



Ministry of Environment and Energy

Male', Republic of Maldives.

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Reference No.: (IUL)438-HRU/438/2017/49

Support vulnerable communities in Maldives to manage climate change-induced water shortages

Request for Expressions of Interest Project Manager (PM)

The Government of the Republic of Maldives through the Ministry of Environment and Energy (MEE) is implementing "Water Supply Systems" financed by Green Climate Fund (GCF) and intends to apply part of the proceeds for the services of a **full time Project Manager (PM)** to oversee the project implementation and management of water projects administered by the Ministry of Environment and Energy (MEE) in collaboration with United Nations Development Project (UNDP).

The objective of this assignment is to undertake and oversee all management and implementation activities which would contribute towards achieving efficient and effective implementation and management of water supply projects managed by Ministry of Environment and Energy.

1. Minimum Master's Degree in Project Management, Environmental Engineering, Environmental Management, Civil Engineering, other relevant discipline.
2. Must have professional work experience of at least Ten (10) years with minimum seven (7) years' experience in project development and management, with focus on planning, monitoring, reporting and stakeholder and team coordination.
3. Knowledge and Experience in International Donor funded project management, technical, commercial or legal aspects of procurement will be an added advantage.
4. Work experience in delivery of water and sanitation sector projects will be an added advantage.
5. Should have strong leadership, management and communication skills in presenting, discussing and resolving difficult issues and have ability to work efficiently and effectively with a multidisciplinary team.
6. A high level of computer literacy is required. Familiarity with programs like Microsoft Office including Word, PowerPoint, Excel and Microsoft Project Office or similar software packages, as required.

The successful individual must be willing to work for extended periods without direct supervision and travel routinely to islands within the catchment.

In addition, the individual's reputation of integrity and impartiality routed in independent from third parties shall be considered.

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www.facebook.com/environment.gov.mv



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Successful individual will be paid an all-inclusive monthly fee of MVR 46,000.

The Ministry of Environment and Energy now invites interested eligible individual consultants to submit their application letter, CV, including information that demonstrates their qualification to perform the services (description of similar assignments and experience in similar conditions, familiarity with appropriate skills, reference, education certificates and national identity card/passport copy etc).

Interested individuals may obtain an outline Terms of Reference from www.environment.gov.mv and acquire further information on request by writing to the Ministry's email address.

The expressions of interest must be submitted to the address below no later than 1200 hours on 26 March 2017.

Human Resource Unit
Ministry of Environment and Energy
Green Building, Handhuvaree Hingun,
Maafannu, Male', 20392,
Republic of Maldives
Contact Number: 3018386

12 March 2017





Ministry of Environment and Energy
Republic of Maldives

Date: 12 March 2017

Support vulnerable communities in Maldives to manage climate change-induced water shortages

PROJECT MANAGER (PM)

TERMS OF REFERENCE

A. PURPOSE

Background

The outer islands of the Maldives experiences drinking water shortages during the dry season. These shortages have had significant adverse human, environmental and social impacts on the outer island. The key problems pertaining to freshwater security relate to the increasingly variable rainfall patterns induced by climate change and sea-level rise induced salinity of groundwater. The Government faces constraints in responding to the challenge at hand without assistance, especially in the context of anticipated impacts of climate change.

In response to this climate challenge, the 5-year USD 26 million project to “**Support vulnerable communities in Maldives to manage climate change-induced water shortages**” has the objective to deliver safe and secure freshwater to 105,000 people in the islands of Maldives in the face of climate change risks. This will be achieved by delivering the following results:

- a. Scaling up an integrated water supply system to provide safe water to vulnerable households;
- b. Introduction of decentralized and cost-effective dry season water supply systems;
- c. Groundwater quality improved to secure freshwater reserves for long term resilience.

The proposed adaptation solution is to scale up the use of an integrated water supply system that will bring three primary sources of water (rainwater, groundwater and desalinated water) into a least cost delivery system that is able to maintain service levels in the face of climate change related pressures. A paradigm shift will be achieved by addressing the main barriers to implementing integrated water supply systems (cost recovery; management capacity; and institutional mandates, coordination and policy direction).

The project is one of the first projects to be funded through the Green Climate Fund and is implemented by joint partnership between Ministry of Environment and Energy and UNDP from 2016 through to 2020.

Under the overall supervision of the Resident Representative and the day-to-day coordination with the Assistant Resident Representative for the Environment portfolio, the Project Manager is responsible for ensuring the direction of project activities and the achievement of project targets and results. S/he plans project activities and inputs, manages the day-to-day implementation of the project and supervises project experts and personnel.

The Project Manager will be a Management Specialist, supervising a team of international and local project

professional and support staff. S/he works in close collaboration with the Project Management Unit and Operations Teams and maintains effective working relationships with project IPs, donors and other partners.

Summary of key functions:

- Ensure direction of project activities and achievement of project targets and results;
- Ensure day-to-day management of the project;
- Ensure provision of high-quality technical advice and build partnerships;
- Facilitate knowledge building and management;

Ensures the direction of project activities and the achievement of project targets and results, by focusing on the following results:

- In accordance with the Project Document and in close coordination with IPs and the Technical Specialist, plan and develop project Annual Work Plans (AWPs) and establish Annual Targets according to UNDP CO timelines;
- Design project budget. Ensure that AWP activities suggested are in line with the overall direction set by the Project Document and lead to the timely achievements of project targets and results;
- Oversee and coordinate development and formulation of detailed implementation plans, procurement and human resources, communication and risk management plans for the Project;
- Coordinate and ensure timely updates of all planning instruments in close collaboration with relevant CO staff;
- Ensure implementation of activities as per AWP and agreed deadlines as well as according to detailed implementation, procurement and HR plans;
- Identify bottlenecks and develop solutions;
- Assess project impact and oversee the appropriateness and accuracy of methods used to verify progress and results;
- Establish adequate monitoring procedures and systems throughout project activities in close collaboration with the Project Team;
- Ensure that adequate systems are in place to gather data and information for project monitoring and that systematic monitoring of project progress against targets is undertaken, including regular field trips for monitoring purposes;
- Develop innovative improvements to enhance performance of the project;
- Ensure that UNDP's results-management systems are kept updated for project results-information including ATLAS project management module;
- Manage the accurate and timely high-quality results reporting on the progress of the project and achievement of annual targets to the Project Board and GCF. Ensure that GCF reports are prepared according to UNDP's SOPs, quality standards and in line with the contractual obligations to GCF;
- Ensure that all internal and external reports are submitted by deadlines;
- Coordinate and prepare ad hoc thematic and substantive reports/analysis/briefs.
- Implement project communications activities in close collaboration with the CO Team;
- Organize and participate in project level coordination meetings and/or technical working groups as per project document and AWP.
- Implement project governance arrangements;
- Ensure organization of Project Board meetings and ensure timely preparation of agenda, background materials to agenda items and minutes as per CO SOPs;

Ensures day-to-day management of the project, by focusing on the following results:

- Ensure compliance of all actions and activities with organizational rules, regulations, policies, strategies and internal control mechanisms;
- Mobilize personnel, goods and services, training and grants schemes to initiate activities, including drafting and reviewing terms of references and work specifications and overseeing all contractors' work;

- Oversee effective provision of services to IPs as required;
- Oversee the appropriate use of project funds as well as the consistent application of MEE and UNDP rules and regulations. Manage requests for the provision of financial resources by UNDP, through advance of funds, direct payments, or reimbursement using the FACE (Fund Authorization and Certificate of Expenditures);
- Prepare project budgets;
- Monitor budget implementation and accounting to ensure accuracy and reliability of project expenditure;
- Coordinate preparation of financial reports to MEE and UNDP, as required;
- Supervise and manage project personnel and consultants. Develop ToRs/Job Descriptions for project staff positions;
- Coordinate the recruitment processes;
- Establish performance objectives and standards and ensure timely and appropriate feedback, guidance and support to ensure optimum performance;
- Undertake performance evaluation according to UNDP's policies and deadlines;
- Manage and monitor project risks. In collaboration with the technical project staff, IP's and donors identify new risks and update risk frameworks for consideration of the Project Board for consideration and decision on possible actions if required;
- Update the status of these risks by maintaining the project risks log;
- Ensure appropriate management of project assets, attendance records, filing system.
- Implement audit recommendations for the project;
- Provide inputs to audit management responses;
- Initiate operational closure of the project.

Ensures and coordinates provision of high quality technical advice and building of partnerships, focusing on achievement of the following results:

- Coordinate the advisory activities of the project technical staff including the Technical Specialist. Ensure that technical outputs are provided according to plans and up to highest technical standards. Review and clear technical outputs for quality;
- Establish, maintain and facilitate strategic dialogue between project team and Government officials at central and local levels, in project's area of work;
- Provide technical advice, draft papers/briefs/proposals in project's technical focus;

Facilitates knowledge building and management, focusing on achievement of the following results:

- Ensure that the Project systematically builds capacities of Implementing Partner through introduction of innovation and best practices, access to knowledge and expertise and promote their application to project implementation;
- Promote teamwork, information sharing and collaboration within the Project Team and between the Project Team and the CO Programme Team;
- Promote skills development of project staff through coaching and mentoring;
- Ensure capturing and disseminations of lessons learnt during project implementation;
- Facilitate the Project's representation and/or participation in international knowledge networks to draw on and share best practice and lessons learned.

B. QUALIFICATIONS AND EXPERIENCE

1. Minimum Master's Degree in Project Management, Environmental Engineering, Environmental Management, Civil Engineering, other relevant discipline.

2. Must have professional work experience of at least Ten (10) years with minimum seven (7) years' experience in project development and management, with focus on planning, monitoring, reporting and stakeholder and team coordination.
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The successful individual must be willing to work for extended periods without direct supervision and travel routinely to islands within the catchment.

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The short-listed candidate will be requested to participate in personal interviews as well as presentation skills. The candidate is required to submit the names and contact details of personal referees who can attest to their ability.

The successful candidate must understand the objectives and delivery mechanisms of the projects portfolio. He/she must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative in his/her broad field of actions.

C. REPORTING REQUIREMENT

1. Report directly to the Water and Sanitation department head or it's designate on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client. Regular reporting to UNDP Resident Representative is required.
2. The Project Manager (PM) is expected to report to work on week days from 0800 – 1600 hours other than public holidays and provide services to the Client for an average of 40 hours a week. Remuneration for less than 8 hours work per day will be on a pro-rate basis and is required to work additional hours to complete the assigned tasks on a daily basis.
3. The Project Manager (PM) shall provide all the necessary reports and updates to the Client and Donor Agencies and relevant government authorities, whenever needed.
4. The Project Manager (PM) is required to report to work in official attire.

D. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is 36 months from the commencement of the works with potential extension based on performance and need. The successful candidate is expected to commence the services in April 2017.