



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

Date: 29 February 2024

Announcement Reference No: (IUL)438-HRU/438/2024/91

Terms of Reference
Individual Consultancy – Project Coordinator

- A. Project:** Institutional Strengthening for National Ozone Unit
- B. Position:** Project Coordinator
- C. Location:** Based at the Ministry of Climate Change, Environment and Energy with travel to project islands across the country as required
- D. Thematic Area:** National Ozone Unit
- E. Type of Contract:** Individual Contract
- F. Type of Consultancy:** National
- G. Estimated Starting Date:** March
- H. Duration of Contract:** Two years starting 2024
- I. Remuneration:** 24,030 MVR per month for two years (possible for extension)

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

J. Project background:

Maldives is a Party to the Montreal Protocol on Substances that Deplete the Ozone Layer and has acceded to the Vienna Convention and Montreal Protocol in May 1998. To date, Maldives has phased out several ozone depleting substances (ODS), notably Chlorofluorocarbons (CFCs). To comply with its obligations under the Montreal Protocol, Maldives has recently implemented the phase-out of Hydrochlouroflourocarbons (HCFCs) by 2020.

With the import control on HCFCs accompanied with the ban on HCFC based equipment in December 2015, a tremendous increase in the import of Hydroflourocarbons (HFCs) has been observed in the recent years. Maldives has ratified the Kigali Amendment (KA) which proposes to phase down the production and usage of HFCs by mid-2040.

The National Ozone Unit (NOU) undertakes several donor-funded projects and activities to implement and meet the obligations of the Montreal Protocol within the country. This includes undertaking several donor-funded projects with a range of outputs including training local technicians, retrofitting vessels and establishments, analyzing the current market through data collection and working on establishing stringent standards within the refrigeration and air-conditioning sector.



K. Objective of the assignment:

The Project Coordinator (PC), will be locally recruited. The position will be funded entirely from the Project. The PC will be responsible for the overall management of the Project, including the mobilisation of all project inputs, supervision over project staff, consultants and sub-contractors. The PC will report to the National Ozone Officer (NOO).

L. Remuneration

- 24,030 MVR per month for two years.

M. Scope of Work and Responsibilities:

Duties and Responsibilities

- Undertake all the activities to implement the Montreal Protocol on Substances that Deplete the Ozone Layer.
- Carry out all the activities of the National Ozone Unit
- Undertake all the activities of the Institutional Strengthening (IS) Project
- Prepare IS project extension documents
- Prepare all the reports under the IS project and submit reports before the deadline
- Carry out all the activities related to the preparation for Kigali Implementation Plan and implement the Kigali Implementation Plan once approved
- Implement the Licensing Program for the Refrigeration and Air-conditioning Technicians
- Organize training programs under all the Ozone related projects and conduct presentations on behalf of the NOU
- Closely monitor and keep track of all budgets associated with the NOU and maintain all financial documentation
- Regularly enter and analyse datasets related to Montreal Protocol and Kigali Amendment
- Review incoming correspondence, collect and prepare necessary information for reply/action and draft and finalize responses
- Carry out any other duties and provide support for activities carried out by the unit and department
- Ensure administrative tasks are completed on a regular basis.

N. Minimum Requirements:

Education:

- Postgraduate degree in a subject related to environmental management/science, project management, administration or a relevant field

Experience:

- 3 years of experience in environment /administration/ finance/ procurement/management
- Work experience in managing environmental donor-funded projects



- Familiarity with the Government's ozone protection policies and the Montreal Protocol

O. Competencies:

- Strong leadership, managerial and coordination skills, with a demonstrated ability to effectively coordinate the implementation of large multi-stakeholder projects, including financial and technical aspects.
- Ability to effectively manage technical and administrative teams, work with a wide range of stakeholders across various sectors and at all levels, to develop durable partnerships with collaborating agencies.
- Ability to administer budgets, train and work effectively with counterpart staff at all levels and with all groups involved in the project.
- Ability to coordinate and supervise the PMU staff in their implementation of technical activities in partnership with a variety of subnational stakeholder groups, including community and government.
- Strong drafting, presentation and reporting skills.
- Strong communication skills, especially in timely and accurate responses to emails.
- Strong computer skills, in particular mastery of all applications of the MS Office package and internet search.
- Strong knowledge about the local political and socio-economic context
- Excellent command of English and local languages
- Must be willing to work for extended periods without direct supervision.
- experience working with ministries, national or provincial institutions that are concerned with environmental management, preferably in the areas of chemicals will be an added advantage
- experience in donor funded projects/programme management units will be an added advantage

Selection will be based on the following criteria:

Selection Criteria	Weightage (%)
Relevant academic qualification	30
Relevant experience	40
Interview	30