



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

Date: 11 December 2023

No: (IUL)438-HRU/438/2023/556

## **Terms of Reference**

### **Individual Consultancy – Project Assistant**

- A. Project:** Building Climate Resilient Safer Islands in the Maldives
- B. Position:** Project Assistant
- 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 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 Project Assistant, as a member of PMU, is responsible to 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 Project Assistant will carry out the following tasks:

- Assist the Project Manager in day-to-day management and oversight of project activities;
- Assist the Project Manager in developing, issuing and administering contracts for project subcontracts and consultants;
- Facilitate and organize travel and logistical arrangements for all project-related trips, workshops, meetings, trainings or events;
- Coordinate and organize stakeholder meetings and maintain meetings records;
- Prepare information to be shared with project stakeholders;
- Assist project Monitoring & Evaluation by the preparation of progress plans and reports;
- Ensure all project documentation (progress reports, consulting and other technical reports, minutes of meetings, etc.) are properly maintained in electronic copies, and where needed in hard copies, in an efficient and readily accessible filing system, for when required by Project Steering Committee, JICA Expert Team/JICA, Project Director, project consultants and other Project Management Unit (PMU) staff;
- Support IT needs of the project office;
- Prepare and organize project outreach activities;
- Provide Project Management Unit related administrative and logistical assistance;
- Assist to prepare and submit reports to JICA ;
- Facilitate and organize Secretariat/Administrative works of Project Steering Committee;
- Prepare and maintain documents for Project Steering Committee;
- Prepare project update and monitoring reports; and
- Any other work-related tasks assigned by the Project Manager.

## **L. Qualification 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 Management/administration/ finance/ procurement



- Experience in donor assisted projects will be a definite asset
- 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 Project Assistant 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 Project Assistant will work under the guidance and supervision of the Project Manager.

### **N. Duration of the Assignment**

The Project Assistant 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, management, procurement or in a relevant field)	30
Achieved minimum work experience	20



(Minimum three years of work experience in a field related to in Management/administration/ finance/ procurement	
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 25<sup>th</sup> 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, R