Maldives
- B. Position:** Finance Officer
- C. Location:** Based at the Ministry of Climate Change, Environment and Energy (with travel to project islands across the country as required)
- D. Type of Contract:** Individual Contract
- E. Type of Consultancy:** National
- F. Estimated Starting Date:** January 2024
- G. Duration of Contract:** Two years (possible to extend for 4 more years)
- H. Remuneration:** 22,400 MVR per month

National Consultants that meet the minimum requirement set in this notice are strongly encouraged to apply.

I. Project background:

The Government of the Republic of Maldives through the Ministry of Climate Change, Environment and Energy is implementing 'Building Climate Resilient Safer Islands in the Maldives' project financed by Green Climate Fund (GCF) and supervised and co-financed by Japan International Cooperation Agency (JICA) with the objective of strengthening the long-term and sustainable resilience of national land against climate change for enhancing economic development of the islands while maintaining the sustainable link between the residents and the beaches and implementing appropriate management of coral reefs, and coastal side and



shore side areas with physical measures at the coastal areas through combination of soft and hard components.

The project will establish and realize the integrated coastal zone management (ICZM) and implement and maintain the coastal conservation measures with delivery of disaster warning/information. This will be achieved through the following four inter-related Project Components:

- Component 1: Establishment of the Integrated Coastal Zone Management (ICZM)
- Component 2: Implementation of Coastal Conservation/Protection Measures against Coastal Disasters
- Component 3: Development of Disaster Warning and Information Dissemination
- Component 4: Development of Basic Data Collection and Sharing System Related to Climate Change

Ministry of Climate Change, Environment and Energy is the Executing Entity of Component 2 which is funded by GCF Proceeds and co-financing of the Government of the Republic of Maldives. JICA is implementing co-financing projects to conduct Component 1, 3,4, and a part of Component 2.

Ministry of Climate Change, Environment and Energy will establish Project Steering Committee (PSC) which is responsible for decision making on the policy, regular monitoring of the project progress, coordinating conflicts of interests among concerned agencies and providing advice on problems that arise during the project implementation, and the Project Management Unit (PMU) which is responsible for the day-to-day activity management of Component 2 and support administration of the Secretariat of PSC acted by the Ministry.

J. Objective of the assignment:

The Finance Officer, as a member of PMU, is responsible for providing support to the Project Manager, the leader of PMU to help ensure that the project is completed within timeline and budgetary restrictions.



K. Scope of Work and Responsibilities:

Under the mission and policy of the PMU and the guidance and supervision of the Project Manager, the Finance Officer will carry out the following tasks:

- Keep records of project funds and expenditures, and ensure all project-related financial documentation are well maintained and readily available when required by the Project Manager;
- Prepare and review project expenditures and ensure that project funds are used in compliance with the Project Document and government financial rules, laws and regulations;
- Prepare and submit annual settlement reports to JICA for the disbursement by estimate;
- Perform all procurements for the project under the supervision of Project Manager in accordance with government laws and regulations on procurement;
- Provide necessary financial information as and when required for project management decisions, reporting for GCF and annual external audit;
- Provide necessary financial information during project audit(s);
- Review annual budgets and project expenditure reports, and notify the Project Manager if there are any discrepancies or issues;
- Consolidate financial progress reports submitted by consultants and contractors for implementation of project activities including tax and duty reimbursement;
- Support day-to-day documentation work of Procurement and Contract Manager in preparation of bidding documents, reports, and contract related documents;
- Liaise and follow up with the consultants and contractors for implementation of project activities in matters related to project funds and financial progress reports;
- Facilitate and organize budget and procurement requirements for travel and logistical arrangements for all project-related trips, workshops, meetings, trainings or events;
- Assist the Project Manager in preparing in and/or reviewing requests for Expression of Interests (EOI), Terms of References, Tender documents, and contract agreements for goods and services in accordance to the Work plan; and
- Any other work-related tasks assigned by the Project Manager.



L. Qualifications and Experience required:

- Minimum Bachelor's degree or an equivalent qualification in a subject related to project management, finance, administration, procurement or in a relevant field.
- Minimum three years of project work experience in administration/ finance/ procurement
- Experience in donor assisted projects will be a definite asset
- Sound understanding of government procurement practices and international agencies procurement guidelines will be an added advantage
- Strong drafting and reporting skills.
- Strong communication skills.
- Strong computer skills, in particular mastery of all applications of the MS Office package.
- Excellent command of Dhivehi and English.
- Must be willing to work for extended periods without direct supervision.
- Must be punctual, highly organized and able to take direction.

M. Collaboration, Guidance and Supervision

The Finance Officer will be contracted by the Ministry of Climate Change, Environment and Energy and is fully accountable to the Ministry on the quality and timely delivery of his/her work under the contract. During the period of work, the Finance Officer will work under the guidance and supervision of the Project Manager.

N. Duration of the Assignment

The Finance Officer is required to work for a period of two years with the possibility of extension for the project period, based on performance appraisal (Total project duration is 6 years).

O. Remuneration

Remuneration will be at the rate of 22,400 MVR per month



P. Selection Criteria

Selection will be based on the following criteria:

Selection Criteria	Weightage (%)
Achieved minimum academic qualification (Minimum Bachelor's degree an equivalent qualification in a subject related to project management, finance, administration, procurement or in a relevant field)	30
Achieved minimum work experience (Minimum three years of work experience in a field related to in administration/ finance/ procurement)	20
Experience in working in a similar project (2 points each year)	10
Experience in working in a donor funded project (2 points for each)	10
Interview	30

Q. Application

The applicant will be evaluated based on the selection criteria outlined in section P of the TOR. The following documents are required for the evaluation.

- Letter of Expression of Interest (EOI)
- Detailed Curriculum Vitae including information on qualifications to perform the assignment, experience and appropriate skills with at least 2 referees
- Copies of Accredited and Attested certificates
- Reference letters (to assess the minimum work experience requirement)
- Copies or links of documents produced (supporting documents for work experience)
- Copy of National ID card



R. Submission

Interested candidates may submit their proposals in hard copy on or before 1200hrs of 25th December 2023 to the following address.

Human Resource Department

jobs@environment.gov.mv

Ministry of Climate Change, Environment and Energy

Green Building, Handhuvaree Hingun, Maafannu

Male', 20392, Republic of Maldives