

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Ministry of Environment and Energy

Male', Republic of Maldives.

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ދިވެހިސަރުކާރުގެ ގެޒެޓް ގައި ބަޔާންކުރި ގޮތުގައި

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Date: 28th December 2016

Terms of Reference

Recruitment of Communications and Knowledge Management Administrator for “Strengthening Low Carbon Energy Island Strategies (LCEI)” Project

1. Introduction

The Project “Strengthening Low Carbon Energy Island Strategies Project (LCEI)” is implemented by Ministry of Environment and Energy (MEE) in association with UNEP through funding received from the Global Environment Facility (GEF) and aims to reduce greenhouse gas (GHG) emissions through energy efficiency in the building sector. The project will focus on increasing energy efficiency in the building sector by developing appropriate policies, guidelines and standards. The project also include implementation of a monitoring and assessment system for the energy efficiency interventions, support financing of building related energy efficiency programmes, demonstration of energy efficiency and technology in public buildings, capacity building for various sectors related to energy efficiency in the building sector.

2. Overall Responsibility

The Communications and Knowledge Management Administrator is expected to work in the LCEI Project Management Unit, Climate Change Department of MEE and under the direct supervision of the Project Manager of LCEI Project. The overall responsibility of the Communications and Knowledge Management Administrator are as follows:

- Take interest in energy efficiency, its significance in the context of the project and develop the necessary materials
- Develop and support delivery of training and capacity building programs as per the project work plan.
- Provide support to activities to be implemented to increase awareness through various forms such as media campaigns, training sessions, etc.
- Deliver creative and innovative ideas for print, electronic, web-based and animated presentations.
- Plan, develop and implement public relation (PR) strategies related to the project activities.
- Design and layout work for reports and other communication materials (banners, posters, booklets, leaflets, books, calendars, bulletins, flyers, cards) for printing and electronic distribution.
- Create animations and graphic design for illustrative purposes such as presentations and posters.
- Develop training materials, communication strategies to be utilized for advocacy and project promotion.



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- Develop and support implementing network building programs between public and private parties to meet the aims and objectives of the project.
- Coordinate consultancy works to be implemented by various consultants to promote project activities.
- Liaise with relevant media and press outlets on promoting the project activities and in communicating relevant information to the target audience.
- Provide management support to the project manager and team to maintain and manage records of all information related to project promotion, training and advocacy programs and project management.
- Participate in advocacy activities and trainings to be conducted under the project.
- To oversee all online activity including social media undertaken by the Project and to ensure it continues to reach appropriate audiences. To work with the Project Teams to ensure all online activity is up to date; support directly as required.

3. Reporting requirement

- The Communications and Knowledge Management Administrator will report directly to the Project Manager.
- The Communications and Knowledge Management Administrator is expected to report for work on weekdays other than public holidays and provide dedicated services to the client for minimum of 40 hours a week.
- The Communications and Knowledge Management Administrator may have to work extra hours in order to complete the tasks assigned to him/her without extra payments as such hours will be considered in the remuneration rate.
- The Communications and Knowledge Management Administrator is required to report to work in official attire.

4. Qualification and Experience

- Minimum undergraduate qualification in Communication, Marketing, Business Administration or similar fields related to the assignment.
- Demonstrate interest: up to two (02) years of experience in communication and public awareness (or similar field) is required.
- Ability to think creatively and develop new ideas and initiatives, and excellent communication and presentations skills are a must.
- Familiarity with developing and delivering knowledge sharing programs.
- A thorough knowledge or a demonstrated ability to rapidly acquire knowledge for information dissemination; presentation; graphics design and performance monitoring and evaluation.
- Initiative and the ability to work with a high degree of responsibility without direct supervision, in a flexible manner and often under pressure.
- A high level of computer literacy is required. Familiarity with programs like Word, PowerPoint and Excel are required.
- A strong understanding and experience of working in Information Technology, particularly websites and online mediums.
- Strong theoretical and practical background in graphic design, including the use of design software such as Adobe Design Premium, In-Design and CorelDraw, etc
- Willingness to travel to outer islands.





- Experience in establishing effective partnerships and networking within and outside the organization.
- Established track record in communications, media outreach and conducting awareness programs.
- Experience in drafting and preparing advocacy materials, press briefs in Dhivehi and English languages
- Fluent in written and spoken English and Dhivehi.
- Excellent interpersonal skills are essential.
- Demonstrated ability to work with teams.
- Experience working with mass media, TV, radio, internet is an asset.
- Familiarity with government's climate change, energy and environmental policies is an asset
- Work experience in awareness programs on Energy and Climate sector projects will be an asset
- Demonstrated experience in public outreach is an asset.

5. Schedule for the assignment

The Communications and Knowledge Management Administrator will be hired, for a period of 3 months (probation period) on fulltime basis initially, the contract will be extended based on the performance to 1 year. Contract will be extended annually hereafter depending on performance and project life (Expected project life: 2 years 2 months).

6. Remuneration

The selected candidate will be provided a monthly remuneration of MVR 18,500.

7. Services and facilities to be provided by the Client

1. Office space and other facilities such as computers will be provided as required.

2. Leave Entitlement

a. Public holidays:

i. All national holidays observed by the Government of Maldives.

b. Unplanned leave:

i. The selected candidate may take up to five (5) working days of paid leave per annum or pro rata as may be agreed by the client for medical reasons, if the duration is more than two (2) consecutive days, a medical certificate specifying the nature of the consultant's illness and recommended duration of leave issue by a licensed medical practitioner must be submitted on the first day back at work.

ii. The selected candidate may take up to five (5) working days of paid leave per annum or pro rata as may be agreed by the client for family responsibilities.

c. Planned Leave (Only applicable after working for one year) :

i. The selected candidate may take up to twenty (20) working days of paid leave per annum or pro rata as may be agreed by the Client.

d. Unpaid leave (Not applicable during probation period):





- i. The selected candidate will not be paid for any leaves(s) that exceed the maximum allowed and the Client may terminate the contract if the unpaid leave exceeds more than ten (10) working days.

8. Selection Criteria

The Communications and Knowledge Management Administrator will be selected based on the following criteria:

Selection Criteria	Weightage (%)
Relevant academic qualification(s)	30
Experience in similar works	30
Interview	40

9. Application

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

- Letter of Expression of Interest (EOI)
- Summary of similar assignments (experiences) performed in the past.
- Curriculum Vitae
- Attested copies of the academic certificates.
- Copy of national identity card

10. Submission

Interested candidates may submit their proposals in hard-copy on by 1200hrs of 15th December 2016 to the following address.

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



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