

Ministry of Environment and Energy

Male', Republic of Maldives.

رقى بى تۇرىمى برىكى - دۇ مۇد رۇ كارى

(IUL)438-HRU/438/2018/221

Terms of Reference for

Recruitment of Program Officer to facilitate Maldives NIE accreditation process

1. Background

Ministry of Environment and Energy (MEE) is working towards accrediting it as a national implementing entity (NIE) to the Adaptation Fund (AF).

AF is established by the Parties to the Kyoto Protocol of the UN Framework Convention on Climate Change (UNFCCC) to finance concrete adaptation projects and programs in developing countries that are Parties to the Kyoto Protocol. AF is considered an innovative mechanism for three particular reasons: firstly, it is funded by an international levy from the Clean Development Mechanism of the Kyoto Protocol; secondly, it is governed by a body-the Adaptation Fund Board; and lastly, it provides eligible developing countries an opportunity to directly access its funds.

In 2012, MEE started the initial work towards accreditation of possible Maldives NIE to the AF, and under which, held intensive consultations, organized seminars and started institutional development to identify a relevant NIE from the Maldives. To this end existing fiduciary and other standards were reviewed and procedures updated to meet the requirements of AF. However, more work needs to be done to accredit MEE as the NIE from Maldives to AF.

In order to facilitate the task, MEE has decided to recruit a Programme Officer to manage and facilitate the accreditation processes.

2. Purpose

The main purpose of the assignment is to coordinate and identify action areas of the NIE application (including addressing gaps) within MEE to enable a successful NIE application to AF. The successful applicant is expected to collate information, action items and report progress towards achieving a successful NIE application

3. Scope of works

The successful applicant shall work in the Climate Change Department of MEE and under the direct supervision of the focal point to be identified by the Department. The Terms of Reference for the successful applicant are as follows:



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وَّ مَرْشَرُهُ وَيُورُ 20392، مِرْهُ رِيَّرُدُخِ.

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- Identification, compilation and analysis of all existing resources including relevant documentation as outlined in the AF accreditation toolkit, and which could be accessible from the AF website;
- Review the management structure and operational modalities of MEE, against the fiduciary standards, environmental & social policy of the AF, to facilitate the accreditation process;
- Reviewing the Accreditation System and compare it with application requirements with the documents and information required by the AF in accrediting MEE.
- Conduct consultations between relevant ministries, and stakeholders on the information required by AF and updated information required to submit to AF accreditation
- Identify the documentation and/or capacity gaps towards MEE's accreditation process, and work with MEE to fill the gaps
- Organize meetings, workshops and prepare minutes of the meetings and regular progress reports.
- Formulate the full online accreditation application of MEE, by:
 - incorporating relevant information and documents from the AF accreditation application
 - Validate and update relevant AF accreditation documents whilst working with relevant stakeholders to update documentation as requested by AF
 - Fill gaps in the AF accreditation for sections that are not available in the Ministry
 - Complete sections on Environmental and Social Policy and Gender Policy as required by AF.
- Assess capacity needs assessment for institutional strengthening to support the accreditation process
- Collaborate with the Climate Change Department to submit a full application of MEE to the AF as per the established procedures

4. Expected qualifications

The successful applicant is expected to be experienced in related area of works particularly on accreditation, resource mobilization and public finance. The successful applicant is expected to meet the following criteria:

- University degree, preferably in environmental economics, economics management or related area, with at least 1.5 years of professional experience;
- o Demonstrated relevant work experience in climate finance, or resource mobilization of at least 2 years in a national or regional institution.
- Demonstrated experience in working with government sector, or donor and international agencies;
- An understanding of government's financial reporting system and international fiduciary standards relevant to financial management and reporting;
- Experience with any national or international accreditation body would be an added advantage;
- o Experience in AF standards and procedures would be an added advantage
- Excellent drafting skills, strong operational and analytical skills, and an ability to work as a member of a team;
- Capacity to analyze spreadsheets, text documents (in MS Word, PDF or other formats) and some basic data bases; and
- Fluency in Dhivehi and English language;

5. Duration of the task



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The successful applicant will be hired for a period of 12 months with possibility of extension based on performance

6. Deliverables

NIE accreditation process completed and application form submitted to the AF

7. Facilities provided by MEE

The successful candidate will be based at MEE, Male', and the following facilities will be provided:

- Workstation
- Computer system with necessary software installed
- Access to telephone facilities.

8. Remuneration

The applicant will be paid a monthly salary of MVR 19,800

9. Selection criteria

The Selected Applicant will be selected based on the following criteria:

Criteria	Weightage
Educational qualification	30%
Experience in similar works	20%
Specific experience in climate finance	20%
Interview	30%

10. Application

Interested applicants may submit their proposals in a sealed envelope indicating the following:

- o Expression of interest to undertake the assignment.
- o Curriculum Vitae
- o Summary of similar assignments (experiences) performed in the past.
- Attested copies of the academic certificates.
- o Copy of national identity card

11. Submission

Interested applicants may submit their proposals on or before 1200hrs of 14 August 2018 (Tuesday) to the following address.

Human Resource Section Ministry of Environment and Energy Green Building, Handhuvaree Hingun, Maafannu Male', 20392, Republic of Maldives 9.8.2018



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Maafannu, Male', 20392, Republic of Maldives.

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